

CITY COUNCIL MONTHLY MEETING CALENDAR

February-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2 Council Retreat 8:30am - 2:30pm PU Berglund Hall
3 Planning Comm 7pm	4	5 CCI 5:30pm (Canceled)	6 Municipal Court	7 EDC Noon	8 Custom Care Opening 4:30pm	9 Hearts for Habitat Gala 6pm
10 PAC Subcomm 1pm	11 CITY COUNCIL 5:30 PM - CEP COMMITTEE MEETING 6:15 PM - WORK SESSION (OJ Hearings) 7:00 PM - REGULAR COUNCIL MEETING 8:00 PM - WORK SESSION (Council Goals) COMMUNITY AUDITORIUM	12 Red Cross Blood Drive 1pm-6pm, Comm Aud	13	14	15	16 FGS&CC Dinner, 6pm
17 Library Closed Planning Comm 7pm	18	19 North Plains City Address 11:30am PAC Subcomm 5pm Library Comm 6:30pm	20 Sister Cities 4:45pm	21 PAC moved to 02/21	22	23
24 Chamber Luncheon Mayor's State of City Address, Noon - RSVP	25	26 WC Fire Task Force 6pm TBD Council President Johnston out until Feb 24	27 Municipal Court P&R 7am CFC 5:15pm	28 PAC 5pm	29	30
Johnston returns	31 CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	32 HLB 6:30pm	33 PSAC 7:30am	34 Lunch & Disaster Training, Noon Sustainability 6pm	35	36
Councilor Rippe out until March 4						

March-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2 Grand Lodge 97th 2pm
3 Planning Comm 7pm	4	5 Red Cross Blood Drive 1pm-6pm, Comm Aud	6 Municipal Court	7 EDC Noon	8	9
Councilor Rippe Returns						
10	11 NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting 03/18	12 Library Comm 6:30pm	13	14	15	16
National League of Cities Conference - Washington, DC						
17 Chamber Luncheon	18 CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	19	20 P&R 7am CFC 5:15pm	21 Sustainability 6pm	22	23
24 NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting 04/08	25	26 WC Fire Task Force 6pm TBD	27	28	29	30 Chamber Auction 6pm
31	32	33 HLB 6:30pm	34 PSAC 7:30am	35	36	37
Councilor Rippe out until March 31						

April-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm	2 CCI 5:30pm	3 Municipal Court	4 EDC Noon	5 LOC Board Mtg FGS&CC 1st Friday	6
7	8 CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm-6pm, Comm Aud	10	11 Budget Committee Informational Meeting 6pm - Comm Aud	12	13
14 Chamber Luncheon Planning Comm 7pm	15	16 Library Comm 6:30pm	17 Tigard's City Address 6pm	18	19	20
Governor's Conference - Eugene						
21 CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	22	23 HLB 6:30pm	24 PSAC 7:30am	25	26	27
28	29	30	31			

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CITY COUNCIL MEETING AGENDA

MONDAY, FEBRUARY 11, 2019

5:30 PM – CEPC Advisory Committee Meeting
6:15 PM – Work Session (Quasi-judicial Hearings)
7:00 PM – City Council Regular Meeting
8:00 PM – Work Session (Council Goals & Objectives)

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

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

PETER B. TRUAX, MAYOR

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

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

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

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

(PowerPoint Presentation)
 Paul Downey, Administrative
 Services Director
 Bev Maughan, Executive Assistant
 Jesse VanderZanden, City Manager

5:30

**SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM
 ADVISORY COMMITTEE (CEPC) MEETING**

The Solid Waste Community Enhancement Program Advisory Committee (CEPC) will convene in the Community Auditorium – Conference Room. *(Refer to separate meeting agenda and packet)*

(PowerPoint Presentation)
 Bryan Pohl, Community
 Development Director
 Chris Crean, City Attorney
 Jesse VanderZanden, City Manager

6:15

WORK SESSION: QUASI-JUDICIAL HEARINGS

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

7:00

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

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

7:10
 15mins

5. A.
 - *Tualatin Valley Highway Improvement Project*

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

7:25

6. **PUBLIC HEARING AND ORDER NO. 2019-01 ESTABLISHING BOUNDARIES OF TERRITORY PROPOSED FOR WITHDRAWAL FROM THE CITY LIMITS AND CLEAN WATER SERVICES BOUNDARY LOCATED IN SOUTHEAST ONE-QUARTER OF SECTION 35 AND SOUTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 4 WEST WILLAMETTE MERIDIAN AND SETTING A TIME AND PLACE FOR FINAL PUBLIC HEARINGS AND ADOPTION OF AN ORDINANCE; FILE NUMBER 311-18-000033-PLNG**

City Councilors

7:35

7. **CITY COUNCIL COMMUNICATIONS:**

Jesse VanderZanden, City Manager

7:45

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

Peter Truax, Mayor

7:50

9. **MAYOR'S REPORT:**

7:55

10. **ADJOURNMENT:**

(PowerPoint Presentation)
Peter Truax, Mayor
Jesse VanderZanden, City Manager

8:00

WORK SESSION: COUNCIL GOALS AND OBJECTIVES

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

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 28, 2019.
- B. Approve City Council Regular Meeting Minutes of January 28, 2019.
- C. Approve City Council Work Session (Police Facility) Meeting Minutes of January 28, 2019.
- D. Accept Committee for Community Involvement Meeting Minutes of November 6, 2018.
- E. Accept Economic Development Commission Meeting Minutes of November 1 and December 6, 2018.
- F. Accept Public Safety Advisory Commission Meeting Minutes of November 28, 2018.
- G. Community Development Department Monthly Building Activity Informational Report for Report January 2019.
- H. **RESOLUTION NO. 2019-10 MAKING APPOINTMENTS TO COMMITTEE FOR COMMUNITY INVOLVEMENT (APPOINTING CHARLENE MURDOCK AND APPOINTING PAMELA SPRAGUE, TERMS EXPIRING JANUARY 31, 2023).**
- I. **Endorse New Liquor License Application** (Full On-Premises Sales) for Coaster's Deli & Pub (FG Landing LLC), 1918 Main Street, Suite 200 (Applicant: Steven Ung).
- J. **Endorse New Liquor License Application** (Limited On-Premises and Off-Premises Sales) for The Growler Garage, LLC, 1837 Pacific Avenue (Applicant: Ryan Thompson).

3. **CONSENT AGENDA (Continued)**: 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).

K. Endorse Liquor License Renewal Applications for Year 2019:

- 1) 7-Eleven Store #20715d, 2001 Yew Street, Off-Premises Sales
- 2) A-Framer's Touch, 1920 21st Avenue, Limited On-Premises Sales/Off-Premises Sales
- 3) Bi-Mart, 3225 Pacific Avenue, Off-Premises Sales
- 4) Bites Restaurant, 2014 Main Street, Full On-Premises Sales
- 5) Circle Inn, 3007 Pacific Avenue, Full On-Premises Sales
- 6) Diamond Palace Restaurant, 1921 Main Street, Full On-Premises Sales
- 7) Forest Grove Senior and Community Center, 2037 Douglas Street, Limited On-Premises Sales
- 8) Forest Grove Sushi, 1905 Birch Street, Limited On-Premises Sales
- 9) Godfather's Pizza/Players Pub, 2834 Pacific Avenue, Full On-Premises Sales
- 10) Hello Market, 1917 19th Avenue, Off-Premises Sales
- 11) Jade Green Palace, 3018 Pacific Avenue, Full On-Premises Sales
- 12) La Sierra Cantina & Mexican Restaurant, 2331 Pacific Avenue, Full On-Premises Sales
- 13) Mama Jiah's Market, 2248 Main Street, Off-Premises Sales
- 14) Mandarin China Restaurant, 2338 Pacific Avenue, Limited On-Premises Sales
- 15) Mini Mart 2705 Pacific Avenue, Off-Premises Sales
- 16) Pac Thai, 1923 Pacific Avenue, Limited On-Premises Sales
- 17) Plaid Pantry #20, 2436 19th Avenue, Off-Premises Sales
- 18) Plaid Pantry #99, 2901 Thatcher Avenue, Off-Premises Sales
- 19) Ridgewalker Brewing, 1921 21st Avenue, Brewery/Full On-Premises Sales
- 20) Shriji Food Mart/FG Arco, 2710 19th Avenue, Off-Premises Sales
- 21) Urban Decanter, 2030 Main Street, Suite B, Full On-Premises Sales/Off-Premises Sales



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**Forest Grove Solid Waste
Community Enhancement Program Committee**

**CEPC Meeting
5:30 PM
Community Auditorium Conference Room**

**MONDAY, FEBRUARY 11, 2019
1915 Main Street
Forest Grove, OR 97116**

Tom Johnston	Juan Carlos Gonzalez, Co-Chair	Elena Uhing
Timothy Rippe	Peter Truax, Co-Chair	Adolph "Val" Valfre, Jr.
Ron Thompson		Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

- 5:30** 1. **CALL TO ORDER:**
- 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda may be heard at this time.
- 3. **APPROVAL OF MEETING MINUTES of MAY 14, 2018**
- 4. **ADDITIONS/DELETIONS**
- 5. **APPROVAL OF 2019-20 CEP PROCESS**
- 6:15** 6. **ADJOURNMENT**

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Minutes not official until approved by CEPC.

1. ROLL CALL

Co-Chair Peter Truax called the meeting of the Community Enhancement Program (CEP) Committee to order at 6:29 pm. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston, Timothy Rippe, Ronald Thompson, Elena Uhing, Malynda Wenzl and Co-Chair Peter Truax. **ABSENT:** Adolph Valfre, excused. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. CITIZEN COMMUNICATIONS: None.

3. APPROVE MINUTES FROM MEETING ON APRIL 19, 2018

Johnston moved, seconded by Thompson, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

4. DISCUSSION OF ALLOCATIONS AND DESIGNATION OF 2018-19 PROJECTS:

Paul reviewed the allocation worksheet. In response to Valfre's email with revisions to his allocations, Harrington commented that changes to individual committee members' allocations from the distributed worksheet should be done in the public meeting. It was moved by Harrington and seconded by Wenzl to use Valfre's original funding options. With all those present voting in favor, motion passed unanimously.

Committee members present at the meeting reallocated individual funding from the projects that did not receive a majority support and staff amended the funding allocation worksheet accordingly. Harrington moved, seconded by Johnston, to approve the allocations as amended. With all those present voting in favor, motion passed unanimously. The following projects were granted funds as noted and designated as 2018-19 CEP Projects:

2018-19 CEP PROJECTS	SPONSOR	AMT REQUESTED	FUNDING APPROVED
Annual Sidewalk Chalk Art Festival	Valley Art Association	\$ 4,500	\$4,165
SIGNS-III (Systematically Install Great New Signs)	Parks & Recreation Comm	\$ 9,000	\$6,131
Preservation Grant Program	Historic Landmarks Board	\$ 10,000	\$7,975
Forest Grove Farmers Market	Adelante Mujeres	\$ 10,000	\$7,400
Cultural Service Center	Adelante Mujeres	\$ 10,000	\$6,275
Historic Preservation Brochure	Friends of Historic FG	\$ 1,324	\$864
Tualatin Plains Great Grains	Foodways at Nana Cardoon	\$ 10,000	\$3,800

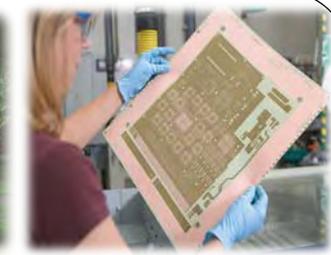
Downtown Street Tree Assessment	Community Forestry Comm	\$ 10,000	\$5,044
WESTCO	Community Action Organization	\$ 5,000	\$4,725
Collaborative Sustainable Community	Sustainability Commission	\$ 5,500	\$3,976
FG Gleaning Program	DCCFW	\$ 1,419	\$1,235
Weekend Backpack Program	FG Elks 2440	\$ 10,000	\$8,547
Veteran's Independence Project	FG Elks 2440	\$ 10,000	\$6,075
AT Smith House Exterior Renovation	Friends of Historic FG	\$ 10,000	\$5,050
Temporary Emergency Shelter	Forest Grove UCC	\$ 10,000	\$7,600
Wood Stove Exchange Program	Washington County	\$ 10,000	\$2,650
Mobil Pantry Organization Carts	FG Senior & Community Center	\$ 10,000	\$6,475
Temporary Emergency Shelter	Old Town Forest Grove	\$ 10,000	\$7,600
Junior Achievement	Economic Development Commission	\$ 8,000	\$3,300
Building the Future Capital Campaign	Forest Grove ReStore	\$ 10,000	\$5,750
Infrastructure for Kidd Court House #14	West Tuality Habitat for Humanity	\$ 10,000	\$4,775
Downtown Winter Light Expansion	Chamber Holiday Display Team	\$ 10,000	\$4,419
Growing Garden Classrooms in FGSD	Eden Acres Environmental Education	\$ 10,000	\$4,200
Stand Up Paddle Boarding Program	Adentures Without Limits	\$ 3,200	\$1,450
Community Arts	Public Arts Commission	\$ 10,000	\$5,925
Leadership Through Design for CALC	Eden Acres Environmental Education	\$ 2,500	\$1,438
Bridging the Gap Internship w/Sustainability	Center for a Sustainable Society	\$ 900	\$639

Harrington noted this would be her last meeting with the CEP Committee in her capacity as the Metro Councilor. She thanked the committee and staff for their participating in the CEP process.

5. ADJOURNMENT: Meeting was adjourned at 6:51 pm.

Respectfully Submitted by

Beverly Maughan, Executive Assistant



COMMUNITY ENHANCEMENT PROGRAM (CEP) PROCESS FY 2019-20

CEP Committee Meeting
Monday, February 11, 2019

Purpose of Meeting

- Discuss changes that the CEP Committee (CEPC) may wish to make to the CEP application and approval process for FY 2019-20.
- Provide direction to staff so the CEPC can complete and approve the application process tonight.

Estimated Funding Available

- Based on preliminary estimates, there will be approximately \$125,000 in funding available for FY 2019-20 grants. \$115,000 is the estimated revenue for CEP from Metro and \$10,000 is grant funding available from accumulated Fund Balance.
- In FY 2018-19, \$127,483 in projects were funded with \$10,320 in FY 17-18 grant awards being carried over to FY 18-19.
- In FY 2020-21, staff estimates there will be approximately \$72,000 in funding available for grants as the CEP revenue will decrease to about \$75,000 due the decrease tonnage allowed at the FG Transfer Station effectively 01/01/2020.

2019-20 Draft Timeline

- Feb 11: CEPC approves the 2019-20 process
- March 1: Applications made available
- April 5: Applications due by 5 pm
- April 18: CEPC meeting to hear presentations of proposed projects
- TBD: CEPC meeting to discuss projects if desired
- May 3: Funding worksheets submitted to Administrative Services Director
- May 28: CEPC meeting to finalize 2019-20 CEP projects with allocations

Last Year's Process Decisions

- Different organizations can request a grant for the same or similar project with the process allowing the opportunity for clarification between grants during interviews;
- Not funding City costs such as system development charges with CEP grants;
- Grant funding limit per application to remain at \$10,000 per application;
- One organization can submit 2 applications provided they are for different projects;
- Boards/Commissions may award mini-grants to projects the CEPC did not fund;

Items to Discuss for FY 2019-20

- Staff is not proposing any changes to the CEP process for FY 2019-20.
- Do committee members have any proposed process changes?
- Do committee members have any comments regarding the CEP process?



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

CITY COUNCIL STAFF MEMORANDUM

WORK SESSION:

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Bryan Pohl CFM, Community Development Director

MEETING DATE: February 11, 2019

SUBJECT TITLE: Quasi-Judicial Land Use Proceedings

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

BACKGROUND:

At the work session on February 11th, Chris Crean, City Attorney, will be in attendance to discuss and provide a refresher session on quasi-judicial land use proceedings. Because the City Council will soon be hearing an appeal of a Planning Commission decision, staff arranged for this session in order to prepare the Council for the proceedings. Please note that we cannot and will not discuss any of the facts or merits of the appeal to be discussed at a later date. We will simply be discussing the rules and procedures for quasi-judicial land use hearings, including potential issues, such as ex parte contact, conflicts of interest, bias, and hearing procedures. If you have any specific questions that you would like answered regarding this topic, please do not hesitate to direct them to staff beforehand so that we may ensure that they are addressed during this time. Thank you, and we look forward to a productive session.

RECOMMENDATION: Informational only.

ATTACHMENT(s):

Council Rules & Hearing Procedures

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HEARING AND ADOPTION PROCEDURES

I. Quasi-Judicial Land Use Hearing Procedure

- Open hearing and read procedure statement
- Declaration of conflicts of interest and ex parte contacts of Councilors
- Challenges from parties against Councilors
- Staff report and questions of staff
- Testimony by applicant or appellant
- Testimony by supporters of application or appeal
- Testimony by opponents of application or appeal
- Rebuttal by applicant or appellant
- Testimony of public agencies
- Staff response
- Council questions of staff or parties
- Determine the record and admitted evidence
- Close or continue the hearing (if closed, continue on; if continued, stop here)
- Council discussion
- Motion to approve/deny the application or appeal and record
- Restate motion
- Council vote on application or appeal
- If decision requires an ordinance or resolution, and the ordinance or resolution is prepared, introduce ordinance or resolution using ordinance or resolution procedure below. If not prepared, announce that the ordinance or resolution, with necessary findings, will be before the Council at its next meeting.

II. Ordinance Adoption Procedure

- Staff report and questions of staff
- Motion to adopt and second
- State the motion
- First reading by title only
- Public hearing (for non quasi-judicial matters)
- Close hearing or continue hearing to next meeting
- Staff response to public testimony
- Council discussion

If emergency ordinance, second reading by title only (requires affirmative vote of five (5) council members, provided the ordinance was available to the public at least seven days before the meeting) and roll-call vote. Announce result of vote.

- If non-emergency ordinance, announce that second reading and adoption will be at next meeting
- If ordinance includes substantial amendments, amendments must be read

III. Procedure for Second Reading of Ordinance at Subsequent Meeting

- Staff report
- Restate motion
- Second reading by title only (if ordinance includes substantial amendments, amendments must be read)
- Public hearing (if hearing still open)
- Close hearing
- Council discussion
- Roll-call vote
- Announce the vote

Council Rules of Procedure, Section 8, Page 15-17 (Hearings)
City Charter, Section 15, 16 & 17 (Ordinance) & Section 18, 19 & 20 (Resolutions)

IV. Procedure for Adoption of Resolutions

- Staff report
- Questions of staff
- Motion to adopt and second
- Public hearing (optional)
- Restate motion
- Reading by title only
- Roll-call vote
- Announce the vote

**COUNCIL RULES OF PROCEDURE
SECTION 8 – PUBLIC HEARINGS,
CONFLICT OF INTEREST OR OTHER DISQUALIFICATIONS**

8.1 Public Hearings – Public Hearings shall be held on each matter required by State law or City policy. Quasi-judicial hearing procedures shall be conducted in accordance with ORS 197.763, *Conduct of Local Quasi-judicial Land Use Hearings, Notice Requirements, Hearing Requirements*, unless otherwise provided in the Development Code. The Presiding Officer shall preside over the hearing, announce the purpose and type of hearing and summarize the guidelines for the conduct of the hearing.

8.2 Open Public Hearing – The Presiding Officer shall **declare the hearing open** and **announce the type of hearing** and the **guidelines for the hearing**.

