

CITY COUNCIL MONTHLY MEETING CALENDAR

January-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CITY OFFICES CLOSED	2	3	4	5
	<i>Rippe out January 1 and returns January 13</i>			EDC Noon, Moved to 01/10	FGS&CC 1st Friday	
6	Metro Council Inauguration, 4pm	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
13	14 CITY COUNCIL 5:00 PM - WORK SESSION (B/C Interviews) 5:30 PM - WORK SESSION (Police Facility) 7:00 PM - REGULAR COUNCIL MEETING <i>Rippe returns</i> 8:45 PM - WORK SESSION (City-Owned Land) COMMUNITY AUDITORIUM	15 Library Comm 6:30pm	16 P&R 7am CFC 5:15pm	17 WEA Legislative Sess, 4:30pm B/C Annual Recognition 5:30pm, Social; 6pm, Dinner FG Senior & Comm Center	18	19 WC Firefighters Feed, 4pm
20	21 CITY OFFICES CLOSED	22 Planning Comm 7pm HLB 6:30pm	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	29	30	31	
	CITY COUNCIL 5:30 PM - WORK SESSION (B/C Interviews) 6:00 PM - URA WORK SESSION (Strategic) 7:00 PM - REGULAR COUNCIL MEETING 8:15 PM - WORK SESSION (Police Facility) COMMUNITY AUDITORIUM	Hillsboro's Address, 5pm				

February-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Council Retreat 8:30am - 2:30pm PU Berglund Hall
					FGS&CC 1st Friday	
3		4	5 Municipal Court	6	7	8
	Planning Comm 7pm	CCI 5:30pm		EDC Noon		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 Sister Cities 4:45pm	14 PAC moved to 02/21	15	16 FGS&CC Dinner, 6pm
17		18 WC Fire Task Force 6pm TBD	19 Municipal Court P&R 7am CFC 5:15pm	20 PAC 5pm	21	22
	Planning Comm 7pm					23
24	Chamber Luncheon <i>Mayor's State of City Address, Noon - RSVP</i> CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	25 HLB 6:30pm	26 PSAC 7:30am	27	28 Lunch & Disaster Training, Noon Sustainability 6pm	

March-19

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

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

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A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

MONDAY, JANUARY 28, 2019

**5:30 PM – Work Session (B/C Interviews)
6:00 PM – URA Work Session (URA Strategic Outlook)
7:00 PM – City Council Regular Meeting
8:15 PM – Work Session (Police Facility)**

**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

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Anna Ruggles, City Recorder
 Jesse VanderZanden, City Manager

5:30

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

6:00

**URBAN RENEWAL AGENCY (URA) WORK SESSION:
 STRATEGIC OUTLOOK**

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

Jesse VanderZanden, City Manager

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
1. A. **EMPLOYEE RECOGNITION:**
 - *Thomas Gamble, Parks and Recreation Director, 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:**
5. **PRESENTATIONS:**
 5. A.
 - *Police Body Worn Camera Program Implementation*
 5. B.
 - *Rogers Park Project: Phase I Update*
6. **CITY COUNCIL COMMUNICATIONS:**
7. **CITY MANAGER'S REPORT:**
8. **MAYOR'S REPORT:**
9. **ADJOURNMENT:**

(PowerPoint Presentation)
 Kevin Ellingsburg, Police Captain
 J. F. Schutz, Police Chief

7:15
 15mins

(PowerPoint Presentation)
 Tom Gamble, Parks and Recreation
 Director

7:30
 15mins

City Councilors

7:45

Jesse VanderZanden, City Manager

8:00

Peter Truax, Mayor

8:05

8:10

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

8:15

WORK SESSION: POLICE FACILITY

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.

9:30

ADJOURNMENT:

- 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 Interviews) Meeting Minutes of January 14, 2019.
 - B. Approve City Council Work Session (Police Facility) Meeting Minutes of January 14, 2019.
 - C. Approve City Council Regular Meeting Minutes of January 14, 2019.
 - D. Approve City Council Work Session (City-Owned Land Inventory) Meeting Minutes of January 14, 2019.
 - E. Accept Historic Landmarks Board Meeting Minutes of December 18, 2018.
 - F. Accept Library Commission Meeting Minutes of December 11, 2018.
 - G. Accept Parks and Recreation Commission Meeting Minutes of December 19, 2018.
 - H. Accept Planning Commission Meeting Minutes of December 3, 2018.
 - I. Accept Public Arts Commission Meeting Minutes of December 13, 2018.
 - J. Accept Public Safety Advisory Commission Meeting Minutes of September 26 and October 24, 2018.
 - K. Accept Sustainability Commission Meeting Minutes of November 15, 2018.
 - L. **RESOLUTION NO. 2019-07 MAKING APPOINTMENT TO BUDGET COMMITTEE (APPOINTING WOLANDA GROOMBRIDGE, TERM EXPIRING DECEMBER 31, 2021).**
 - M. **RESOLUTION NO. 2019-08 MAKING REAPPOINTMENT TO COMMUNITY FORESTRY COMMISSION (REAPPOINTING LANCE SCHAMBERGER, TERM EXPIRING DECEMBER 31, 2021).**
 - N. **RESOLUTION NO. 2019-09 MAKING REAPPOINTMENT TO PUBLIC ARTS COMMISSION (REAPPOINTING KATHLEEN LEATHAM, AT-LARGE, TERM EXPIRING DECEMBER 31, 2021).**
 - O. Accept Resignation on Public Safety Advisory Commission (Ray Arkus, At-Large, Term Expiring December 31, 2021).



<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 28, 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. 5:30 pm: Charlene Murdock
 2. 5:45 pm: Pamela Sprague

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

STAFF RECOMMENDATION:

Staff recommends City Council consider making the B/C appointment recommendations. Resolution(s) making formal reappointments will be placed on the Consent Agenda for the meeting of February 11, 2019.

Attachments:

Attachment A: List of B&C Interviews

Attachment B: B/C Applications

**Boards, Committees, and Commissions
Appointment 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
								3 - Vacancies (Food/Beverage: Residential Development: Utility)						1 - Vacancy At- Large	2 - Vacancies (Economic: Pacific Rep)
					# of Board Vacancies:	2 - Vacancies								1 - Student	1 - PU Student
					# of Student Vacancies:			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	5:30 PM	Charlene	Murdock	Director Non-Profit		CCI									
2	5:45 PM	Pamela	Sprague	Healthcare		CCI		EDC				PC			SC

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? _____

Please rate the City's performance.

Good

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

Committee for Community Involvement (1st Tuesday, 5:30pm)

What specific topics interest you that relate to the board?

I am interested in supporting sustainable agriculture and interfacing local agricultural products into the city.

What contributions do you hope to bring to the board?

As director of Foodways at Nana Cardoon, I am involved with initiatives that have a positive impact on our community.

List your educational experience:

Bibliographic Librarian Romance Language Text Books, Retired Specialty Food Company owner.

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

Member, chamber of commerce, Dairy Creek Community Foid Web founder, marketing director, Celebrate Great Grains, teacher of fois security subjects at the library and to local churches. .nana Cardoon is an agricultural learning center which serves: Forest Grove Charter School, Pacific University, area school special interest clubs, and the adult learning community

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

Yes

Please type your name below as a signature.

Charlene G Murdock

Date

Wed, 12/19/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6971>

Links

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

Interview

January 28, 2019 @ 5:45pm

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)

Friday, October 26, 2018 - 9:57am

172.16.64.18

First & Last Name

Pamela Sprague

Home Address

██████ Shibe St

Mailing Address, if different

City, State and Zip Code

Forest Grove Oregon 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

Womens Healthcare Associates

Work Telephone Number

Occupation/Profession

Ultrasound technologist

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?

Yes

Years residing in Forest Grove:

9

How did you hear of this opportunity?

Insert with utility billing

Please rate the City's performance.

Fair

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

Increase availability of affordable housing, increase job opportunities by attracting more businesses. Increase economic opportunities by encouraging more businesses to locate to Forest Grove. Our city is growing and people want to spend money in their local community, instead of going to neighboring cities for shopping, dining, etc. The city needs to move a little faster in making decisions and be creative when attracting businesses and families to the area. Advertise the urgent care clinic and other medical resources with Tuality/OHSU partnership.

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

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Economic Development Commission (1st Thursday, Noon)
- Planning Commission (1st and 3rd Monday, 7pm)
- Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

Identifying available land for housing and economic development. Job creation.

What contributions do you hope to bring to the board?

37 years experience in the medical field. A passion for service to others. I am very concerned about my friends and neighbors ability to live and work successfully with security for the future. I want young families to have a range of opportunities, support and encouragement from the community in order to be economically and socially secure. I am very inclusive and passionate about social justice.

List your educational experience:

Graduate, radiologic technology program at Western Wyoming College
Currently practicing as a registered diagnostic sonographer, specializing in perinatal sonography.

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.

Pamela S. Sprague

Date

10/26/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6441>

Links

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



A place where businesses and families thrive.

URBAN RENEWAL AGENCY WORK SESSION AGENDA

MONDAY, JANUARY 28, 2019

**6:00 PM – Urban Renewal Agency (URA) Work Session
(Strategic Outlook)**

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

PETER B. TRUAX, DIRECTOR BOARD CHAIR

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

Elena Uhing
Adolph “Val” Valfre, Jr.
Malynda H. Wenzl

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FOREST GROVE URBAN RENEWAL AGENCY WORK SESSION AGENDA
January 28, 2019
PAGE 2 OF 2

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

6:00

1. **URBAN RENEWAL AGENCY (URA) WORK SESSION:
(STRATEGIC OUTLOOK)**

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

6:50

2. **ADJOURNMENT:**



Urban Renewal Plan Strategic Outlook

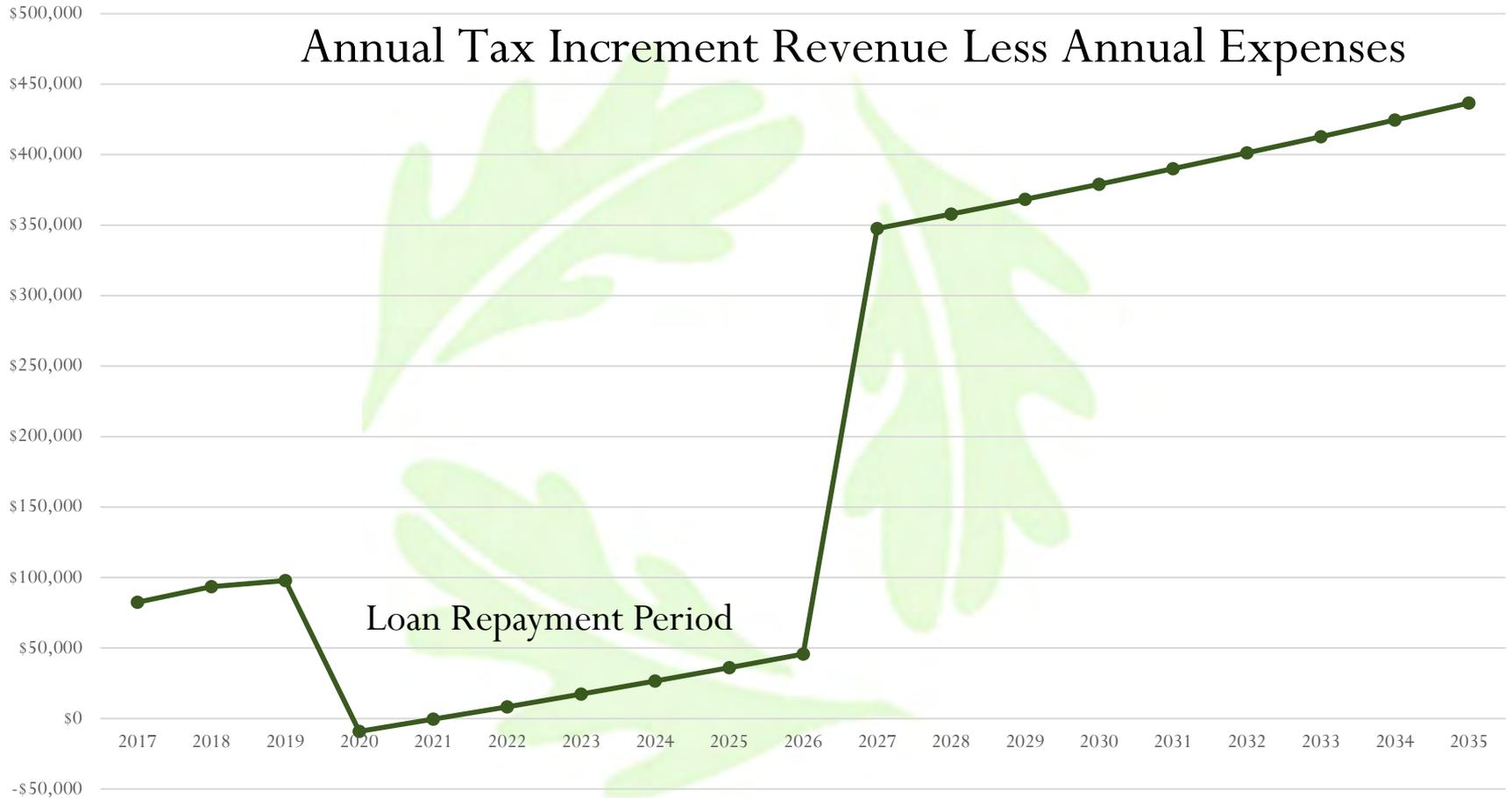
URA Board of Directors Work Session
January 28, 2019

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

Purpose of Work Session

- On October 8th, the Board reviewed:
 - Agency financial obligations
 - Updated revenue projections
 - Project priorities.
- The purpose of this Work Session is to:
 - Understand URA cash flow and how it impacts planning
 - Implement short-term plans
 - Envision long-term plans.

Net Revenue



Cash Flow

- For the URA net revenue is tax increment revenue less costs:
 - Administrative Expenses
 - City Loan
- Net revenue assumes no revenue from potential sale and development of Site B.
- Total net revenue from now until the City loan is repaid (2019-2026) is approximately \$125,000.

Cash Flow

- In addition to cash flow the URA has “savings” of \$200,000.
- This assumes \$100,000 remains in reserves.
- Adding URA savings to the cash flow means the URA should have about \$325,000 or \$46,500/year for short-term projects (2019-2026).

Cash Flow

- Cash flow directly effects what the URA is capable of doing.
- Two distinctive periods exist:
 - Short Term: 2019-2026 (when the loan is repaid)
 - Long Term: 2027-2035 (when the URA is expected to end).
- Short Term Priorities center on the 2019-2026 period.
- Long Term Priorities center on the 2027-2035 period.

Short-Term Priorities 2019-2026

- Consensus was reached to implement a Town Center Program consisting of the following:
 - Storefront Improvement Grant Program
 - Streetscapes
 - Parking
 - Public Art
 - Festival Street
 - Parklet Pilot Project
 - Wayfinding
 - Street Trees
 - Decorative Crosswalks
- Each of these will be briefed in detail.

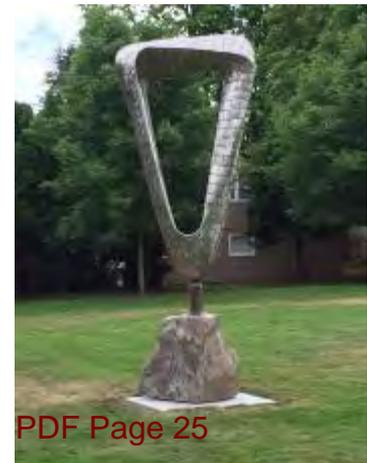
Storefront Improvement Grant Program

- Implementation complete.
- Program has awarded ten projects totaling \$62,000.
- Anticipated Short Term Funding is \$100,000.



Public Art Program

- URA-funded art is limited to installation art. Based on the cost of the Tre Novum, this will fund 3-5 pieces of public art.
- Possible projects include:
 - Murals in the Town Center highlighting historical activities
 - Installation art at City Facilities
 - Themed art in Town Center.
- Anticipated Short Term Funding is \$100,000.



Public Art Program

- Staff will work with the Public Arts Commission and Historic Landmarks Board to refine project ideas for funding.
- If consensus, staff will bring resolution to URA Board for approval in March.



Festival Street

- Staff is proposing to hire a landscape architect to prepare design alternatives and cost estimates for 21st Avenue from College Avenue to B Street.
- 2 alternatives will be developed with community input.
- Anticipated Short Term Funding is \$50,000.



Parklet Pilot Project

- Next steps:
 - Develop Program Guidelines March, 2019
 - Release RFP: April 2019
 - Project Selection: May 2019
 - Construction: June 2019.
- Anticipated Short Term Funding is \$5,000.
 - Will construct one parklet.



Wayfinding

- Wayfinding improvements could include replacement of signage for City-owned parking lots for consistency and to improve visibility and recognition.
- Wayfinding improvements could also include construction of an additional wayfinding kiosks in the Town Center, rebranding of existing wayfinding signs, and placement of additional wayfinding signs.
- Anticipated Short Term Funding is \$50,000.



Street Trees

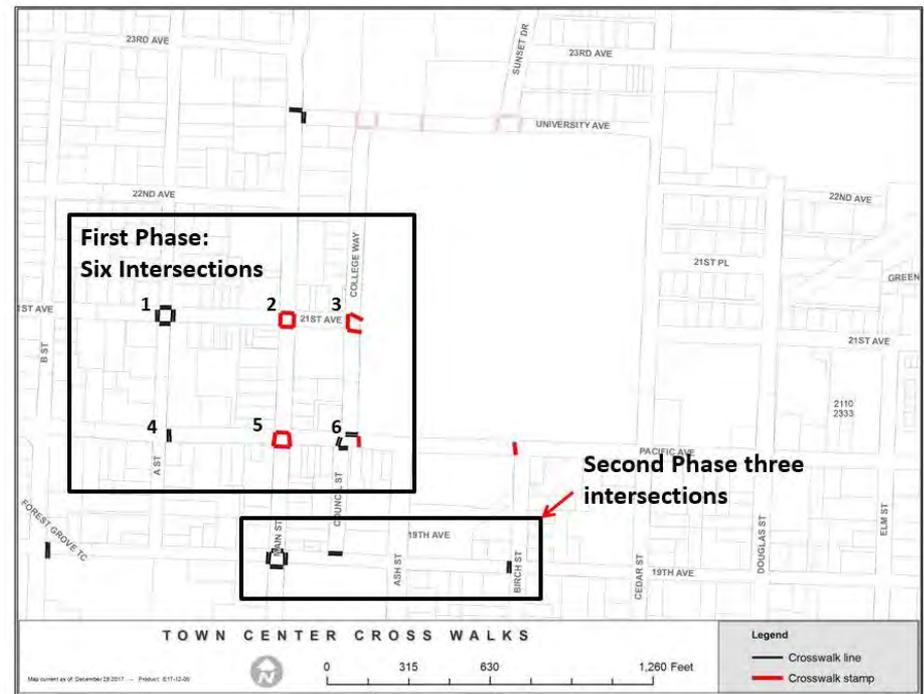
- Oregon Tree Care is under contract.
- Work includes identifying street trees causing damage to the decorative sidewalks in the downtown. Problem trees will be removed and possibly replaced with an appropriate type to minimize future problems and long term maintenance costs.
- Expected completion by April 2019.
- Anticipated Short-Term Funding is \$20,000.



Crosswalks

- City Council adopted Resolution 2018-33 approving the Town Center Crosswalk Plan.
- The project includes installation of colored brick paver or concrete crosswalks in the Town Center as they wear out at six priority locations along Pacific Avenue and 21st Avenue at A Street, Main Street, and College Way.

Decorative Crosswalks – Exhibit A



Town Center Parking

- Lancaster Engineering is under contract.
- Work includes inventorying on-street and off-street public parking spaces, assessing utilization and preparing recommendations for parking management.
- Expected completion by April 2019.
- Next steps include:
 - URA Board review of study recommendations
 - Prioritize recommendations to implement
- Parking Study is already funded.



