

# CITY COUNCIL MONTHLY MEETING CALENDAR

## Oct-18

Oct-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm <i>Rippe out until Oct 7 &amp; 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 Run/Walk for Shelter
7	8 CITY COUNCIL 5:30 PM - WORK SESSION (B/C Program) 7:00 PM - REGULAR COUNCIL MEETING 8:30 PM - URA WORK SESSION (Next Steps) COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm-6pm, Comm Aud  Western WC Fire Task Force, 6pm Library 6:30pm	10 Municipal Court	11	12 JWC Noon <i>Rippe out until Oct 20</i>	13 Public Safety Open House 10am
<i>Rippe returns</i>	14 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm <i>Rippe out until Oct 20</i>	15	16 P&R 7am CFC 5:15pm	17	18 ODF Mtg 8am Diversity Café Ribbon Cut 3pm	19 <i>Rippe returns</i>
21	22 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 WEA 7:30am Sustainability 6pm	26 Watershed Tour 8am	27 Nyuzen Student Delegation Arrives Meet-n-Greet, 1pm
28	29 Nyuzen Student Delegation Welcome Dinner, 6pm Comm Aud (RSVP)	30	31 Merchant Trick-or-Treat			
Nyuzen Student Delegation Visit			Nyuzen Delegation Departs			

## Nov-18

Nov-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC Noon	2 FGS&CC 1st Friday	3 Verboort Dinner
4	5 Planning Comm 7pm	6 <i>General Election Day</i> CCI 5:30pm	7 Municipal Court FG Rural Fire 7pm	8 PAC 5pm	9	10
National League of Cities Summit, Los Angeles, CA						
11	12 CITY OFFICES CLOSED	13 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Library Comm 6:30pm	14 Red Cross Blood Drive 1pm-6pm, Comm Aud	15 WC Cities' Legislative Dinner 5:30 pm, Hillsboro Library Event Center 2850 NE Brookwood Pkwy Sustainability 6pm	16	17
18 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm	19	20	21 Municipal Court P&R 7am CFC 5:15pm	22 CITY OFFICES CLOSED	23 CITY OFFICES CLOSED	24
25	26 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	27 HLB 7:15pm	28 PSAC 7:30am	29	30 Holiday Tree Lighting	

## Dec-18

Dec-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Light Parade 5pm
2	3 Planning Comm 7pm	4 Red Cross Blood Drive 1pm-6pm, Comm Aud CCI 5:30pm	5 Municipal Court	6 EDC Noon	7 FGS&CC 1st Friday	8
9	10 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	11 Library Comm 6:30pm	12 RWPC EC 5:30pm TBD	13 PAC 5pm	14	15
16 Chamber Luncheon Sister Cities Mtg 4:45pm Planning Comm 7pm	17	18	19 Municipal Court P&R 7am CFC 5:15pm	20 Sustainability 6pm	21	22
23	24 NO CITY COUNCIL MEETING SCHEDULED Library closed 5pm	25 CITY OFFICES CLOSED	26 PSAC 7:30am	27 WEA 7:30am Sustainability moved to 12/20	28	29
30	31					

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**CITY COUNCIL MEETING AGENDA**

**MONDAY, OCTOBER 8, 2018**

**5:30 PM – Work Session (B/C Program)  
7:00 PM – City Council Regular Meeting  
8:30 PM – URA Work Session (Next Steps)**

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

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

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President  
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](mailto:aruggles@forestgrove-or.gov), 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

(PowerPoint Presentation)  
 Anna Ruggles, City Recorder  
 Jesse VanderZanden, City Manager

**5:30**

**WORK SESSION: COUNCIL SUB-COMMITTEE'S RECOMMENDATIONS (B/C PROGRAM)**

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

**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:**

Colleen Winters, Library Director

7:10

5. A.
  - *Washington County Cooperative Library Services (WCCLS) Update, Lisa Tattersall, WCCLS Manager*

(PowerPoint Presentation)  
 Dan Riordan, Senior Planner  
 Bryan Pohl, Community Development Director

7:25

5. B.
  - *Affordable Housing: City-Owned Land Inventory Update*

(PowerPoint Presentation)  
 James Reitz, Senior Planner  
 Bryan Pohl, Community Development Director

7:50

6. **PUBLIC HEARING AND FIRST AND SECOND READINGS OF ORDINANCE NO. 2018-07 AMENDING FOREST GROVE DEVELOPMENT CODE ARTICLES 8 AND 12 TO ADOPT REVISED FLOOD DAMAGE PREVENTION REGULATIONS AND DEFINITIONS AND DECLARING AN EMERGENCY; FILE NO. 311-18-000029-PLNG**

Rob Foster, Public Works Director  
 Jesse VanderZanden, City Manager

City Councilors

8:10

7. **CITY COUNCIL COMMUNICATIONS:**

Jesse VanderZanden, City Manager

8:15

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

Peter Truax, Mayor

8:20

9. **MAYOR'S REPORT:**

**8:25**

10. **ADJOURNMENT:**

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

**8:30**

**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 Work Session (B/C Program Process) Meeting Minutes of September 24, 2018.
  - B. Approve City Council Work Session (B/C Interviews) Meeting Minutes of September 24, 2018.
  - C. Approve City Council Regular Meeting Minutes of September 24, 2018.
  - D. Accept Committee for Community Involvement Meeting Minutes of July 10 and August 9, 2018.
  - E. Accept Community Forestry Commission Meeting Minutes of May 16, 2018.
  - F. Accept Historic Landmarks Board Meeting Minutes of August 28, 2018.
  - G. Accept Library Commission Meeting Minutes of August 14, 2018.
  - H. Accept Planning Commission Meeting Minutes of September 17, 2018.
  - I. Accept Public Safety Advisory Commission Meeting Minutes of May 23, June 27 and July 25, 2018.
  - J. Community Development Department Monthly Building Activity Informational Report for September 2018.
  - K. **RESOLUTION NO. 2018-79 MAKING APPOINTMENT TO HISTORIC LANDMARKS BOARD (Appointing Mark Fischer, Term Expiring December 31, 2022).**
  - L. **RESOLUTION NO. 2018-80 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (Appointing Delaney Sharp, Student Advisory, Term Expiring December 31, 2019).**
  - M. **RESOLUTION NO. 2018-81 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (Appointing Ashley Terry, Student Advisory, Term Expiring December 31, 2019).**
  - N. **RESOLUTION NO. 2018-82 MAKING APPOINTMENT TO SUSTAINABILITY COMMISSION (Appointing Johanna Peeters Weem, FG High School Student Advisory, Term Expiring December 31, 2019).**



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

**CITY COUNCIL STAFF REPORT**

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**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager

**MEETING DATE:** October 8, 2018

**PROJECT TEAM:** Anna Ruggles, City Recorder  
Jesse VanderZanden, City Manager

**SUBJECT TITLE:** Work Session: Boards and Commissions Review and Youth Involvement

**ACTION REQUESTED:**

	Ordinance		Order	X	Resolution		Motion		Informational
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*X all that apply*

**Background:**

In March, 2018, Council passed Objective 3.21, Youth Advisory Council: "Conduct Work Session to discuss YAC models, resources, and vision" and Objective 3.22, Board and Commissions: "Review appointment process, procedural consistencies regarding Council interaction, and Commission/Board makeup, including size, number, and composition."

In an effort to achieve these objectives, Council held a Work Session on August 13<sup>th</sup> which culminated in a Boards and Commissions Subcommittee charged with studying the current makeup of Boards and Commissions, determining the efficacy of a Youth Advisory Commission and determining if a template for Boards and Commissions is needed. The Mayor appointed Councilors Johnston, Wenzl, and Rippe to the Subcommittee.

The Subcommittee held three two hour meetings on August 28<sup>th</sup>, September 6<sup>th</sup> and September 25<sup>th</sup>. All members were in attendance for all meetings. The Subcommittee made recommendations and options for Council consideration pertaining to proposed Council Rules, Bylaw Template, Agenda Template, Youth involvement, Appointments and Reappointments Process, Non-Statutory Boards/Commissions reform, and outreach. These topics comprise the agenda for the October 8<sup>th</sup> Work Session.

**Status:**

Due to the amount of material and importance of the topic, the Work Session is scheduled for 1.5 hours with a 10 minute break in between. Staff encourages Councilors to thoroughly read through the proposed Council Rules and have comments ready for discussion. The purpose of the Work Session is to obtain Council feedback in an effort to clarify this years' appointment process and initiate outreach to the B/C's.

**Attachments:**

- A. Draft Council Rules (mark-up version)
- B. Draft Council Rules (accepted changes version)
- C. Work Session Powerpoint

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# “DRAFT”

## RESOLUTION NO. 2018- XX EXHIBIT A

(Repealing Resolution No. 2006-10)

### AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14, ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

#### ~~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 appoints 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 affecting 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).

**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. 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. B/C members serve without compensation.

**14.4 Composition** – Unless authorized by Council or required by state law, all B/C’s shall consist of no more than nine (9) voting members.

**14.5 Quorum and Meetings** – Unless required by state law, a majority of the total number of voting B/C members constitutes a quorum. The B/C shall hold meetings no less than four (4) times a year, unless more frequently as established by the B/C. In January of each year, the B/C shall adopt a schedule of its meetings for the upcoming year, including meeting times and dates for holidays and canceled meetings. The staff liaison shall file the B/C meeting schedule with the City Recorder’s Office and publish meeting dates/times on the City’s

website. In case of a meeting cancellation, the staff liaison shall post a notice at the meeting location and on the City's website prior to the meeting date/time.

**14.6 Terms of Office and Officers** – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. The Chair, Vice Chair and Secretary shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair 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. Appointments to vacant positions shall fill out the remainder of the unexpired term.

**14.7 Registry** – The City Recorder's Office shall ~~maintain~~ ~~prepare, keep current and retain on file in the Office of the City Recorder,~~ a **current roster** list of all members, including appointment date of appointment, length of unexpired term, and contact information. A copy of the roster ~~will~~ **shall** be provided to Council members at least once year or upon any substantial change in membership.

**14.8 Councilmember Liaisons to Citizen Advisory Boards, Commissions, and Committees** – The Mayor shall appoint a Council liaison to any B/C. ~~or ad-hoc committee.~~ Councilmembers, ~~who have been appointed as~~ Council Liaisons shall be a non-voting member. Their role is to communicate between the Council and the B/C to assure each group's collective interest is accurately, succinctly, and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

**14.9 Staff Liaisons** – The City Manager shall appoint a staff member as liaison to any B/C. Staff members shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall meet with newly-appointed B/C members prior to the first meeting to brief them on the duties of being a member. The staff liaison shall review the agenda in consultation with the B/C chair, prepare minutes, prepare and distribute the B/C packet at least five (5) days prior to the meeting and post the final agenda, submit legal notices for review and copies of approved minutes to the City Recorder's Office, report to the City Recorder's Office any member who has three (3) or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (OAR 166-200), and publicly post B/C documents on various media.

**14.10 Appointments and Reappointments** – Member recruitment shall begin in September and conclude by December 31<sup>st</sup> 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.

**14.11 Attendance** – Members are expected to attend every meeting. Members shall notify the Chair and staff liaison prior to the regular meeting to report an absence. Failure to provide notification for any absence will result in an unexcused absence. The minutes shall record the absence as excused or unexcused as determined by the Chair in consultation with the staff liaison. The City Recorder's Office shall notify any member who has three (3) or more unexcused absences in a 12-month period that they must reapply to be considered by the Council to finish their original appointed term. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more consecutive unexcused absences.

**14.12 Resignations and Vacancies** – A member shall submit a written resignation to the Chair and the City Recorder's Office and make every effort to allow for a thirty-day notice. To fill vacancies that occur mid-term, Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

**14.13 Agenda** – The Chair shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda. The agenda shall follow a standard template provided by the City.

**14.14 Open Meetings, Written Minutes and Public Records** – All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192). A public meeting is defined as two or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C. Written minutes are required for all meetings. Written minutes may include a briefly summarized record of what took place and must include any action items, showing the attendance and vote of each member. Verbatim minutes are not required. The minutes shall follow a standard template provided by the City.

**14.15 Bylaws** – Changes to a B/C's bylaws or rules of procedures must be approved by City Council. The bylaws shall follow a standard template provided by the City.

**14.16 Annual Reporting** – The Chair shall submit an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

**14.17 Conflicts of Interest and Ethics Law** – Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. Members are also subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432). Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the

Oregon Government Ethics Commission by April 15 of each calendar year. Civil penalty may be imposed by the State for each violation of any provision of the ORS.

**“DRAFT”**  
**RESOLUTION NO. 2018- XX**  
**EXHIBIT A**  
**(Repealing Resolution No. 2006-10)**

**AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14,  
ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

**SECTION 14 – ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES**

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# Boards and Commissions

City Council Work Session

October 8th, 2018

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

# Purpose

- 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

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



Non-Statutory

# Recap and Agenda

- Three Subcommittee Meetings held on August 28, September 6, and September 25<sup>th</sup>. Results and agenda included:
  - Recommend revised Council Rules
  - Recommend standard Bylaw and Agenda Templates
  - Recommend changes to Youth involvement
  - Options for Non-Statutory Boards/Commissions
  - Options for B/C outreach prior to Council action
  - Process for B/C appointments and reappointments



# Recap: Council Rules

# Recap: Council Rules

- City Council held a Work Session September 24<sup>th</sup> to discuss the appointments and reappointments process. Consensus was reached on Council Rule Sections 14.1, 14.2, 14.3, 14.6, and 14.10, contained in the following slides.

# Council Rules: Consensus Review

## AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14, ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

### 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 affecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible to the Council.

# Council Rules: Consensus Review

**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. 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. B/C members serve without compensation.

# Council Rules: Consensus Review

**14.6 Terms of Office and Officers** – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. The Chair, Vice Chair and Secretary shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair 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. Appointments to vacant positions shall fill out the remainder of the unexpired term.

# Council Rules: Consensus Review

**14.10 Appointments and Reappointments** – Member recruitment shall begin in September and conclude by December 31<sup>st</sup> 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.

# Council Rules: Proposed New

- Council reached consensus to bring back additional Council rule language pertaining to Council Objective 3.22, specifically, “...Council interaction, and Commission/Board makeup, including size, number, and composition.”
- The following slides are new, proposed Council rules recommended by the B/C Subcommittee.
  - **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

# Council Rules: Proposed New

**14.4 Composition** – Unless authorized by Council or required by state law, all B/C's shall consist of no more than nine (9) voting members.

**14.5 Quorum and Meetings** – Unless required by state law, a majority of the total number of voting B/C members constitutes a quorum. The B/C shall hold meetings no less than four (4) times a year, unless more frequently as established by the B/C. In January of each year, the B/C shall adopt a schedule of its meetings for the upcoming year, including meeting times and dates for holidays and canceled meetings. The staff liaison shall file the B/C meeting schedule with the City Recorder's Office and publish meeting dates/times on the City's website. In case of a meeting cancellation, the staff liaison shall post a notice at the meeting location and on the City's website prior to the meeting date/time.