8.3 Call for Abstentions – The Presiding Officer shall **call for abstentions from the Council**. No Councilmember shall participate in discussion or vote on a matter in which the Councilmember has a direct personal or pecuniary interest. If a Councilmember announces an abstention, the Councilmember shall identify the reason(s) for abstaining and shall not participate in discussion or vote on the matter. Exception: If the recusal results in a lack of a quorum, Councilmember may be counted for the purpose of establishing a quorum; however, the Councilmember must abstain from voting.

8.4 Ex-Parte Contact/Conflict of Interest/Prehearing Bias – Such contacts and conflicts apply to quasi-judicial hearings. The Presiding Officer shall **call for such contacts or conflicts from the Council**. If a Councilmember discloses an ex-parte contact, the Councilmember shall disclose the nature of the contact and information obtained. If a Councilmember discloses a conflict of interest, the Council shall disclose the conflict of interest. If a Councilmember discloses a prehearing bias, the Councilmember shall recuse themselves and shall not participate in discussion or vote on the matter. No Councilmember shall participate in discussion or vote on a matter in which the Councilmember is unable to render an unbiased decision. Exception: If the recusal results in a lack of a quorum, Councilmember may be counted for the purpose of establishing a quorum; however, the Councilmember must abstain from voting.

8.5 Challenge/Disqualification – Any Councilmember whose participation has been challenged has the right to participate and may make statement in response to the challenge. Such challenge must be made prior to the commencement of the Public Hearing and shall be incorporated into the record of the hearing.

8.6 Objections to Jurisdiction – The Presiding Officer shall **inquire if there are objections to the jurisdiction of the Council to hear the matter**, and if such objections are received, conduct further inquiry if necessary to determine the question. The Presiding Officer shall terminate the hearing if the inquiry

results in substantial evidence the Council lacks jurisdiction or the procedural requirements are not met.

8.7 Staff Report and Recommendation – The Presiding Officer shall **call forth** the **City Manager** or **City staff to present the staff report**.

8.8 Testimony – Members of the audience may present oral testimony on the matters scheduled for Public Hearing. The Presiding Officer will **call forth members of the audience** who have signed-in prior to the meeting to present testimony. **Testimony will be limited to three (3) minutes, unless the Presiding Officer grants additional time.** The Presiding Officer may further limit testimony if a speaker persists in being threatening and disorderly, or abusive, following a warning to that effect from the Presiding Officer. Upon being recognized by the Presiding Officer, any member of the Council or the City staff may ask questions of any speaker. Upon closure of the hearing, no further testimony will be allowed.

8.9 Attorney Representation – Any person attending a hearing has the right to be represented by an attorney.

8.10 Testimony – Land Use Public Hearings – In addition to the procedures outlined above, during a quasi-judicial hearing, the speaking order will be as follows:

- Applicant’s testimony;
- Proponent’s case;
- Cross-examination Proponents – After being recognized by the Presiding Officer, opponents may submit questions directly or through the Presiding Officer to the proponents. Proponents shall be given reasonable time to respond solely to the questions.
- Opponent’s case;
- Cross-examination Opponents – After being recognized by the Presiding Officer, proponents may submit questions directly or through the Presiding Officer to the opponents. Opponents shall be given reasonable time to respond solely to the questions.
- Public Agencies – After being recognized by the Presiding Officer, representatives of any City, State, regional authority, or municipal or quasi-municipal corporation may testify.
- Written Communications – Staff shall facilitate distribution of any written communications to the Council prior to commencement of the hearing. The City Recorder shall record in the minutes any written communications received.
- Rebuttal evidence – After being recognized by the Presiding Officer, the applicant will be offered an opportunity for rebuttal.

8.11 Land Use Appeal Hearings/Procedures – In addition to the procedures outlined above, land use appeal hearings and procedures shall be conducted pursuant to the provisions set forth in the Development Code.

8.12 Closing of Hearing/Council Deliberation – The Presiding Officer shall **close the hearing or continue it to a date and time certain for presentation of further evidence or argument.** Upon closing the hearing, the Council may deliberate on the matter immediately, or may deliberate on the matter at a later time. During deliberations, the Council may request advice from the City Manager or City staff as to the consequences and implications of the proposal or alternatives thereto based upon the facts presented during the hearing.

8.13 Reopening of Hearing – **If it appears that substantial new factual material is necessary to reach a decision on the matter, the Council may, by majority vote, order the hearing reopened or refer the matter to the Planning Commission** for further development of the record. Reopening of a hearing is subject to public notice requirements.

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City Council Work Session Minutes
B&C Interviews

Monday, January 28, 2019
5:30 p.m., Conference Room

Minutes are unofficial until approved by Council.

1. **ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:30 p.m.

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

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

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

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

- **Charlene Murdock** – Committee for Community Involvement

After deliberation, Council collectively made recommendation to appoint Murdock to **Committee for Community Involvement, Term Expiring January 31, 2023**

- **Pamela Sprague** – Committee for Community Involvement; Economic Development Commission; Planning Commission; and Sustainability Commission

After deliberation, Council collectively made recommendation to appoint Sprague to **Committee for Community Involvement, Term Expiring January 31, 2023**, and keep her application on file should a vacancy occur on Sustainability Commission.

Resolutions making formal appointments will be considered at the next regular Council meeting of February 11, 2019.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 6:07 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; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; J. F. Schutz, Police Chief; Kevin Ellingsburg, Police Captain; Keith Hormann, Light and Power Director; 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. EMPLOYEE RECOGNITION:

Mayor Truax, on behalf of the Council, and VanderZanden presented a Certificate of Appreciation honoring Tom Gamble, Parks and Recreation Director, for 30 years of dedicated and exceptional service to the City.

2. CITIZEN COMMUNICATIONS

Al Young, Hillsboro, addressed Council about the potential sale of real property, noting he has reviewed the Tokola project and, if the city has a need for another housing project, he would like to negotiate selling his property to the city with help from the Urban Renewal Agency District. Young added his property is located in Forest Grove on 19th Avenue between Cedar Street and Douglas Street, noting the city has more ability than he does to direct construction and work with the adjacent property owners. Council took no formal action.

3. CONSENT AGENDA:

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

- A. Approve City Council Work Session (B/C Interviews) Meeting Minutes of 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).

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

4. ADDITIONS/DELETIONS:

VanderZanden added to the Agenda: Item 5. C. Small Cell Tower Process Presentation.

5. PRESENTATIONS:

5. A. Police Body Worn Camera Program Implementation

Police Captain Ellingsburg and Police Chief Schutz presented a PowerPoint presentation overview on the Police Department's Body Worn Camera (BWC) Pilot Program, which was initiated in 2016, and subsequently, the implementation of Policy No. 421, Portable Audio/Video Recorders, which was requested by Council and reviewed by police labor representatives with no substantive concerns. Ellingsburg reported the pilot program tested three Axon and Motorola camera systems, noting

the Motorola system was superior and allowed integration with the portable radio units, on-scene review of video footage, excellent audio and video recordings and a far better intuitive evidence management system. Ellingsburg reported Council was briefed at two work session over the last three years and also during the budget process, noting Council initially appropriated funds to deploy cameras in FY2016-17 and in FY2018-19, \$50,000 was budgeted to fund full deployment of cameras and computer system program. Ellingsburg advised staff received a five-year quote from two vendors for deployment of 24 cameras, including all capital and operating expenses, noting Axon's quote was \$127,500 (\$25,500 per year) and Motorola's quote was \$99,900 (\$19,980 per year), noting staff is recommending utilizing the Motorola Si500 system as this system is less expensive and integrates and performs better with the new police radios. In conclusion of the above-noted presentation, Ellingsburg and Chief Schutz addressed various Council inquiries pertaining to other agencies, law enforcement officers' use of cameras and overall expenditures, noting the above-noted policy provides guidelines for use of cameras, such as privacy expectations, law enforcement member responsibilities, permitted uses, prohibited uses, system integration, data storage and preservation and retention of recordings in compliance with Oregon Administrative Rules 166 and Oregon Revised Statute 133.741.

5. B. Rogers Park Project: Phase I Update

Gamble presented a PowerPoint presentation overview on Rogers Park Project and timelines, noting Phase I, pre-fabricated restroom, is under construction and is expected to be completed by April 1, 2019. In conclusion of the above-noted presentation, Gamble reported Phase II (Anna and Abby's Yard) design is 75 percent completed; Harper's Playground fundraising is progressing; and construction is expected to begin July 1, 2019, with a grand opening planned on October 20, 2019.

5. C. Small Cell Towers Process

Downey and Hormann presented a PowerPoint presentation overview on the Federal Communications Commission's (FCC) Order on small cell towers/facilities (SCF) in the public rights-of-way (ROW), effective January 14, 2019, noting the three major components include:

- Caps on application fees: Sets a presumptive application fee of \$500 for up to five sites, and \$100 per site for each site thereafter. Fee above that amount puts the burden on the city to justify the costs.
- Limits on recurring fees (rent): Sets a presumptive recurring fee of \$270 per site, per year. Fee above that amount puts the burden on the city to justify the costs.
- Timeframe to process applications: Sets 60 days to process applications, if installed on pre-existing facilities in the ROW and 90 days if a new structure is required.
- City action needed: Sets a deadline of April 15, 2019, to enact local jurisdiction Design Standards Ordinance, which must be reasonable, comparable to

requirements for other ROW users, and published in advance. In addition, a fee resolution if the local jurisdiction determines presumptive fee caps are not adequately recapturing actual, reasonable administrative costs.

In addition, Downey and Hormann reported the city's utility poles can handle the increase load of the SCF; however, installations on streetlight poles are requiring new poles per other cities who have addressed similar issues. Downey added staff has been gathering examples of design standards and proposed fees from other cities. In addition, Downey advised the City has not received any applications as of today, noting if the City does not act by the deadline of April 15th, applications will be deemed granted. In conclusion of the above-noted presentation, Downey and Hormann addressed various Council inquiries pertaining to FCC litigation, 5G deployment, installation and maintenance requirements, noting staff has a follow-up work session scheduled with Council on February 25th to review proposed design standards and proposed fees. Downey advised if the ordinance is drafted and ready, staff will make recommendation to adopt the proposed ordinance for first reading on February 25, 2019; however, if the ordinance is not drafted by then, staff will make a recommendation to adopt the ordinance as an emergency on March 18, 2019.

6. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported attending the Boards/Commissions Annual Recognition Reception, noting he liked this year's format. Johnston reported attending the Annual Town Meeting (ATM) and commended Committee for Community Involvement (CCI) and staff for a job well done. Johnston noted the Historic Landmarks Board was pleased that Council approved the grant application for the proposed downtown historic district. Johnston pointed out a member from Public Arts Commission (PAC) (Amy Callahan Tracewell) was present at Urban Renewal Agency Work Session earlier, noting PAC is working on its strategic plan and exploring forming a public arts foundation. In addition, Johnston reported on other related matters of interest and other upcoming meetings he was planning to attend.

Rippe reported attending Public Safety Advisory Commission (PSAC) meeting, noting PSAC voted in favor of continuing as a commission (proposed B/C reforms). PSAC also held its elections for Chair (Jayne Cravens) and Vice-Chair (Glenn VanBlarcom). Rippe reported attending the ATM, noting the event went very well. Rippe reported attending City Day at the Capitol. Rippe noted he plans on attending as many of the state of city addresses as he is able to attend. Rippe announced the City is planning to send an adult delegation to Nyuzen on June 12-19, 2019, noting applications are being accepted until April 1st. In addition, Rippe reported attending other community-related events, reported on other related matters of interest and upcoming meetings he was planning to attend.

Thompson reported on Ride Connection and state public transportation budget cuts. In addition, Thompson reported on other related matters of interest and upcoming meetings he was planning to attend.

Uhing reported Sustainability Commission (SC) did not have a quorum so its meeting was canceled, noting SC would like Council to consider vacating a member's seat due to a lack of attendance (four consecutive absences), to which Ruggles advised she would follow-up with the school district's voting member and report back. Uhing announced SC is planning to host a road clean-up event for Earth Day in April, to which Mayor Truax advised reaching out to citizenry groups who are already (lawfully) authorized under the Adopt-A-Road Program. Uhing also voiced concern that Waste Management may phase-out its free one-scoop mulch program, to which Downey advised he was unaware of this concern and he would follow-up with Waste Management. In addition, Uhing reported attending other community-related events, reported on other related matters of interest and upcoming meetings she was planning to attend.

Valfre reported attending his first Boards/Commissions Annual Recognition Reception, noting he liked the forum. Valfre noted he plans on attending as many of the state of city addresses as he is able to attend. In addition, Valfre reported attending other community-related events, reported on county-related matters of interest and upcoming meetings he was planning to attend.

Wenzl reported attending the Boards/Commissions Annual Recognition Reception and commended Ruggles for all her work. Wenzl gave an overview of the ATM, noting this year's ATM was held at Forest Grove High School, and was an open house-style Emergency Disaster Preparedness Fair. Wenzl reported the event was well attended with over 200 people in attendance and about 18 different agencies and city departments showcased services at information booths and answered questions. Wenzl indicated a few attendees asked why Council was not taking questions, noting this feedback was appreciated. Wenzl commended CCI for coming together strongly as a committee and organizing an outstanding ATM. Wenzl also commended staff who participated and assisted with the ATM. Wenzl reported attending Parks and Recreation Commission meeting, noting P&R discussed its volunteer of the year nominations and selection. In addition, Wenzl reported on other related matters of interest and upcoming meetings she was planning to attend.

7. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden gave an overview of the upcoming Council Goal-Setting Retreat, which will be held Saturday, February 2, 2019, at Pacific University.

8. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending the Boards/Commissions Annual Recognition Reception and commended Ruggles for all her work. Mayor Truax reported attending City Day at the Capitol. Mayor Truax

reported the Solid Waste Community Enhancement Program (CEP) Committee Meeting is scheduled for February 11, 2019, 5:30 p.m., noting Juan Carlos Gonzalez, newly-elected Metro Councilor District 4, will continue the role of Vice-Chair. 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.

9. **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 8:55 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; J. F. Schutz, Police Chief; 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 project and the process in preparation for a potential 20-Year General Obligation (GO) Bond, \$18.7 million estimated cost, for a new police facility. Downey presented a PowerPoint presentation overview pertaining to the feedback heard at the work session held on January 14, 2019, noting Council's role is to approve the design and budget and determine if there are areas where the estimated cost could be reduced for major areas, i.e., firing range, lobby/exterior concept design, evidence room, training room. Downey advised the above-noted 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, noting this also translates to approximately \$1.51/\$1,000 of Assessed Value (AV) using the fixed rate method. Downey advised the Design Working Group will review the four major areas noted 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. Downey explained the design will then be reviewed by Public Safety Advisory Commission (PSAC) and Project Advisory Committee (PAC), noting pending review, staff will schedule a follow-up work session with Council to seek additional feedback on design. In addition, Downey highlighted the following discussion topics:

Previously issued GO Bonds:

- 1994: Issued \$900,000 in 20-Year GO Bonds to fund construction of City's half of Fire Station. Rate of \$0.20 per \$1,000 of AV.
- 1999: Issued \$5 million in 20-Year GO Bonds to fund expansion of Library, Aquatic Center, and purchase land for Thatcher Park. Rate of \$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. The refinancing bonds were paid off in June, 2016. In final year of payments, City levied \$0.35 per \$1,000 of AV to make the final bond payments.

Downey reported an education process has already begun, noting general information about what is done in a police station is being printed in the Utility Bill insert, newspaper articles, and social media.

Other Educational Items to Consider 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 AV.
- 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: FG School District discussing a \$60-90 million GO Bond for school facilities.
- May, 2022: FG levy. Current levy expires June 30, 2023.

Timelines:

- November, 2019 Election

August 12, 2019, Council approval of ballot information. September 5, 2019, submit ballot measure to County Elections.

- May, 2020 Election.

February 10, 2020, Council approval of ballot information. March, 2020, submit ballot measure to County Elections.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted discussion topics and the importance of finalizing the design and securing a cost estimate, while ensuring the least impact on taxpayers and not diminishing the police department's needs for a new facility, as well as the pros and cons of submitting the ballot measure in November, 2019, or in May, 2020. In conclusion of the above-noted discussion, Council collectively concurred that November, 2019, would be too soon and instead concurred that May, 2020, would allow providing adequate time for preparing a successful community-related education piece, i.e., strategies for educating about the current and existing conditions of the original facility; why the original facility is not meeting the needs of the police department and community; and gathering personalized

success stories, to which VanderZanden advised staff will schedule a follow-up work session so Council can discuss next steps to include refining the design and cost estimate and refining the timelines in preparation for the May, 2020 election.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 9:20 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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APPROVED

CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
November 6, Tuesday, 2018

Betsy Brower, Chairperson

David AndersenTom Cook (Secretary)
MJ Guidetti-Clapshaw (Vice Chair) Devon Downeysmith
Karen ReynoldsMatthew Stone
Council Liaison: Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:
→ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.
All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at (503) 992-3235, at least 48 hours prior to the meeting.

Present: Betsy Brower, Tom Cook, David Andersen, Matthew Stone, MJ Clapshaw

Absent: , Briana Larios, Karen Reynolds

Council Liaison: Malynda Wenzl (Absent)

City Staff: Bryan Pohl

- 1. Call to Order:** 5:40 and approved minutes of September 4th and October 2nd 2018. David pointed out that not all members were listed in the minutes heading. Tom will correct. Also noted was that Briana Larios position was vacated from CCI.
- 2. Community Action Inbox.** Bryan presented the handout concerning an informational meeting of the city council that will review the Citizen Advisory Boards and Commissions on November 19 at 5:30. CCI members are encouraged to attend.

3. 2019 ATM.

Tom provided handout to update on agencies invited and attending. The following agencies were suggested for invitation. Tom will follow-up:

- Pet preparedness: Bonnie Hays or Humane Society
- Adelantes Majeures
- National Guard Armory
- Forest Grove School District
- Public Safety Commission
- NW Natural Gas

Bryan will contact: Department of Geologic and Mineral Agencies and Department of Land Conservation (Flood plains).

David presented the "rental" agreement for high school. Cost: around \$500. Discussion about further funding for refreshments will be needed. Bryan will research additional funding. Matthew will research about local companies providing coffee/drinks.

Committee agreed that agencies had to provide their own table and chairs. Tom will make sure agencies were aware. Tom will send out final info to agencies with the following information:

Area provided: 8ft wide by 6ft deep
Agency provides table and chairs
Request early to CCI if power is needed
Children activities
Spanish material/translations

4. Latino Summit. Nothing presented.

6. Council Liaison Report. Nothing presented.

7. Adjourn: 6:20 Next meeting December 4th, 2018

Timothy Rippe, Council Liaison
Jeff King, Staff Liaison
Tim Budelman
Brad Bafaro
Steve Krautscheid
Bruce McVean
Tom Raabe
Kevin Yamada

James Draznin, Chair
Hope Kramer, Vice Chair

Lois Hornberger
Mark Nakajima
Jennifer Prickett
Kevin Emerick
Guy Storms
Howard Sullivan
Javier Urenda

APPROVED

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ATTENDEES:

James Draznin Howard Sullivan Bruce McVean
Lois Hornberger Guy Storms Tim Budelman
Mark Nakajima Howard Sullivan
Kevin Emerick

COUNCIL PRESENT:

Timothy Rippe

CITY STAFF:

Jesse VanderZanden
Jeffrey King, ED Program Manager
Shannon Reynolds, Admin. Specialist

ALSO ATTENDING:

Wanda Frazier (Pacific University Staff), Kelsey Lewis (Pacific University student intern), Dan Riordan (City of Forest Grove Planning), Brendan Buckley (Johnson Economics)

1. CALL TO ORDER:

The meeting was called to order at 12:06 p.m. by Mr. Draznin, EDC Chair.

2. CITIZEN COMMUNICATION:

Pam Sprague entered the meeting from the public. She has applied to the EDC and asked if she could listen in on the EDC meeting today. She was allowed entry to the meeting.