Site B

- An appraiser has been retained to prepare a market value for Site B.
- Hold work session dedicated to this after the appraisal is completed to determine next steps.

Long-Term Priorities

- The URA Plan identifies projects that could be funded after the City loan is repaid.
- Depending on resources URA Plan projects could begin in 2027.
- URA Plan is attached.

Short-Term Program Recap

Program	Anticipated URA Funding	Purpose	Other Potential Funding Sources
Storefront Improvement Grant Program	\$100,000	Improve building exteriors to promote vibrant Town Center	
Public Art	\$100,000	Install public art in the Town Center to promote vibrant Town Center	<ul style="list-style-type: none"> ✓ Community Enhancement Program ✓ Transient Lodging Tax ✓ Public Arts Donation Fund
Festival Street	\$50,000	Retain landscape architect to develop 21 st Avenue festival street design(s) with community input	
Parklet Pilot Project	\$5,000	Construct one parklet pilot project during summer 2019	
Wayfinding	\$50,000	Direct visitors to the Town Center to public parking lots and points of interest	<ul style="list-style-type: none"> ✓ Community Enhancement Program ✓ Transient Lodging Tax ✓ Public Works Street Fund

Short-Term Program Recap

Program / Project	Anticipated URA Funding	Purpose	Other Potential Funding Sources
Town Center Street Trees	\$20,000	Remove and replace street trees and damage to sidewalks in the Town Center	✓ Community Enhancement Program
Town Center Parking	TBD	Implement priority parking recommendations	
Site B Redevelopment	TBD	Position Site B for redevelopment	
TOTAL	\$ 325,000		



Discussion

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CITY OF FOREST GROVE

URBAN RENEWAL PLAN

PART 1

MAY 2014

Prepared For:
CITY OF FOREST GROVE, OREGON

By:
THE BENKENDORF ASSOCIATES
JOHNSON REID, LLC



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Appendix 1 – Oregon Revised Statutes Chapter 457 (Urban Renewal)

Appendix 2 – Legal Description

I. INTRODUCTION

The Oregon Legislature created a tool for use by cities and counties to strengthen local economies and improve the general investment climate. This tool is often referred to as urban renewal or redevelopment. Urban renewal provides a dedicated source of revenue, called tax increment financing, to fund capital improvement projects in defined areas of a community needing focused investment.

This urban renewal plan is foremost a financing strategy for capital projects intended to stimulate private investment, create jobs, and strengthen property values within the Forest Grove Urban Renewal Area. In general, this urban renewal plan establishes the policy framework for implementing community goals and objectives for the urban renewal area including encouraging business retention and recruitment, job creation, housing, and promoting desirable land use along the Pacific Avenue corridor and within the Town Center. The plan also establishes the guiding goals and objectives for the urban renewal area and identifies potential projects to address needs and opportunities for public and private investment.

The following Urban Renewal Plan (Part 1) and Report (Part 2) have been prepared to implement the desires of the community to establish an Urban Renewal District. The plan has been prepared to comply with State law regarding urban renewal (ORS 457). The plan is to be used in conjunction with the accompanying urban renewal report. The report provides additional detail about existing conditions within the urban renewal area, reasons for selecting the urban renewal area, relationship between the projects identified and existing conditions, project cost and timing and financial analysis including potential impact to overlapping taxing districts.

The urban renewal plan implements the Forest Grove Town Center Plan (1997), Commercial Corridor Plan (2005), Downtown Resource Team Report (2006), Forest Grove Community Vision Statement (2007), and the City's 2009 general economic development strategy. In addition, the urban renewal plan supports the Forest Grove Comprehensive Plan including the goals and objectives for housing, economic development and land use. The area of the district illustrated in Figure 1 (Section II) was selected to achieve the following purpose.

A. Statement of Purpose

The City of Forest Grove Urban Renewal Plan has been prepared to establish an Urban Renewal program within the City. The primary purpose of the Plan is to:

- Further eliminate blight and blighting influences,
- Improve the utilization of land within the Urban Renewal Area,
- Encourage private investment and job creation and,
- Increase the taxable value of property within the City benefitting all overlapping taxing districts.

The Plan is designed to be consistent with the Comprehensive Plan and zoning and development regulations adopted by the Forest Grove City Council. The Renewal Plan is intended to promote public and private investments and activities within the urban renewal area resulting in the efficient use of land and utilization of existing infrastructure capacity. Through implementation of the Plan, economic development will be stimulated by the elimination of blighting conditions, provision of supporting public facilities, and general improvements in the overall appearance, condition, and function of the Town Center, Commercial Corridor and the urban renewal area in its entirety.

The Forest Grove Urban Renewal Plan presented in this document meets the requirements of Chapter 457 of the Oregon Revised Statutes (Appendix 1). The Plan also complies with other federal, state and local laws pertaining to urban renewal plans including Section 1c, Article IX of the Oregon Constitution and the Forest Grove City Charter.

B. Need for Urban Renewal

The success of the urban renewal program is predicated on stimulating private investment within the urban renewal area to eliminate blight and blighting influences, improve the utilization of land and increase the taxable value of property within the City.

The lack of private investment within certain areas may arise from several factors:

- Limited or no available private financing for desired development meeting local objectives;
- High degree of financial risk perceived by lenders and developers;
- Risk/reward relationship is out of balance;
- Project includes significant public benefits without commensurate private financial return; and
- The cost to construct the project exceeds the market value of the project

The public sector, through an adopted urban renewal plan, could help remove some of the obstacles described above to encourage private investment and higher property values within and around the urban renewal area. The projects and programs included in the plan strive to address this need.

The need for urban renewal, including description of existing conditions and reasons for selecting the urban renewal area, are more fully explained in the accompanying Urban Renewal Report (Part 2).

C. Goals and Objectives

The following Goals and Objectives are envisioned for improving the economic health, residential character and aesthetic appearance of the Urban Renewal Area.

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

Objective 1.1: At the discretion of the Agency establish an urban renewal advisory committee with broad representation to assist the Agency Board of Directors with implementation of the urban renewal program.

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

Objective 2.1: Establish Urban Renewal Agency policies to guide strategic financial investments in the urban renewal area based on public benefit, documented financial need, and scale of the project and accepted underwriting principles.

Objective 2.2: Evaluate tax increment revenue collections annually to minimize long term impacts to overlapping taxing districts.

Objective 2.3: Secure grant funding from regional, state, federal agencies, and private organizations to implement the urban renewal program and supplement tax increment revenue.

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

Objective 3.1: Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects proving a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land. Development costs could be reduced through techniques such as land write downs, off-site public improvements, direct loans and grants or offset of system development charges, permit fees, or development hard or soft costs.

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

Objective 4.1: Establish a program to encourage the preservation, conservation, and adaptive reuse of designated and contributing historic resources in the urban renewal district through improvements to the exterior and interior of buildings.

Objective 4.2: In conjunction with the Economic Development Commission, assist business retention and expansion efforts in the Forest Grove Town Center.

Objective 4.2: Identify a location and assist with funding construction of a public gathering place in the Town Center.

Objective 4.3: Purchase property from willing sellers to implement the urban renewal program.

Objective 4.4: Encourage the construction of needed housing and mixed use development in the Town Center.

Objective 4.5: Encourage uses and amenities that support increased residential uses in the Town Center.

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

Objective 5.1: Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Objective 5.2: Work with the Economic Development Commission to market redevelopment opportunity sites to prospective developers.

C. Plan Administration

The City of Forest Grove Urban Renewal Plan consists of the text and exhibits contained in this document and the attached Report. The Plan applies to the specific area outlined in Exhibit 1 and further described in Section II. The Plan has been prepared with the assistance of an Urban Renewal Working Group for adoption by the Forest Grove City Council. The Urban Renewal

Agency of the City of Forest Grove shall administer the Plan in accordance with ORS 457, the Oregon Constitution, and all other applicable laws and ordinances. All such applicable laws are made a part of this Plan by reference.

The members of the Forest Grove City Council will serve as the Board of Directors of the Urban Renewal Agency of the City of Forest Grove as allowed by ORS 457.045.

D. Effective Period of the Plan

The Plan projects will be completed in twenty years or 2033 from the date of adoption by the City Council. If the projects in this Plan, and any additional projects, added to the Plan, are completed earlier, and all indebtedness is paid, the Urban Renewal Agency and the City Council will take action to terminate the Plan at that time.

If the City Council finds a need for an urban renewal agency no longer exists, the City Council, by ordinance, may dissolve the urban renewal agency. Terminating the urban renewal agency shall not affect any outstanding legal actions, contracts, or obligations of the agency and the City shall be considered a continuation of the agency. The urban renewal agency may not be dissolved unless all indebtedness to which a portion of taxes is irrevocably pledged for payment is fully paid.

E. Definitions

1. **Agency** means the Urban Renewal Agency of the City of Forest Grove, Oregon as authorized by ORS 457.035.
2. **Blighted Areas** are areas which, by reason of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures, or any combination of these factors, are detrimental to the health, safety or welfare of the community. **Blight** shall have the same meaning in this Plan as defined in ORS 457.010(1).
3. **Boundary** means the geographic and legal limits which encompass the Forest Grove Urban Renewal Area.
4. **Certified Statement** means the statement prepared and filed pursuant to ORS 457.430, or an amendment to the certified statement prepared and filed pursuant to ORS 457.430, establishing the total taxable assessed value of property within the urban renewal area.
5. **City** means the City of Forest Grove Oregon.
6. **City Council** means the Forest Grove City Council.
7. **Comprehensive Plan** means the Forest Grove Comprehensive Plan including the coordinated map and policy statements, implementing ordinances, supporting public facility mater plans, and development standards.
8. **County** means Washington County, Oregon.

9. **Disposition and Development Agreement means** an agreement between the Urban Renewal Agency and a redeveloper which sets forth the terms and conditions which govern the transfer, use and development of land.
10. **Fair Reuse Value** means the value of property established by the Urban Renewal Agency taking into account the condition of the property, cost of development, type of development desired and conditions imposed by the Urban Renewal Agency.
11. **Lot** means a unit of land that is created by a subdivision or platting of land and recorded in the land records of Washington County
12. **ORS** means the Oregon Revised Statutes (State Law and. specifically, Chapter 457. thereof.
13. **Maximum indebtedness** means the amount of the principal amount of indebtedness authorized by the urban renewal plan pursuant to ORS 457.190 and described in Section VI(B).
14. **Public Improvement Plan** means drawings, development standards and/or objectives designed to guide the improvement of public facilities and services in the Forest Grove Urban Renewal Area.
15. **Persons** means any individual, family, business, firm association, or corporate entity.

16. **Plan** means the Forest Grove Urban Renewal Plan consisting of the text and accompanying exhibits.
17. **Project** means any work or undertaking carried out under ORS 457.170 in an Urban Renewal Area.
18. **Projects or Activities** means the development or improvement projects described in Section III herein.
19. **Property Owner** means any individual who owns property within the Forest Grove Urban Renewal Area.
20. **Redeveloper** means any individual or group acquiring property from the Urban Renewal Agency or receiving financial assistance for the physical improvement of privately or publicly held structures and land.
21. **Renewal Area** means the Forest Grove Urban Renewal Area.

22. **Report** means the report accompanying the Plan prepared pursuant to ORS 457.085(3).
23. **State** means the State of Oregon.
24. **Taxing District** means the state, city, county or any other taxing unit which has the power to levy a tax.
25. **Tax Increment Revenue** means that portion of ad valorem property tax proceeds attributable to any increase in the taxable assessed value of property located in an urban renewal area, or portion thereof, over the taxable assessed value specified in the certified statement.

26. **Text** means the Forest Grove Urban Renewal Plan Text for the Forest Grove Urban Renewal Area.
27. **Urban Renewal Advisory Committee** means an advisory body appointed by the Urban Renewal Agency Board of Directors to make recommendations on the urban renewal program including amendments to the urban renewal plan.

II. GENERAL DESCRIPTION OF LAND USE PLAN

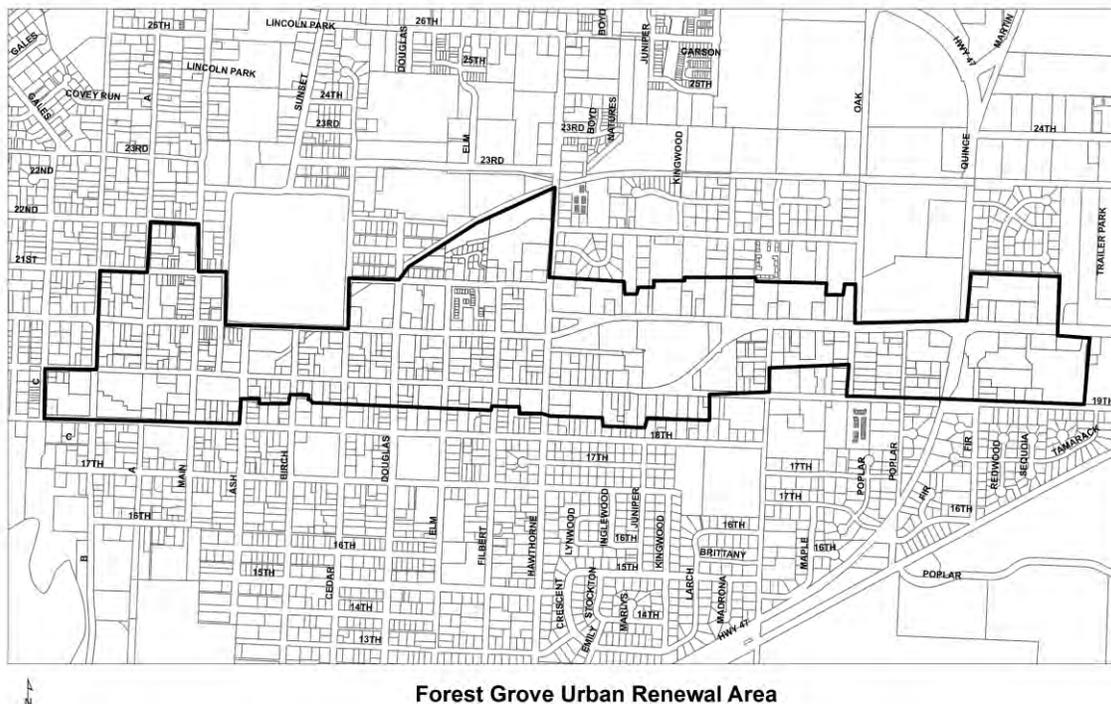
A. Boundary

The City of Forest Grove Urban Renewal District includes land within the City of Forest Grove, only. A legal description is included in Appendix 1.

The Renewal Area encompasses 525 tax lots and a total of 202.1 acres including existing public street rights of way.

The Urban Renewal area is a linear area generally including the tax lots with frontage on Pacific Avenue and 19th Avenue beginning at the Rose Grove manufactured home park in the east and terminating at C Street on the west. The district extends north to the existing rail corridor between Hawthorne Street and Douglas Street. The Pacific University campus is immediately west of the area previously described and is not part of the project area.. The McMenamín's Grand Lodge property from Quince to Oak on the west is also not included in the district. The primary Town Center area west of the university between 22nd on the north and C Street to the south is within the district. **See Figure 1.**

Figure 1: Forest Grove Urban Renewal Area



Source: RLIS, City of Forest Grove

B. Land Use Plan, Zoning, Development Standards

The Land Use Plan for the District is based on the City of Forest Grove Comprehensive Plan Map and Zoning Map. (See Figure 2). The proposed land uses within the Forest Grove Urban Renewal District are consistent with the City’s Zoning Maps.

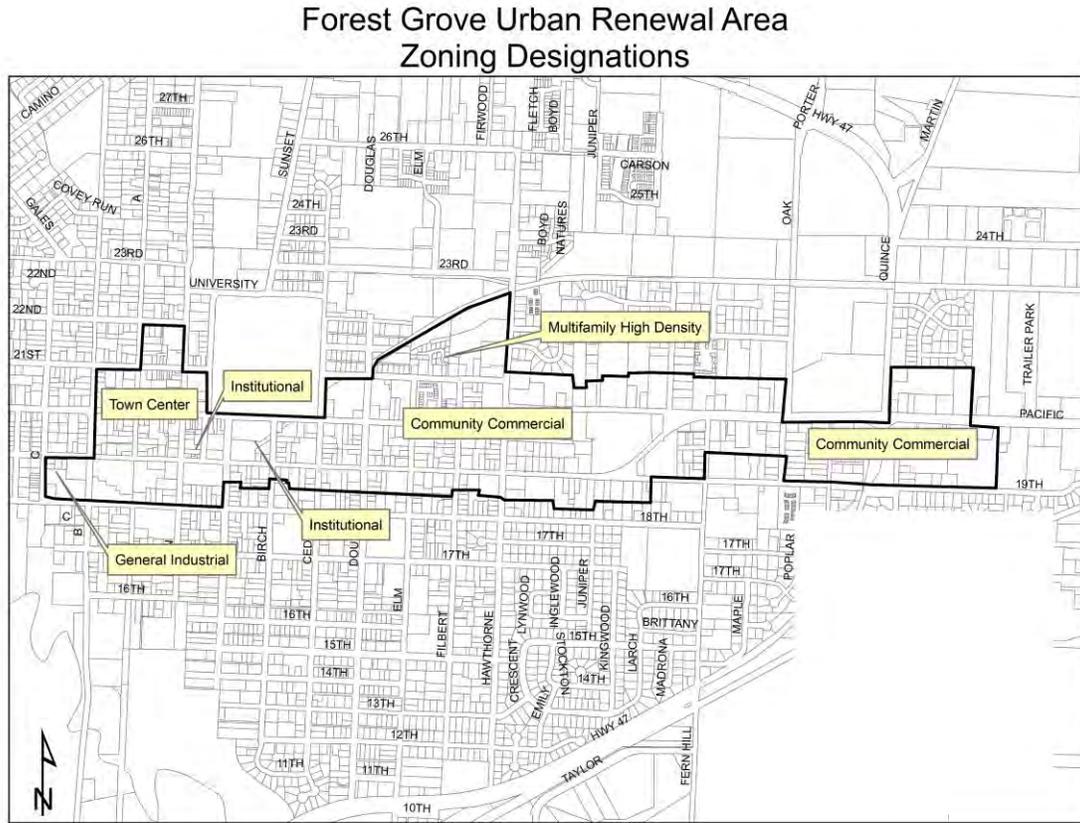


Figure 2: Zoning Map, Urban Renewal Area

Source: RLIS, City of Forest Grove

The following table compares the acreage of currently zoned lands within the Urban Renewal Area not including public rights of way.

Figure 3: Land Area by Zoning Designation

<u>Existing Zoning</u>	<u>Area (acres)</u>
Community Commercial (CC)	134.6
Commercial Neighborhood (CN)	0.2
General Industrial (GI)	3.8
Institutional (INST)	4.3
Multi-Unit (High) Residential(RMH)	19.5
Multi-Unit (Low) Residential (RML)	0.6
Town Center Core (TCC)	9.2
Town Center Support (TCS)	21.5
Town Center Transition (TCT)	8.4
Total: Absent Public Right of Way	202.1

The table below shows how land is used within the urban renewal area exclusive of public rights-of-way. Residential uses including both single family and multiple family housing represents the largest land use followed by commercial and office.

Figure 4: Land Area by Land Use (2011)

<u>Existing Land Use</u>	<u>Area (acres)</u>
Commercial and Office	61.4
Industrial	12.1
Institutional	15.3
Multiple Family Residential	34.5
Single Family Residential	36.8
Vacant	42.0
Total: Absent Public Right of Way	202.1

The use and development of the land within the Forest Grove Urban Renewal District shall be governed by the City of Forest Grove Comprehensive Plan and Development Code.

The following text includes the purpose of the zoning districts as well as the uses permitted by the specific zoning district definitions. All of the Forest Grove Urban Renewal Area is located

within the City limits and within the Forest Grove portion of the Portland Regional Urban Growth Boundary (UGB). The City of Forest Grove has designated the land uses for the entire Forest Grove planning area within the UGB in its Comprehensive Plan.

