

CITY COUNCIL MONTHLY MEETING CALENDAR

April-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Municipal Court			
	1 Planning Comm 7pm	2 CCI 5:30pm	3	4 EDC Noon	5 LOC Board Mtg FGS&CC 1st Friday	6 Arbor Day Celebration
7 Nyuzen Plan 7:30pm, Mayor	8 CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Labor) 5:45 PM - WORK SESSION (Fire Gov) 6:15 PM - WORK SESSION (B/C Reform) 7:00 PM - REGULAR COUNCIL MEETING 9:20 PM - URA MEETING COMMUNITY AUDITORIUM	9 Red Cross Blood Drive 1pm-6pm, Comm Aud	10	11 Budget Committee Informational Meeting 6pm - Comm Aud	12	13
		CFC Tree Planting, Thatcher Pk 11am Library Comm 6:30pm	Sister Cities 4:45pm Tigard's City Address 6pm	PAC 5pm Moved 04/13	JWC Noon	PAC Retreat
14	15 Chamber Luncheon Planning Comm 7pm	16	17 Municipal Court P&R 7am CFC 5:15pm WC Address 5pm	18 CEPC Advisory Meeting (Presentations) 6pm - Comm Aud	19	20
Mayor Truax out Governor's Conference until 4/16			Mayor Truax out until 04/21			
21	22 CITY COUNCIL 5:30 PM - URA WORK SESSION (URAC) 6:15 PM - WORK SESSION (L&P Rates) 7:00 PM - REGULAR COUNCIL MEETING 9:00 PM - URBAN RENEWAL MEETING COMMUNITY AUDITORIUM	23	24 Red Cross Blood Drive 1pm-6pm, Comm Aud	25	26	27
Truax returns		Bonamici Town Hall, 6pm Hillsboro HLB 6:30pm	PSAC 7:30am	Sustainability 6pm	State Forestry/ODF Mtg 8am Comm Aud	Rep McLain Town Hall 1 pm Comm Aud
28 Nyuzen Plan 7pm, Mayor	29	30				
Mayor Truax out JPACT until 5/3						
May-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Municipal Court	1 Budget Committee Meeting (1st) 6pm - Comm Aud	2 CEP Allocations Due FGS&CC 1st Friday	3 4
				EDC Noon	Mayor Truax out JPACT until 05/3	
5	6 Planning Comm 7pm	7 CCI 5:30pm FG Tuality HC Forum, 6pm Comm Aud	8 Municipal Court Sister Cities 4:45pm	9 Budget Committee Meeting (2nd) 6pm - Comm Aud	10 PAC 5pm	11 Birds & Brew
12	13 CITY COUNCIL 5:30 PM - CEPC ADVISORY MEETING 6:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	14 Red Cross Blood Drive 1pm-6pm, Comm Aud	15 P&R 7am CFC 5:15pm	16 Budget Committee Meeting (3rd TBD) 6pm - Comm Aud	17	18
19	20 Chamber Luncheon Planning Comm 7pm	21 WC Fire Task Force 6pm	22 Municipal Court PSAC 7:30am	23 Sustainability 6pm	24	25
26	27 CITY OFFICES CLOSED	28 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	29 FG Tuality HC Forum, 6pm	30	31	
		HLB 6:30pm				
Jun-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Planning Comm 7pm	4 CCI 5:30pm	5 Municipal Court	6 EDC Noon	7 FGS&CC 1st Friday	8
9	10 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	11 Red Cross Blood Drive 1pm-6pm, Comm Aud	12 Sister Cities 4:45pm TBA	13 PAC 5pm	14	18
16	17 Chamber Luncheon	18	FG/Nyuzen Delegation Visit (Mayor Truax & Thompson depart 06/12)			
			P&R 7am	19	20	21
FG/Nyuzen Delegation Visit (Mayor Truax & Thompson return 06/19)						
23	24 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	25 HLB 6:30pm	26 Municipal Court PSAC 7:30am	27 Sustainability 6pm	28	29
30						

