

CITY COUNCIL MONTHLY MEETING CALENDAR

January-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CITY OFFICES CLOSED	2	3 EDC Noon, Moved to 01/10	4 FGS&CC 1st Friday	5
	<i>Rippe out January 1 and returns January 13</i>	7 Red Cross Blood Drive 1pm-6pm, Comm Aud CCI 5:30pm	8 Municipal Court  Sister Cities Mtg 4:45pm	9 EDC Noon Beaverton Address, 7:30am PAC 5pm	10	11
6 Metro Council Inauguration, 4pm	13 CITY COUNCIL 5:00 PM - WORK SESSION (B/C Interviews) 5:30 PM - WORK SESSION (Police Facility) 7:00 PM - REGULAR COUNCIL MEETING	14	15 P&R 7am CFC 5:15pm	16 WEA Legislative Sess. 4:30pm B/C Annual Recognition 5:30pm, Social: 6pm, Dinner FG Senior & Comm Center	17	18
<i>Rippe returns</i>	8:45 PM - WORK SESSION (City-Owned Land) COMMUNITY AUDITORIUM	Library Comm 6:30pm				19 WC Firefighters Feed, 4pm
20	21 CITY OFFICES CLOSED	22 Planning Comm 7pm HLB 7:15pm	23 Municipal Court  PSAC 7:30am	24 City Day at the Capitol Sustainability 6pm	25	26 Annual Town Meeting 9am - Noon, FGHS Gym
27 Chamber Luncheon	28 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	29	30	31		

February-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2 Council Retreat 8:30am - 2:30pm PU Berglund Hall
3	4 Planning Comm 7pm	5 CCI 5:30pm	6 Municipal Court	7 EDC Noon	8	9
10	11 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	12 Red Cross Blood Drive (Canceled)  Library Comm 6:30pm	13	14 PAC 5pm	15	16 FGS&CC Dinner, 6pm
17 Planning Comm 7pm	18	19	20 Municipal Court  P&R 7am CFC 5:15pm	21	22	23
24 Chamber Luncheon <i>Mayor's State of City Address, Noon - RSVP</i>	25 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	26 HLB 7:15pm	27 PSAC 7:30am	28 Sustainability 6pm	29	30

March-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2
3	4 Planning Comm 7pm	5 Red Cross Blood Drive 1pm-6pm, Comm Aud CCI 5:30pm	6 Municipal Court	7 EDC Noon	8	9
10	11 NO CITY COUNCIL MEETING SCHEDULED <i>Next Council Meeting 03/18</i>	12 Library Comm 6:30pm	13	14 PAC 5pm	15	16
<i>National League of Cities Conference, Washington, DC</i>						
17 Chamber Luncheon	18 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Planning Comm 7pm TBD	19	20 P&R 7am CFC 5:15pm	21 Sustainability 6pm	22	23
24	25 NO CITY COUNCIL MEETING SCHEDULED <i>Next Council Meeting 04/08</i>	26 HLB 7:15pm	27 PSAC 7:30am	28	29	30

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

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**CITY COUNCIL MEETING AGENDA**

**MONDAY, JANUARY 14, 2019**

- 5:00 PM – Work Session (B/C Interviews)**
- 5:30 PM – Work Session (Police Facility)**
- 7:00 PM – City Council Regular Meeting**
- 8:45 PM – Work Session (City-Owned Land Inventory)**

**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.

Anna Ruggles, City Recorder  
 Jesse VanderZanden, City Manager

**5:00**

**WORK SESSION: B/C INTERVIEWS**

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

(PowerPoint Presentation)  
 Paul Downey, Administrative  
 Services Director  
 J. F. Schutz, Police Chief  
 Jesse VanderZanden, City Manager

**5:30**

**WORK SESSION: POLICE FACILITY**

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

Peter Truax, Mayor  
  
 Jesse VanderZanden, City Manager

**7:00**

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

7:05

1. A. **RESOLUTION NO. 2019-04 ELECTING CITY COUNCIL PRESIDENT**

7:15

1. B. **EMPLOYEE RECOGNITION:**

- *Beverly Maughan, Executive Assistant to City Manager, 30 Years of Service*

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:**

Jesse VanderZanden, City Manager

7:25

5. A. **EMPLOYEE INTRODUCTION:**

- *Gregory Robertson, Public Works Director*

**PRESENTATIONS:**

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

7:30

5. B. • *Housing Needs Analysis Update: Introduction*

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

7:50

6. **RESOLUTION NO. 2019-05 AUTHORIZING CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE TO FUND THE PREPARATION OF A DOWNTOWN NATIONAL REGISTER HISTORIC DISTRICT NOMINATION**

- |  |                    |   |
|--|--------------------|---|
| Dan Riordan, Senior Planner<br>Bryan Pohl, Community<br>Development Director<br>Jesse VanderZanden, City Manager | <b>8:00</b>        | <b>7. <u>RESOLUTION NO. 2019-06 TO INITIATE WITHDRAWAL FROM THE CITY LIMITS AND CLEAN WATER SERVICES BOUNDARY A CERTAIN TRACT OF LAND LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 35 AND SOUTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 4 WEST WILLAMETTE MERIDIAN AND SETTING A DATE FOR PUBLIC HEARING (FILE NO. 311-000040-PLNG)</u></b> |
| City Councilors  | <b>8:10</b>        | <b>8. <u>CITY COUNCIL COMMUNICATIONS:</u></b>   |
| Jesse VanderZanden, City Manager   | <b>8:30</b>        | <b>9. <u>CITY MANAGER'S REPORT:</u></b>   |
| Peter Truax, Mayor   | <b>8:35</b>        | <b>10. <u>MAYOR'S REPORT:</u></b>   |
|  | <b><u>8:40</u></b> | <b>11. <u>ADJOURNMENT:</u></b>  |
- 
- |   |                    |   |
|---|--------------------|---|
| (PowerPoint Presentation)<br>Dan Riordan, Senior Planner<br>Bryan Pohl, Community<br>Development Director<br>Jesse VanderZanden, City Manager | <b><u>8:45</u></b> | <b><u>WORK SESSION: CITY-OWNED LAND INVENTORY</u></b><br>The City Council will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session. |
|   | <b><u>9:30</u></b> | <b><u>ADJOURNMENT:</u></b>  |
-

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 Reappointment Interviews) Meeting Minutes of December 10, 2018.
  - B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of December 10, 2018.
  - C. Approve City Council Regular Meeting Minutes of December 10, 2018.
  - D. Approve City Council Work Session (Council Retreat) Meeting Minutes of December 10, 2018.
  - E. Accept Historic Landmarks Board Meeting Minutes of November 27, 2018.
  - F. Accept Parks and Recreation Commission Meeting Minutes of October 17, 2018.
  - G. Accept Public Arts Commission Meeting Minutes of October 11 and November 8, 2018.
  - H. Accept Resignations on Committee for Community Involvement (Betsy Brower, Term Expiring January 31, 2019; and MJ Guidetti-Clapshaw, Term Expiring January 31, 2020).
  - I. Community Development Department Monthly Building Activity Report for December 2018.
  - J. Endorse New Liquor License Application (Winery 2<sup>nd</sup> Location) for Dauntless Wine Company, 2003 Main Street, Suite 2 (Applicant: Benjamin Martin).
  - K. Endorse New Liquor License Application (Full On-Premises Sales) for SAWA, 2036 Main Street, Suite B (Applicant: Fusako Imai).
  - L. **RESOLUTION NO. 2019-01 DESIGNATING CITY OF FOREST GROVE CITY COUNCIL MEETINGS FOR 2019.**
  - M. **RESOLUTION NO. 2019-02 MAKING APPOINTMENT TO COMMITTEE FOR COMMUNITY INVOLVEMENT (CCI) (APPOINTING KRISTEN TANGEN, TERM EXPIRING JANUARY 31, 2020).**
  - N. **RESOLUTION NO. 2019-03 AMENDING CITY OF FOREST GROVE PUBLIC ARTS COMMISSION (PAC) BYLAWS; AMENDING RESOLUTION NO. 2014-70.**



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

**CITY COUNCIL MEMORANDUM**

**WORK SESSION:**

**TO:** *City Council*

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

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

**DATE:** *January 14, 2019*

**SUBJECT:** *B/C Applicant Interviews*

**BACKGROUND:**

Attached is the following for the B/C applicant interviews:

- Interview Schedule;
- Possible Interview Questions; and
- B/C Applications:
  1. 5:00 pm: Wolanda Groombridge, BC, CCI, HLB, P&R, PC, PAC and PSAC
  2. 5:15 pm: Lance Schamberger, seeking reappointment to CFC

Please note: We have allotted 7-10 minutes for each interview. Refer to Attachment A.

Pursuant to Resolution No. 2006-10, adopted Policy Relating to Appointments of Citizen Advisory Boards, Committees and Commissions (B/C), members of a standing B/C may reapply upon term expiring and may be re-interviewed at the discretion of Council (commonly after two terms). In addition, members may serve on multiple B/C at the discretion of Council.

**STAFF RECOMMENDATION:**

Staff recommends City Council consider making the B/C appointment recommendations. Resolution(s) making formal appointment will be placed on the Consent Agenda for the meeting of January 28, 2019.

**Attachments:**

- Attachment A: List of B&C Interviews
- Attachment B: B/C Applications

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**Boards, Committees, and Commissions  
Reappointment Interviews**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability
					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 7:15pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm
						Wenzl	Thompson	Rippe	Johnston	Valfre	Wenzl		Johnston	Rippe	Uhing
					<p align="center">3 - Vacancies (Food/Beverage: Residential Development: Utility)</p> <p align="right">2 - Vacancies (Economic: Pacific Rep)</p>										
# of Board Vacancies:					1 - Vacancy	2 - Vacancies								1 - Vacancy (Rural/At-Lg)	
# of Student Vacancies:								1 - Student	1 - Student				1 - Student	1 - Student	1 - PU Student
Interview Time:		Applicants:			BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC
1	5:00 PM	Wolanda	Groombridge	(Canceled x2) Brookdale Director	BC	CCI			HLB		P&R	PC	PAC	PSAC	
2	5:15 PM	Lance	Schamberger	A 03/09 (9yrs) (Canceled x2)			CFC (Reappt)								

# 2019 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

## Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	PER ORS 294 7 Members Must Be Residents & 7 Elected Officials – 3 Year Term	1 – Vacancy	12/31/21
COMMITTEE FOR COMMUNITY INVOLVEMENT Meets 1 <sup>st</sup> Tuesday, 5:30 pm	ORD 1987-07; RESO 1975-873; 1991-13; 1991-57; 1993-07; 2014-65; 2017-62 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term Term Expires Jan 31 <sup>st</sup>	1 – Vacancy 1 – Vacancy	01/31/23 01/31/23
COMMUNITY FORESTRY COMMISSION CODE 35.090-35.095 Meets 3 <sup>rd</sup> Wednesday, 5:15 pm	RESO 1992-23; 1998-16; 1998-56; 2002-56; Ord 2004-04 7 Members – 3 Year Term 3 Nonresidents – Currently 3 1 Non-Voting Student Advisor 1-Year Term		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 <sup>st</sup> Thursday, Noon	RESO 2007-45; 2008-30; 2015-69 19 Members – 3 Year Term 6 Public/Non-Profit: 12 Businesses: 1 At-Large – Currently 1 (3 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy (Food) 1 – Vacancy (Utility) 1 – Vacancy (Residential Development)	12/31/19 12/31/20 12/31/21
HISTORIC LANDMARKS BOARD CODE 35.065-35.071 Meets 4 <sup>th</sup> Tuesday, 7:15 pm	Per ORS 197; ORD 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/19
LIBRARY Meets 2 <sup>nd</sup> Tuesday, 6:30 pm	Per ORS 357; ORD 1974-1038; 1974-1040 7 Members – 2 Year Term (2 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term		
PARKS & RECREATION COMMISSION Meets 3 <sup>rd</sup> Wednesday 7:00 am	RESO 1974-733 9 Members – 4 Year Term 2 Nonresidents – Currently 1 3 At-Large; 1 FG School Dist; 5 Park Districts: <u>NNW</u> = Forest Glen, Knox Ridge, Thatcher/Loomis; <u>NW</u> = Lincoln, Hazel Sills, Aquatic Center, Talisman; <u>SW</u> = Rogers; <u>SE</u> = Joseph Gale; <u>NE</u> = Bard and Stites Parks; 1 Non-Voting Student Advisor 1-Year Term		
PLANNING COMMISSION CODE 35.045-35.054 Meets 1 <sup>st</sup> and 3 <sup>rd</sup> Monday 7:00 pm	Per ORS 227; ORD 1969-911; 1974-1012; 1995-13; 1998-16; 1998-56; 1995-13; 2006-06; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 1 1 Real Estate – Currently 0 2 Same trade/occupation – Currently 2 (Tech-related)		
PUBLIC ARTS COMMISSION Meets 2 <sup>nd</sup> Thursday, 5:00 pm	RESO 2006-06; 2008-62; 2009-27; 2011-75; 2014-70 9 Members Must Be Residents – 3 Year Term 0 Nonresident – Currently 2 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/19
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 <sup>th</sup> Wednesday 7:30 am	RESO 2005-56; 2010-27; 2011-25; 2015-28 9 Members – 4 Year Term 2 Rural Fire Dist – Currently 1 Non-Voting Reps: Chamber, FG School Dist; Pacific University; Rural Fire Dist 1 Non-voting Student Advisor	1 Vacancy (Rural) 1 – Student Vacancy	12/31/20 12/31/19
SUSTAINABILITY COMMISSION Meets 4 <sup>th</sup> Thursday 6:00 pm	RESO 2013-68; 2013-69; 2016-58 13 Members – 4 Year Term Nonresidents – Currently 4 8 Related to Specific Interests; 3 At-Large; and 2 Voting Student Advisors (Pacific University & FG High School Students)	1 – Vacancy (Economic) 1 – Vacancy (PU Rep) 1 – PU Student Vacancy	12/31/19 12/31/21 12/31/19

**7-10 minutes is allotted for each applicant interview**

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

**POSSIBLE QUESTIONS FOR B&C APPLICANT INTERVIEWS**

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

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

---

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

---

*What are some of your proudest achievements?*

---

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

---

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

---

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

---

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

---

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

---

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

---

*Do you have any grant-writing experience? \_\_\_\_\_*

**In addition, Mayor, please ask:**

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

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

*May we keep your application on file? \_\_\_\_\_*

*Do you have any questions for us? \_\_\_\_\_*

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08/13/2018 5:50pm, Canceled  
11/13/2018 4:00pm, Canceled

Published on *Forest Grove Oregon* (<https://www.forest>)

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

**01/14/2019 Interview @ 5:00PM**

Submission information

Form: [Boards and Commissions Application](#) (1)

Submitted by Visitor (not verified)

Tuesday, July 24, 2018 - 11:22pm

172.16.64.19

**First & Last Name**

Wolanda Groombridge

**Home Address**

█ Falls St

**Mailing Address, if different**

**City, State and Zip Code**

Forest Grove, OR 97116

**E-Mail Address**

█

**Telephone/Cell Phone Number**

█

**Employer**

Brookdale Senior Living

**Work Telephone Number**

█

**Occupation/Profession**

Executive Director

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

No

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

**Do you reside within the City limits?**

**Years residing in Forest Grove:**

4

**How did you hear of this opportunity?**

Website

**Please rate the City's performance.**

Excellent

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

Team collaboration to find out why the performance was fair or poor. Planning, interview, gathering information, or feedback from the community in regards to the fair or poor performance. Providing solutions, planning and executing detailed and well developed programs so the outcome is not fair or poor.

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

- Budget Committee (3-4 times in May)
- Committee for Community Involvement (1st Tuesday, 5:30pm) *added HUB*
- Parks and Recreation Commission (3rd Wednesday, 7am)
- 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 want my community of Forest Grove to provide different programs, crime free, family oriented and helping the future of Forest Grove by bringing new life to senior living and community at large.

**What contributions do you hope to bring to the board?**

Dedication to the community.

**List your educational experience:**

Associates Degree in Liberals Arts/Minor in Child Development

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

None

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

Yes

**Please type your name below as a signature.**

Wolanda Groombridge

**Date**

07/24/2018

**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/5161>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

**7-10 minutes is allotted for each applicant interview**

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

**POSSIBLE QUESTIONS FOR B&C REAPPOINTMENT APPLICANT INTERVIEWS**

**Please feel free to use questions and/or other information in order to conduct a successful interview.**

1) *What would you like to see the board/commission accomplish in the next several years?*

---

2) *What interests you the most about the board/commission?*

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3) *How do you engage other board members?*

---

4) *What ideas do you have for increasing citizen involvement?*

---

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

---

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

---

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

---

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

---

9) *What ideas do you have that would help the City become a more sustainable community?*

---

**Questions asked of each applicant:**

*If we cannot appoint you at this time, may we keep your application on file?*

---

*Do you have any questions for us?*

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**CFC A03/09**

Published on *Forest Grove Oregon* (<https://www.for>

**11/26/2018 @ 6:20pm, Canceled**  
**12/10/2018 @ 5:45pm, Canceled**

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

**01/14/2019 Interview @ 5:15PM**

Submission information

Form: [Boards and Commissions Reappointment Application](#) ..

Submitted by Visitor (not verified)

Thursday, November 8, 2018 - 8:09am

172.16.64.19

**First & Last Name**

Lance A Schamberger

**Street Address**

█ Hillside Way

**Mailing Address, if different**

**City, State and Zip Code**

Forest Grove

**E-Mail Address**

█

**Telephone/Cell Phone Number**

█

**Work Telephone Number**

**Employer**

1975

**Occupation/Profession**

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

No

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

**Please rate the City's performance.**

Excellent

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

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

Community Forestry Commission (3rd Wednesday, 5:15pm)

**Within the last 12 months, please indicate the number of meetings you were unable to attend.**

4

**Please indicate why you would like to be reappointed.**

I want to continue beautifying the city with trees.

**What specific topics interest you that relate to the board?**

.

**Please type your name below as a signature.**

Lance A Schamberger

**Date**

11/08/2018

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**Source URL:** <https://www.forestgrove-or.gov/node/17741/submission/6631>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>



# Forest Grove Police Facility Work Session

Paul Downey, Administrative Services Director

Janie Schutz, Police Chief

Jesse VanderZanden, City Manager

January 14, 2019

# Purpose

- The purpose of tonight's presentation is to provide information on the polling results, concept design used for cost estimate, facility costs, debt service costs, and a timeline if a bond request is submitted to voters in May 2019.
- Another work session has been scheduled for January 28, 2019, for Council discussion on information presented at tonight's meeting and any information requested as a result of tonight's work session.

# Timeline – May 2019 Ballot

- January 14 and 28 – Council work sessions to discuss police facility. If directed by Council, staff will begin preparation of Ballot Measure.
- **February 25 – Last Council meeting to approve Ballot Measure to be filed with County elections to meet March 21 filing deadline.**
- March 6 – City Recorder files Notice of Measure in the News-Times which starts the seven-day period for a citizen to appeal the Ballot Title.
- March 13 – Seven-day appeal period expires. If no appeal, City can file the Ballot Measure with the County Elections Official. Would file Ballot Measure the next day. County will assign Measure Number at time of filing.
- March 21 – Last day to file Ballot Measure with County.
- May 1 – First day ballots can be mailed.
- May 21 – Ballots due to County.

# Timeline – November 2019 Ballot

- June 28 or July 8– Council work session to discuss police facility. If directed by Council, staff will begin preparation of Ballot Measure.
- **August 12 – Last regularly scheduled Council meeting to approve Ballot Measure to be filed with County elections to meet August 5 filing deadline.**
- August 21– City Recorder files Notice of Measure in the News-Times which starts the seven-day period for a citizen to appeal the Ballot Title.
- August 28 – Seven-day appeal period expires. If no appeal, City can file the Ballot Measure with the County Elections Official. Would file Ballot Measure the next day. County will assign Measure Number at time of filing.
- September 5 – Last day to file Ballot Measure with County.
- October 15 – First day ballots can be mailed.
- November 5– Ballots due to County.

# Polling

- City hired Campbell DeLong Resources, Inc. (CDRI) to do a voter survey for a 2019 Police Facility Bond.
- Martha DeLong is at tonight's meeting to present the results of the polling along with her conclusions and recommendations. Her presentation is included as part of the Council packet.

# Polling Results Presentation

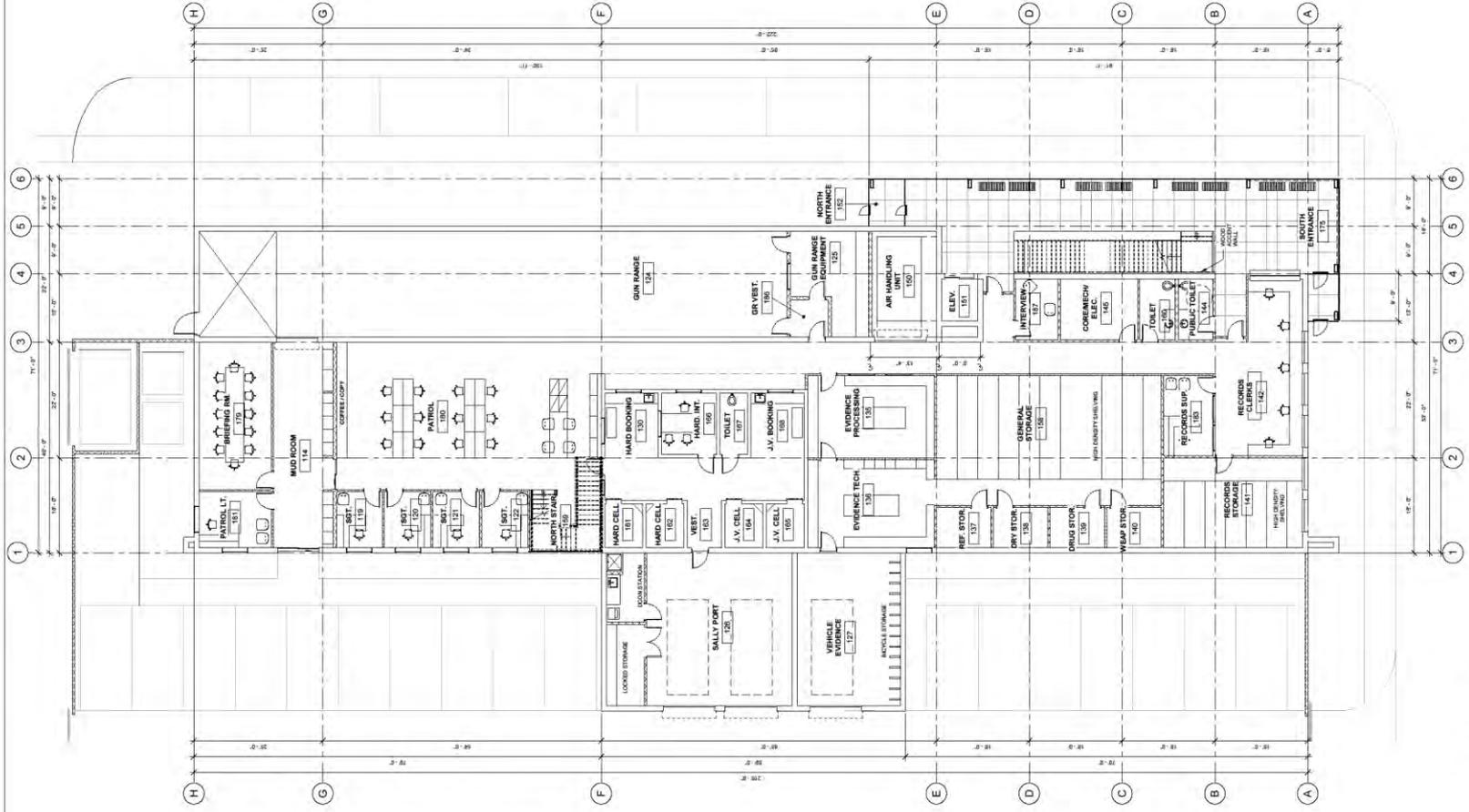
# Cost Estimates

- Mackenzie hired Rider Levett Bucknall (RLB) to do a cost estimate based on the latest site, exterior, and interior concept designs. RLB estimated building and site costs. Staff had to add estimated remaining soft costs to determine total estimated cost.
- Staff and representatives from Mackenzie will discuss the cost estimate for the building at the work session. Staff will discuss the total estimated project costs and how those costs were developed.
- Estimator used construction costs as of December 2018 and included margins (contractor overhead and profit) in the estimate. Costs also assume project will be a hard bid project.
- The next three slides show the exterior and interior concepts that was the basis for the cost estimate. The designs will not be discussed at tonight's work session.