The land areas within the Urban Renewal District boundary are zoned for nine separate districts. The purpose of each district and a summary of the existing development standards follows:

1. **Residential RML** – The RML zone is intended for development of housing at a target density of 12 dwelling units per net acre. Small-lot single family housing, duplexes, attached dwellings and small multi-dwelling residences will be permitted housing types, subject to the density limitations of the zone. A limited range of compatible non-residential uses such as parks and schools are also permitted or allowed with a conditional use permit approval. The RML zone functions as a transition zone between the lower density residential zones and the higher intensity residential and non-residential zones.
2. **Residential RMH** – The RMH zone is intended for development at a target density of 20.23 dwelling units per net acre. Multi-unit residential buildings will be the predominant housing type in this zone. RMH zoning is generally applied near transit streets and adjacent to commercial districts. The RMH zone also allows a limited range of non-residential uses to help provide services for residents and enhance the quality of the higher density neighborhood.

Residential Zone Development Standards – The City of Forest Grove regulates residential development primarily by density rather than minimum lot size. Density is calculated based on net site area. Within the density limits of each of the five residential zones, a variety of housing types and lot sizes are permitted. This approach allows more sites to be developed with the flexibility of a Planned Development.

All residential subdivisions and multi-family developments are required to develop at a minimum of 80% of the targeted density. (10.3.130 – City Development Standards)

3. **Institutional Zone** – The City of Forest Grove has established an institutional zone (INST) to implement the Public and Semi-Public/Institutional facilities such as campuses, public school sites and associated playgrounds, hospitals, corporation yards, sewer and water treatment facilities and cemeteries. The district is for uses such as governmental services, education facilities, public parks and open space, and other similar activities. Smaller facilities can be found within other appropriate zone districts.

Institutional Zone Development Standards – The development standards for the institutional zone are intended to promote efficient site planning, control the overall scale of buildings, and promote streetscapes that are consistent with the desired character of the neighborhood. (10.3.220 – City Development Code)

4. **Neighborhood Commercial (CN)** – The CN zone is established to provide for small to medium sized shopping and service facilities adjacent to residential neighborhoods. The district is intended to meet the convenience shopping and service needs of the immediate neighborhood and to have minimal negative impacts on surrounding residential uses. NC zones should be located on arterial or collector streets, preferably at an intersection. NC zones should be spaced at approximately one-half (1/2) mile intervals and each zoned area should be limited to a total size of approximately two (2) acres.
5. **Community Commercial (CC)** – The CC zone is established to promote a concentration of mixed uses – including retail, service, office and residential uses – along the regional transit corridor. The link between land use and transit is intended to result in an efficient development pattern that supports the regional transit system and makes progress in reducing traffic congestion, air pollution and regional greenhouse gas reduction targets. The location, mix and configuration of land uses are designed to encourage convenient alternatives to the auto, a safe and attractive streetscape, and a more livable community.

Commercial Zone Development Standards – The development standards for the commercial zones are intended to promote efficient site planning, control the overall scale of buildings, and promote streetscapes that are consistent with the desired character of the two zones. (10.3.330 – City Development Code)

6. **Town Center Core (TCC)** – The Town Center Core zone encompasses the traditional downtown core along Main Street. The purpose of this zone is to provide a concentration of retail and office uses in a defined area. Retail, service uses are required on the ground floor with an emphasis on those uses that serve a walk-in clientele. Office and/or residential uses are allowed on upper floors. The design standards for this zone require a continuous storefront facade featuring streetscape amenities for the pedestrian.
7. **Town Center Transition (TCT)** – The Town Center Transition zone is established to increase employment and housing opportunities in close proximity to the Town Center Core. A mix of retail, office, light industrial and residential uses are allowed in the TCT zone, but ground floor retail uses are permitted but not required. Consistent streetscape improvements such as street lighting, street trees and sidewalks will link the Town Center Transition zone with the Town Center Core.
8. **Town Center Support (TCS)** – The Town Center Support zone is established to increase employment and housing opportunities that support the Town Center Core. A mix of office, light industrial and residential uses are allowed in the TCS zone. Ground floor retail uses are permitted but not required. Pedestrian and bicycle improvements will link the Town Center Support zone with the Town Center Core.

Town Center Zone Development Standards – The development standards are intended to promote efficient use of land and more intensive development. The standards establish minimum and maximum building heights and maximum building setbacks to reinforce the scale and storefront character of existing historic buildings and to support a pedestrian-oriented environment. (10.3.430 - City Development Code)

9. **General Industrial (GI)** – The GI zone is intended for industrial uses that are generally not compatible with residential development because of their operational characteristics. This district is also intended for uses that may require extensive outdoor areas to conduct business activities or for product storage or display. General industrial uses include those involved in the processing of raw materials into refined products and or/industrial uses that have external impacts. The purpose of this district is to permit the normal operations of any industry that can meet and maintain compliance with established state and federal performance standards. The district is intended to contain supportive retail development. Commercial or retail uses that do not primarily serve the needs of people working or living in the employment and industrial areas are prohibited in this district. New residential uses are not permitted in the GI zone.

The development standards listed in the code are applicable to all development within the Light Industrial and General Industrial zones. Development within these zones shall also comply with all other applicable requirements of this Code, including the general development standards in Article 8. (10.3.530 - City Development Code)

The City of Forest Grove is currently conducting a Periodic Review of the City’s Comprehensive Plan. The updated Comprehensive Plan is expected to be reviewed by the Planning Commission and adopted by the City Council by December 2013.

III. OUTLINE OF PROJECTS & REDEVELOPMENT ACTIVITIES

A. General Redevelopment Outline

The City of Forest Grove is establishing an urban renewal agency and adopting an Urban Renewal Plan to promote private and public investment within the urban renewal area. The plan area is focused on the Forest Grove Town Center and Pacific Avenue/19th Avenue corridor. The area includes the Town Center, Pacific Avenue/19th Avenue corridor and the area surrounding the Quince Street/Oregon Highway 8 intersection.

Urban renewal has been an effective tool for stimulating public and private investment in areas in need of revitalization throughout Oregon. The most effective urban renewal programs are focused with clearly defined goals, objectives and project outcomes. Several policy documents prepared by the City, including the Town Center Plan, Downtown Resources Team Report, and Commercial Corridor Study, identify urban renewal as an appropriate tool for creating a strong and vibrant Forest Grove.

An initial assessment of the financial feasibility of a Forest Grove urban renewal program was recently completed by the Benkendorf Associates Corp. and Johnson Reid, LLC. The assessment was based on very conservative assumptions regarding growth in the taxable value of property. Two scenarios were initially evaluated for feasibility. The first scenario was based on a 2.4% annual increase in the taxable value of property. This growth rate of 2.4% is consistent with the historical average increase within Forest Grove over the past few years. The second scenario reflected a 3.0% annual increase in the taxable value of property. A growth rate of 3.0% is consistent with the typical maximum rate of growth applied to the taxable assessed value of property permitted under state law. The final scenario assumed higher growth of 4.5% per year, to reflect the impact of the urban renewal area in generating greater private investment over time.

Based on the assumptions described above, an urban renewal area including the Forest Grove Town Center and Pacific Avenue corridor could likely generate approximately \$7.5 million to \$16.2 million in tax increment revenue over a twenty year period. Substantial new development and redevelopment will be necessary to generate tax increment revenue in excess of this amount. Expanding the urban renewal boundary or increasing the duration of the urban renewal program are options for potentially increasing tax increment revenue during the life of the Urban Renewal Plan.

The urban renewal plan must identify anticipated projects including estimated cost and timeline for completion. See Section VII of the Urban Renewal Report. The projects include acquisition of redevelopment opportunity sites for purposes meeting the goals and objectives of the urban renewal plan, redevelopment project assistance, a sustainability incentive program, set-aside

program for matching funds needed for grants benefitting the urban renewal area and project administration.

The following is a description of each of the possible projects. Unless otherwise stated, the project activities may be undertaken throughout the entire urban renewal district. The Urban renewal agency may undertake projects directly or may provide funding for projects to be undertaken by other public or private parties. The agency may fund projects in part or in whole.

B. Acquisition of Redevelopment Opportunity Sites from Willing Sellers

Under State law an urban renewal agency may purchase property for urban renewal projects including redevelopment of sites or infrastructure improvements. Property acquired by the Agency for private development must be acquired from willing sellers. The use of eminent domain is not authorized by this plan for the purchase of property for private development or redevelopment. The identification of property for acquisition by the Urban Renewal Agency from a willing seller requires a minor plan amendment as outlined in Section VII.

Under state law, the urban renewal agency could redevelop the property, acquired by a willing seller, or dispose of the property to a third party for redevelopment. Methods of acquisition include fee-simple or less-than-fee simple purchases such as easements or leaseholds. Redevelopment opportunity sites for purchase must be identified in the urban renewal plan. At this time the urban renewal plan does not identify any property for acquisition. The urban renewal plan may be amended in the future to identify property for potential acquisition by the Urban Renewal Agency.

The urban renewal report provides examples of development types consistent with the urban renewal plan. Property may be acquired by the Agency for a Town Center plaza, mixed-use development where permitted in the urban renewal area, and off-site infrastructure improvements necessary to support development and redevelopment.

Potential projects on land acquired by the Agency include:

- **Town Center Public Plaza**
- **Transit-Oriented Development**
- **Mixed-Use Development** incorporating housing, retail or office uses
- **Stand Alone Residential Development** addressing document housing needs
- **Stand Alone Commercial Development** addressing retail and service needs

- **Building Rehabilitation**
- **Site Clearance and Preparation**
- **Environmental Remediation**

C. Redevelopment Project Assistance

Another available tool is urban renewal agency participation in projects meeting the goals and objectives of the adopted urban renewal plan. Urban renewal agency participation could be focused on reducing hard project costs, paying for certain soft costs or reducing financing expenses. The idea is that lowering development costs to induce private investment to pursue a project.

Project hard costs include site preparation, construction expenses, and on- and Off-site infrastructure improvements. Soft costs include pre-development activities such as preparation of market feasibility studies, engineering reports, environmental analysis or traffic impact assessments. Soft costs may also include fees and charges such as Systems Development Charges (SDCs). SDC waivers or write downs are effective ways to reduce project costs through urban renewal participation. Reducing project financing costs could also be achieved through direct low interest loans or grants provided to the project.

D. Exterior Building Improvement Program

The program category would provide funding for improvements to building exteriors such as awnings and canopies, exterior lighting, and exterior improvements intended to generally improve buildings and return historic buildings to their original historic character. This category would also fund seismic upgrades and ADA accessibility improvements up to established per project funding limits.

E. Interior Building Improvement Program

This program category is intended to assist property owners with costs associated with meeting contemporary building code requirements and hard and soft costs related to building rehabilitation/restoration, environmental remediation, ADA accessibility improvements, seismic upgrades, energy efficiency, HVAC, electrical, plumbing, and tenant improvements subject to an executed lease and per project funding limits. Funding for tenant improvements should focus on filling vacant space and creating jobs.

F. Sustainability Incentive Program

Sustainability is a public objective cited in planning documents including urban renewal plans. Sustainability initiatives are often intended to increase the use of raw materials for building and energy production that are developed through sustainable practices. Sustainable practices include features such as bio-swales, green roofs, and pervious surfaces to name a few. Other examples of sustainable practices include the use of wind or solar power for energy generation, purchase of raw materials from local sources, or wood using sustainable timber harvesting practices. In addition, Sustainability initiatives that encourage or support transit may encourage reductions in greenhouse gas production. Meeting these public objectives may increase project costs. Higher costs may be associated with compliance procedures or acquisition of new technologies. A set aside for partial funding of sustainability improvements could encourage meeting sustainability standards. For example, funds could be used for specific sustainability elements such as installing solar panels, adaptive reuse of existing buildings, or building low or net zero energy buildings.

G. Funds for Matching Grant Opportunities

Many grants are available from private and public sources. Having this funding available would provide the opportunity to leverage urban renewal funds with other sources to complete needed projects. Grant opportunities tend to focus on specific planning activities or capital improvements. Grants typically require a match from the grant award recipient. This program would establish a funding set aside to provide required match for projects meeting urban renewal goals and objectives.

H. Program Administration

This program includes funding for administration of the urban renewal program. Administration includes project management, regulatory compliance, bond issuance expenses and legal expenses.

IV. COMPREHENSIVE PLAN CONSISTENCY

The Forest Grove Urban Renewal Plan was prepared in conformance with the Forest Grove Comprehensive Plan as described below. The urban renewal plan establishes a financing framework to implement key elements of the Comprehensive Plan. As such, there is a direct relationship between the projects identified in the Urban Renewal Plan and applicable Comprehensive Plan goals and policies.

Forest Grove Comprehensive Plan Land Use Element

The Forest Grove Comprehensive Plan Land Use Element, adopted in January 2014, establishes guiding principles, goals, objectives and policies for the use of land within the City's planning area.

Guiding Principles:

Guiding principles relevant to the proposed urban renewal plan include:

- Efficient Use of Land; and
- Strengthen Downtown Forest Grove

The finding below shows how the urban renewal plan conforms to the land use guiding principles.

Finding: The proposed urban renewal plan for the Forest Grove Town Center and Pacific Avenue/19th Avenue corridor conforms to the Land Use Element Guiding Principles contained in the Comprehensive Plan. The urban renewal promotes the efficient use of land by establishing a framework for removing financial barriers to the reuse of buildings, development of vacant land, and redevelopment of underutilized property within the proposed urban area already served by the full array of City services. The proposed urban renewal plan also promotes a strong and vibrant downtown by providing a funding mechanism for and encouraging new housing construction in the Town Center supportive of current and future businesses.

Commercial Land Use Policies and Objectives

The Land Use chapter of the Forest Grove Comprehensive Plan contains policies and objectives for future development in the City. Many of these policies and objectives are supported by the urban renewal plan as described below:

Land Use Objective #4: Designate commercial/mixed-use nodes along the Pacific Avenue/19th Avenue Corridor consistent with the findings contained in the 2005 Commercial Corridor Study.

Finding: The urban renewal area includes the Pacific Avenue/19th Avenue corridor and provides a framework for implementing recommendations contained in the 2005 Commercial Corridor Study. These recommendations include establishing an urban renewal district and promoting mixed-use nodes along the commercial corridor. The following urban renewal plan goal and objectives conform to and support Comprehensive Plan Land Use Objective #4:

Urban Renewal Plan Goal 5:

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

Urban Renewal Plan Objective 5.1:

- Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Land Use Objective #8: Priority should be given to retrofitting single use commercial and retail developments into walkable, mixed-use areas.

Finding: The urban renewal area includes the Pacific Avenue/19th Avenue corridor. The commercial portion of the corridor is characterized by several auto-oriented commercial and retail developments and two large development sites at the Pacific Avenue/Quince Street intersection that are zoned for commercial uses. The urban renewal plan provides a framework for promoting mixed-use development redevelopment intended to create walkable mixed-use areas by encouraging housing, retail and office uses in proximity. This is supported by the following urban renewal plan goals and objectives:

Urban Renewal Plan Goal 5:

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

Urban Renewal Plan Objective 5.1:

- Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Land Use Implementation Action #1: The City of Forest Grove will adopt a land use concept that promotes the efficient use of land within the urban growth boundary. Measures to promote the efficient use of land will take into account local land economics and market feasibility.

The urban renewal plan provides a financial framework for encouraging land uses that support the efficient use of land within the urban growth boundary (specifically within the Town Center and along the Pacific Avenue/19th Avenue corridor). The urban renewal plan also establishes financial incentives to improve local land economics and the market feasibility of development in projects consistent with the urban renewal plan.

Land Use Implementation Action #2: The City of Forest Grove will support policies that promote the continued viability of the Forest Grove Town Center as the focal point of the community.

The urban renewal plan establishes a framework for promoting the continued viability of the Forest Grove Town Center as the focal point of the community. This includes establishing financial incentives to encourage the construction of housing units to support Town Center businesses. The urban renewal plan also identifies several projects geared toward improving the Town Center. This includes a building rehabilitation program to assist property owners with improving building facades, converting unused second floor space for residential purposes, dividing large ground floor space for current retailing needs, and upgrading buildings to meet contemporary building codes.

Land Use Implementation Action #3: The City of Forest Grove will support policies that encourage locating complementary land uses in proximity to reduce demand on transportation system and improve overall quality of life of the community.

The urban renewal plan establishes a framework for promoting complementary land uses in proximity. The following urban renewal plan goals and objectives support these efforts:

Urban Renewal Plan Goal 5:

- Promote commercial and mixed-use redevelopment of sites along the Pacific Avenue corridor. This goal promotes developing complementary land uses in proximity including mixed-use developments.

Urban Renewal Plan Objective 5.1:

- Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through creation of nodal development. This objective encourages locating complementary land uses in proximity. Such development supports reducing trip lengths which reduces demand on the transportation system.

Forest Grove Comprehensive Plan Sustainability Element

The Forest Grove Comprehensive Plan includes a sustainability element to promote compact and complete communities and interconnected land uses among other objectives. The urban renewal plan supports the principles, goals and objectives of the Forest Grove Sustainability Element.

The urban renewal plan provides incentives to develop vacant property in the established part of the City. The urban renewal plan also promotes the reuse of buildings within the historic core including unused upper floor space in existing buildings. This infill development supports reducing the long term costs for providing municipal services by encouraging development where services are already in place. This reduces the need to extend services to outlying areas.

The urban renewal plan promotes a compact and land efficient development pattern by encouraging development and redevelopment in the established, historical core, of the community. This type of development promotes financial sustainability by reducing the need to extend city services such as water and sewer to peripheral areas.

Sustainability Goal #1: Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and encouraging a sense of place through design.

The urban renewal plan provides a framework for supporting the function and identity of an important City neighborhood: The Forest Grove Town Center. The urban renewal plan encourages maintaining the Forest Grove Town Center sense through context

sensitive development and redevelopment actions. This is exemplified through the following urban renewal plan goals and objectives:

Urban Renewal Plan Goal 4:

- Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.

Urban Renewal Plan Objective 4.1:

- Establish a program to encourage the preservation, conservation, and adaptive reuse of designated and contributing historic resources in the urban renewal district through improvements to the exterior and interior of buildings.

Sustainability Goal #3: Promote financial feasibility through a compact and land efficient development pattern intended to reduce the long term costs for providing municipal services.

The urban renewal plan establishes a financing framework for promoting compact and land efficient development patterns intended to reduce the long term costs for providing municipal services. The following urban renewal plan goal addresses financial feasibility:

Urban Renewal Plan Goal 2:

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

The following urban renewal plan goal promotes compact and land efficient development patterns intended to reduce the long term costs for providing municipal services:

Urban Renewal Plan Goal 5:

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

Sustainability Goal #7: Promote interconnected land uses that encourage diverse, accessible and proximate that promote active living and access to vital services including employment, education, and healthy food.

Urban Renewal Plan Goal 5 conforms to Comprehensive Plan Sustainability Goal #7:

Urban Renewal Plan Goal 5

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

Urban Renewal Plan Goal 5 encourages interconnected land uses in proximity. By definition mixed-use development includes a variety of activities such as housing, places of employment and services. Such development is consistent with Sustainability Goal #7.

Sustainability Goal #9: Foster the preservation, construction, and maintenance of an adequate supply of healthful, affordable, resource-efficient, and inclusive housing.

Urban Renewal Plan Objective 4.4 fosters the preservation, construction, and maintenance of an adequate supply of healthful, affordable, resource-efficient, and inclusive housing:

Urban Renewal Plan Objective 4.4:

- Encourage the construction of needed housing and mixed-use development in the Town Center.

Projects supportive of Sustainability Goal #9 includes:

- Acquisition of Redevelopment Opportunity Sites from Willing Sellers
- Redevelopment Project Assistance; and
- Interior Building Improvement Program

Sustainability Goal #10: Promote the preservation and reuse of historic resources, including buildings, structures, sites neighborhood districts, and cultural landscapes to assist in the retention of local, regional, and national history and heritage, reinforcement of community character, and conservation of material resources.