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CITY COUNCIL MEETING AGENDA

MONDAY, APRIL 22, 2019

**5:30 PM – URA Work Session (B/C Reform; URAC)
6:15 PM – Work Session (L&P Cost of Service Study)
7:00 PM – City Council Regular Meeting
9:00 PM – Urban Renewal Agency Meeting**

**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.

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

5:30

**URA WORK SESSION: B/C REFORM: URBAN RENEWAL
 ADVISORY COMMITTEE (URAC)**

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

(PowerPoint Presentation)
 Keith Hormann, L&P Director
 Paul Downey, Administrative
 Services Director
 Jesse VanderZanden, City Manager

6:15

**WORK SESSION: LIGHT AND POWER ELECTRIC COST-
 OF-SERVICE AND RATE STUDY OPTIONS**

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).

Peter Truax, Mayor

7:00

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

1. A. • *“If I Were Mayor” 2019 Student Contest Winners*

1. B. **EMPLOYEE RECOGNITION:**

• *Kevin Ellingsburg, Police Captain, retirement*

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. Please sign-in before the meeting on the Citizen Communications form posted in the foyer. In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

(PowerPoint Presentation)

7:20
15mins

5. A. • *Metro Update, Juan Carlos Gonzalez, Metro Councilor District 4*

(PowerPoint Presentation)
 Tom Gamble, Parks and Recreation
 Director

7:35
15mins

5. B. • *Park Facilities Schematic Design and Water Space Needs Study*

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

7:50

6. **CONTINUE PUBLIC HEARING FROM APRIL 8, 2019:
 SECOND READING OF ORDINANCE NO. 2019-01
 ADOPTING AN UPDATE TO CITY OF FOREST GROVE
 2009 ECONOMIC OPPORTUNITIES ANALYSIS AND
 AMENDING FOREST GROVE COMPREHENSIVE
 PLAN; FILE NO. 311-18-000044-PLNG**

James Reitz, Senior Planner Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	8:00	7. <u>MOTION FOR A CONTINUANCE OF ORDER NO. 2019-03 CITY COUNCIL MEETING OF MAY 13, 2019; FILE NO. 311-18-000036-PLNG</u>
Tom Gamble, Parks and Recreation Director Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:05	8. <u>PUBLIC HEARING AND RESOLUTION NO. 2019-18 SETTING FEES AND CHARGES FOR AQUATIC CENTER (3.0%), EFFECTIVE JULY 1, 2019, AND REPEALING RESOLUTION NO. 2018-44</u>
Michael Kinkade, Fire Chief Jesse VanderZanden, City Manager	8:15	9. <u>RESOLUTION NO. 2019-19 SUPPORTING THE WESTERN WASHINGTON COUNTY FIRE TASK FORCE FOUNDATIONAL PRINCIPLES</u>
(PowerPoint Presentation) Jesse VanderZanden, City Manager	8:25	10. <u>RESOLUTION NO. 2019-20 AMENDING CITY COUNCIL RULES OF PROCEDURE, §14, ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES, AND REPEALING RESOLUTION NO. 2006-10 AND AMENDING RESOLUTION NO. 2009-45</u>
City Councilors	8:30	11. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	8:45	12. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	8:50	13. <u>MAYOR'S REPORT:</u>
	<u>8:55</u>	14. <u>ADJOURNMENT:</u>

<u>9:00</u>	<u>URBAN RENEWAL AGENCY MEETING:</u> The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium to conduct an Urban Renewal Agency Meeting. (<i>Refer to separate agenda</i>).
<u>9:30</u>	<u>ADJOURNMENT:</u>

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 (Light and Power Electric Cost-of-Service Study) Meeting Minutes of March 18, 2019.
 - B. Approve City Council Work Session (Boards/Commissions Reform) Meeting Minutes of March 18, 2019.
 - C. Approve City Council Meeting Minutes of March 18, 2019.
 - D. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of April 8, 2019.
 - E. Approve City Council Work Session (Fire Governance) Meeting Minutes of April 8, 2019.
 - F. Approve City Council Work Session (Boards/Commission Reform) Meeting Minutes of April 8, 2019.
 - G. Approve City Council Regular Meeting Minutes of April 8, 2019.
 - H. Accept Economic Development Commission Meeting Minutes of February 7 and March 7, 2019.
 - I. Accept Library Commission Meeting Minutes of March 19, 2019.
 - J. Accept Planning Commission Meeting Minutes of March 4, 2019.
 - K. Accept Public Arts Commission Meeting Minutes of March 14, 2019.
 - L. Accept Sustainability Commission Meeting Minutes of December 20, 2018, and February 28, 2019.



URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, APRIL 22, 2019

5:30 PM – URA Work Session (B/C Reform; URAC)
9:05 PM – Urban Renewal Agency Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

PETER B. TRUAX, DIRECTOR BOARD CHAIR

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

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

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FOREST GROVE URBAN RENEWAL AGENCY AGENDA
APRIL 22, 2019

Page 2 of 2

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

5:30

**URA WORK SESSION: B/C REFORM; URBAN RENEWAL
ADVISORY COMMITTEE (URAC)**

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

9:00

1. **URBAN RENEWAL AGENCY MEETING:** Roll Call
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board 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:**
 - A. *Approve Urban Renewal Agency Regular Meeting Minutes of April 8, 2019.*
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None

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

9:10

6. **URA RESOLUTION NO. 2019-02 APPROVING A MINOR AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD THE STREETScape IMPROVEMENT PROJECT**

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

9:20

7. **URA RESOLUTION NO. 2019-03 ESTABLISHING A PARKLET PILOT PROGRAM AND AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT THE PROGRAM**

9:30

8. **ADJOURNMENT:**



L&P Rate Increase Options Based on Rate and Cost of Service Study

Paul Downey, Admin. Services Director

Keith Hormann, L&P Director

April 22, 2019

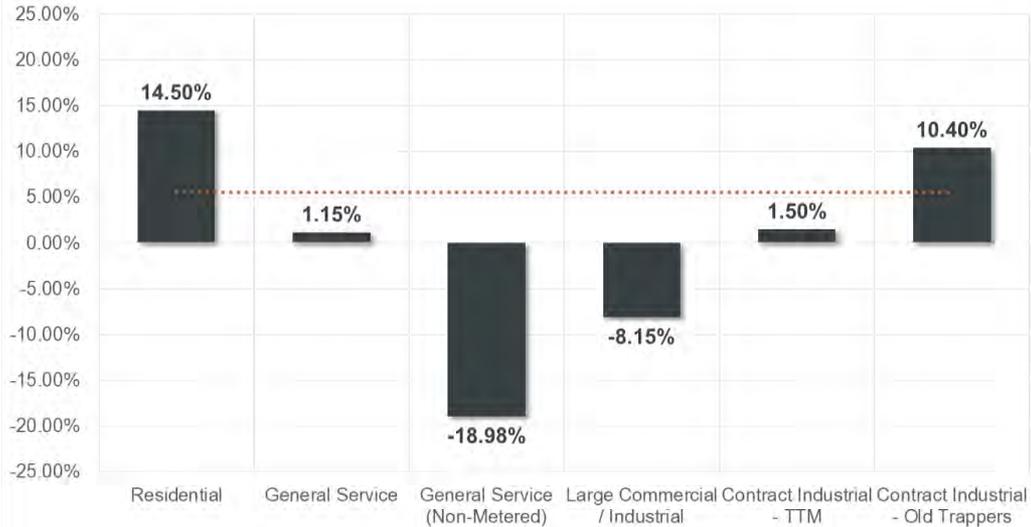
Purpose

- Council had a work session on March 18, 2019, for the preliminary results of the Rate and Cost of Service Allocation (COSA) Study prepared by FCSG.
- Study showed the need for ongoing rate increases to fund operations, system maintenance, and capital projects.
- Council discussed results and asked staff to come back with options.
- Staff has prepared some options and will ask for Council direction moving forward with potential rate increase options.

Additional Information

- Staff revised wage and benefits increases for year 1 which reduced the first year overall rate increase from 5.50% to 4.75%. Subsequent rate increases remained the same.
- Staff asked the consultants to smooth the overall rate increases over the next seven years which resulted in an annual rate increase of 4.0% across-the-board.
- The next slide is from the March 18, 2019, work session that shows the current imbalance of costs by customer service class.