# Council Rules: Proposed New

**14.7 Registry** – The City Recorder's Office shall **maintain** ~~prepare,~~ ~~keep current and retain on file in the Office of the City Recorder,~~ a **current roster** list of all members, including appointment date of ~~appointment,~~ length of unexpired term, and contact information. A copy of the roster ~~will~~ **shall** be provided to Council members at least once year or upon any substantial change in membership.

# Council Rules: Proposed New

**14.8 Councilmember Liaisons to Citizen Advisory Boards, Commissions, and Committees** – The Mayor shall appoint a Council liaison to any B/C. ~~or ad-hoc committee. Councilmembers, who have been appointed as Council Liaisons~~ shall be a non-voting member. **Their role is to communicate between the Council and the B/C to assure each group's collective interest is accurately, succinctly, and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings.** Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

# Council Rules: Proposed New

**14.9 Staff Liaisons** – The City Manager shall appoint a staff member as liaison to any B/C. Staff members shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall meet with newly-appointed B/C members prior to the first meeting to brief them on the duties of being a member. The staff liaison shall review the agenda in consultation with the B/C chair, prepare minutes, prepare and distribute the B/C packet at least five (5) days prior to the meeting and post the final agenda, submit legal notices for review and copies of approved minutes to the City Recorder’s Office, report to the City Recorder’s Office any member who has three (3) or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (OAR 166-200), and publicly post B/C documents on various media.

# Council Rules: Proposed New

**14.11 Attendance** – Members are expected to attend every meeting. Members shall notify the Chair and staff liaison prior to the regular meeting to report an absence. Failure to provide notification for any absence will result in an unexcused absence. The minutes shall record the absence as excused or unexcused as determined by the Chair in consultation with the staff liaison. The City Recorder's Office shall notify any member who has three (3) or more unexcused absences in a 12-month period that they must reapply to be considered by the Council to finish their original appointed term. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more consecutive unexcused absences.

**14.12 Resignations and Vacancies** – A member shall submit a written resignation to the Chair and the City Recorder's Office and make every effort to allow for a thirty-day notice. To fill vacancies that occur mid-term, Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

# Council Rules: Proposed New

**14.13 Agenda** – The Chair shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda. The agenda shall follow a standard template provided by the City.

# Council Rules: Proposed New

**14.14 Open Meetings, Written Minutes and Public Records** – All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192). A public meeting is defined as two or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C. Written minutes are required for all meetings. Written minutes may include a briefly summarized record of what took place and must include any action items, showing the attendance and vote of each member. Verbatim minutes are not required. The minutes shall follow a standard template provided by the City.

# Council Rules: Proposed New

**14.15 Bylaws** – Changes to a B/C's bylaws or rules of procedures must be approved by City Council. The bylaws shall follow a standard template provided by the City.

**14.16 Annual Reporting** – The Chair shall submit an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

# Council Rules: Proposed New

**14.17 Conflicts of Interest and Ethics Law** – Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. Members are also subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432). Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the Oregon Government Ethics Commission by April 15 of each calendar year. Civil penalty may be imposed by the State for each violation of any provision of the ORS.



# Bylaw Template

# Bylaw Template

- The B/C Subcommittee recommended a common Bylaw template that embodied the proposed Council Rules.
- The existing B/C purpose and membership would transfer to the new Bylaw template, unless otherwise revised by the Council rules.
- Pending Council approval of Council Rules, staff would reconcile bylaw template with existing B/C bylaws.
- Council and/or Staff liaison would present revised bylaws to B/C in December-January for B/C comment.
- Council to consider adopting all revised B/C bylaws in February.



# Youth Involvement

# Youth Involvement

The B/C Subcommittee recommended the following:

- All B/C's shall have one Student member unless otherwise prescribed by statute.
- All student members shall be voting members.
- All student members shall serve two year terms.
- A student member report is part of the agenda template.
- City to make efforts to have a student event every year.

# Youth Involvement

The B/C Subcommittee also recommended:

- The City shall make available two trips per year to the NLC D.C. Conference for qualifying student B/C members. To qualify, the student B/C member must:
  - Obtain the written recommendation of the B/C they serve on.
  - Provide a 1-2 page essay to the Recorder why they want to go.
  - The City Council will review and approve attendees.
  - The City Manager will designate a chaperone.

# Non-Statutory B/C Recommendations



# Economic Development Commission

The B/C Subcommittee forwarded the following options for Council to consider:

- Adding Urban Renewal Agency to EDC's core purpose.
- Change name to reflect new core purpose.
  - Example: Economic Development and Urban Renewal Commission.
- Restructure Commission to require portion of membership from within the URA.
  - Example: Of 9 members, 5 would be from within the URA area.
- Other City examples include:
  - Sherwood (SURPAC): "...purpose of advising the Urban Renewal Agency Board of Directors."
  - Tualatin (TURAC): "...advises and makes recommendations to the Tualatin Development Commission on matters pertaining to the Urban Renewal Plans...."
  - Beaverton (BURAC): "... to provide advice and recommendations on plan refinement and implementation."

# Public Safety Advisory Commission

The B/C Subcommittee forwarded the following options for Council to consider:

- Adding Traffic Safety to PSAC's core purpose
- Change name to reflect revised core purpose
  - Examples: Public Safety and Traffic Advisory Commission, Traffic and Public Safety Advisory Commission, Traffic Safety Commission,
- Focus would shift from Police/Fire to Public Works
- Examples include:
  - Tigard: Transportation Advisory Committee: "Advises City Council and staff on transportation issues..."
  - Hillsboro: Traffic Safety Commission: "...serve as the Traffic Safety Commission...advise the City on transportation/traffic system issues..."
  - Newberg: Traffic Safety Commission: "...provide a liaison with the City and promote traffic safety within the community."
  - Beaverton: Traffic Commission: "...advise the City Council on issues pertaining to traffic safety..."

# Public Arts Commission

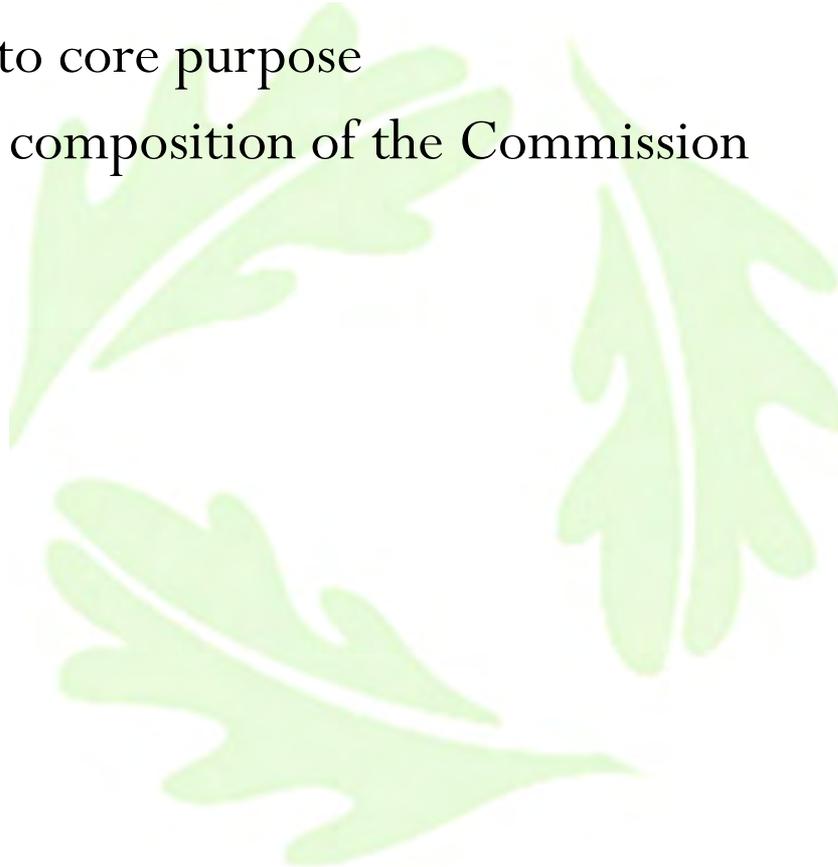
The B/C Subcommittee forwarded the following for Council to consider:

- Other city public art commissions are accompanied by a publicly-funded program
- Consider a URA-funded program for public art as part of URA strategic plan.
- Examples include:
  - Forest Grove: "...advises the City Council and makes recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community."
  - Beaverton: "...to improve the community through the promotion of art and culture."
  - Tualatin: "...was created to encourage greater opportunities for recognition of arts in Tualatin, to stimulate private and public support for programs and activities in the arts, and to strive to ensure excellence in the public arts collection."
  - Hillsboro: "...promote and support the growth of arts and culture as assets for a vital, prosperous, and livable community."
  - Sherwood: "...serves as an advisory board to the City Council, Sherwood Urban Renewal Agency Board of Directors and staff on the development and operation of cultural art venues and activities.

# Sustainability Commission

The B/C Subcommittee recommended Council discuss:

- No change to core purpose
- Review the composition of the Commission



# Proposed Rule Process

## October

- Hold meeting with Chairpersons to explain changes and seek feedback

## November

- Council consider Council rules

## December-January

- Staff reconciles bylaw template with Council rules
- Council/Staff liaisons present bylaw template to B/C for feedback

## February

- Council consider adopting all B/C revised bylaws
- Staff reconciles ordinances to Council rules

## March

- Council consider revised ordinances placing all B/C's into code

# Proposed Re/Appointments Process

## October

- Advertise UB insert and FGNT
- New & Incumbent B/C recruitment, closes October 31

## November

- Council interviews and deliberation:
  - November 13<sup>th</sup> 4:00-5:30 p.m.
  - November 19<sup>th</sup> 4:00-7:00 p.m.
  - Length depends on # of applicants, reappointments, and if Council divides into two subcommittees

## December

- Resolution making appointments, December 10
- Mandatory New Member Orientation

## January

- 4-Year Term Begins
- B/C Recognition Dinner January 17



THE END

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**Council Work Session Minutes  
B&C Program of Work**

**Monday, September 24, 2018  
5:30p.m., Community Auditorium**

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

**1. ROLL CALL:**

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

**ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President (arrived at 5:55 p.m.); Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynnda Wenzl and Mayor Peter Truax.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director (in the audience); and Anna Ruggles, City Recorder.

**2. WORK SESSION: BOARDS AND COMMISSIONS (B/C) PROGRAM OF WORK**

Ruggles and VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to address Council Objective 3.22, review B/C appointment process, procedural consistencies regarding Council interaction, and B/C makeup, including size, number and composition. VanderZanden gave an overview of the Council Subcommittee's work, noting the Subcommittee consists of Council President Johnston, Councilor Rippe and Councilor Wenzl. VanderZanden reported the Subcommittee met in work sessions held on August 28<sup>th</sup> and September 6, 2018, and reviewed statutory and non-statutory B/C purposes and made recommendations and options for Council consideration pertaining to the proposed Council Rules, bylaw template and youth involvement. VanderZanden noted the recommendations address the purpose of B/Cs; Council and Staff Liaison Roles and Responsibility; and Appointments and Reappointment Process. VanderZanden presented a PowerPoint presentation outlining a draft of the proposed language in Council Rules, Sections 14.1 and 4.2, Purpose; 14.3, Membership Qualifications; 14.6, Terms of Office and Officers; and 14.10 Appointments and Reappointments. In addition, VanderZanden outlined the Appointments/Reappointments Process, noting the purpose is to have member recruitment once a year, September through December. Mid-term vacancies would be filled by application kept on file resulting from the interview process. In conclusion of the above-noted presentation, VanderZanden reminded the Council 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, noting there was little guidance in the Charter and Council Rules that establishes the purpose and governance of B/C's.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review language in Sections 14.1 and 14.2, Purpose; 14.3, Membership Qualifications; 14.6, Terms of Office and Officers; and 14.10 Appointments and Reappointments. In conclusion of the above-noted exercise, the Council concurred with the following (new and ~~deleted~~):

14.1 – concurred

14.2 – concurred amend: ~~effecting~~ affecting

14.3 – concurred

14.4 – concurred amend: An individual may not act in official capacity ~~except through the action of the B/C.~~

14.6 – concurred

14.10 – concurred

In response to Mayor Truax's concern pertaining to when the B/Cs will have an opportunity to weigh-in on process and proposed amendments, VanderZanden advised the next Council Subcommittee Work Session is scheduled for Tuesday, September 25, 2018, at which time, the Subcommittee will review the Council Rules and bylaws as well as youth advisory recommendations, non-statutory B/C options and discuss outreach and next steps. In addition, VanderZanden advised that Council's Objective 3.22, to discuss youth advisory models, resources and visions, and board makeup, including size, number and composition will be addressed with Council in a work session at a later date, noting staff will bring back additional language for sections in the Council Rules that were not discussed in this work session.

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

### 3. ADJOURNMENT

Mayor Truax adjourned the Council work session at 6:00 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

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*A place where families and businesses thrive.*

**City Council Work Session Minutes  
B&C Interviews**

**Monday, September 24, 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 5:34 p.m.

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

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

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

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

- **Delaney Sharp**, Pacific University **Student**, **Committee for Community Involvement**; Parks and Recreation Commission and Sustainability Commission
- **Mark Fischer**, Pacific University Master Program, **Committee for Community Involvement**; **Historic Landmarks Board**; Library Commission; Public Arts Commission and Public Safety Advisory Commission
- **Ashley Terry**, FG **High School Student**, **Committee for Community Involvement and Public Arts Commission**
- **Johanna Peeters Weem**, FG **High School Student**, Library Commission and **Sustainability Commission**
- **Cliff Zavala**, Forest Grove High School Student (no show/no response)

After Council deliberation, Council collectively made recommendation to make the above-noted appointments as shown in **bold**. Resolutions making formal appointments will be considered at the next regular Council meeting of October 8, 2018.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 7:00 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

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

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

Mayor Peter Truax called the regular City Council meeting to order at 7:08 p.m. and led the Pledge of Allegiance.

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Keith Hormann, Light and Power Director; Jeff King, Economic Development Manager; Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS: None.**

**3. CONSENT AGENDA:**

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

- A. Approve City Council 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 (Appointing 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 19<sup>th</sup> Avenue, Suite 900 (Applicant: Robert Moats).