The urban renewal plan promotes the preservation and reuse of historic resources through Urban Renewal Plan Objective 4.1:

Urban Renewal Plan Objective 4.1:

- Establish a program to encourage the preservation, conservation, and adaptive reuse of designated and contributing historic resources in the urban renewal district through improvements to the exterior and interior of buildings.

The urban renewal plan also includes two projects related to building improvements. One project promotes exterior building improvements such as installation of awnings and canopies, exterior lighting and improvements intended to return buildings to their original historic character. The other building improvement program focuses on interior building improvements to meet contemporary building code requirements, tenant

improvements focusing on filling vacant space and creating jobs and ADA accessibility improvements as examples.

Sustainability Goal #21: Promote efforts to improve access to housing meeting household needs.

The urban renewal plan supports efforts to improve access to housing meeting household needs. Specifically Urban Renewal Plan Objective 4.4 states:

Urban Renewal Objective 4.4:

- Encourage the construction of needed housing and mixed-use development in the Town Center.

Several projects contained in the urban renewal plan also support efforts to improve housing access. These projects include acquisition of redevelopment opportunity sites from willing sellers and redevelopment project assistance. These projects support housing since housing is an eligible activity for urban renewal funding on property acquired by the Urban Renewal Agency. In addition, urban renewal funding may be used to improve the financial feasibility of housing projects through system development charge reductions and offsets, loans, or grants.

Sustainability Goal #22 Promote a balanced transportation system increasing opportunities for bicycling and walking throughout the community.

The urban renewal plan does not address transportation directly. However, the urban renewal plan promotes development and redevelopment supportive of a balanced transportation system including increasing opportunities for bicycling and walking. For example, the urban renewal plan promotes mixed-use and nodal development with complementary uses placed in proximity. Such development patterns reduce travel distances increasing opportunities for walking or bicycling to destinations.

Sustainability Policy Measure #5: Establish a program to provide incentives for use of low impact design techniques such as bio-swales, rain gardens, porous pavement, green streets, or other generally accepted techniques in new developments.

The urban renewal plan provides a framework for promoting the use of low impact design techniques. This is accomplished through the “Sustainability Incentive Program” described in the plan. This program would provide financial resources for use of sustainable building practices such as the techniques described above. Urban renewal funding may also be used for solar energy enhancements for energy generation or constructing low or net zero energy buildings.

Forest Grove Comprehensive Plan Housing Element

The Housing Element of the Forest Grove Comprehensive Plan includes several policies related to the urban renewal plan for the Town Center and Pacific Avenue/19th Avenue corridor. The Comprehensive Plan policies and findings supporting conformance of the urban renewal plan with the Comprehensive Plan are summarized below:

Housing Policy 10.1.5: Implement codes and ordinances to encourage the development of passed-over and underutilized land for residential development.

The urban renewal plan includes goals, objectives, and projects to encourage the development of passed-over and underutilized land for residential development as identified below:

Urban Renewal Plan Goal 3:

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

Urban Renewal Plan Objective 3.1:

- Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects proving a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land. Development costs could be reduced through techniques such as land write downs, off-site public improvements, direct loans and grants or offset of system development charges, permit fees, or development hard or soft costs.

Urban Renewal Plan Objective 4.4:

- Encourage the construction of needed housing and mixed use development in the Town Center.

Urban Renewal Plan Objective 4.5:

- Encourage uses and amenities that support increased residential uses in the Town Center.

Housing Policy 10.2.1: Establish incentive programs to leverage local resources with private investments. Incentives may take the form of direct financial participation (grants or loans), or indirect participation such as land write-downs.

The urban renewal plan includes financial incentive programs to leverage local resources with private investments through direct public participation, low interest loan and grant programs and land write-downs. Urban Renewal Plan goals and objectives support Housing Policy 10.2.1 including:

Urban Renewal Plan Goal 3:

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

Urban Renewal Plan Objective 3.1:

- Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects providing a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land. Development costs could be reduced through techniques such as land write downs, off-site public improvements, direct loans and grants or offsets of system development charges, permit fees, or development hard or soft costs.

Housing Policy 10.2.2: Evaluate the feasibility of establishing a tax increment financing district or Vertical Housing Development Zone to promote residential and mixed-use development within the Forest Grove Town Center, identified high capacity transit station areas, and mixed-use target areas along the Pacific Avenue commercial corridor.

Adoption of the urban renewal plan will establish a tax increment financing district including the Forest Grove Town Center and Pacific Avenue commercial corridor between the Town Center and just east of Quince Street. Several urban renewal plan goal and objectives support Housing Policy 10.2.2 as described below:

Urban Renewal Plan Objective 4.4:

- Encourage the construction of needed housing and mixed use development in the Town Center.

Urban Renewal Plan Goal 5:

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

Urban Renewal Plan Objective 5.1:

- Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Housing Policy 10.4.1: Develop and implement programs to offset the increasing cost of new housing construction. Programs may include, but are not limited to, reductions in building permit fees, development impact fees, or property taxes for affordable housing meeting US Department of Housing and Urban Development Low Income Housing Tax Credit program requirements.

Urban Renewal Plan Goal 3 and Objective 3.1 support Housing Policy 10.4.1 by providing opportunities to reduce development costs for new housing:

Urban Renewal Goal 3:

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

Urban Renewal Objective 3.1:

- Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects proving a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land. Development costs could be reduced through techniques such as land write downs, off-site public improvements, direct loans and grants or offset of system development charges, permit fees, or development hard or soft costs.

Forest Grove Comprehensive Plan Urbanization Element

The urban renewal plan is consistent with the Urbanization Element of the Forest Grove Comprehensive Plan. Specifically the urban renewal plan addresses the following urbanization goals and policies:

Urbanization Goal 1: Land shall be made available within the urban growth boundary to meet all local urban land use needs.

The urban renewal plan promotes Comprehensive Plan Urbanization Goal 1 by encouraging the productive use of land that is currently vacant or underutilized within the urban renewal district. The following urban renewal goals support this objective:

Urban Renewal Plan Goal 5:

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

The urban renewal plan also supports Comprehensive Plan Urbanization Policy 10. Urbanization Policy 10 is stated below:

Urbanization Policy 10: The City of Forest Grove will continue to promote the efficient use of land within the Forest Grove Town Center and any areas designated as transit station communities on the Forest Grove Comprehensive Plan land use map.

The urban renewal plan supports Urbanization Policy 10 by establishing financial incentives intended to encourage the development of vacant sites within the urban renewal area for housing, retail and mixed-use development. The urban renewal plan also supports Urbanization Policy 10 by encouraging the redevelopment of underutilized sites and buildings.

Forest Grove Comprehensive Plan Economic Development Element

The Forest Grove Comprehensive Plan includes several guiding principles related to the local economy and economic development. The urban renewal plan supports the following guiding principles as described below:

Guiding Principles

- Strengthen Forest Grove’s economic competitiveness;
- Improve job opportunities for current and future residents; and
- Promote local shopping opportunities

The urban renewal plan supports the guiding principles identified above by reducing financial risk and barriers to redevelopment. Reducing financial risk and barriers to development in turn helps improve Forest Grove’s economic competitiveness. Improving economic competitiveness will improve job opportunities for current and future residents through new private investment in the community. The urban renewal plan also promotes private investment in housing and non-residential construction in the Town Center and along the Pacific Avenue corridor. Additional housing opportunities will result in a larger population base and more jobs in the urban renewal area thereby supporting local shopping opportunities consistent with the guiding principle identified above.

Urban Renewal Plan Goal 3 and Objective 3.1, identified below, also support the Economic Development Guiding Principles identified above:

Urban Renewal Plan Goal 3:

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

Urban Renewal Objective 3.1:

- Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects proving a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land. Development costs could be reduced through techniques such as land write downs, off-site public improvements, direct loans and grants or offset of system development charges, permit fees, or development hard or soft costs.

Economic Development Goal 9.7: Promote the Forest Grove Town Center as the focal point of the Community.

The urban renewal plan supports the Economy Goal 9 to promote the Forest Grove Town Center as the focal point of the community. The following urban renewal plan goal and objectives address Economic Development Goal 9.7:

Urban Renewal Plan Goal 4:

- Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.

Urban Renewal Plan Objective 4.1:

- Establish a program to encourage the preservation, conservation, and adaptive reuse of designated and contributing historic resources in the urban renewal district through improvements to the exterior and interior of buildings.

Urban Renewal Plan Objective 4.2:

- Identify a location and assist with funding construction of a public gathering place in the Town Center.

Economic Development Policy 9.7.3: Identify key properties that are underutilized in the Town Center and assist owners with marketing these assets.

The urban renewal plan establishes incentives for redevelopment of key underutilized properties within the Town Center. To this end the urban renewal plan contains several goals and objectives related to the redevelopment of underutilized sites in the Town Center.

Urban Renewal Goal 4:

- Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.

Urban Renewal Goal 5:

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

Urban Renewal Objective 5.1:

- Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Urban Renewal Objective 5.2:

- Work with the Economic Development Commission to market redevelopment opportunity sites to prospective developers.

Economic Development Policy 9.7.5: Evaluate the feasibility of establishing a tax increment financing (urban Renewal) district to encourage commercial investment, building rehabilitation and mixed-use development in the Town Center.

Adoption of the urban renewal plan will establish a tax increment financing district including the Forest Grove Town Center and Pacific Avenue commercial corridor between the Town Center and just east of Quince Street.

Urban Renewal Objective 4.4:

- Encourage the construction of needed housing and mixed use development in the Town Center.

Urban Renewal Goal 5:

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

Urban Renewal Objective 5.1:

- Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Economic Development Policy 9.7.6: Develop an outdoor community gathering place in the Town Center that provides a multi-use area for various community functions.

The urban renewal plan reinforces the need for an outdoor community gathering place in the Town Center through urban renewal plan Objective 4.2.

Urban Renewal Objective 4.2:

- Identify a location and assist with funding construction of a public gathering place in the Town Center.

Economic Development Policy 9.7.11 Promote investment in urban living infrastructure amenities to enhance livability in the Town Center.

The urban renewal plan supports Comprehensive Plan Economic Development Policy 9.7.11 that promotes investment in urban living infrastructure amenities to enhance livability in the Town Center. Specifically, urban renewal plan Objective 4.2 supports the concept of a public gathering place in the Town Center as an amenity to enhance livability in the Town Center. In addition, the urban renewal plan authorizes the use of funds for on- and off-site infrastructure improvements to assist development and redevelopment projects.

Urban Renewal Objective 4.2:

- Identify a location and assist with funding construction of a public gathering place in the Town Center.

Economic Development Policy 9.7.12 Encourage uses in the Town Center to bring residents from throughout the City into the Town Center.

Urban renewal plan Goal 4 promotes investments in the Town Center to bring residents from throughout the City into the Town Center. Specifically, urban renewal plan Goal 4 promotes a vibrant Town Center through strategic urban renewal investments. Urban renewal plan Objective 4.2 encourages construction of a public gathering place in the Town Center. A well-designed gathering place will encourage residents from throughout the City, and elsewhere, to visit the Town Center.

Urban Renewal Goal 4:

- Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.

Urban Renewal Objective 4.2:

- Identify a location and assist with funding construction of a public gathering place in the Town Center.
-

Consistency with Forest Grove Comprehensive Plan Designations

The urban area is designated with several Comprehensive Plan classifications. These classifications include:

- Town Center Core;
- Town Center Support;
- Town Center Transition; and
- Community Commercial

The urban renewal plan promotes mixed-use, retail and housing development within the urban renewal area. This type of development is consistent with the Comprehensive Plan designations. Therefore, the urban renewal plan conforms to and is supportive of the Comprehensive Plan designations.

V. PROPERTY ACQUISITION AND RELOCATION PLAN

A. Property Acquisition

The establishment of the Forest Grove Urban Renewal Plan provides the opportunity for property in the District to be acquired and redeveloped. In the future, if properties are identified for acquisition by the Urban Renewal Agency, the Plan will be amended to specifically indicate which properties will be acquired and the intended use.

Acquisition and redevelopment may result in the displacement of businesses and possibly residents. In the event of displacement, the Agency will establish a Relocation Policy which will call for the Agency's assistance to those residents and businesses displaced. Such assistance may include providing information regarding suitable locations, payments of moving expenses and other reimbursements, as deemed necessary.

Property acquired by the Agency for private development must be obtained from willing sellers. The use of eminent domain is not authorized by this plan for the purchase of property for private development or redevelopment from unwilling sellers. The identification of property for acquisition by the Urban Renewal Agency from a willing seller requires a minor plan amendment as outlined in Section VII.

The Urban Renewal Agency reserves the right to acquire property for public infrastructure improvements, from willing sellers or unwilling sellers, through eminent domain if necessary and allowed by ORS 35.015. Purchase of property from unwilling sellers will be processed as a major amendment to the plan as outlined in Section VII.

All relocation activities will be undertaken and payments made in accordance with the requirements specified in the ORS 35.500 et seq.

B. Property Disposition

The Urban Renewal Agency is authorized to sell, lease, exchange, subdivide, transfer, assign or otherwise dispose of any interest in real property which has been acquired in accordance with the urban renewal plan and State law.

The urban renewal agency is authorized to make land available at its "fair reuse value" as allowed by ORS 457.230(1). The fair reuse value is set by the urban renewal agency in order so that the land may be developed, redeveloped, cleared, conserved, or rehabilitated for specific uses to be permitted on the real property. The Agency will adopt policies and procedures for disposing of Agency property.

State law requires that an urban renewal agency, upon sale or lease of land for redevelopment, require that the redeveloper use the land for purposes called for in the plan and begin the improvements within a reasonable amount of time. Such requirements will be outlined in a Disposition and Development Agreement for Agency approval.

VI. METHODS OF FINANCING

A. General Description of Financing Methods

In keeping with ORS 457.190, the designated Urban Renewal Agency may borrow money and accept advances, loans, grants and any other form of financial assistance from the federal government, the state, the county or other public body, or from any sources, public or private, for the purposes of undertaking and carrying out the projects and intents of this Plan. This Plan also authorizes any other financing methods, public or private, allowed to an Urban Renewal Agency under ORS 457.

The primary anticipated source of funding for carrying out this Plan and its projects, in part or in whole, is Tax Increment Financing as authorized in Section 1c, Article IX of the Oregon Constitution and ORS 457. This Plan allows for a division of ad valorem taxes under ORS 457.420 to 458.460. The division of ad valorem taxes does not reduce or otherwise impact property tax revenue collected as the result of the City of Forest Grove's local option levy or to repay bonded indebtedness approved by taxing districts.

Revenues obtained by the Agency will be used to pay or repay costs, expenses, advancements and indebtedness incurred in planning or undertaking project activities or otherwise exercising any of the powers granted by ORS Chapter 457 in connection with the implementation of this Plan.

B. Maximum Indebtedness

The maximum indebtedness as set in this Plan shall be \$15,000,000. This amount is the principal of such indebtedness necessary for project activities identified in the plan. The maximum indebtedness is based on good faith estimates of the scope and costs of projects including but not limited to increases in costs due to reasonably anticipated inflation. The maximum indebtedness amount does not include interest or indebtedness incurred to refund or refinance existing indebtedness.

In keeping with ORS 457.190(4)(d) the total maximum indebtedness may be increased annually on July 1 of each year to reflect inflation of construction and other costs involved in the Plan projects. The amount of inflation which has occurred since initial adoption shall be calculated using the Consumer Price Index.

C. Prior Indebtedness

Any indebtedness permitted by law and incurred by the City or the Urban Renewal Agency in connection with preplanning for this Plan may be repaid from tax increment revenues from the Area when and if such funds are available.

VII. URBAN RENEWAL PLAN AMENDMENTS

The Plan anticipates the possibility of plan amendments becoming necessary in response to future changes in economic conditions, land use, and other factors. The three types of plan amendments are described below.

A. Substantial Amendments

In accordance with ORS 457.220, any substantial amendment to the Plan shall, before being carried out, be approved and recorded in the same manner as called for in the original urban renewal plan adopted under the requirements of ORS 457.085.

For the purposes of the document, “substantial amendment” means:

- Adding land to the urban renewal area, except for an addition of land that totals not more than one (1) percent of the existing area of the Forest Grove Urban Renewal Area.
- Increasing the maximum amount of indebtedness that can be issued or incurred under the Urban Renewal Plan.
- Additions of a project, other than those specifically listed, that exceed an estimated \$500,000 in project cost.
- Extending the term of the Urban Renewal Plan for the District.

B. Major Amendments

- Identification of property for an infrastructure project requiring the use of eminent domain.

Major amendments to the plan shall be approved by the City Council by adoption of an ordinance.

C. Minor Amendments

All amendments or changes in this Plan which are not Substantial Amendments or Major Amendments as specified above shall be considered Minor Amendments. Minor amendments to the Plan shall be approved by Resolution of the Urban Renewal Agency.

Presentation of any amendment to the Urban Renewal Agency or City Council shall be accompanied by the recommendations of staff and/or the Forest Grove Urban Renewal Advisory Committee. Any amendments to planned uses which result from amendment of the underlying Comprehensive Plan designations or Zoning District standards will be considered minor amendments to the Renewal Plan. They are designated minor because the City's process for Zoning District Code Text and Comprehensive Plan Map amendments requires analysis, public involvement and adoption by Ordinance in a Council public hearing.

CERTIFICATE OF APPRECIATION

Awarded to

Thomas Gamble

Forest Grove Parks and Recreation Director

**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 1989.



**FOREST
GROVE**  **OREGON**

A place where families and businesses thrive.

*Peter B. Truax, Mayor
Forest Grove City Council
January 28, 2019*



A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 28, 2019*

SUBJECT TITLE: *Employee Recognition: Tom Gamble*

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

EMPLOYEE RECOGNITION:

Tom has an illustrious, exemplary, and verrrry-long career with the City of Forest Grove. He is a life-long "Grover", graduated from Forest Grove High School, set a state swimming record while there, and was a lead swimmer for the Oregon Ducks.

Tom started his career with Forest Grove the same summer that Mark Spitz won 7 gold medals at the Olympics, June 5, 1972 as an Instructor II at the Forest Grove Aquatic Center. Tom instructed at the pool for five years.

He was promoted to Head Guard in 1977. He held this job too for five years. Tom left the city in 1982 for full-time employment elsewhere. He rejoined the Aquatic staff at the City in 1986 and was promoted to Aquatic Superintendent in 1989 – his first full-time regular position with the City – and hence the start of the 30 year clock that we are recognizing tonight.

Tom held this position for 10 years and was promoted to Director of Parks and Recreation in 1999, a position he still holds today. Tom also served – and served very well - as interim City Manager for 7 months in 2015.

Tom is well respected for his calm and assuring demeanor. He has an intangible leadership quality that provides a solid, respectful, and fair foundation upon which to make decisions. He is a great addition to the Director’s team, bringing good nature and good insights into the group’s decision making.

Tom has a high competence and understanding of the City, its people, its places, its processes, and its operations. He an invaluable member of the team and after thirty years, still contributes the same enthusiasm, reliability, and smarts as he did on day one (as far as we know 😊).

A place where families and businesses thrive.

City Council Work Session Minutes
B&C Interviews

Monday, January 14, 2019
5:00 p.m., Conference Room

Minutes are unofficial until approved by Council.

1. **ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:05 p.m.

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

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

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

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

- 1. **Wolanda Groombridge** – Budget Committee, Committee for Community Involvement (CCI), Historic Landmarks Board, Parks and Recreation Commission, Planning Commission, Public Arts Commission and Public Safety Advisory Commission.

After deliberation, Council collectively made recommendation to appoint Groombridge to the **Budget Committee, Term Expiring December 31, 2021**, and made recommendation to keep her application on file for a position on CCI.

- 2. **Lance Schamberger – reappointing to Community Forestry Commission, Term Expiring December 31, 2021.**

Resolutions making formal appointments will be considered at the next regular Council meeting of January 28, 2019.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 5:26 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by Council.