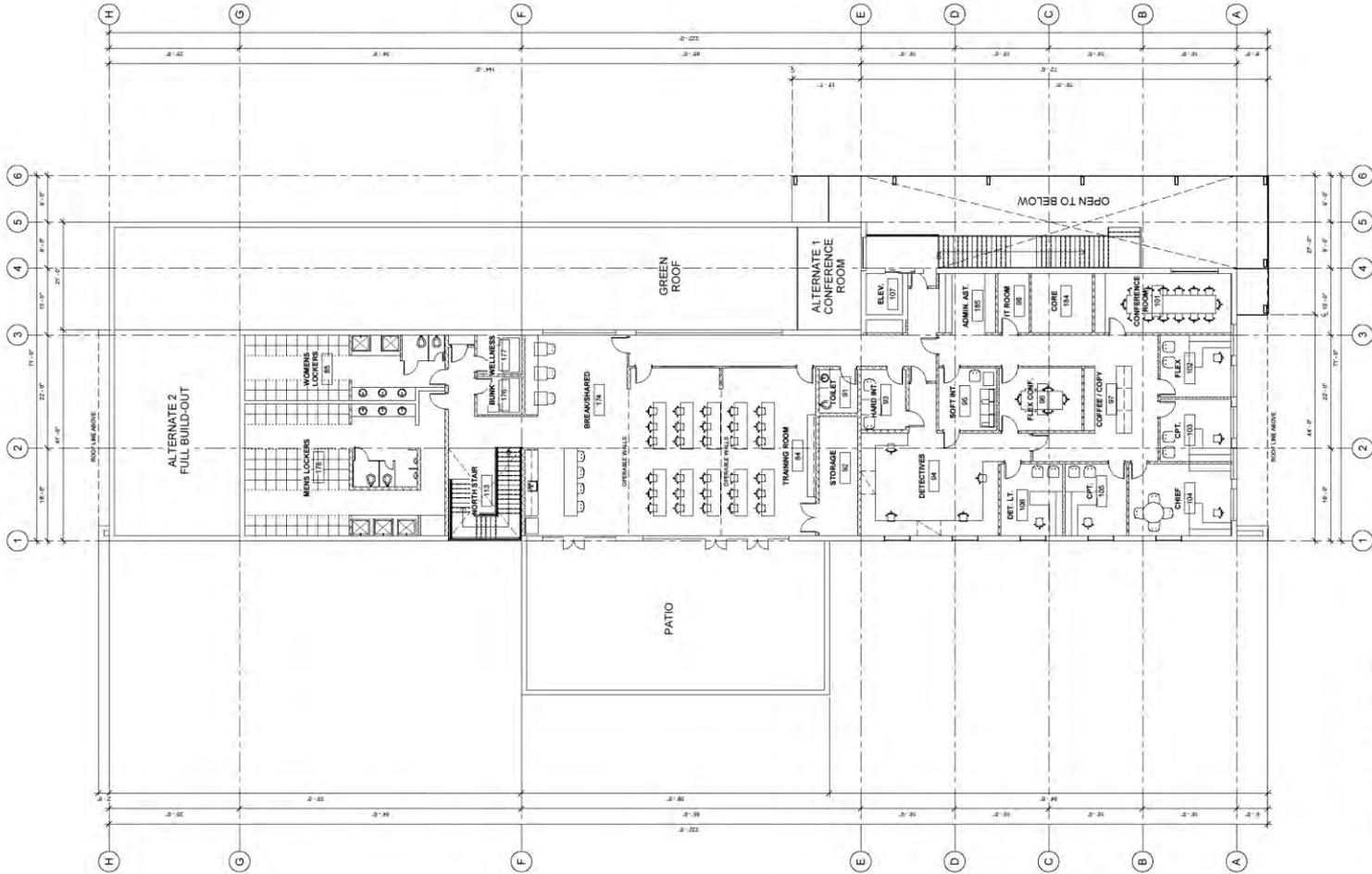


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FOREST GROVE POLICE - CONCEPT RENDER 2150595.00 **M.**



1. DESIGN FLOOR PLAN - LEVEL 1  
 1/8" = 1'-0"



DESIGN FLOOR PLAN - LEVEL 2  
 1/11/18

# Cost Estimator's Estimate

## Police Facility Building and Site Cost Estimate

Based on 25,481 Sq. Foot Building

**Construction:**

Building		13,131,271
Sitework		<u>1,760,001</u>
Estimated Direct Building & Site Costs	Note 1	<u>14,891,272</u>
Additional Cost Estimator Contingencies:		
Market Volatility	3%	446,738
Escalation to 3Q 2020	8.8%	<u>1,303,731</u>
Total Add'l Contingencies		<u>1,750,469</u>
Estimated Total Construction		<u>16,641,741</u>

Note 1 - Includes 12% Design Contingency

# Total Estimated Costs

Total Estimated Costs for Police Facility

Based on 25,481 Sq. Foot Building

Estimated Total Construction		16,641,741
Owner's Construction Contingency	4%	<u>665,670</u>
Building Total with Owner's Contingency		17,307,411
Remaining Architect Fees		889,170
Estimated Permit Fees		124,650
Estimated Sewer SDC		16,950
BOLI Fee		7,500
Survey, Geotech, Spec. Inspections		20,000
Bond Issuance Costs	2%	<u>293,851</u>
<b>Total Costs</b>		<u><b>18,659,532</b></u>

Estimate Assumes No TDT and No Reimbursement for Land Purchase

# Debt Service Assumptions

- Assumes issuing bonds to pay all project costs except reimbursing General Fund for purchase of the site.
- Assumes repayment of the bonds over 20-year period using 4.75 as total interest rate
  - Bonds may actually be over a 21-year period depending on the timing of when bonds are issued compared to when taxes are received.
- Assumes a level tax rate to repay the bonds over the 20-year period
  - Two repayment methods for bonds
    - Level rate – rate taxpayer pays stays the same over the life of bond and debt service payments increase over time. Increase in assessed value funds the increasing debt service. Total repayment costs are \$1.4 million higher with level rate method over the life of the bond compared to the level debt service method.
    - Level debt service – debt services remains the same over the life of the bonds and the rate the taxpayer pays decreases over time due to allowable increase in assessed value.

# Debt Service Costs

- Applying the assumptions on the previous page results in a tax rate of \$0.68 per \$1,000 of assessed value to pay the principal and interest for the bonds over a twenty year period.
  - If the City Council wants to reimburse the General Fund for the site purchase with bond funds, the rate would increase to \$0.70 per \$1,000 of assessed value.

# Costs to SFR Taxpayer

- The estimated costs for a single-family residence (SFR) using the average assessed value of \$221,962 for the 4,858 SFRs in Forest Grove on the FY 2018-19 County Tax Roll.
- Rounded to \$222,000 for purposes of the determining costs to average SFR assessed value.

# Costs to SFR Taxpayer

- First year estimated debt service costs for a SFR with average assessed value of \$222,000 would be:

				Rate per	Taxes on
				\$1,000 AV	Avg. SFR AV
Level Rate Repayment Method:				Rate	Cost
	No Land Purchase Reimb.			0.68	\$ 151
Level Debt Service Repayment Method:					
	No Land Purchase Reimb.			0.88	\$ 195

# Costs to SFR Taxpayer

- Year 20 estimated debt service costs for a SFR with 3% per year increase in assessed value (\$401,000 in Year 20) would be:

				Rate per	Taxes on
				\$1,000 AV	Avg. SFR AV
Level Rate Repayment Method:					
	No Land Purchase Reimb.			0.68	\$ 273
Level Debt Service Repayment Method:					
	No Land Purchase Reimb.			0.50	\$ 201

# Compare Costs to Polling Questions

- Current Estimated Cost is \$18,660,000 compared to estimated costs in polling question of \$17,500,000.
- Actual average assessed value is \$222,000 compared to average assessed value of \$250,000 used in polling question.
- Poll question used a rate of \$0.79 per \$1000 of assessed value and first-year cost to an average SFR of \$197 per year used the level debt service repayment method.
  - Using the level debt service repayment method with current estimated costs results in an estimated rate of \$0.88 per \$1,000 of assessed value and first-year cost to an average SFR of \$195.
  - Using the level rate repayment method with current estimated costs results in an estimated rate of \$0.68 per \$1,000 of assessed value and first-year cost to an average SFR of \$151.

# Re-Use of Current Facility

- A committee composed of most City department heads and other staff have met twice to discuss potential re-uses of the current police facility. Most recent meeting was on January 6, 2019.
- Current recommendation is that the facility be refurbished to house the Engineering and Community Development Departments which require about the same square footage as the main floor of the current police facility. Potential resources are available to do the refurbishing without having to add to a bond for a new police facility.
- This recommendation accomplishes two items: 1) co-locates two departments that interact frequently; and 2) addresses space issues in City Hall.

# Discuss Next Steps

- Work session on January 28
  - Staff will bring information on public education process including draft informational material developed.
  - Purpose – opportunity for Council discussion about:
    - Concept Design
    - Costs
    - Polling
    - Bond Referral
  - What additional information does the City Council want?



THE END

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# Forest Grove 2019 Police Facility Bond Voter Survey

Survey research conducted  
November/December 2018

# METHODS

## ➤ **Objectives:**

- ✓ Assess level of support for bond measure to build new police facility
- ✓ Identify how best to communicate the bond's benefits to voters

➤ **Methodology:** Telephone interviews with registered voters. Quota set to ensure minimum 50% cell phone interviews

➤ **List source:** Registered voters in Forest Grove. Additional list matching to ensure up-to-date list

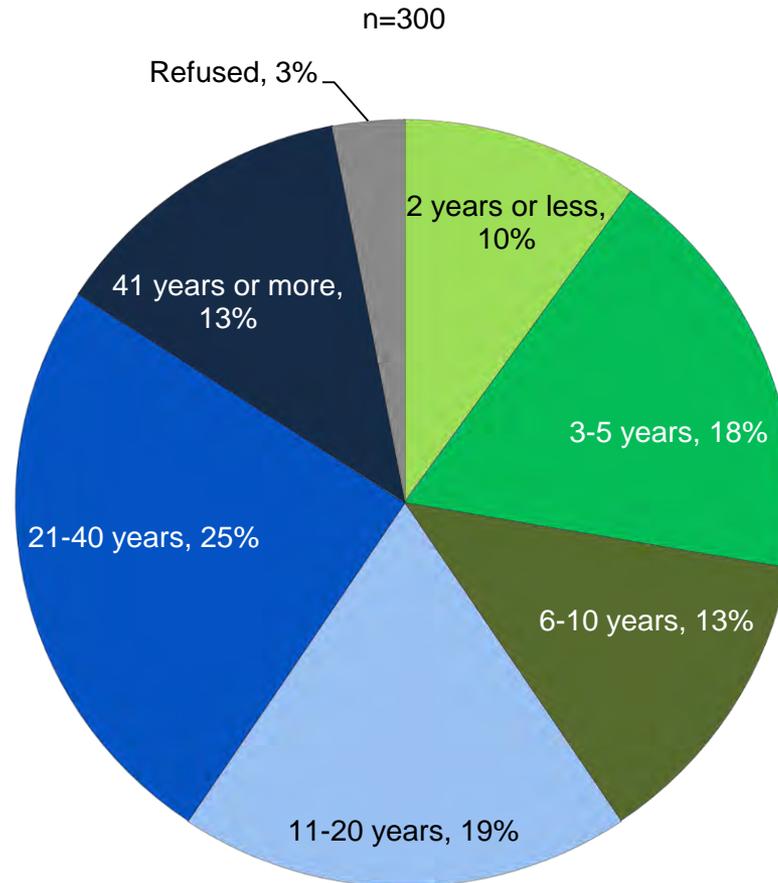
- **Sample size:** 300. Worst-case reliability of  $\pm 5.6\%$
- **Respondent criteria:**
  - ✓ Lives in Forest Grove
  - ✓ Self-described as voter who typically votes in virtually *every* election, no matter what's on the ballot
  - ✓ 50/50 male/female
- **Timing:** Interviews conducted November 27 – December 11

# RESEARCH RESULTS

# RESPONDENT DEMOGRAPHICS

# Many frequent voters are longtime Forest Grove residents. Average is 24 years

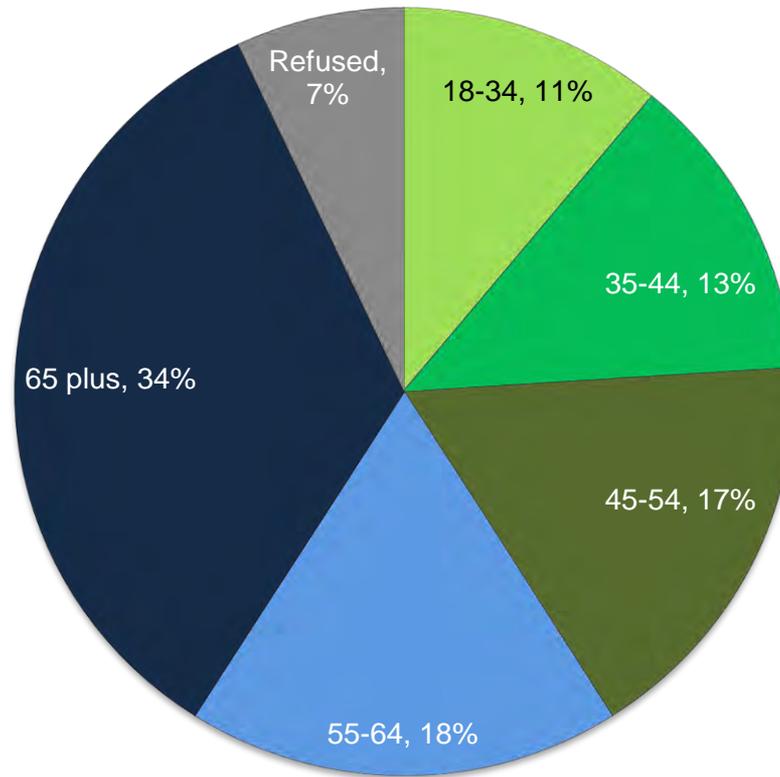
*Q: How long have you lived in the City of Forest Grove?*



# Frequent voters are also older. Average age is 60

*Q: What is your age, please?*

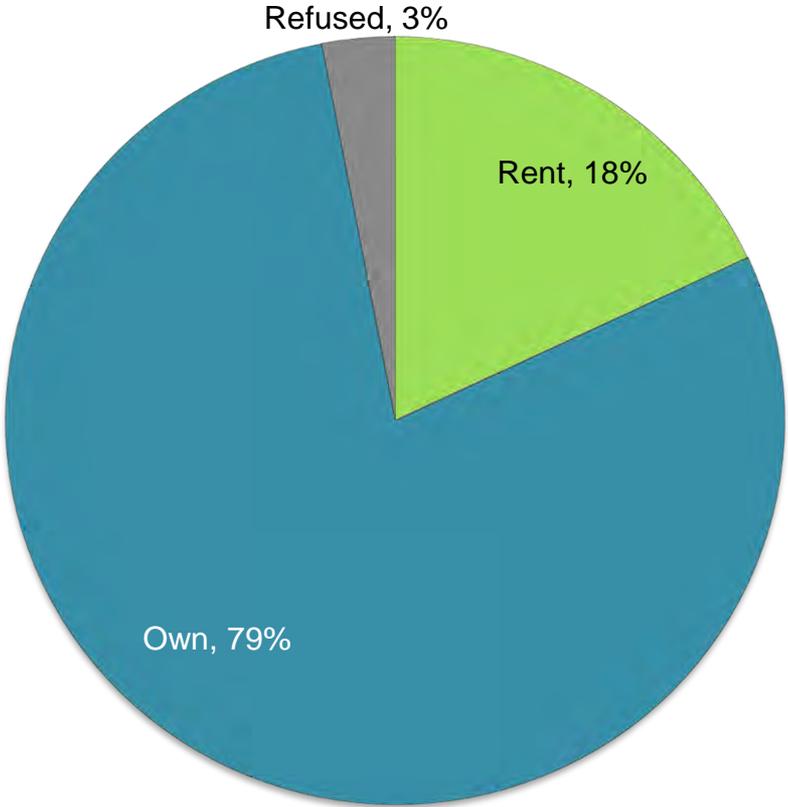
n=300



# Frequent voters are typically homeowners

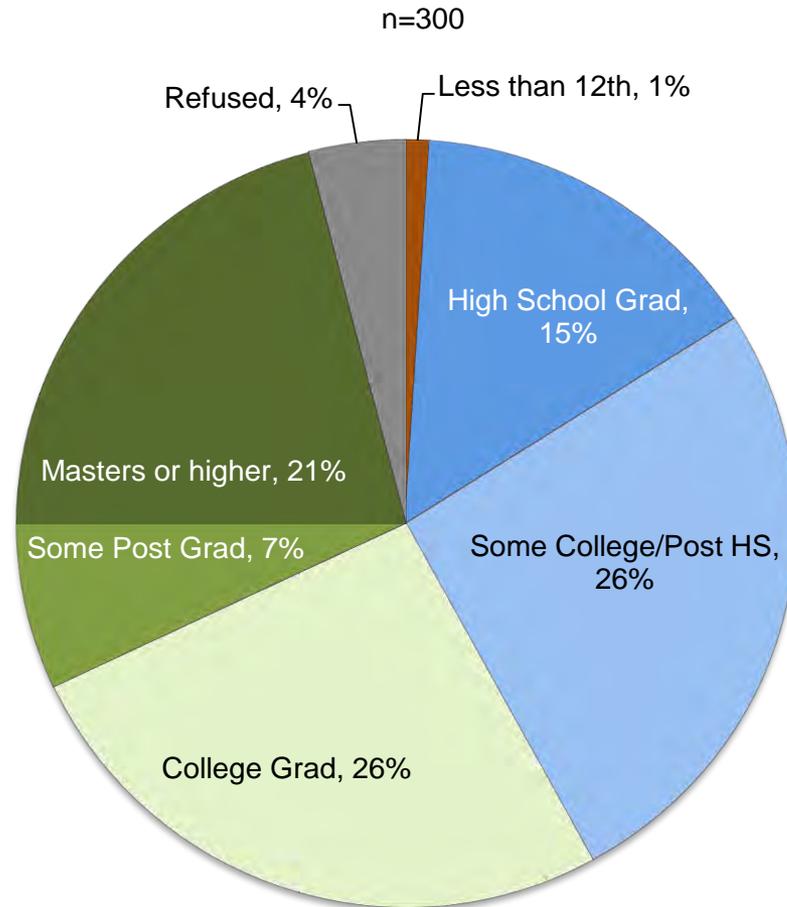
*Q: Do you rent or own your current home?*

n=300



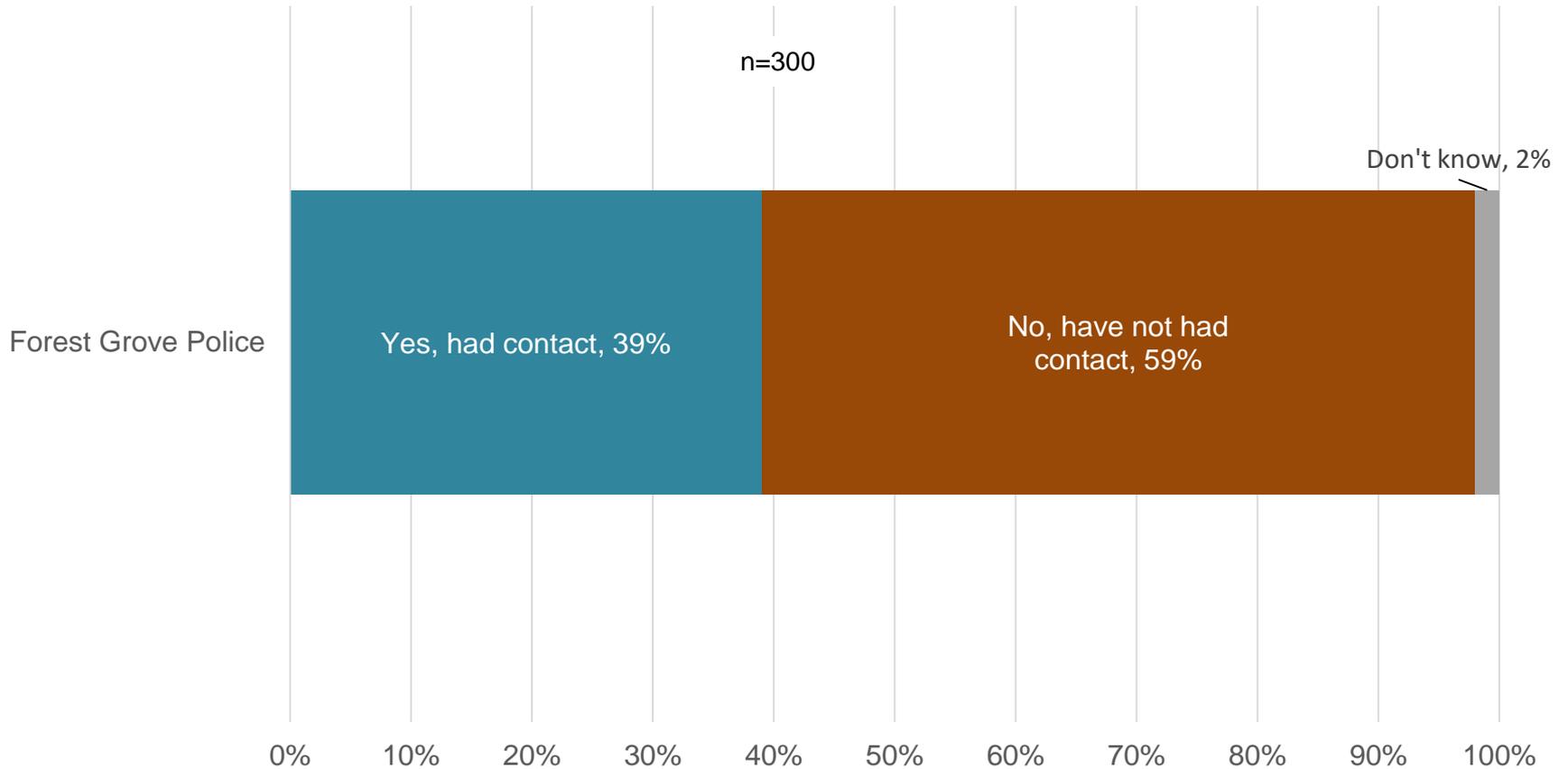
# Frequent voters are relatively well-educated. Over half have at least a college degree

*Q: What is the last year of education you had the opportunity to complete?*



# About 4 in 10 have interacted with Forest Grove police in the last year

*Q: In the past year, have you or any member of your household had contact with the Forest Grove police for any reason?*



- Those with contact more likely to be:
- ✓ **Male.** 44% of men have had contact versus 33% of women
  - ✓ **Younger.** 47% of those under 65 have had contact versus 28% of those 65+
  - ✓ **Homeowners.** 42% of homeowners have had contact versus 31% of renters
  - ✓ **Without a college degree.** 44% without a college degree have had contact versus 36% of those with degree

# **REACTION TO POLICE FACILITY BOND REQUEST**

## THREE VOTING QUESTIONS

- *If the election were held today, would you vote “yes” for the police facility bond measure or “no” against the bond?*
- **If “don’t know:”** *If you had to make a decision today, would you say you are leaning toward voting for or against the bond measure?*
- **If “yes:”** *How strong is your support for the police facility bond measure?*

# INITIAL “ASK” WORDING

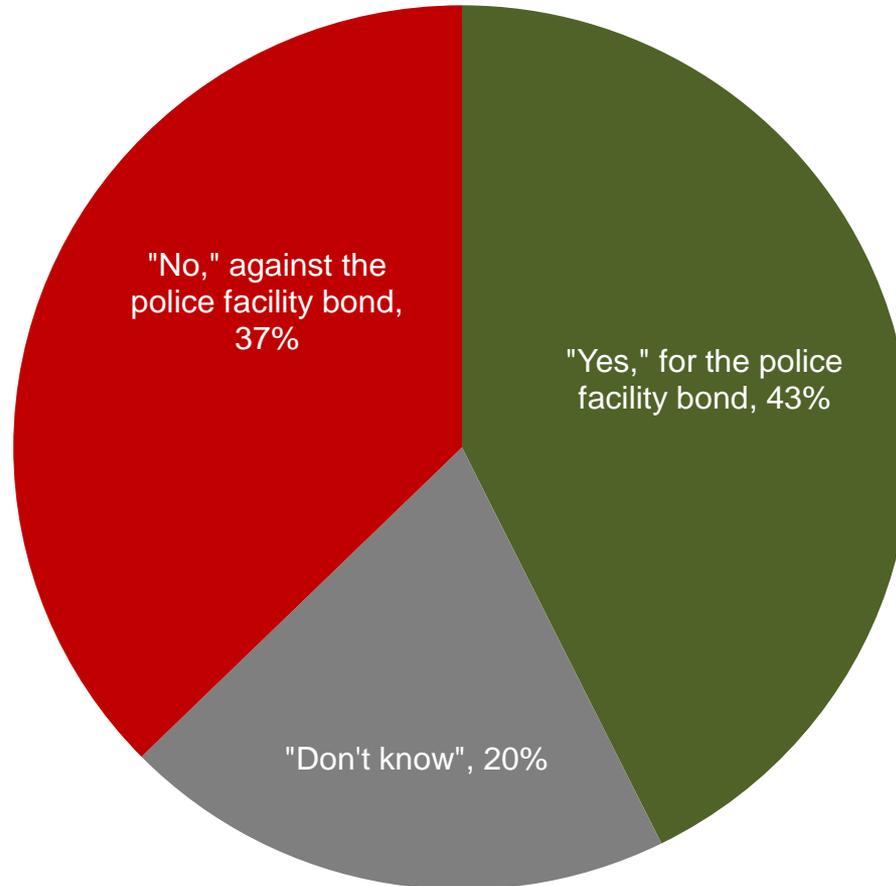
*The City of Forest Grove is considering asking voters at the May 2019 election to approve a 20-year, \$17.5 million bond to fund a police facility that would help ensure the City is able to meet the community’s needs for the next 40 years.*

*A “yes” vote would result in a property tax rate of \$.79 per thousand of assessed, not market, property value for the first year of the bond. For property assessed at \$250,000, about average for residential property in the city, the cost would be about \$197 per year.*

*If the bonds are approved they will be payable from taxes on property ownership that are not subject to the limits of sections 11 and 11B in Article 11 of the Oregon Constitution.*

# Initial support for the police facility bond is well under 50%

n=300



- Voters more likely to initially indicate they would vote “yes” include:
  - √ **Women.** 51% for women, 36% for men
  - √ **Those with a college degree.** 47% for those with a college degree, 38% for those without. (Difference is significant at 90% confidence level, not industry standard 95% confidence level)
  - √ **Renters.** 51% if voter rents their home, 42% if they own their home. (Difference is significant at an 85% confidence level)

➤ No statistical difference by whether or not they have had contact with Forest Grove Police

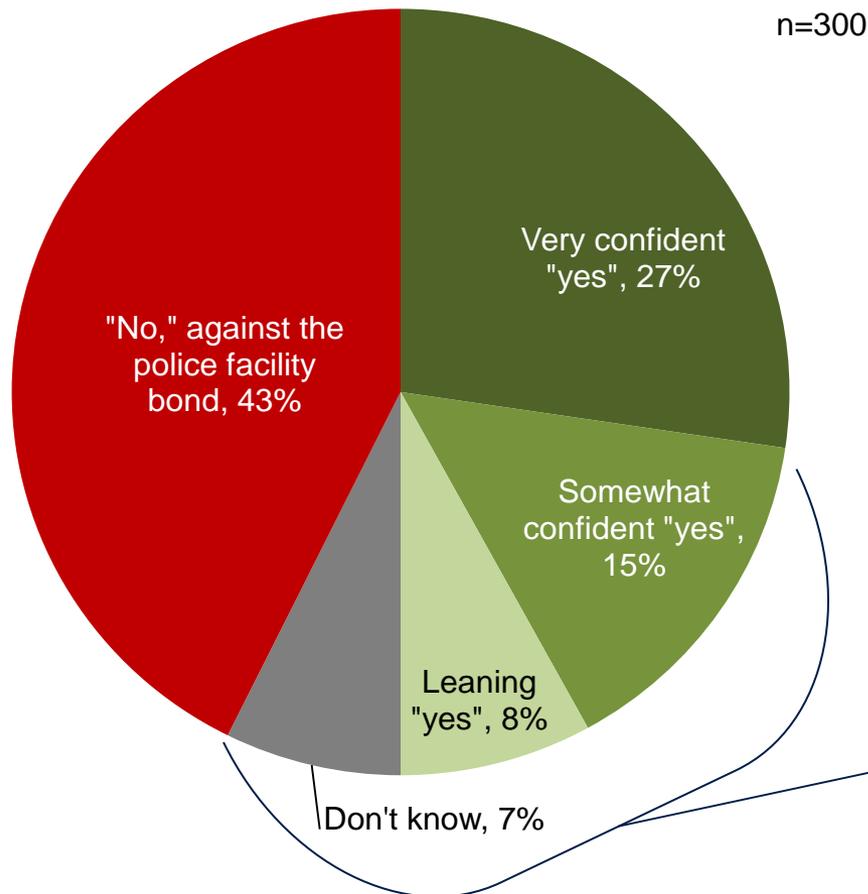
√ 41% “yes” with contact

√ 44% “yes” if no contact

## Follow-up question wording

- **If “*don’t know*” to initial question:** *“If you had to make a decision today, would you say you are leaning toward voting for or against the police facility bond?”*
- **If “*yes*” to initial question:** *“The election is planned for May 2019, about six months away. How strong is your support for the City of Forest Grove’s police facility bond? Would you say you are very confident, somewhat confident, or not confident that you will vote for this bond in May 2019?”*