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

Mr. Draznin asked for a correction to the minutes that his term ends June 2019 not December as noted. Tim Budelman moved to accept the October meeting minutes as amended. Howard Sullivan seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

NONE

5. BUSINESS:

A. McMenamins – Host Update:

NONE

B. Forest Grove Chamber Update:

Howard Sullivan updated with information on the Rise and Shine on Nov. 2nd from 8-9 a.m. at the Wellness Group (3307 19th Ave).

Mention of the ribbon cutting on Friday, Nov. 9, at the Forest Grove Coffee Company. The company is owned by two former Forest Grove High School students that have moved back to the area.

Mr. Sullivan has been in contact with Vicki VanLoo from Forest Grove High School. They are interested in anyone who would be willing to come in and give mock interview practice to the students. The high school will also be conducting their annual Veteran's Day assembly on Friday, Nov. 9, at 9:30 a.m. He encouraged everyone who is able to attend. They do an excellent job recognizing our local veterans.

Sunday, Nov. 11, at 3:30 at the Senior Center there will be a "Peace Pole" dedication given by the Day Break Rotary. They will be honoring our veterans as well.

Community Night at Valley Art on Nov. 16th.

Nov. 23rd at 6 pm the Senior Center will hold the annual tree lighting. Howard thanked the City of Forest Grove for providing the tree. December 1st at 5 pm, will be the annual light parade. The parade is themed "Deck The Halls". It will begin at the north end of Main Street and conclude at Main and 19th.

C. Council Update:

Councilor Rippe provided an update: The council is looking at proposed preliminary drawings of the new police facility. Facility location is on the corner of 19th and Birch Street. Many objectives were taken into consideration for this site, such as keeping with the historic downtown appearance, security, transparency and access, as well as environmental awareness issues.

City of Forest Grove Watershed: The watershed is 4,225 acres of land near Gales Creek. The watershed provides just over 50% of Forest Grove’s city water. Two-thirds of the watershed can be harvested for timber. This past year 65 acres were thinned and 19 acres were cleared in patches of timber. Between the two harvests 1.9 million board feet of timber was sold. Due to high timber prices and the quality of wood harvested the City of Forest Grove was able to net approximately 1.2 million dollars this year. \$320,000.00 was set aside for the management and maintenance of the watershed. The remaining amount was placed into a fund to acquire new land. The City of Forest Grove owns most of the land near the watershed but not all (some inside and some outside). Stimson Lumber and Oregon State are the other two landowners inside the watershed. The City of Forest Grove would like to buy or trade for some of that land. In hopes, this would give us the ability to maintain more control over the quality of the watershed and its habitat.

The council approved Mr. VanderZanden to sign a “memorandum of understanding” with the City of Cornelius to extend North Holladay Street in Cornelius to connect with Forest Grove. It will involve a bit of a jog between the two cities. This may incur developing a neighboring property to connect these two points. Guy Storms inquired about the connecting street or location of this project. Mr. VanderZanden clarified that there is only one connection point; however, no stipulations on how to get to that point. It will be up to each city to decide how they will access that given point of connection. James Draznin asked if there would be any disturbances to already existing city improvements to make this connection. Traffic on 24th would be the main concern.

The committee reviewing the bylaws for boards and commissions met to discuss and propose their ideas in regards to purposes, memberships, terms, office, etc., for all twelve boards and commissions. Since then the full council has had two work sessions based on the recommendations given from the sub-committee. Councilor Rippe will continue to update more in the future as decisions are made.

D. EOA – Economic Opportunity Assessment Presentation: Dan Riordan and Brendan Buckley

Dan Riordan handed out a presentation that was given to the City Council on the recent updated Economic Opportunity Analysis that was completed by Johnson Economics. The EOA has 6 primary sections: Economic trends, target industries, employment land needs, inventory of vacant and re-developable employment land (industrial and commercial), reconciliation of 5 and 20 year land demand to the existing inventory, and last is the summary of findings and their policy implications.

Mr. Riordan mentioned the EOA draft findings are available on the City's website. Both the 2009 EOA and the current EOA are available. EOA's are done to concur with state law related to land availability needs. Preliminary data from the EOA update was presented to the Planning Commission on June 4th. The EOA will be presented to the EDC before City Council is asked to formally adopt the EOA this fall. Mr. Riordan further mentioned that when the EOA was done in 2009 data did not reflect the "great recession" and economic recovery very well. It is important to keep that in mind when looking at the current data. The current EOA represents a twenty year period from 2018-2038. It is not intended to be an economic strategy but is helpful when trying to prepare an economic strategy.

Currently there are 9,200 employees working in Forest Grove. The employment growth trend has been relatively flat since 2009, with total growth of 1.5% due to job loss during the recession. Employment is projected to increase at approximately 3,000 jobs from 2018-2038. The largest employment increase would come from education and healthcare. Based on these projections about 40-50 acres that are designated "industrial use" could be absorbed over the next twenty years. The current growth supply is 240 acres. "Mixed use" land needs are projected to be approximately 150-170 acres, with our current supply of only 55 acres. The analysis appears to show an over- supply of Industrial land. One of the recommendations would be to look at that available land for possible re-positioning. A few options are to retain the existing land designations for a period longer than twenty years, re-designating land for more "mixed use" needs or lastly, re-designating the property for be used for residential needs. It could also be a combination of these options. Dan reiterated the EOA is just a base line to go by and there will be much more analysis that will guide further decisions. Staff would appreciate any ideas or comments from the EDC.

Mr. Riordan introduced Brendan Buckley from Johnson Economics to answer any questions.

Mr. VanderZanden, Forest Grove City Manager, inquired about the timeline of data collected on job employment during the recession period. Brendan replied the data was also including a year or two prior to 2009 and may not be an

accurate representation of employment during the recession and years following. The rate of employment from 2010 and forward increased at a much faster rate. Brendan also clarified that Forest Grove's employment growth was a bit slower than the surrounding metro areas. Projections going forward come from the State Employment Department and Metro's most recent forecast with the current jurisdictions in the area.

Bruce McVean mentioned that before it was said we didn't have the land needed for growth, however the EOA shows a surplus of acres available. Jeff clarified that there are different tiers of property available and if we can transition some of our land into different zoning it would allow for adequate land usage.

Jesse VanderZanden and Tim Budelman commented on the importance of maintaining awareness to the surrounding jurisdictions of Forest Grove. The implications of what the metro area does with their land could greatly impact land use needs for Forest Grove. Mr. Budelman also mentioned his concern with Metro and their willingness to release some of their "reserved" land for use when land availability is an issue.

Kevin Emerick brought up the question of infrastructure cost when developing land. Which type of land inquires the most expense? Mr. Riordan responded that residential generally is the most expensive to develop due to road infrastructure. Brendan Buckley stated the value of industrial land is generally much lower than commercial or residential. Mr. VanderZanden also reiterated that this analysis only shows an over supply of available land for the next twenty years. This information is only helpful in that it raises awareness to the council about any policy changes that may need to be made.

Howard Sullivan asked Mr. Buckley if he projects the same population growth rate over the next 20 years. He responded that Metro gives data to support a growth rate of 1.5-2.0% annually which is a little more than the current rate.

Mr. Rippe asked about the data used in forecasting job creation, and how that information is obtained. Brendan explained that it is based on current strengths and distribution of employment. It does not take in to account the impact that a large business that moves into this area may have on the economy. This type of data is very difficult to capture in the analysis.

Mr. Draznin concluded the presentation with the summary that we seem to have an oversupply of industrial land that may require some re-zoning for future use. Mr. VanderZanden added that council is only asking the EDC for any concerns or corrections that they feel are needed to the EOA and that Council will ultimately decide on acceptance of the report. Once accepted it will be added to the City of

Forest Grove's comprehensive plan. Mr. Draznin moved to accept the EOA report. The EDC accepted the report unanimously.

E. Board Member Size Discussion:

Councilor Rippe updated with the boards and commissions review of bylaws. The EDC is a non-statutory commission, meaning there is no requirement that Forest Grove have an Economic Development Commission. In terms of membership for all boards and commission the recommendation to council will be, unless otherwise specified, to allow no more than 9 members on any board or commission. Those members are there to represent the entire city instead of one particular group. The mixture of these members is also being reviewed. Current membership allows for one student as a non-voting member. The new recommendation would be to retain that student member for each board or commission but change them to a voting member status. This would allow for more participation at the student level.

Another change is adding to the EDC's purpose. They would be responsible for recommending how the money that is received from the Urban Renewal Agency would be allocated. Council feels that the EDC is the appropriate group to take on this task. Councilor Rippe also mentioned that with this responsibility it may stipulate that some of the members are from within the Urban Renewal Agency boundary.

City Council is relying on the EDC's recommendation on how the changes will be made and implemented to the EDC. Mr. VanderZanden mentioned there will be an open house informational meeting addressing all the recommended changes to the boards and commissions. It will be held on November 19th from 5:30-7 p.m. at the City Auditorium. December and January will then be used to allow all the boards and commissions, council liaisons, and staff liaisons the chance to review and give feedback to City Council. City Council will then have another work session in February or March on finalizing changes.

Jeff King inquired on guidance as to how many voting members versus non-voting members for the EDC, as well as what might be done with the current voting members such as Pacific University. Councilor Rippe added that council will look to the direction of EDC on who is determined to be a voting member or not. No decisions have been made as to whether non-profits can be voting members. Councilor Rippe added that if the voting membership is limited to nine, those members would have a greater responsibility in representing the community to the EDC.

Kevin Emerick added that he feels strongly that Pacific University remain a voting member. Mark Nakajima mentioned the category descriptions for each member may need to be addressed as well. He sees a distinction between “uptown” retail and “downtown” retail or commercial.

Mr. VanderZanden reiterated that options are endless as to how the EDC chooses to structure their commission. Changing the “titles” will be up to EDC on how that will look.

Councilor Rippe updated on the new proposed recruiting process. In the past, filling vacancies within each board and commission was an all year long process. Looking forward council is hoping to start recruitment in September with interviews held in October and November and appointments made by the end of December. All of the boards and commissions term dates will begin in January and all terms will be held for four years. If a vacancy comes up there will be a pool of applicants to choose from and the vacancy will be filled from that pool. That person would then finish out the remainder of that term only. If there is no applicant available that vacancy will remain open until filled by the next terms recruitment. He also mentioned that once the four year term is up, they will require that member to re-interview with the council to ensure each member is still a good fit for that position. The chair position will be slightly different. It cannot be held for more than 24 consecutive months. However, there is no limit on the amount of times a member serves in that position. The key idea is to maintain rotational leadership.

Mr. VanderZanden added they will also be implementing more council time for each board and commission. This will allow for better communication between each board or commission and city council.

Howard Sullivan questioned the new attendance policy. Councilor Rippe added that each board or commission must meet at a minimum of 4 times per year. For members of the board or commission, attendance is mandatory and you are expected to attend each meeting. If you miss more than 3 consecutive meetings in a 12 month period you will receive an email from the city recorder notifying you that you may be subject for removal. The Chair then has the option to make a recommendation for that member to be removed.

Mr. Draznin commented on the economic impact that Pacific University has on our community and reiterated their importance to the EDC. Lois Hornberger commented on Pacific Universities behalf that they would not be offended if they were not a voting member, however she feels it would be important that Pacific University would not lose their “voice” in the community and with the EDC. Their impact on this community is great. She also added the importance of listening to

the various liaisons and relying on the impact they have to the commissions. Mr. Sullivan mentioned the EDC currently has (5) liaisons and they have the option of giving a report each month.

F. Strategic Plan – Introduction:

Jeff King handed out an outline of the City of Forest Grove’s Strategic Plan for 2015-2018. He encouraged everyone to start thinking about what changes may need to be made and future discussion will be held in the next meetings.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Mr. King mentioned the Oregon Business Summit that is put together by some of Oregon’s top business leaders. It will be held on December 3rd. The EDC has funds set aside in the budget to send a couple members. If you are interested, please let Jeff know.

Pacific University has a performing arts series on Sunday called “Gypsy Jazz”.

On December 1st, Holiday in the Grove begins at 8:30 in the morning and concludes at to 8:30 p.m. It will start with Breakfast with Santa and continue throughout the day with more than 35 activities.

7. ANNOUNCEMENT OF NEXT MEETING:

Mr. Draznin announced that the next meeting of the EDC will be on Thursday, December 6, at **12:00** noon in the Alice Inkley Room at McMenemy’s Grand Lodge

8. ADJOURNMENT:

James Draznin adjourned the meeting at 1:33 p.m. by consensus.

Respectfully submitted by:
Shannon Reynolds
Admin. Specialist
City of Forest Grove

Approved by the Forest Grove Economic Development Commission:

Date: DECEMBER 6, 2018

Timothy Rippe, Council Liaison
Jeff King, Staff Liaison
Tim Budelman
Brad Bafaro
Steve Krautscheid
Bruce McVean
Tom Raabe
Kevin Yamada

James Draznin, Chair
Hope Kramer, Vice Chair

Lois Hornberger
Mark Nakajima
Jennifer Prickett
Kevin Emerick
Guy Storms
Howard Sullivan
Javier Urenda

APPROVED

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

➔ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

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

ATTENDEES:

James Draznin	Howard Sullivan	Bruce McVean
Lois Hornberger	Guy Storms	Tim Budelman
Steve Krautscheid	Mark Nakajima	Jill Verboort
Sara Saucy	Brad Bafaro	Javier Urenda
Wanda Frazier	Chris Willmeth	

COUNCIL PRESENT:

None

CITY STAFF:

Jeffrey King, ED Program Manager
Shannon Reynolds, Admin. Specialist

ALSO ATTENDING:

1. CALL TO ORDER:

The meeting was called to order at 12:05 p.m. by EDC Chair, James Draznin.

2. CITIZEN COMMUNICATION:

NONE

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

Chair Draznin entertained a motion to have the November meeting minutes accepted. Howard motioned and Tim Budelman seconded. The motion passed unanimously.

APPROVED

4. ADDITIONS/DELETIONS:

NONE

5. BUSINESS:

A. McMenamins – Host Update:

Jeff gave an update on upcoming events happening at McMenamins. Holiday activities are in full swing. McMenamins New Year's eve package is almost sold out. Things are going very well with a full schedule of events for the month.

B. Forest Grove Chamber Update:

Shop Local was a huge success this year. Many businesses around the city were extremely busy. The annual light parade went very well. The Forest Grove Fire Department did a great job in hosting the parade with 53 entrants. It was a positive event that drew many people to our town.

The Parade winners:

- Theme Award "Best Use of Lights" – Tricia Meeuwsen of More Realty
- Fire Fighters Award - Aaron Meeuwsen Trucking
- City of Forest Grove Chamber Award – Ridgewalker Brewing Co.
- The Mayor's Award – Forest Grove High School Cheerleaders

There will be a City of Forest Grove Chamber Wine Raffle on the December 17th at Godfather's Pizza. Tickets are \$10 each or six tickets for \$50.

December 8th the Rise and Shine will be at Telvet Coffee at 8 a.m.

C. Council Update:

NONE

D. Board Member Size Discussion:

Jeff King gave an update on the Portland Relocation Guide. He spoke on the Travel Oregon Ad and the amount of attention it received from fellow viewers. Mention was given for the new blog of the downtown area. It will give information on events as well as new stores and newly renovated stores opening to the community.

City Council is still in process of updating the bylaws and member size issues for all boards and commissions. Council is asking the Economic Development Commission (EDC) for recommendations for continuing board member seats. They have asked for a maximum of nine members with an additional youth member position. The number of liaisons or non-voting members will be left up to the EDC to determine. Jeff asked for specific feedback on how the EDC would like to continue as far as member seat titles. He inquired about changing some of the existing title seats. An example was given that “large manufacturer” or “small manufacturer” could be changed to “uptown business” and “downtown business”. He also commented that input is needed on whether non-profit members should be changed from voting to non-voting members status. Discussion was made of the EDC’s responsibility for the Urban Renewal Agency funds management and how that will be handled.

Lois Hornberger reiterated that she has mixed feeling on the voting status of Pacific University. She asked for input from the EDC. She added that if they become a liaison only there would not be as much impetus for Pacific University to be at the EDC “table”.

Tim Budelman inquired if council is determined to keep the member body at nine. Jeff responded that it appears this is their decision across all boards and commissions. Jeff also stated this would be a process of attrition and not necessarily have an immediate impact.

Chris Willmeth commented on whether the goal of this new policy will be an effective change for the EDC.

Mark Nakajima inquired how the council landed on the number of nine. He questioned if this is just an average size of most boards and commission. By limiting the non-profit position to one non-voting member you lose the diversity of many non-profits that will not be represented. He stated that this is an important category for economic development. He would like a greater explanation from council on why they settled on a total of nine members. Jeff responded that we can have more than one non-profit on the board however there would only be room for one voting position. The others could then be non-voting members that still contribute to the EDC. Mark continued that when it comes to making recommendations to the city council a non-voting member will not have the same impact as would a voting member.

Tim Budelman mentioned the huge difference between various businesses such as manufacturing and retail and the importance of diversifying our membership.

Howard inquired if this decision was etched in stone. He further mentioned the ability to bring others into the meeting to discuss various topics or the option of setting up an ad hoc committee if needed. Attendance at various boards and commissions may be affected by the members voting status. Non-voting members may not feel the same obligation to attend.

Jeff King questioned if the size of a business should be taken into consideration when choosing membership on the EDC.

Chris Willmeth expressed that there seems to be a lot of downsides to limiting membership to nine and inquired to what the upside of this new policy would be.

Chair Draznin mentioned he believes council was seeking to clarify and simplify things across all boards and commissions. He continued with his feeling that chamber always be present at the meetings and feels strongly that Adelante Mujeres always be represented. They are an important part of our community and a non-profit that represents multiple other non-profits. They play a very productive role in our community. He feels the same when it comes to Pacific University and the Forest Grove School District. They both represent a huge portion of our community and have a large economic impact. He further mentioned that he hopes each liaison would feel the importance, just as Howard Sullivan does, of giving a report at each and every meeting should they become a liaison to the EDC.

Jeff King continued with a handout given on possible membership positions. He added this is a guide and open for discussion. Guy Storms mentioned he would like to see the “citizen at large” applied to another non-profit organization. He also would like to see either the City of Forest Grove Chamber or Adelante Mujeres fill this position. He believes that Pacific University as a liaison can still have a “voice” with the EDC. The Hispanic community and the Forest Grove Chamber both need a voting position. Lois Hornberger agreed with this suggestion.

Jeff read the EDC mission statement. “Advise and make recommendations to city council on economic development policy on issues toward advancing local economies and prosperities. Create and economic development strategic plan.”

Chris Willmeth questioned that if our goal is to give input on things that will affect the business community, why are we trying to achieve this by lowering the number of members on the board.

Guy Storms mentioned the opportunity he feels we have to go back to city council and make a recommendation of what we think can be done while

maintaining our goal of representing the business community. Is there some way we can prove that we need a specified number of members in order to run effectively?

Jeff King reiterated he feels they are pretty set on a membership of nine. However, should the EDC negotiate a number higher than nine, we should still have our selected nine members prepared. Discussion continued on membership seats.

Mark Nakajima responded he would like to see who the council would recommend as the appropriate representation for this commission. If they feel this is the exact number needed, they need to help us determine who to cut out of the membership. Jeff responded that council had determined earlier that the EDC would be best suited to decide who would remain on the commission. Mark mentioned we have never had issues with filling current positions as well as a good track record for working well together as a body. To cut our membership in half would be extremely difficult.