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

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

5. **PRESENTATIONS:**

5. A. **Leading With Race: Research Justice in Washington County**

Shweta Moorthy, PhD, Researcher Director, Coalition of Communities of Color, and Bridget Cooke, MDIV, Executive Director, Adelante Mujeres, presented a PowerPoint presentation overview on the [Leading With Race: Research Justice in Washington County](#), Executive Summary, which was presented in three parts – eight community sections reflecting the lived experiences of eight communities of color living in Washington County; data snapshots of four jurisdictions in the county that identify some key socio-economic outcomes for communities of color living in those cities; and a Call to Action. Council was asked to read out loud each of the quantitative data points that resonated as the most important. The Executive Summary booklets were distributed to Council. In conclusion of the above-noted presentation, Moorthy and Cooke addressed various Council comments pertaining to the findings and recommended actions of the report (Council approved Resolution 2017-20, which contributed \$2,500 towards the project).

5. B. **Industrial Land Overview**

King presented a PowerPoint presentation overview on the status of Council's Objective 1.3, identified in Fiscal Year 2017-18, to continue state certification process for industrial lands. King gave an overview of the three tiers that Business Oregon uses to determine state certification of undeveloped industrial sites, noting Forest Grove's industrial building space dropped from peak of 681,530 square feet in 2009 to virtually zero. King referenced a map showing the areas of undeveloped industrial lands, noting the City has seven industrial sites, comprising of 130 acres, all sites are Tier 1 or 2 and two sites are greater than 25 acres. In conclusion of the above-noted presentation, King addressed various Council inquiries pertaining to industrial sites and tiered certification process, noting staff will complete shovel ready certification for two sites; partner with Greater Portland, Inc., and Port of Portland to develop an

Employment Lands Site Readiness Toolkit; continue marketing all sites; and identify strategies to reduce costs and/or seek infrastructure assistance programs, including Enterprise Zone. In response to Council President Johnston's inquiry pertaining to designating the area north of 24<sup>th</sup> Avenue/Oak Street as multi-family, high-capacity, VanderZanden advised staff will report back to Council in work session at a later date, noting Part II of Objective 1.3, is to review the Comprehensive Plan to determine if supply of industrial lands is appropriate.

**5. C. LED Streetlight Replacement Program**

Hormann presented a PowerPoint presentation overview on the status of Council's Objective 1.2, identified in Fiscal Year 2017-18, LED (light-emitting diode) replacement project. Hormann presented a map showing Phase I coverage area and cost sheet, noting there are approximately 2,000 streetlights throughout the city to convert to LED lighting (average costs of \$300 per light), including nine different luminaire designs and wattages that will be part of the replacement project. Hormann added the Public Works Department owns the street lights, which are paid by the Street Fund and Street Light Fee, and Light and Power Department contracts to maintain all city-owned street lights, noting the replacement program will be phased over the next four years and installation will be completed annually as time allows. In conclusion of the above-noted presentation, Hormann addressed various Council inquiries pertaining to light pollution adjustment and overall cost-savings, noting the yearly maintenance costs will be reduced by 50 percent (\$100,000) and payback period is 5.5 years.

**5. D. Watershed Land Acquisition Process**

Foster and Downey presented a PowerPoint presentation overview on the status of Council's Objective 1.1, identified in Fiscal Year 2017-18, to review the viability of reserving a portion of timber sales to acquire lands within the watershed. Foster provided background information and referenced a map showing the City's watershed ownership, noting Council adopted Resolution 2017-37, Watershed Land Acquisition Policy, as a way to prioritize lands in and around the City's ownership. Downey referenced a potential land acquisition fund policy, showing the last five years of net harvest revenue, expenditures, and net contribution to Fund Balance and the maximum amount set aside for capital improvement projects. Downey addressed various Council inquiries pertaining to the fund balance allocation, noting all harvest monies accrue to the Water Fund, which has a beginning fund balance of \$8.6 million as of July 1, 2018, and fund balance is reserved for capital projects so the City does not accrue debt until the current debt is retired in 2023. Downey added the Water Rate Study includes using net timber harvest revenue as way to build fund balance for future projects. In addition, Foster addressed various Council inquiries pertaining to timber harvesting, noting the Watershed Management Plan calls for an average of approximately 2.0 million board feet as a sustainable harvest level within the active forest management area. In conclusion of the above-noted presentation, Foster and

Downey advised that until the Water Master Plan update and new capital improvement financial plan is completed, staff is proposing to set aside revenues in excess of \$325,000 for watershed potential land acquisitions, noting staff will bring back a proposed resolution for Council consideration at a later date, to which Council collectively concurred. In addition, Foster and Downey reported that over the last five years, the above policy would have resulted in approximately \$295,000 toward watershed land acquisitions, noting 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.

**6. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston reported attending the Council subcommittee work sessions, noting the subcommittee is revamping the program for boards, committees and commissions, including a youth advisory program. In addition, Johnston reported attending other regional meetings/events and reported on upcoming meetings he was planning to attend.

Rippe reported attending the 9/11 memorial ceremony and commended staff for an outstanding event. Rippe also commended Sharyl MacDonald, a local grandmother, who purchased more than 3,000 small American flags and organized help to place each flag in the ground at the flag memorial, representing the victims of 9/11. Rippe reported on various Economic Development Commission-related activities. In addition, Rippe reported attending other regional meetings/events and reported on upcoming meetings he was planning to attend.

Thompson reported attending Community Forestry Commission (CFC) meeting, noting CFC is working on plans for 2019 Arbor Day and is planning to replant six trees at Reuter Farms. Thompson noted CFC would like to schedule some time with Parks and Recreation Commission. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported attending Sustainability Commission (SC) meeting, noting SC is going to wait to submit an annual work plan until they revamp their project list. In response to Uhing's concern pertaining to the status of a traffic signal near Rose Grove, VanderZanden advised the Oregon Department of Transportation found the area did not warrant a traffic signal after conducting a traffic count analysis, noting it has been a challenging area and city staff is pursuing to conduct another traffic analysis. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Valfre reported attending the 9/11 memorial ceremony and commended staff for an outstanding event. Valfre reported he completed his tour of the Forest Grove Police Department. Valfre reported attending Library Commission (LC) meeting, noting the

Library is conducting a community survey. Valfre noted the Library's Friends and Family Night raised about \$2,300. Valfre noted he will be attending the League of Oregon Cities Conference. In addition, Valfre reported attending other regional meetings/events and reported on upcoming meetings he was planning to attend.

Wenzl reported Committee for Community Involvement (CCI) needs to ascertain if the Annual Town Meeting (ATM) date can be moved to Saturday, January 19, 2019, due to location site scheduling, to which Council voiced no concerns. In addition, Wenzl reported on other matters of interest, upcoming events and upcoming meetings she was planning to attend.

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

VanderZanden reported on upcoming meetings and events as noted in the Council calendar and City Manager's Report. VanderZanden provided a status update on the police facility, noting the plan is to complete a concept plan design in early October and send the concept design to cost estimator for an initial cost estimate. The survey and geotechnical work are underway. VanderZanden reported a Request for Proposal will be released in October for the Transient Lodging Tax funded tourism program. 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.

**8. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported Washington County Mayors decided to take no-stance on Metro's housing bond measure. Mayor Truax reported on various local, regional, Metro, and Washington County-related meetings he attended and other legislative matters of interest; his attendance at various community-related events; and upcoming community-related events and meetings he was planning to attend. In addition, Mayor Truax stressed the importance of each B/C weighing-in on the proposed B/C program recommendations, to which VanderZanden concurred.

Due to the time, Council collectively voiced consensus to postpone the 8:45 p.m. Urban Renewal Agency Work Session (Next Steps) to the next meeting, to which VanderZanden concurred.

9. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 9:25 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

30

APPROVED

CITY OF FOREST GROVE  
COMMITTEE FOR COMMUNITY INVOLVEMENT  
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET  
Tuesday July 10, 2018

Betsy Brower, Chairperson

David Andersen ..... Tom Cook (Secretary)  
MJ Guidetti-Clapshaw (Vice Chair) ..... Devon Downeysmith  
Student Advisor: Briana Larios  
Council Liaison: Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

→ Citizen Communications – Anyone wishing to speak 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. Each person must state his or her name and give an address for the record.

All public 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, at (503) 992-3235, at least 48 hours prior to the meeting.

**Present:** Betsy Brower, Tom Cook, Devon Downeysmith, Karen Reynolds, MJ Clapshaw,

**Absent:** , Briana Larios, David Andersen, Matt Stone

**Council Liaison:** , Malynda Wenzl (Absent)

**City Staff:** Bryan Pohl

1. **Call to Order:** The meeting was called to order at 5:30 pm at the Community Auditorium Conference Room by Chairman Brower. Minutes approved for June 2018.

2. **Community Connection Inbox- None**

3. **2019 ATM Planning**

Topic: Discussed potential topic of “Disaster Preparedness.” Topic was approved and forwarded to City Council.

Format: Discussed changing format from “subject matter experts” making presentations to having a “Disaster Preparedness Resource Fair.” Committee approved and forward to city council.

Venue: Discussed using one of the school facilities/gym. Will inquire about availability.

Date: January 26, 2019, Saturday.

4. **Police Facility Planning:** CCI has been asked to provide assistance on how to message to the community concerning the planning of the new police facility.

5. **2019 Latino Summit:** Devon led Discussion on how to conduct follow-on sessions: Relationship Building (perhaps use activity (soccer) and food). Focus on how to continue momentum (trust/relationship building) through social functions. Location: Tom McCall?

Devon asked for someone else to spearhead the next event. Consensus: Divide responsibility within CCI.

**6. C.P.O Meeting:** Karen Reported out on the CPO meeting. 3 speakers followed by Q and A time. Karen stated it was very positive and well received.

**7. Adjourned:** The meeting was adjourned at 6:30 pm by Chair Betsy Brower

**Next CCI meeting will be August 7th, 2018**

APPROVED

CITY OF FOREST GROVE  
COMMITTEE FOR COMMUNITY INVOLVEMENT  
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET  
Thursday August 9, 2018

Betsy Brower, Chairperson

David Andersen ..... Tom Cook (Secretary)  
MJ Guidetti-Clapshaw (Vice Chair) ..... Devon Downeysmith  
Student Advisor: Briana Larios  
Council Liaison: Malynda Wenzl

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**Present:** Betsy Brower, Tom Cook, David Andersen. (No quorum)

**Absent:** , Briana Larios, Matt Stone, Devon Downeysmith, Karen Reynolds, MJ Clapshaw,

**Council Liaison:** , Malynda Wenzl (Absent)

**City Staff:** Bryan Pohl

1. **Call to Order:** There was no quorum. No call to order.
2. No formal business took place. However, there was discussion of the 2019 ATM. Discussion was around the lack of clarity for the city as to the format and venue. Tom Cook agreed to draft a “proposal” to present to Committee and then to council. Topic: “Disaster Preparedness”.
3. Brian Pohl stated that the city was looking for volunteers to sit on the ad hoc “Public Advisory Committee for the Police Facility.” David Andersen volunteered. Tom Cook said he would be backup.
4. Brian Schimmel, Outreach Coordinator for Old Town, presented for CCI consideration a “Homeless Awareness Forum” in November 2018 in which CCI would partner/plan and facilitate. CCI will have to discuss at next meeting.

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**APPROVED**

Community Forestry Commission  
 Community Auditorium  
 1915 Main Street, Forest Grove, OR  
 May 16, 2018, 5:30 pm  
 Page 1 of 2

**President** – Mark Nakajima

**Members Present:** David Hunter – Dale Wiley – Bruce Countryman – Jen Warren

**Members Absent:** Lance Schamberger

**Staff Present:** Dan Riordan

**Council Liaison:** Ron Thompson

**Student Advisor:** Solomon Clapshaw

**Citizen New Member / Introduction:** None

**Minutes Approval:** David moved to approve and Jen seconded that the minutes be approved as submitted.

**OLD BUSINESS:**

Arbor Day Tree Planting Event David was recognized and thanked for his efforts in making the Arbor Day Tree Planting a success with the multiple changes at the last minute. There were some children there from a day care that helped out and seemed to enjoy the event.

Community Enhancement - The CFC was successful in obtaining a community enhancement grant for \$ 4,824.00.

Downtown Trees – The owner of the Yellow Llama has obtained permits for removal of the trees in front of the restaurant. He will be replacing them at some point in time after the sidewalk repairs.

**NEW BUSINESS**

David questioned if a tree protection permit had been applied for or issued on the construction at the Masonic Grand Lodge Library.

Dan spoke to the tree removals at the Raines Dialysis Clinic and if there was to be any kind of replacements.

Mark asked if there had been any tree mitigation requirements in connection with the lane construction on the Quince. Dan said that he would check with Engineering and see if there could be some enlightments on the replanting aspect of that.

Dan talked about the anticipated improvements at the Martin Road and Hwy 47 interchange.

**MEMBER UPDATE:**

**LIAISON UPDATE:** Ron- Updated on the Pacific Master Plan. The plan was quite extensive. There will be a couple of sidewalks added for safety reasons. Pacific added by City requirement 100 off street parking places in the downtown area.

Council will sign off on the operating agreement with the Senior Center. This insures continuity in the operations for 20 years. The City received \$ 100,000 from the county for work on the Senior Center.

Rates on the solid waste will increase in the next billing cycles about \$ 1.50 per household.