# Only about one-quarter are “*very confident*” they will support the police facility bond in May; 3 in 10 are Fence Sitters



**Fence Sitters** are Voters who may support the bond, but are not firmly committed to a “yes” vote, so may change mind. Getting information to **Fence Sitters** typically key to success

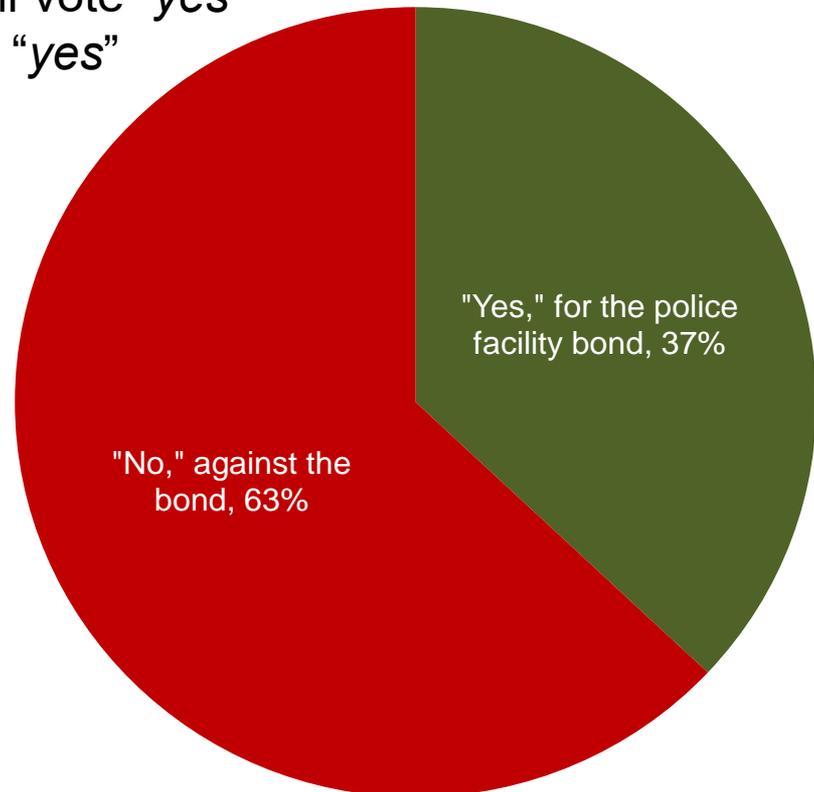
**Fence Sitters = 30%**  
Somewhat confident (15%) +  
Leaning “yes” (8%) +  
Don’t know (7%)

# Projection indicates a police facility bond would not pass at this time

## Projection Assumptions:

√All “*very confident*” voters (27%) will vote “yes”

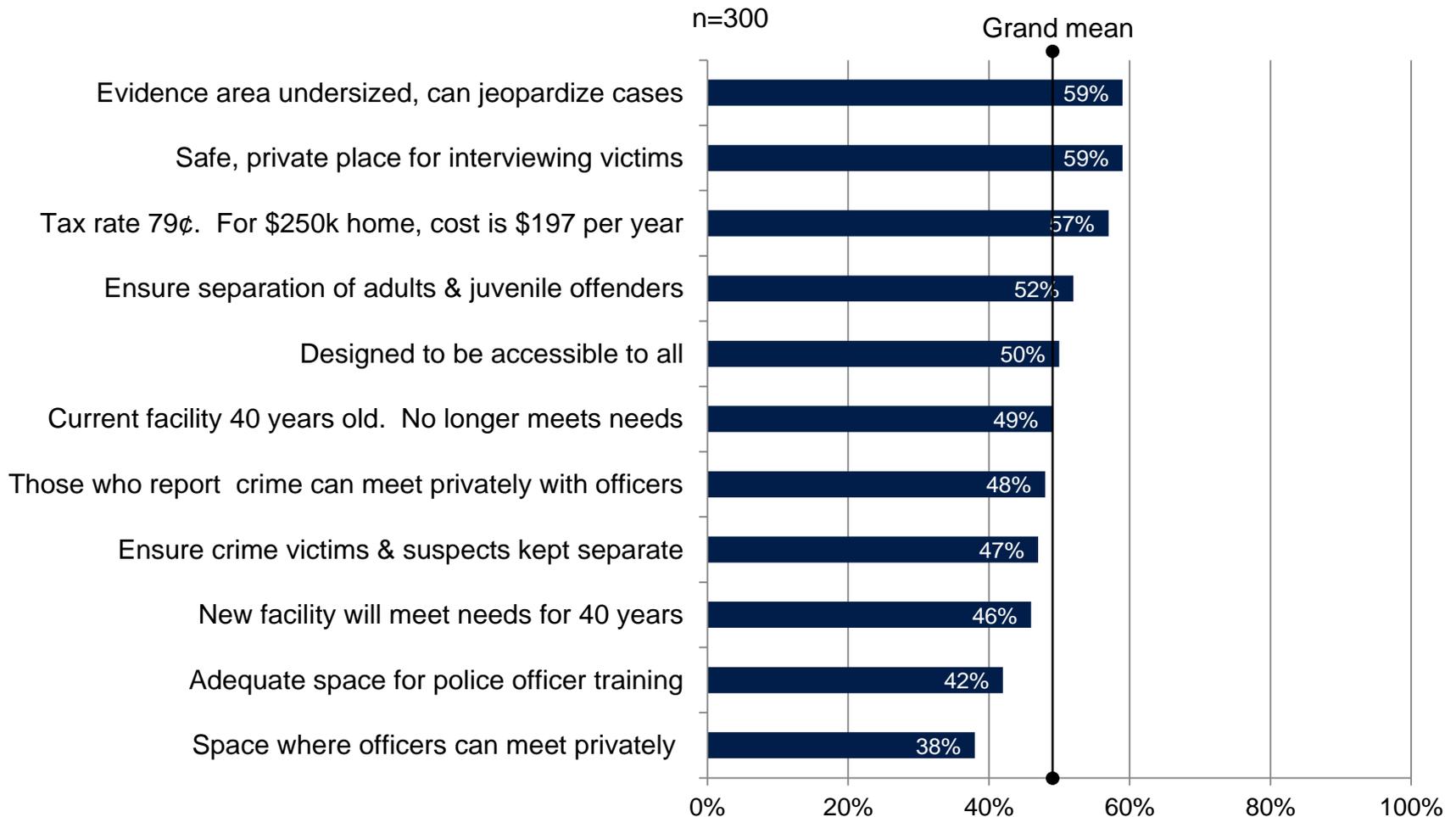
√1/3 of Fence Sitters (10%) will vote “yes”



# **REACTION TO FACTS ABOUT THE PROPOSED POLICE FACILITY BOND**

➤ *Now I am going to read you a series of factual statements regarding the City of Forest Grove's proposed police facility bond. Regardless of how you currently believe you will vote on the bond, please rate how useful the information seems to you in clarifying how you will vote. For each statement please tell me whether it is very useful, somewhat useful, or not especially useful information regarding the bond*

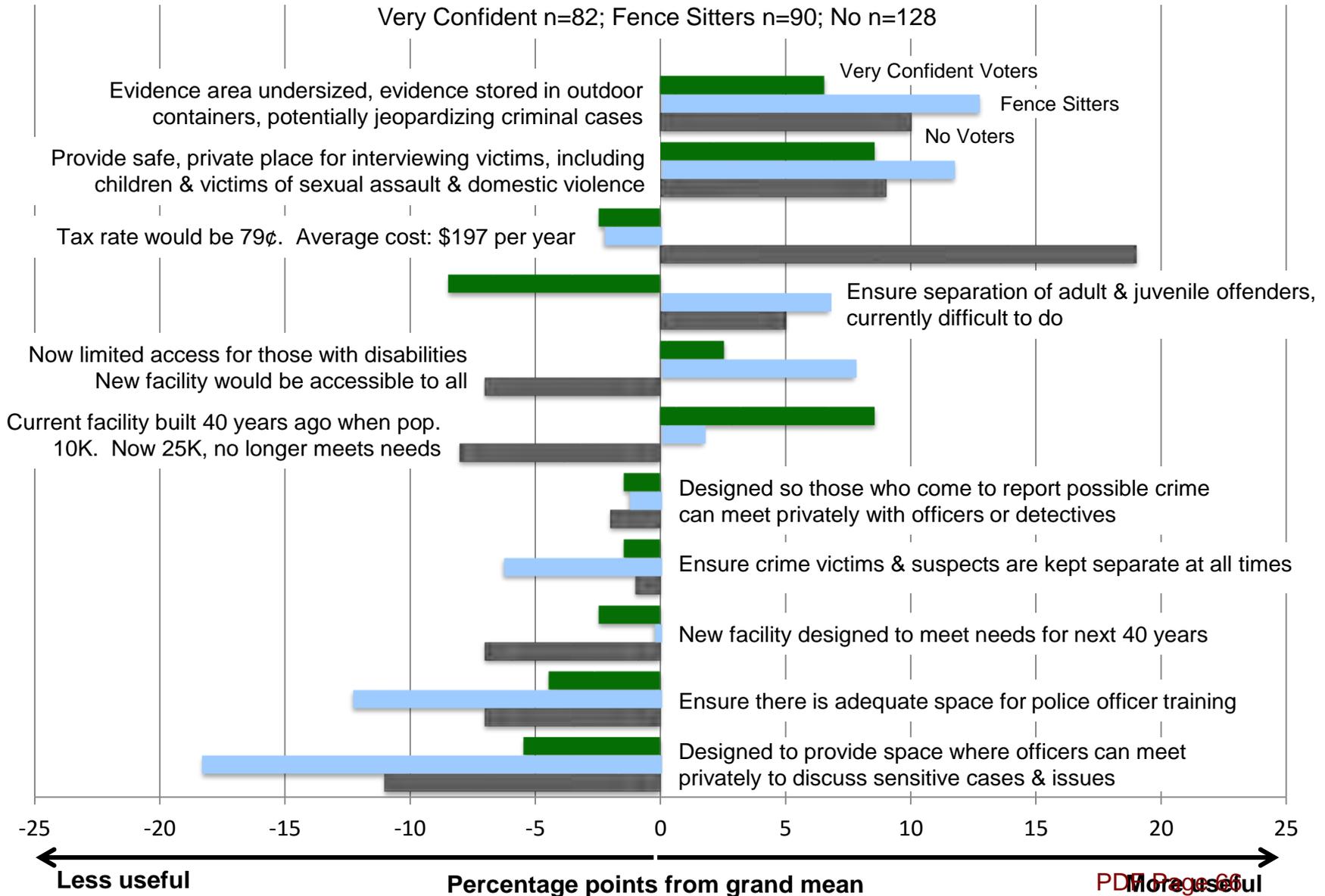
# Most useful facts: Problems with evidence processing area, private space for victims, cost



## Normalize data to identify key messages

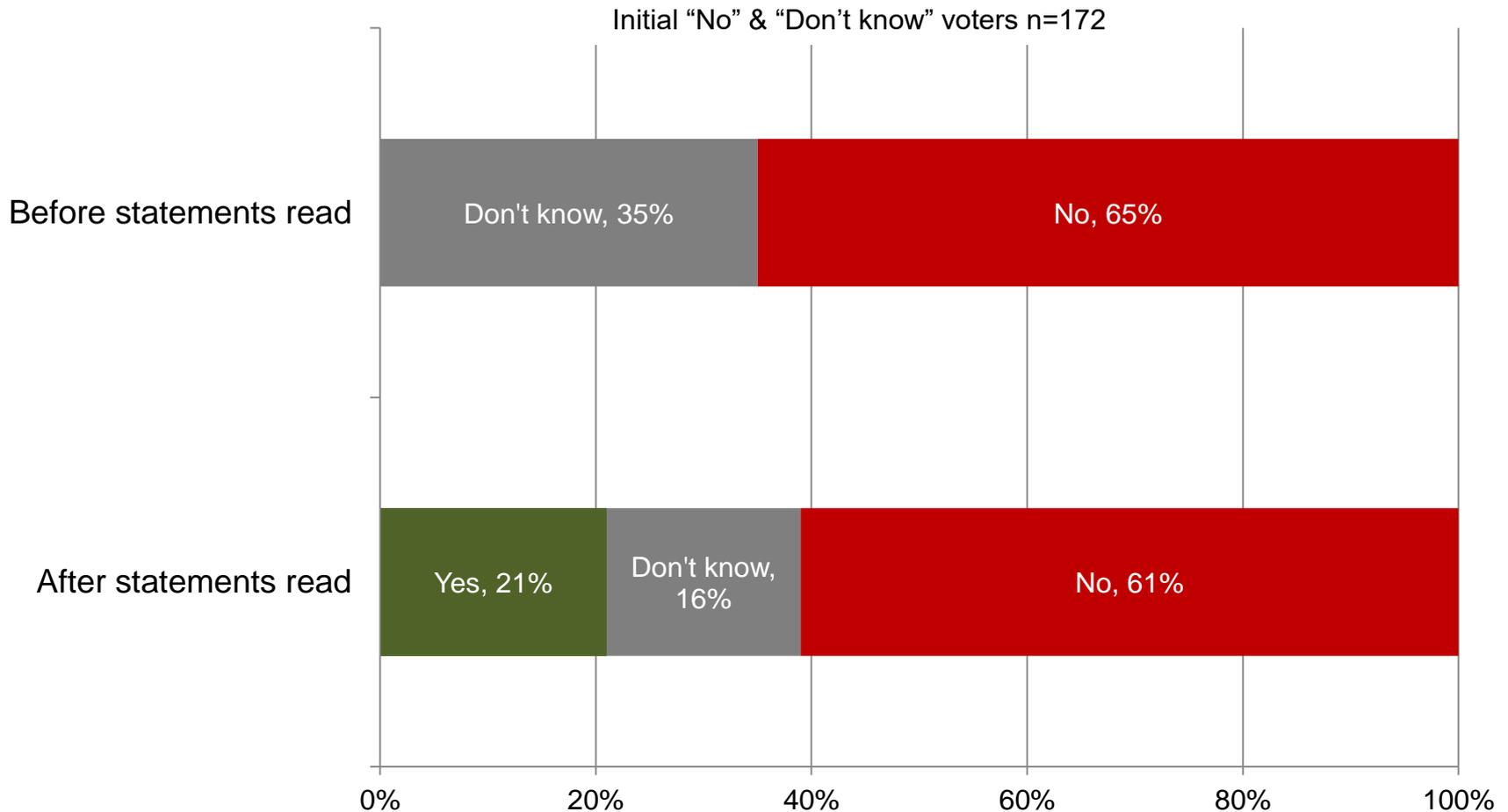
- Tendency for individuals or groups to rate all items higher or lower. Grand mean of *very useful* ratings by segment:
  - √ Very Confident (75%), Fence Sitters (54%), No (30%)
- To address issue, normalize data. 2 steps:
  - √ Determine “*grand mean*” – average of averages – for each segment
  - √ Determine how far above or below each statement’s rating is from grand mean
- Higher *above* grand mean, more important to communicate.

# Normalized data show results by key segments



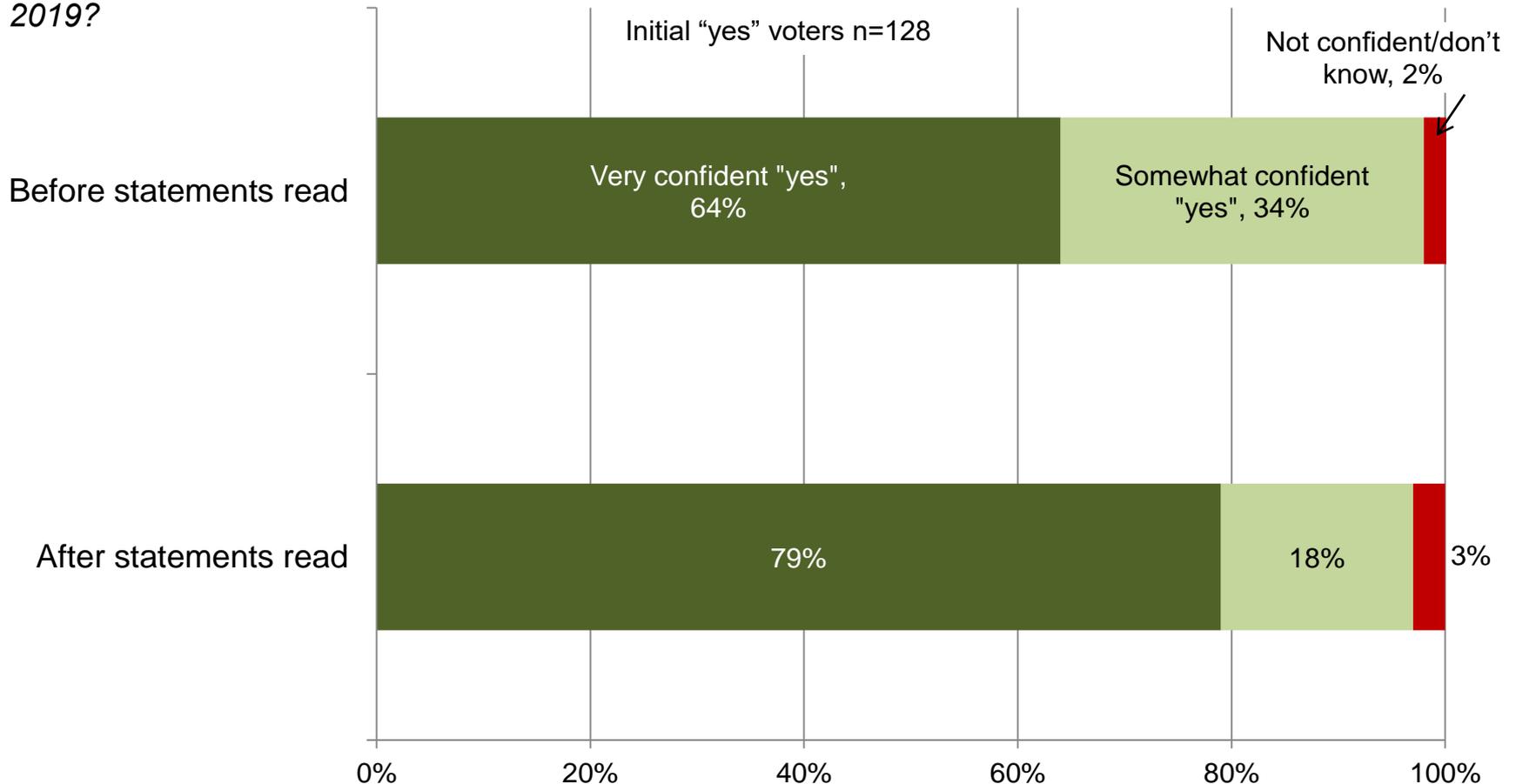
# Facts change the minds of a few “No” & “Don’t know” Voters

Q: *As I noted before, all of the statements I just read are true. Now that you have been provided with this information, if the election were held today, would you vote “yes” for the City of Forest Grove’s police facility bond or “no” against the bond?*



# After hearing facts, “Yes” Voters significantly more likely to be “very confident” of vote

Q: As I noted before, all of the statements I just read are true. Now that you have been provided with this information, if the election were held today, would you say you are very confident, somewhat confident, or not confident that you will vote for the City of Forest Grove’s police facility bond in May of 2019?



# **KEY CONCLUSIONS & RECOMMENDATIONS**

- Passage of a bond to fund a new facility for Forest Grove police will be difficult
  - √ Similar to last spring's focus group participants, voters surveyed display a lack of understanding of what happens at a police facility & why Forest Grove needs a new one.

- Success will be possible only if there is a substantial effort to educate voters, particularly “fence sitters”, but also “no” voters
  - √ City – both elected officials & staff – must be unified in the need for the police facility bond
  - √ Police staff must be willing to support the effort
  - √ Whether or not there is any organized opposition will also impact the result.

# Messaging

- Two statements stand out as useful to all voter segments:
  - √ *The current police facility's evidence processing area is undersized and evidence is often stored in outdoor portable containers that are not climate controlled, a situation that can potentially jeopardize criminal cases*
  - √ *The new police facility would be designed to provide a safe, private place for interviewing victims, including children and victims of sexual assault and domestic violence.*

- Fence sitters especially also want to know:
  - √ *The new facility would be designed to ensure separation of adult and juvenile offenders, something that is currently difficult to do*
  - √ *The current facility has limited accessibility for those with physical disabilities. A new facility would be designed to be accessible to all community members.*

- Communications efforts that include examples illustrating these four messages will be more effective in helping voters understand the need for a new police facility.

- Cost, cited as \$197 per year for the average home, is of particular importance to “no” voters
  - √ Given the size of the no vote, some “no” voters will likely need to change their minds for the bond to pass
  - √ As a result, reducing the cost to taxpayers may be necessary to achieve a positive result.

For answers to questions or  
more information, contact:

*Campbell DeLong Resources, Inc.*

Martha DeLong, Research Director  
(503) 221-2005, ext. 208  
e-mail: [MarthaD@cdri.com](mailto:MarthaD@cdri.com)



*A place where families and businesses thrive.*

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

**CITY COUNCIL STAFF REPORT**

---

**TO:** *City Council*

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

**MEETING DATE:** *January 14, 2019*

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

**SUBJECT TITLE:** *Council President Election*

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

*X all that apply*

**ISSUE STATEMENT:**

Mayor and three Council seats were on the ballot at the General Election, held on Tuesday, November 6, 2018. Mayor Peter Truax was reelected and Councilors Thomas Johnston, Ronald Thompson and Malynda Wenzl were reelected. Oaths of Offices were administered on November 26, 2018.

Pursuant to City Charter, Section 9, Council President, and Council Rules of Procedure, Section 4.2, *at the first meeting of each year* (as opposed to every election), the Council must elect a President from its membership. The President presides in the absence of the Mayor and act as Mayor when the Mayor is unable to perform mayoral duties. In the absence of the Mayor and Council President at a meeting where a quorum is present, the Councilmember with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned. Councilors Thomas Johnston elected 2002; Ronald Thompson elected 2002; Elena Uhing elected 2004; Malynda Wenzl elected 2014; Timothy Rippe elected 2016; and Adolph "Val" Valfre appointed 2017.

**SUGGESTED MOTION:**

*I move to approve Resolution No. 2019-04, electing \_\_\_\_\_ as City Council President.*

The motion must be seconded and voted on.

**Attachment(s):**

Draft Resolution

**RESOLUTION NO. 2019-04**

**RESOLUTION ELECTING CITY COUNCIL PRESIDENT**

**WHEREAS**, pursuant to City Charter, Section 9, Council President, and Council Rules of Procedure, Section 4.2, at the first meeting of each year, the Council must elect a President from its membership; and

**WHEREAS**, the Council President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform mayoral duties; and

**WHEREAS**, in the absence of the Mayor and Council President at a meeting where a quorum is present, the Councilmember with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

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

**Section 1.** That \_\_\_\_\_ is hereby elected as Council President.

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

**PRESENTED AND PASSED** this 14<sup>th</sup> day of January, 2019.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of January, 2019.

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



*A place where families and businesses thrive.*

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	1B
MEETING DATE:	
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

---

**TO:** *City Council*

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

**MEETING DATE:** *January 14, 2019*

**SUBJECT TITLE:** *Employee Recognition: Bev Maughan*

**ACTION REQUESTED:**

	Ordinance		Order		Resolution		Motion	X	Informational
--	-----------	--	-------	--	------------	--	--------	---	---------------

  
*X all that apply*

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**EMPLOYEE RECOGNITION**

December 27, 2018, marked the 30 year anniversary of Bev Maughan’s employment with the City of Forest Grove. Bev started her career as Support Services Secretary then steadily progressed to Secretary II, Executive Assistant, and then Executive Assistant to the City Manager, a position she has held for approximately 20 years.

Throughout this time, Bev has aptly and ably guided the City Manager, Mayor, and City Councilors through numerous meetings, events, and conferences. Bev is also responsible for “FYI Forest Grove”, a bulletin that lists all of Forest Grove’s activities and reaches thousands of residents through their utility bill. Bev manages the city’s website, the city’s advertising in the News-Times, and was largely responsible for the websites comprehensive and recent update. Bev administers the Community Enhancement Program, City Calendar, Budget Committee, and on occasion, other Boards and Commissions.

Bev is an extremely proficient proofreader (if this memo contains errors, it is because Bev did not proof it) and resolves challenges with uncommon ease and grace. She is well liked, well respected, and represents the City with exceptional service and integrity. She has a wealth of information about the history of the organization and is an invaluable resource with reference to most aspects of the City. She also is one of the most approachable, helpful people you will find.

Please join me in congratulating Bev Maughan on 30 years of exceptional service to the City of Forest Grove.

CERTIFICATE OF APPRECIATION

Awarded to

*Beverly Maughan*

*Executive Assistant to City Manager*

In Recognition of 30 Years of Dedicated Service to the  
City of Forest Grove and Citizens of Forest Grove

*The Forest Grove City Council sincerely thanks you for your exceptional employment and years of service and is so honored to have had you as an employee of the City of Forest Grove since 1988.*



*A place where families and businesses thrive.*

*Peter B. Truax, Mayor*  
Forest Grove City Council  
January 14, 2019

*Minutes are unofficial until approved by Council.*

1. **ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:45 p.m.