Jill Verboort continued that our commission has no duplicate memberships. We are truly a diverse group of businesses that represent different areas of the city. She agreed that cutting our membership in half would have a negative effect on the ability to reach a broad spectrum of business and community. She reiterated the thought to reach out to council and prove to them that the EDC membership needs to remain larger than nine.

Tim Budelman continued the same thought. The diversity of the EDC is what helps drive the economic development of the city.

Lois Hornberger added why not go back to city council and ask them to de-commission us so that we have more leeway in how we want to operate. She also said she would very much like to have several members of the council here to discuss with them and receive feedback on their position.

Mark Nakajima said the original structure of the EDC was proposed to the council and approved in its infancy. It is part of the bylaws of the commission. They are asking for a huge change.

Jeff King responded that both he and Chair Draznin have tried vigorously to make the case that the EDC has run effectively without major issues. He understands that other boards have had challenges to run well with larger memberships. However the EDC has not had these same issues. They have made the point that EDC could become less effective as a commission just for the sake of limiting membership numbers.

Each business represents a vastly different viewpoint on the EDC.

Howard Sullivan added that council had three main objectives in reviewing the boards and commissions bylaws. They were to allow for more uniformity, simplicity and the ability to fill an opening in a quick manner. The odd number ensures more effective voting. Howard further gave his perspective on being part of the various city boards or commissions. It is important to be the “ears” for the business community. Business owners rely on our input and advice to city council.

Jeff King advised the EDC to consider asking for a meeting with the Council subcommittee to discuss EDC concerns. He also noted that the EDC appears able to fulfill all other requirements and recommendations discussed by the Council subcommittee with the exception of the membership limitation.

Chair Draznin recommended that the EDC give their feedback to city council on what the commission would like to do as a whole. He encouraged each member to seek them out or send an email with input on what each member feels the EDC can accommodate.

Tim Budelman mentioned we concede to possibly 17 members by alleviating the “citizen at large” spot as well as “utility”. He advised each person to send an email and lobby to those who are on the sub-committee.

Brad Bafaro motioned to recommend to council that the EDC could function with 17 voting members. We agree to all other changes and would like a meeting with the city council sub-committee to discuss membership. Current individual members will reach out specifically to the sub-committee and Jeff King will send a formal letter as well. Howard Sullivan seconded the motion. The motion passed unanimously.

E. Strategic Plan – Review of 2015-2018 plan, current conditions, SWOT:

Jeff King updated on the strategic plan of 2015-2018. We may not need to update the entire plan; however, there are definite areas that need revisions and updates. Some of the goals are fairly general and need reviewed with more specific intention. Industrial land availability will be an important aspect to be reviewed. The work plan that is given to council will need looked at as well. The EOA is a good source of information to use when revising the strategic plan. Jeff would like to start this review process in January.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Mr. King presented coffee mugs as a gift from the City of Forest Grove.

Lois Hornberger mentioned the set up and filming of Pretty Little Liars that will begin on Dec. 14th-19th next to Pacific University may incur some possible street closures and parking issues.

Holiday in the Grove events are still continuing.

Jeff King mentioned the MGC Pure project is going well.

Travel Oregon will be doing a “ribbon cutting” on Monday, Dec. 10, to promote the mural in Forest Grove. This promotion will continue for at least one year.

7. ANNOUNCEMENT OF NEXT MEETING:

Chair Draznin announced that the next meeting of the EDC will be on Thursday, January 10th, at **12:00** noon in the Alice Inkley Room at McMenemy’s Grand Lodge

8. ADJOURNMENT:

James Draznin adjourned the meeting at 1:34 p.m. by consensus.

Respectfully submitted by:
Shannon Reynolds
Admin Specialist
City of Forest Grove

Approved by the Forest Grove Economic Development Commission:

Date: JANUARY 10, 2019

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APPROVED

PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
November 28th, 2018

Minutes approved by Public Safety Advisory Commission on 1/23/2019

1. **ROLL CALL**

Meeting called to order by Drue Garrison at 7:31 am

Members Present: Drue Garrison, Anne Niven, Jayne Cravens, Tom Epler, Jeffrey Boivin, and Ray Arkus.

Members Absent: Ryan Duve and Glenn VanBlarcom,

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

Others Present: Kara Finn, Patrick Wineman, and Mike Hall.

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS:**

4. **APPROVAL OF MINUTES**

MOTION TO APPROVE SEPTEMBER 26th, 2018 MEETING MINUTES AND OCTOBER 24th, 2018. Moved by Jayne Cravens, seconded by Anne Niven. **Unanimous.**

5. **ADDITIONS/DELETIONS:** Add elections for new chair and vice-chair to January agenda.

6. **STAFF REPORTS**

Police Department- Three police personnel will be honored at Spirit Mountain for a distinguished service award, medal of valor, and public service award. Mike Hall went over the issues the department faces with poaching from other departments and retention issues.

The existing report writing system is going through a change and the department will be moving to a new system. There has been a large training upgrade cycle for the department. There were a total of 1800 incidents, 453 traffic stops, and 405 reports for this month.

Fire Department – Jayne had some questions for Chief Kinkade, but tabled until next meeting when he is in attendance.

The ladder truck is now here and training is underway. A new firefighter was hired and the formal offer was accepted. Warik Rodriguez will start December 10th.

Union negotiations are now complete. A spec and bid project for a new engine is in the works. The holiday parade will occur this Saturday with fifty

five floats this year.

City Council- Every year there is a timber harvest in our watershed area. A resolution was passed to set aside 25k for watershed maintenance and operations. Anything in excess of the 25k will be put aside for purchase of additional land in the watershed.

There is a plan for an extension of Holiday Street and the connection between Forest Grove and Cornelius.

The Council will be sending three proposed legislation bills around speed zones.

Association of Oregon Counties to discuss any non-legislative, administrative changes in regards to speed and traffic management that is not required to go through legislation.

For the Police Facility, right now the architect is coming up with some rough estimated costs, so that Council can decide whether to go ahead with the bond measure or not.

7. **NEW BUSINESS**

Boards and Commissions Update: The meeting last week proposed various changes to boards and commissions. Over the next couple of months (November, December and January) will be the time to discuss all the changes and provide the council feedback in respect to any changes. PSAC was brought up in the discussion at the meeting. The original purpose of the commission was based around educating the public in regards to the levy. Since then, PSAC has addressed more areas of public safety. Jayne stated that a transformed PSAC would be very valuable to the community. There was a roundtable discussion regarding whether PSAC should continue. Rob Farris spoke on the bylaws and the ability to bring back issues to Council that is brought up at meetings. Anne Niven spoke on the current meeting time of PSAC and the convenience aspect.

Does the Council need policy recommendations with regard to public safety? If the answer is yes, then PSAC is necessary. The group spoke on PSAC's current mission statement and the possible need to review it again and make sure it applies to the list of things that need to be addressed.

Jayne Cravens will be sending an email out to get availability for a subcommittee and work session schedule. Tim Rippe will take back to council that PSAC wants to continue. The subcommittee will plan to bring back a written document to give to Council before they vote in late February/early March.

8. **ANNOUNCEMENT OF NEXT MEETING** – January 23rd, 2019 at Forest Grove Fire Department.

9. **ADJOURN**

**PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
November 28th, 2018**

Recorded & submitted by Kara Finn, Administrative Assistant

36

Monthly Building Activity Report January-19 2018-2019

Category	Period: January-18		Period: January-19	
	# of Permits	Value	# of Permits	Value
Man. Home Setup	1	\$ 18,000.00		
Sing-Family New	14	\$4,000,471	8	\$2,716,686
SFR Addition & Alt/Repair	5	\$61,468	4	\$144,890
Multi Family New	1	\$606,497		
Multi Family Alterations/Repair/Additions	9	\$147,736		
Group Care Facility	1	\$49,500		
Commercial New				
Commerical Addition				
Commercial Alt/Repair	10	\$598,645	3	\$8,150
Industrial New			1	\$321,400
Industrial Addition				
Industrial Alt/Repair			1	\$20,000
Gov/Pub/Inst (new/add)			1	\$56,583
Signs	1	\$4,000		
Grading	1			
Demolitions	1			
Total	44	\$5,486,317	18	\$3,267,709

Fiscal Year-to-Date

2017-2018		2018-2019	
Permits	Value	Permits	Value
223	\$37,826,468	219	\$54,079,988



A place where families and businesses thrive.

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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *February 11, 2019*

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

The Council interviewed applicants, in Work Session, held January 28, 2019, and made recommendation to appoint applicants as noted below.

- ***Charlene Murdock, Committee for Community Involvement, Term Expiring January 31, 2023***
- ***Pamela Sprague, Committee for Community Involvement, Term Expiring January 31, 2023.*** Council also concurred keep Sprague’s application on file should a vacancy occur on Sustainability Commission.

Staff has contacted applicants who have affirmed that they are available and very interested in being appointed.

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

ATTACHMENTS:

- Resolution
- Application(s)

RESOLUTION NO. 2019-10**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT**

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

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

WHEREAS, there currently are vacancies on the Committee for Community Involvement; and

WHEREAS, the following applicants applied and were interviewed in work session held January 28, 2019.

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

Section 1. That the following persons are hereby appointed to the City of Forest Grove Committee for Community Involvement for the following terms:

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
MURDOCK	CHARLENE	JANUARY 31, 2023
SPRAGUE	PAMELA	JANUARY 31, 2023

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

PRESENTED AND PASSED this 11th day of February, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of February, 2019.

Peter B. Truax, Mayor

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



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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *February 11, 2019*

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

BACKGROUND:

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

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

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

STAFF RECOMMENDATION:

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

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<i>CITY RECORDER USE ONLY</i>	
AGENDA ITEM #:	<u>3.5</u>
MEETING DATE:	_____
FINAL ACTION:	_____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: DBA: Coaster's Deli & Pub (FG Landings LLC, Applicant: Steven Ung)

BUSINESS LOCATION ADDRESS: 1918 Main Street, Suite 100

LIQUOR LICENSE TYPE: Full On-Premises Sales

CITY BUSINESS LICENSE: BL-

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	<input type="checkbox"/> L – Limited On-Premises Sales	<input checked="" type="checkbox"/> \$100.00 New Application	
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/> O – Off-Premises Sales	<input type="checkbox"/> \$ 75.00 Change of License	
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/> SEW – Special Event Winery	<input type="checkbox"/> \$ 35.00 Temporary Sales	
<input type="checkbox"/> F-PL – Full On-Premises Public Location	<input type="checkbox"/> SEG – Special Event Grower	<input type="checkbox"/> \$ 35.00 Annual Renewal	
<input type="checkbox"/> TSL – Temporary Sales License	<input type="checkbox"/> SED – Special Event Distillery	<input type="checkbox"/> \$ 20.00 Event License	
<input type="checkbox"/> BP – Brewery Public House		<input type="checkbox"/> \$ No Charge: Temp Annual Use	
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	<input type="checkbox"/> LIMITED ON-PREMISES SALES	<input type="checkbox"/> OFF-PREMISES SALES	
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

11/30/19
Date



LIQUOR LICENSE APPLICATION

Penny

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

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received:
<input type="checkbox"/> Brewery 2 nd Location	<u>January 28, 2019</u>
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	<u>Forest Grove, OR</u>
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 rd location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input checked="" type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	
	OLCC USE ONLY
	Date application received:
	<u>1/25/19</u>
	By: <u>Jan Z.</u>
	Date application accepted as initially complete:
	<u>1/25/19</u>
	By: <u>Jan Z.</u>
	License Action(s): <u>C/O + C/IN</u>

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

FG Landings Inc

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY



LIQUOR LICENSE APPLICATION

3. Applicant #1 <i>FG Landings Inc.</i>		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Coaster's Deli & Pub			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 1918 Main St Suite #100			
City FOREST GROVE	County Washington	Zip Code 97116	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 16055 SW WALKER RD #447			
City Beaverton	State Oregon	Zip Code 97006	
9. Phone Number of the Business Location 5035044008		Email Contact for this Application [REDACTED]	
Contact Person for this Application Steven Ung		Phone Number [REDACTED]	
Mailing Address [REDACTED]	City Beaverton	State Oregon	Zip Code 97006

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

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

Applicant Signature(s)

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

[REDACTED SIGNATURE] _____
(Applicant #1)

_____ (Applicant #2)

_____ (Applicant #3)

_____ (Applicant #4)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: FG Landings Inc Phone: 5035044008

Trade Name (dba): Water's Den & Pub

Business Location Address: 1918 Main St Suite #100

City: Forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours: 3:30am

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

Outdoor Area Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

Food service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____

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

 (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: ³⁰ _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
 Investigator Initials: _____
 Date: _____

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

Applicant Signature: _____ Date: 1/24/19



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.J.

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: The Growler Garage (Applicant: Ryan Thompson)

BUSINESS LOCATION ADDRESS: 1837 Pacific Avenue

LIQUOR LICENSE TYPE: Limited On-Premises and Off-Premises Sales

CITY BUSINESS LICENSE: BL No. Pending

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales	X	L – Limited On-Premises Sales	X \$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	\$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES	X	LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

1/30/19
Date

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LIQUOR LICENSE APPLICATION

pending

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

APPLICATION: Application is being made for:

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

CITY AND COUNTY USE ONLY

Date application received January 24, 2019

Name of City or County Forest Grove

Recommends this license be ___ Granted ___ Denied

By _____

Date _____

OLCC USE

Application received by [Signature]

Date 1-16-19

License Action: n/c

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

Applicant #1 <u>THE CROWLER GARAGE LLC</u>	Applicant #2
Applicant #3	Applicant #4

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

3. Business Location: Number and Street 1837 PACIFIC AVE. STE. 133

City FOREST GROVE County WASHINGTON ZIP 97116

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

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

PO Box, Number, Street, Rural Route 2546 NW 1ST DRIVE

City GRESHAM State OR ZIP 97030

6. Phone Number of the Business Location: 503-810-1661

7. Contact Person for this Application: RYAN THOMPSON

Name _____ Phone Number [Redacted]

Mailing Address, City, State, 2546 [Redacted] [Redacted], GRESHAM OR 97030

Email [Redacted]

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

Signature of Applicant #1 <u>[Redacted]</u>	Signature of Applicant #2
Signature of Applicant #3 <u>[Redacted]</u>	Signature of Applicant #4



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: THE CROWLER GARAGE, LLC Phone: 503.810.1441
Trade Name (dba): THE CROWLER GARAGE
Business Location Address: 1837 PACIFIC AVE, STE. 133
City: FOREST GROVE ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours: Sunday 11:00 am to 9:00 pm, Monday 11:00 am to 10:00 pm, Tuesday 11:00 am to 10:00 pm, Wednesday 11:00 am to 10:00 pm, Thursday 11:00 am to 10:00 pm, Friday 11:00 am to 11:00 pm, Saturday 11:00 am to 11:00 pm
Outdoor Area Hours: Sunday 11:00 am to 9:00 pm, Monday 11:00 am to 10:00 pm, Tuesday 11:00 am to 10:00 pm, Wednesday 11:00 am to 10:00 pm, Thursday 11:00 am to 10:00 pm, Friday 11:00 am to 11:00 pm, Saturday 11:00 am to 11:00 pm
The outdoor area is used for: [X] Food service, [X] Alcohol service, [] Enclosed, how
The exterior area is adequately viewed and/or supervised by Service Permittees. (Investigator's Initials)

Seasonal Variations: [] Yes [X] No If yes, explain:

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

Restaurant: 75 Outdoor: 54
Lounge: Other (explain):
Banquet: Total Seating:

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

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

Applicant Signature: Date: 10/29/2018

1-800-452-OLCC (6522)
www.oregon.gov/olcc

(rev. 12/07)

3K

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *February 11, 2019*

SUBJECT TITLE: *Annual Liquor License Renewals for 2019*

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2019. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of liquor license renewal application(s).

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

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

STAFF RECOMMENDATION:

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



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.1

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: 7-Eleven Store #20715D

BUSINESS LOCATION ADDRESS: 2001 Yew Street

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-001060

1. TYPE OF LICENSE:	2. LICENSE FEE:
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	L – Limited On-Premises Sales \$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	X O – Off-Premises Sales \$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery \$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location	SEG – Special Event Grower X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License	SED – Special Event Distillery \$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House	\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	<input type="checkbox"/> LIMITED ON-PREMISES SALES <input checked="" type="checkbox"/> OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.
	<input checked="" type="checkbox"/> BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.2.

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: A Framer's Touch

BUSINESS LOCATION ADDRESS: 1920 21st Avenue

LIQUOR LICENSE TYPE: Limited Off-Premises & On-Premises Limited Off-Premises & On-Premises

CITY BUSINESS LICENSE: BL-000266

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	<input checked="" type="checkbox"/> L – Limited On-Premises Sales		\$100.00 New Application
<input type="checkbox"/> F- CAT – Full ON-Premises Sales, Caterer	<input checked="" type="checkbox"/> O – Off-Premises Sales		\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/> SEW – Special Event Winery		\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location	<input type="checkbox"/> SEG – Special Event Grower	<input checked="" type="checkbox"/>	\$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License	<input type="checkbox"/> SED – Special Event Distillery		\$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House			\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	<input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES	<input checked="" type="checkbox"/>	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
<input checked="" type="checkbox"/> BREWERY – PUBLIC			
Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

11/19/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.3

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Bi-Mart #635

BUSINESS LOCATION ADDRESS: 3225 Pacific Avenue

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-000402

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schütz
J. F. Schütz, Chief of Police/Designee

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.4

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Bites Restaurant

BUSINESS LOCATION ADDRESS: 2014 Main Street

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

CITY BUSINESS LICENSE: BL-001943

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.5

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Circle Inn Tavern

BUSINESS LOCATION ADDRESS: 3007 Pacific Avenue

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

CITY BUSINESS LICENSE: BL-000104

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.6.

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Diamond Palace Restaurant

BUSINESS LOCATION ADDRESS: 1921 Main Street

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

CITY BUSINESS LICENSE: BL-000220

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	<input type="checkbox"/> L – Limited On-Premises Sales		\$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	<input checked="" type="checkbox"/> O – Off-Premises Sales		\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/> SEW – Special Event Winery		\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location	<input type="checkbox"/> SEG – Special Event Grower	<input checked="" type="checkbox"/>	\$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License	<input type="checkbox"/> SED – Special Event Distillery		\$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House			\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	<input type="checkbox"/> LIMITED ON-PREMISES SALES	<input checked="" type="checkbox"/>	<input type="checkbox"/> OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
<input checked="" type="checkbox"/> BREWERY – PUBLIC			
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

1/23/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3K.7

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Forest Grove Senior & Community

BUSINESS LOCATION ADDRESS: 2037 Douglas St

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

CITY BUSINESS LICENSE: BL-000359

1. TYPE OF LICENSE:	2. LICENSE FEE:
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	<input checked="" type="checkbox"/> L – Limited On-Premises Sales \$100.00 New Application
<input checked="" type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	<input checked="" type="checkbox"/> O – Off-Premises Sales \$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/> SEW – Special Event Winery \$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location	<input checked="" type="checkbox"/> SEG – Special Event Grower \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License	<input type="checkbox"/> SED – Special Event Distillery \$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House	<input type="checkbox"/> \$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	<input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES
<input checked="" type="checkbox"/> OFF-PREMISES SALES	<input checked="" type="checkbox"/> OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.
<input checked="" type="checkbox"/> BREWERY – PUBLIC	
Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schütz
J. F. Schütz, Chief of Police/Designee

1/23/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.8.

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Forest Grove Sushi

BUSINESS LOCATION ADDRESS: 1905 Birch Street

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

CITY BUSINESS LICENSE: BL-001811

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House			\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	X	LIMITED ON-PREMISES SALES	<input checked="" type="checkbox"/> OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
	<input checked="" type="checkbox"/> BREWERY – PUBLIC		
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

11/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.9.