**NEXT MEETING:** June 20, 2018 at 5:30 pm at the City Auditorium.

**MEETING ADJOURNMENT:** David moved – Dale seconded that the meeting adjourn. Unanimous vote affirmative.

Respectfully submitted,

Dale Wiley

**APPROVED**

Forest Grove Historic Landmarks Board  
Community Auditorium, 1915 Main Street  
August 28, 2018 -- 7:15 P.M. Page 1 of 3

35

**Members Present:** Jennifer Brent, Kelsey Trostle, Holly Tsur, Larissa Whalen Garfias, Bill Youngs (1 vacancy)  
**Members Excused:** George Cushing  
**Staff Present:** James Reitz  
**Council Liaison:** Tom Johnston  
**Citizens Present:** 06 (Preservation grant applicants and Melody Haveluck)

1. **Call to Order:** Tsur opened the meeting at 7:15 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **Preservation Grant Request – Templeton House at 1619 Maple Street (Washington County tax lot 1S305BC01001). Applicant: Ed Duchesneau. File Number: 311-18-000019-PLNG.** This is a proposed exterior painting project with an estimated cost of \$11,000. The current exterior has weather-related damage and chipped lead paint. The owner has begun some prep work in anticipation of the project. He plans to hire Straight Edge as the company was recommended by his general contractor. **Youngs/Trostle to approve the grant request. Motion carried unanimously.**

B. **Preservation Grant Request – Olovson House at 2318 15<sup>th</sup> Avenue (Washington County tax lot 1S306CA00400). Applicant: Molly Siebert. File Number: 311-18-000020-PLNG.** This is a proposed exterior painting project with an estimated cost of \$3,000. The current stucco exterior has some cracks. The owner is considering using an elastomeric coating. In anticipation of request, staff contacted Joy Sears with SHPO (Director of SHPO and Preservation Specialist). In an email, Sears expressed concern for using elastomeric paint due to other historic structures in Oregon sustaining significant moisture problems following its use. Youngs also expressed concern given his expertise as an architect of 30 years. The product does not allow the structure to breathe which can result in blistering. Latex paint meanwhile is breathable. In addition, paint cannot be applied over elastomeric thus forever altering the historic structure. Youngs recommends that the homeowner "embrace the cracks" as part of the home's character. **Brent/Youngs to approve the grant request with the stipulation that an elastomeric coating not be used. Motion carried unanimously.**

C. **Preservation Grant Request – "Ludwig" House at 1419 Cedar Street (Washington County tax lot 1S306CA00600). Applicant: Kristin Ludwig. File Number: 311-18-000021-PLNG.** Youngs and Tsur have knowledge of the applicant but deem they can approach the project with impartiality. This is a proposed porch replacement project with an estimated cost of \$1,588. The current porch is in poor condition and presents a safety hazard to the homeowner. She mentioned that the informational postcard (mailed to all owners of historic buildings) was influential in her decision to begin the project. Tsur questioned whether the proposed railing on the porch would require Board approval – per staff, given the specifications of the porch, a railing is optional and does not require approval. Tsur also wondered if the owner's plan to stain the porch is consistent with HLB guidelines – per staff, stain is an appropriate choice and was available during the time of the home's construction. **Trostle/Whalen Garfias to approve grant request. Motion carried unanimously.**

D. **Preservation Grant Request – "King-Stanley" House at 2303 15<sup>th</sup> Avenue (Washington County tax lot 1S306BD14400). Applicants: Amber King and Chris Stanley. File Number: 311-18-000022-PLNG.** Youngs identified the applicants as neighbors but deems he can approach the project with impartiality. This a porch repair project with an estimated cost not yet confirmed (the owners are still reviewing their bids). The original front porch was constructed in three sections with a concrete overlay across

the top. The side sections have since cracked and separated from the center slab; this presents a safety hazard. The owners plan to repair the cracks and coat the stairs for cohesion. Work on the railing will be deferred until a future date although a timber strip will be added to the top of the existing railing to make it more attractive. **Brent/Trostle to approve the grant request. Motion carried unanimously.**

- E. **Public Safety Open House** – The event will take place on October 13, 2018. As Cushing usually organizes the event for the HLB, planning will be postponed until next month. In the interim Tsur will email Cushing to gauge his interest in organizing the HLB's participation. Whalen Garfias volunteered to prepare a children's activity on the theme of earthquake preparedness.
- F. **Media Outreach and Editorial Calendar** - Trostle will write an article about Main Street associations for September. Tsur would like to postpone her October article about hauntings until next year. There are no proposed articles for November and December although Cushing may have an article ready by next month. An acknowledgement is made that several HLB members are dealing with significant illnesses in their families and therefore have limited time to write articles for outreach. However, the HLB has participated in and plans to participate in several community outreach events thereby performing outreach through other outlets.
- G. **Downtown District** - The survey data is done. The consultants of HPNW and Jason Allen (SHPO reviewer) are working through edits on the context statement, ensuring that there were enough internal references cited. Documentation from 1993 context statement was not required to be as rigorous as it is today. Staff prepared a possible calendar for the tasks to be performed over the next several months; the HLB may modify it as it suits our needs. The Forest Grove City Council must rule on whether we proceed with plans for a Downtown District by early next year (taking action in January) so that the SHPO grant application can be filed in February. It is likely that we will need a lot of information ahead of time to present to the Council as they will not have much time to decide. Informational meetings could be done in place of canvassing, and SHPO staff could be present to help field specific questions. Tsur asked that the names of proposed buildings be listed and categorized into contributing and non-contributing to the district; staff will forward her the list. Dates for an open house will be considered at next month's meeting.

#### 4. Old Business/New Business:

- **Funding Opportunities Update** - Trostle and Tsur are gathering background information. They plan to revisit this topic once time allows.
- **National Night Out Recap** - The event was attended by Whalen Garfias, Brent, Cushing, and Youngs. Nearly 100 kit homes were given out or made during the well-attended event. All of the district walking tour maps on hand were distributed and a number people asked about the preservation grant program.
- **Approval of Historic Landmarks Board Meeting Minutes** of June 26, 2018. **The meeting minutes of June 26, 2018 were approved with minor corrections.** There were no minutes for the July 24 meeting; it was not held due to lack of a quorum.
- **Council Liaison Report** - Johnston shared potential plans for a new police station (which will require a bond; the Council is researching its feasibility). There will be a public hearing September 10 to discuss an affordable housing ordinance. Metro has proposed a bond designed to promote affordable housing worth \$629 million; Forest Grove, however, would see only a small percentage of that number (about 1.2%). There will also be a proposed bond to build a new MAX line along Barbur Blvd. Johnston would like to see a bus and pedestrian thoroughfare overlaying the existing railroad track paralleling Highway 8.
- **FHFG Report** - Haveluck noted several changes in their leadership. Mary Jo Morelli is the new acting president as the prior president has stepped down; and they are looking for a new newsletter editor. The next newsletter articles are due mid-October.

- **Staff Update** - Reitz noted that a vacancy remains on the Board because neither of the two applicants appeared for their Council interviews.
- **Sidewalk Chalk Art Festival** - Several members expressed interest in participating in the September 15, 2018 event. Further discussion will take place by email. Johnston also recommends the Corn Roast as an excellent venue for community outreach.
- **September 25 Agenda** - Public safety open house planning pending Cushing's availability; planning for a Downtown District (we can continue to develop material via email); potential discussion of the Main Street Program; and potential discussion of alternate funding sources.

5. **Adjournment:** The August 28, 2018 meeting adjourned at 9:46 p.m.

These minutes respectively submitted by Larissa Whalen Garfias, Secretary pro tem

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APPROVED

*Library Commission approved minutes as presented on Sep 19, 2018.*

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

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Aug 14, 2018.

**Members Present:** Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg, Secretary; Elizabeth Beechwood; Nickie Augustine; Valyrie Ingram;

**Members Absent:** Kirsten Beier

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Adolph "Val" Valfre

**Others:** None.

**2. ADDITIONS/DELETIONS:** None.

**3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF July 11, 2018:**

**MOTION:** Valyrie moved, seconded by Kathleen, to approve the July 11, 2018 minutes as presented. **MOTION CARRIED** by all.

**4. CITIZEN COMMUNICATIONS:** None.

**5. INFORMATIONAL ITEMS:**

**5a. FOUNDATION REPORT:** Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

a) Next Foundation Board meeting to be held Mon Aug 20.

b) Plans are being finalized for the Memorial Garden - to be located on the south side of the library. Foundation Board will present to City Council Sept 10, 2018. Contractor is finalizing designs. Contract to be written. Plan and budget to be decided. Some existing concrete to be removed. "Beautify phase" to be done first. "Memorial Garden phase" (not all details are decided) will come second. Possible wall mural to come in a later phase. The work outside is scheduled to begin in September 2018.

c) The upcoming annual "Friends and Family Night" fundraising dinner event for the Foundation is scheduled at McMenamins Grand Lodge for Wed Sep 12, 2018. The Foundation will receive half the proceeds from outdoor dining at the Grand Lodge

from 5:00pm to closing that night. Hoping for nice weather.

d) See the Library Foundation of Forest Grove's web site ([www.fglf.org](http://www.fglf.org)).

**5b. FRIENDS REPORT:** Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

a) The online used book sales continue to do well, with activity daily.

b) The Fall 2018 Used Book Sale will be held the week starting with Mon Oct 22, 2018. The usual volunteer help is requested.

c) The Friends web site is at: [fglibraryfriends.org](http://fglibraryfriends.org).

**5c. COUNCIL LIAISON REPORT:** Adolph "Val" Valfre shared comments about the recent activities of the Forest Grove City Council:

a) The Forest Grove City Council will have one meeting in both July and August.

b) Proposals for affordable housing and higher-density housing were considered.

c) Review of appointment methods to (and everything else about) the City's Board and Commissions is beginning, work to be done by a subcommittee of the City Council. Of special interest to Library Commission: Will create a path toward standardized bylaws for the B's & C's and may standardize all B & C membership terms at 4 years. Library Commission terms are currently only 2 years in length.

d) The above-mentioned B & C review will also consider creation of a Youth Advisory Commission. Some other Washington County cities have one. (Forest Grove allows a student position on many B's & C's currently, including the Library Commission).

e) One student has applied for the student position on either the Library Commission or the Parks Commission.

**5d. LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:

a) **Facility notes:** The two tall window structures that leak during heavy rains on the south side of the library (by the computers) are in the process of being fixed. Rather, the metal flashing around the two big window structures has caused the leaks and needs to be repaired before the windows can be put back in place. The building will be repainted both before and after all the window & flashing fixes are completed, with the paint color options still being considered.

b) Our next three Library Commission meetings (usually held on 2<sup>nd</sup> Tuesday nights in the Rogers Room) have conflicts with scheduled library Cultural Programs. So, our Library Commission meeting dates will have to be changed. Wed Sept 19 and Wed Oct 17 are chosen provisionally.

c) Teen Librarian Amy G. has left her position at the library. Held a going-away party for her.

d) Colleen re-thinking **Library Staff tasks & responsibilities**. What does each

person do? What needs to get done? An alternative personnel plan is coming. Colleen will discuss this with the City Manager next week.

e) The library participated in Forest Grove's **National Night Out** event. Jessica F. Robert G., and Amy G. staffed a booth and signed up 54 people for the Summer Reading Program and mentioned upcoming library programs as well.

f) The **Reptile Man** program attracted 180 children and 82 grownup attendees over two events on the same day and evening, at the library.

g) Sat Nov 3, 2018 added event "**Repair Fair**" from 1 to 4pm.

h) Mon Sep 24, 2018 workshop 6 to 7:30pm regarding wills, trusts, etc.

i) Colleen will participate in a **City Department Director retreat**. Priorities for the library department include: Survey, Strategic Plan, Staffing, Summer Reading Stats, and use of space inside the library.

j) **Summer Reading Program for 2018** is nearing its end. 1224 children and teens have signed up, a 16% increase from last year. Have also been 283 adult signups, a 31% increase. 1,636 free books have been given out so far. The Book Bucks feature (earning extra free books) has also worked well.

k) Sep 6, 2018 evening event is the Adult Reading end-of-summer party.

l) Sep 6, 2018 event "Give Voice to the Reader" where an author will reading of her work and attendees are invited to share anything they love about reading.

m) Tues Sep 11, 2018 6:30pm Cultural Program "Lightning in a Saddle: the incredible Evelyn Hamilton Story"

n) Sat Sep 15, 2018 10:30am – Time Out For TED Talks – topic: "How a handful of tech companies control billions of minds everyday".

## **6. DISCUSSION OF ITEMS:**

b) "**Survey in 2018**": Colleen said that the paper portion of the survey will be included in a near-future utility bill, perhaps online via some facility like "Survey Monkey", and maybe even be available in-person at the library. In-person interviews are considered better. Expecting wordy answers and hoping for thoughtful answers too. Would like entire gathering of survey answers to be completed by the end of Oct 2018, so the information is desired soon!

Colleen discussed the "Library Listening Tour" portion of the survey, presented to the Library Commission at our previous meeting by Jim J. Questions mentioned were: Which venues/businesses to contact, want a list of 15. Who to contact at each? Each venue will be different. Need a table or booth & permission & help from that venue. The "surveyors" would be at the venue for say 2 hours. Will the venue be willing to promote this event? Ask venue about best times and days for the survey event. Tell them what we want and need. Avoid causing problems at businesses. Do we buy items/food for those we would talk to? Agree with venues as to time/date, publicity via various means to be decided. Considered venues included: BJ's, Wed Farmers Market, CPO meeting, Urban Decanter, Safeway, other coffee places, Maggie's, the new frozen yogurt place by Ace Hardware, etc.

We need a script (of questions) for callers on businesses/venues, as well as a script of questions for those we want to ask potential library patrons, etc. (The paper survey could be available as a conversation starter.)

Need volunteers and/or help from Library Commission, the Friends, etc. to help with questions at events and venues, to be there and to take notes. Need to create structured worksheets for in-person interviews, with follow-up questions. Need to decide those that should be talked to and how to reach them, a good mix of people from the community.

**b) Update for “Strategic Plan for 2016 to 2018”.** Colleen mentioned the steps taken in 2015 to produce the library’s “Strategic Plan for 2016-2018”. Two meetings with stakeholders were held on Saturdays in the Fall of 2015. While the Library Commission was given updates on the plan over the last three years, and on progress being made, there was no communication with the original stakeholders. Colleen wants to propose follow-up with stake-holders. Also, where does the library go from here?

Colleen has a draft in progress of the document to be sent eventually to stakeholder participants (via e-mail), gave the draft to the Library Commission tonight or by e-mail very soon for our comments. Colleen has the list of participants (from three years ago) and e-mail addresses.

**c)** As mentioned before, **WCCLS** is going ahead with purchase and use of the “**Discovery Layer**” enhanced search facility. This will be useful to library patrons but will involve lots of work and training for library staff to make it useful. The Multnomah County library web site may show this type of enhanced search results.

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Wed Sep 19, 2018 at 6:30PM in the Rogers Room at the library.

**8. ADJOURNMENT:**

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary



*A place where families and businesses thrive.*

Planning Commission  
Community Auditorium  
1915 Main Street, Forest Grove, OR  
Monday, September 17<sup>th</sup>, 2018, 7:00 pm

1. **CALL TO ORDER:**

Vice Chair Phil Ruder called the meeting to order at 7:00 p.m. Roll Call:

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

**Planning Commission Excused:** Tom Beck, Chair.

**Staff Present:** CD Director Bryan Pohl; James Reitz, Senior Planner; Cassi Bergstrom, Planning Commission Coordinator.

2. **PUBLIC MEETING:**

A. **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

B. **PUBLIC HEARING:**

**(1.) File No. 311-18-000014-PLNG –Conditional use permit for a recreational cannabis dispensary**

Vice Chair Phil Ruder read the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no challenges from the audience. Vice Chair Ruder opened the public hearing at 7:05 p.m. and called for the staff report.

James Reitz, Senior Planner, gave the staff report showing the site plan, architectural rendering, and landscape plan regarding the proposed cannabis dispensary. Staff recommendation was to approve the conditional use permit with the conditions as follows: Defective sidewalk panels to be brought up to standard; South drive approach to be removed; Street trees to be installed along Oak Street parkway; Landscape plan with detail to be submitted; Off-street parking be reduced to 12 spaces from the 20 available; and installation of awning over building's entrance.

Commissioner Nakajima questioned the distance from schools and other existing dispensaries. Mr. Reitz stated that the proposal meets city requirements for the buffer zone.