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

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

Ruggles and VanderZanden facilitated the above-noted work, noting the purpose of the work session was to provide an opportunity for Council to conduct interviews (commonly after two terms at Council's discretion) of standing B/C members who reapplied during recruitment. The following B/C member seeking reappointment was interviewed for the following position:

Public Arts Commission:

**Kathleen Leatham** (resides in Carlton, Yamhill County). After Council deliberation, Council collectively made recommendation to allow Leatham to continue serving in the interim pending the outcome of PAC's decision, as well as Council's formal acceptance, of a proposed Bylaw amendment to allow At-Large member(s).

Community Forestry Commission:

Lance Schamberger (canceled, reschedule)

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

3A

**3. ADJOURNMENT**

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

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

A place where families and businesses thrive.

Monday, December 10, 2018  
6:00 p.m., Community Auditorium  
Conference Room

City Council Executive Session Minutes

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Executive Session to order at 6:03 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Diana Moffat, Labor Attorney (via conference call until 6:20 pm); Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; Michael Kinkade, Fire Chief (in the audience); J. F. Schutz, Police Chief (in the audience); Michael Hall, Police Captain (in the audience); and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

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

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 6:49 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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

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

Mayor Peter Truax called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

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

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

**1. A. EMPLOYEE RETIREMENT RECOGNITION:**

Mayor Truax, on behalf of the Council, presented a Certificate of Retirement honoring Robert Foster, Public Works Director, for his exceptional employment and years of service, noting Foster has been the Public Works Director since 1995 (23 years) and is retiring on December 31, 2018.

**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 Work Session (Oak Street Industrial Area) Meeting Minutes of November 13, 2018.
- B. Approve City Council Regular Meeting Minutes of November 13, 2018.
- C. Approve City Council Work Session (Parks System Development Charges Index) Meeting Minutes of November 13, 2018.
- D. Approve City Council Work Session (B/C Reappointment Interviews) Meeting Minutes of November 19, 2019.
- E. Approve City Council Work Session (B/C Reappointment Interviews) Meeting Minutes of November 26, 2018.

- F. Approve City Council Regular Meeting Minutes of November 26, 2018.
- G. Accept Committee for Community Involvement Meeting Minutes of October 2, 2018.
- H. Accept Historic Landmarks Board Meeting Minutes of October 23, 2018.
- I. Accept Planning Commission Meeting Minutes of October 1, 2018.
- J. Accept Sustainability Commission Meeting Minutes of October 25, 2018.
- K. Community Development Department Monthly Building Activity Informational Report for November 2018.
- L. **ACCEPT CERTIFIED OFFICIAL FINAL RESULTS, ABSTRACT OF VOTES, FOR FOREST GROVE RELATING TO GENERAL ELECTION HELD ON NOVEMBER 6, 2018 (MAYOR PETER TRUAX AND COUNCILORS THOMAS JOHNSTON, RONALD THOMPSON AND MALYNDA WENZL WERE ELECTED, TERMS EXPIRING NOVEMBER, 2022).**
- M. Accept Resignation on Budget Committee (Rod Fuiten, Term Expiring December 31, 2018).
- N. Accept Resignation on Sustainability Commission (Brian Schimmel, At-Large, Term Expiring December 31, 2018).
- O. **RESOLUTION NO. 2018-95 MAKING REAPPOINTMENTS TO BUDGET COMMITTEE** (Reappointing David Maisel and Debby Roth, Terms Expiring December 31, 2021).
- P. **RESOLUTION NO. 2018-96 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION** (Appointing Declan Lynch, Student Advisory, Effective January 1, 2019, Term Expiring December 31, 2019).
- Q. **RESOLUTION NO. 2018-97 MAKING REAPPOINTMENTS TO ECONOMIC DEVELOPMENT COMMISSION** (Reappointing James Draznin, At-Large; Kevin Emerick, Wood/Ag Products (Woodfold Mfg); Mark Nakajima, Business/Small Mfg (Ace Hardware); Jennifer Prickett, Large Commercial (McMenamins); and Javier Urenda, Hispanic Representative (Adelante Mujeres), Terms Expiring December 31, 2021).
- R. **RESOLUTION NO. 2018-98 MAKING REAPPOINTMENT TO HISTORIC LANDMARKS BOARD** (Reappointing William Youngs, Term Expiring December 31, 2022).
- S. **RESOLUTION NO. 2018-99 MAKING REAPPOINTMENTS TO LIBRARY COMMISSION** (Reappointing Nickie Augustine, Kirsten Beier and Kathleen Poulsen, Terms Expiring December 31, 2020).
- T. **RESOLUTION NO. 2018-100 MAKING REAPPOINTMENT TO PARKS AND RECREATION COMMISSION** (Howard Sullivan, At-Large, Term Expiring December 31, 2022).
- U. **RESOLUTION NO. 2018-101 MAKING REAPPOINTMENTS TO PLANNING COMMISSION** (Reappointing Lisa Nakajima and Phil Ruder, Terms Expiring December 31, 2022).
- V. **RESOLUTION NO. 2018-102 MAKING REAPPOINTMENTS TO PUBLIC ARTS COMMISSION** (Reappointing Kathy Broom and Pat Truax, Terms Expiring December 31, 2021).

W. **RESOLUTION NO. 2018-103 MAKING APPOINTMENT TO SUSTAINABILITY COMMISSION** (Appointing Jacob Rose, At-Large, Term Expiring December 31, 2022).

**MOTION:** Councilor Wenzl moved, seconded by Councilor Valfre, to approve the Consent Agenda as presented. **ABSENT:** Councilors Johnston and Thompson. **MOTION CARRIED 5-0 by voice vote.**

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

5. **PRESENTATIONS:**

5. A. **Major Streets Transportation Improvement Program (MSTIP) Update**

Joe Younkens, Washington County Interim Engineer, and Renus Kelfkens, Project Manager, presented a PowerPoint presentation overview on Forest Grove's MSTIP3e projects, noting the two projects in Forest Grove include: 1) Fern Hill/Maple/Hwy 47 intersection, potential traffic/crossing signal, and 2) Martin Road (Hwy 47 to Verboort Road), potential traffic/crossing signal or roundabout. Younkens outlined slides showing the design options for Martin Road, which include widening of Martin Road from the intersection with Hwy 47 heading north for 2,700 feet. Younkens noted the following three alternatives for widening were considered:

1) A centerline shift 10 feet east;

2) A centerline shift 15 feet east or

3) Widening on either side with no shift in centerline.

- Utilities are expected to be impacted with the widening.
- New Council Creek Crossing (new culverts or a new bridge). Due to geotechnical and environmental constraints, a new bridge was selected. The bridge is at 50 percent design depending on Option 1 or Option 2.
- Upgrading the intersection of Martin Road and Hwy 47 with either:

Option 1 – Signalized design plan overview:

- Right-of-way impacts are kept to a minimum.
- Impact to the BPA transmission lines are anticipated.
- Lowest upfront cost option, but higher maintenance costs.
- Signal accommodates a future connection heading west.

Option 2 – Roundabout design plan overview, which included a truck turning template:

- The recommended alternative is located at the current intersection.
- Lowest cost of the three roundabout alternatives.
- Accommodates a future connection heading west.
- Higher upfront costs, but lower maintenance cost than Option 1.

In addition, Younkens reported the Oregon Department of Transportation (ODOT) is currently reviewing the intersection options and a public open house is anticipated in Spring of 2019 and construction is anticipated to start Summer of 2020. Younkens outlined slides showing the design options for Fern Hill/Maple/Hwy 47 Intersection Study as follows:

- Traffic study has kicked off.  
The following treatments will be reviewed:
  - No-build
  - Right-turn lanes and pedestrian islands
  - Traffic signal (optional right-turn lanes)
- Side street right-in/right-out
  - Optional Median U-Turn (an example was shown)
  - Optional Taylor Way Extension to Fern Hill Road

Steps forward include:

- Traffic counts are currently being conducted.
  - Traffic analysis will be used to determine intersection treatment recommendations.
- In conclusion of the above-noted presentation, Younkens and Kelfkens addressed various Council concerns pertaining to a traffic signal versus a roundabout at Martin Road/Hwy 47 intersection and Fern Hill/Maple/Hwy 47 intersection median U-turn at Hwy 47, and the importance of ensuring safe routes to school as well as pedestrian/bicycle and vehicular traffic safety, noting the City, County, ODOT and consultants will meet to review the intersection recommendations.

**5. B. Forest Grove Senior and Community Center (FGS&CC) Update**

Launa DeGiusti, Executive Director, gave an update on the FGS&CC-related activities. DeGiusti reported the kitchen remodel is near completion, noting they are looking forward to resuming meal services in January and will hold a grand re-opening sometime in February. DeGiusti reported they are also working to increase programs, such as youth involvement. In addition, DeGiusti thanked the City and commended Andrew Losli, City's Facility Maintenance Supervisor, for being an excellent project manager. In conclusion of the above-noted presentation, Council welcomed DeGiusti as the new Executive Director. In addition, Mayor Truax emphasized the Senior Center's obligation, pursuant to federal grant funding, is to provide "senior services" and then as a "community center" as long as there is a balance.

**5. C. Metro Update**

Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation highlighting District 4 Quarterly Exchange Report. Harrington reported on Metro's affordable housing; growth management; Regional Transportation Plan, Strategic Plan to Advance Racial Equity, Diversity and Inclusion, parks and nature; 2030 Regional Waste Plan; Oregon Zoo; and Oregon Convention Center. In addition, Harrington distributed various program-related handouts, which were referenced in the PowerPoint presentation. In conclusion of the above-noted report, Council commended Harrington for her 12 years of service as Metro Councilor and welcomed Harrington as the newly-elected Washington County Board of Commissioner's Chair.

**6. RESOLUTION NO. 2018-104 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE PAID FIREFIGHTERS ASSOCIATION (FGPFA), EFFECTIVE JULY 1, 2018 AND**

**EXPIRING JUNE 30, 2021**

**Staff Report:**

Camilli and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing to execute the labor agreement between the City and Forest Grove Paid Firefighters Association (FGPFA), effective July 1, 2018 through June 30, 2021. Camilli reported staff met with FGPFA and negotiated a new labor agreement, noting language modifications to the agreement include the following:

- **Cost-of-living adjustments (COLA):**  
All classifications covered within the agreement at the following COLA rates: three percent (3.0%), effective July 1, 2018; three percent (3.0%), effective July 1, 2019; and two and one-half percent (2.50%), effective July 1, 2020.
- **Insurance:**  
Association members will be enrolled in the Northwest Firefighters Relief Association (NFRA) Healthcare Trust, effective January 1, 2019. The plans offered by the Trust are less expensive than the current plans offered to the Association members and both the employees and the City will save money. A portion of the cost savings will be used to increase the City's contribution to employees' HRA VEBA accounts based on which health insurance plan they enroll in.
- **Hours of Work:**  
Paid leave will be included as hours worked in the computation of FLSA overtime. Previously only hours actually worked applied to the overtime calculation.
- **Term:** Extends the term of the labor agreement for three years, expiring June 30, 2021.

In conclusion of the above-noted staff report, Camilli advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the costs to implement the labor agreement are within the parameters set by Council and funds have been identified in the 2018-19 budget and are within the five-year fiscal plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-104.

VanderZanden read Resolution No. 2018-104 by title.

**MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to adopt Resolution No. 2018-104 Authorizing Execution of a Labor Agreement Between the City of Forest Grove and Forest Grove Paid Firefighters Association (FGPFA), Effective July 1, 2018 and Expiring June 30, 2021.**

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Rippe, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilors Johnston and Thompson. MOTION CARRIED 5-0.

7. **RESOLUTION NO. 2018-105 OF THE CITY OF FOREST GROVE AUTHORIZING THE ESTABLISHMENT OF A COLLABORATIVE COMPLETE COUNT COMMITTEE WITH THE CITY OF CORNELIUS TO ASSURE THE HIGHEST POSSIBLE PARTICIPATION IN THE 2020 U.S. CENSUS**

**Staff Report:**

VanderZanden presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City to establish a Collaborative Complete Count Committee (CCC) with the City of Cornelius to assure the highest possible participation in the 2020 U. S. Census. VanderZanden reported the 2020 Census is slated to include 10 or 11 questions, noting Question 11 was recently added and asks the participant if they are a U. S. citizen, which has caused concern as it could cause lower respondent rates and not represent a complete count. (Question 11 is being litigated in federal court). VanderZanden added the Mayors will appoint the members (limited to two councilors from Forest Grove and one councilor from Cornelius) in accordance with U. S. Census Bureau guidelines. VanderZanden noted once the committee is formed, the U. S. Census Bureau will provide a staff liaison to guide the efforts. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting key communication phases for the CCC begins April, 2019.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2018-105.

VanderZanden read Resolution No. 2018-105 by title.

**MOTION:** Councilor Valfre moved, seconded by Councilor Rippe, to adopt Resolution No. 2018-105 of the City of Forest Grove Authorizing the Establishment of a Collaborative Complete Count Committee with the City of Cornelius to Assure the Highest Possible Participation in the 2020 U.S. Census.

**Council Discussion:**

Mayor Truax referenced six federal lawsuits filed against the citizenship question, which is pending a court ruling.

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

**ROLL CALL VOTE: AYES: Councilors Rippe, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilors Johnston and Thompson. MOTION CARRIED 5-0.**

**8. CITY COUNCIL COMMUNICATIONS:**

Council President Johnston was absent.

Rippe reported attending Public Safety Advisory Commission (PSAC) meeting, noting PSAC canceled its December meeting. Rippe recapped discussion pertaining to the proposed Boards/Commissions (B/C) reform changes, noting there is a strong belief that PSAC is viable. Rippe reported PSAC would like an opportunity to meet with Council on public safety, noting PSAC emphasized it is a two-way communication. Rippe noted PSAC has decided to examine how the changes apply to their bylaws, noting once PSAC completes its examination, PSAC will provide a written summary. In addition, Rippe reported he was unable to attend the Economic Development Commission (EDC) meeting, noting EDC discussed the B/C reform changes as it relates from 19 members to nine members. In conclusion, Rippe reported on other matters of interest and upcoming meetings he was planning to attend.

Thompson was absent.

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

Valfre reported attending the City's Annual Holiday Light Parade as well as other various community-related events. In addition, Valfre reported attending a Severe Rent Burden Meeting in Beaverton, reported on other related matters of interest and upcoming meetings he was planning to attend.

Wenzl reported attending Committee for Community Involvement (CCI) meeting, noting MJ Guidetti-Clapshaw, Vice Chair, resigned effective immediately; Betsy Brower, Chair, is not planning to reapply and her term will expire January 31, 2019; and Karen Reynolds, member, has not attended meetings in six months so her position will likely be vacated. Wenzl recapped CCI's discussion, noting CCI will make some reassignments and move ahead with the plans for the Annual Town Meeting. Wenzl reminded staff that CCI's term expires January 31<sup>st</sup>, noting CCI prefers not changing its term expiration to December 31<sup>st</sup> as part of the proposed B/C reform changes. Wenzl commended the Fire Department for their work coordinating the City's Annual Holiday Light Parade, noting she was a judge for the float entries. In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

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

VanderZanden reported on upcoming meetings and events as noted in the Council

calendar. VanderZanden invited everyone to attend Rob Foster's Retirement Celebration on December 13, 4 to 6pm, in the Community Auditorium. VanderZanden reported on City Hall office space configurations, noting staff is reviewing changes to the first floor space configuration prepared by the architect with the goal of making additional space for staff and to use space more efficiently. 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 items; updates on department-related activities and projects, including Administrative Services, Parks and Aquatics, Police, Library, Light and Power, Economic Development, Community Development, and Engineering and Public Works; and other upcoming citywide calendar events.

**10. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending the Emperor's Birthday Celebration and attending the City's Annual Holiday Light Parade as well as other various community-related events. Mayor Truax reported meeting with Pacific University's President, noting progress has been made on parking and the Lincoln Park Share Agreement is working well for both entities. Mayor Truax reported attending the League of Oregon Cities Board Retreat and Board Meeting and attending Executive Director Craig Honeyman's, retirement celebration. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

**11. ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 8:53 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:30 p.m., due to a time break between sessions, recessed the Work Session at 5:45 p.m. and reconvened Work Session at 9:02 p.m.

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

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

**2. WORK SESSION: COUNCIL RETREAT OPTIONS**

Ruggles and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to solicit comments from Council on format, location and emphasis for the 2019 Council Retreat. VanderZanden presented a PowerPoint presentation overview, noting the Council Retreat has historically been held annually on a Saturday in February and is for the purpose of setting Council goals and establishing objectives, which are incorporated into department work plans as part of the budget preparation. VanderZanden noted holding a Retreat is not required by Charter or Council Goals; however, Council Rules §16.1, Council Goal Setting, requires Council to set its Goals and Objectives annually and adopt the Goals and Objectives no later than the second regular session in March of each year. In addition, VanderZanden reported the Retreat is generally five hours and is required to be held within the jurisdiction as a formal work session, noting the public and press may attend. In conclusion of the above-noted presentation, VanderZanden solicited Council's input on format, location and emphasis of the Council Retreat.

Mayor Truax recessed the Work Session at 5:45 p.m. and reconvened Work Session at 9:02 p.m.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the primary purpose of the Retreat and identifying expectations. VanderZanden summarized the Council/staff expectations pertaining to department accomplishments and priorities, noting the open discussion portion of the agenda is often truncated due to extended

discussions. VanderZanden suggested perhaps briefing Council on department accomplishments and priorities as presentations during Council meetings would allow more time for open discussion, to which Council concurred. VanderZanden advised the City has previously engaged the services of a facilitator for the Council Retreat, to which Council concurred that a facilitator was not essential. In addition, roundtable discussion ensued about perhaps doing away with or updating the Vision Statement; however, there was concern because the City's current Vision Statement was written by a group of citizen volunteers (adopted in 1993 and updated in 2005). Council discussion focused on identifying a streamlined list of long-term goals and bullet points that build upon future progress and preserve continuity (5-20 year horizon). Roundtable discussion also ensued about the importance of assigning Boards/Commissions (B/C) to pertinent objectives and having B/C's collaborating with each other. In addition, Mayor Truax emphasized how the Council's three key goals effectively link with the objectives. In conclusion of the above-noted Council discussion, Council collectively concurred to schedule the Council Goal-Setting Retreat for Saturday, February 2, 2019, 8am-2pm, at Pacific University, Berglund Hall 200. VanderZanden advised staff would prepare a draft Council Retreat agenda for consideration.

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

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 9:50 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

**APPROVED**

Forest Grove Historic Landmarks Board  
Community Auditorium, 1915 Main Street  
November 27, 2018 -- 7:15 P.M. Page 1 of 2

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**Members Present:** Jennifer Brent, George Cushing, Mark Fischer, Larissa Whalen Garfias, Kelsey Trostle, Bill Youngs  
**Member Excused:** Holly Tsur  
**Staff Present:** James Reitz  
**Council Liaison:** Tom Johnston  
**Citizens Present:** 01 (Melody Haveluck)

1. **Call to Order:** Trostle opened the meeting at 7:17 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

**A. Preservation Grant Request – Fredricks House at 2324 15<sup>th</sup> Avenue (Washington County Tax Lot 1S306CA00300). Applicant: Margie Waltz. File Number: 311-18-000037-PLNG.** The applicant was not in attendance.

The Board had a general discussion about the grant requirements, particularly, that grants need to be approved before a project is started, because this applicant's project has already been completed. It was noted that just last month, the Board had decided to remain flexible on this requirement for this grant cycle, and after the new one starts there would be no leniency extended at all. In this instance, the applicant submitted a letter explaining the reason for starting the project before the Board's review, because of the weather and concern about getting the house painted before the rain started.

The Board then discussed the requirement that an applicant attend the meeting. The applicant's letter noted that she lived out of the area and due to family health issues she would not be able to attend the meeting. The Board considered their options, and agreed that a telephone interview would be acceptable. The Board also felt that although the applicant had missed this meeting, a continuance to the next meeting would be acceptable. However, if the applicant missed that meeting (by phone or in person) the Board would decline the request due to not following procedure.

**Brent/Fischer to continue the grant request discussion to the December 18, 2018 meeting. Motion carried unanimously.** Staff was directed to contact the applicant and arrange for the phone interview.

**B. Downtown District** – Youngs distributed a synopsis of the open house. The Board members who attended all thought that it was very successful. Robert Olguin of SHPO was very informative and gave a great presentation; he answered a lot of questions as well. While there were only 8 attendees, they seemed pleased with the proposal. They did ask some great questions and felt the result would be good. All seemed positive about a downtown historic district. The Board felt that if people had concerns, they would have attended the open house. By not attending, it could be assumed the other building owners were in approval. Overall the Board felt the open house was very successful.

By consensus, the Board directed staff to move forward with the nomination process. Reitz said he would prepare a PowerPoint for presentation to the City Council in January 2019, and request that they adopt a resolution to apply for the SHPO grant.

**C. Review of Proposed Board and Commission Reforms** - Johnston went over the proposed B&C reforms under discussion by the Council. The Board agreed with the reforms and felt they were well thought out and entirely acceptable. A couple minor points of disagreement were made but nothing significant. Johnston asked for any concerns to be sent to him in writing so he could be certain to communicate them to the other Councilors.

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

- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of October 23, 2018 were approved as submitted.**
- Council Liaison Report. Johnston reported that he has been working on installing "Visit Forest Grove" signs along nearby highways, but agreed with Reitz that they were very difficult to get approved by ODOT. Another project he is pursuing is a Nymph art project where carvings are made to trees for points of interest.

He then commented on a recent survey concerning people who live in Forest Grove and work elsewhere. In the past only about 30% of residents worked outside the city and now 80% do. He observed that affordable housing is a big issue because about 43% of Forest Grove residents are considered "house poor."

Lastly, he noted that Forest Grove will celebrate its sesquicentennial in 2022, and the planning efforts have begun. The Council will be forming an ad hoc planning committee, and the HLB will be invited to participate. Reitz noted that the Board had anticipated the sesquicentennial, as its celebration was already a component of the Board's Strategic Plan.

- FHFG Report. Haveluck passed out the *Friendly Gazette* newsletter.
- Staff Update. Reitz had nothing to report.
- December 18 Agenda. Everyone was reminded that the meeting date has been moved up one week.

**5. Adjournment:** The November 27, 2018 meeting adjourned at 8:37 p.m.

These minutes respectively submitted by George Cushing, Secretary

APPROVED

1) **ROLL CALL:**

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

2) **CITIZEN COMMUNICATIONS:** None

3) **APPROVAL OF MINUTES:** The minutes of the July 18, 2018 and September 19, 2018 meetings were approved.

4) **ADDITION/DELETIONS:** None

5) **OLD BUSINESS:**

a) **Rogers Park Restroom**

- i) The drawings are 100% complete.
- ii) Waiting on the drainage permit from Clean Water Services before it can go out to bid.
  - i) Impervious surface drainage and run-off from the roof and ground must be treated before it reaches the catch basin.
  - ii) A bio swale will be built in the parking area.

b) **Park Development Plans R.F.P. Elements.**

- i) Four areas: Schmidtke Property (north Lincoln Park), Stites Park, A.T.Smith House and the Aquatic Center water study.
  - i) Schmidtke Property – Input from Pacific University, Clean Water Services (wet lands), engineering and the Jehovah Witnesses Church.
  - ii) Stites Park – The Master Plan is done. Input from the neighbors, the Community Garden Board and the Police Department on lighting and sight lines.
  - iii) A.T. Smith House – Work with the Friends of Historic Forest Grove (we have a contract with them).
- ii) We will be fine tuning the Master Plan schematic designs to actual site plans so you know what is going to bid. This includes a detailed look at the properties.
- iii) What do we want to do? Open house, neighborhood meetings or both? It could be three separate meetings, possibly bookend them together, or one general meeting.
- iv) Timeline:
  - i) The first Wednesday in November it will go out in the Daily Journal of Commerce.
  - ii) Preproposal meeting that companies must attend in order to submit a bid.
  - iii) Two weeks later companies will submit proposals.
  - iv) The proposals are scored and the top three who meet criteria are interviewed.
  - v) We hope to be rolling with contractors by the first of January.

c) **Anna/Abby's Yard Project**

- i) Harpers Playground, MIG and the City are meeting next week. There are some changes to the plans, placement issues around the wood, due to accessibility.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, OCTOBER 17, 2018  
COMMUNITY AUDITORIUM CONFERENCE ROOM**

**PAGE 2 OF 3**

APPROVED

- ii) Out to bid in April.
- iii) Carlton Woodworking is a single source company which is hugely cost efficient. They have a portable saw mill and small crane.
  - i) The design drawings will be complete next Wednesday and MIG will supply the rough cut dimensions needed.

**6) NEW BUSINESS:**

**a) Metro Funding Levy 2019**

- i) This levy will be for a Parks and Nature Capitol Bond.
- ii) A stakeholders group decides how projects are selected. Metro has suggested a “racial equality lens” for this bond.
- iii) Past Metro levies have given us the following:
  - i) 1995 – “Local Share” – Thatcher Woods.
  - ii) 2006 – “Local Share” – Stites Property and “Nature in Neighborhoods” – Old Town Loop Trail.

**b) SCORP Study**

- i) Statewide Comprehensive Outdoor Recreation Plan – looks at the economic impacts of various activities and what they bring to the State.
- ii) Oregon Outdoor Recreation Metrics: Health, Physical Activity and Value.
  - i) Part A: Health benefit estimates for Oregonians from their outdoor recreation participation in Oregon.
  - ii) Part B: Total net economic value from residents’ outdoor recreation participation in Oregon.
- iii) Tom will be serving on their board.

**7) COMMISSIONER’S REPORTS: None**

**8) COUNCIL LIAISON REPORT:**

**a) Malynda:**

- i) The ribbon cutting ceremony took place on October 3 at the Jessie Quinn complex.
- ii) Urban Renewal Agency next project could be a downtown park-et, temporary plaza on 21<sup>st</sup> by Maggie’s or “Site B” on 21 and B Street. An advisory committee to the URA would be good to have.
- iii) There was a candidate’s forum in Cornelius last night that was well attended.
- iv) The sub-committee for the Boards and Commissions is continuing to meet with the goal of having everything uniform. This includes membership, years of service, attendance and re-appointment. We will take our recommendations to the Council in the next month. Recruiting is coming up, with a possible mass interview of candidates. Striving for consistency and transparency!