1. ROLL CALL:

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

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Adolph "Val" Valfre (arrived at 6:35 p.m.); Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Elizabeth Stover, Program Coordinator; J. F. Schutz, Police Chief; Kevin Ellingsburg, Police Captain (in the audience); Michael Hall, Police Captain (in the audience); Gregory Robertson, Public Works Director (in the audience); Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: POLICE FACILITY

Downey, Police Chief Schutz and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to provide information on the polling results, concept design used for cost estimate, facility costs, debt service costs, and the timeline if a bond request is submitted to voters in May 2019 or November 2019. Downey presented a PowerPoint presentation overview on the timeline if a bond request is submitted to voters in May and November, noting the Council must approve the Ballot Measure by February 25th Council Meeting in order to meet the County Election's March 21st filing deadline. If a bond request is submitted to voters in November 2019, the Council must approve the Ballot Measure by August 12th Council Meeting in order to meet the County Election's September 5th filing deadline. Downey presented the Cost Estimator's Estimate and slides showing exterior and interior concepts that was the basis for the cost estimate (based on 25,481 sq. foot building and site cost estimate), noting estimated total construction is \$16,641,741 (includes 12 percent design contingency) and total estimated costs is \$18,659,532 (includes two percent bond issuance costs). In addition, Downey presented overviews pertaining to debt service assumptions; debt service costs; costs to single-family residence taxpayer; compare costs to polling questions and re-use of current facility. Downey introduced Martha DeLong, Campbell DeLong Resources (CDRI), consultant, who presented a PowerPoint presentation overview on the results of the 2019 Police Facility Bond Voter Survey conducted November 27 through December 11, 2018 (300 polled who typically vote on every election, 50/50 male/female), along with her firm's conclusions and recommendations. The voters polled were asked if they would 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 \$0.79 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. DeLong reported projection indicates a police facility bond would likely not pass at this time, noting initial support for the police facility bond is well under 50 percent, 43 percent of respondents said they would support the bond but further questioning revealed that only about one-quarter (27 percent) are "very confident" they would support the police facility bond in May; 3 in 10 are fence sitters who are not firmly committed. After hearing factual statements, "yes" voters were significantly more likely to be "very confident" of vote. In conclusion of the above-noted presentation, DeLong concluded that passage of a bond to fund a new facility will be difficult to persuade voters before the May 2019 election, noting it is similar to last spring's focus group participants, voters surveyed display a lack of understanding of what happens at a police facility and why Forest Grove needs a new facility. DeLong noted success will be possible only if there is a substantial effort to educate voters particularly "fence sitters" but also "no" voters.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the 2019 Police Facility Bond Voter Survey and timeline if a bond request is submitted to voters in May 2019 and November 2019. Downey, VanderZanden and consultant addressed various concerns and scenarios posed by Council pertaining to timeline, polling questions and statistics, DeLong referenced various statistics, noting frequent voters are typically homeowners. In response to inquiries pertaining to costs to taxpayers, Mayor Truax gave an example of the cost scenario, noting it would cost taxpayers about \$1.10 per day total for police protection (bond and levy costs combined). DeLong cautioned that many undecided and opposed respondents indicated they do not believe a new police station is needed and are not convinced of its importance, noting the voters simply do not understand what happens in a police station. DeLong referenced two statements that stood out as useful to all voter segments: 1) 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; and 2) 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. DeLong noted the fence sitters especially also want to know: 1) The new facility would be designed to ensure separation of adult and juvenile offenders, something that is currently difficult to do and 2) The current facility has limited accessibility for those with physical disabilities. A new facility would be designed to be accessible to all community members. DeLong advised communications efforts that include examples illustrating these four messages will be more effective in helping voters understand the need for a new police facility. DeLong referenced cost, cited as \$197 per year for the average home, is of particular importance to "no" voters, noting given the size of the no vote, some "no" voters will likely need to change their minds for the bond to

pass. Mayor Truax posed the question if it would be best to have the measure on the May 2020 and/or November 2020 ballots as the election results could be similar to 2018 election, to which DeLong advised measures held during presidential elections help drive turnout among low-frequency voters. In response to concerns that the measure could be in conflict with other upcoming money measures, i.e., Metro and Washington County, Council asked staff to provide a list of other proposed measures and costs. In response to inquiries pertaining to if the basis of the cost estimate could be reduced, Downey advised he would ascertain if costs could be reduced. In response to inquiries pertaining to submitting the measure and then reducing the rate if it is rejected, DeLong cautioned against this strategy of responding to a rejection by coming back with a lesser amount for a cheaper facility, noting the survey specifically asked about a property tax increase of \$0.79 per thousand of assessed property value. Mayor Truax also cautioned against this strategy, noting once cuts are made, it never stops. In conclusion of the above-noted discussion, Downey, Police Chief Schutz and VanderZanden advised staff has a work session scheduled for January 28, 2019, at which time, staff will discuss next steps, ballot approval timelines, review the concept design and information on the public education process, including draft informational material developed.

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

3. ADJOURNMENT

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

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; James Reitz, Senior Planner; Dan Riordan, Senior Planner; Tom Gamble, Parks and Recreation Director (in the audience); Michael Kinkade, Fire Chief (in the audience); Colleen Winters, Library Director (in the audience); Bev Maughan, Executive Assistant to the City Manager (in the audience); and Anna Ruggles, City Recorder.

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

Mayor Truax reported 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 re-elect a President. The Council President acts as Mayor when the Mayor is unable to perform mayoral duties. In conclusion of the above-noted report, Mayor Truax advised Council to consider electing a Council President.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-04.

VanderZanden read Resolution No. 2019-04 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Thompson, to approve Resolution No. 2019-04 Electing Councilor Thomas Johnston as City Council President.

Council Discussion:

Valfre voiced support of discussing establishing a process for the Council President appointment similar to the B/C Chair recommendation (serving no more than 24-consecutive months) at the Council Retreat, noting there ought to be an opportunity to

serve as Council President based on certain factors, such as how well one received votes.

Wenzl voiced concern that Council is not holding themselves to the same standard as the Council B/C Subcommittee's recommendation that B/C Chairs serve no more than two years.

Council President Johnston advised if Council looks at setting time limits should the Council also look at setting term limits.

Rippe noted he did not consider the Council President appointment process as part of the scope of work assigned to the Council B/C Subcommittee. Rippe advised he is not opposed to having further discussion at the Council Retreat, i.e., discussion such as time limit, motivation, purpose and roles and responsibilities of the Council President.

Mayor Truax advised to his knowledge the Council President appointment has never been based on seniority, noting he recommends waiting to deliberate on the Council President appointment process at the Council Retreat.

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

VOICE VOTE: AYES: Councilors Johnston, Rippe, Thompson, Valfre, and Mayor Truax. NOES: Councilor Wenzl. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.

1. A. EMPLOYEE RECOGNITION:

Mayor Truax, on behalf of the Council, and VanderZanden presented a Certificate of Appreciation honoring Beverly Maughan, Executive Assistant to City Manager, for 30 years of dedicated and exceptional service to the City.

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 (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) 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 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 PUBLIC ARTS COMMISSION (PAC) BYLAWS; AMENDING RESOLUTION NO. 2014-70.**

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

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

5. **PRESENTATIONS:**

5. A. **Employee Introduction**

VanderZanden introduced and welcomed Gregory Robertson, new Public Works Director, who was hired effective January 14, 2019. VanderZanden reported Robertson relocated from Missoula, Montana, to be closer to family, noting Robertson is a certified professional engineer, planner and floodplain manager with over 25 years of experience.

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

Riordan and Pohl presented a PowerPoint presentation overview on the City's Housing Needs Analysis (HNA) Update project, which included an overview of the scope of work (identifying national, state and regional trends affecting housing supply

and demand as well as analyzing the City's existing stock), draft project schedule (October 2018 through June 2019) and results of the City's Severe Rent Burden Community Open House held on December 5, 2018 (over 30 people attended). The robust discussion topics heard at the open house included landlord and tenant perspectives; inclusionary housing program; student off-campus housing; zoning for new housing types, i.e., tiny houses; opposition to increasing density in established neighborhoods; home-ownership opportunities; participating in partnerships, i.e., West Tuality Habitat for Humanity; and ended with a clear consensus to meet again after the HNA update is completed. Riordan reported the City's role in the project is to review work products; facilitate a technical advisory committee and conduct public hearings for adoption. Riordan advised the current HNA was last updated in 2009, is out-of-date and does not reflect changes in the housing market since the "Great Recession" and the subsequent recovery, noting the City recently was identified by the State as having a severe rent burden (36.7 percent) when more than 25 percent of households paying more than 50 percent of their household income on rent. The State legislature, through the Oregon Department of Land Conservation and Development (DLCD), allocated funding to fund HNA updates with priority given to severe rent burdened cities. In conclusion of the above-noted presentation, Riordan and Pohl addressed various Council inquiries pertaining to funding programs as well as types of housing units.

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

Staff Report:

Reitz and Pohl presented the above-proposed resolution for Council consideration, noting the proposed resolution is 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. Reitz presented a PowerPoint presentation overview on the Forest Grove Preservation Plan 2017-2026, noting the Implementation Plan included the task of preparing a downtown National Register District Nomination in 2019-2020. Reitz presented a map outlining the consultant's recommended boundary of the proposed district and designation criteria of the 33 tax lots identified in the proposed district, noting the Historic Landmarks Board held an open house on November 28, 2018 (about 10 property owners of the 33 within the district boundary attended and expressed support). Reitz outlined the steps required to form a district, noting if more than 50 percent of the property owners object to the nomination, the recommendation cannot move forward. In conclusion of the above-noted staff report, Reitz advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting there is no fiscal impact by submitting the grant application.

Questions of Staff:

In response to Rippe's inquiry pertaining to if the resolution could be amended to include the buildings across the street from the proposed nomination area boundary, Reitz advised there is always the possibility that some of these buildings may be "non-contributing" because of alternations and because they have no direct connectivity to the area; however, if Council wants to proceed then it would be best to include these tax lots to the nomination area as part of the formal process.

Hearing no concerns from the Council, Mayor Truax asked for a motion to amend.

MOTION TO AMEND: Council President Johnston moved, seconded by Councilor Rippe, to Amend Resolution No. 2019-05 to include the area north of 21st Avenue, west of College Way, east of Main Street (identified as 2003, 2007, 2011, 2017 and 2019 21st Avenue) to the nomination area shown in Exhibit A, Proposed Downtown Historic District.

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

Mayor Truax asked for a motion to adopt Resolution No. 2019-05 as amended.

VanderZanden read Resolution No. 2019-05 by title as amended.

MOTION AS AMENDED: Councilor Rippe moved, seconded by Councilor Valfre, to adopt 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 (Exhibit A as amended).

Council Discussion:

Hearing no further concerns from Council, Mayor Truax asked for a voice vote on the above motion as amended.

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

- 7. 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)**

Staff Report:

Riordan and Pohl presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing 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). Riordan reported in 1995, the Portland Area Local Government Boundary Commission approved an annexation of a tax lot near Strasburg Drive (Attachment A) stipulating at such time a lot is created for the area outside of the Urban Growth Boundary (UGB) that this area be withdrawn from the city limits. Now that the partition is final, the property owner is requesting the city withdraw the area outside of the UGB from the city limits consistent with the 1995 Boundary Commission's decision. In conclusion of the above-noted staff report, Riordan advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting ORS Chapter 222.460 describes the process that must be followed for withdrawal of territory from the city. Riordan advised the taxable assessed value of the area outside of the UGB is estimated to be approximately \$57,400, noting the City will forego approximately \$320 in annual property tax revenue after withdrawal from the city. In addition, Riordan advised to adhere to the requirements, staff is recommending holding the first Public Hearing on February 11, 2019.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-06.

VanderZanden read Resolution No. 2019-06 by title.

MOTION: Councilor Wenzl moved, seconded by Council President Johnston, to adopt 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).

Council Discussion:

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

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

8. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported on Historic Landmarks Board (HLB), noting HLB held an open house on the proposed downtown historic district, which Council reviewed this evening (Item 6). Johnston reported on Public Arts Commission (PAC), noting PAC forwarded a recommendation to amend their bylaws to allow two at-large members, which Council approved this evening (Resolution 2019-03). In addition, Johnston reported on other related matters of interest and other upcoming meetings he was planning to attend.

Rippe reported he was unable to attend the Economic Development Commission (EDC) meeting. Rippe reported Public Safety Advisory Commission (PSAC) canceled its December meeting, noting PSAC will be discussing the Boards/Commissions proposed reform at its January meeting. Rippe reported he plans to attend the League of Oregon Cities' City Day at the Capitol on January 24, 2019. In addition, Rippe reported on other related matters of interest and other upcoming meetings he was planning to attend.

Thompson reported on other related matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Valfre reported making a presentation this evening to the Forest Grove School Board of Directors on the non-profit housing property tax exemption. In addition, Valfre reported attending various swearing-in ceremonies, reported on other related matters of interest and upcoming meetings he was planning to attend.

Wenzl reported on Committee for Community Involvement's (CCI) plans for the Annual Town Meeting (ATM), noting the ATM will be held Saturday, January 26, 2019, at the Forest Grove High School. Wenzl recapped CCI's comments pertaining to the B/C proposed reform, which were submitted in writing and will be added to the other B/C's comments. In addition, Wenzl reported on other related 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 reported the department accomplishments will be reported at the upcoming Council Retreat, which will be held Saturday, February 2, 2019. VanderZanden reported the City's logo is now officially registered, noting Elizabeth Stover, new Program Coordinator, is working on the city logo usage guidelines. In addition, VanderZanden reported on other related matters of interest.

10. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending a town hall and

various swearing-in ceremonies. In addition, Mayor Truax reported on various legislation and local, regional, Metro, and Washington County-related meetings he attended and upcoming community-related events and meetings he was planning to attend.

11. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 8:45 p.m.

Respectfully submitted,

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 8:49 p.m.

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

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

2. WORK SESSION: CITY-OWNED LAND INVENTORY

Riordan, Pohl and VanderZanden facilitated the above-noted work session and presented a PowerPoint presentation overview on the status of Council’s Objective 1.10, identified in Fiscal Year 2018-19, noting the land inventory is the remaining element of Council’s Objective for affordable housing. Riordan referenced slides outlining how land is owned by the city (titles and easements); forms of ownership (dedications) and land owned in fee (city parks, parking lots and facilities) and referenced a map focusing on the city-owned land inventory, Urban Renewal Agency (URA) land, and a map of existing parks and facilities, including city-owned parking lots and rights-of-way. In addition, Riordan reported staff made a presentation to Council on October 8th and proposed using “filters” to evaluate city-owned land for possible housing development, to which Council concurred. Riordan referenced the city-owned lands that were “filtered out”, which were city parks, city facilities and Forest Grove Substation, noting the lands considered for further evaluation were city-owned parking lots in the Town Center, excess land at the substations zoned residential, right-of-way located west of Highway 47 and south of 19th Avenue and URA Site B. In conclusion of the above-noted staff report, Riordan and Pohl advised based on the initial analysis the following “filtered” city-owned land could have potential for housing:

Thatcher Substation Land

- Zoned: Single Family Residential 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

Filbert Substation Land

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

19th Avenue (between Council Street and Ash Street) City Parking Lot

- 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

URA 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

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the city-owned lands that were "filtered out" and developing "filtered" city-owned land for potential affordable housing. Riordan, Pohl and VanderZanden addressed various Council inquires pertaining to identifying private lands as well for housing potential, such as brownfields, church-owned lands and Metro and Oregon Department of Transportation-owned lands, to which staff concurred. In conclusion of the above-noted Council discussion, Riordan, Pohl and VanderZanden advised the next steps are to continue participation in discussions about implementation of the Metro Regional Affordable Housing Bond and draw upon Washington County Housing Services' expertise and facilitate discussions on the practicality of developing "filtered" city-owned land for

affordable housing.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 9:14 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
December 18, 2018 -- 7:15 P.M. Page 1 of 2

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

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

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Preservation Grant Request – Fredricks House at 2324 15th Avenue (Washington County Tax Lot 1S306CA00300). Applicant: Margie Waltz. File Number: 311-18-000037-PLNG. Tsur noted that this grant request was carried over from the previous meeting since the applicant was not in attendance. Because the applicant lives out of town, the Board had agreed at the previous meeting to have her attend by phone at this meeting. Tsur then called Ms. Waltz and advised her that she was on speakerphone.

Several Board members know the applicant, but all advised that they would be able to be fair and unbiased on this request.

Ms. Waltz described her project (exterior painting) noting that the paint was in very poor condition and deteriorating. Due to time constraints and her living out of state, she actually contracted and completed the project before the application was brought before the Board last month.

Tsur commented that the Board was going to be lenient for this grant: contrary to the Board's policy about not awarding grants for a project already completed. Because the Board had previously approved a similar application this grant cycle, it would consider others. However, when the new grant cycle starts on July 1st there will be no leniency.

Ms. Waltz said she had two bids from licensed contractors. No mention of lead paint was made by either contractor, although she acknowledged that due to the age of the house it would probably have lead paint. Tsur expressed concern that the contractor had pressure washed the house and had probably dislodged some lead paint in the process. She commented that that is one of the reasons for the Board's review before a project starts; to advise an applicant about lead paint and about giving the house time to dry out before painting. Cushing added that if lead paint was not completely removed safely, the owner of the house would be liable if anyone - especially children - were to ingest it.

Cushing/Youngs to award a \$1,000 grant. Motion carried unanimously.

Haveluck asked if there were plans to sell the house. Ms. Waltz said she has no plans to sell it and might even move back into it at some unknown time in the future.

B. Annual Report and Presentation – Tsur went through her presentation in about 6 minutes with some discussion with the Board along the way, so it should come in under the 5 minutes required. A discussion followed on the requirement to not use PowerPoint presentations this year and that only poster boards on tables or easels were to be used. Reitz noted that the boards and commissions reception and annual reports format was in flux; reports may be done throughout the year rather than at the annual reception.

C. 2019 Work Plan – A major task for the year will be the downtown district nomination process; the Board will need to be involved in selecting the consultant. Because the

process is just getting started, the Board opted to delay development of potential downtown district design standards and guidelines until the district is formed.

In smaller scale projects, the Board opted to also delay development of a downtown walking tour brochure. Reitz noted that the Clark District brochures were running low and that the next SHPO grant request would include money for a reprint, along with the annual fee for NAPC dues. A workshop to teach people how to research their historic building was deemed worthwhile, and would be a great joint project with the FHFG because they already have that capability and the Board could help to publicize it.

Tsur committed to researching other funding options such as from the Washington County Visitor's Association.

Ongoing activities will include Preservation Month and the photo contest in May.

The Board will review and adopt the 2019 work plan in January.

- D. January - June 2019 Editorial Calendar** - Many great ideas were put forth along with a tentative schedule. It was noted that a synopsis of the Board's activities for the past year would be a great article for the Friendly Gazette; it would need to be submitted by mid-January. Cushing volunteered to prepare the article.

The Board will review and adopt the 2019 editorial calendar in January.

4. Old Business/New Business:

- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of November 27, 2018 were approved with minor grammatical corrections.**
- Council Liaison Report. No report, as Councilor Johnston was excused. Reitz relayed that Councilor Johnston requested that staff remind the Board to register their comments or concerns regarding the proposed board and commission reforms; comments should be forwarded to him, the city recorder, or both.
- FHFG Report. Haveluck reported that their holiday party was held at Old College Hall and was a great event.
- Staff Update. Reitz reported that Pacific University was making progress on their historic preservation plan.
- January 22 Agenda. Items will include adoption of the 2019 Work Plan, adoption of the January – June editorial calendar, and officer elections.

5. Adjournment: The December 18, 2018 meeting adjourned at 8:56 p.m.

These minutes respectively submitted by George Cushing, Secretary

APPROVED

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Library Commission approved minutes as presented on Jan 15, 2019.

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

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Dec 11, 2018.

Members Present: Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Jon Youngberg, Secretary; Elizabeth Beechwood; Kirsten Beier; Valyrie Ingram; Matthew Hampton, Student;

Members Absent: Nickie Augustine (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph "Val" Valfre

Others: None.