**CORRESPONDENCE:**

None.

**APPLICANTS:**

**Mildred White, BAMA Architecture, 7350 SE Milwaukie Ave, Portland, OR 97202**

**Chris O'Conner, Retail Resource Group, 812 W 11<sup>th</sup> St, Austin, TX 78701**

**Jeff Johnson, Nectar, 3350 NE Sandy Blvd, Portland, OR 97232**

The applicants came to the front table and covered the conditions they were in agreeance with and conditions they disputed.

Ms. Mildred White stated that they wish not to do a continuance of this meeting. One item mentioned was the driveway approach not meeting the minimum 50 foot requirement from the intersection, and Ms. White now has a survey to show the distance does in fact meet the requirement but staff has not seen it. The applicant is open to additional traffic control measures and reports to prevent any grid locked traffic, possibly making the south driveway approach to be 'exit only'.

Ms. White was not in agreeance with the city's recommendation resulting in the reduction of parking spaces, making an argument that the facility is in need of the additional spaces.

Mr. Chris O'Conner stated that a continuance of the meeting would cause contractual problems for the purchase of the site, so it would be appreciated if the conditional use permit conditions could be resolved tonight.

Commissioner Sanderson asked if the awning condition was an issue, and applicants responded that they agreed with the condition.

Commissioner Sanderson wondered how many parking spaces the applicant is wanting, and Ms. White requested to match the existing 18 (including the 2 ADA spaces) with no reduction.

Commissioners discussed the south driveway approach condition, and how to resolve the issue without causing a continuance of the meeting. Vice Chair suggested an exit only driveway and right turn only. Commissioner Sanderson was not in agreeance, as many people ignore the signs. Mr. Reitz stated an angled driveway approach can make it more obvious.

Commissioners discussed the parking requirement with the applicants, deciding that since this is a conditional use application it would not require a variance to keep the existing spaces for this project. Mr. Reitz stated that staff interprets the development code requirement differently, but the Planning Commission has the right to override the interpretation as they see appropriate.

**PROPOSERS:**

None.

**OPPOSERS:**

None.

**OTHER:**

None.

Vice Chair Ruder closed the public hearing at 7:43 p.m.

**COMMISSIONER DISCUSSION:**

Vice Chair Ruder opened up the floor, and Commissioner discussed the conditions staff recommended.

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

1. To allow the south driveway approach, being clearly marked to be an exit only. **AYES: Vice Chair Ruder; Commissioners Nakajima, Smith, Rojas, Lawler. NOES: Commissioner Sanderson.**
2. Leaving the parking space count at 18 with the 2 ADA spots being inclusive. **AYES: Vice Chair Ruder; Commissioners Rojas, Lawler, Smith, Sanderson, Nakajima. NOES: None.**

The remaining conditions to remain as recommended by staff. Commissioner Nakajima requested that the street trees be placed with respect to the line of sight.

**Commissioner Sebastian Lawler moved a motion to recommend the file number 311-18-000017-PLNG, conditional use permit for a recreational cannabis dispensary with the conditions amended as mentioned. Commissioner Smith seconded.**

**Roll Call Vote: AYES: Vice Chair Ruder; Commissioners Nakajima, Smith, Rojas, Lawler, and Sanderson. NOES: None. ABSENT: Chair Tom Beck. MOTION CARRIED 6-0.**

**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 July 16<sup>th</sup>, 2018 meeting with one correction to the roll call. Commissioner Smith seconded. Motion passed 6-0.

**3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:**

None.

**3.4 DIRECTOR'S REPORT:**

Director Bryan Pohl reported that the Affordable Housing Density Incentive recommendation went to City Council in August, and they did exactly what the Planning Commission recommended. This was an excellent example of working together. The same night the low income housing tax exemption for non-profit groups passed.

Mr. Pohl informed the Commission that there is nothing on the horizon as far as land use applications, but there will be future work sessions for development code updates and edits.

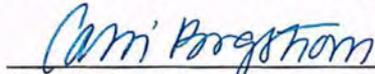
**3.5 ANNOUNCEMENT OF NEXT MEETING:**

The next meeting is to be determined.

**3.6 ADJOURNMENT:**

The meeting was adjourned at 7:58 p.m.

Respectfully submitted by:



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Cassi Bergstrom  
Planning Commission Coordinator

35

APPROVED

PUBLIC SAFETY COMMISSION  
Forest Grove Fire Department  
1919 Ash St.  
May 23<sup>rd</sup>, 2018

*Minutes approved by Public Safety Advisory Commission on June 27<sup>th</sup>, 2018*

1. **ROLL CALL**

Meeting called to order by Glenn VanBlarcom at 7:31 am

**Members Present:** Jayne Cravens, Glenn VanBlarcom, Anne Niven, Ray Arkus, and Jeffrey Boivin.

**Members Absent:** Ryan Duve, Drue Garrison, Joseph Baxter and Tom Epler

**Liaisons Non-Voting Representatives Present:** Tim Rippe, Nick Chan and Guy Storms.

**Others Present:** Kara Finn, Patrick Wineman and Janie Schutz

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS:** Karen Reynolds, 2115 NW Thatcher Rd, Forest Grove, OR 97116, communicated traffic accident concerns in the area of Thatcher and David Hill Rd.

Councilor Rippe addressed the concern and spoke on the future development and provided insight in the Council's ideas and plans for the future.

4. **APPROVAL OF MINUTES**

**MOTION TO APPROVE APRIL 25<sup>th</sup>, 2018 MEETING MINUTES.** Moved by, seconded by. **Motion carried 5-0**

5. **ADDITIONS/DELETIONS:**

6. **STAFF REPORTS**

**Police Department-** Chief Schutz addressed highlights from the Police Memorandum.

The department hired Officer Bartlett and will begin academy on June 11<sup>th</sup> and projected to be solo status sometime around February 2019.

The city has opened the Code Enforcement Officer position. The position is projected to be in place sometime around late summer or early fall.

Out of 39 shifts for the current time period, 29 were staffed at minimum with six of those shifts fill out with overtime to reach minimum staffing.

The department will be moving to 10 hours shifts eventually and it will take at least a year to get this to be sustainable.

The budget committee meeting for Police occurred and Jeffrey Boivin was in attendance. He stated that it was very eye opening and would be helpful for

a PSAC member to better understand staffing for both departments. The zombie house on Hawthorne has been an issue for almost two years now. The owner had died and the one person in the house, stayed and it became a flop house for individuals with heavy criminal records. Chief Schutz is working diligently and dealing with a lawyer and the bank that now owns the house to move forward with clean up.

**Fire Department** – On June 5<sup>th</sup>, there will be a 'Burn to Learn' opportunity on Kansas City Rd. It will be a full fire production. The new recruit academy will use it as their first live fire exercise.

On the 19<sup>th</sup> of May, there was a mandatory event for the fire department to hear from speaker Dr. Griffin regarding the Charleston fire where nine firefighters were killed in a sofa warehouse fire.

**City Council-** Councilor Rippe went over highlights of the Council Liaison report. There were focus groups for the police facility bond measure. There was positive feedback and there is positive support of a new building, but there will be a need to first provide a detailed design and cost before full support.

Metro is going to propose 2000-3200 affordable housing units in the Metro Region depending on the November ballot results. A constitutional amendment will be necessary in order for a government agency to own and manage properties in Oregon.

The consultant report was discussed regarding the police facility.

**NNO Report-** Anne Niven spoke regarding the exhibitors that have been contacted for National Night Out. Please send her an email if you would like a list of the vendors.

7. **NEW BUSINESS**

**Strategic Plan-**

**MOTION TO APPROVE THE PUBLIC SAFETY ADVISORY COMMISSION**

**MISSION STATEMENT AS FOLLOWS:** The mission of the Public Safety Advisory Commission is to advise and support the City Council on issues of public safety. The commission engages the community and stakeholders through discussion, education and research on public safety topics. **Moved by Jeffrey Boivin. Discussion:** Does this mission statement cover everything we have done in the last three years? The commission agreed that the statement does cover everything. **Motion seconded by Anne Niven. MOTION PASSED 5-0**

8. **ANNOUNCEMENT OF NEXT MEETING** – June 27<sup>th</sup>, 2018 at Forest Grove Fire Department.
9. **ADJOURN**  
Recorded & submitted by Kara Finn, Administrative Assistant

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APPROVED

PUBLIC SAFETY COMMISSION  
Forest Grove Fire Department  
1919 Ash St.  
June 27<sup>th</sup>, 2018

**Minutes approved by Public Safety Advisory Commission on July 25<sup>th</sup>, 2018**

**1. ROLL CALL**

Meeting called to order by Glenn VanBlarcom at 7:31 am

**Members Present:** Jayne Cravens, Glenn VanBlarcom, Tom Epler, Joseph Baxter, Ray Arkus, and Jeffrey Boivin.

**Members Absent:** Ryan Duve, Drue Garrison and Anne Niven

**Liaisons Non-Voting Representatives Present:** Kevin Noreen, Tim Rippe, Nick Chan.

**Others Present:** Michael Kinkade, Paul Downey, Rob Foster, and Janie Schutz

**2. INTRODUCTIONS**

Self-Introductions were made.

**3. CITIZEN COMMUNICATIONS:**

**4. APPROVAL OF MINUTES**

**MOTION TO APPROVE MAY 23<sup>rd</sup>, 2018 MEETING MINUTES.** Moved by Jayne Cravens, seconded by Jeff Boivin . **Unanimous.**

**5. ADDITIONS/DELETIONS:**

**MOTION FOR PSAC TO ENCOURAGE CITY SOCIAL MEDIA ACCOUNTS TO POST PEDESTRIAN/BICYCLE SAFETY MESSAGES THIS SUMMER.**

Moved by Jayne Cravens, seconded by Joe Baxter. **Unanimous.**

**6. STAFF REPORTS**

**Police Department-** Chief Schutz went over the police memorandum and stated that a new code enforcement office has been hired and is going through background

**Fire Department** – The new ladder truck is done and is being inspected in Eugene. Fire season has begun and the first conflagration has been activated.

**City Council-** There was an On-street parking around Pacific University and Town Center presentation. The plan will simplify and create a coherent and logical approach to on-street parking management around Pacific University.

FF Peter Smith was sworn in (the newest firefighter). City Council approved a resolution to apply for a transportation growth management for town

center, bike and pedestrian improvement plan and another one on design improvements on Pacific Ave and 19<sup>th</sup> Ave corridor and Hwy 8 from Quince to Cornelius City limits.

A grant was applied and approved for bicycle repair stations around Forest Grove. Tuality Hospital in Forest Grove will be converted to an Urgent Care Center on July 1<sup>st</sup>, 2018.

7. **NEW BUSINESS**

**Police Facility-** Paul Downey went over a presentation regarding the consultant report and police facility rough layout concepts. \*see attached document\* Jayne Cravens spoke about public perception vs reality at the focus groups.

**Traffic and Pedestrian Safety-** Rob Foster spoke on the Thatcher Rd and David Hill Rd junction. The City has a board called Traffic Control Review Board that meets as needed as internal or citizen concerns come up. It is run out of the engineering department and public works has a lot to do with it (signage, traffic controls, etc.)

There have been six accidents in eight months at this location and five accidents in a year, triggers an alert system. Three of those accidents were gross operational error. The intersection has four points, three of which are County jurisdiction.

The next step would be to have the Traffic Review Board look at the intersection and then hire a traffic engineering firm to do an analysis. A potential four way stop in the future was discussed and a speed study will be conducted and will be given to PSAC. Urbanizing is shown to reduce speed more than enforcement and a change in signs.

Once Thatcher is approved to become part of the City, there will be bike lanes, sidewalks, etc. to further urbanization. (This is potentially five years in the future).

There was general roundtable discussion regarding future road improvements in the City and the work and money that is involved in such changes.

8. **ANNOUNCEMENT OF NEXT MEETING** – July 25<sup>th</sup>, 2018 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant

APPROVED

PUBLIC SAFETY COMMISSION  
Forest Grove Fire Department  
1919 Ash St.  
July 25<sup>th</sup>, 2018

**Minutes approved by Public Safety Advisory Commission on August 22<sup>nd</sup>, 2018**

**1. ROLL CALL**

Meeting called to order by Drue Garrison at 7:30 am

**Members Present:** Anne Niven, Tom Epler, Joseph Baxter, Ray Arkus and Jeffrey Boivin.

**Members Absent:** Ryan Duve, Glenn VanBlarcom and Jayne Cravens

**Liaisons Non-Voting Representatives Present:** Guy Storms and Tim Rippe

**Others Present:** Michael Kinkade, Patrick Wineman, Kara Finn, Brandi Walstead- Keelan and Mike Hall.

**2. INTRODUCTIONS**

Self-Introductions were made.

**3. CITIZEN COMMUNICATIONS:** Chief Kinkade stated that at the last Forest Grove Rural Fire Board meeting, the Board voted to no longer send a non-voting representative to PSAC meetings going forward.

**4. APPROVAL OF MINUTES**

**MOTION TO APPROVE JUNE 27<sup>th</sup>, 2018 MEETING MINUTES.** Moved by Tom Epler, seconded by Jeff Boivin. **Unanimous** Anne Niven abstained

**5. ADDITIONS/DELETIONS:** Anne Niven spoke on National Night Out and handed out a list of vendors.

**6. STAFF REPORTS**

**Police Department-** Sergeant Hall stated that there are three officers in the academy. There is a new hire for the Code Enforcement position which handles a high volume of calls. The house on Hawthorne is still being handled and a contractor will be coming out to take a look at it. Twenty two of the forty five shifts this period were run at minimum staffing.

**Fire Department** – Chief Wineman reported that recently there were two house fires, a commercial fire, hazmat incident, brush fire, and a barn fire. Fire season is here and two conflagrations have already occurred (the Dalles and Grants Pass).

The Fireworks event went smoothly and enough money was raised to cover the cost of fireworks.

The old dental clinic across from McMenamins will be used for training.

There will not be any burning due to fire season, but the property will be used for other trainings opportunities. The new ladder truck will be delivered soon and there will be a formal ceremony for it. The house behind the back parking lot of the fire department is now occupied by two resident volunteer firefighters.

**City Council-** Councilor Rippe discussed the city council report. There was a work session on the police facility and the Council settled on the location of the new facility. It will be located behind the fire station on the 19<sup>th</sup> and Birch block.

Effective the 1<sup>st</sup> of July, the Forest Grove Hospital has been converted to an Urgent Care.

There will be a public hearing regarding a nonprofit tax exemption ordinance. Transportation Development Tax Project list for 2018: OR 47/Martin, OR 47/Maple, 19<sup>th</sup> St between C and D Ave, Willamina Ave between Main and Sunset, 26<sup>th</sup> Ave between Sunset Blvd and Hawthorne Ave.

Elections are this November with five running, three of which are existing Councilors.