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Godfather's Pizza/Players Pub

BUSINESS LOCATION ADDRESS: 2834 Pacific Avenue, Suite A

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

CITY BUSINESS LICENSE: BL-000286

1. TYPE OF LICENSE:	2. LICENSE FEE:
X F-COM – Full On-Premises Sales	L – Limited On-Premises Sales \$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales \$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery \$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location	SEG – Special Event Grower X \$ 35.00 Annual Renewal
TSL – Temporary Sales License	SED – Special Event Distillery \$ 20.00 Event License
BP – Brewery Public House	\$ No Charge: Temp Annual Use
X FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.
	BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.10

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Hello Market

BUSINESS LOCATION ADDRESS: 1917 19th Avenue

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-000287

1. TYPE OF LICENSE:		2. LICENSE FEE:
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	<input checked="" type="checkbox"/> O – Off-Premises Sales	\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location	SEG – Special Event Grower	X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License	SED – Special Event Distillery	\$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House		\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
	<input checked="" type="checkbox"/> BREWERY – PUBLIC	
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

1/23/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.11

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Jade Green Palace

BUSINESS LOCATION ADDRESS: 3018 Pacific Avenue

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

CITY BUSINESS LICENSE: BL-000352

1. TYPE OF LICENSE:	2. LICENSE FEE:
X F-COM – Full On-Premises Sales	L – Limited On-Premises Sales \$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales \$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery \$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location	SEG – Special Event Grower X \$ 35.00 Annual Renewal
TSL – Temporary Sales License	SED – Special Event Distillery \$ 20.00 Event License
BP – Brewery Public House	\$ No Charge: Temp Annual Use
X FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.
	BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.12

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: La Sierra Cantina & Mexican Restaurant

BUSINESS LOCATION ADDRESS: 2331 Pacific Avenue

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

CITY BUSINESS LICENSE: BL-000294

1. TYPE OF LICENSE:		2. LICENSE FEE:
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/> O – Off-Premises Sales	\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/> SEW – Special Event Winery	\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location	<input type="checkbox"/> SEG – Special Event Grower	X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License	<input type="checkbox"/> SED – Special Event Distillery	\$ 20.00 Event License
<input type="checkbox"/> BP – Brewery Public House		\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	<input type="checkbox"/> LIMITED ON-PREMISES SALES	<input checked="" type="checkbox"/> OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
<input checked="" type="checkbox"/> BREWERY – PUBLIC		
Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

11/23/2019
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.13

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Mama Jiah's Market

BUSINESS LOCATION ADDRESS: 2248 Main Street

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-001209

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House			\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
<p>Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	<p>Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>		<p>Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>
	<p><input checked="" type="checkbox"/> BREWERY – PUBLIC</p> <p>Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>		

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.14

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Mandarin China Restaurant

BUSINESS LOCATION ADDRESS: 2338 Pacific Avenue

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

CITY BUSINESS LICENSE: BL-000146

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales	X	L – Limited On-Premises Sales	\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES	X	LIMITED ON-PREMISES SALES	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

1/31/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. K. 15

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Mini Mart

BUSINESS LOCATION ADDRESS: 2705 Pacific Avenue

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-000356

1. TYPE OF LICENSE:		2. LICENSE FEE:
F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	X O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location	SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License	SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House		\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
	BREWERY – PUBLIC	
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

11/8/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. K. 16

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Pac Thai

BUSINESS LOCATION ADDRESS: 1923 Pacific Avenue

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

CITY BUSINESS LICENSE: BL-000341

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	<input checked="" type="checkbox"/> L – Limited On-Premises Sales		\$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/> O – Off-Premises Sales		\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/> SEW – Special Event Winery		\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location	<input type="checkbox"/> SEG – Special Event Grower	<input checked="" type="checkbox"/>	\$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License	<input type="checkbox"/> SED – Special Event Distillery		\$ 20.00 Event License
<input type="checkbox"/> BP – Brewery Public House			\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	<input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
<input checked="" type="checkbox"/> BREWERY – PUBLIC			
Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.17

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Plaid Pantry #20

BUSINESS LOCATION ADDRESS: 2436 19th Avenue

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-000120

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input type="checkbox"/> F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
<input type="checkbox"/> F- CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
<input type="checkbox"/> BP – Brewery Public House			\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
		<input checked="" type="checkbox"/> BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. K. 18

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Plaid Pantry #99

BUSINESS LOCATION ADDRESS: 2901 Thatcher Road

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-000121

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
<input type="checkbox"/> F- CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House			\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
	<input checked="" type="checkbox"/>	BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

1/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3K.19

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Ridgewalker Brewing

BUSINESS LOCATION ADDRESS: 1921 21st St

LIQUOR LICENSE TYPE: Brewery - Public House/F-COM Full-On Premises Brewery - Public House/F-COM Full-On Premises

CITY BUSINESS LICENSE: BL-001972

1. TYPE OF LICENSE:	2. LICENSE FEE:
<input checked="" type="checkbox"/> F-COM – Full On-Premises Sales	L – Limited On-Premises Sales \$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	<input checked="" type="checkbox"/> O – Off-Premises Sales \$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/> SEW – Special Event Winery \$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location	<input checked="" type="checkbox"/> SEG – Special Event Grower X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License	<input type="checkbox"/> SED – Special Event Distillery \$ 20.00 Event License
<input checked="" type="checkbox"/> BP – Brewery Public House	\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES	<input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES <input checked="" type="checkbox"/> OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.
	<input checked="" type="checkbox"/> BREWERY – PUBLIC
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

11/8/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.K.20

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Shriji Food Mart / FG Arco

BUSINESS LOCATION ADDRESS: 2710 19th Avenue

LIQUOR LICENSE TYPE: Off-PremisesOff-Premises

CITY BUSINESS LICENSE: BL-000406

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input type="checkbox"/> F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
<input type="checkbox"/> F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
<input type="checkbox"/> F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
<input type="checkbox"/> F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
<input type="checkbox"/> TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
<input type="checkbox"/> BP – Brewery Public House			\$ No Charge: Temp Annual Use
<input checked="" type="checkbox"/> FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
	<input checked="" type="checkbox"/>	BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

11/30/19
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. K. 21

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Urban Decanter

BUSINESS LOCATION ADDRESS: 2030 Main Street, Suite B

LIQUOR LICENSE TYPE: Off-Premises & F-COM Full-On Premises

CITY BUSINESS LICENSE: BL-000106

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police, Designee

11/30/19
Date



TV Highway Improvement Project

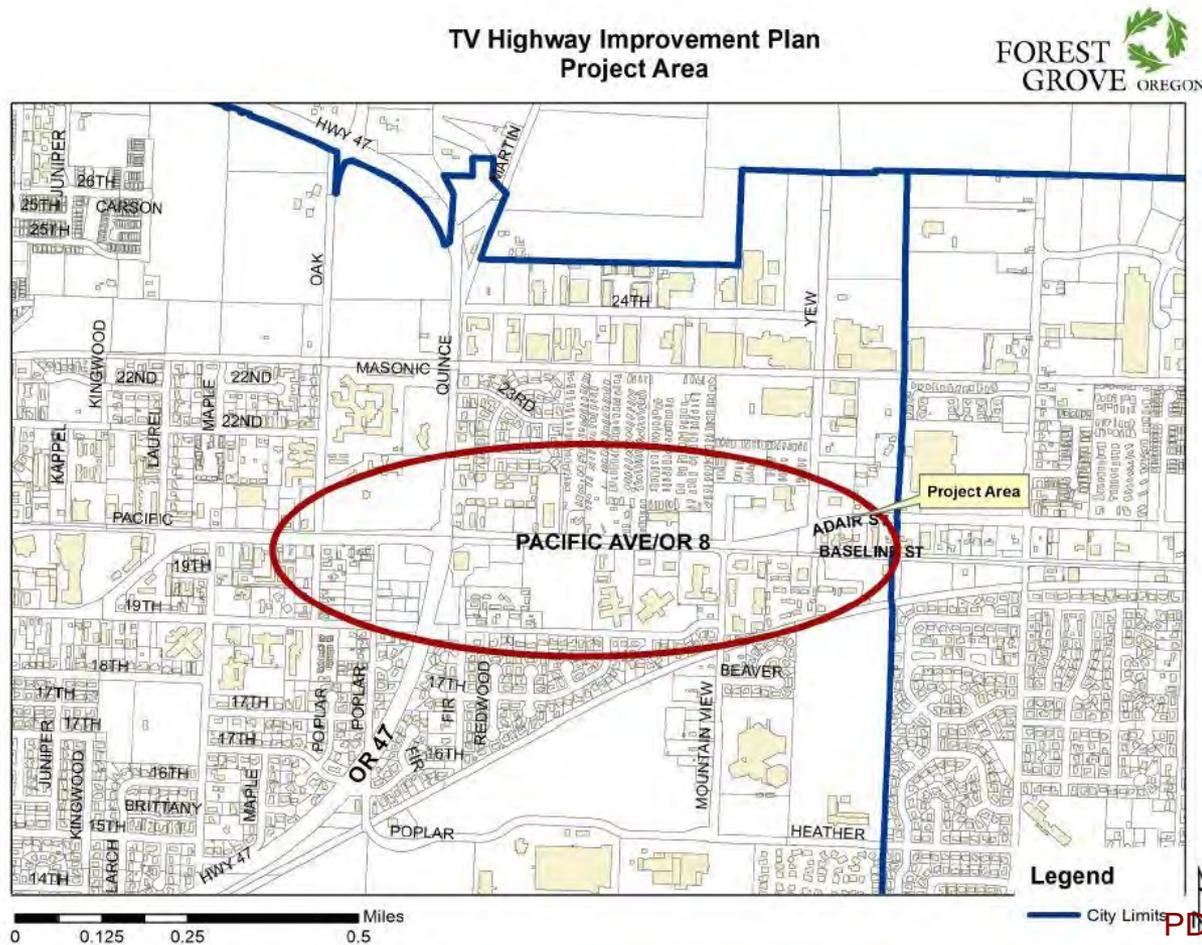
Bryan Pohl, CFM
Community Development Director

Daniel Riordan
Senior Planner

City Council Presentation
February 11, 2019

Purpose of Presentation

- Update Council on the TV Highway Improvement Project.



Background

- The City's Transportation System Plan includes a project to improve the TV Highway corridor through the City.
- The City requested ODOT funding to develop an improvement plan for the TV Highway corridor focused on safety.
- The City was successful and ODOT funded the funding request.
- The study will be ongoing through 2019 and possibly early 2020.

Work Completed

- This project is ODOT funded and administered with staff time provided by the City.
- ODOT selected Jacobs Engineering with sub-consultants JLA for public involvement and DKS for transportation analysis.
- ODOT and Jacobs toured the project area with City staff on January 17th.
- Final schedule pending completion of the ongoing final contract negotiations.



JACOBS



Project Objectives

- Learn from corridor users about their experiences and needs.
- Identify safety improvements based on community input and crash data.
- Identify areas to improve transit access.
- Prepare a streetscape vision to reinforce the corridor as a gateway.
- Create a prioritized list of improvements to construct.
- Position the City for future construction funding.

Project Approach

- Step 1: Community Engagement
 - Identify and engage key stakeholders early and throughout the process.
 - Provide meaningful engagement opportunities.
- Step 2: Problem Definition
 - Gather background information including crash data.
 - Identify and clearly describe priority issues to address.
- Step 3: Design
 - Prepare a streetscape vision.
 - Develop cost estimates.
- Step 4: Implementation Plan
 - Identify and prioritize discrete projects for construction.
 - Council adoption of the TV Highway plan.

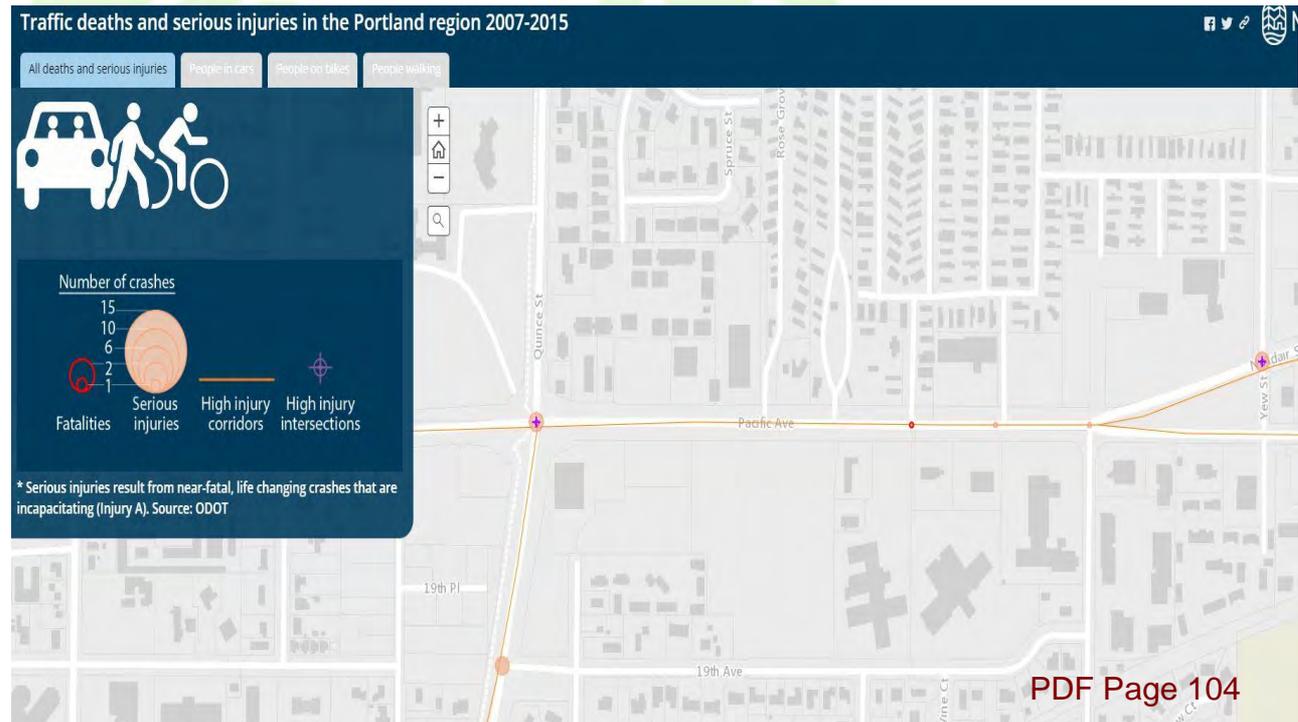
Step 1. Community Engagement

- JLA Public Involvement will lead engagement.
- Stakeholder advice will be sought.
- Centro Cultural and Adelante Mujeres will be consulted to find community leaders that can help involve and keep residents engaged.
- Project events will be held at times and places convenient for residents and business owners.



Step 2. Problem Definition

- Accidents and Injuries:
 - The Metro RTP shows TV Highway as a high injury corridor.
 - Problem locations include Yew, Mountain View, Rose Grove and Quince.



Step 2. Problem Definition

- Safety:
 - The corridor has few marked pedestrian crossing opportunities, especially near bus stops.
 - The corridor has four travel lanes, a center turn lane, bike lanes and shoulder area.
 - This wide right-of-way contributes to unsafe crossings as pedestrians and persons using mobility devices are exposed and often not very visible.



Step 2. Problem Definition

- Transit Access is poor at some locations:
 - Many sidewalk gaps exist.
 - Some sidewalks are narrow causing potential conflict between transit riders and passers-by.



Step 2. Problem Definition

- Speed:
 - Posted speed is 40 mph.
 - Auto speed, poor visibility, and unsafe pedestrian crossings are factors that contribute to accidents and near misses.



Step 2. Problem Definition

- Yew Street:
 - Yew Street is a high accident location.
 - A long-term solution is required addressing the cause of accidents while serving the needs of pedestrians, persons using mobility devices, pass-through traffic, and freight access to/from 24th Avenue.



Step 3. Design

- Streetscape vision for the corridor:
 - Reinforce the corridor as a gateway entrance into the City.
 - Provide safe pedestrian crossings.
 - Complete sidewalk gaps.
 - Improve illumination for safety.
 - Provide better wayfinding signage.
- The consultant team will work with ODOT if design exceptions are needed.



Step 4. Implementation Plan

- The recommended streetscape vision will be translated into discrete projects.
- Individual projects will be prioritized.
- This will allow for incremental implementation considering availability of funding, priority needs, and future development along the corridor.

Next Steps

- Staff will provide periodic updates to Council as the project unfolds.
- The next update will occur after ODOT issues a notice to proceed and a firm project schedule is prepared by Jacobs.



Questions?



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

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Bryan Pohl CFM, Community Development Direction,
Daniel Riordan, Senior Planner*

MEETING DATE: *February 11, 2019*

SUBJECT TITLE: *Order establishing boundaries of territory proposed for withdrawal from the city limits and Clean Water Services boundary 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 time and place for final public hearings and adoption of an ordinance. (File Number 311-18-000033-PLNG)*

ACTION REQUESTED:

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

X all that apply

ISSUE STATEMENT:

In 1995, the Portland Area Local Government Boundary Commission (Commission) approved an annexation of a tax lot located near 2200 Strasburg Drive (Attachment A). Although the urban growth boundary (UGB) bisects the tax lot it's entirely within the city limits. The area outside the urban growth boundary has a Washington County agriculture and forestry (AF-20) zoning designation. The area inside the UGB was assigned the City's Single Family R-7 zoning designation after annexation.

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

The Commission's decision also stipulated that at such time a lot is created for the area outside the UGB this area be withdrawn from the city limits. In November 2017, the property owner received preliminary approval for a partition to create three parcels including one for the area outside the UGB. The partition was recorded in December 2018 and is now final. Now that the partition is final, the property owner is requesting the City withdraw the area outside the UGB from the city limits consistent with the 1995 Commission's decision.

BACKGROUND:

On January 14, 2019, Council adopted a resolution declaring the City's intent to withdraw the territory from the city limits and Clean Water Services boundary and setting a date for the first public hearing on this matter. Adoption of the resolution is the first step in the withdrawal/de-annexation process as required by ORS 222.460(2). The next step in the process, as required by state law (ORS 222.460(4) and ORS 222.460(5), is adoption of an Order to:

- Establish the boundary of the territory proposed for withdrawal from the city limits;
- Set a time and place for final public hearings on an ordinance detaching the territory from the city limits; and
- Declaring that if written requests for an election are not filed as required by ORS 222.460(6), City Council at the time of public hearing, will adopt an Ordinance detaching the territory from the city limits and Clean Water Services boundary.

The Order, including the items above, is attached for Council consideration.