2. **ADDITIONS/DELETIONS:** (1) Welcome to our new Student Member: Matthew Hampton. (2) Kathleen had an early idea for Staff Appreciation in 2019.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF Nov 5, 2018:**

MOTION: Valyrie moved, seconded by Matthew, to approve the November 5, 2018 minutes as amended. **MOTION CARRIED** by all.

4. **CITIZEN COMMUNICATIONS:** None.

5. **INFORMATIONAL ITEMS:**

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

- a) No report this month.
- b) See the Library Foundation of Forest Grove's web site at: www.fglf.org.

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

- a) No report this month.
- b) The Friends web site is at: fglibraryfriends.org.

- 5c. **COUNCIL LIAISON REPORT:** Adolph “Val” Valfre shared comments about the recent activities of the Forest Grove City Council:
- a) Partnering with City of Cornelius to inform residents of both cities about upcoming Census in 2020, and how important it is to get as much participation as possible.
 - b) Approved Fire Department Labor agreement.
 - c) Forest Grove has the highest percentage of residents who pay more than 30% of their income in rent in Washington County – more than 50% of those who rent (40% of residents rent).
 - d) Statewide housing plan described.
- 5d. **LIBRARY DIRECTOR’S REPORT:** Colleen Winters reported these items:
- a) Recruiting for Amy G’s Adult Services position (also Teens & Tweens) has been completed. Jillian C. from Arizona has been hired and will start in Jan 2019.
 - b) January program “Celebrate Diversity” will be held Jan 26, 2019 from 1-3PM instead of the Star Wars big event.
 - c) Lots of work continuing in the Spanish Language area of the library.
 - d) “Time Out for TED Talks” continued Sat Nov 17, 2018 at 10:30am. Next “Time Out for TED Talks” program will be Sat Dec 15, 2018 at 10:30am. This program series has probably ended.
 - e) **Planned new 2019 programs and events:**
 - 1. “Generous Listener” series
 - 2. Adults Escape Room event
 - 3. Job Search Classes - Applications, cover letters, resumes, etc.
 - 4. Spring Break STEM program, with some STEM activities every day.
 - 5. New children’s book group.
 - 6. An indoor playground (in the Roger’s Room) for children. Mondays in February.
 - 7. “Library Island” with Dr. Matt Finch – how we relate to each other.
 - f) **“Wassail Party”** event held at the library Sat Dec 1, 2018 and went over well – same day as “Holiday in the Grove”. Great holiday tradition at the library. From 1-4 PM a string quartet played holiday music. “Wassail” – hot spiced apple cider served. Along with decorated cookies. Was like a Library Open House.
 - g) **Cultural Series Event** – “USS Battleship Oregon” event held Dec 4, 2018 at 6:30PM in the Rogers Room.
6. **DISCUSSION OF ITEMS:**
- a) **“Survey in 2018”:** Colleen said that the survey period has been completed, and that over 500 total responses have been received.
 - b) **“Listening Tour in 2018”:** Colleen mentioned that library staff have completed

the Listening Tour events for 2018. In the last month (the second month of this effort), Listening Tour events were held at: Goodwill, the Senior Center, Ridgewalker Brewing, and BJ's Coffee.

Further Listening Tour events could still be scheduled in 2019. Thank you notes will be sent to the businesses that hosted Listening Tour events.

c) Planned Communication of results of Survey and Listening Tour. Colleen showed the Library Commission a very large packet of received comments, available for Library Commission members to borrow. Hoping to communicate quick results and highlights to lots of people. Library Staff members (as part of early processing of all the comments) are deciding on some "themes" for the many of the comments. The early themes detected are:

(1) **Signage.** Ideas: open/close neon sign, reader board, sandwich board, and better signage inside the library.

(2) **Better Promotion** of programs & library services. Idea: Videos to discuss library services.

(3) **More programs.** Such as Cultural Series, book groups, reading promotion for children, etc.

(4) **More library open hours.** Sunday afternoon library open hours were requested again. Some were from Wi-Fi users. Experience says that if there are no library programs on Sunday that few people would come on Sunday.

(5) **More parking.** Currently the library's parking lot gets full during popular programs and events.

(6) **Customer Service.** Many comments made, a wide variety of comments. Colleen reminded us that library staff all have tasks to perform and are never just sitting there waiting to welcome a library patron.

d) B&C Review. The Library Commission has been asked to review proposed rule changes to Forest Grove's Boards and Commissions, starting in Dec 2018 and ending in Feb 2019. The Library Commission generally agreed on most of the proposed items.

Three items, though, received significant comments and questions:

1. Limiting Chairperson's Appointment to 24 consecutive months, but with no other limit on lifetime terms that a person can serve as a B&C officer. The Library Commission is requesting that it be allowed to consider this item as a "suggestion" or a "recommendation", and that it is allowed flexibility on the maximum number of consecutive months that the Chairperson and Vice-Chair of the Library Commission can serve.

2. Concern about the Staff Liaison's role of "Minute Preparation" of meetings. The Library Commission does not have a city employee available to take notes at its

meetings, or to produce the minutes of meetings (although it does have volunteers and commission members available).

So, the Library Commission would like to suggest a more flexible wording for this item. We feel it would be better if the Staff Liaison is asked to “supervise minute preparation” rather than have the role of “minute preparation”, and that the Staff Liaison be allowed to choose either a city employee, a volunteer, or a board or commission member to take meeting notes and prepare meeting minutes (with the supervision, review, and approval of the Staff Liaison).

We feel that this change will allow for flexibility for the various boards and commissions, and that it will still achieve the desired goals for the proposed change.

3. Re-interviewing B&C members seeking reappointment every 4 years. The Library Commission suggests allowing the City Council the flexibility (if possible) of being able to choose whether to re-interview a B&C member or not. One example where the City Council might not want to re-interview an existing B&C member seeking reappointment would be if there are no other applicants for the position.

7. **ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tuesday January 15, 2019 at 6:30PM, in the Rogers Room at the library.

8. **ADJOURNMENT:**

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

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED

1) **ROLL CALL:**

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

2) **CITIZEN COMMUNICATIONS:** None

3) **APPROVAL OF MINUTES:** The minutes of the October 17, 2018 meeting were approved.

4) **ADDITION/DELETIONS:** None

5) **OLD BUSINESS:**

a) **Rogers Park**

i) **Restroom Project**

- i) Clean Water Services permitting process continues – 3 months and counting.
- ii) The final design cannot be completed until the drainage plan is approved.
- iii) The pre-fab bathroom has been ordered. The design includes an adult changing station, which was requested by Harpers Playground.

ii) **Anna & Abby’s Yard**

- i) The scope of services has been determined.
- ii) The final design meeting with Harpers Playground and Susan took place.
 - (i) The City thought about pausing the design at 75% until they knew how much money would be raised by Harpers Playground, but decided to go to 100% completion and put 4 or 5 big ticket items on a possible deduct list for bid purposes.
 - (ii) The project will go out to bid by mid March/April.
 - (iii) Our SDC fund continues to grow.

iii) **RFP Results/Status**

- (i) The RFP’s were due yesterday and we received 3 proposals.
- (ii) The scoring process will take place with points assigned to different elements.

6) **NEW BUSINESS:**

a) **Volunteer Nomination Process 2018**

- i) We give out 2 awards, one for an individual and one for a project.
- ii) Please have your nominations in by next month.
- iii) These don’t have to be huge projects, but we do look for ones that are community oriented.

b) **Boards and Commissions Comments**

- i) The City council is working on uniform guidelines for all Boards and Commissions. Some items that are being looked at include:
 - i) How many members?
 - ii) How long are the terms, 2 or 4 years?

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, DECEMBER 19, 2018
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 3**

- iii) Members terms – 4 years, students – 2 years. Ending on December 31.
 - iv) A member can only be the chair for 2 years, than they must take a break before they can be chair again.
 - v) Reappointed members must be interviewed.
 - vi) Uniform quorum rule – 1 over 50%.
 - vii) The agenda must come from the chair.
 - viii) Meeting flexibility, but there must be at least 4 meetings a year.
 - ix) Currently the age limit is at least 18 years of age. Change to under 18 for a 2 year student term.
 - x) Can the students vote?
 - xi) Boards and Commission must report to the City Council once a year. Perhaps one commission a month attending a council meeting.
 - xii) Update the bylaws.
 - xiii) Attendance is important, so if a member misses 3 meetings in a year they are off their commission.
 - xiv) Student advisor should report at meetings. Possibly schedule time for the youth advisors to get together and share ideas.
- ii) **Election of Officers**
- i) Chair – Paul Waterstreet
 - ii) Vice Chair – Brad Bafaro
- iii) **Annual Report**
- i) The Boards and Commissions dinner will be January 17. If you have anything you want included in Paul’s report, please let him know.

7) COMMISSIONER’S REPORTS:

a) **Brad:**

- i) The superintendent has been in all the district buildings gathering information to help determine the direction of the district. He has attended 40 meetings in the last month and a half. The district is looking at the budget and a possible bond.

b) **Ralph:**

- i) The Hall of Fame award ceremony attracted a large crowd. Families were proud of the relatives they came to hear about. Lots of old timers were inducted. You have to be out 10 years as an athlete and 5 years as a coach to be considered. Sue Fleskes received a standing ovation when she accepted her award, a first. Other winners were Tim Hundley and BJ Beu.

8) COUNCIL LIAISON REPORT:

a) **Malynda:**

- i) The Parks SDC came before the Council again. Last year they voted to slowly phase it in. This year they voted to index it. It was \$4,000 last year and will increase to \$5,000 on January 1. By not indexing it last year the City lost \$600,000 in charges.
- ii) The election in November saw 3 incumbents re-elected.
- iii) The City employee lunch was held last week.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, DECEMBER 19, 2018
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 3 OF 3**

9) STAFF REPORTS:

a) Tom:

- i) The Winter Swim Schedule will begin on January 5. There will be an additional public swim the next two weeks from 1:00 to 3:00 p.m. The pool will close early at 3:00 p.m. on Christmas Eve and New Year's Eve.
- ii) We didn't lose any trees during this last windstorm.
- iii) The large tree is out of Rogers Park. The contractor who will be cutting it up and manufacturing the pieces came and picked it up with a crane.
- iv) The Parks crew is busy shaping up odd places throughout the city like entry ways and right of ways.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, January 17 at 7:00 a.m.

11) ADJOURNMENT: The meeting was adjourned at 8:25 a.m.

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APPROVED

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A place where families and businesses thrive.

Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, December 3rd, 2018, 7:00 pm

1. **CALL TO ORDER:**

Chair Tom Beck called the meeting to order at 7:02 p.m. Roll Call:

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

Planning Commission Excused: Phil Ruder, Vice Chair.

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

2. **PUBLIC MEETING:**

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

None.

B. **PUBLIC HEARING:**

(1.) File No. 311-18-000031-PLNG –Conditional use permit to improve an existing tenant space for 10 music practice rooms (Pacific University) located at 2315 Pacific Ave

Chair Beck opened the public hearing at 7:04 p.m., reading the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no challenges of the disclosure.

James Reitz, Senior Planner, gave the staff report. The applicant, Pacific University, applied for a conditional use permit to convert an existing space at Forest Grove Shopping Center into music rooms for students. Due to the fact the shopping center was not located within the Pacific University Master Plan area that was approved earlier this year, the tenant improvement required a conditional use permit as well. A notice was sent to the neighboring area (300 feet), and no testimony was received. Mr. Reitz stated that the parking is not an issue as the shopping center has plenty of parking, including the use of 24 parking spaces located to the rear (north) of the building and the new parking lot being constructed at the old gospel hall on Cedar Street. The applicant will need to meet building and development standards as a condition. No additional conditions were received from other city departments.

APPROVED

Commissioner Lawler inquired if the 24 parking spaces leased behind the shopping center were for Pacific University use only, and Mr. Reitz confirmed.

Chair Beck requested that a condition on the permit be made for the construction of a crosswalk and sidewalk at the new parking lot located at the old gospel hall (2037 Cedar Street). Mr. Reitz could not confirm or deny that a crosswalk/sidewalk was already being required by the Forest Grove Engineering Department, and suggested the applicant respond to the request.

CORRESPONDENCE:

None.

APPLICANT/PROPONENTS:

Tim Schauer mann, PO Box 310, Forest Grove, OR 97116:

Mr. Tim Schauer mann came to the front, stating that he is a Trustee of the university and asked for students participating in the music program to come to the front and speak in favor of the conditional use application.

Andrew Baker, 2035 College Way, Forest Grove, OR 97116:

Mr. Andrew Baker came to the front, giving his family's history of being in the Forest Grove area. Mr. Baker believes there is an importance of the practice rooms being created, as Pacific University is the only school in the State of Oregon that offers a bachelor's degree in music therapy. Noise complaints should not be an issue, as the rooms will be sound proof.

Bailey Clark, 2043 College Way, Forest Grove, OR 97116:

Ms. Bailey Clark stated she is originally from Idaho and came to Pacific University to be educated in obtaining a board certification in music therapy. Ms. Clark is also an administrative assistant for both the music therapy and String Project. There currently is not enough space for practicing music at the university, so an expansion is necessary.

Commissioner Hugo Rojas asked for an explanation of music therapy. Ms. Clark responded that it is a therapeutic tool for change by using music, stating that music has been known to help people on physical and emotional levels

Chair Beck inquired if Kaiser Hospital is using this form of therapy, and Ms. Clark stated it is currently being used at the Oregon State Hospital with ten music therapists but she would like to graduate and start advocating for music therapy to be used at other large hospitals.

Avril Gautheir, 3121 Fleming Place, Forest Grove, OR 97116:

Ms. Avril Gautheir came to the front, and stated she is currently a sophomore at Valley Catholic High School and started playing the viola when she was 5 years old. Ms. Gautheir was part of the String Project which is now up to 130 students

involved which is requiring more space. The String Project unites students, and more space for the university to expand is necessary.

Commissioner Lawler asked for an elaboration on the mission of the String Project. Ms. Gautheir explained that the program works to train future music educators as well as expand the knowledge of music.

Tim Schaueremann, PO Box 310, Forest Grove, OR 97116:

Tracy Orvis, Di Loreto Architecture, 200 NE 20th Ave #200, Portland 97232:

Ms. Tracy Orvis explained that an acoustic engineer was hired in order to make sure neighboring businesses were not bothered by the sound of the music rooms. Airspace will be added as well as double thickness walls in order to ensure the sound will be contained to the tenant space.

Mr. Tim Schaueremann explained to the Planning Commission why Pacific University is expanding: Growth is the strategy so there is a need to create more innovative programs in order to prevent a lack of potential students, which is a problem for other universities. Right now Pacific University is really healthy, but more parking spaces are needed.

Chair Beck inquired about the new parking lot on Cedar Street, and if it includes the safety aspects in the right-of-way. Mr. Bill Ray stated from the audience that the parking lot project will include sidewalks, bulb-outs, and safety lights.

OPPONENTS:

None.

OTHER:

None.

REBUTTAL:

None.

Chair Beck closed the public hearing at 7:37 p.m.

COMMISSIONER DISCUSSION:

Chair Beck opened up the floor for discussion, and Commissioners agreed that the music room will create opportunities for Pacific University.

Commissioner Sebastian Lawler moved a motion to approve file number 311-18-000031-PLNG – Conditional use permit to improve an existing tenant space for 10 music practice rooms for Pacific University located at 2315 Pacific Ave. Commissioner Lisa Nakajima seconded the motion.

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

(2.) File No. 311-18-000030-PLNG –Variance of two Development Code standards for a driveway width located at 4115 24th Ave (Old Trapper)

Chair Beck opened the public hearing at 7:40 p.m., reading the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no challenges of the disclosure.

James Reitz, Senior Planner, gave the staff report along with a Power Point presentation showing the previous history of driveway approach variances on the site location (2016) and zoning. Old Trapper is requesting a variance from the Development Code requirement of a maximum 40 foot driveway approach, proposing a 192 foot driveway approach for the future unloading dock to be constructed off 24th Ave. The applicant is also requesting a reduction to 21 feet of distance between driveways when the minimum distance required in Development Code is 105 feet. A Memorandum of Understanding was signed between Forest Grove and Cornelius relating to the future extension of N Holladay Street. Staff concluded the site is not unique enough to grant the variances and the reasoning for the variance is to maximize the development of the property creating a financial gain, so a denial of both requests is recommended by city staff. Approval of the variance could set a precedent for other industrially zoned sites to follow suit.

Commissioner Rojas wondered what the city's concerns are for allowing a 192 foot driveway approach. Mr. Reitz responded that it can allow for a 400% increase in truck/trailers creating a safety issue regarding traffic on 24th Avenue that is defined as a collector street.

Chair Beck agreed with the city that setting a precedent in the industrial zone for widening driveway approaches for the businesses financial gain is not a reason for a variance.

Commissioner Sanderson asked about the staff concerns, and Mr. Reitz stated it is a safety issue to have an increase of loading docks directly off 24th Avenue. Commissioner Sanderson inquired if there was anything in the code that restricted the number of loading docks, and Mr. Reitz confirmed there is not.

Commissioner Lawler inquired if other industrial businesses nearby have requested a similar variance, and Mr. Reitz responded that no other business expansions have made that request.

CORRESPONDENCE:

None.

APPLICANT/PROPONENTS:

Hans Evenson, 4071 24th Ave, Forest Grove, OR 97116

Hans Evenson, owner of Old Trapper, came to the front and stated to the Commission that Old Trapper is a family business and one of the largest industrial buildings in town. The recent expansion cost \$40 million to build, and the proposed project will increase the 300 jobs by ten percent.

Jessica Lucas, CIDA Architecture, 15895 SW 72nd #200, Portland, OR 97224

Jessica Lucas came to the front with Mr. Evenson, and gave a Power Point presentation showing the proposed facility. Ms. Lucas explained that Old Trapper would like more property, but were unable to obtain the property next door so expansions are designed with the current property. The current property is three times as long as it is wide, which in turn limits the street frontage making the lot unique within the industrial zone.

Ms. Lucas stated that the number of loading docks does not reflect how busy the business plans to be with truck traffic. By having more load decks it will eliminate the queue time on 24th Avenue. Ms. Lucas showed the proposed layout and expansion to the Commission, explaining how the trucks will be getting in and out of the site.

Ms. Lucas explained to the Commission that the 2014 TSP required a 25 foot easement on the back portion of the property, so moving the building back is not an option. Ms. Lucas respectfully asked the Commission to accept their request for a variance.

Jared Niemela, Robert Evans Company, 6910 NE 31st Ave, Vancouver, WA

Mr. Jared Niemela, General Contractor, explained to the Commission that if the property would have not had to give up the 25 foot easement for the expansion this driveway variance would not be an issue. Mr. Niemela stated 24th Avenue is meant to be a road to help the industrial area.

David Welsh, CIDA Archicture, 255 SW California St, Portland, OR 97219

Mr. David Welsh came to the front, stating he has been involved with the project for the last 4 years. Mr. Welsh explained that the property has always been a disadvantage for Old Trapper because of the uniqueness, and looked elsewhere to continue the business. Instead, Old Trapper invested the business in Forest Grove and the narrow site requires a variance to continue to be a distribution center. A precedent is set for a unique reason, and the reason for this site is because of the physical qualities and narrowness of the property. Mr. Welsh argued that 24th Avenue should not be defined as a collector street but an industrial street, and feels strongly that this is a good move for Forest Grove.

OPPONENTS:

None.

OTHER:

None.

REBUTTAL:

None.

Chair Beck closed the public hearing at 8:40 p.m.

COMMISSIONER DISCUSSION:

Chair Beck opened the floor for discussion. Commissioners discussed the uniqueness of the lot. Commissioner Sanderson inquired if the variance could be drafted based on the street frontage and uniqueness of the property as to not set a precedent for the area. Commissioners agreed that the established business property shape is unique and a variance should be made for this reason.

Commissioner Sebastian Lawler moved a motion to approve file number 311-18-000030-PLNG – Variance of two Development Code standards for a driveway width for Old Trapper located at 4115 24th Avenue. Commissioner Hugo Rojas seconded the motion.

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

2.3 ACTION ITEMS:

None.