**9) STAFF REPORTS:**

**a) Matt:**

- i) Doing a review of the efficiency of the crew. Four full time employees, some new blood and new skill sets. Figuring out what we can and can’t do.
- ii) The flower baskets will come down on Saturday.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, OCTOBER 17, 2018  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 3 OF 3**

**b) Tom:**

- i) The North Entrance will be getting a new look. The “lollypop” signs will be coming down. The service groups have been notified and we are re-examining what type of signs will replace them.
- ii) The Library Foundation wants to put a memorial garden by the south side entrance to the library. They are working on design, development and installation.

**10) ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, November 14 at 7:00 a.m.

**11) ADJOURNMENT:** The meeting was adjourned at 8:34 a.m. and the group headed over to the Stites property.

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APPROVED

MINUTES APPROVED BY THE PAC on DECEMBER 13, 2018

**Commission Members Present:** Emily Lux, Linda Taylor, Dana Eytzen, Laura Frye, Amy Tracewell, Kathy Broom, Pat Truax, Kathleen Leatham. **Council Liaison Present:** Tom Johnston. **Staff Present:** Tom Gamble. **Excused:** Colleen Winters, Michael Goetzke  
**Guest(s):** Ricardo and Anna Salazar, (503) 752-5752, (503) 443-8963, 3131 NW Hwy 47, Forest Grove, OR 97116.

1. **CALL TO ORDER:** By Dana Eytzen at 5:01 pm.

2. **CITIZEN COMMUNICATION:**

- Ricardo and Anna Salazar brought samples of Ricardo’s airbrush paintings, and a description of his work and goals. Ricardo is looking to explore options for displaying or finding out about art commissions locally. Contact information was exchanged.

3. **APPROVAL OF PAC MEETING MINUTES:**

- Motion to approve September 13 regular meeting minutes as corrected made by Kathleen, seconded by Pat. Motion to approve September 10, 2018, Strategic Plan meeting minutes as written made by Kathleen, seconded by Pat. Both motions carried, unanimously.

4. **ADDITIONS/DELETIONS:**

- **Additions:** 6D. PAC informational flyer

5. **DISCUSSION/DECISION ITEMS:**

- A. **Mini-Grant Consideration:** Sing Your Own Messiah mini-grant for \$500 presented by Laura. 100 community members participated in last year’s event, from multiple faith communities. This year there is a priority of increasing the participant’s age diversity, and fliers will be placed in local schools to advertise. Amy moved to approve the mini-grant from the 2018-2019 CEP; Linda seconded. Motion carried, unanimously.
- B. **Mini-Grant Consideration:** 97116 Art Show mini-grant for \$500 presented by Emily. Pat moved to approve the mini-grant from the 2018-2019 CEP; Kathleen seconded. Motion carried, unanimously. Emily is participating in the show, so was excused from voting. Brief discussion about revisiting sponsorship for this show in the future if it is held annually as planned.
- C. **Mini-Grant Review Process:** Discussion over the suggestion of supporting the same event through mini-grants for one organization no more than three times ever. Sponsorships would be considered for consistently funded (repeated) events instead. This might prevent mini-grants becoming a “line item” in the events budgets of organizations, and hopefully diversify future mini-grant requests. Discussion ensued regarding forming a

three-tiered system of support to include partnerships, sponsorships, and mini-grants. Lengthy discussion regarding maneuvering new situations and/or opportunities and serving “untapped” populations without having to wait to try to fit projects into our current structure. Future discussion needed.

## **6. INFORMATION ITEMS:**

- A. Strategic Planning Update:** Reviewed updated spreadsheet from the most recent Strategic Plan meeting and discussed the action plan for each area based on the year’s timeline. A draft of the strategic plan was reviewed, which will be presented to City Council when finalized. Accolades were given for progress thus far, and for Amy’s work on the draft visually and organizationally. Suggestions-to include multi-ethnic and multi-disciplinary (non-drawing, painting, sculpture heavy) arts in the packet’s photographs. Text was added to go above the mission statement that directly addresses human and art-form diversity.
- B. Sponsorship Update:** Sponsorship packet was reviewed. Cornelius schools in the Forest Grove School District were added as potential sponsorship recipients, with the understanding that CEP money could not be used in those cases, as it is specified for use within Forest Grove city limits only. An internal criteria checklist will need to be made.
- C. Art Bizarre Update:** New venues are being explored, including the City Auditorium. Seeking additional artists, location TBA. Multiple shares on social media.
- D. PAC informational Flyer:** Reviewed and gave update suggestions for an informational PAC flyer for the News Times map/magazine. The \$405 ad was renewed, and will include our updated mission statement.
- E. Financial Report:** No significant changes. Leadership gift delineation was altered to not indicate individual amounts given.

## **7. COMMISSIONER COMMUNICATIONS:**

- N/A

## **8. STAFF COMMUNICATIONS:**

- Tom reported that Harper’s Playground/Anna and Abigail’s Yard earned \$110, 000 in fifteen minutes via paddle raise at a recent fundraiser.

## **9. COUNCIL LIAISON COMMUNICATIONS:**

- Councilor Johnston noted that the Boards and Commission structure is still being reviewed by City Council, and impacts may include potentially having a city employee taking meeting minutes. There was a ribbon cutting at the Jesse Quinn complex, and a pub is going to open on the site’s corner.

## **10. ADJOURNMENT:** Dana Eytzen adjourned the meeting at 6:42pm.

Respectfully Submitted by Emily Lux

**APPROVED**

PUBLIC ARTS COMMISSION  
Thursday, November 8, 2018  
2114 Pacific Avenue  
Forest Grove, OR 97116  
Page 1

MINUTES APPROVED BY THE PAC on DECEMBER 13, 2018

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

1. **CALL TO ORDER:** By Amy Tracewell at 5:05 pm.
2. **CITIZEN COMMUNICATION:** None.
3. **APPROVAL OF PAC MEETING MINUTES:**
  - Not enough PAC members present to establish a quorum, so the minutes will be voted on at the next meeting.
4. **ADDITIONS/DELETIONS:** None.
5. **DISCUSSION/DECISION ITEMS:**
  - A. Mini-Grant Consideration: Mini Grant application for Cornelius Elementary School Handprint Mural moved to January meeting.
  - B. Mini-grant discussion concerning the Forest Grove School district moved to December meeting. The primary discussion would be about neighboring school districts and Forest Grove students being able to apply for mini-grants.
6. **INFORMATION ITEMS:**
  - A. Forest Grove PAC Operating Budget Draft will need to be reviewed before the December meeting. An email of the operating budget draft will be sent before the next meeting.
  - B. New pictures are being added to the PAC strategic plan by Linda.
  - C. Art Bizarre update: 22 artists are currently signed up and they secured the City Auditorium as the location to hold the event.
  - D. The Art Mural is now completed on Main Street and it was sponsored by Travel Oregon.
7. **COMMISSIONER COMMUNICATIONS:** None.
8. **STAFF COMMUNICATIONS:** None.
9. **COUNCIL LIAISON COMMUNICATIONS:**
  - Councilor Johnston noted that there is an Informational meeting on November 19<sup>th</sup> at 5:30-7 pm for PAC members. Councilor Johnston also discussed that the Boards and Commission structure is still being reviewed by City Council. They are reviewing student Board and Commission members and how the city is establishing guidelines for students joining Boards and Commissions (this is still in the planning phase).
10. **ADJOURNMENT:** Amy Tracewell adjourned the meeting at 5:45pm.

Minutes recorded by Michael Goetzke. Respectfully Submitted by Emily Lux

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	3H
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager

**MEETING DATE:** January 14, 2019

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

**SUBJECT TITLE:** Accept Resignations on Committee for Community Involvement

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

Karen Reynolds, Committee for Community Involvement (CCI), Term Expiring January 31, 2019, did not apply for reappointment so her term will expire January 31, 2019.

Betsy Brower, Term Expiring January 31, 2019, has informed staff of her desire to resign from the Committee for Community Involvement (CCI) as per attached e-mail.

MJ Guidetti-Clapshaw, Term Expiring January 31, 2020, has informed staff of her desire to resign from the Committee for Community Involvement (CCI) as per attached e-mail resignation.

**STAFF RECOMMENDATION:**

Staff recommends City Council accept the above-noted resignations and deem seats vacant.

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CCI  
Term Exp  
1/31/19

**Anna Ruggles**

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**From:** Betsy Brower <[REDACTED]>  
**Sent:** Thursday, December 13, 2018 6:12 AM  
**To:** Anna Ruggles  
**Subject:** Re: B/C Reappointment

Hi Anna,  
I'm choosing to not seek reappointment at this time.  
Thank you,  
Betsy Brower  
CCI Chairman

On Tue, Dec 11, 2018, 3:15 PM Anna Ruggles <[aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)> wrote:  
B&C Reappointment Application<<https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>> (online)

The City Council invites current CCI members with terms expiring January 31, 2019, to reapply during open recruitment. This is also an opportunity for members to consider applying to another B/C (no more than two).

- \* B/C Reappointment Application<<https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>> is due no later than Monday, December 31, 2018, to be considered for reappointment. If you are not planning to seek reappointment, please let me know.
- \* If a member fails to reapply by the deadline date, the member forfeits the opportunity for reappointment.
- \* Members reapplying may be re-interviewed by Council.
- \* Once the term of office is completed, the member is excused from the appointment unless Council reappoints the member for another term of service.

B/C applications are also available at City Hall, 2nd Floor, 1924 Council Street, 9am-5pm, or you may request one be mailed to you by calling/e-mailing City Recorder, 503.992.3235, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)<<mailto:aruggles@forestgrove-or.gov>>.

The City Council sincerely thanks you for your dedicated service and outstanding commitment! We hope you will consider reapplying!

[Revised Blk Green FG Logo 3]

CCI  
Term Exp 1/3/20

**Anna Ruggles**

---

**From:** mj guidetti-clapshaw <[REDACTED]>  
**Sent:** Monday, December 10, 2018 9:59 AM  
**To:** Anna Ruggles  
**Subject:** CCI

Hello Anna

I am writing to inform you that effective immediately, I am resigning from my position as Vice-Chair on the City of FG CCI. My time on CCI has been amazing and wonderful and it has taken a long time to realize I needed to let something go.

My new business needs any extra time and attention I have right now, I know spreading myself too thin will not benefit anyone.

I hope to become involved again with the City of FG as things settle down.

Thank you,  
MJ Guidetti

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## Monthly Building Activity Report

### December-18

### 2018-2019

	Period: December-17		Period: December-18	
Category	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	7	\$2,434,782	4	\$1,209,056
SFR Addition & Alt/Repair	4	\$79,984	1	\$89,000
MultiFamily New	5	\$5,456,547		
Multi Family Alterations/Repair/Additions	4	\$63,364		
Group Care Facility				
Commercial New	1	\$1,800,000		
Commerical Addition				
Commercial Alt/Repair	7	\$332,848		
Industrial New			1	\$900,269
Industrial Addition				
Industrial Alt/Repair			2	\$16,237
Gov/Pub/Inst (new/add)			3	\$231,395
Signs			1	\$3,800
Grading			1	
Demolitions	2		3	
<b>Total</b>	<b>30</b>	<b>\$10,167,525</b>	<b>16</b>	<b>\$2,449,757</b>

#### Fiscal Year-to-Date

2017-2018		2018-2019	
Permits	Value	Permits	Value
179	\$32,340,151	201	\$50,812,279

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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	
MEETING DATE:	3J 3K
FINAL ACTION:	

## CITY COUNCIL MEMORANDUM

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**TO:** *City Council*

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

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

**DATE:** *January 14, 2019*

**SUBJECT TITLE:** *Liquor License New Application(s)*

---

### **BACKGROUND:**

ORS 471.166 establishes the process for local government to make recommendation to the Oregon Liquor Control Commission (OLCC) concerning the suitability of a new liquor license application. The local government is allowed up to 45 days to process the application and provide a recommendation to the OLCC. The OLCC requires posting a public notice of the license application at the proposed business location. The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

City Code §110.071-110.073, requires an applicant/business requesting city endorsement for a new liquor license to submit a criminal background check, along with the applicable valid City business license in accordance with City Code. The Police Chief has reviewed the applicable criminal records check of the licensee and responsible parties and has made recommendation to forward for Council's consideration the attached liquor license, along with one of the following recommendations:

- **Forward with Approval** ~ no legal basis for denial.
- **Forward with Approval, Supporting Documentation.** A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). (*Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure.*)
- **Reject Application, Memorandum required** ~ the Police Chief has substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City's decision-making process.

### **STAFF RECOMMENDATION:**

Staff recommends City Council authorize endorsement of the attached liquor license application(s). The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners. If the application(s) is approved, the OLCC will issue the license(s). If the application is denied or restricted, there is a process to contest the decision.

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CITY RECORDER USE ONLY:

AGENDA ITEM #: 3J.

MEETING DATE: \_\_\_\_\_

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** Dauntless Wine Company, LLC

**BUSINESS LOCATION ADDRESS:** 2003 Main Street, Suite 2

**LIQUOR LICENSE TYPE:** Limited On-Premises

**CITY BUSINESS LICENSE:** Pending BL-~~00~~2326

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

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

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*J. F. Schutz*  
**J. F. Schutz, Chief of Police/Designee**

12/13/18  
**Date**



# LIQUOR LICENSE APPLICATION

*Pending*

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received: <u>December 10, 2018</u>
<input type="checkbox"/> Brewery 2 <sup>nd</sup> Location	Name of City or County: <u>Forest Grove</u>
<input type="checkbox"/> Brewery 3 <sup>rd</sup> Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 1 <sup>st</sup> location	By: _____
<input type="checkbox"/> Brewery-Public House 2 <sup>nd</sup> location	Date: _____
<input type="checkbox"/> Brewery-Public House 3 <sup>rd</sup> location	
<input type="checkbox"/> Distillery	
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 <sup>st</sup> location	
<input type="checkbox"/> Grower Sales Privilege 2 <sup>nd</sup> location	
<input type="checkbox"/> Grower Sales Privilege 3 <sup>rd</sup> location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
<input checked="" type="checkbox"/> Winery 2 <sup>nd</sup> Location	
<input type="checkbox"/> Winery 3 <sup>rd</sup> Location	
	<b>OLCC USE ONLY</b>
	Date application received: <u>11-26-18</u>
	By: <u>[Signature]</u>
	Date application accepted as initially complete: <u>12-6-18</u>
	By: <u>[Signature]</u>
	License Action(s): <u>n/o</u>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

~~Benjamin Martin~~ (Dauntless Wine Company) LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY
<p>RECEIVED</p> <p>NOV 26 2018</p> <p>Initials: <u>[Signature]</u></p> <p>Oregon Liquor Control Commission</p>	



# LIQUOR LICENSE APPLICATION

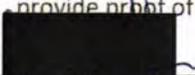
3. Applicant #1 Benjamin Martin (Dauntless Wine Company) <b>LLC</b>		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Dauntless Wine Company			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 2003 Main St Ste2			
City Forest Grove	County Washington	Zip Code 97116	
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 619 S 13th Ave			
City Cornelius,	State OR	Zip Code 97113	
9. Phone Number of the Business Location 9715175004		Email Contact for this Application benmartin@dauntlesswine.com	
Contact Person for this Application Ben Martin		Phone Number [REDACTED]	
Mailing Address [REDACTED]e	City Cornelius	State OR	Zip Code 97113

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

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

### Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

  
 \_\_\_\_\_  
 (Applicant #1)

\_\_\_\_\_  
 (Applicant #2)

\_\_\_\_\_  
 (Applicant #3)

\_\_\_\_\_  
 (Applicant #4)



OREGON LIQUOR CONTROL COMMISSION  
BUSINESS INFORMATION

Please Print or Type Dauntless Wine Company, LLC 971-517-5004  
Applicant Name: Benjamin Martin Phone: 5039569846  
Trade Name (dba): Dauntless Wine Company, LLC  
Business Location Address: 2003 Main St Ste 2  
City: Forest Grove ZIP Code: 97116

**DAYS AND HOURS OF OPERATION**

Business Hours: Sunday 1200 to 1800  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday 1200 to 1800  
Thursday 1200 to 1800  
Friday 1200 to 1800  
Saturday 1200 to 1800

Outdoor Area Hours: Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:  
 Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.  
\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

**ENTERTAINMENT**

Check all that apply:  
 Live Music  Karaoke  
 Recorded Music  Coin-operated Games  
 DJ Music  Video Lottery Machines  
 Dancing  Social Gaming  
 Nude Entertainers  Pool Tables  
 Other: \_\_\_\_\_

**DAYS & HOURS OF LIVE OR DJ MUSIC**

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

**SEATING COUNT**

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_  
Lounge: 50 Other (explain): \_\_\_\_\_  
Banquet: \_\_\_\_\_ Total Seating: 50

**OLCC USE ONLY**  
Investigator Verified Seating: \_\_\_\_ (Y) \_\_\_\_ (N)  
Investigator Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: 11/14/2018



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.

MEETING DATE: \_\_\_\_\_

FINAL ACTION: \_\_\_\_\_

**LIQUOR LICENSE RECOMMENDATION**

**BUSINESS NAME / INDIVIDUAL:** SAWA

**BUSINESS LOCATION ADDRESS:** 2036 Main Street, Suite B

**LIQUOR LICENSE TYPE:** Full On-Premises, Commerical

**CITY BUSINESS LICENSE:** Pending BL-~~0023~~4

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

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

**APPLICABLE CRIMINAL RECORDS CHECK:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

12/3/18  
Date



# LIQUOR LICENSE APPLICATION

*pending*

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received: <u>December 26, 2018</u>
<input type="checkbox"/> Brewery 2 <sup>nd</sup> Location	Name of City or County: <u>Forest Grove</u>
<input type="checkbox"/> Brewery 3 <sup>rd</sup> Location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 1 <sup>st</sup> location	By: _____
<input type="checkbox"/> Brewery-Public House 2 <sup>nd</sup> location	Date: _____
<input type="checkbox"/> Brewery-Public House 3 <sup>rd</sup> location	
<input type="checkbox"/> Distillery	
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 <sup>st</sup> location	
<input type="checkbox"/> Grower Sales Privilege 2 <sup>nd</sup> location	
<input type="checkbox"/> Grower Sales Privilege 3 <sup>rd</sup> location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
<input type="checkbox"/> Winery 2 <sup>nd</sup> Location	
<input type="checkbox"/> Winery 3 <sup>rd</sup> Location	
	<b>OLCC USE ONLY</b>
	Date application received: <u>12-6-18</u>
	By: <u>[Signature]</u>
	Date application accepted as initially complete: <u>12-14-18</u>
	By: <u>[Signature]</u>
	License Action(s): <u>9/0 CTR</u>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Fusako Imai Tenka LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY
RECEIVED <u>[Signature]</u>	



# LIQUOR LICENSE APPLICATION

3. Applicant #1 <del>Fusako Imai</del> Tenwa LLC		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Sawa			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 2036 Main St Suite B			
City Forest Grove	County Washington	Zip Code 97116	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 32755 S.W. Wohler St			
City Hillsboro	State OR	Zip Code 97123	
9. Phone Number of the Business Location (503) 359-5380		Email Contact for this Application fusakokuni@gmail.com	
Contact Person for this Application Fusako Imai		Phone Number [REDACTED]	
Mailing Address [REDACTED]	City Hillsboro	State OR	Zip Code 97123

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

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

### Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

\_\_\_\_\_  
(Applicant #1)

\_\_\_\_\_  
(Applicant #2)

\_\_\_\_\_  
(Applicant #3)

\_\_\_\_\_  
(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION  
BUSINESS INFORMATION

Please Print or Type Tenua LLC  
Applicant Name: Fusako Imai Phone: 359 5380  
503-927-3307  
Trade Name (dba): Sawa  
Business Location Address: 2036 Main st Suite B  
City: Forest Grove ZIP Code: 97116

**DAYS AND HOURS OF OPERATION**

Business Hours:

Sunday 12 to 10  
Monday 5 to 10  
Tuesday 11:30 to 10  
Wednesday 11:30 to 10  
Thursday 11:30 to 10  
Friday 11:30 to 11  
Saturday 12 to 10

Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

*no outside*

The outdoor area is used for

- Food service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Enclosed, how \_\_\_\_\_

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

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

**ENTERTAINMENT**

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

**DAYS & HOURS OF LIVE OR DJ MUSIC**

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

**SEATING COUNT**

Restaurant: 54 Outdoor: N/A  
Lounge: N/A Other (explain): \_\_\_\_\_  
Banquet: N/A Total Seating: 54

**OLCC USE ONLY**  
Investigator Verified Seating: \_\_\_\_ (Y) \_\_\_\_ (N)  
Investigator Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

I understand if my answers are true and complete, the OLCC may deny my license application.

Applicant Signature: \_\_\_\_\_ Date: 12/04/18



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

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

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

**MEETING DATE:** *January 14, 2019*

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

**SUBJECT TITLE:** *City Council Meetings for Year 2019*

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

**ISSUE STATEMENT:**

City Charter, Section 11, and Council Rules of Procedure, Section 3.1, provides that the Council shall adopt a resolution at the first meeting in January setting its regular Council meeting dates for the year. The regular Council meetings shall be held on the second and fourth Monday of each month unless otherwise stated in the attached resolution. The Council normally holds one meeting in March due to the National League of Cities Conference and one meeting in the months of July, August and December.

**RECOMMENDATION:**

Upon approval of the attached resolution, the City Recorder will set the Council's regular meeting calendar for the year.

**ATTACHMENT(s):** Resolution and Exhibit A

32

**RESOLUTION NO. 2019-01**

**RESOLUTION DESIGNATING CITY OF FOREST GROVE  
CITY COUNCIL MEETINGS FOR YEAR 2019**

**WHEREAS**, Pursuant to Council Rules, Section III(1), the City Council must adopt a resolution at the first meeting of each year designating its meeting dates for the year.

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

**Section 1.** That the Regular Meetings of the City Council of Forest Grove shall be held on the second and fourth Monday of each month (unless Monday is a City holiday, the meeting will be held Tuesday) during the Year 2019 as follows:

January	Monday, 14 <sup>th</sup>	&	Monday, 28 <sup>th</sup>
February	Monday, 11 <sup>th</sup>	&	Monday, 25 <sup>th</sup>
March			Monday, 18 <sup>th</sup>
April	Monday, 8 <sup>th</sup>	&	Monday, 22 <sup>nd</sup>
May	Monday, 13 <sup>th</sup>	&	Tuesday, 28 <sup>th</sup>
June	Monday, 10 <sup>th</sup>	&	Monday, 24 <sup>th</sup>
July	Monday, 8 <sup>th</sup>		
August	Monday, 12 <sup>th</sup>		
September	Monday, 9 <sup>th</sup>	&	Monday, 23 <sup>rd</sup>
October	Monday, 14 <sup>th</sup>	&	Monday, 28 <sup>th</sup>
November	Tuesday, 12 <sup>th</sup>	&	Monday, 25 <sup>th</sup>
December	Monday, 9 <sup>th</sup>		

**Section 2.** That Work Sessions, Special Meetings, Emergency Meetings, Executive Sessions, and Adjourned Meetings may be scheduled during the year at the discretion of the Mayor.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 14<sup>th</sup> day January, 2019.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of January, 2019.

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



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

**CITY COUNCIL MEMORANDUM**

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**TO:** *City Council*

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

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

**DATE:** *January 14, 2019*

**SUBJECT:** *Resolution Making Appointment to Committee for Community Involvement*

---

The Council interviewed the applicant, in Work Session, held November 19, 2018, and made recommendation to appoint the applicant to the Committee for Community Involvement (CCI) pending a vacancy. CCI has a vacancy at this time. Staff has contacted the applicant who has affirmed that she is available and very interested in being appointed to the CCI:

1. Kristen Tangen, Committee for Community Involvement, Term Expiring January 31, 2020.

---

**STAFF RECOMMENDATION:** Staff recommends City Council consider approving the resolution making the above-noted appointment. If Council desires not to make appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

**ATTACHMENTS:**

- Resolution
- Application

3M

**RESOLUTION NO. 2019-02**

**RESOLUTION MAKING APPOINTMENT  
TO THE CITY OF FOREST GROVE  
COMMITTEE FOR COMMUNITY INVOLVEMENT**

**WHEREAS**, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement and Resolution No. 2017-62 the name changed to Committee for Community Involvement; 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 vacancy on the Committee for Community Involvement; and

**WHEREAS**, the following applicant applied and was interviewed in work session held November 19, 2018.

**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 Committee for Community Involvement for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
<b>TANGEN</b>	<b>KRISTEN</b>	<b>JANUARY 31, 2020</b>

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

**PRESENTED AND PASSED** this 14th day of January, 2019.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of January, 2019.

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

**Interview 11/19/18  
4:20 pm**

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

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

**Submission information**

Form: [Boards and Commissions Application](#) (1)

Submitted by Visitor (not verified)

Monday, October 22, 2018 - 4:17pm

172.16.64.19

**First & Last Name**

Kristen Tangen

**Home Address**

██████ Pacific Ave. Apartment ██████

**Mailing Address, if different**

**City, State and Zip Code**

Forest Grove, OR 97116

**E-Mail Address**

kristentangy@gmail.com

**Telephone/Cell Phone Number**

██████████

**Employer**

CVS Pharmacy

**Work Telephone Number**

**Occupation/Profession**

Pharmacy Technician

**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 school do you attend?**

I attend Pacific University as a Junior

**Do you reside within the City limits?**

Yes

**Years residing in Forest Grove:**

3

**How did you hear of this opportunity?**

Appt to  
CCI -  
Term Exp  
1/31/20

"FYI Forest Grove" flyer

**Please rate the City's performance.**

Excellent

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

Community involvement is essential in any form of program implementation or reformation. "Fair" or "Poor" performance can potentially be improved by increasing access for the general public to have a voice, become more informed and aware of what is going on, and instill validity to their opinions and concerns. Such increases of access could be attributed to more public forums, community meetings, providing a central source to submit questions and concerns, or other such avenues.

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

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Planning Commission (1st and 3rd Monday, 7pm)
- Public Safety Advisory Commission (4th Wednesday, 7:30am)

**What specific topics interest you that relate to the board?**

My studies at Pacific, and general personal interests, have led me to develop a passion for health policy and program implementation. Particularly in the Public Safety Advisory Commission, I would be interested in learning how to make an impact amongst community members in regards to developing safe communities and promoting overall community health and health awareness. Public policy plays a large role in citizen health and well being, and I strive to learn how such policy can be impacted and discussed to positively influence health outcomes.