## **7. NEW BUSINESS**

**Police Facility Outreach-** Brandi Walstead- Keelan attended the meeting and stated that in May 2019 there will be a bond to vote for a new police facility. A project advisory committee is being put together and will be made up of two PSAC members, one CCI member, two citizens, Chamber of Commerce, city staff, Police Chief and Captain, and Facility Supervisor. Brandi requested two PSAC members to be part of the team. The first meeting is scheduled for August 23<sup>rd</sup> from 1-3pm.

There is a very aggressive timeline. The main agenda for the PAC is to communicate to the public and gain support.

### **MOTION TO ELECT TOM ELPER AND ANNE NIVEN AS PSAC MEMBERS TO SERVE ON THE PROJECT ADVISORY COMMITTEE.**

Moved by Drue Garrison, seconded by Jeffrey Boivin. **Unanimous.**

**Strategic Plan-** Chief Kinkade recommended pausing the PSAC strategic plan until further information is received from City Council on a potential stream lined process for all boards and commissions.

## **8. ANNOUNCEMENT OF NEXT MEETING – August 22<sup>nd</sup>, 2018 at Forest Grove Fire Department.**

9. **ADJOURN**  
Recorded & submitted by Kara Finn, Administrative Assistant

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# Monthly Building Activity Report

## September-18

### 2018-2019

	Period: September-17		Period: September-18	
Category	# of Permits	Value	# of Permits	Value
Man. Home Setup	1	\$ -	1	
Sing-Family New	14	\$ 4,356,780.00	11	\$ 2,961,366.00
SFR Addition & Alt/Repair	11	\$ 469,539.00	3	\$ 29,806.00
MultiFamily New	3	\$ 3,632,182.00		
Multi Family Alterations/Repair/Additions	3	\$ 107,465.00	1	\$ 318,500.00
Group Care Facility Alt/Repair	1	\$ 6,000.00		
Commerical New				
Commerical Addition				
Commercial Alt/Repair	2	\$ 315,361.00	1	\$ 34,250.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair	2	\$ 139,553.00	4	\$ 503,900.00
Gov/Pub/Inst (new/add)			1	\$ 350,000.00
Signs	1	\$ 2,800.00		
Grading	3		2	
Demolitions	1			
<b>Total</b>	<b>42</b>	<b>\$9,029,680</b>	<b>24</b>	<b>\$4,197,822</b>

Comm Space to 5 units

#### Fiscal Year-to-Date

2017-2018		2018-2019	
Permits	Value	Permits	Value
94	\$13,979,046	109	\$18,747,666



*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	3K
MEETING DATE:	3L
FINAL ACTION:	3m 3N

**CITY COUNCIL MEMORANDUM**

---

**TO:** *City Council*

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

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

**DATE:** *October 8, 2018*

**SUBJECT:** *Resolution Making Appointments to Various B/C*

---

**BACKGROUND:**

Council held a work session on September 24, 2018, and interviewed the following applicants for various B&C vacancies:

- Mark Fischer, Pacific University Master Program, interviewed for Committee for Community Involvement (CCI); Historic Landmarks Board (HLB); Library Commission (LC); Public Arts Commission (PAC) and Public Safety Advisory Commission (PSAC).

Council made recommendation to appoint Fischer to HLB. **Staff recommends appointing Fischer to fill the vacancy as a voting member on HLB, Term Expiring December 31, 2018, and renew his 4-year term at year-end, expiring December 31, 2022.**

- Delaney Sharp, Pacific University Student, interviewed for Committee for Community Involvement (CCI); Parks and Recreation Commission (P&R) and Sustainability Commission (SC).

Council made recommendation to appoint Sharp to CCI; however, Council has not declared the student advisory position vacant; staff is following-up with appointed member to confirm status; or P&R as a student advisor. Sharp has advised staff that she would very much like to be appointed to P&R as that was her first choice. **Staff recommends appointing Sharp to fill the vacancy on P&R, Student Advisory, Term Expiring December 31, 2019.**

- Ashley Terry, Forest Grove High School Student, interviewed for Committee for Community Involvement and Public Arts Commission.

Council made recommendation to appoint Terry to PAC as a student advisor. Terry has advised staff that she would very much like to be appointed to PAC. **Staff recommends appointing Terry to fill the vacancy on PAC, Student Advisory, Term Expiring December 31, 2019.**

- Johanna Peeters Weem, Forest Grove High School Student, interviewed for Library Commission and Sustainability Commission.

Council made recommendation to appoint Peeters Weem to SC as a student advisor. Peeters Weem has advised staff that she would very much like to be appointed to SC. **Staff recommends appointing Peeters Weem to fill the vacancy on SC, Forest Grove High School Student Advisory, Term Expiring December 31, 2019.**

**STAFF RECOMMENDATION:**

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

3K

**RESOLUTION NO. 2018-79**

**RESOLUTION MAKING APPOINTMENT  
TO THE CITY OF FOREST GROVE  
HISTORIC LANDMARKS BOARD**

**WHEREAS**, the City of Forest Grove has provided for a Historic Landmarks Board pursuant to City Code; and

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

**WHEREAS**, there currently exist a vacancy on the Historic Landmarks Board; and

**WHEREAS**, the City Council has received application from citizen desiring to serve on the Historic Landmarks Board, and subsequently interviewed citizen making application for service on this Board.

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

**Section 1.** That the following person is hereby appointed to the City of Forest Grove Historic Landmarks Board for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
FISCHER	MARK	DECEMBER 31, 2022

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of October, 2018.

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

**APPROVED** by the Mayor this 8<sup>th</sup> day of October, 2018.

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

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 result Application](#)

HUB - 12/5/18  
renew 4yr term

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 Apt A

**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 contribuon 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>

**RESOLUTION NO. 2018-80**

**RESOLUTION MAKING APPOINTMENT TO  
PARKS AND RECREATION COMMISSION  
STUDENT ADVISORY**

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

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

**WHEREAS**, there currently exist a student advisory vacancy on the Parks and Recreation Commission; and

**WHEREAS**, it is the desire of the City Council to appoint a student to serve as a student advisor on the Parks and Recreation Commission.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
<b>SHARP</b>	<b>DELANEY</b>	<b>STUDENT ADVISORY</b>	<b>DECEMBER 31, 2019</b>

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of October, 2018.

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

**APPROVED** by the Mayor this 8<sup>th</sup> day of October, 2018.

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

INTERVIEW  
9-24-18  
6pm  
P/R Term 12/31/18

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

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

**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 loved 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>



**RESOLUTION NO. 2018-81**

**RESOLUTION MAKING APPOINTMENT TO  
PUBLIC ARTS COMMISSION  
STUDENT ADVISORY**

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

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

**WHEREAS**, there currently is a student advisory vacancy on the Public Arts Commission; and

**WHEREAS**, it is the desire of the City Council to appoint a student to serve as a student advisor on the Public Arts Commission.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
TERRY	ASHLEY	STUDENT ADVISORY	DECEMBER 31, 2019

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of October, 2018.

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

**APPROVED** by the Mayor this 8<sup>th</sup> day of October, 2018.

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

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Interview  
9-24-18  
6:30pm

PAC - Student  
12/31/19

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

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

██████ 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>

**RESOLUTION NO. 2018-82**

**RESOLUTION MAKING APPOINTMENT TO  
SUSTAINABILITY COMMISSION  
STUDENT ADVISORY**

**WHEREAS**, Resolution No. 2013-69 has provided for a Sustainability Commission; and

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

**WHEREAS**, there currently exist a high school student advisory vacancy on Sustainability Commission; and

**WHEREAS**, it is the desire of the City Council to appoint a student to serve as student advisor on the Sustainability Commission.

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

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

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Term Expires</u>
PEETERS WEEM	JOHANNA	FG HS STUDENT ADVISORY	DECEMBER 31, 2019

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

**PRESENTED AND PASSED** this 8<sup>th</sup> day of October, 2018.

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

**APPROVED** by the Mayor this 8<sup>th</sup> day of October, 2018.

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

INTERVIEW  
9-24-18  
6:40pm  
sustainability  
comm-student  
r25115

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

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform res 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 role 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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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	_____
MEETING DATE:	_____ 5A _____
FINAL ACTION:	_____

**CITY COUNCIL STAFF MEMORANDUM**

**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager

**PROJECT TEAM:** Colleen Winters, Library Director

**MEETING DATE:** October 8, 2018

**SUBJECT TITLE:** Washington County Cooperative Library Services (WCCLS) Presentation

**ACTION REQUESTED:**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
	Ordinance	Order	Resolution	Motion	X	Informational

X all that apply

**BACKGROUND:**

Lisa Tattersall has recently been appointed as the new manager of WCCLS, replacing Eva Calcagno, who retired in February.

Lisa has been invited to come and meet the Council and give a brief update on WCCLS activities including their new Automated Materials Handling system and the installation of the new Bibliocommons discovery layer.

Forest Grove City Library is one of the 10 original founding members of WCCLS. The Cooperative now includes 13 public libraries and two special libraries.

**STAFF RECOMMENDATION:**

This presentation is informational. No action is required.

**ATTACHMENT(s):**

None

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# City-Owned Land Inventory

Bryan Pohl, Community Development Director  
Daniel Riordan, Senior Planner

City Council Presentation  
October 8, 2018

# Purpose of Presentation

- Address City Council 2018 Goal Objective 1.10 regarding a land inventory for affordable housing.
- Tonight's presentation focuses on the inventory of City-owned land and provides a basis for future discussions about City-owned sites that could be suitable for affordable housing.
- The land inventory is the final element of Goal Objective 1.10 for Council consideration:
  - Council discussed the CET earlier this year and decided to defer pending the outcome of County and Regional efforts.
  - Council examined property tax exemptions and adopted a non-profit tax exemption for affordable housing.

# City-Owned Land Inventory

- The City owns 100 parcels and approximately 80 acres of land excluding public rights-of-way:
- Land is used for a variety of purposes:
  - Parks and Greenspaces
  - Substations (Thatcher, Forest Grove and Filbert)
  - Downtown Parking Lots
  - Public Works Corporate Yard
  - City Hall
  - Community Auditorium
  - Light and Power Office
  - Parks Department Office
  - Water Treatment Plant
  - Surface and Stormwater Treatment
  - Aquatic Center
  - Senior Center
  - Rights-of-Way



# City-Owned Land Summary

- City land could be evaluated or “filtered” to determine if a site has development potential for affordable housing.
- Filters to consider include:
  - Is the site zoned for residential development?
  - Is the parcel subject to deed restrictions, i.e., parks?
  - Is the parcel reserved for a future city use?
  - Are environmental constraints present, i.e., floodplain?
  - What are the parcel’s characteristics?
    - How large is the site?
    - Does the site have an irregular shape making it difficult to develop?
    - Is necessary infrastructure present, i.e., storm and sewer, and if not, can it be provided cost effectively?
- Are there other filters that should be considered?

# Next Steps

- With Council direction, staff will return with an evaluation of specific sites and analysis of potential housing unit yield.
- Staff will also reach out to faith-based organizations about recent changes to state law allowing construction of affordable housing on residential land they own.



*The End*

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	
MEETING DATE:	6.
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

**FIRST & SECOND READINGS:**

**TO:** *City Council*

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

**MEETING DATE:** *October 8, 2018*

**PROJECT TEAM:** *Robert A. Foster, Public Works Director  
Bryan W. Pohl (CFM), Community Development Director  
Derek Robbins, Civil Engineer  
James Reitz (AICP), Senior Planner*

**SUBJECT TITLE:** *Public Hearing and First and Second Readings of an Ordinance to Amend Development Code Articles 8 and 12 to Revise Flood Damage Prevention Regulations and Definitions, and Declaring an emergency*

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

*X all that apply*

**ISSUE STATEMENT:** In 2016 Forest Grove adopted new code to regulate flood hazard areas. FEMA staff recently completed a review of the ordinance and has developed a list of required revisions. Adoption of this ordinance would ensure continued compliance with the standards for participation in the National Flood Insurance Program (NFIP) and will enable Forest Grove to avoid suspension from the NFIP. FEMA is requiring that the code revisions be in effect by October 19, 2018.

**BACKGROUND:** The code adopted in 2016 was largely based on a Model Code developed by the Department of Land Conservation and Development (DLCD). Even though this process was completed two years ago, the Federal Emergency Management Agency (FEMA) has only now completed its review of the code for compliance with federal standards. The City was notified by email on September 5, 2018, that the review was complete and that FEMA was making a number of "requested changes" although it is clear that these changes are mandatory in order to remain in compliance with the NFIP. DLCD staff followed up with some minor revisions on September 10, 2018. Each of the proposed amendments is described in the attached Planning Commission staff report.

In a letter to the Mayor dated September 14, 2018, FEMA staff informed the City that these revisions would have to be adopted by October 19, 2018. City staff responded that the normal ordinance adoption process could not be completed so quickly. FEMA replied the deadline could not be extended and the City must have the FEMA and State ordinance revisions completed prior to midnight, October 19<sup>th</sup>, 2018, to avoid suspension from the NFIP.

Legislative decisions including Development Code text amendments are considered under a Type IV process that requires review by the Planning Commission before being forwarded to the City Council for final action.

The Planning Commission hearing was held on October 1, 2018. At the hearing, the Planning Commission unanimously recommended approval of the text amendments, 7-0.

**FISCAL IMPACT:** Adoption of the proposed ordinance revisions will have no direct fiscal impact on the City, since no significant change in the regulation of activities allowed in the floodplain is proposed.

**STAFF RECOMMENDATION:** Staff recommends adoption of the ordinance to amend Forest Grove Development Code Articles 8 and 12 to revise the Hazards and Resources (flood damage prevention) regulations and related definitions. Due to the pending October 19, 2018, deadline imposed by FEMA, staff further recommends adoption of the first and second readings and the declaration of an emergency, pursuant to City Charter §16(b) and 17:

*§16(b) ORDINANCE ENACTMENT. The Council may enact an ordinance at a single meeting by unanimous approval by at least five members, provided the proposed ordinance is available to the public at least seven days before the meeting as prescribed by Council rules.*

The draft ordinance was available to the public on September 24, 2018, fourteen days prior to the City Council hearing.

*§17 EFFECTIVE DATE. Ordinances take effect on the 30<sup>th</sup> day after enactment, or on a later day provided in the ordinance. An ordinance may take effect as soon as enacted or other date less than 30 days after enactment if the ordinance contains an emergency clause.*

**ATTACHMENTS:**

- Ordinance to Amend Forest Grove Development Code Article 8, Exhibit A, and Article 12, Exhibit B
- Planning Commission Decision #2018-05
- Planning Commission Staff Report



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**NOTICE OF PUBLIC HEARING  
AMENDING FOREST GROVE DEVELOPMENT CODE  
FILE NO. 311-18-000029-PLNG**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing on **Monday, October 8, 2018, 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance. The proposed ordinance, if enacted by the City Council, would take effect 30 days immediately after enactment unless City Council declares an emergency. The Council will be considering the following request:

- Amend the Forest Grove Development Code Article 8, *Hazards and Resources*, and Article 12, *Definitions*, to revise Flood Damage Prevention Regulations and Definitions.