Cost Service Results - FCSG



- $\pm 5.0\%$ of average is within Cost of Service (industry standard)
 - Residential can increase towards COSA
 - General service classes can decrease towards COSA
 - Smaller classes like Irrigation most unaligned with COSA
- Study findings are generally consistent with FY 2014 study

Cost of Service by Customer Class	FY 2020		Difference	
	Existing	COSA	\$	%
Residential	\$ 9,365,155	\$ 10,722,658	\$ 1,357,503	14.50%
General Service	1,766,807	1,787,156	20,349	1.15%
General Service (Non-Metered)	29,101	23,578	(5,523)	-18.98%
Large Commercial / Industrial	4,963,191	4,558,804	(404,387)	-8.15%
Contract Industrial - TTM	1,724,211	1,750,041	25,830	1.50%
Contract Industrial - Old Trappers	1,107,765	1,223,007	115,242	10.40%
Irrigation	3,358	7,434	4,076	121.36%
Rental Lighting	113,714	33,501	(80,213)	-70.54%
Street Lighting	81,442	102,076	20,634	25.34%
Total	\$ 19,154,744	\$ 20,208,255	\$ 1,053,511	5.50%

Basic Options

- Following are options – all can be adjusted but these are the three basic options
- Option 1 – a planned across-the-board increase of 4% to all classes of services each year. This continues the current imbalance of costs allocated between classes of service.
- Option 2 – Implement the 4% increase using different increases between the classes of services to try to remove the imbalance of costs between classes of services. Would require annual residential rate increases averaging 5.41% over the next 7 years.
- Option 3 – Implement 4% overall increase using different increases between classes of services to lessen but not remove the imbalance of costs between classes of services. Example shown limits the residential rate increase to 4.5% per year.

Option 2

PROJECTED RATE SCHEDULE - ALL CLASSES TO COST OF SERVICE BY FY 2026

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Annual Rate Increase	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%

Cost of Service Phase-In	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Residential	5.58%	5.52%	5.46%	5.40%	5.34%	5.30%	5.24%
General Service	3.45%	3.45%	3.45%	3.45%	3.45%	3.45%	3.45%
General Service (Non-Metered)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Large Commercial / Industrial	1.55%	1.55%	1.55%	1.55%	1.55%	1.55%	1.55%
Contract Industrial - TTM	2.85%	2.85%	2.85%	2.85%	2.85%	2.85%	2.85%
Contract Industrial - Old Trappers	4.35%	4.35%	4.35%	4.35%	4.35%	4.35%	4.35%
Irrigation	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Rental Lighting	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Street Lighting	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%

Option 3

PROJECTED RATE SCHEDULE (RESIDENTIAL INCREASES CAPPED AT 4.50 PERCENT)

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Annual Rate Increase	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%