**What contributions do you hope to bring to the board?**

I hope to bring a unique student perspective to the board. As a college student involved in studies surrounding public policy and social/cultural awareness, these topics are fresh in my mind. I wish to apply my studies to discussions regarding policy and community well-being. As a student, my life is not only focused on the daily endeavors of adult life and living, but also on developing my knowledge with the intention of applying it in the future. I am not merely a part of the adult workforce, but also a part of the up-and-coming generation of future thinkers and contributors to society. Additionally, I grew up in a small town very similar to Forest Grove. The close-knit community of Oakridge that I grew up in has instilled valuable community values and understandings upon me that can be applied to a community such as Forest Grove.

**List your educational experience:**

I graduated as salutatorian from Oakridge High School in Oakridge, Oregon in the year 2016. Since then, I have been attending Pacific University as an undergraduate student with an aim to major in public health and minor in anthropology.

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

When living in the community of Oakridge, I served as my graduating class' president for four years and as Associated Student Body (ASB) president for one year. The responsibilities in these positions not only involved the school district, but also the

community as a whole. Additionally, I served four years as the only youth involved with the local Kiwanis Club - a volunteer organization dedicated to community outreach and wellbeing. I also participated in the community's annual Tree Planting Festival as a 'Tree Planting Princess' in 2015. This annual Festival is in remembrance and celebration of the town's roots in the logging and forestry industries. In this position, I spent several months giving speeches to community organizations, assisting in planning the Festival with the Festival Committee, and attending City Council Meetings preceding the Festival. I also spent four years volunteering with the Willamette Pass Ski Patrol at the local Willamette Pass Ski Resort. In this position as a youth patroller, I spent time volunteering for events sponsored by (or intended to assist in funding) the patrol, and also volunteered weekly at the resort where I participated in all of the duties of general ski patrollers excluding running sleds down the mountain and performing major medical interventions. During my time spent at Pacific University, I have involved myself in volunteer and community outreach opportunities. I have volunteered with the Pacific University Circle K (the collegiate version of Kiwanis) and the Pacific University Rotaract. Through these organizations, I have involved myself in the local community through events such as community cleanups and restoration projects - often through Habitat for Humanity. I have also been involved with the Students for Environmental Activism (SEA) club at Pacific, which promotes an annual Earth Week in which university students and community members are encouraged to take part in events promoting the well-being and sustainability of the environment. I have also been a member of the Phi Lambda Omicron sorority for the past three years. In this organization, I have spent my time organizing and supporting university events, such as an annual blood drive through the American Red Cross, and also fundraising for the Make A Wish Foundation. I have also been a member of the Oregon Public Health Association (OPHA) for the past two years and have attended events as an undergraduate representative.

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

Yes

**Please type your name below as a signature.**

Kristen Tangen

**Date**

10/22/2018

**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/6321>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	3.2
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager

**PROJECT TEAM:** Colleen Winters, Library Director  
Tom Gamble, Parks Director

**MEETING DATE:** January 14, 2019

**SUBJECT TITLE:** Proposed change to Public Arts Commission bylaws

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

**ISSUE STATEMENT:** The Public Arts Commission (PAC) is proposing an amendment to their Bylaws.

**BACKGROUND:** At the December 13, 2018, Public Arts Commission meeting, the Commission voted unanimously to amend the PAC Bylaws as follows:

Section IV, paragraph A to read: "The Public Arts Commission will consist of nine (9) voting members appointed by the Mayor with the consent of the City Council. The members will be citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community. Up to two members of the nine-member Commission may reside outside of the city limits. A student from a local high school or Pacific University will be appointed as a non-voting member."

**FISCAL IMPACT:** None

**STAFF RECOMMENDATION:** Staff recommends City Council approved the attached resolution.

**ATTACHMENT(s):**  
Resolution & Exhibit A

3.N.

**RESOLUTION NO. 2019-03**

**RESOLUTION AMENDING THE CITY OF FOREST GROVE  
PUBLIC ARTS COMMISSION BYLAWS; AMENDING RESOLUTION NO. 2014-70**

**WHEREAS**, Resolution No. 2006-06 has provided for a Public Arts Commission (PAC) and Resolution No. 2009-27 establishes the PAC Bylaws;

**WHEREAS**, Resolution No. 2014-70 amended the PAC Bylaws, Section III, paragraph B, and Section IV, paragraph A, to allow members to be appointed who have an interest in the development, acquisition, preservation and accessibility of arts in the community instead of by organizational affiliation; and

**WHEREAS**, the PAC has proposed an amendment to Section IV, paragraph A, that would allow two of the nine members to reside outside of the corporate limits of the city; and

**WHEREAS**, the PAC reviewed and approved the proposed amendment in accordance with the PAC Bylaws.

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

**Section 1.** The Forest Grove City Council hereby approves amending Resolution No. 2014-70, PAC Bylaws, attached as Exhibit A: Section IV, paragraph A to read: "The Public Arts Commission will consist of nine (9) voting members appointed by the Mayor with the consent of the City Council. The members will be citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community. Up to two members of the nine-member Commission may reside outside of the city limits. A student from a local high school or Pacific University will be appointed as a non-voting member."

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

**PRESENTED AND PASSED** this 14<sup>th</sup> day of January, 2019.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of January, 2019.

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

**PUBLIC ARTS COMMISSION BY-LAWS**  
**Revised ~~June 2014~~ January 14, 2019**

**Section I.**

**Name:** Forest Grove Public Arts Commission (PAC)

**Section II.**

**Established:** The Commission was established January 23, 2006, by an act of the Forest Grove City Council by Resolution No. 2006-06 to enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote, and develop public access to the arts.

**Section III.**

**Responsibilities and Functions:** The Commission is charged with the responsibility

- A. To foster relationships between these organizations, and other organizations and individuals to ensure the arts continue to be of value as an integral part of Forest Grove.
- B. To promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. To assist with the promotion of arts events in the broader community.
- C. To advise Council, Parks and Recreation Commission, Historic Landmarks Board, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- D. To advise Council, Planning Commission, Parks and Recreation Commission, other City Boards, Committees, and Commissions, and City departments regarding artistic components of all municipal government projects under consideration by the City. The Commission may also serve as a resource for artistic components of land use developments.
- E. To advise Council and make 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.
- F. To encourage connections with other local, regional, and national organizations working for the benefit of the arts and preservation of artistic values, and other similar activities.
- G. To recognize and encourage groups and organizations that enrich Forest Grove life by bringing cultural and artistic values and artifacts to the City.
- H. To pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations.
- I. To foster community arts activities as a vehicle for local economic development.

## Section IV.

### Internal Organization:

#### A. Membership and Terms:

The Public Arts Commission will consist of nine (9) voting members appointed by the Mayor with consent of the City Council. The members will be citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community. Up to two members of the nine-member Commission may reside outside of the city limits. A student from a local high school or Pacific University will be appointed as a non-voting member.

The Public Arts Commission members will serve three-year, staggered terms. The original appointees will be appointed as follows: three for one year, three for two years, three for three years, and thereafter all terms will be for three years. Vacancies can be filled at any time to complete a given term.

The City Council will select one of its members to serve as its non-voting liaison to the Commission. The Forest Grove Library Director and the Parks & Recreation Director or their designees will serve as non-voting liaisons.

#### B. Chairperson:

The chairperson shall be elected annually in January by the committee following new or continuing appointments to the PAC by the City Council. The chairperson is accountable to the committee for the following designated functions in all respects. Specific responsibilities of the chairperson may be changed by committee action at any time by majority vote of the entire membership.

Routine functions and responsibilities of the chairperson shall include:

1. Development of a written agenda in sufficient time to allow for distribution to the committee prior to any regular meeting.
2. Chairing all meetings. In the event the chairperson cannot be present at any given meeting, the chairperson is responsible for appointing a substitute to chair the meeting.
3. Presents the yearly major activity report to the Council. The report will be written and presented orally in a public forum.

#### C. Secretary:

The Secretary is the recording officer of the Committee and is responsible for ensuring that an accurate record of the proceedings of the Committee is maintained by the Committee. All minutes shall be approved at the next regular meeting with due opportunity for corrections and additions. The Commission will provide the Council with minutes of all meetings within 45 days of such meetings.

#### D. Meetings (Regular and Special):

The Commission will meet at least monthly. Special meetings may be called by vote of the committee at any regular meeting, by the chairperson, by request from the Council's liaison, or by written petition by three or more members. All regular and special

meetings are open to the public. Citizens in attendance shall be given an opportunity to participate, without vote, in any discussion.

E. Quorum:

A majority of the members of PAC as appointed by Council.

F. Voting and Decision Making:

1. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall commit the issue to a vote by the commission.

2. Decisions by voting shall be decided by a majority of those members present and voting.

3. A change in the voting procedure described in previous item F2 may be used on any specific item if the committee, prior to the vote, agrees by consensus or vote to require more than a majority for passage.

4. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

G. Role of Council Liaison to PAC:

1. Council's liaison shall have the freedom of the floor at all times to present Council's views and to comment, recommend, or suggest actions to the PAC.

2. Council's liaison shall not vote at PAC meetings.

3. Council's liaison is not responsible to convey the majority and/or the minority PAC actions and recommendations to the Council. This is the chairperson's responsibility. Further, the liaison is not obligated to support PAC opinions and recommendations during formal meetings of the Council.

**Section V.**

**Issues:**

The rules contained in Robert's Rules of Order Newly Revised shall govern this Commission in all cases where these By-Laws are insufficient in specification of procedure. The PAC will operate in the general public interest serving the community as a whole. The PAC will serve no special interests and will not endorse any commercial product or enterprise.

**Section VI.**

**Amending the PAC By-Laws:**

A majority of all members must vote affirmatively to modify the committee's By-Laws on at least two separate regular meetings. Final decisions on a By-Law change shall not be made until at least the next regular meeting following the introduction of the motion. All By-Law changes adopted by the PAC must be approved by Council. The By-Laws shall be reviewed on an annual basis.

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	
MEETING DATE:	5/17
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

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

**MEETING DATE:** *January 14, 2019*

**SUBJECT TITLE:** *Public Works Director, Greg Robertson*

**ACTION REQUESTED:**

	Ordinance		Order		Resolution		Motion	X	Informational
--	-----------	--	-------	--	------------	--	--------	---	---------------

  
*X all that apply*

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**INTRODUCTION**

January 14<sup>th</sup>, 2019, marks the first day for Greg Robertson, Forest Grove’s new Public Works Director. Greg is a certified professional engineer (PE), planner (AICP), and floodplain manager (CFM), with over 25 years of experience in delivering projects, managing people, and public service.

Greg hails from Missoula, Montana, having served 18 years as the County’s Chief of Public Works with a staff of eighty full-time employees and an annual budget of \$12 million. Missoula County oversees the operation, maintenance and licensing of water, sewer, roads, bridges, and code enforcement for over 6,000 residences.

Prior to Missoula, Greg served five years as Assistant County Engineer for Douglas County, Washington; Coordinator of Land Use and Zoning for four years for Sweetwater County in Green River, Wyoming; and Senior Engineer, Senior Construction Engineer, and Civil Engineer in Florida, California, and Washington, respectively.

Greg has extensive experience in capital project planning and a history of delivering projects on time and on budget. He has created and managed partnerships with other public and private agencies toward a common objective. He has written grants, applied zoning laws, assisted with comprehensive plans, and reviewed permitting processes with an eye toward improving customer service.

To assure Greg gets off to a productive start, staff has arranged an extensive two week employee introduction, including tours and meetings with all departments, all city facilities, the watershed, Joint Water Commission, and more. Greg is relocating to Forest Grove to be closer to family and to one he and his wife’s favorite places to visit, Manzanita. Please join me in welcoming Greg to the City of Forest Grove.

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# Housing Needs Analysis Update Introduction

Bryan Pohl, CFM, Community Development Director  
Dan Riordan, Senior Planner

January 14, 2019

# Purpose

- Tonight's presentation will:
  - Introduce the Housing Needs Analysis (HNA) Update project including an overview of the scope of work and schedule.
  - Summarize the results of the City's severe rent burden meeting held on December 5<sup>th</sup>.

# Background

- The HNA was last updated in 2009 to support the rewrite of the Forest Grove Comprehensive Plan.
- The current HNA is out-of-date and does not reflect changes in the housing market since the “Great Recession” and the subsequent recovery.

# Background

- Much has changed since the last HNA update including:
  - Changes to federal personal tax law capping deductions;
  - Changes to federal corporate tax law reducing Low Income Housing Tax Credit funding;
  - Construction of apartments;
  - Regional affordable housing bond; and
  - State legislative action to add area to urban growth boundary north of David Hill.

# Background

- Also, since the last HNA update, Forest Grove has been identified by the state as a severe rent burden community.
- A city has a severe rent burden when more than 25% of households pay more than 50% of household income on rent.
- The state legislature allocated funding through DLCD to fund HNA updates with priority given to severe rent burdened cities.

# Severe Rent Burden

GEOID	Geography	County	% Severe Burdened	Ratio to State; Percent Severe Burdened	Renter units pre-1950	Ratio to State; Percent pre-1950 renter unit	2010-2015; Population Change %	Ratio to State; Population change	Population Estimate (as of July 1) - 2010	Population Estimate (as of July 1) - 2015
4118250	Dayton city	Yamhill	34.5%	1.20	25.7%	1.56	2.2%	0.47	2,535	2,590
4118850	Depoe Bay city	Lincoln	19.3%	0.67	25.7%	1.56	1.6%	0.36	1,397	1,420
4120500	Drain city	Douglas	6.4%	0.22	32.4%	1.96	0.8%	0.17	1,151	1,160
4121050	Dundee city	Yamhill	25.6%	0.89	8.8%	0.54	0.6%	0.13	3,166	3,185
4121150	Dunes City city	Lane	9.1%	0.32	21.2%	1.29	0.9%	0.20	1,303	1,315
4121250	Durham city	Washington	52.2%	1.82	1.4%	0.08	38.8%	8.44	1,354	1,880
4121550	Eagle Point city	Jackson	36.0%	1.26	1.0%	0.06	2.4%	0.53	8,488	8,695
4122550	Elgin city	Union	12.8%	0.45	20.0%	1.21	1.1%	0.24	1,711	1,730
4123500	Enterprise city	Wallowa	25.9%	0.90	29.3%	1.77	-0.3%	-0.06	1,945	1,940
4123800	Estacada city	Clackamas	25.9%	0.90	25.2%	1.53	14.3%	3.11	2,699	3,085
4123850	Eugene city	Lane	40.1%	1.40	13.6%	0.82	4.4%	0.96	156,455	163,400
4124250	Fairview city	Multnomah	25.5%	0.89	2.7%	0.17	0.0%	0.01	8,937	8,940
4126050	Florence city	Lane	25.4%	0.89	5.7%	0.35	1.8%	0.40	8,465	8,620
4126200	Forest Grove city	Washington	36.7%	1.28	10.2%	0.62	9.1%	1.98	21,153	23,080
4128450	Gearhart city	Clatsop	44.0%	1.54	4.3%	0.26	1.0%	0.22	1,465	1,480
4128650	Gervais city	Marion	35.1%	1.23	29.9%	1.81	3.2%	0.70	2,475	2,555
4129000	Gladstone city	Clackamas	35.0%	1.22	8.2%	0.50	-0.1%	-0.02	11,518	11,505
4129900	Gold Beach city	Curry	20.5%	0.72	14.0%	0.85	0.8%	0.18	2,256	2,275
4129950	Gold Hill city	Jackson	12.9%	0.45	20.0%	1.21	-0.1%	-0.02	1,221	1,220
4130550	Grants Pass city	Josephine	34.4%	1.20	14.0%	0.85	5.3%	1.16	34,618	36,465
4131250	Gresham city	Multnomah	29.6%	1.03	3.9%	0.24	1.0%	0.23	105,958	107,065
4132050	Happy Valley city	Clackamas	23.4%	0.82	0.0%	0.00	20.7%	4.51	14,502	17,510
4132550	Harrisburg city	Linn	11.8%	0.41	12.2%	0.74	2.0%	0.44	3,573	3,645
4133550	Heppner city	Morrow	27.7%	0.97	29.2%	1.77	0.0%	0.00	1,295	1,295
4133700	Hermiston city	Umatilla	22.5%	0.78	14.6%	0.89	4.2%	0.00	16,804	17,520



# Background

- The Oregon Department of Land Conservation and Development (DLCD) retained FCS Group to prepare the HNA update for Forest Grove.
- FCS is under contract and has started preparing baseline information.
- The City's role in the project is to:
  - Review work products;
  - Facilitate a technical advisory committee (TAC); and
  - Conduct public hearings for adoption.

# Background

- The aforementioned TAC will include subject matter experts and community representatives.
- The TAC will meet up to three times to review work products and provide feedback to the City and consultant as work progresses.

# Background

- The project scope of work includes:
  - Identifying national, state and regional trends affecting housing supply and demand.
- The project scope also includes analyzing the existing stock in the City.
  - Number of Units by Type:
    - Single Family
    - Duplex
    - Multifamily (3 or more attached units)
    - Manufactured Homes
    - Regulated (Deed Restricted) Affordable Housing Units
  - Number of Units by Tenure (owner-occupied or renter-occupied)
  - Number of Units by Price / Rent Range
  - Age of Units.

# Background

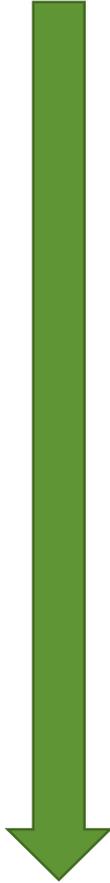
- In addition, the scope includes:
  - Reviewing the buildable land supply for residential development in Forest Grove.
  - Preparing a housing need analysis for the next twenty years by:
    - Unit type;
    - Household tenure; and
    - Price point.
  - Reconciling estimated housing supply and demand to determine if enough land is zoned for needed housing types.

# Background

- Finally, the scope includes:
  - Identifying possible policy measures for accommodating housing needs including “missing middle” units.
  - Examples of possible policy measures include:
    - Code amendments to allow innovate housing types and designs such as tiny houses and cottage clusters.
    - Comprehensive Plan Map amendments to better align supply and demand.
    - Policy to waive or offset City system development charges for certain housing types to reduce cost.

# Draft Project Schedule

Start  
Oct.-Nov.  
2018



Finish  
June  
2019

Project Task	Mtgs	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Task 1: Project Kick-off *</b>		11/9								
1.1 Summary of major tasks										
1.2 Revised schedule										
1.3 Kick-off meeting Teleconference	1	10/24								
<b>Task 2: Review of Trends Affecting Housing</b>		12/15								
2.1 Draft Housing Trends Memo										
2.2 Final Housing Trends Memo										
<b>Task 3: Current Housing Unit Estimates</b>			12/15							
3.1 Memo on existing housing stock										
<b>Task 4: Housing Unit Projection</b>				1/15						
4.1 Draft Housing Needs Projection										
4.2 Presentation materials										
4.3 Planning Commission meeting #1	1									
4.4 Reconciliation of supply and housing need										
<b>Task 5: Residential Land Needs Analysis (RLNA)</b>			2/28							
5.1 Review of Metro Buildable Land Inventory										
5.2 Draft RLNA Memo										
5.3 Presentation materials										
5.4 Planning Commission meeting #2	1									
5.5 Final Reconciliation of supply and land need										
<b>Task 6: Measures to Accommodate Need</b>					3/29					
6.1 Housing Policy Options Memo										
6.2 Presentation materials										
6.3 Planning Commission meeting #3	1									
6.4 Public meeting #1	1									
6.5 HNA Adoption Materials (final draft)										
<b>Task 7: Open House/HB 4006 Public Meeting</b>							5/15			
7.1 HNA Presentation materials										
7.2 Memo on barriers/solutions to rent burdens										
7.3 Public meeting #2	1									
<b>Task 8: Final Housing Needs Analysis</b>								6/15		
8.1 Draft HNA Report										
8.2 Final HNA Report										

# Severe Rent Burden Meeting

- Held on December 5th at Community Auditorium.
- Over 30 people in attendance.
- The meeting was advertised using:
  - Utility bills;
  - Facebook page;
  - Direct invitations; and
  - Flyers

# Severe Rent Burden Meeting

- This first meeting was somewhat challenging since we weren't sure what to expect.
  - How many people would attend?
  - Who would attend?
    - Elected officials;
    - Landlords;
    - Renters;
    - Builders;
    - Agency representatives;
    - Specific interests:
      - Seniors
      - Students

# Severe Rent Burden Meeting

- The meeting began with an introduction of background information presented by City staff.
- This was followed by a robust discussion. Topics discussed included:
  - Landlord perspectives:
    - Reasons why landlords increase rents.
  - Tenant Perspectives:
    - Credit checks are a barrier to renting.
    - Perceived problems with Section 8 renters.
    - Need for City to facilitate landlord training.

# Severe Rent Burden Meeting

- Affordable housing models were mentioned: Philadelphia was cited as an example:
  - Philadelphia has a voluntary inclusionary housing program that allows density bonuses for paying into an affordable housing trust fund.
- Oregon House Speaker Kotek’s “missing middle” housing proposal to:
  - Allow duplexes, triplexes, quads, cottage clusters in single family zones.
  - Defer SDCs from permit issuance to certificate of occupancy.

# Severe Rent Burden Meeting

- Other topics discussed included:
  - Student housing: It's often cheaper for college students to live off-campus.
  - Zoning is needed for new housing types such as “Tiny Houses.”
  - It was also recognized there is often opposition to increasing density in established neighborhoods.

# Severe Rent Burden Meeting

- Other topics discussed included:
  - A need for home-ownership opportunities. It was noted this is often a path to building wealth.
  - Participating in partnerships was cited as important. The advisory panel convened by West Tuality Habitat for Humanity was mentioned as a good example of bringing a housing provider, government agency staff, and elected officials together.
- The meeting ended with a clear consensus to meet again after HNA update is completed.



The End

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

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

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

**MEETING DATE:** *January 14, 2019*

**PROJECT TEAM:** *James Reitz, AICP, Senior Planner  
Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Downtown Historic District Grant Application*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

**ISSUE STATEMENT:** The Historic Landmarks Board (HLB) is pursuing the establishment of a fourth National Register Historic District. The three districts created to date (Clark, Walker-Naylor and Painter’s Woods) are all residential in nature; the current proposal is to nominate a downtown district. The purpose of this memo is to provide a status report on the effort and request Council action on the next step of the process.

**BACKGROUND:** Consideration of a downtown district was anticipated by the HLB’s Strategic Plan, which was accepted by the City Council on January 23, 2017.

The first step in developing a potential district is conducting background research. The downtown is part of the Original Town which was recorded in 1872. The City completed an updated historic survey of the Original Town, along with an updated context statement, in 2018. The consultant hired to prepare the update was also directed to recommend a boundary for a potential downtown district. The recommended area includes 33 structures. A district should have at least 50% + 1 “historic contributing” structures. Based on the consultant’s research, about 85% of the structures in the proposed district would meet this threshold.

The HLB hosted an open house for property owners within the proposed district area on November 8, 2018. All property owners in the district area were invited, but only about 10 were in attendance. At the open house, the State Historic Preservation Office (SHPO) National Register coordinator gave a presentation on the benefits and responsibilities associated with being in a district.

Because the district would be in a commercial area, the benefits can include various tax credit, tax freeze and grant programs. These programs can aid property owners in upgrading and rehabilitating their buildings and could include such projects as seismic upgrades, façade improvements, or remodeling unused second floor space for apartments (see attachments).

Responsibilities may include maintaining compliance with façade design standards, such as those in effect in the residential districts. If the district is formed, the HLB would proceed with developing design standards

and guidelines specifically for downtown. Those would be incorporated into the Development Code, which would require City Council action.

If the Council adopts the attached resolution, staff will prepare a grant application to be submitted to SHPO in late February. SHPO and City staff anticipates that the nomination effort will cost about \$10,000 to \$12,000. A consultant will be hired to prepare the actual nomination and take it through the adoption process. If the resolution is adopted, it will be included with the grant application to demonstrate that the nomination has the City Council's support.

Once the nomination document is prepared, the City Council will be asked to adopt another resolution, this one in support of the nomination submittal. If the Council approves, the nomination will be submitted to SHPO for presentation to the State Advisory Committee on Historic Preservation (SACHP). The SACHP decides whether or not to move forward on the nomination. If it does so, notices of the prospective nomination are sent to property owners within the proposed district. To form a district, a kind of vote is conducted: If a property owner wishes to vote "no" then he/she must sign their vote in the presence of a notary, and mail that back to SHPO. If more than 50% of the owners vote no, then the district application fails. If less than a 50% remonstrance is received, then the district nomination can proceed. (Forest Grove has had a highly successful nomination process to date: only one remonstrance was received during the nomination processes for all three of the city's current districts.)

Assuming the property owner vote is in the affirmative, the SACHP will then submit the nomination to the National Park Service for a final decision. The entire process could take 1-2 years.

**FISCAL IMPACT:** Adoption of the resolution authorizing the SHPO grant request would have no fiscal impact on the City.

**STAFF RECOMMENDATION:** Staff recommends City Council adopt the attached resolution.

**ATTACHMENTS:**

*Resolution & Exhibit A*

*HLB Implementation Plan 2018-2026 p. 24*

*Consultant Report and Recommendation*

Large-Scale Projects	Smaller-Scale Projects	Ongoing Activities
<b>2018</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Perform historic resource survey.</li> <li><input type="checkbox"/> Review and complete historic resource survey.</li> <li><input type="checkbox"/> Investigate participation in Main Street program in conjunction with Chamber of Commerce, City Club, Planning Commission and City Council.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a questionnaire focused on a potential downtown historic district.</li> <li><input type="checkbox"/> Hold a focus group based on questionnaire results.</li> <li><input type="checkbox"/> Fill HLB Student Advisory Position from Pacific University or High School.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Page-by-page review of website for updates (alternating years henceforth).</li> <li><input type="checkbox"/> Board cross-training to learn officer roles.</li> <li><input type="checkbox"/> Preservation Month (suggestion: A.T. Smith House/Preserving the Pioneer Era).</li> <li><input type="checkbox"/> Send an HLB member to a conference (suggestion: Oregon Main Street Conference).</li> </ul>
<b>2019</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for CLG Grant for a downtown historic district nomination.</li> <li><input type="checkbox"/> Set physical and temporal boundaries.</li> <li><input type="checkbox"/> Select consultants to write the nomination.</li> <li><input type="checkbox"/> Write the RFP.</li> <li><input type="checkbox"/> Interview and select consultants.</li> <li><input type="checkbox"/> Research downtown historic district design guidelines.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Write downtown walking tour brochure.</li> <li><input type="checkbox"/> Presentation about downtown buildings based on historic resource survey results.</li> <li><input type="checkbox"/> Researching historic buildings workshop.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Legal training with City Attorney.</li> <li><input type="checkbox"/> HLB training with mock design review.</li> <li><input type="checkbox"/> Board cross-training to learn officer roles.</li> <li><input type="checkbox"/> Preservation Month (suggestion: Main Street theme with Restore Oregon).</li> <li><input type="checkbox"/> Send an HLB member to a conference (suggestion: Oregon Heritage Conference).</li> </ul>
<b>2020</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare and submit the downtown historic district nomination.</li> <li><input type="checkbox"/> Develop and adopt downtown historic district design guidelines.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and update older historic district brochures.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Page-by-page review of website for updates.</li> <li><input type="checkbox"/> Board cross-training to learn officer roles.</li> <li><input type="checkbox"/> Preservation Month (suggestion: Donovan Rypkema presentation).</li> <li><input type="checkbox"/> Send an HLB member to a conference (suggestion: National Alliance of Preservation Commissions Conference).</li> </ul>

## Recommendations

Out of this reconnaissance survey comes two principal recommendations. The first and foremost is to create a commercial historic district along Pacific Avenue and Main Street. This recommendation is detailed below. The second recommendation is to possibly add and subtract several resources from the existing Clark Historic District. This recommendation is detailed after the commercial historic district recommendation below.