2.4 WORK SESSION ITEMS:

None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES:

Commissioner Sanderson moved a motion to approve the minutes of the October 1st, 2018 meeting. Commissioner Lawler seconded. Motion passed 6-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

Chair Beck spoke to the Commissioners regarding the Boards and Commissions meeting he attended. Commissioner Sanderson attended as well. The City Manager is requesting a re-evaluation of the terms and interviews for current Boards and Commission members.

3.4 DIRECTOR'S REPORT:

Mr. Pohl gave an update on the Tualatin Valley Improvement Plan, and a consultant has been selected; the Downtown Parking Plan work with the consultant

will begin after the first of the year; Housing Needs Analysis has begun; and the URA has focused on downtown beautification by starting a Public Art Program.

Mr. Pohl stated that Sunset Crossing project has begun, as well as the last phase of Silverstone is beginning to be built out.

Chair Beck stated Gales Creek Terrace has qualified to move forward.

Chair Beck inquired about the dental office project on Pacific Avenue, and Mr. Reitz stated it is not proceeding.

Chair Beck inquired about the incoming bank, and Mr. Reitz stated that an application has been filed and will be coming to the Commission sometime soon, as well as a 9-unit apartment complex.

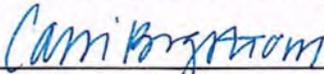
3.5 ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

3.6 ADJOURNMENT:

The meeting was adjourned at 9:02 p.m.

Respectfully submitted by:



Cassi Bergstrom
Planning Commission Coordinator

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MINUTES APPROVED BY THE PAC ON JANUARY 10, 2019

Commission Members Present: Linda Taylor, Michael Goetzke, Laura Frye, Amy Tracewell, Kathy Broom, Emily Lux, Dana Eytzen, Pat Truax, Kathleen Leatham. **Guest(s):** N/A. **Council Liaison Present:** Tom Johnston. **Staff Present:** Tom Gamble, Colleen Winters. **Absent:** None.

1. CALL TO ORDER: By Dana Eytzen at 6:04 pm.

2. CITIZEN COMMUNICATION: N/A

3. APPROVAL OF PAC MEETING MINUTES:

- Amy motioned to approve the October meeting minutes as written, Linda seconded. Amy motioned to approve November meeting minutes as written, Linda seconded. Both motions carried, unanimously.

4. ADDITIONS/DELETIONS: N/A

5. DISCUSSION/DECISION ITEMS:

A. Mini-Grant Discussion: Discussion of including FGSD locations outside of city limits (Cornelius) in mini-grant application, so all schools will have equal opportunity. Language will be clarified in further discussion. Laura moved to modify mini-grants to include FGSD projects, within FGSD boundaries. Pat seconded. Motion carried, unanimously.

B. Bylaws Review: Amy motioned to amend the bylaws to allow up to two members out of the nine total to live outside of Forest Grove City limits. Kathleen seconded. Motion carried, unanimously.

C. Council Revisions to Boards and Commissions: Councilor Johnston read aloud the council revisions to boards and commissions that are pertinent to PAC, to be voted on in the spring. Discussion-There is a consensus that PAC is not in favor of the two-year term limit for board chairs. Linda will draft an email to send to City Council on behalf of PAC, and members can also express dissent individually. Chair terms should be left to the discretion of each board or commission. Question-Do the foundation formation meetings adhere to public meeting laws? It is best to move forward with one PAC member and the rest foundation members to be sure to remain in compliance.

D. 2018-2019 Budget: Reviewed and made minor alterations to the budget. Amy motioned to approve as amended, Emily seconded. Motion carried, unanimously.

E. Strategic Plan: Amy motioned to adopt the strategic plan as presented, Kathleen seconded. Motion carried, unanimously. The plan will be presented to City Council. PAC members should review their categorical responsibility lists.

F. Sponsorships: The subcommittee met to discuss PAC sponsorship opportunities. Application and guidelines were presented and reviewed. Discussion of differences between sponsorship and mini-grant, including that a sponsored endeavor does not have to be free to the public, has fewer reporting requirements, and sponsorship monies are to be given "up front" as opposed to being a reimbursement after the fact. Discussion of criteria-what values are we measuring against? An amended document will be presented at the next meeting.

APPROVED

6. INFORMATION ITEMS:

A. Art Bizarre Update: Less traffic at this event as compared to the Art Bizarre held in conjunction with Corn Roast/Chalk Art Festival. If we were to choose to do only one Art Bizarre per year, the latter would be the best choice.

B. Finance Report: Reviewed. Art Bizarre will be added.

7. COMMISSIONER COMMUNICATIONS: N/A

8. STAFF COMMUNICATIONS: N/A

9. COUNCIL LIAISON COMMUNICATIONS:

- January 17, 2019, is the annual B&C Dinner at the FG Senior & Community Center.

10. ADJOURNMENT: Dana Eytzen adjourned the meeting at 7:43pm.

Respectfully Submitted by Emily Lux.

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Minutes unofficial until approved by Public Safety Advisory Commission

1. ROLL CALL

Meeting called to order by Drue Garrison at 7:33 am

Members Present: Glenn VanBlarcom, Anne Niven, Drue Garrison, Ray Arkus and Tom Epler.

Members Absent: Ryan Duve, Joseph Baxter, Jayne Cravens and Jeffrey Boivin

Liaisons Non-Voting Representatives Present: Rob Farris, Guy Storms and Tim Rippe

Others Present: Michael Kinkade and Michael Hall

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS:

4. APPROVAL OF MINUTES

MOTION TO APPROVE AUGUST 22nd, 2018 MEETING MINUTES.

Unanimous

5. ADDITIONS/DELETIONS: Anne Niven updated the commission on PSAC's attendance at the sidewalk chalk festival.

Design for new Police Station- Anne Niven inquired regarding any additional meetings regarding the new police station committee. Drue Garrison updated the group.

Drue discussed intersections that are causing issues and the discussions with the City regarding them.

6. STAFF REPORTS

Police Department- Sergeant Hall briefed the group on the police memorandum that was emailed out with the agenda. Anne Niven inquired regarding recent policies (Idaho ruling) regarding homeless and loitering. Councilor Rippe weighed in on Council's goals and objectives involving homelessness.

Fire Department – Chief Kinkade briefed the group on the latest fire chief report.

The September 11th memorial ceremony was a success with three thousand flags donated by a citizen.

The Forest Grove Corn Roast was the busiest year so far. There have been seven different conflagrations this summer, and the process of billing has begun.

A four alarm fire occurred out on Shearer Hill Rd which challenged the entire county.

National Night Out occurred in Forest Grove, Cornelius and Gaston.

The burn ban was lifted on Sept 20th, and Chief Kinkade may re-implement due to recent brush fires.

On Sept 8th, there was a first alarm fire at the Ortiz shop. The building was fully involved upon arrival. The fire did not spread to adjacent buildings, while a sinkhole opened up and powerlines were prevented access to the structure.

The Western Washington County Fire Fighter Association purchased four AEDs to be used by the Sheriff's office.

One hundred applications were received for the department's firefighter opening.

ISO rating is coming up and will be happening for the first time in 15 years.

City Council- Council passed a resolution that increased the incentive for developers that do commercial zone only. (19th and Pacific) In that area only, there is an incentive for developers to go up to 30 units per acre (right now it's 20)

Developers that are non-profit can have a tax exemption when they build places for affordable housing. 60 % AMI

Police facility- design committee and a public advisory committee are meeting regarding this.

Transportation development tax- usually not meant to fund an entire project.

Maple and Fernhill Intersection- will be the next project which involves ODOT, City and County.

7. **NEW BUSINESS**

8. **ANNOUNCEMENT OF NEXT MEETING** – November 28th, 2018 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant

Minutes unofficial until approved by Public Safety Advisory Commission

1. ROLL CALL

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

Members Present: Glenn VanBlarcom, Anne Niven, Jayne Cravens, Ray Arkus.

Members Absent: Ryan Duve, Tom Epler, Drue Garrison and Jeffrey Boivin

Liaisons Non-Voting Representatives Present: Rob Farris, Guy Storms and Tim Rippe

Others Present: Michael Kinkade, Kara Finn, Patrick Wineman, Jesse VanderZanden and Janie Schutz

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS:

4. APPROVAL OF MINUTES

MOTION TO APPROVE SEPTEMBER 26th, 2018 MEETING MINUTES.

Unable to approve due to lack of quorum

- 5. ADDITIONS/DELETIONS:** Tim Rippe and Jesse VanderZanden spoke on the recent activity of the City Council in regards to Boards and Commissions. The B&C's are under review by the Council as certain ones are statutory and others are not. Different items are being discussed regarding chairpersons and the amount of terms a chairperson can serve, the support that is provided to the B&C's in regards to record keeping, public meeting laws, etc. There will be an informational meeting for all B&C members to attend regarding these topics and an email will be sent out with this information. Once sufficient information has been provided, the Council will have another work session and take some sort of formal action most likely by next year.

6. STAFF REPORTS

Police Department- Chief Schutz went over the police memorandum. There are three new officers in a training that consists of five phases: one is in phase four training and will be released solo in the next couple of months. The second officer is in stage two and the third officer will be in phase one. Officers are going through crisis intervention training focusing on de-escalation. The code enforcement officer position has been filled and is a

great benefit to the community.

Chief Schutz nominated three officers to be recognized by the Oregon Peace Officer Association and all three nominations have been accepted.

Fire Department – Open House occurred on October 13th in Forest Grove, Cornelius, and Gaston. Attendance was a bit lower this year as there was good weather that day. On October 31st, the “Be Seen on Halloween” will occur. The Holiday Light Parade will occur on December 1st.

The Corn Roast went well with very high attendance. On 9/11, three thousand flags were donated and placed beneath the big flag in town.

The new firefighter position has been filled with a conditional offer and awaiting for the background check to be completed.

The new fire alerting system that is funded by the WCCCA bond will begin installation soon. The department is currently prepping for a new ISO rating process. This directly affects fire homeowners insurance as the lower the rating, the better insurance rates are.

7. **NEW BUSINESS**

Good of the Order: Joseph Baxter resigned from PSAC.

Anne spoke on the importance PSAC and asked whether the staff designators or departments heads in charge of the commission, feel as if PSAC is necessary.

8. **ANNOUNCEMENT OF NEXT MEETING** – January 23rd, 2018 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant



3K

MEETING MINUTES Approved by Commission on December 20, 2018

CALL TO ORDER: Chair Nieves called the meeting to order at 6:03 PM.

Sustainability Commission Present:

Robin Lindsley	Johanna Peeters Weem
Brian Schimmel	Ken Cobleigh
Tabitha Merten	Fallon Harris
Amber Nieves	Jacob Rose

Absent: Tammy Banek-Rydman, excused; Kate Grandusky, unexcused.

Council Liaison: Elena Uhing.

Staff: Paul Downey, Director of Administrative Services, Bev Maughan, Recording Secretary

Guests: Teva Needleman, Liaison for Pacific University Center for a Sustainable Society.

1. COMMUNITY COMMUNICATIONS:

Teva Needleman, Liaison for the University’s Center for a Sustainable Society, reported on recent events.

2. CONSENT AGENDA:

Fallon moved, seconded by Jacob, to approve minutes of October 25 meeting as presented. With all those present voting in favor, motion was approved.

3. ADDITIONS/DELETIONS:

No additions or deletions.

4. COUNCIL LIAISON:

Councilor Uhing reported on upcoming meetings and events that would be of interest to the Sustainability Commission. In response to her update on Safe Routes To School, Johanna noted that sidewalks were needed by the railroad tracks going to Neil Armstrong Middle School and Fallon noted the location of CALC needed to be discussed with the School District again. In response to the inquiry of impacting ODOT decisions, Uhing noted communications from citizens would be very effective and she would report back on options for the Commission to take.

5. STAFF REPORT:

Mr. Downey updated the Commission on the following Metro issues:

- Metro will be hosting a public forum on December 5, 2018, on the update of its Regional Waste Plan. Some of the actions in the proposed plan may require code and rule changes at the local government level. Staff will be attending that public forum.

- Metro has finalized the wet waste tonnage allocations throughout the region which will result in a 40% tonnage decrease at the Forest Grove Transfer Station owned by Waste Management. Metro has also begun conversations about a potential west side transfer station that would serve Washington County.
- Metro is piloting a new study to provide trash collection service to individuals experiencing homelessness. Metro will be partnering with service organizations such as Washington County Housing and Supportive Services Network to distribute bags that will have Metro's phone number printed on them and, when they are found in the right-of-way, the number can be called and Metro will come collect them.
- Metro has finalized the ordinance and administrative rules regarding business food waste collection requirements. The City will need to complete its policy development and adopt the program by July 2019. Staff will be conducting a solid waste work session with Council early next year. He noted that Washington County Solid Waste & Recycling staff would be happy to host a few trainings and conversations with volunteer students that would like to do some door-to-door business outreach once a program is in place for the businesses to sign up for the service.

6. SCHOOL GARDEN COORDINATOR POSITION

Fallon distributed a letter to the School District Board and Superintendent with the goal of demonstrating that the Commission and many community organizations support the program and position with the hope of the School Board allocating funding for this position. Jacob moved, seconded by Fallon, to approve the letter of support with their signatures and send to the School Board. Motion passed without objection.

7. HOMELESSNESS COMMITTEE UPDATE:

Brian updated that the Homeless Immersion Experience was successful. Three members of the Commission were in attendance and shared their experiences. Brian referred to the memo from the sub-committee that notes three areas to focus on in 2019: zoning, non-profit workgroup, and advocacy. Brian proposed that the sub-committee 2019 objectives be approved as part of the Commission's work plan under Social Equity and recommended to the City Council for consideration during their goals and objectives discussion. This item will be finalized at December's meeting.

8. CONTINUED DISCUSSION FOR COUNCIL AGENDA/WORK SESSION FOR PROJECT PROCESSES

Amber reminded members about the informational meeting on Monday, November 19, from 5:30 to 7 pm in the Community Auditorium. This will be an opportunity for B/C members to learn and ask questions about the potential B/C reforms. Councilor Uhing asked for specific concerns or issues with the proposed changes to the number of members and bylaws. She noted the Commission could utilize ad-hoc committees to complete work plan items. In response to Fallon's inquiry regarding commission appointments in specific focus areas, Uhing noted that Council will interview applicants for skill sets in economic, equity, and environment. In response to Jacob's inquiry regarding barriers that prevent public participation in commission meetings, Uhing asked for clarification of equitable access which he will get to her.

9. REVIEW WORK PLAN

Amber reviewed the draft Work Plan for 2019 and asked for feedback. Uhing noted the Work Plan needed to address Council goals and objectives and meet three categories: equity, environment, and economic. Fallon felt the work plan lacked objectives in the economic

category. Further discussion: add free food sources to description of Food Stream; move Backyard Burn Ban to long-term goals; note which category objective meets; note if objective is a one-day event; change Planning Commission interaction to engagement.

Additionally, Fallon asked what the process was to change School Board representative: Kate should give formal notice to commission of her intent to step down so Council can be informed and the School Board asked for another representative. Fallon will let Kate know the process.

10. FUTURE AGENDA TOPICS:

Next meeting agenda will include updates from Charlene Murdock on projects and Tabitha on PlanetCon.

11. ADJOURNMENT: The meeting was adjourned by consensus at 8:05 p.m.

Respectfully Submitted,

Paul Downey, Director of Administrative Services

City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: December 20, 2018

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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *January 28, 2019*

SUBJECT: *Resolutions Making Appointment to Budget Committee*

The Council interviewed the applicant, in Work Session, held January 14, 2019, and made recommendation to appoint the applicant to the Budget Committee and keep her name on file pending a vacancy on the Committee for Community Involvement. Staff has contacted the applicant who has affirmed that she is available and very interested in being appointed to the Budget Committee:

1. Wolanda Groombridge, Budget Committee, Term Expiring December 31, 2021.
-

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

RESOLUTION NO. 2019-07

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
BUDGET COMMITTEE**

WHEREAS, the City of Forest Grove has provided for a City Budget Committee in accordance with ORS 294; 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 Budget Committee; and

WHEREAS, the following applicant applied and was interviewed in work session held January 14, 2019.

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 Budget Committee for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
GROOMBRIDGE	WOLANDA	DECEMBER 31, 2021

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

PRESENTED AND PASSED this 28th day of January, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of January, 2019.

Peter B. Truax, Mayor

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 Liberal 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>



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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *January 28, 2019*

SUBJECT: *Resolutions Making Reappointment to Community Forestry Commission*

The Council interviewed the applicant, in Work Session, held January 14, 2019, and made recommendation to reappoint the applicant:

1. Lance Schamberger, Community Forestry Commission, Term Expiring December 31, 2021.

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. 2019-08

**RESOLUTION MAKING REAPPOINTMENT
TO THE CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION**

WHEREAS, Resolution No. 1992.23 has provided for a Community Forestry Commission; and

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

WHEREAS, the following member reapplied and was interviewed by Council in work session held January 14, 2019.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Community Forestry Commission for the following term:

<u>Last:</u>	<u>First:</u>	<u>Term Expires:</u>
SCHAMBERGER	LANCE	DECEMBER 31, 2021

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

PRESENTED AND PASSED this 28th day of January, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of January, 2019.

Peter B. Truax, Mayor

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

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>



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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *January 28, 2019*

SUBJECT: *Resolutions Making Reappointment to Public Arts Commission*

The Council interviewed the applicant, in Work Session, held December 10, 2018, and made recommendation to reappoint the applicant pending the outcome of Public Arts Commission's (PAC) decision, as well as Council's formal acceptance, of a proposed Bylaw amendment to allow At-Large member(s), which Council approved on January 14, 2019 (Resolution No. 2019-03).

1. Kathleen Leatham, Public Arts Commission, At-Large, Term Expiring December 31, 2021.
-

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

3N

RESOLUTION NO. 2019-09

**RESOLUTION MAKING REAPPOINTMENT
CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION**

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

WHEREAS, Resolution Number 2006-10 provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions (B/C) may reapply for appointment during open recruitment; and

WHEREAS, the following member reapplied and was interviewed by Council in work session held December 10, 2018.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
LEATHAM	KATHLEEN	AT-LARGE	DECEMBER 31, 2021

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

PRESENTED AND PASSED this 28th day of Janaury 28, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 28th day of January, 2019.

Peter B. Truax, Mayor

PAC A02/06

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>) **Interview 12/10/2018 @ 5:30PM**

Resides outside of city

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

PAC has no At-Large Positions

Submission information

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

Submitted by Visitor (not verified)

Tuesday, November 6, 2018 - 4:32pm

172.16.64.19

Resides out of jurisdiction

First & Last Name

KATHLEEN LEATHAM

Street Address

[REDACTED]

Mailing Address, if different

City, State and Zip Code

CARLTON, OR 97111

E-Mail Address

[REDACTED]

Telephone/Cell Phone Number

[REDACTED]

Work Telephone Number

Employer

self

Occupation/Profession

OWNER/ LONG TERM CARE COMMUNITIES

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.

Good

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

ALTHOUGH I STATED "GOOD", I WOULD LIKE TO SEE A GREATER DIVERSITY ON COUNCIL, ON STAFF AND ON COMMISSIONS. THE TREND TO OVERBUILD AND, THEREFORE, NOT BUILD WISELY OR CREATIVELY, WILL EVENTUALLY TAKE SOME OF THE UNIQUE QUALITY AWAY FROM THE COMMUNITY. INDEED, IT

ALREADY HAS.

Select which Boards, Committees or Commissions you would like to apply for:
Public Arts Commission (2nd Thursday, 5pm)

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

AFTER MISSING ONLY ABOUT TWO IN TWELVE YEARS, I MISSED FOUR DUE TO MY HUSBAND'S ILLNESS. I STILL FULFILLED MY ROLES.

Please indicate why you would like to be reappointed.