The Forest Grove City Council will consider the proposal and base a decision on the following review criteria. Comments in response to this proposal must address specific review criteria:

Development Code Text Amendments (DC §10.2.630)

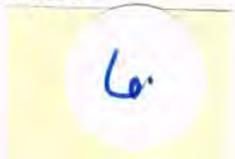
- A. The text amendment is consistent with the relevant goals and policies of the Forest Grove Comprehensive Plan.
- B. The text amendment is consistent with the relevant statewide and regional planning goals, program and rules.

At the time and place of the public hearing, all persons will be given a reasonable opportunity to give testimony about this proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used as the basis for an appeal to the Land Use Board of Appeals (LUBA). If additional documents or evidence are provided in support of an application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven (7) days after the hearing. Information pertaining to this proposal may be obtained from City Engineer Robert A. Foster, Engineering Department, 9am-5pm, 1928 Council Street, [rfoster@forestgrove-or.gov](mailto:rfoster@forestgrove-or.gov) or (503) 992-3228. A copy of the staff report and proposed ordinance are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing.

**Anna D. Ruggles, CMC, City Recorder**  
**To Be Published: October 3, 2018**

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ORDINANCE NO. 2018-07



**ORDINANCE AMENDING FOREST GROVE DEVELOPMENT CODE  
ARTICLES 8 AND 12 TO ADOPT REVISED FLOOD DAMAGE  
PREVENTION REGULATIONS AND DEFINITIONS AND DECLARING  
AN EMERGENCY; FILE NO. 311-18-000029-PLNG**

**WHEREAS**, the Development Code was amended in 2016 with the addition of new standards to regulate development in floodplains and flood management areas; and

**WHEREAS**, the 2016 amendments were based largely on a Model Code developed by the Oregon Department of Land Conservation and Development (DLCDC); and

**WHEREAS**, in a notice received on September 5, 2018, the Federal Emergency Management Agency (FEMA) informed the City that FEMA had completed its review of the 2016 amendments and concluded that revisions were necessary to comply with federal standards; and

**WHEREAS**, FEMA is requiring that the City have these revisions in effect by October 19, 2018, and that failure to do so could result in the City being suspended from the National Flood Insurance Program (NFIP); and

**WHEREAS**, in a notice received on September 10, 2018, DLCDC also noted the need for some minor edits pertaining to specific terms and definitions; and

**WHEREAS**, notice of these amendments was provided to DLCDC on September 25, 2018; and

**WHEREAS**, the Planning Commission held a Public Hearing on the proposed amendments on October 1, 2018; and

**WHEREAS**, the Planning Commission adopted Planning Commission Findings and Decision No. 2018-05 recommending approval of the proposed amendments; and

**WHEREAS**, notice of the City Council Public Hearing on the proposed ordinance was published in the *Forest Grove News-Times* on October 3, 2018; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed ordinance for first and second readings on October 8, 2018.

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

**Section 1:** The City Council of the City of Forest Grove hereby adopts the text amendments to Development Code Article 8, as shown in Exhibit A, and Article 12, as shown on Exhibit B.

**Section 2:** Emergency Clause - Inasmuch as this ordinance is necessary for the immediate preservation of the public peace, health, and safety of the City of Forest Grove, or to facilitate the prompt and timely completion of important City business, an emergency is hereby declared to exist; and this ordinance is effective immediately following its enactment by the City Council.

**PRESENTED AND PASSED** the first reading this 8<sup>th</sup> day of October, 2018.

**PASSED** the second reading this 8<sup>th</sup> day of October, 2018.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 8<sup>th</sup> day of October, 2018.

---

Peter B. Truax, Mayor

EXHIBIT A  
ORDINANCE NO. 2018-07  
File No. 311-18-00029-PLNG

ARTICLE 8 - GENERAL DEVELOPMENT STANDARDS  
HAZARDS AND RESOURCES

- 10.8.300 PURPOSE
- 10.8.305 RESOURCE AREAS
- 10.8.310 HAZARD AREAS

10.8.315 FLOODPLAINS AND FLOOD MANAGEMENT AREAS

- A. Lands to Which This Code Applies
- B. Basis for Establishing Areas of Special Flood Hazard

The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study for Washington County and Incorporated Areas” dated November 4, 2016, **and as subsequently revised**, with accompanying Flood Insurance Rate Maps (FIRM) are hereby adopted by reference and declared to be a part of this code. The Flood Insurance Study is on file at the Forest Grove Engineering Department. The best available information for flood hazard area identification as outlined in §10.8.325(C) shall be the basis for regulation until a new FIRM is issued which incorporates the data utilized under §10.8.325(C).

- C. Warning and Disclaimer of Liability

10.8.320 ESTABLISHMENT OF DEVELOPMENT PERMIT

10.8.325 DESIGNATION, DUTIES & RESPONSIBILITIES OF THE CITY ENGINEER

- A. The City Engineer is hereby appointed to administer and implement this code by granting or denying development permit applications in accordance with its provisions.
- B. The duties of the City Engineer shall include, but not be limited to:
  - 1. Reviewing all development permits to determine that the permit requirements of this code have been satisfied.
  - 2. Reviewing all development permits to determine that all necessary permits have been obtained from those Federal, State, or local governmental agencies from which prior approval is required.
  - 3. Reviewing all development permits to determine if the proposed development is located in the floodway. If located in the floodway, ensure that the encroachment provisions of §10.8.345 are met.

4. Providing the base flood elevation as has been determined in accordance with §10.8.315(B) Basis for Establishing Areas of Special Flood Hazard to the Building Official, along with any freeboard requirements established in §10.8.335(B) Specific Standards.

C. Use of Other Base Flood Data in “A” Zones.

D. Information to be Obtained and Maintained.

E. Alteration of Watercourses.

1. Development shall not diminish the flood-carrying capacity of a watercourse. If any watercourse will be altered or relocated as a result of the proposed development, the applicant shall submit certification by a registered professional engineer that the flood-carrying capacity of the watercourse will not be diminished.
2. The City Engineer shall:
  - a. Notify adjacent communities, the Department of Land Conservation and Development and other appropriate state and federal agencies, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
  - b. Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.
3. Applicants shall obtain a Conditional Letter of Map Revision (CLOMR) from FEMA before any encroachment, including fill, new construction, substantial improvement, or other development, in the regulatory floodway is permitted. The applicant shall be responsible for preparing technical data to support the ~~CLOM~~ CLOMR application any paying any processing or application fees to FEMA.

F. Requirement to Submit New Technical Data.

G. Non-Conversion of Enclosed Areas Below the Lowest Floor.

H. Interpretation of FIRM Boundaries.

10.8.330	VARIANCE PROCEDURE
10.8.335	PROVISIONS FOR FLOOD HAZARD REDUCTION
10.8.340	BEFORE REGULATORY FLOODWAY
10.8.345	FLOODWAYS

Located within areas of special flood hazard established in §10.8.315(B) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- A. Except as provided in paragraph (C) below, prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional civil engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that

encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

B. If §10.8.345(A) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of §10.8.335 Provisions for Flood Hazard Reduction.

~~C. Projects for stream habitat restoration may be permitted in the floodway provided:~~

- ~~1. The project qualifies for a Department of the Army, Portland District Regional General Permit for Stream Habitat Restoration (NWP 2007-1023); and~~
- ~~2. A qualified professional (a Registered Professional Engineer; or staff of NRCS; the county; or fisheries, natural resources, or water resources agencies) has provided a feasibility analysis and certification that the project was designed to keep any rise in 100-year flood levels as close to zero as practically possible given the goals of the project; and~~
- ~~3. No structures would be impacted by a potential rise in flood elevation; and~~
- ~~4. An agreement to monitor the project, correct problems, and ensure that flood carrying capacity remains unchanged is included as part of the local approval.~~

~~D. C.~~ Temporary structures placed in the floodway: Relief from no-rise evaluation, elevation or dry flood-proofing standards may be granted for a non-residential structure placed during the dry season (June - October) and for a period of less than 90 days. A plan for the removal of the temporary structure after the dry season or when a flood event threatens shall be provided. The plan shall include disconnecting and protecting from water infiltration and damage all utilities servicing the temporary structure.

~~E. D.~~ Temporary storage of goods and materials, not including hazardous materials, is allowed in the floodway for a period of less than 90 days within the dry season (June – October).

10.8.350 CRITICAL FACILITY  
10.8.355 ENVIRONMENTAL PRACTICE

## EXHIBIT B

ORDINANCE NO. 2018-07  
File No. 311-18-000029-PLNG

### ARTICLE 12 - USE CATEGORIES & DEFINITIONS

#### 10.12.110 RESIDENTIAL USE CATEGORY

The residential use category includes the occupancy of living accommodations on a wholly or primarily non-transient basis.

- A. Household Living: Living facilities for small groups (households) of people who are related or unrelated, featuring self-contained units including facilities for cooking, eating, sleeping and hygiene. Tenancy is longer than one (1) month. Examples include single family detached and attached dwellings, duplexes, multifamily dwellings, and manufactured ~~homes~~ **dwellings**. The household living category includes most types of senior housing, e.g., congregate care and assisted living, if residents live in self-contained units. The Uniform Building Code shall determine the maximum number of people who may reside in any given dwelling unit.

#### 10.12.210 MEANING OF SPECIFIC WORDS AND TERMS

As used in this Code, the following words and phrases shall mean:

##### D8. Dwelling-Related Definitions:

- a. Dwelling -
- b. Accessory Dwelling Unit -
- c. Apartment Or Multiple-Family Dwelling -
- d. Duplex -
- e. Single-Family Dwelling:
  - (1) Attached Dwelling -
  - (2) Detached Dwelling -
  - (3) Manufactured ~~Home~~ Dwelling- Factory-built, single-family structures that meet the National Manufactured Home Construction and Safety Standards Act (42 U.S.C. §5401), commonly known as the U.S. Department of Housing and Urban Development (HUD) code.

##### F1. Flood-Related Definitions:

- a. Area of Special Flood Hazard –
- b. Base Flood -
- c. Below-Grade Crawl Space –

- d. Conditional Letter of Map Revision (CLOMR) - A letter from FEMA commenting on whether a proposed project, if built as proposed, would meet the minimum NFIP standards or proposed hydrology changes.
- e. Critical Facility -
- f. Elevated Building -
- g. Flood or Flooding - ~~A general and temporary condition of partial or complete inundation of normally dry land areas from:~~
  - ~~(1) The overflow of inland waters and/or~~
  - ~~(2) The unusual and rapid accumulation of runoff of surface waters from any source.~~
  - (1) A general and temporary condition of partial or complete inundation of normally dry land areas from:**
    - (A) The overflow of inland or tidal waters.**
    - (B) The unusual and rapid accumulation or runoff of surface waters from any source.**
    - (C) Mudslides (i.e. mudflows) which are proximately caused by flooding as defined in paragraph (g)(1)(B) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.**
  - (2) The collapse or subsidence of land along the shore of a lake or other both of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (g)(1)(A) of this definition.**
- h. Floodplain -
- i. Floodway -
- j. Floodway Fringe - The area of the floodplain lying outside of the floodway.
- k. Flood Insurance Rate Map (FIRM) - ~~The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.~~

**An official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).**

1. ~~Flood Insurance Study - The official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary Floodway Map, and the water surface elevation of the base flood.~~

**An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determining of mudslide (i.e., mudflow) and/or flood-related erosion hazards.**

- m. Flood Management Area (FMA) -
- n. Highest Adjacent Grade -
- o. Letter of Map Change (LOMC) -
  1. Letter of Map Amendment -
  2. Letter of Map Revision (LOMR) -
- p. Lowest Floor -

M1. **Manufactured Dwelling. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured dwelling” does not include a “recreational vehicle”.**

M2. Mitigation.

M3. Mixed Use Development.

M4. Mobile Home. A structure constructed for movement on the public highways that has sleeping, cooking, and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed between January 1, 1962, and June 15, 1976, and met the construction requirements of Oregon mobile home law in effect at the time of construction.

M5. Manufactured Dwelling Park. ~~Any place where four (4) or more manufactured dwellings are located within 500 feet of one another on a lot, tract or parcel of land under the same ownership, the primary purpose of which is to rent or lease space or keep space for rent or lease to any person for a charge or fee paid or to be paid for the rental or lease or use of facilities or to offer space free in connection with securing the trade or patronage of such person.~~

**A parcel (or contiguous parcels) or land divided into two or more manufactured home lots for rent or sale.**

“Manufactured dwelling park” does not include a lot or lots located within a subdivision being rented or leased for occupancy by no more than one manufactured dwelling per lot if the subdivision was approved by the local government unit having jurisdiction under an ordinance adopted pursuant to ORS 92.010 to 92.190. ORS 446.003 (27)

M6 - M15. *(No changes aside from shifting each definition down one number.)*

**M16. Marijuana Wholesaler.**

- N3. New Construction. ~~Structures for which the “start of construction” commenced on or after the effective date of this ordinance.~~

**Structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by Forest Grove and includes any subsequent improvements to such structures.**

- R1. Recreational Vehicles. ~~A vacation trailer or other unit, with or without motor power, which is designed for human occupancy and to be used temporarily for recreation or emergency purposes. The manufacturer shall identify the unit as a recreational vehicle.~~

**A vehicle which is:**

- a. Built on a single chassis;**
- b. 400 square feet or less when measured at the largest horizontal projection;**
- c. Designed to be self-propelled or permanently towable by a light-duty truck; and**
- d. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.**

- S8. Start of Construction. ~~The first placement of permanent construction of a structure (other than a manufactured dwelling) on a site, such as the pouring of slabs or footings or any work beyond the stage of excavation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a structure (other than a manufactured dwelling) without a basement or poured footings, the “start of construction” including the first permanent framing or assembly of the structure or any part thereof on its piling or foundation. For manufactured dwellings not within a manufactured home park or subdivision, “start of construction” is the date on which the construction of facilities for servicing the site on which the manufactured dwelling is to be affixed (including, at a minimum, the construction of streets, either final site grading or the pouring of concrete pads, and installation of utilities) is completed.~~

**Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement occurred within 180 days of the permit date. The actual start means either the first placement of permanent construction of the structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the state of excavation; or the placement of a manufactured dwelling on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of street and/or walkways; nor does it include excavation for a basement,**

**footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.**

**Planning Commission Findings and Decision Number 2018-05  
To Recommend Approval of an Ordinance to Amend Forest Grove  
Development Code Articles 8 and 12 to Adopt Revised  
Flood Damage Prevention Regulations and Definitions  
File Number 311-18-000029-PLNG**

**WHEREAS**, Oregon Constitution Article XI Section 2 delegates the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

**WHEREAS**, the Development Code was amended in 2016 with the addition of new standards to regulate development in floodplains and flood management areas to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas; and

**WHEREAS**, the 2016 amendments were based largely on a Model Code developed by the Oregon Department of Land Conservation and Development (DLCD); and

**WHEREAS**, in a notice received on September 5, 2018, the Federal Emergency Management Agency (FEMA) informed the City that FEMA had completed its review of the 2016 amendments and concluded that revisions were necessary to comply with federal standards; and

**WHEREAS**, FEMA is requiring that the City have these revisions in effect by October 19, 2018, and that failure to do so could result in the City being suspended from the National Flood Insurance Program (NFIP); and

**WHEREAS**, in a notice received on September 10, 2018, DLCD also noted the need for some minor edits pertaining to specific terms and definitions; and

**WHEREAS**, notice of these amendments was provided to DLCD on September 25, 2018; and

**WHEREAS**, notice of the Planning Commission hearing on this ordinance was published in the *Forest Grove News-Times* on September 26, 2018; and

**WHEREAS**, the Planning Commission held the duly-noticed public hearing on the proposed amendments on October 1, 2018.

The City of Forest Grove Planning Commission does hereby recommend to the City Council approval of the Development Code amendments as provided in Exhibits A and B, making the following specific findings in support of this decision:

Development Code §10.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

- A. *The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and*

Finding: Comprehensive Plan goals and policies address flood hazards as follows:

## Natural Resources and Natural Hazards Goals

- (1) *All development shall consider, take into account and demonstrate suitability relative to the natural hazard limitations of the Forest Grove area;*

Finding: This goal applies to the actual development of land, not to the code regulating how the land develops. This goal does not apply to an ordinance revision, and is therefore not applicable.