### Commercial Historic District

In 1993, the City of Forest Grove Community Development Department commissioned Peter J. Edwards to write the first historic context statement for the City. The principal recommendation to come out of that context statement was to create a downtown historic district. The HLB's mission is to "preserve, promote, and advocate for Forest Grove's irreplaceable historic sites and assets for the cultural, economic, and educational benefits of everyone." Given that 25 years have passed since that recommendation was made, and three historic districts have been created since then in Forest Grove, the time is right to create a downtown historic district.



Figure 40. Potential Forest Grove Commercial Historic District. Buildings to be included within the boundaries are outlined in red.

After surveying the entire original plat of the Town of Forest Grove, HPNW has come to the conclusion that a commercial historic district along Pacific and Main is warranted. The district's boundaries would be T-shaped, taking in the 1900 and 2000 block of Pacific Avenue and the 2000 block of Main Street. The **period of significance** would be defined as **1890 to 1940**. The range is from the oldest commercial buildings in Forest Grove to World War II.

The Forest Grove's downtown area is potentially eligible for the National Register under **Criterion A** as a cohesive commercial district that represents the business history of Forest Grove. As such, the district represents a cross culture of individuals, both famous and ordinary, whose skills and talents contributed to the development and growth of the city. Standing with the potential commercial historic district are three existing residential historic districts (Walker-Naylor, Painter's Woods, and Clark), which housed the business leaders of the community.

The district would also be eligible under **Criterion C** as an area that embodies the distinctive characteristics of commercial development in Forest Grove. Most of the commercial buildings represent the work of an architect and/or master craftsmen, and a majority of the resources possess high artistic values representing significant characteristics of architectural styles popular during the late 19th and early 20th centuries.

The Forest Grove Commercial Historic District would be an intact commercial district concentrated around 1910. There are 651 tax lots in the Town of Forest Grove original town plat area. The proposed district boundaries would take in 29 tax lots supporting 30 resources. The period of significance is represented by 29 of the 30 resources (97%). Of the 30 resources, 27 (90%) would be **contributing**, 2 (7%) would be **historic non-contributing**, and 1 (3%) would be **non-historic non-contributing**. In addition to commercial structures, the proposed district has two houses and one building originally used as a church. Two resources within the boundaries are already individually listed on the National Register (Caples and Thomas Building at 2020 Main Street and First Church of Christ Scientist at 1904 Pacific Avenue).

Buildings in Forest Grove Commercial Historic District				
Address	Name	Built	Con trib	Tax Lot
2018 College Way	Western Oregon Telephone & Telegraph	1928	C	1S306BB00200
2001-2003 Main St	Anderson Building	1917	C	1S306BB00600
2004 Main St	First National Bank of Oregon Building	1914	C	1S306BB02600
2007-2011 Main St	Anderson/Chowning Building	1926	C	1S306BB00500
2008 Main St	Anderson Building	c.1890	C	1S306BB02500
2012-2016 Main St	Nixon Building	1912	C	1S306BB02400
2013-2017 Main St	Paterson Building	1923	C	1S306BB00400
2019 Main St	Masonic Holbrook Lodge #30	1923	C	1S306BB00300
2020 Main St	Caples and Thomas Building	c.1893	C	1S306BB02300
2022 Main St	Valley Art	c.1920	N	1S306BB02200
2026 Main St	Adelante Mujeres	c.1990	N	1S306BB02100
2030 Main St	Buxton and Roe Building	1892	C	1S306BB02100
2036 Main St	Ingles and Porter Building	1892	C	1S306BB01100
2038-2040 Main St	Wagner Building	c.1890	C	1S306BB01000
2042 Main St	Keep Building	c.1890	C	1S306BB00900
1904 Pacific Ave	First Church of Christ Scientist	1916	C	1S306BB07000
1910 Pacific Ave	Prickett House	c.1920	C	1S306BB06900

1911-1923 Pacific Ave	Forest Theater	1940	C	1S306BB02900
1914 Pacific Ave	Forest Grove Memorial Chapel	c.1925	C	1S306BB07100
1920 Pacific Ave	Prickett House	1921	C	1S306BB06800
1924-1926 Pacific Ave	Knights of Pythias Building	1909	C	1S306BB06600
1927 Pacific Ave	Heaton and Company CPA	c.1940	N	1S306BB02800
1930-1936 Pacific Ave	Timmerick and McNichol Building	1909	C	1S306BB06400
1933-1937 Pacific Ave	Holroyd Building	c.1905	C	1S306BB02700
1940 Pacific Ave	Forest Grove National Bank	1907	C	1S306BB06300
2000-2002 Pacific Ave	Johnson & Son Livery Building	1898	C	1S306BB09500
2011-2019 Pacific Ave	Good Building	c.1919	C	1S306BB00700
2016 Pacific Ave	Hoffman Building	c.1912	C	1S306BB09100
2026 Pacific Ave	J.N. Hoffman Building	c.1912	C	1S306BB09000
2028 Pacific Ave	Star Theater	1914	C	1S306BB08901
2032 Pacific Ave	FoGo	c.1920	N	1S306BB08800
2036 Pacific Ave	Katz Billiards	c.1920	N	1S306BB08700
2038 Pacific Ave	News-Times Building	c.1920	C	1S306BB08600

Those resources marked with a "C" in the Contributing column would "contribute" to the historic district. These resources would be subject to review for any exterior alterations (outside of routine maintenance) by the City and the Historic Landmarks Board. However, there are some incentives available for being subject to review. Right now, there are five programs available to contributing properties within a historic district to help with costs in restoring and maintaining historic properties. These are Oregon Special Assessment, the Diamonds in the Rough program, the Preserving Oregon grant, Federal Tax Credit program, and Historic Preservation Grants. These programs are detailed in the paragraphs below.

With the State Historic Preservation Office's (SHPO) **Special Assessment** of Historic Property Program, the real market value (RMV) of a property is specially assessed at the time it is admitted into the program, and will not increase over the ten-year term of the assessment for a maximum of two, ten-year terms. The program is designed to prevent a punitive impact from an increased tax value due to work designed to preserve a structure. It is most helpful to apply for the program at the beginning of restoration when a property's value is presumably at its lowest. Requirements for the program include National Register listing (either individually or as part of a district), the preparation of a preservation plan that details the work to be done over the ten-year period, and an application fee equal to 0.001% of the subject building's assessed value. More information on Special Assessment is available at [https://www.oregon.gov/oprd/HCD/SHPO/Pages/tax\\_assessment.aspx](https://www.oregon.gov/oprd/HCD/SHPO/Pages/tax_assessment.aspx).

The **Diamonds in the Rough** Grant Program offered by the Oregon SHPO is designed to restore or reconstruct facades that have been heavily altered. Applications for buildings that would not be eligible for the National Register due to alterations are particularly encouraged if the proposed work makes them eligible for designation. Grants up to \$20,000 per project may be awarded. Buildings located in Certified Local Government communities, designated Main Street areas, and National Register historic districts are given priority. More information at <https://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>.

SHPO's **Preserving Oregon** Grant is a matching grant for rehabilitation work that supports the preservation of resources that are listed on the National Register. Grant funds may be awarded

for amounts up to \$20,000 per project. Higher priority is given to publicly owned and non-profit entities. More info at <https://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>.

The **Federal Tax Credit** Program is for income-producing buildings (commercial as well as residential rental). It saves the property owner 20% of the cost of rehabilitation through a federal income tax credit. The program is administered through the Oregon SHPO in conjunction with the National Park Service (NPS) and the Internal Revenue Service (IRS). More information at [https://www.oregon.gov/oprd/HCD/SHPO/Pages/FED\\_TAXCREDIT\\_NEW.aspx](https://www.oregon.gov/oprd/HCD/SHPO/Pages/FED_TAXCREDIT_NEW.aspx).

Locally, contributing resources would also be eligible for the **Historic Preservation Renovation Grants** offered by the HLB. The grant program has awarded over \$180,000 to property owners between 1997 and 2017. Because the matching grant is funded through the City of Forest Grove, rather than through the SHPO, the HLB has unique flexibility in determining what types of projects are eligible. Forest Grove's grant support for painting, roofing, and gutters is unusual as these types of projects are typically seen as "routine maintenance" (and are therefore rarely funded by SHPO backed grants) rather than as key factors in a building's survival. More information at <http://www.forestgrove-or.gov/bc-hlb/page/historic-preservation-grants>

Those marked with an "N" in the Contributing column would be "non-contributing" resources within the historic district. Those buildings are either too altered or not built within the period of significance (1890-1940) of the historic district. Non-contributing properties would be not subject to review by the HLB, but neither would they be eligible for any benefits. If a historic building is flagged as "non-contributing" because of alterations, there is the possibility the building could be restored to "contributing" and the HLB would be open to helping that restoration through the Historic Preservation Renovation Grant program and SHPO could help with the Federal Tax Credit Program.

### Next Steps for Districting

HPNW recommends proceeding with the creation of a commercial historic district with the boundaries suggested above as soon as possible. Timing is not dire, as development in Forest Grove moves at a modest pace; however, the National Register process for a district will take at least a year to completion and the multi-family housing project currently being built in the 1800 block of Pacific Avenue shows that large-scale new development is coming to Forest Grove. Therefore, funding for the commercial historic district should be pursued in the next CLG grant cycle.

After acceptance of the district proposal by the Historic Landmarks Board and City Council, the board should pursue the National Register listing of the historic district. The first step to listing is to get "buy-in" by the property owners within the district boundaries. This is a crucial step because without at least a 50% approval by the owners, a historic district is doomed to failure. The city wide survey performed in December 2015 showed there was support by the community for a downtown commercial historic district (60% positive with 26% unsure); however, the property owners within the boundary are key to the success of the district. The steps to districting are detailed in the *Forest Grove Preservation Plan, 2017-2026* (Niederer, 6-7).

Once there is informal support expressed by the property owners within the proposed boundaries, SHPO would be very inclined to provide CLG funding for the writing of a National Register

nomination for the district. This almost always involves hiring a consultant to write the nomination and the effort takes about six months to write the history of the downtown and thoroughly describe the buildings. All stakeholders would then be offered a chance to review the nomination.

At this point, a more formal opportunity would be given to the property owners to object to the nomination. The SHPO "voting" process is a rejection process: If more than 50% of the property owners object to the nomination, then the nomination cannot move forward. It is a vote against the nomination rather than a vote for the nomination.

While the voting process is taking place, the nomination would be polished by the consultant and stakeholders. If the nomination is "accepted" by the property owners, then the nomination would be ready to be submitted to SHPO and the State Advisory Commission. The commission meets three times a year to hear nominations, and for historic districts, the commission needs to hear it twice, so the review process can easily take eight months. Once all the edits and concerns from SHPO are addressed by the consultant, then the nomination is forwarded to the Keeper of the National Register and the Advisory Council for Historic Preservation in Washington DC. By this point, they usually approve the nomination but sometimes they have edits and concerns that the consultant will need to address. Once all final edits have been made to the nomination, the SHPO will send it back to the Keeper for listing on the National Register.

### Clark Historic District

The survey area was defined as the original town plat. However, the original plat took in a large portion of the Clark Historic District listed in 2002. By resurveying the historic district, the "pulse" of the district was taken and the resources evaluated 15 years later. We found one resource that has been demolished within the district, several resources that have lost integrity and probably should be flagged as non-contributing, and several resources that have undergone restoration efforts which should now probably be flagged as contributing to the district. The following table lists 33 resources where our 2017 survey found the resource to not be congruous with its 2002 evaluation.

Resources Needing Re-evaluation within Clark Historic District		
Address	Evaluation Based on 2017 Survey	Photo
1833 17TH AVE	No longer contributing. The house at this address that was considered contributing to the National Register District was demolished and replaced by the current structure in 2003.	
1916 17TH AVE	Possibly now contributing. House has been resided and window replacement since districting but form intact.	



# City Council Meeting January 14, 2019

## Proposed Downtown Historic District Grant Request Resolution

James Reitz, AICP

Senior Planner

# Background

- The *Forest Grove Preservation Plan 2017-2026* was accepted by the City Council on January 23, 2017.
- The Implementation Plan included the task of preparing a downtown National Register District nomination in 2019-2020.
- Before a district nomination can be prepared, buildings must be documented and the area determined to be eligible for National Register listing.
- In 2017-2018, the buildings within the downtown area were surveyed and documented by consultants Historic Preservation Northwest (HPNW).
- HPNW concluded that the area is National Register-eligible and recommended a boundary for the proposed district.

# Proposed District



# Designation Criteria

Criterion	Description
<p><b>A</b></p>	<p><b>Event</b> District is associated with events that have made a significant contribution to the broad patterns of our history.</p>
<p><b>B</b></p>	<p><b>Person</b> District is associated with the lives of persons significant in our past.</p>
<p><b>C</b></p>	<p><b>Design/Construction</b> District embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.</p>
<p><b>D</b></p>	<p><b>Information Potential</b> District has yielded, or is likely to yield, information important in prehistory or history.</p>

# HPNW Findings

- The downtown is eligible for the National Register under Criterion A as a cohesive commercial district that represents the business history of Forest Grove.
- The downtown is also eligible for the National Register under Criterion C as an area that embodies the distinctive characteristics of commercial development in Forest Grove.

# HLB Open House

- The HLB hosted an open house on the proposed district on November 8, 2018
- The open house was lightly attended (about 10 property owners out of the 33 within the district boundary)
- Presentations were made by the HLB Chair and the State Historic Preservation Office (SHPO) National Register coordinator
- Q & A period
- All attendees expressed support

# Resolution and Timeline

- The attached resolution would authorize staff to submit a grant application to SHPO. This grant would be used to hire a consultant to prepare the historic district nomination.
- The consultant would be hired by mid-2019.
- The Council would be asked to endorse the nomination prior to submitting it for consideration by SHPO and the National Park Service (NPS).
- The process will extend into at least 2020.

# Recommendation

- Adopt the attached resolution to authorize a grant request to SHPO



**RESOLUTION NO. 2019-05**

**RESOLUTION AUTHORIZING CITY MANAGER  
TO SUBMIT A GRANT APPLICATION TO THE STATE HISTORIC  
PRESERVATION OFFICE TO FUND THE PREPARATION OF A DOWNTOWN  
NATIONAL REGISTER HISTORIC DISTRICT NOMINATION**

**WHEREAS**, the 1994 Original Town Context Statement included a recommendation to create a downtown historic district; and

**WHEREAS**, three residential districts (Clark, Walker-Naylor and Painter's Woods) have been successfully listed on the National Register; and

**WHEREAS**, the Original Town Context Statement was updated in 2018, and again included a recommendation to create a downtown historic district; and

**WHEREAS**, the Historic Landmarks Board adopted a Strategic Plan which was accepted by the City Council on January 23, 2017; and

**WHEREAS**, the Strategic Plan identified a downtown district nomination as the next project to be initiated following completion of the Original Town plat re-survey and context statement update.

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

**Section 1.** The City Council hereby authorizes the City Manager to make a grant application to the State Historic Preservation Office, the funds of which would be used to hire a consultant to prepare a Downtown National Register Historic District nomination for the area shown on Exhibit A.

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

**PRESENTED AND PASSED** this 14<sup>th</sup> day of January, 2019.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of January, 2019.

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

Exhibit A

Proposed Downtown Historic District





*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	7
MEETING DATE:	
FINAL ACTION:	

**CITY COUNCIL STAFF MEMORANDUM**

**TO:** *City Council*

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

**PROJECT TEAM:** *Bryan Pohl CFM, Community Development Director; and Daniel Riordan, Senior Planner*

**MEETING DATE:** *January 14, 2019*

**SUBJECT TITLE:** *Resolution to Initiate Withdrawal from the City Limits and Clean Water Services Boundary a Certain Tract of Land Located in the Southeast One-Quarter of Section 35 and Southwest One-Quarter of Section 36, Town 1 North, Range 4 West, Willamette Meridian; and Setting a Date for a Public Hearing. (Casefile 311-18-000040-PLNG)*

**ACTION REQUESTED:**

	Ordinance		Order	X	Resolution		Motion		Informational
--	-----------	--	-------	---	------------	--	--------	--	---------------

*X all that apply*

**ISSUE STATEMENT:**

In 1995, the Portland Area Local Government Boundary Commission (Commission) approved an annexation of a tax lot located near Strasburg Drive (Attachment A). Although urban growth boundary (UGB) bisects the tax lot it's entirely within the city limits. The area outside the urban growth boundary has a Washington County agriculture and forestry (AF-20) zoning designation. The area inside the UGB was assigned the City's Single Family R-7 zoning designation after annexation.

The Commission's decision notes the entire tax lot was annexed into the City to ensure only one jurisdiction has legal authority to act on development decisions. Since the area inside the UGB was proposed for development, the Commission determined the City is the appropriate jurisdiction to have authority over development decisions.

The Commission's decision also stipulated that at such time a lot is created for the area outside the UGB this area be withdrawn from the city limits. In November 2017, the property owner received preliminary approval for a partition to create three parcels including one for the area outside the UGB. The partition was recorded in December 2018 and is now final. Now that the partition is final, the property owner is requesting the City withdraw the area outside the UGB from the city limits consistent with the 1995 Commission's decision. The first step in this process is adoption of a City Council resolution declaring the City's intent to withdraw the territory from the City and Clean Water Services boundary and setting a date for the first public hearing on this matter.

**BACKGROUND:**

In 1995, the owner of property located near the terminus of Strasburg Drive desired annexation to the City (Attachment A). Although the subject territory is entirely within the City limits it's bisected by the urban growth boundary. The entire tax lot is approximately 49 acres in area. The area outside the UGB is approximately 41 acres. The property owner sought annexation in 1995 so that utilities could be extended to the portion of the property inside the UGB to serve a proposed subdivision.

When the property was proposed for annexation in 1995, the Portland Area Local Government Boundary Commission had authority to approve annexations. The Commission approved the annexation, in part, to ensure only one jurisdiction (the City) had the legal authority over development decisions affecting the entire tax lot. Although the Commission approved the annexation, the Commission's decision stipulated that when the land is divided and a lot is created for the outside the UGB this area should be removed from the city limits. In November 2017, the property owner received preliminary approval for a three parcel land partition. One lot includes the territory solely outside of the UGB. The partition was recorded on December 31, 2018 and is now final (Partition Plat No. 2018-060 / Document No. 2018-086890).

On October 31, 2018, the property owner submitted an application requesting withdrawal of the parcel outside the UGB. The withdrawal application was filed in anticipation of the partition becoming final. The application was deemed incomplete pending submittal of a required map and legal description for review and preliminary approval by the Oregon Department of Revenue (DOR). The map and legal description were submitted to DOR and the City on December 18, 2018. Subsequently, DOR granted preliminary approval of the map and legal description, with minor modification, on December 26, 2018.

Now that the map and legal description have been preliminary approved by DOR and the partition is final the City may initiate the withdrawal of the territory outside of the UGB from the city limits. Oregon Revised Statutes (ORS Chapter 222.460) describes the process that must be followed for withdrawal of territory from a city. The first step is City Council adoption of a resolution declaring the City's intent to withdraw the territory from the City. The resolution must also set a date for an initial public hearing. The public hearing must occur within 30-days after the resolution is approved. To adhere to this requirement staff recommends City Council hold the first public hearing on February 11, 2019. This provides adequate time for mailing the required public notice to parties entitled to receive notice.

If the City Council, after the initial public hearing, still favors the withdrawal of the territory from the City, the Council must adopt an order so declaring. The order must also set a date for a second public hearing on the matter. State law requires that the second public hearing occur not less than 20 days nor more than 50 days after the date of the order. If after the second public hearing the City does not receive written requests for an election from at least 100 electors, the City Council may adopt an ordinance detaching the territory from the City. Adoption of the ordinance requires two additional public hearings. One hearing for first reading of the ordinance and a hearing for second reading and final approval. The ordinance will go into effect thirty days after approval.

**FISCAL IMPACT:**

The taxable assessed value of the area outside the UGB is estimated to be approximately \$57,400. Based on this amount the City will likely forego approximately \$320.00 in annual property tax revenue after withdrawal from the City.

After withdrawal from the City responsibility for fire protection will be transferred to the Forest Grove Rural Fire Protection District. The Rural Fire Protection District tax rate is \$1.2776 per \$1,000 of taxable assessed value. After withdrawal of the territory from the City the Rural Fire Protection District will receive approximately \$73.00 in annual property tax revenue.

The territory withdrawn from the City will also be removed from the Clean Water Services district. The fiscal impact to the Clean Water Services should be negligible.

**STAFF RECOMMENDATION:**

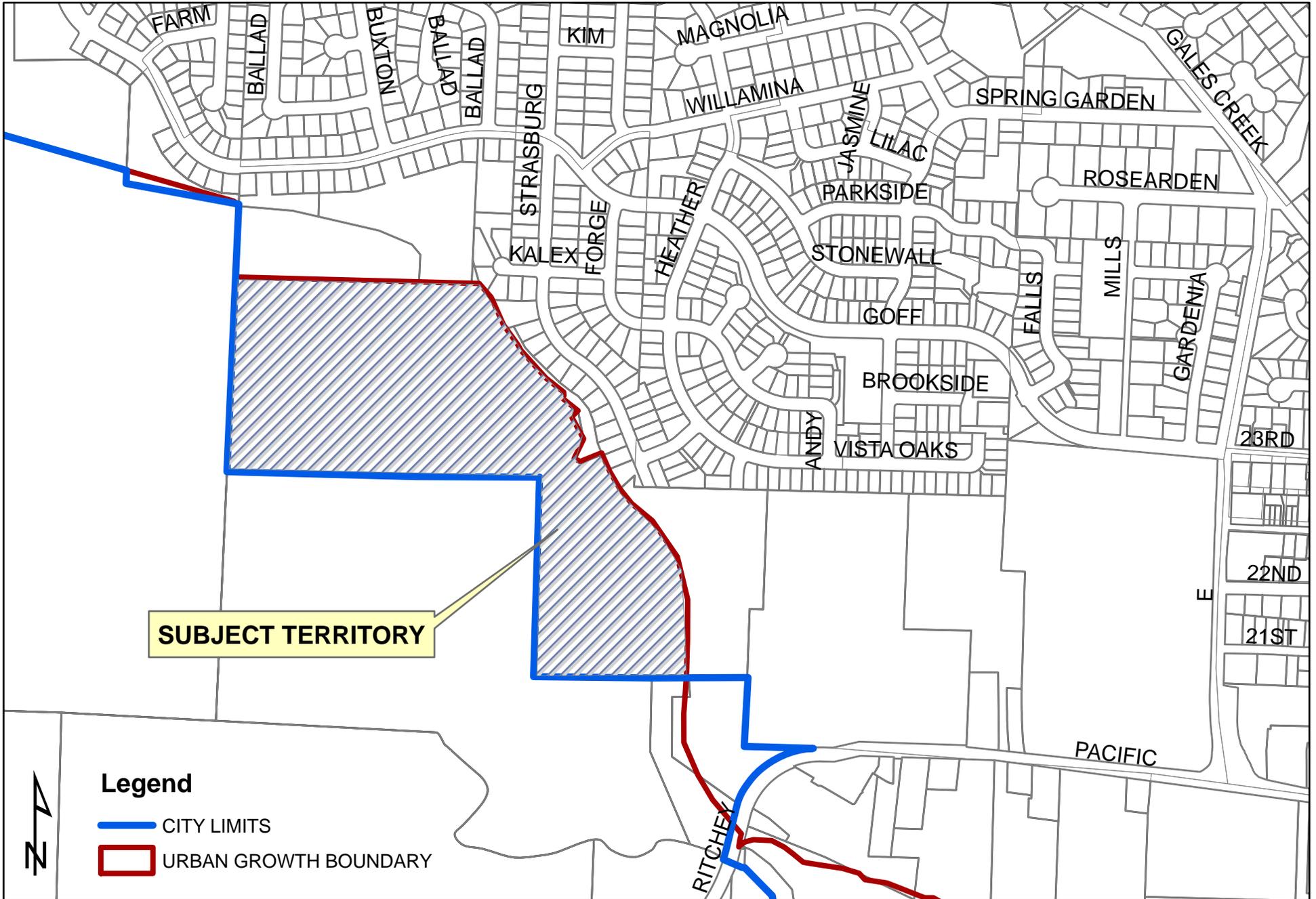
Staff recommends City Council adopt the attached resolution declaring the City's intent to withdraw the subject territory outside the UGB from the City and Clean Water Services boundary and hold an initial Public Hearing on this matter on February 11, 2019.