I WAS A CHARTER MEMBER OF THE PAC. I AM ABSOLUTELY DEDICATED TO THE CARE AND FEEDING OF ART - IN ALL ITS FORMS - FOR THIS COMMUNITY AND FOR THOSE WHO CALL FOREST GROVE HOME. WITH THE NEW STRATEGIC PLAN IN PLACE, I WISH TO PLAY A ROLE IN FURTHER SOLIDIFYING THE EXCITING FUTURE THAT IS PAC'S.

What specific topics interest you that relate to the board?

ESTABLISHING, WITH THE HELP OF THE CITY MANAGER, THE MAYOR AND THE COUNCIL, A LINE ITEM FOR PAC IN THE BUDGET. COMPLETING THE FORMATION OF THE FOUNDATION. ASSISTING IN THE PROCURMENT OF GRANTS SO THAT WE CAN BE AN EVEN GREATER ASSET - AND NOT A DRAIN - TO THE COMMUNITY. BECOMING MORE VISIBLE IN THE COMMUNITY. ESTABLISHING COLLABORATIVE EFFORTS WITH OTHER GROUPS SO EACH DOLLAR GOES FARTHER.

Please type your name below as a signature.

KATHLEEN LEATHAM

Date

11/06/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6601>

Links

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



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	
MEETING DATE:	30
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 28, 2019*

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

SUBJECT TITLE: *Accept Resignation on Public Safety Advisory Commission*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

Ray Arkus, At-Large, Term Expiring December 31, 2021, has informed staff of his desire to resign from the Public Safety Advisory Commission as per attached e-mail resignation.

STAFF RECOMMENDATION:

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

Anna Ruggles

From: Tim Rippe [REDACTED]
Sent: Wednesday, January 23, 2019 11:21 AM
To: Anna Ruggles
Subject: Fwd: PSAC

Forwarding this on to you.

Sent from XFINITY Connect Mobile App

----- Original Message -----

From: Ray
To: Tim Rippe
Sent: January 23, 2019 at 9:28 AM
Subject: PSAC

Please consider this as my resignation from PSAC.

Ray Arkus



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

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Chief Janie Schutz, Capt. Kevin Ellingsburg*

MEETING DATE: *January 28th, 2019*

SUBJECT TITLE: *Body Worn Camera Implementation Update*

ACTION REQUESTED:

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

BACKGROUND:

The Forest Grove Police Department initiated a pilot program in 2016 involving the use of Body Worn Cameras (BWC's). This involved the initial deployment of two Axon camera systems. A second BWC vendor contacted the Police Department and a test and evaluation of the second system was conducted in January 2018. This evaluation utilized three individually issued camera systems and was integrated with upgraded portable radio units carried by the Officers.

At the conclusion of the second test and evaluation period it was found that the Motorola Si500 BWC system was far superior to the Axon BWC system. The Si500 allowed for integration with the portable radio, on-scene review of video footage, excellent audio and video recordings and a far more intuitive evidence management system.

The Council has been briefed on the body worn camera pilot program on two occasions over the past three years and also during the budget process. During those briefings, Council requested assurance a policy was in place to govern deployment, that labor agreements accommodated their usage, and to monitor how other agencies were deploying the cameras. All of these topics are covered in detail in the PowerPoint including Policy 421 and agency comparisons. In short, body worn camera deployments have significantly increased coupled with robust policies governing use.

FISCAL IMPACT:

City Council initially appropriated funds to deploy body worn cameras in FY 2016-17 with the intent of building into the budget sufficient funding to fully deploy cameras sustainably in the future. The current annual funding for body worn cameras is \$50,000. This amount was intended to initiate the purchase of cameras and program with an expected decrease in annual appropriations to operationally sustain the program.

The five year cost of a fully deployed program of 24 cameras, including all capital and operating expenses is \$99,900 or approximately \$20,000/year.

STAFF RECOMMENDATION:

Staff recommends fully deployment (24 cameras) of the Motorola Si500 Body Worn Camera system. This system will enhance the abilities of the Police Department during and after a critical incident, aid in the apprehension and prosecution of criminal suspects, reduce the City's liability associated with frivolous claims and can assist in the review of complaints against staff.

ATTACHMENT(s):

- 1) Body Worn Camera Power Point Presentation
- 2) Forest Grove Police Department Policy 421 – Portable Audio / Video Recorders

Portable Audio/Video Recorders

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices, to include the use of Body Worn Cameras (BWC), by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment (ORS 133.741).

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Forest Grove Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

421.2 POLICY

The Forest Grove Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

421.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at anytime, and any recording made while acting in their official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

421.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, Forest Grove Police Department identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This

Forest Grove Police Department

Forest Grove Police Department Policy Manual

Portable Audio/Video Recorders

procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

421.5 ACTIVATION OF THE PORTABLE RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

When using Body Worn Cameras the following should be followed:

- (a) Interviews with sexual assault victims generally SHOULD NOT be recorded. Exceptions to this rule may include:
 - 1. The case has a heavy domestic violence component (see #2 below).
 - 2. The case has unique facts or circumstances that would benefit from video documentation, and the victim consents to being recorded.
- (b) Interviews with sexual assault victims whose sexual assault occurred as part of a domestic violence relationship generally SHOULD be recorded.
- (c) Interviews with witnesses generally SHOULD be recorded; however, special consideration may need to be taken when the witness is a child.
- (d) Interviews with suspects generally SHOULD be recorded.
- (e) When a Public Records Request is made for BWC footage, the following factors should always be considered:
 - 1. Court and District Attorney records should be consulted to see whether a protective order is in place which prohibits release of records.
 - 2. ORS192.502(2)) may prohibit release of this material if it is deemed to be "information of a personal nature" that release of which would constitute an "unreasonable invasion of privacy."
 - 3. Release of any records regarding minors may likewise be prohibited by statute.

Forest Grove Police Department

Forest Grove Police Department Policy Manual

Portable Audio/Video Recorders

Unless there are exigent circumstances or concerns for the safety of the member or any other person, body-worn cameras shall be activated whenever the officer has or develops reasonable suspicion or probable cause that an offense has been or will be committed by a person in contact with the member (ORS 133.741).

Members shall notify all parties to the conversation that a recording is being made unless pursuant to a court order or the limited exceptions in ORS165.540 subsections (2)through (7) and ORS133.726 (prostitution offenses, felonies when exigency makes obtaining a warrant unreasonable, certain felony drug offenses, felonies that endangers human life) (ORS 165.540).

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

421.5.1 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Oregon law generally prohibits any individual from surreptitiously recording any conversation, except as provided in ORS 165.540 and ORS 165.543.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

421.5.2 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from participation in the incident.

421.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

421.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

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Portable Audio/Video Recorders

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All recordings shall be retained at the Department or by a Department approved third-party vendor.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

421.6.1 PROHIBITED USE OF BODY-WORN CAMERA RECORDINGS

Recordings from body-worn video cameras shall not be analyzed with facial recognition or other biometric matching technology (ORS 133741).

421.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

421.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

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Portable Audio/Video Recorders

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance. Review of recordings for the purpose of general performance evaluations is not authorized.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

421.9 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for:

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
- (b) Establishing procedures for accessing data and recordings.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging or marking events.
- (e) Conducting quarterly audits of random recordings to confirm compliance with this policy.

421.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

Recordings made from body-worn video cameras no longer needed for a court proceeding or an ongoing criminal investigation shall not be retained for more than 30 months (ORS 133.741).

421.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

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Portable Audio/Video Recorders

421.10.2 STORAGE OF DATA BY VENDORS

Any contract with a third-party vendor for data storage of recordings from body-worn video cameras must state that all recordings are the property of the Forest Grove Police Department, not owned by the vendor, and cannot be used by the vendor for any purpose inconsistent with the policies and procedures of the Forest Grove Police Department (ORS 133.741).



POLICE BODY WORN CAMERA PROGRAM



Kevin Ellingsburg, Captain
January 28, 2019
City Council Presentation

Program History

- The Forest Grove Police Department began a pilot program for Officer deployed body worn cameras in 2016.
- This pilot program initially began as two Axon Body Worn Cameras and was subsequently increased to three.
- Forest Grove Police Policy 421 – Portable Audio/Video Recorders was created by the Forest Grove Police Department.
 - Content and language developed through Lexipol policy management system and reviewed by City Human Resources.
 - Consistent in content and intent with other law enforcement agencies in Washington County.
- Forest Grove Police Policy 421 was reviewed by the police labor representatives with no substantive concerns.

Policy Overview

- Forest Grove Police Policy 421
 - Permitted Use
 - Device to be used during all enforcement and investigative contacts, traffic stops and self-initiated activities.
 - Prohibited Use
 - Personal Use (to include making copies)
 - Shall not be used with facial recognition or other biometric matching technology

Program History

- The Police Department conducted a trial in January, 2018 of a second body worn camera vendor (Motorola) that was presented during discussions regarding the new radio systems.
 - The new radio system is funded through a Countywide bond to bring our current systems into compliance with a new digital system and does not include the referenced body worn cameras being proposed.
- The second vendor trial was completed in August of 2018 with positive results.
- This system integrates both the portable radio hand-mic and the body worn camera into a single unit with exceptional video and audio quality.
- Additionally, the system allows for review on scene by both the officer and the supervisor regarding an incident.

Results

- During the pilot programs the video's captured by Patrol Officers have aided in the following:
 - Training
 - Prosecution of suspects
 - Citizen complaint review and evaluation
 - Capture of suspects by reviewing footage on-scene and during an ongoing investigation

L.E. Agency Deployments

The following Washington County Agencies are deploying body worn cameras. All agencies deploy the camera individually to each officer.

- Washington County Sheriff's Office: 30 user deployments, Utility Inc.
- Hillsboro Police Department: Full deployment, Axon
- Beaverton Police Department: Full deployment, Axon
- Tigard Police Department: Partial deployment, Axon
- Sherwood Police Department: Full deployment, Axon
- North Plains Police Department: Full deployment, Axon,

Financial

- Funding for body worn cameras was initially approved in 2016. Current funding in the FY 18/19 budget is \$50,000.
- The current 5-year quotes to deploy 24 body worn cameras are as follows:
 - Axon \$127,500
 - Motorola \$99,900
- There are no anticipated increases in personnel costs associated with managing, implementing or administrative tasks (redaction and evidence management).

Recommendations

- Staff recommends full deployment of body worn cameras for the Forest Grove Police Department. This includes:
 - 24 Cameras, 1 each for all Patrol Officers, Sergeants and the School Resource Officer
 - Utilizing Motorola. This system is less expensive and functionally integrates and performs better with the new radios.



A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 28, 2019*

PROJECT TEAM: *Tom Gamble, Director, Parks and Recreation*

SUBJECT TITLE: *Presentation Rogers Park Restroom Update*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT: To provide City Council updated information regarding the Rogers Park Restroom Project. Additionally; to present information regarding the Rogers Park Playground (Anna and Abby's Yard) project.

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ROGERS PARK PROJECT: PHASE 1 UPDATE

Presentation City Council Meeting

January 28, 2019

Tom Gamble, Director Parks and Recreation

Presentation Purpose

- Review progress regarding Rogers Park Project, Phase 1.
 - Progress to-date
 - Permitting, CWS
 - Timeline
- Discuss relationship with Anna and Abby's Yard (Phase 2)
- Address City Council Questions

Phase 1 Progress To-Date

- Phase 1 is a stand-alone element for the larger playground (Anna and Abby's Yard)
- Phase 1 Planning & Design is complete. Elements include:
 - Restroom ADA modular system which is similar to facility at Fernhill Wetlands.
 - “One hole”, Sink, auto door locks.
 - Child/Adult changing station.
 - Small maintenance chase.
 - Integrated pathway to connect to shelter/BBQ area.
 - Bike Rack and Bench
 - CWS permitting is complete. Service Provider Letter is in hand.

Phase 1: Timeline

Phase 1 Timeline:

- Pre-fabricated restroom under construction.
- Expect restroom delivered March 15th.
- Bid Advertising this week.
- Construction complete, April 1st 2019.

Phase 2: Anna and Abby's Yard

Phase 2 Timeline:

- Design is 75% complete
- Harper's Playground fundraising is progressing.
- Expect 100% Construction Documents April 10th.
- Construction Begins July 1st.
- Grand Opening. October 20th.

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Forest Grove Police Facility Work Session

Paul Downey, Administrative Services Director

Janie Schutz, Police Chief

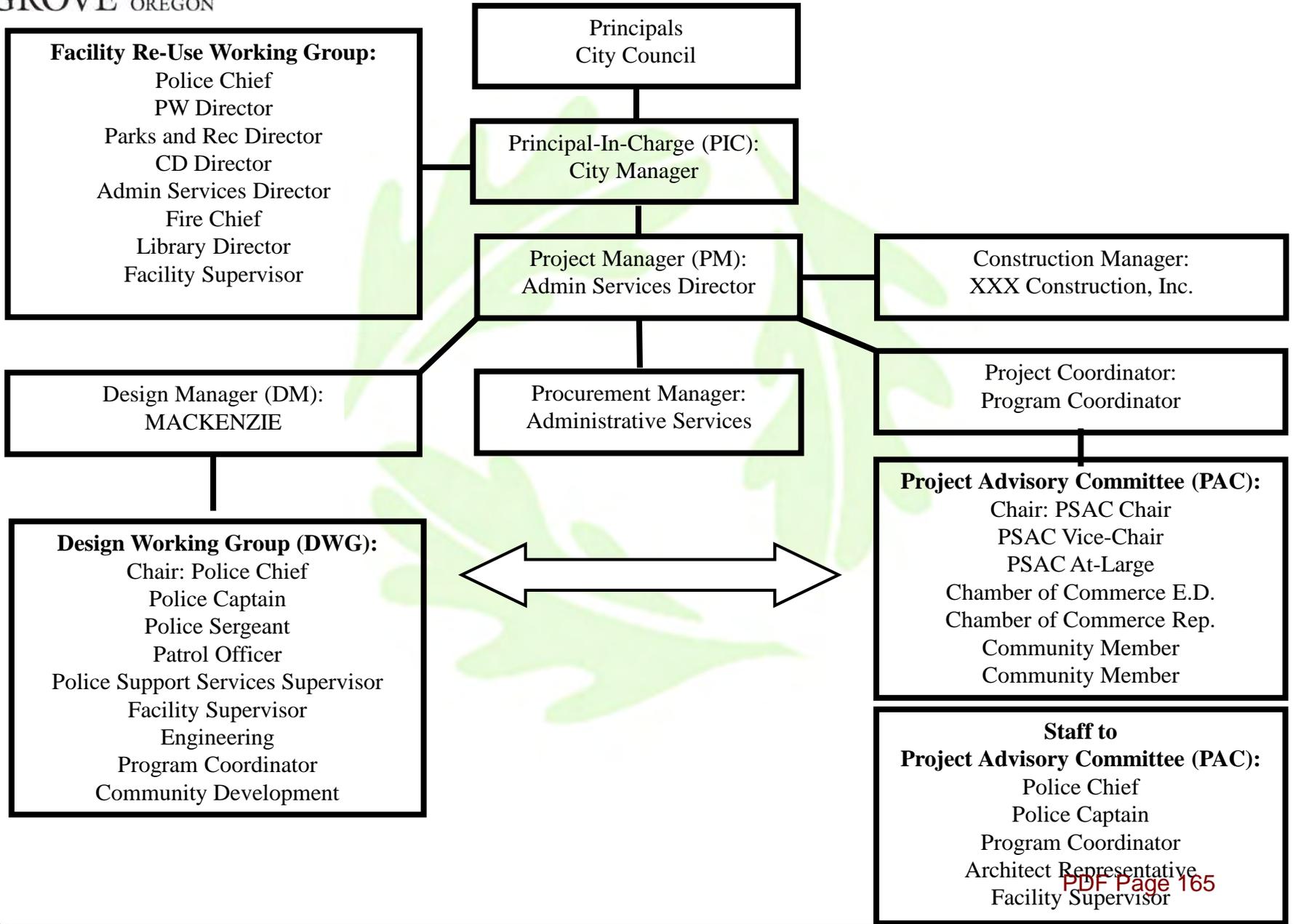
Jesse VanderZanden, City Manager

January 28, 2019

Purpose

- Based on feedback from Councilors and the opinion poll, staff is recommending that a bond request for a new policy facility not occur in May, 2019.
- The purpose of tonight's presentation is to provide information on the project and the process in preparation for a potential future bond:
 - Review Council's role & responsibilities
 - Design and cost approval process
 - Inform Council on prior GO bonds
 - Discuss education process
 - Ballot approval timeline

Project Management Structure



Council's Role

- As Principals, Council's role is to approve the design and budget.
- Council asked if there are areas where the \$18.7* million estimated cost could be reduced. Specific areas mentioned include:
 - Firing range
 - Lobby/Exterior concept design
 - Evidence area
 - Training room

*This cost estimate assumes no Transportation Development Tax, estimated at \$1.5 million. The City is working with the County to see if this tax applies. This also translates to approximately \$1.51/\$1,000 of assessed value using the fixed rate method.

Process

- The Design Working Group (DWG) will review the four major areas above to see what changes, if any, can be recommended to lower the cost. This process will likely require a contract amendment with the architect.
- Design will then be reviewed by PSAC and PAC (Project Advisory Committee)
- Pending review, staff will schedule a Work Session with Council to seek additional feedback on design.

Process

- Design will then be cost estimated.
- Pending new cost estimate, staff will schedule Work Session with Council to approve design and budget.
- Once Council has approved design and budget, discuss bonding and ballot timeline with Council and get Council approval to put bond on the ballot for voter approval.
- Public education has already begun and will continue throughout the entire process.

Past FG General Fund Bonds

- 1994 – Issued \$900,000 in 20-Year General Obligation (GO) Bonds to fund construction of City's half of Fire Station. Paid with property taxes levied annually. Initial rate on these bonds was \$0.20 per \$1,000 of assessed value (AV).
- 1999 – Issued \$5 million in 20-Year GO Bonds to fund expansion of Library, Aquatic Center, and purchase land for Thatcher Park. Paid with property taxes levied annually. Initial rate on these bonds was \$0.61 per \$1,000 of AV.
- 2010 – refinanced both bonds above to take advantage of lower interest rates. Refinanced \$2,685,000 at a 3% interest rate. These refinancing bonds were paid off in June, 2016. In final year of payments, City levied a rate of \$0.35 per \$1,000 of AV to make the final bond payments.

Education Process

- An education process has already begun. General information about what is done in a police station is being printed in the UB insert, newspaper articles, and social media.
- Other items could include:
 - In-Person and virtual tours of existing facility
 - Open houses to discuss police facility and the need to replace it
 - Annual Town Meeting potential topic
 - Speaking engagements at civic clubs and community events
 - Ballot information once the timing and amount of bond is known
 - Informational booths at community events

Other Agency Bonds/FG Levy

- November, 2018: Metro passed a \$652 million GO Bond for affordable housing. Cost is \$.20/\$1,000 of assessed value.
- November, 2019: Metro discussing a GO Bond for Parks. Amount not yet been determined. Decision expected in July.
- November, 2020: Metro discussing \$1.8 billion GO Bond for transportation projects.
- May/November, 2021: FGSD discussing a \$60-90 million GO Bond for school facilities.
- May, 2022: FG levy. Current levy expires June 30, 2023.

Timeline: November 2019 Election

- February-March: DWG design review
- April: PSAC and PAC design review
- May: Council Work Session on concept design. Get Council consensus to secure revised cost estimate.
- June: Get a revised cost estimate
- July: Council work session on design, cost estimate, and debt service costs. Get direction from Council on whether or not to develop ballot information.
- August 12: Council approval of ballot information
- September 5: last date to submit ballot measure to County

Timeline: May 2020 Election

- February-July: DWG design review. This allows more time to consider design issues and to work on other items (e.g. Budget).
- August: PSAC and PAC design review
- September 9: Council Work Session on concept design. Get Council consensus to secure another cost estimate.
- September-October: get a revised cost estimate
- November: Council work session on design, cost estimate, and debt service costs. Get direction from Council on whether or not to develop ballot information.
- February 10, 2020: Council approval of ballot information
- March, 2020: Submit ballot measure to County

Next Steps

- Council discussion on how they wish staff to proceed.





THE END

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