FISCAL IMPACT:

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

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

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

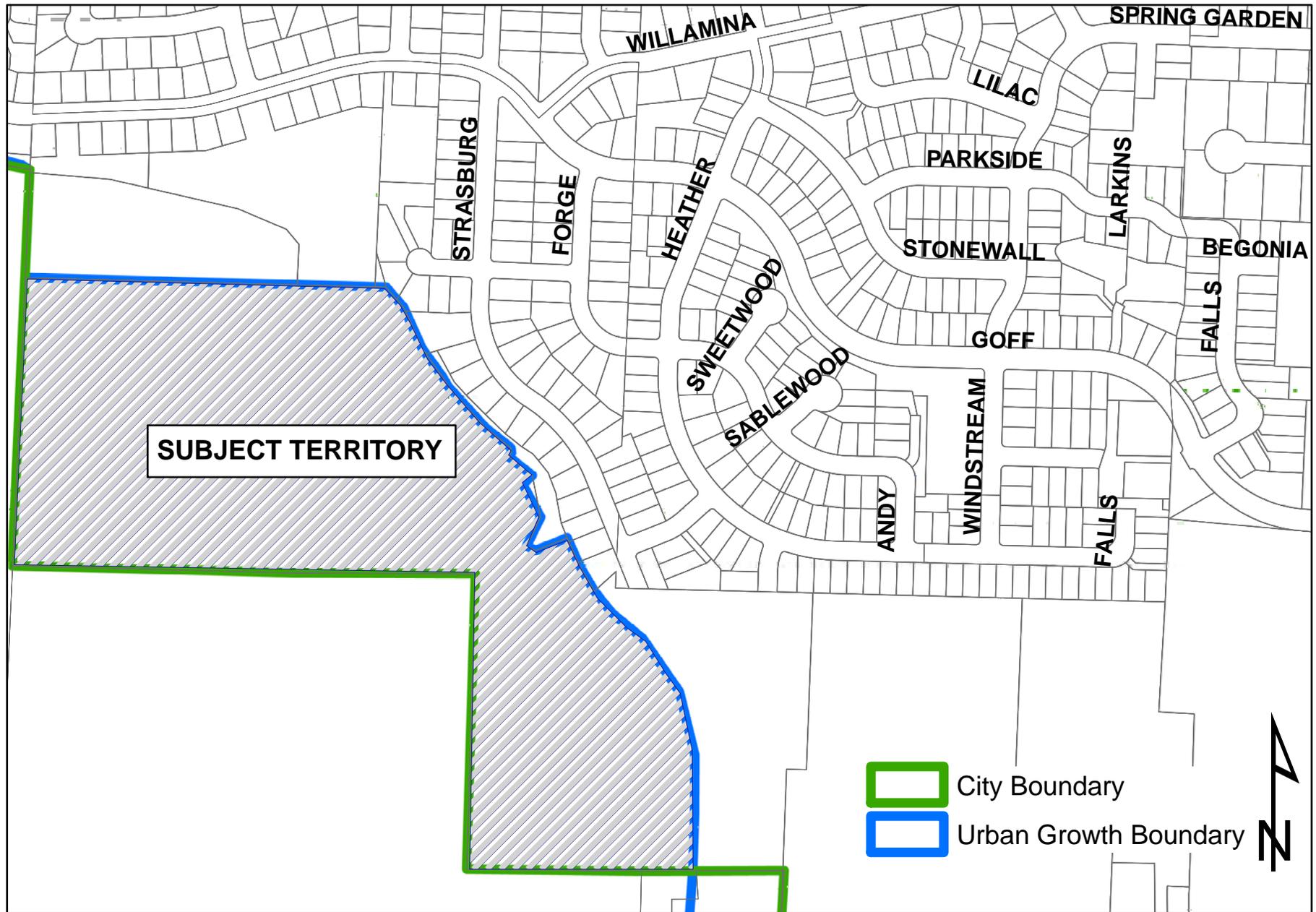
STAFF RECOMMENDATION:

Staff recommends City Council adopt the Order to establish the boundary of the territory proposed for withdrawal from the city limits and holding public hearings on March 18, 2019, and April 8, 2019, at 7:00 pm, or thereafter, to consider an ordinance detaching the territory from the city limits.

ATTACHMENT(s):

- A. Vicinity Map
- B. Order & Exhibit A

**ATTACHMENT A
PETITION TO WITHDRAW TERRITORY FROM CITY LIMITS
FILE NO. 311-18-000033-PLNG**



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NOTICE OF PUBLIC HEARING FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council on **Monday, February 11, 2019, at 7:00 p.m.** or thereafter, will meet at the Forest Grove Community Auditorium, 1915 Main Street, to review the following proposal:

PROPOSAL: Forest Grove City Council consideration of an order to withdraw land from the Forest Grove city limits located near 2200 Strasburg Drive and outside of the Portland Regional Urban Growth Boundary.

Applicant: Timothy C. Boyles

Property Owner: Timothy C. Boyles and John Knox

File Number: 311-18-000033-PLNG

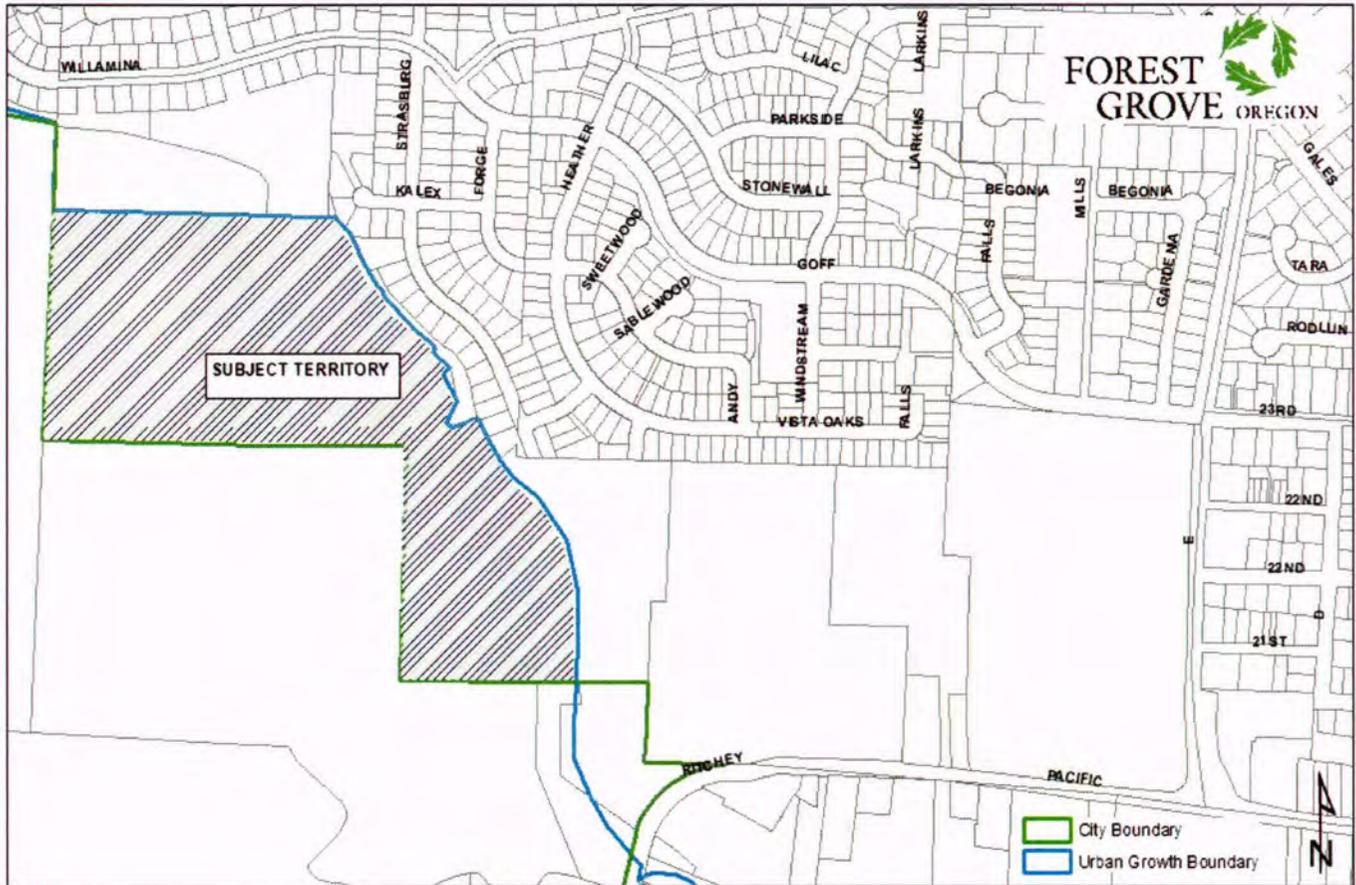
Criteria: Oregon Revised Statutes (ORS) Chapter 222.460 and ORS 222.465 (Withdrawal of Territory); and

Metro Code Chapter 3.09.050 (Local Government Boundary Changes)

Background:

At this time and place noted above, all persons will be given reasonable opportunity to give testimony about how the proposal responds to the review criteria. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the Planning Commission to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. If additional documents or evidence are provided in support of an application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. For further information, including requesting a continuance, please call Senior Planner Dan Riordan at (503) 992-3226 or e-mail driordan@forestgrove-or.gov.

A copy of the staff report is available seven days prior to the hearing at the City Community Development Department Office or by visiting the Forest Grove Planning Commission website at forestgrove-or.gov/bc-pc. Written comments or testimony may be submitted at the hearing or sent prior to the hearing to the attention of Anna D. Ruggles, City Recorder, PO Box 326, 1924 Council Street, Forest Grove, OR 97116, aruggles@forestgrove-or.gov.



Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

To be published: Wednesday, February 6, 2019

ORDER NO. 2019-01



ESTABLISHING BOUNDARIES OF TERRITORY PROPOSED FOR WITHDRAWAL FROM THE CITY LIMITS AND CLEAN WATER SERVICES BOUNDARY LOCATED IN SOUTHEAST ONE-QUARTER OF SECTION 35 AND SOUTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 4 WEST WILLAMETTE MERIDIAN AND SETTING A TIME AND PLACE FOR FINAL PUBLIC HEARINGS AND ADOPTION OF AN ORDINANCE; (FILE NUMBER 311-18-000033-PLNG)

WHEREAS, the owner of a certain tract land described by Exhibit A, filed an application with the City requesting withdrawal of the territory from the Forest Grove city limits and Clean Water Services district; and

WHEREAS, as required by Oregon Revised Statutes (ORS) 222.460(2), City Council adopted Resolution 2019-06 declaring the City's intent to withdraw the subject territory described by Exhibit A; and

WHEREAS, Resolution 2019-06 also set the date of February 11, 2019, for an initial public hearing to consider the withdrawal question as required by ORS 222.460(4); and

WHEREAS, notice of the Public Hearing was published in the *Forest Grove News-Times*; and

WHEREAS, after holding the Public Hearing on February 11, 2019, the City Council still favors withdrawal of the subject territory as described by Exhibit A.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDERS AS FOLLOWS:

Section 1. The City of Forest Grove sets forth the boundary of the area to be withdrawn from the Forest Grove city limits and Clean Water Services District as shown on Exhibit A.

Section 2. The Forest Grove City Council desires to hold public hearings, in the Forest Grove Community Auditorium at 7:00 pm, or thereafter, on March 18, 2019 and April 8, 2019, to consider an ordinance detaching the territory from the Forest Grove city limits and Clean Water Services boundary as required by ORS 222.460(4) and ORS 222.460(5).

Section 3. If written requests for an election are not filed as required by ORS 222.460(6), City Council at time of the final hearing will adopt an ordinance detaching the territory from the Forest Grove city limits and Clean Water Services boundary.

Section 4. This order is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of February, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of February, 2019.

Peter B. Truax, Mayor

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NORTHWEST
SURVEYING, INC.

BOUNDARY TOPOGRAPHIC CONSTRUCTION CADASTRAL
Licensed in OR & WA

1815 NW 169TH PLACE, SUITE 2090
BEAVERTON, OR 97006

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

PROPERTY DESCRIPTION

December 22, 2018

NWS Project No. 1060

Annexation Area

Page 1 of 2

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

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

Annexation Area

Page 2 of 2

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

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

Bearings are based on Survey No. 27.470, Washington County Survey Records.

ANNEXATION CERTIFIED

BY VF

WASHINGTON COUNTY A & T
CERTIFICATION

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Scott F. Field

OREGON
JUNE 30, 1997
SCOTT F. FIELD
2844

RENEWS 12/31/2019

ANNEXATION CERTIFIED

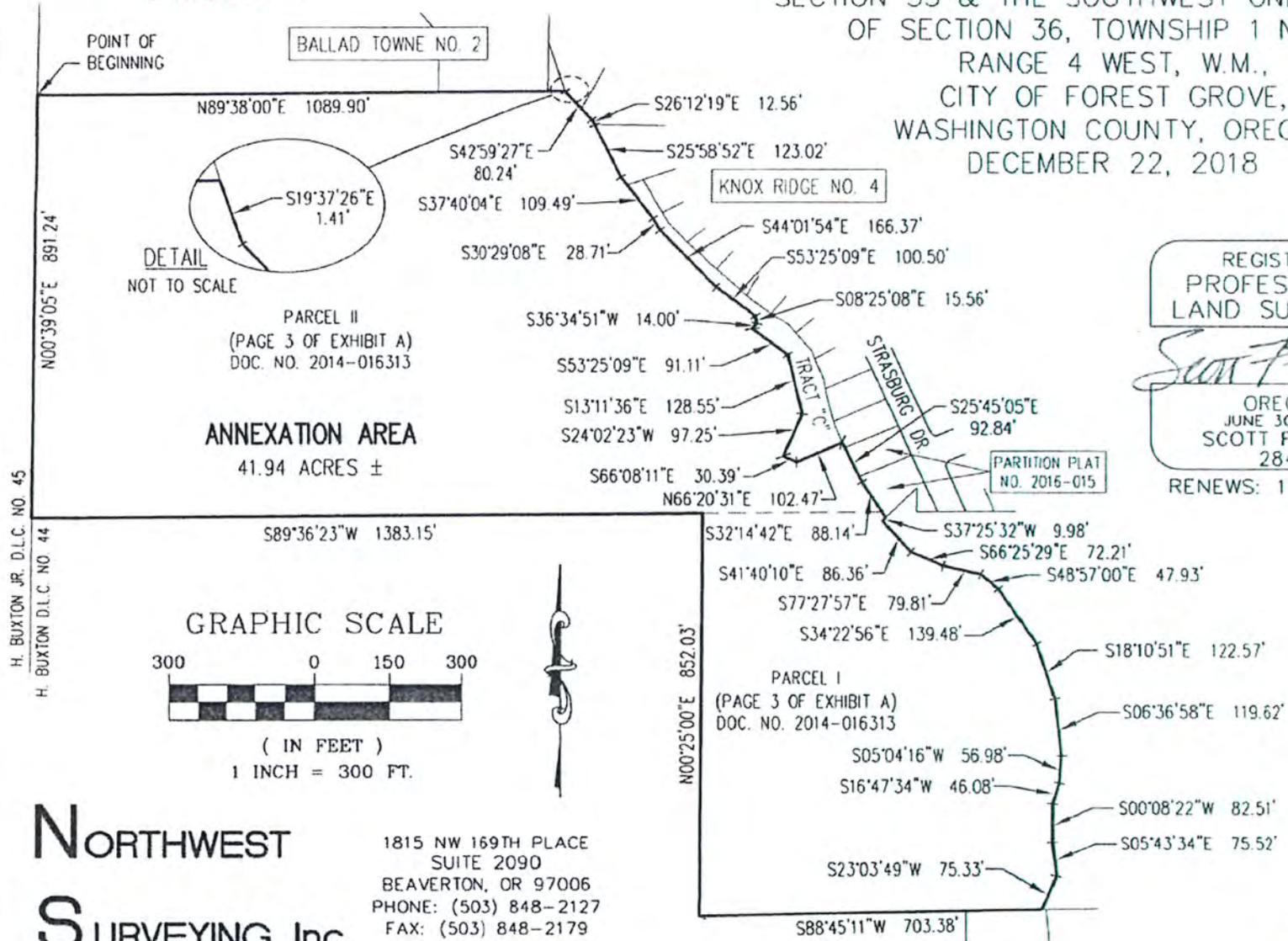
BY TF

DEC 24 2019

WASHINGTON COUNTY A & T
CARTOGRAPHY

EXHIBIT DRAWING

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



REGISTERED
PROFESSIONAL
LAND SURVEYOR

Scott F. Field

OREGON
JUNE 30, 1997
SCOTT F. FIELD
2844

RENEWS: 12/31/2019

PARTITION PLAT
NO. 2016-015

NORTHWEST
SURVEYING, Inc.

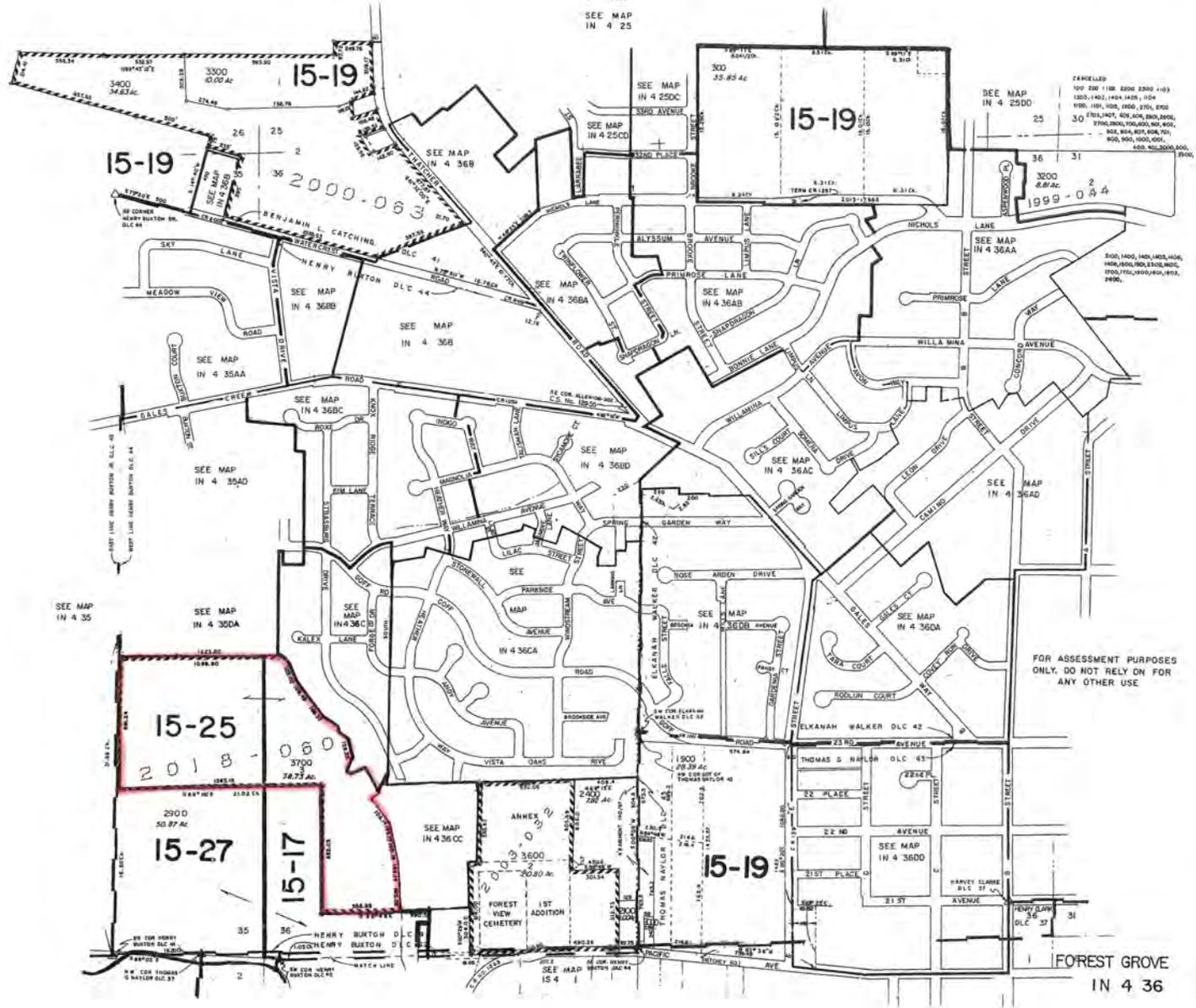
1815 NW 169TH PLACE
SUITE 2090
BEAVERTON, OR 97006
PHONE: (503) 848-2127
FAX: (503) 848-2179

NWS PROJECT NO. 1060

SECTION 36 T1N R4W WM.
WASHINGTON COUNTY OREGON

IN 4 36

1" = 400'
SEE MAP
IN 4 25



FOR ASSESSMENT PURPOSES
ONLY. DO NOT RELY ON FOR
ANY OTHER USE

FOREST GROVE
IN 4 36



A place where families and businesses thrive.