- (2) *Floodplain areas shall be protected from incompatible uses to reduce potential for property damage;*

Finding: With the adoption of the 2016 amendments, floodplain areas are already protected from incompatible uses. The purpose of the current amendments would be to ensure that the Development Code is compliant with FEMA standards, and ensure that the City remains in good standing with the National Flood Insurance Program.

## Natural Resources and Natural Hazards Policies

- (2) *Those involved in development will be required to address hazard conditions by the inclusion of basic environmental data (i.e. soil type, elevation of the floodplain, geologic limitations, etc.) and related designs and for engineering solutions in the submittal requirements for the development;*

Finding: This goal applies to the actual development of land, not to the code regulating how the land develops. This goal does not apply to an ordinance revision, and is therefore not applicable.

- (3) *Adopt as a provision in both the zoning and subdivision ordinances that an environmental report be prepared and certified by a qualified engineer for all development proposals in areas having natural physical hazards and/or limitations. As part of the environmental report, the engineer shall identify the intensity of urban development to be permitted based upon the carrying capacity of the land. Open space may be required within the development in order to protect the public health and safety;*

Finding: This policy was addressed with the 2016 amendments, which created Development Code §10.8.320 *Establishment of Development Permit*. This section requires a permit before development or construction begins in an area of special flood hazard, and describes plan submittal requirements. The proposed amendments would not modify this Development Code section. Thus, this policy has already been addressed.

- (4) *Permanent structural improvements will not be permitted in areas delineated as being located within the floodway of the 100-year floodplain as indicated from floodplain surface elevations provided by the U.S. Army Corps of Engineers;*

Finding: The proposed amendment to Development Code §10.8.345 *Floodways* would delete the provision to allow structural improvements for stream habitat restoration projects in floodways. With the deletion of this section, the Development Code would be in compliance with FEMA regulations and this policy.

- (5) *The development of areas delineated as being within the 100-year floodplain as indicated from floodplain surface elevations provided in the most current Washington County, Oregon - U.S. Army Corps of Engineers information shall be limited to appropriate open space uses;*

Finding: Development Code §10.8.320(C) currently limits use of the land below the base flood elevation to open space, parking lots or landscaped areas. The proposed amendments would not modify this Development Code section. Thus, this policy is met.

- (6) *Fill and compensatory excavation of the floodplain shall be used only as a final design solution for development adjacent to the floodway. Developers shall be required to spell out how development alternatives were evaluated and conclusions were made.*

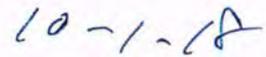
Finding: None of the proposed amendments would modify existing Development Code standards for fill and compensatory excavation. Thus, this policy is not applicable.

- B. *The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.*

Finding: Statewide Planning Goal 7 Areas Subject to Natural Hazards is "To protect people and property from natural hazards." Natural Hazards are defined as floods (coastal and riverine), landslides, earthquakes and related hazards, tsunamis, coastal erosion, and wildfires. To protect people and property from natural hazards, local governments are required to adopt comprehensive plans (inventories, policies and implementing measures) to reduce risk to people and property. Local governments are deemed to have complied with Goal 7 for riverine flood hazards by adopting and implementing local floodplain regulations that meet the minimum National Flood Insurance Program (NFIP) requirements. With the adoption of the proposed amendments, Forest Grove would remain in compliance with NFIP requirements and thus also with Statewide Planning Goal 7.



TOM BECK, Chair



Date



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**PLANNING COMMISSION STAFF REPORT**

**TO:** Planning Commission

**FROM:** Bryan W. Pohl, Community Development Director

**MEETING DATE:** October 8, 2018

**PROJECT TEAM:** Robert A. Foster, Public Works Director  
Derek Robbins, Civil Engineer  
James Reitz (AICP), Senior Planner

**SUBJECT TITLE:** Public Hearing on an Ordinance to amend Development Code Articles 8 and 12 to revise the Flood Damage Prevention Regulations and Related Definitions

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

**ISSUE STATEMENT:** In 2016 Forest Grove adopted new code to regulate flood hazard areas. FEMA staff recently completed a review of the ordinance and has developed a list of required revisions. Adoption of this ordinance would ensure continued compliance with the standards for participation in the National Flood Insurance Program (NFIP) and will enable Forest Grove to avoid suspension from the NFIP. FEMA is requiring that the code revisions be in effect by October 19, 2018.

**BACKGROUND:** The code adopted in 2016 was largely based on a Model Code developed by the Department of Land Conservation and Development (DLCD). Even though this process was completed two years ago, the Federal Emergency Management Agency (FEMA) has only now completed its review of the code for compliance with federal standards. The City was notified by email on September 5, 2018 that the review was complete and that FEMA had a number of "requested changes" although it is clear that these changes are mandatory in order to remain in compliance with the NFIP. DLCD staff followed up on September 10, 2018 with some minor revisions to ensure internal code consistency.

In a letter to the Mayor dated September 14, 2018, FEMA staff informed the City that these revisions would have to be in effect (not just adopted) by October 19, 2018. City staff responded that the normal legislative process could not be completed so quickly. On September 18, 2018 FEMA staff replied:

*FEMA is not able to extend the 19 October 2018 deadline. The City of Forest Grove must have the FEMA and State ordinance revisions completed, (and) the ordinance adopted and effective prior to midnight 19 October 2018, to avoid suspension from the NFIP.*

*Roxanne Reale-Pilkenton CFM  
Floodplain Management Specialist  
FEMA Region X | Floodplain Management and Insurance Branch*

Due to the impending and non-negotiable deadline imposed by FEMA, staff developed an expedited review process whereby the Planning Commission hearing will be followed a week later by the City Council hearing.

To meet the October 19, 2018 deadline, the City Council will have to adopt the ordinance with an emergency clause so that it may take effect immediately.

The amendments would primarily add to and revise definitions. One other amendment would remove code from the *Floodway* section (10.8.345) that allows structures in the floodway if the structure is part of a stream habitat restoration project. With this amendment, habitat restoration projects in a floodway would be required to submit a no-rise analysis and file for a Conditional Letter of Map Revision (CLOMR) with FEMA.

The following is a list of all of the proposed ordinance revisions. The remarks in quotes are FEMA's review comments:

**EXHIBIT A (Article 8 Revisions)**

§10.8.315(B) - The proposed text would allow FEMA to revise the *Flood Insurance Study* and the *Flood Insurance Rate Maps* without the City then having to adopt additional Development Code amendments.

§10.8.325(E) - The proposed text would correct an apparent typographical error.

§10.8.345(C) - "FEMA would like this portion of the code removed as we disagree with this provision of the Oregon Model Ordinance and have asked for it to be removed." This is the section referenced above pertaining to structures in a floodway.

**EXHIBIT B (Article 12 Revisions)**

§10.12.110(A) - DLCDD staff noted that the Development Code uses "manufactured home" and "manufactured dwelling" interchangeably. This and subsequent amendments would ensure that "manufactured dwelling" is used consistently.

§10.12.210(F1)g. - "Please use the NFIP definition of Flood or Flooding ..." The proposed language is as FEMA stipulated.

§10.12.210(F1)k. - "Please use the NFIP definition..." The proposed language is as FEMA stipulated.

§10.12.210(F1)l. - "Please use the NFIP definition..." The proposed language is as FEMA stipulated.

§10.12.210(M1) - While the Development Code has a definition of "Mobile Home", it does not have a definition of "Manufactured Home". The proposed definition would comply with FEMA requirements.

§10.12.210(M5) - The existing definition of Manufactured Dwelling Park would not comply with FEMA requirements. The proposed definition would comply with FEMA requirements.

No other changes to the "M" definitions are proposed. The existing definitions would be renumbered and a new #16 added due to the addition of "Manufactured Home" as the new M1 definition.

§10.12.210(N3) - "Please use the NFIP definition ..." The proposed language is as FEMA stipulated.

§10.12.210(R1) - "Please use the NFIP definition ..." The proposed language is as FEMA stipulated.

§10.12.210(S8) – According to FEMA, this definition is “Incomplete (because it) does not reference 180 days from Permit issue date, or Substantial Improvement.” While FEMA did not provide the text for this amendment, the proposed language has been adopted by at least one other Oregon jurisdiction.

**STAFF RECOMMENDATION:** Staff recommends that the Planning Commission recommend approval of the ordinance to amend Forest Grove Development Code Articles 8 and 12 to revise the Hazards and Resources (flood damage prevention) regulations and related definitions.

**ATTACHMENTS:**

- Draft Planning Commission Decision and Findings Number 2018-05
- Ordinance Exhibits to Amend Forest Grove Development Code Articles 8 and 12



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**URBAN RENEWAL AGENCY WORK SESSION AGENDA      MONDAY, October 8, 2018**

**8:30 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](mailto:aruggles@forestgrove-or.gov), 503-992-3235.

All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

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

**8:30**

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:**

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# Urban Renewal Visioning Session

Urban Renewal Agency Work Session

October 8, 2018

Bryan Pohl, Community Development Director

Dan Riordan, Senior Planner

(Postponed from September 24, 2018)

# 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

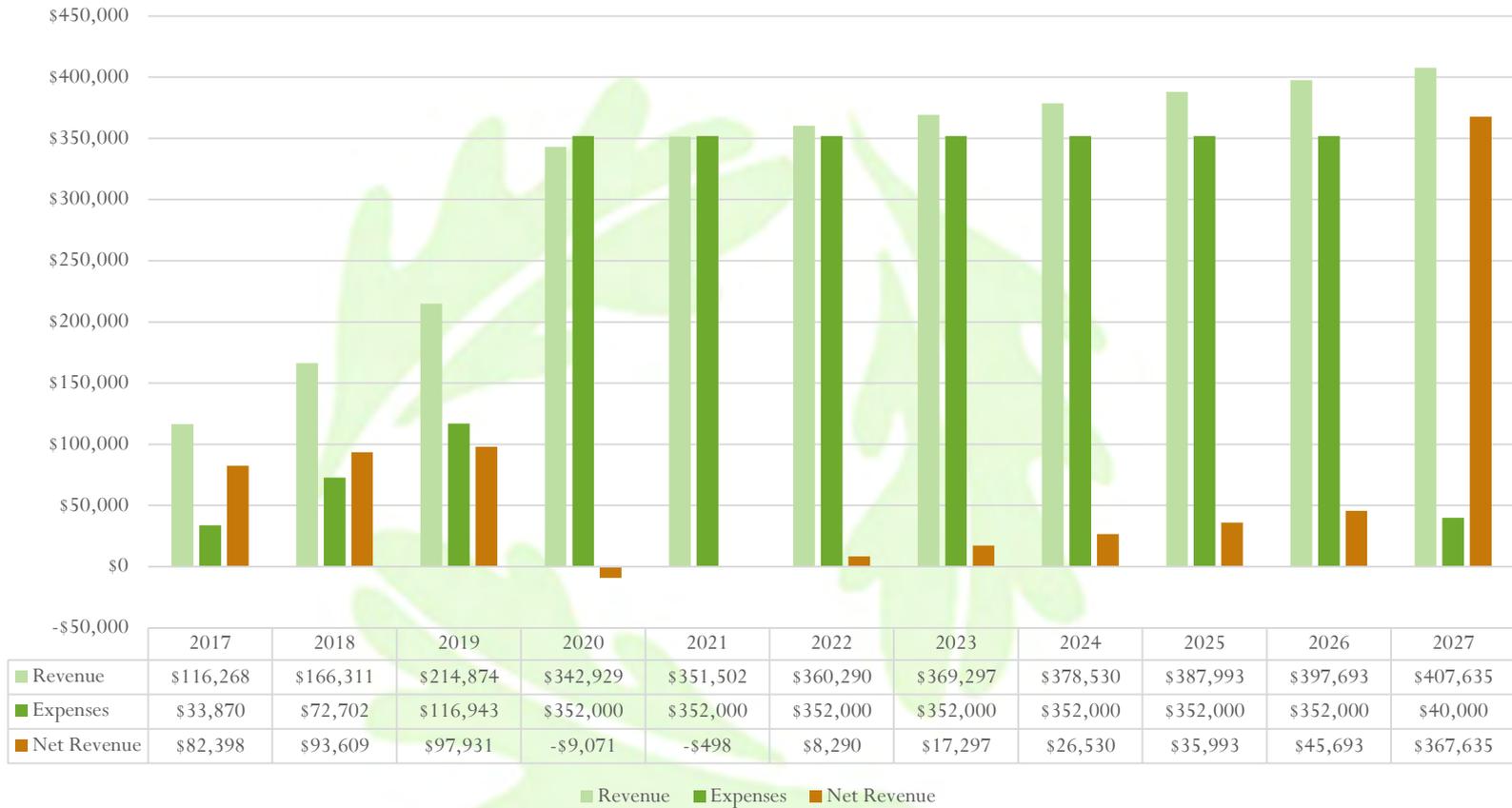


# URA Recap

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
  - 21<sup>st</sup> 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., 19<sup>th</sup> 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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