**ATTACHMENT(s):**

- A. Vicinity Map
- B. Resolution & Exhibit A
- C. PPT

# PETITION TO WITHDRAW TERRITORY FROM CITY LIMITS

## CASEFILE 311-18-00040-PLNG



**SUBJECT TERRITORY**

### Legend

-  CITY LIMITS
-  URBAN GROWTH BOUNDARY



**RESOLUTION NO. 2019-06**

**RESOLUTION TO INITIATE WITHDRAWAL FROM THE CITY LIMITS AND CLEAN WATER SERVICES BOUNDARY A CERTAIN TRACT OF LAND LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 35 AND SOUTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 4 WEST WILLAMETTE MERIDIAN AND SETTING A DATE FOR PUBLIC HEARING (FILE NUMBER 311-000040-PLNG)**

**WHEREAS**, in 1995, the Portland Metropolitan Area Local Government Boundary Commission (Commission) approved proposal 3429 annexing a certain tract land into the Forest Grove city limits as described by Exhibit A; and

**WHEREAS**, the territory subject to proposal 3429 is bisected by the Portland regional urban growth boundary; and

**WHEREAS**, the annexation was necessary to allow development inside the urban growth boundary and to ensure that only one entity has jurisdiction over the entire lot of record; and

**WHEREAS**, the Commission's decision approving proposal 3429 stated that once a lot encompassing the area outside the urban growth boundary is established the City proceed with withdrawal of that area from the city limits; and

**WHEREAS**, On November 15, 2017, the property owner received preliminary approval of a land division creating several lots including a lot encompassing the territory outside the urban growth boundary (City Casefile 311-17-000050-PLNG/Partition Plat 2018-060); and

**WHEREAS**, Oregon Revised Statutes (ORS) Chapter 222.460 et. seq., provides a process for withdrawal of territory from a city; and

**WHEREAS**, on October 31, 2018, the owner of the property subject to annexation proposal 3429, submitted an application formally requesting withdrawal of the subject territory from the Forest Grove city limits in anticipation of recording the partition plat; and

**WHEREAS**, the partition plat was recorded on December 31, 2018 (Washington County Document No. 2018-086890); and

**WHEREAS**, under ORS 222.460(2), withdrawal of territory from a city must be initiated by resolution of the legislative body of the city; and

**WHEREAS**; under ORS 222.460(3), the required resolution shall declare that it is the intent of the City's legislative body to change the boundaries of the City by means of withdrawal of territory; and

**WHEREAS**, under ORS 222.460(4), state law requires that not later than 30 days after adoption of the resolution the legislative body of the city shall hold a public hearing on the question of withdrawal of territory from the City.

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

**Section 1.** The Forest Grove City Council declares its intent to change the boundary of the City by withdrawing the territory described by Exhibit A from the Forest Grove city limits pursuant to ORS 222.460 et. seq. The Forest Grove City Council also desires to simultaneously withdraw the subject territory from the Clean Water Services boundary pursuant to ORS 199.510(2)(c).

**Section 2.** The Forest Grove City Council desires to hold a Public Hearing on the question of withdrawal of the subject territory from the Forest Grove city limits on February 11, 2019.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 14<sup>th</sup> day of January, 2019.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of January, 2019.

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

**NORTHWEST**  
**SURVEYING, INC.**

**BOUNDARY TOPOGRAPHIC CONSTRUCTION CADASTRAL**  
**Licensed in OR & WA**

1815 NW 169<sup>TH</sup> PLACE, SUITE 2090  
BEAVERTON, OR 97006

TELEPHONE: (503) 848-2127  
FAX: (503) 848-2179

**PROPERTY DESCRIPTION**

December 22, 2018

NWS Project No. 1060

Annexation Area

Page 1 of 2

A tract of land being located in the southeast one-quarter of Section 35 and the southwest one-quarter of Section 36, Township 1 North, Range 4 West, Willamette Meridian, City of Forest Grove, Washington County, Oregon, more particularly described as follows:

Beginning at the southwest corner of Ballard Towne No. 2; thence along the south line of Ballard Towne No. 2, North 89°38'00" East a distance of 1089.90 feet to the southeast corner of Tract "G", Knox Ridge No. 4; thence along the southwesterly boundary of Knox Ridge No. 4 the following 15 courses: South 19°37'26" East a distance of 1.41 feet to an angle point thereon; South 42°59'27" East a distance of 80.24 feet to an angle point thereon; South 26°12'19" East a distance of 12.56 feet to an angle point thereon; South 25°58'52" East a distance of 123.02 feet to an angle point thereon; South 37°40'04" East a distance of 109.49 feet to an angle point thereon; South 30°29'08" East a distance of 28.71 feet to an angle point thereon; South 44°01'54" East a distance of 166.37 feet to an angle point thereon; South 53°25'09" East a distance of 100.50 feet to an angle point thereon; South 08°25'08" East a distance of 15.56 feet to an angle point thereon; South 36°34'51" West a distance of 14.00 feet to an angle point thereon; South 53°25'09" East a distance of 91.11 feet to an angle point thereon; South 13°11'36" East a distance of 128.55 feet to an angle point thereon; South 24°02'23" West a distance of 97.25 feet to an angle point thereon; South 66°08'11" East a distance of 30.39 feet to an angle point thereon; North 66°20'31" East a distance of 102.47 feet to an angle point on the westerly boundary of Lot 128 of Knox Ridge No. 4; thence along the westerly boundary of said Lot 128 together with the westerly boundary of Partition Plat No. 2016-015, South 25°45'05" East a distance of 92.84 feet to an angle point on the westerly boundary of Partition Plat No. 2016-015; thence continuing along the westerly boundary of Partition Plat No. 2016-015, South 32°14'42" East a distance of 88.14 feet to a 5/8 inch iron rod located at the most southerly corner of Parcel 2 thereof; thence South 37°25'32" West a distance of 9.98 feet to a 5/8 inch iron rod; thence South 41°40'10" East a distance of 86.36 feet to a 5/8 inch iron rod; thence South 66°25'29" East a distance 72.21 feet to a 5/8 inch iron rod; thence South 77°27'57" East a distance of 79.81 feet to a 5/8 inch iron rod; thence South 48°57'00" East a distance of 47.93 feet to a 5/8 inch iron rod; thence South 34°22'56" East a distance of 139.48 feet to a 5/8 inch iron rod; thence South 18°10'51" East a distance of 122.57 feet to a 5/8 inch iron rod; thence South 06°36'58" East a distance of 119.62 feet to a 5/8 inch iron rod; thence South 05°04'16" West a distance of 56.98 feet to a 5/8 inch iron rod; thence South 16°47'34" West a distance of 46.08 feet to a 5/8 inch iron rod; thence South 00°08'22" West a

*Annexation Area*

Page 2 of 2

distance of 82.51 feet to a 5/8 inch iron rod; thence South 05°43'34" East a distance of 75.52 feet to a 5/8 inch iron rod; thence South 23°03'49" West a distance of 75.33 feet to a 5/8 inch iron rod located on the south line of Parcel I (as described on page 3 of Exhibit A) of that property conveyed to John H. Knox by deed recorded March 24, 2014 as Document No. 2014-016313, Washington County Deed Records; thence along the south line of said Knox property South 88°45'11" West a distance of 703.38 feet to a 5/8 inch iron rod located at the southwest corner thereof; thence along the west line of said Knox property, North 00°25'00" East a distance of 852.03 feet to the northwest corner thereof, said point being on the south line of Parcel II (as described on page 3 of Exhibit A) of said Knox property; thence along the south line of said Parcel II, South 89°36'23" West a distance of 1383.15 feet to the southwest corner thereof; thence along the west line of said Parcel II, North 00°39'05" East a distance of 891.24 feet to the Point of Beginning.

Said described tract of land contains 41.94 acres, more or less.

Bearings are based on Survey No. 27,470, Washington County Survey Records.

ANNEXATION CERTIFIED

BY VF

DEC 24 2018

WASHINGTON COUNTY A & T  
CARTOGRAPHY

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Scott F. Field*

OREGON  
JUNE 30, 1997  
SCOTT F. FIELD  
2844

RENEWS: 12/31/2019

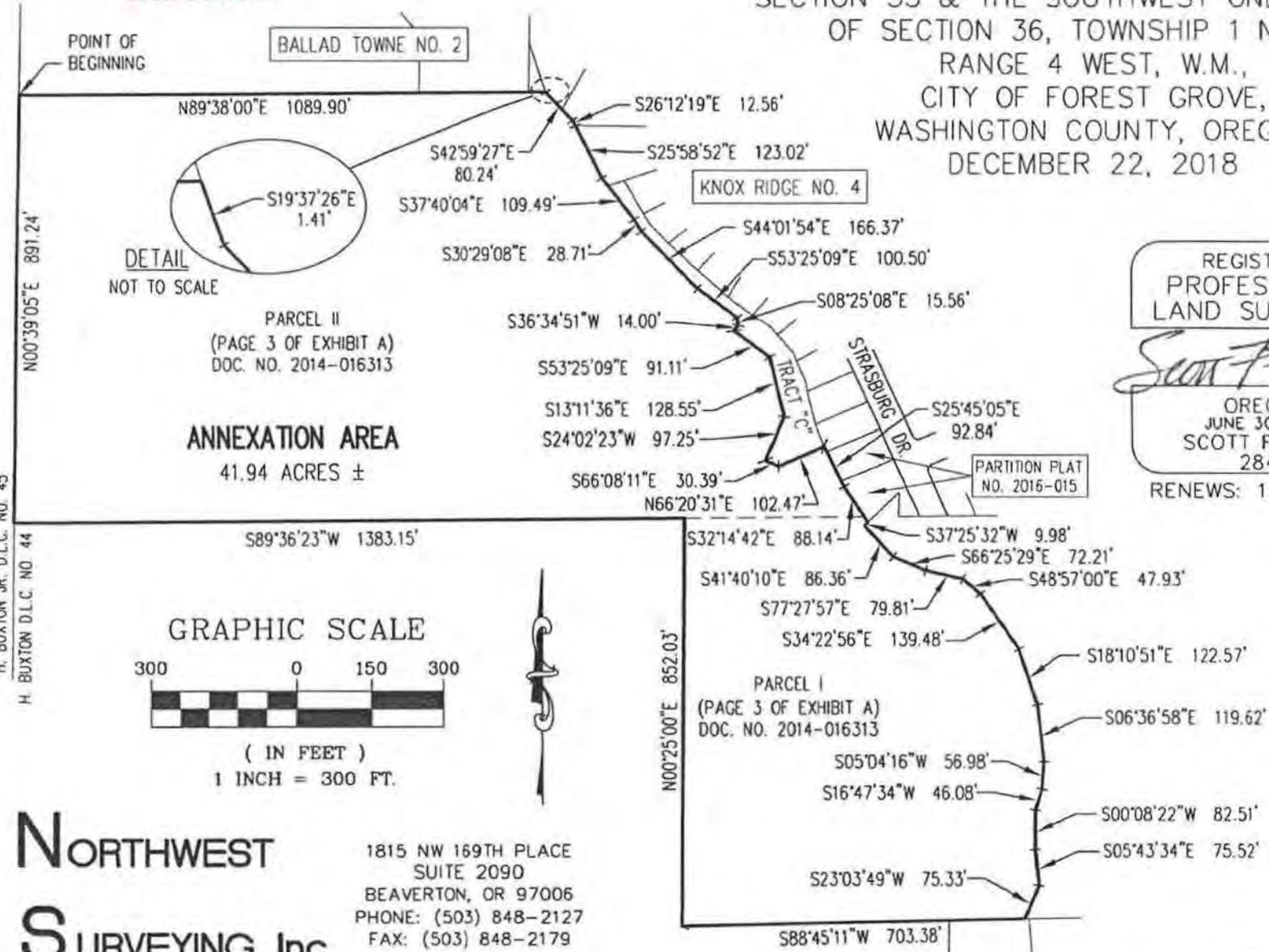
BY TF

DEC 24 2018

WASHINGTON COUNTY A & T  
CARTOGRAPHY

### EXHIBIT DRAWING

LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 35 & THE SOUTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 4 WEST, W.M., CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON  
DECEMBER 22, 2018



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Scott F. Field*

OREGON  
JUNE 30, 1997  
SCOTT F. FIELD  
2844

RENEWS: 12/31/2019

H. BUXTON JR. D.L.C. NO. 45  
H. BUXTON D.L.C. NO. 44

**NORTHWEST**  
**SURVEYING, Inc.**

1815 NW 169TH PLACE  
SUITE 2090  
BEAVERTON, OR 97006  
PHONE: (503) 848-2127  
FAX: (503) 848-2179

NWS PROJECT NO. 1060

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# City-Owned Land Inventory Work Session

Bryan Pohl, CFM, Community Development Director

Dan Riordan, Senior Planner

January 14, 2019

# Purpose

- Address City Council 2018 Goal Objective 1.10 regarding affordable housing.
- As follow-up to the October 8<sup>th</sup> presentation to Council:
  - 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.

# Purpose

- The land inventory is the remaining element of Council's Goal Objective 1.10 for affordable housing.
- Actions completed by Council related to Goal Objective 1.10 include:
  - Adopting a density bonus for affordable housing in the Community Commercial zone.
  - Creating a non-profit tax exemption for affordable housing.
  - Hosting a community forum on severe rent burden in Forest Grove.
  - Participating in meetings on the regional affordable housing bond.

# How Land Is Owned

- Ownership examples:
  - Fee Simple Title
    - Absolute ownership of real property with good title.
    - An owner with fee simple title may sell or transfer all or some property rights associated with the land.
  - Easement
    - The right, privilege, or interest that one party has in the land of another.
    - A common example includes areas where utilities including the City lay lines across another's property.
    - Another common example is an easement granting access to a parcel of land.

# Forms of Ownership

- Dedication
  - An appropriation of land for a public use and the acceptance of it by a unit of government.
  - The most common example are streets dedicated as part of subdivision approval.
  - With a dedication the City does not have fee simple title with the right to sell.
  - In simple terms, the dedication only provides the public with a right to use the land for travel without interference from the dedicator.

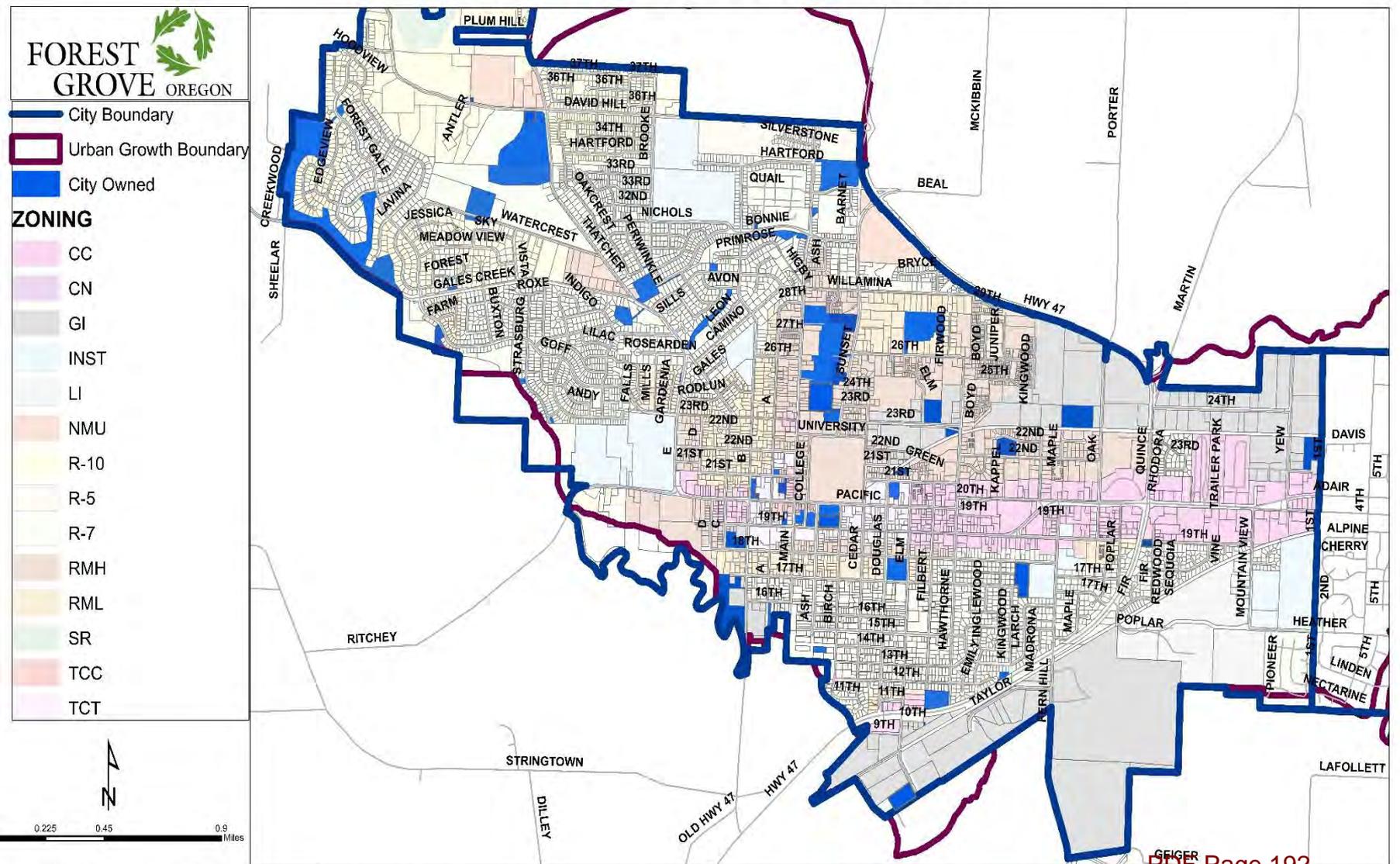
# Land Owned in Fee

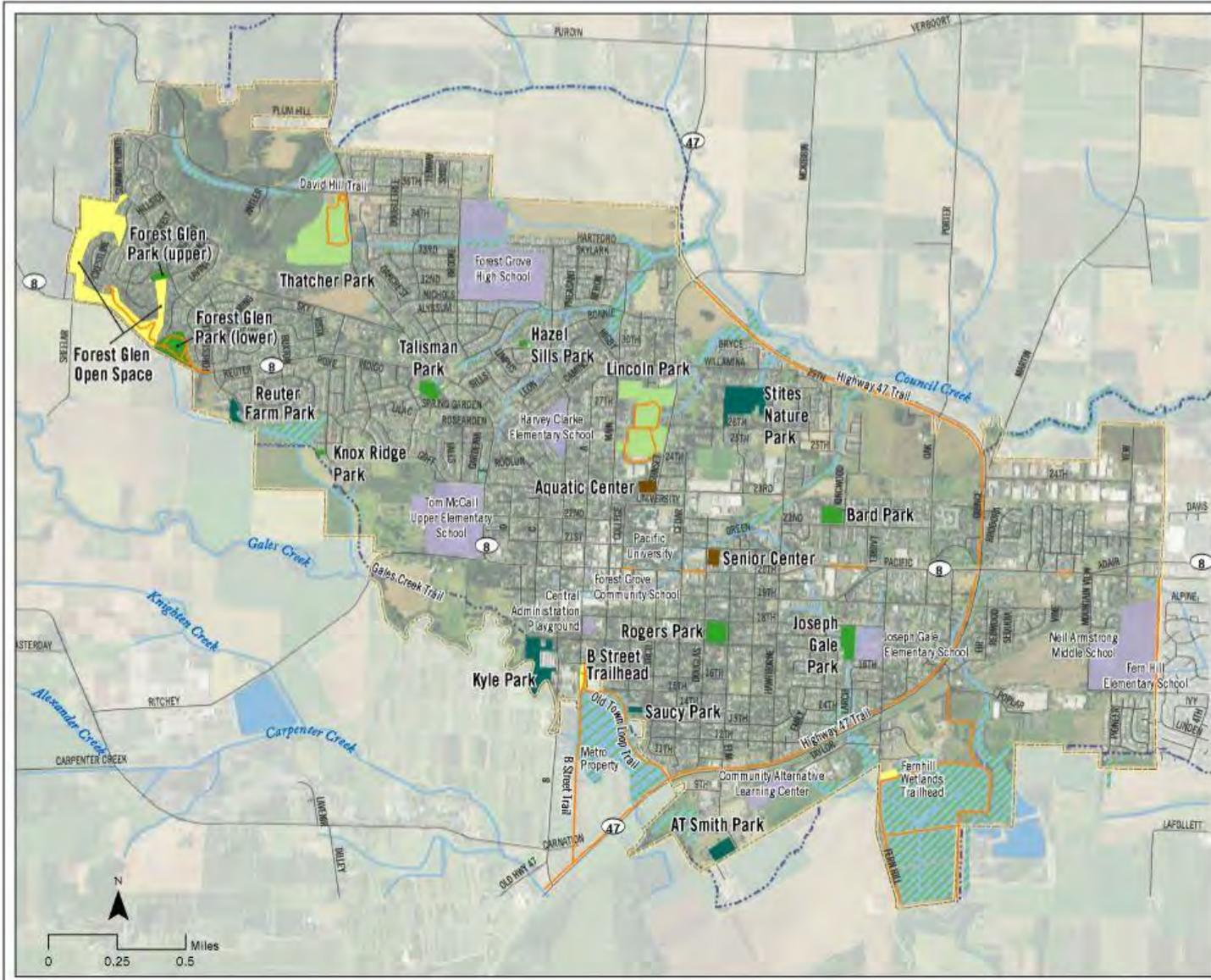
- Examples of land owned with fee simple title include:
  - City Parks;
  - City Parking Lots; and
  - City Facilities.
- Unless deed restricted, this land could be sold to another party for other uses.
- Several parks are deed restricted including Stites Park and Thatcher Park woods which must remain as natural areas.
- Restrictions on the use of land owned by the City is one of several “filters” used to assess the potential for housing development.

# The Inventory / Universe of Sites...



# City-Owned Land Inventory





**Forest Grove Parks, Recreation and Open Space Master Plan**

- Bike and Pedestrian Trail
- Forest Grove City Limits
- Community Park
- Neighborhood Park
- Special Use Park
- Undeveloped Park
- Open Space, Greenways and Trails
- Urban Growth Boundary
- Streets
- Wetlands
- Water Feature
- School Parcel

**Map 1: Existing Parks and Facilities**

Data Sources: Forest Grove Engineering Department  
June 2016

# Filters

- On October 8<sup>th</sup>, staff proposed and Council supported using “filters” to evaluate City-owned land for possible housing development.
- Filters presented included....

# Filters

- Deed restrictions affecting use the land;
- Zoning of the property;
- Uses restricted by City master plans or reserved for future city use;
- Environmental constraints such as floodplains or wetlands; and
- Parcel characteristics:
  - Size;
  - Shape; and
  - Availability of infrastructure such as storm and sewer and if not present can infrastructure provided cost effectively.

# Lands “Filtered Out”

- City parks
  - Some are deed restricted:
    - Stites Nature Park
    - Thatcher Woods
    - Saucy Park
  - The 2016 Parks Master Plan shows a need for additional park land to meet current and future needs:
    - 50 acres in the next 10 years

## Lands “Filtered Out”

- Lands for Most City Facilities:
  - City Hall
  - Engineering Office
  - Light and Power Office
  - Community Auditorium
  - Library, Police, Fire Station complex
  - Water Treatment Plant
  - Aquatic Center
  - Public Works Shops and Parks and Rec. Office

# Lands “Filtered Out”

- Sites zoned General Industrial:
  - City Shops and Parks Office
  - Public Works Yard near Yew Street and 24<sup>th</sup> Avenue
  - Forest Grove Substation

City Shops



Public Works Yard



Forest Grove Substation



## Lands Considered For Further Evaluation

- City-owned parking lots in the Town Center.
- Excess land at the Light and Power substations zoned residential.
- Right-of-Way located west of Hwy. 47 and south of 19<sup>th</sup> Avenue.
- URA Site B.

# Deep Dive...



# City Parking Lots

- 21<sup>st</sup> Avenue and A Street
  - Zoned: Town Center Transition
  - Zoned for residential
  - 0.23 acre
  - Dwelling Yield: 9 units
    - At 40 units per acre
  - Utilities present
  - Not irregular shape
  - Small site limits potential
  - On-site parking could be a challenge
  - Near Line 57
  - County Assessor Market Value:  
\$139,300



# City Parking Lots

- Main Street
  - Zoned: Town Center Core
  - Zoned for residential
  - 0.82 acres
  - Dwelling Yield: 32 units
    - At 40 units per acre
  - Utilities present
  - Not irregular shape
  - Near Line 57
  - County Assessor Market Value:  
\$322,000



# City Parking Lots

- 19<sup>th</sup> Avenue and Main Street
  - 0.22 acre
  - Zoned: Town Center Transition
  - Zoned for residential
  - Dwelling Yield: 8 units
    - At 40 units per acre
  - Utilities present
  - On Line 57
  - County Assessor Market Value:  
\$147,920



# City Parking Lots

- City Hall Parking Lot
  - 0.60 acres
  - Zoned: Town Center Transition
  - Zoned for residential use
  - Dwelling Yield: 24 units possible
    - At 40 units per acre
  - Utilities are present
  - Not irregularly shaped
  - Near Line 57
  - County Assessor Market Value: \$332,000



# City Parking Lots

- 19<sup>th</sup> Avenue between Council / Ash
  - Zoned: Town Center Transition
  - Zoned for residential
  - 0.37 acres
  - Dwelling Yield: 14 units
    - At 40 units per acre
  - Utilities present
  - Not irregular shape
  - On Line 57
  - County Assessor Market Value: \$216,080



# Light and Power

- Filbert Substation
  - Zoned: Single Family Res. R-5
  - 3.5 acres (1.0 acre development area)
  - Dwelling Yield: 8 units
    - At 8.71 units per net acre
  - Utilities present
  - Not on Line 57
  - Considered for solar array installation
  - County Assessor Market Value: \$0



# Light and Power

- Thatcher Substation
  - Zoned: Single Family Res. R-7
  - 4.0 acres (0.6 acre development area)
  - Dwelling Yield: 6 units
    - At 6.22 units per acre
  - Not on Line 57
  - Location of power lines could be a constraint affecting development
  - County Assessor Market Value: \$75,400



# Rights-of-Way

- 19<sup>th</sup> Avenue at Highway 47 (South of Ace Hardware)
  - Zoned: Single Family (R-7)
  - 0.35 Acres
  - Dwelling Yield: 4 units
    - 2 primary units at 6.22 units per acre; plus
    - 2 accessory units.
  - Right-of-way for 19<sup>th</sup> Avenue
  - Original grantor ODOT
  - Sewer lines constrain site
  - Value determined by appraisal



# Urban Renewal Agency Land

- Urban Renewal Agency “Site B”
  - Zoned: Town Center Transition
  - Zoned for residential
  - 0.80 acres
  - Dwelling Yield: 32 units
    - At 40 units per acre
  - Utilities present
  - On Line 57
  - County Assessor Market Value:  
\$375,000



# Conclusions

- Based on the initial analysis a few sites could have redevelopment potential for housing:
  - Thatcher Substation Land
  - Filbert Substation Land
  - 19<sup>th</sup> Avenue (Council/Ash) Parking Lot
  - URA Site B

# Next Steps

- Continue participation in discussions about implementation of the Metro regional affordable housing bond.
- Draw on Washington County Housing Services expertise and facilitate discussions on the practicality of developing “filtered” City-owned land for affordable housing.



# Discussion