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

MEMORANDUM

WORK SESSION:

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: February 11, 2019

SUBJECT TITLE: Retreat Work Session

PURPOSE OF WORK SESSION: Pursuant to Section 16.1 of the City Council Rules of Procedure, the purpose of the Work Session is to continue planning City Council’s short and long-term goals and objectives.

BACKGROUND: The City Council held a Retreat on Saturday, February 2, 2019, at Pacific University. The Retreat resulted in preliminary consideration of Goals 1-3 and Objectives 1.1-3.19. The February 11 Work Session is scheduled for up to 1.5 hours and will continue where the Retreat left off, specifically:

- 8:00-8:20 2018 Objectives
 - 3.20 Economic Development
 - 3.21 Youth Advisory Council
 - 3.22 Boards and Commissions
- 8:20-8:50 New Objectives
- 8:50-9:10 Affirmation/Clarification of Draft Goals and Objectives from the Retreat
- 9:10-9:20 Assignment of Objectives to Goals
- 9:20-9:30 Team Agreement

If necessary, staff has scheduled an additional Work Session on February 25th. This will be the last time to review and comment prior to Council adoption via resolution at the March 18th meeting.

Pending completion of the Goals and Objectives, staff will develop a Work Plan for each Objective. This will include specificity, timeline, Board/Commission, and Responsible Party (Department). The Goals and Objectives Work Plan will be integrated into Departmental Work Plans and briefed in detail to City Council prior to the budget process to enable discussion about budget priorities.

RECOMMENDATION: Staff recommends the Council review the existing Goals and Objectives, proposed Objectives, and draft Goals and Objectives prior to the meeting.

ATTACHMENTS:

- City Council Retreat 2019 Packet (contains existing and proposed Goals and Objectives)
- Draft 2019 Goals and Objectives (this document contains the results from the Retreat. It does not include agenda items yet considered.)

GOAL 1



Provide Safe, Livable, and Sustainable Neighborhoods

OBJECTIVES

- ~ Consider Water and Energy Conservation Strategies
- ~ Develop Oak Street Area Concept Plan
- ~ Implement Parks, Recreation, and Open Space Master Plan
- ~ Implement Town Center Program
- ~ Develop Staff Succession Plan (Goal 2?)
- ~ Ethnic Outreach/Equity Plan/Core Values
- ~ Develop Police Strategic Plan
- ~ Partner to Increase Affordable Housing
- ~ Partner to Address Homelessness
- ~ Prioritize TDT Projects and Funding (Goal 2?)

GOAL 2



Manage an Effective Financial Plan to Provide Quality Service Levels

OBJECTIVES

- ~ Plan for Local Option Levy
- ~ Study Fire Governance Options
- ~ Finalize Scope, Budget, and Public Outreach Plan for Police Facility

GOAL 3



Advance the Interests and Needs of Forest Grove in Local, State, and National Affairs

OBJECTIVES

- ~ Develop Communications Plan (Goal 1?)
- ~ Develop and Implement Tourism Program



CITY COUNCIL RETREAT

FEBRUARY 2, 2019

CITY COUNCIL MEETING AGENDA

SATURDAY, FEBRUARY 2, 2019
PACIFIC UNIVERSITY, BERGLUND HALL 200

This is an informal Retreat. The Council will take no formal action during the Retreat. The public is invited to attend and observe; however, no public comment will be taken. Pursuant to Council Rules of Procedure, the Council shall set its short and long-term goals and objectives annually no later than the second Council meeting in March.

8:30 am	Breakfast Buffet	All Attendees
8:55 am	Call to Order & Roll Call	Mayor Truax
9:00 am	Process	City Manager
9:10 am	Council Goals	Mayor Truax
9:30 am	Goal 1 Objectives	Mayor Truax & Councilors
11:00 am	Goal 2 Objectives	Mayor Truax & Councilors
11:30 am	Goal 3 Objectives	Mayor Truax & Councilors
	Working Lunch	
12:30 pm	New Council Objectives	Mayor Truax & Councilors
2:00 pm	Team Agreement	Mayor Truax & Councilors
2:30 pm	Adjournment	Mayor Truax

PURPOSE & INTENT

Present a process to facilitate Council consideration of goals and objectives.

SMART OBJECTIVES

S

SPECIFIC

- State what you want to achieve.
- Be specific. Use action words.

M

MEASURABLE

- Provide a way to evaluate.
- Use metrics or data targets.

A

ACHIEVABLE

- Within your scope.
- Possible to accomplish.

R

RELEVANT

- Does it align with broader goals.
- Does it improve the organization.

T

TIME-BOUND

- State when you will get it done.
- Be specific on timeframe.

PROCESS



STEP 1

Remove or Retain



STEP 2

If Remove, move to
next objective.

If Retain, discuss
modifications.
Consider related
objectives.



STEP 3

Draft Objective.

COUNCIL GOAL 1

Promote safe, livable, and sustainable neighborhoods and a prosperous, dynamic green city.



COUNCIL GOAL 2

Promote a prudent financial plan to maintain effective service levels of a full-service city.



COUNCIL GOAL 3

Promote the interests and needs of Forest Grove in local, state, and national affairs.



PROPOSED COUNCIL GOAL 4

Create a culture of compassion and inclusion
where everyone is welcome.



GOAL 1.1 OBJECTIVE

Watershed Land Acquisition
Financial Plan



GOAL 1.2 OBJECTIVE

Energy Reduction
Programs



GOAL 1.3 OBJECTIVE

Industrial Area
Planning



GOAL 1.4 OBJECTIVE

Parks, Rec, and Open Space
Master Plan



GOAL 1.5 OBJECTIVE

Residential
High Density Incentives



GOAL 1.6 OBJECTIVE

Town Center
Concept Program



GOAL 1.7 OBJECTIVE

Staff
Succession Planning



GOAL 1.8 OBJECTIVE

Latino and Ethnic
Outreach



GOAL 1.9 OBJECTIVE

Police
Strategic Plan



GOAL 1.10 OBJECTIVE

Affordable
Housing



GOAL 1.11 OBJECTIVE

Homelessness



GOAL 1.12 OBJECTIVE

Transportation



GOAL 2.13 OBJECTIVE

Pre-Planning for
Local Option Levy



GOAL 2.14 OBJECTIVE

Fire Authority
IGA



GOAL 2.15 OBJECTIVE

Forest Grove
Senior and Community Center



GOAL 2.16 OBJECTIVE

Police Facility



GOAL 3.17 OBJECTIVE

Communications Plan



GOAL 3.18 OBJECTIVE

Legislative Priorities:
Local, State, Regional, and National



GOAL 3.19 OBJECTIVE

Tourism



GOAL 3.20 OBJECTIVE

Economic
Development



GOAL 3.21 OBJECTIVE

Youth Advisory Council
(YAC)



GOAL 3.22 OBJECTIVE

Boards
and Commissions



PROPOSED OBJECTIVE 1

Increase
Training Budget



PROPOSED OBJECTIVE 2

Develop a City Vision as a Part of the
150th Anniversary of Forest Grove's
Incorporation/Sesquicentennial



PROPOSED OBJECTIVE 3

Create a URA
Strategic Plan



PROPOSED OBJECTIVE 4

Create a City
Public Arts Program



PROPOSED OBJECTIVE 5

Grant
Assistance



PROPOSED OBJECTIVE 6

Consultants



PROPOSED OBJECTIVE 7

Review
City Charter



PROPOSED OBJECTIVE 8

Watershed



PROPOSED OBJECTIVE 9

Review Zoning Affecting
Forest Grove Historical Districts



PROPOSED OBJECTIVE 10

Develop Policy and/or Priorities to
Promote Public Safety



PROPOSED OBJECTIVE 11

Establish
East Side Park



PROPOSED OBJECTIVE 12

Create a Forest Grove
Veterans Memorial Park



PROPOSED OBJECTIVE 13

Establish Town Center
Flexible Plaza Concept



PROPOSED OBJECTIVE 14

Develop Policy and/or Priorities
to Promote Economic Development



TEAM AGREEMENT



FINAL COMMENTS



THANK YOU



FOREST GROVE OREGON



CITY
COUNCIL
RETREAT
2019

CITY COUNCIL MEETING AGENDA

SATURDAY, FEBRUARY 2, 2019
PACIFIC UNIVERSITY, BERGLUND HALL 200

CITY OF FOREST GROVE VISION STATEMENT

ADOPTED BY CITY COUNCIL
RESOLUTION 2007-28 ON JUNE 11, 2007

This is an informal Retreat. The Council will take no formal action during the Retreat. The public is invited to attend and observe; however, no public comment will be taken. Pursuant to Council Rules of Procedure, the Council shall set its short and long-term goals and objectives annually no later than the second Council meeting in March.

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2:00 pm	Team Agreement	Mayor Truax & Councilors
2:30 pm	Adjournment	Mayor Truax

THIS STATEMENT IS WRITTEN AND DESIGNED TO REFLECT THE BEST OF WHAT EXISTS NOW, AND WHAT WE ASPIRE TO BECOME AS A COMMUNITY.

Forest Grove is a friendly, twenty-first century, small, full-service city. It was settled in 1841 by pioneers who valued respect for education, faith, enterprise, service to humanity, and the bountiful resources of the Tualatin Plain. Those values persist to inspire a common vision for a high quality of life in a thriving and progressive community that reaches from its historical commercial core around Pacific University to a horizon of forests, farms vineyards, and the Coast Range. As an engaged and diverse people, we assure sustainability in our economy and our environment, thus supporting a community that nurtures our youth, educates all residents, and attracts and welcomes visitors. Forest Grove is itself a *destination* that thrives by *design* and is our *home*.

FOREST GROVE IS A DESTINATION THAT OFFERS VISITORS AND RESIDENTS:

- A rich heritage preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future.
- A centrally located gateway to forests, waterways, beaches, and mountains; this wealth of resources is cherished and preserved to foster sport, recreation, reflection, and leisure.
- Arts & culture that abound throughout the year; we celebrate our cultures and participate in a wide variety of visual and performing arts and festivals.
- A community recognized for its commitment to conserve, preserve, protect and restore our natural assets.

FOREST GROVE IS A COMMUNITY BY DESIGN THROUGH:

- Participation of an engaged public and accessible, responsive government.
- Planning that considers and accommodates both the desires and needs of all community members to ensure their quality of life and prosperity.
- Sustainable transportation modes, systems, and networks that provide opportunities for all to conveniently and safely move about within and outside of the community.
- Economic development that encourages innovative, diverse and ecologically sound enterprises that provide ample opportunities for employment, and ensures the vitality of the community.
- Fiscally sound funding of quality public safety and municipal services including locally owned public utility and watershed.

FOREST GROVE IS HOME TO:

- Individuals who are respected and valued for their experience, abilities, and differences, and where all residents are included in the life of the community through excellent education, recreation, and social programs.
- Young people who are nurtured and encouraged to achieve their full potential.
- Families of every size and description who have community resources needed for lifelong learning and development.
- Older residents whose ongoing leadership, wisdom and investment in the community build the foundation for our future.
- Distinctive neighborhoods replete with a variety of accessible housing options, schools, parks, places of worship and social gathering, and farmlands and open spaces.
- A community in harmony, bound by commonly shared respect for its residents, natural resources, economic vitality, and its active role in a global society.

GOAL 1



Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous, Dynamic Green City

OBJECTIVES

- ✦ Watershed Land Acquisition Financial Plan
- ✦ Energy Reduction Programs
- ✦ Industrial Area Planning
- ✦ Parks, Rec, and Open Space Master Plan
- ✦ Residential High Density Incentives
- ✦ Town Center Concept Program
- ✦ Staff Succession Planning
- ✦ Latino and Ethnic Outreach
- ✦ Police Strategic Plan
- ✦ Affordable Housing
- ✦ Homelessness
- ✦ Transportation

GOAL 2



Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City

OBJECTIVES

- ✦ Pre-Planning for Local Option Levy
- ✦ Fire Authority
- ✦ Forest Grove Senior and Community Center
- ✦ Police Facility

GOAL 3



Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs

OBJECTIVES

- ✦ Communications Plan
- ✦ Legislative Priorities: Local, State, Regional, and National
- ✦ Tourism
- ✦ Economic Development
- ✦ Youth Advisory Council (YAC)
- ✦ Boards and Commissions

PROPOSED GOAL 4



Create a Culture of Compassion and Inclusion Where Everyone is Welcome



GOAL 1: PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS, DYNAMIC GREEN CITY

1.1 WATERSHED LAND ACQUISITION FINANCIAL PLAN

COUNCIL DIRECTION

Conduct a Work Session to review viability of reserving a portion of timber sales to acquire lands within the watershed.

CURRENT STATUS

Watershed land endowment and funding formula established.

COUNCILOR COMMENTS

- Remove objective (4).

1.2 ENERGY REDUCTION PROGRAMS

COUNCIL DIRECTION

1. Discuss water conservation strategies (e.g. low-flow toilets) with the Sustainability Commission.
2. Inform Sustainability Commission on LED replacement project.
3. Guide Sustainability Commission on alternate power objectives.
4. Educate public on existing energy reduction programs.

CURRENT STATUS

1. 4-Year LED Streetlight Replacement Program passed and funded.
2. Solar array on City land study being conducted.
3. Residential, industrial, and commercial energy reduction programs ongoing.

COUNCILOR COMMENTS

- Consider dropping goal and including in job descriptions.
- Retain objective (3).
- Implement low-flow toilet program.
- Study alternative power but it needs to make economic sense.
- Continue to be focus of SC Annual Action Plan.
- Delete #2, continue with 1, 3, and 4.

1.3 INDUSTRIAL AREA PLANNING

COUNCIL DIRECTION

Review Comprehensive Plan to determine if supply of industrial lands is appropriate, continue State certification process, and report back to Council.

CURRENT STATUS

Economic Opportunity Analysis (EOA), which plans 20-year supply of industrial land, near complete. Analysis showed excess of industrial lands. Council consensus to review Oak Street Industrial Area to determine if lands should be rezoned. Certification status for Henningson, Haworth, and Evers industrial sites increased from Tier II to Tier I (shovel ready).

COUNCILOR COMMENTS

- Remove objective.
- Retain objective and look at rezoning portions of Oak Street.
- Schedule EOA for Council acceptance pending EDC review.
- Continue planning of available land for development. EDC assist in recommendations for City vision and economic development priorities.
- Continue state certification and review Oak Street area lands rezoning based on City and Housing Needs Analysis priorities.

1.4 PARKS, REC AND OPEN SPACE MASTER PLAN

COUNCIL DIRECTION

Implement Master Plan including consideration of SDC indexing. Initiate planning and design for Stites and A.T. Smith properties, including feasibility of establishing an East Side Park.

CURRENT STATUS

Council passed 3-Year Parks SDC phased in 2018-2020 and indexed the 2019 SDC. Final SDC increase to \$6010 will occur January 1, 2020. Annual index will be considered then. Design consultant for Stites, N. Lincoln, AT Smith, and east side park chosen.

COUNCILOR COMMENTS

- Focus on acquisition of land and planning for east side park with goal of completing by 2022.
- Partner with FGSD to determine feasibility of park at NAMS.
- Reevaluate Indexing every year.
- Continue existing planning efforts.
- P/R Commission convene a subcommittee to plan a Veterans Memorial Park, funded from private donations.
- January 2020 increase consideration. Need longer term strategies for Parks, Rec, and open spaces.

See related proposed objectives II & I2

1.5 RESIDENTIAL HIGH DENSITY INCENTIVES

COUNCIL DIRECTION

Hold Joint Work Session with Planning Commission to consider residential high density code amendments.

CURRENT STATUS

Residential High Density Incentives for affordable housing in Community Commercial zone passed.

COUNCILOR COMMENTS

- Remove objective (5).

1.6 TOWN CENTER CONCEPT PROGRAM

COUNCIL DIRECTION

Compose Town Center Concept program including parking, crosswalks, streetscapes, street trees, and plaza.

CURRENT STATUS

Parking study underway and results due in July. Crosswalks plan complete and incorporated into annual street maintenance program. Streetscapes, trees, and plaza incorporated into URA planning.

COUNCILOR COMMENTS

- Finalize Town Center Plan and phase in with goal to complete by sesquicentennial.
- If 21st street is festival space, need to ensure it is big enough.
- More downtown parking needed.
- Add reviews of Town Center Plan by EDC, PSAC, HLB, CFC.
- Plan downtown walkability (cut-outs for eating, sitting, reading, and shopping), and a plaza for congregating.
- Parking availability for public and disabled remains problematic.

See related proposed objective I3

1.7 STAFF SUCCESSION PLANNING

COUNCIL DIRECTION

Draft I-2 page executive summary outlining guidelines for staff succession planning including a strategy to maintain continuity of knowledge and operations for “one-deep” positions.

CURRENT STATUS

Increased admin support in key positions to assure cross training. Succession planning changes, i.e., reclassification, job duties, considered prior to recruitment.

COUNCILOR COMMENTS

- Remove objective.
- Work Session needed for more information.
- Keep objective.

1.8 LATINO AND ETHNIC OUTREACH

COUNCIL DIRECTION

Work closely with CCI to establish a long-term dialogue with the Latino community.

CURRENT STATUS

Latino Summit successful. Implemented new Latino programming, outreach, and education at Library. Implemented wage incentives for bilingualism in key customer service positions. Completed CEP-funded ESL workforce training. Collaborated with Adelante Mujeres on grant applications. Increased bilingual public materials, including website.

COUNCILOR COMMENTS

- Focus on equity within city systems. Examples: 1) equity in hiring 2) equity in using and out reach to businesses.
- Review Spanish language resources for each department and city buildings.
- Work with ministries on Latino outreach.
- Incorporate this into CCI as long-term goal.
- PSAC and EDC should work with CCI on outreach.
- City could work with the Commissions to openly engage Latino leaders in celebrating Latino heritage through public festivals and cultural events.

1.9 POLICE STRATEGIC PLAN

COUNCIL DIRECTION

Initiate and develop a strategic plan for police operations, including analysis of workload, community feedback, support services, staffing levels, and operational focus.

CURRENT STATUS

Workload Analysis by CPSM (an ICMA provider) underway. Analysis will show how police officers’ time is spent and how FG compares to other similar size entities. Results due in April. Work Session to follow.

COUNCILOR COMMENTS

- Retain objective (2).

1.10 AFFORDABLE HOUSING

COUNCIL DIRECTION

Conduct land inventory (including other government agencies and non-profits), examine property tax exemptions, monitor County and Regional funding efforts, and consider financial impacts of a CET.

CURRENT STATUS

Non-profit Tax Exemption passed. Density Incentive passed. Regional bond passed. Council consensus on city land inventory criteria and potential parcels. Facilitate discussions with Washington County on available lands for affordable housing.

COUNCILOR COMMENTS

- Consider Speaker Kotek’s legislation.
- Metro Bond implementation and land purchases.
- Increase/protect land inventory for affordable housing.
- Use what has already been passed (non-profit, density bonus) before considering additional ordinances.
- Need to ensure the property tax exemption process is in-place and advertised.
- Consider financial impacts and benefits of a CET.
- Consider deferring City SDCs for Affordable Housing until lease-up.
- Inventory “other government agencies and non-profits.” ODOT, Metro, Washington County, and LUT need to be analyzed.

GOAL 3: PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

3.17 COMMUNICATIONS PLAN

COUNCIL DIRECTION

Hire consultant to develop a Communications Plan and Policies regarding public information processes.

CURRENT STATUS

Newly hired Program Coordinator will coordinate. Position reorganized to absorb more communication duties. Scope being prepared for potential budget request.

COUNCILOR COMMENTS

- Remove objective (2).
- Reevaluate if consultant is needed.
- Develop scope of project and present to Council at a work session. Include use of social media by Council, Staff, and B/Cs (2).
- Incorporate priorities and timelines associated with the Communication Plan.

3.18 LEGISLATIVE PRIORITIES: LOCAL, STATE, REGIONAL & NATIONAL

COUNCIL DIRECTION

Continue supporting legislative-related efforts, i.e., NLC and LOC annual attendance.

CURRENT STATUS

Council passed NLC Student program. Good attendance to NLC and LOC conferences.

COUNCILOR COMMENTS

- Remove objective.
- Redundant with Goal 3.
- Retain objective (2).
- Identify issues the City would like addressed at the County, Regional, State, and National levels and the venue (LOC, NLC or other) best suited to communicate those issues. Develop outline of who, how, and when.
- Need work sessions to identify legislative priorities. Recommend presentation to Council from NLC/LOC. Identify issues with local jurisdictions on issues of mutual concern.

3.19 TOURISM

COUNCIL DIRECTION

Continue collaboration efforts with FG/Cornelius Chamber. Define process and programs for administering TLT funds.

CURRENT STATUS

TLT account established. Tourism RFP bid in October. RFP scoring in January. RFP objective is to increase bed stays and unify FG's identity as a destination market around a central and compelling brand.

COUNCILOR COMMENTS

- Remove objective.
- Retain objective.
- Assure goals and conditions in contract are met (2).

3.20 ECONOMIC DEVELOPMENT

COUNCIL DIRECTION

Define roles and responsibilities of economic development for the City/EDC; working with the Chamber of Commerce, City Club, and other applicable parties.

CURRENT STATUS

Several meetings held with Chamber, EDC, City Staff and Councilors Rippe and Johnston. Duties and Roles discussed and clarified. Diagram being drafted for Retreat.

COUNCILOR COMMENTS

- Remove objective.
- Retain objective (2).
- Staff develop and EDC review MOU with Chamber about respective roles and responsibilities (2).

See related proposed objective I4

3.21 YOUTH ADVISORY COUNCIL (YAC)

COUNCIL DIRECTION

Conduct Work Session to discuss YAC models, resources, and vision.

CURRENT STATUS

Student NLC trip and criteria approved. Council Rule changes being considered to define student participation, voting, and agenda reports.

COUNCILOR COMMENTS

- Remove objective(2).
- Retain objective.
- Complete Council process to allow students to vote (2).
- Establish 1-2 events per year for student members (2).
- Direct CCI specifically and all B/C without a student member to recruit student members (2).

3.22 BOARDS AND COMMISSIONS

COUNCIL DIRECTION

Review appointment (including re-appointment) process, procedural consistencies re: Council interaction, and Commission/Board makeup, including size, number, and composition.

CURRENT STATUS

Subcommittee and Council work sessions held. Draft Council Rule language briefed to all B/Cs. Work Session in March, 2019 to reconcile B/C comments.

COUNCILOR COMMENTS

- Remove objective (2).
- Retain objective.

PROPOSED OBJECTIVES

P.1 INCREASE TRAINING BUDGET

- Develop equity awareness, diversity, and inclusiveness training.

P.2 DEVELOP A CITY VISION AS A PART OF THE 150TH ANNIVERSARY OF FOREST GROVE'S INCORPORATION / SESQUICENTENNIAL

- Staff to provide recommendations to Council on how best to achieve this within 2 years. Council to have work session(s) or separate retreat focused on the "meaning" of the EOA, other economic reports, demographics, and other trends with the goal of identifying and understanding the strengths and challenges of Forest Grove and Western Washington County.
- Create Ad Hoc Committee to plan City's sesquicentennial celebration.

P.3 CREATE A URA STRATEGIC PLAN

- Create Ad-Hoc or Advisory Committee to help prioritize projects and how money is spent.
- Have EDC take lead.

P.4 CREATE A CITY PUBLIC ARTS PROGRAM

- Direct PAC to propose recommendations for the establishment of a City Public Arts Program.

P.5 GRANT ASSISTANCE

- Consider contract with grant writing agency to maximize federal funding opportunities.

P.6 CONSULTANTS

- Need to evaluate how often we use consultants. Strive to do projects in-house when expertise and resources are available.

P.7 REVIEW CITY CHARTER

- Examples may include terms limits, Council President description, City Manager residency. Possibly more.
- Define: job description, protocols, and responsibilities for Council President and Mayor Position.

P.8 WATERSHED

- Need to reevaluate method of replanting trees in watershed. Need to rebid forestry contract and reevaluate method contractor is being paid.

P.9 REVIEW ZONING AFFECTING FOREST GROVE HISTORICAL DISTRICTS

- Staff and Planning Commission review zoning within historical districts and make recommendations to deconflict intended historical character of districts and density criteria.

P.10 DEVELOP POLICY AND/OR PRIORITIES TO PROMOTE PUBLIC SAFETY

- Direct PSAC to research, study, and provide recommendations on:
 1. Traffic/ped/bicycle safety including control/calming methods, speed zones, limits, and designated lanes.
 2. Use of scooter rentals.
 3. Input on police strategy, facility, and fire services.
 4. PSAC to take on more vital role with the emergency preparedness program.

P.11 ESTABLISH EAST SIDE PARK

- Prioritize over other projects based on need and equity. Reach out to school district to create an IGA between NAMS/FGSD and the City (using a similar approach as with Pacific). Consider use of other city facilities, i.e., community auditorium, in return for use of FGSD property.

See related objective I.4

P.12 CREATE A FOREST GROVE VETERANS MEMORIAL PARK

- Direct P/R Commission to convene a subcommittee to develop a plan and choose a location for a Forest Grove Veterans Memorial Park to be completely funded by private donations with the exception of land donated by City and staff time to assist.

See related objective I.4

P.13 ESTABLISH TOWN CENTER FLEXIBLE PLAZA CONCEPT

- Location, elements, needs of business owners and citizens, partnership with UCC and Pacific. Create project timeline and phases.

See related objective I.6

P.14 DEVELOP POLICY AND/OR PRIORITIES TO PROMOTE ECONOMIC DEVELOPMENT.

- Direct EDC to review EOA and other economic input to develop any specific city policies/priorities that would facilitate of economic development.

See related objective 3.20

NOTES

Add time for Council brainstorming, long-term and higher level planning.



LEGISLATIVE, EXECUTIVE & ADMINISTRATIVE SERVICES

TOP ACCOMPLISHMENTS & PRIORITIES



TOP ACCOMPLISHMENTS

- Facilitated Board and Commission review. Council passed Youth Involvement program.
- Managed and completed \$750,000 Senior Center kitchen remodel funded by CDBG, City, and Forest Grove Senior and Community Center.
- Revised and implemented new Operation Agreement between the City and the Forest Grove Senior and Community Center (FGSCC), a 501(c)(3) non-profit. The City will pay city-owned utilities and assume more maintenance in lieu of an annual contribution to the FGSCC.
- Established a 2.5% Transient Lodging Tax. Bid tourism RFP to unify Forest Grove's brand and increase bed stays.
- Facilitated meetings with the Chamber of Commerce, City, and EDC to discuss roles and responsibilities.
- Facilitated Fire Governance meetings with five participating agencies including Cornelius, Cornelius RFD, Forest Grove, Forest Grove RFD, and Gaston.
- Negotiated a 3-year agreement with Forest Grove Paid Firefighter Association.
- Successful nationwide recruitment for a Public Works Director.
- Created a land acquisition fund to augment land ownership in the watershed.
- Established management structure and completed concept design for potential Police Facility.
- Legally registered City of Forest Grove logo and promulgated draft usage rules.

- Established concept plan for current Police Facility Reuse.
- Implemented new human resource and finance information systems to improve electronic efficiency and facilitate e-commerce.
- Reviewed City Hall space options and created two additional offices.

TOP PRIORITIES

- Develop comprehensive Communications Plan.
- Develop and implement Tourism Program.
- Establish Long-Term Police Facility Plan.
- Complete and implement Boards and Commissions Review.
- Facilitate Fire Governance discussions.
- Replace main City computer servers and all network switches throughout the City.
- Implement geographic information systems (GIS).
- Assist Public Works with facility Master Plans.
- Assist Committee for complete census count.
- Revamp Economic Development collateral materials/website.



COMMUNITY DEVELOPMENT

TOP ACCOMPLISHMENTS & PRIORITIES



TOP ACCOMPLISHMENTS

- Developed and Council passed non-profit affordable housing tax exemption program.
- Developed and Council passed affordable housing density bonus in Community Commercial zone.
- Developed and Council passed Vertical Housing Development Zone Ordinance and Program.
- Completed inventory of City-owned land eligible for affordable housing.
- Secured ODOT grant funding for TV Highway Improvement Plan and hired consultant.
- Refined and processed IO applications under the URA Storefront Improvement Program.
- Held first-ever Severe Rent Burden Open House as required by HB 4006.
- Hired arborist to conduct Town Center street tree inventory and management plan.
- Completed Town Center crosswalks plan.
- Applied for the received Tree City USA for the 27th consecutive year.
- Progress on identifying and prioritizing Town Center streetscapes and festival plaza.
- Hired consultant to conduct Town Center parking analysis and make recommendations.

TOP PRIORITIES

- Develop URA Strategic Outlook.
- Develop infrastructure and finance plan for West Side Planning Area (in UGB).
- Develop Oak Street Master Plan.
- Complete Town Center Plan: parking, street trees, festival street, public art, and streetscapes.
- Complete TV Highway Improvement Plan.
- Complete Housing Needs Analysis.
- Complete Economic Opportunity Analysis.
- Annual review of Development Code amendments.
- Work with County on affordable housing bond implementation.
- Update Transportation System Plan.



ECONOMIC DEVELOPMENT

TOP ACCOMPLISHMENTS & PRIORITIES



TOP ACCOMPLISHMENTS

- Assisted with permitting and siting MGC Pure, a \$32 million investment with 25 new jobs.
- Administered Senior Center Kitchen Project.
- Completed CEP-funded English as a Second Language for food processing companies.
- Implemented Junior Achievement at Forest Grove High School.
- Promoted Forest Grove economic development through multiple regional and statewide media channels.
- Provided business assistance to 11 industrial and commercial businesses: two were expansions and nine were new.
- Improved Henningson and Haworth Industrial Sites from Tier II to Tier I “shovel ready” status.
- Improved Evers Industrial Site from Tier II to Tier I+ with few remaining elements to achieve Tier I status.

TOP PRIORITIES

- Develop “Forest Grove Story” about economic development results over the past five years.
- Review and revise EDC Economic Development Strategic Plan with EDC including addition of measurable objectives.
- Review and revision of collateral materials and website.
- Review economic development media promotional program.
- Improve Evers Industrial Site to Tier I shovel-ready status.



LIBRARY

TOP ACCOMPLISHMENTS & PRIORITIES



TOP ACCOMPLISHMENTS

- Hired Youth Services Librarian and Adult Services Librarian.
- Increased library hours by 4.5 hours/week; now open 55.5 hours per week.
- Conducted library Listening Tour and patron survey.
- Restructured current staff to facilitate and promote Latino Outreach.
- Awarded 1,961 free books to youth and teen summer readers.
- Hired U of O to digitize City newspapers from microfilm.

TOP PRIORITIES

- Complete Ginsburg Memorial Garden, a joint project of the Library Foundation and the City.
- Refurbish bathrooms including signage, wiring, light fixtures, and painting.
- Strategic Plan follow up: Teens, Technology, Latino Outreach, Community and Library of Things.
- Listening Tour/Survey follow-up re: signage, customer service, publicity, and programs.

LIGHT & POWER

TOP ACCOMPLISHMENTS & PRIORITIES

TOP ACCOMPLISHMENTS

- Installed all substation transformers and associated protective equipment.
- Communications protocol and testing of Substation Supervisory Control and Data Acquisition network (SCADA).
- Average System Availability Index (ASAI) at 99.61% for 2018.
- Power installed to all active subdivisions.
- Power installed to three large apartment complexes with over 300 units being served.
- Permanent power installed to 155 new homes and 26 commercial services.
- Substation feeder constructed and new service installed to Old Trapper.
- Conversion of rental lights from high pressure sodium to LEDs supplied to customers.
- First phase of replacing street light with LEDs.
- Replaced failing high voltage underground cables in II locations.
- Replaced numerous poles as part of new business and maintenance work orders.

- Completed PUC required inspections of over 450 locations on our system.
- Created new position within Operations Department to decrease costs and increase efficiency.
- Reorganized Engineering Department and improved retention.
- Distributed 60% of federal conservation funding in first of two year program.

TOP PRIORITIES

- Install final finishes on substation projects and began next phase of future upgrades.
- Begin first phase of installation of substation SCADA system.
- Complete cost of service study.
- Complete solar feasibility study.
- Complete Master Plan Update.
- Complete conversion of mapping system to GIS.
- Reduce exposure to Forest Grove / Tillamook 115 KV transmission line.
- Complete installation of line protective devices.
- Complete portions of large circuit upgrade projects.



PARKS, RECREATION & AQUATICS

TOP ACCOMPLISHMENTS & PRIORITIES

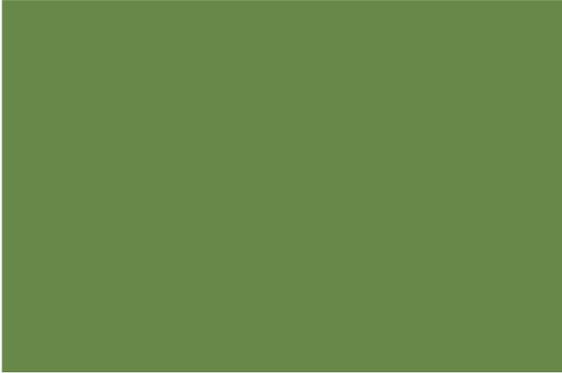
TOP ACCOMPLISHMENTS

- Facilitated renovation of unused tennis courts to new Futsal courts at Tom McCall Middle School.
- Finalized planning and permitting for Rogers Park Phase I.
- Adopted Index for 2019 SDC charges.
- Entered contract with Harper's Playground for Rogers Park and Anna and Abby's Yard.
- Established new attendance and revenue records at the Aquatic Center.

TOP PRIORITIES

- Explore property acquisition in Eastern Forest Grove as defined in the Parks Master Plan.
- Finalize site design elements for Stites, Lincoln, and AT Smith Parks.
- Finalize Water Space Needs Study for the Aquatic Center.
- Construct Phase II of Rogers Park, including Anna and Abby's Yard.
- Examine easement agreement with Pacific University regarding Lincoln Park and make necessary amendments.
- Continue development opportunities for the Emerald Necklace Trail.





POLICE

TOP ACCOMPLISHMENTS & PRIORITIES



TOP ACCOMPLISHMENTS

- Led two Design Work Group meetings for Police Facility.
- Hired CPSM to conduct Workload Analysis of patrol officers as first step of Strategic Plan.
- Transitioned to new police records management system, Mark43 from Versaterm.
- Transitioned to new CAD system, Tri-Tech.
- Coordinated National Night Out and achieved record attendance of 1500+ people.
- Increased Coffee with a Cop to six times a year.
- Successful Citizens Academy to educate the public regarding police duties.
- Substantially grew social media engagement and outreach as measured by followers.
- Hired Code Enforcement officer. Significant increase in enforcement and parking compliance.

TOP PRIORITIES

- Complete Workload Analysis and determine next steps in strategic plan.
- Evaluate design changes to Police Facility and their cost/benefit impacts.
- Achieve full training on Mark 43.
- Transition to an 8/10/10 schedule to improve retention.
- Fully integrate Body-Worn Cameras into patrol division.
- Transition to new digital radio system purchased from the 2016 WCCCA bond.



FIRE

TOP ACCOMPLISHMENTS & PRIORITIES



TOP ACCOMPLISHMENTS

- Established Fire Task Force composed of five participating agencies from Forest Grove, Cornelius, and Gaston.
- Began Implementation of New WCCCA Communications System including computer aide design, digital radios, towers, and more.
- Began process for ISO rating including preliminary inspections.
- Completed recommendations to Washington County for new EMS system governance structure.
- Acquired \$1 million ladder truck and initiated training.
- Served on seven conflagrations: six in Oregon, and one in California.
- Coordinated \$3 million grant for Self-Contained Breathing Apparatus (SCBA) for all fire departments in Washington County.

TOP PRIORITIES

- Continue Fire Task Force including facilitating Council consideration of Foundational Principles and subsequent Task Force consideration of various potential governance models.
- Continue ISO rating.
- Continue implementation of new WCCCA Communications System.



PUBLIC WORKS

TOP ACCOMPLISHMENTS & PRIORITIES



TOP ACCOMPLISHMENTS

- Replaced roof on David Hill pump station.
- Draft Seismic Resiliency Plan (SRP) submitted to City for review.
- Two draft sections of Water Master Plan submitted to City for review.
- Replaced 1940s backwash pump at Water Treatment Plant.
- Completed seismic evaluation of 5 million gallon reservoir at the Water Treatment Plant.
- 30 percent drawings completed for 26th Avenue, Willamina Avenue, and 19th Avenue extension.
- Annual Pavement and Curb Ramp Improvements replacement projects combined as single bid in 2018.
- Completed pavement condition index survey and report.
- Developed intersection alternatives with Washington County to improve functionality and safety of HWY47 and Martin Road.
- Submitted \$400,000 Safe Routes to School grant application to improve intersection of Gales Creek and Thatcher Road. Application unsuccessful, however, will try again next year.
- Substantial completion of surveying City's ADA ramps to determine compliance with ADA.
- Preliminary planning for pedestrian signal head replacement and black plates to ODOT traffic signals.
- Assisted Clean Water Services (CWS) with the design of infiltration and inflow (I&I).
- Started design for the Forest Glen Park creek bank and channel stabilization project.

- Completed concept design of Hawthorne Drainage Project.
- Assisted with design of Cedar Street crosswalk between Pacific and parking lot.
- Repaired portions of Water Treatment Plant and Reservoir leak.

TOP PRIORITIES

- Develop Pavement Maintenance Program based on the PCI and ADA studies.
- Complete Forest Glen Park stabilization design and construction.
- Construct Hawthorne Drainage.
- Complete construction plan for TDT projects including, but not limited to, 26th, Willamina, and 19th.
- Achieve seamless development review and inspection process with Community Development.
- Combine Stormwater and Sewer Master Plan RFP and complete both.
- Complete the Water System Seismic Resiliency Plan and Water Master Plan.
- Re-apply for Safe Routes to School grant for Gales Creek and Thatcher Road intersection project.
- Work with ODOT on Adair Street and Yew Street safety plan and improvements.
- Assist County in completing Martin Road and HWY 47 intersection design and initiating construction.
- Assist County in completing alternatives analysis of Fern Hill/Maple Street and HWY 47 intersection.

Pursuant to Resolution No. 2018-37, the Agreement for Conducting City Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize Councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Council meetings are televised live; this requires Council to act professionally by:
 - Treating the public and each other with courtesy;
 - Speaking in turn and on the issue;
 - No interrupting;
 - No engaging in side conversations; and
 - No personal communication on electronic devices while conducting business at the dais.
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. Information available to one council member will be available to all, in a timely manner.
13. Every effort shall be made to adjourn meetings by 9:30 p.m. Council recess shall be called if meeting extends past 9:30 p.m.
14. Councilors may request on their own accord one-on-one meetings with the Mayor.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.