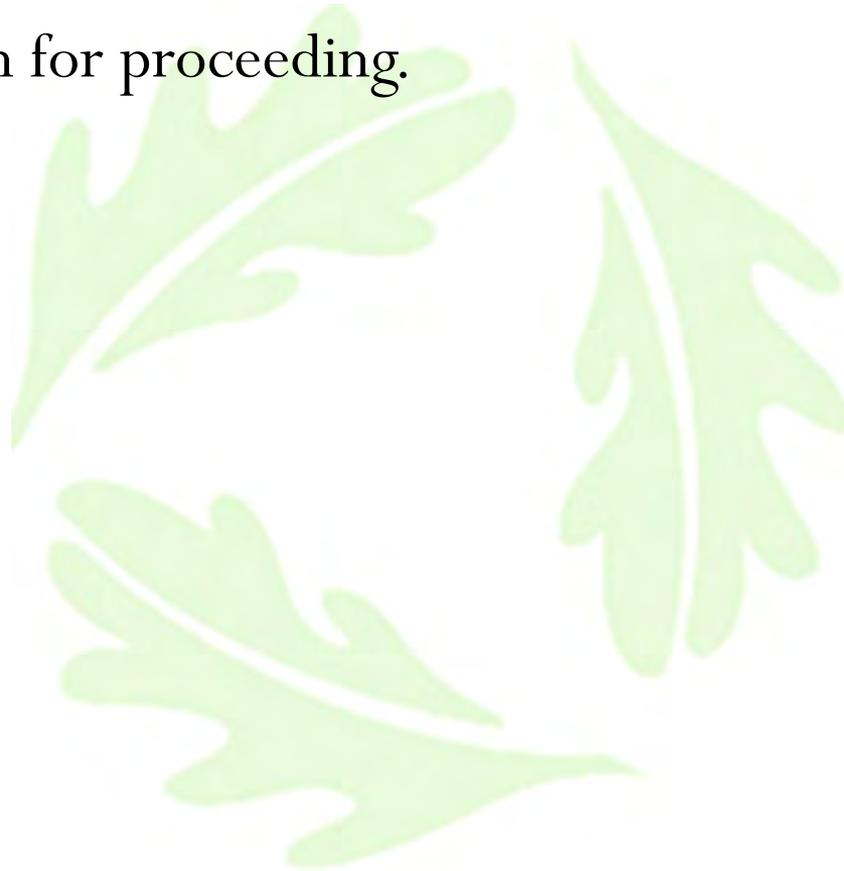
Cost of Service Phase-In	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Residential	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
General Service	4.90%	4.90%	4.90%	4.90%	4.90%	4.90%	4.90%
General Service (Non-Metered)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Large Commercial / Industrial	3.08%	3.05%	3.02%	2.99%	2.95%	2.94%	2.90%
Contract Industrial - TTM	2.85%	2.85%	2.85%	2.85%	2.85%	2.85%	2.85%
Contract Industrial - Old Trappers	4.35%	4.35%	4.35%	4.35%	4.35%	4.35%	4.35%
Irrigation	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Rental Lighting	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Street Lighting	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%

Staff Input

- If the current imbalance of costs of services between classes of services is acceptable to the Council, staff recommends implementing the 4.0% across-the-board increase each year. This increase would cost the average residential customer about \$3.50 more per month.
- If the Council wants to lessen the imbalance of costs of services between classes of services, staff recommends Option 3 with a minor adjustment of the increase for both Residential and General Service Classes to 4.6%. Changing residential from 4.5% to 4.6% in Option 3 will cost an average residential customer about 8 cents more per month.
- Difference in a 4.6% increase and 4.0% increase for an average residential customer is about 50 cents more per month.

Council Direction

- Any other questions?
- Direction for proceeding.



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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Peter Truax, Mayor*
Jesse VanderZanden, City Manager
Beverly Maughan, Executive Assistant

DATE: *April 22, 2019*

SUBJECT: ***"If I Were Mayor" Student Contest***

The "If I Were Mayor" 2019 Student Contest is sponsored by the Oregon Mayors Association. The contest was advertised through the March utility bill insert, FGSD Peachjar, City ad in the News Times, City website and Facebook. Applications were due on April 12.

Mayor Truax is pleased to announce that one entry by Elisabeth Hansen was received in the poster category for grades 4 – 5. Elisabeth will be recognized at the City Council Meeting on April 22. She will receive a cash prize from the City of Forest Grove and her class will receive a pizza party with Mayor Truax.

The winning entry will be submitted to the state level where it will compete against other city winners for the chance of winning an iPad Air 2 Tablet. The winners at the state level will be announced during the Oregon Mayors Association Summer Conference to be held August 1-3, in Medford, Oregon.

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Minutes are unofficial until approved by Council.

1. ROLL CALL:

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

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Keith Hormann, Light and Power Director; and Bev Maughan, Executive Assistant to City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

2. WORK SESSION: LIGHT AND POWER COST-OF-SERVICE STUDY

Hormann, Downey, and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to present preliminary results of the Electric Cost-of-Service and Rate Study for the Light and Power Department. Downey reported the new study looked at Fiscal Year 2019-20 through Fiscal Year 2025-26, noting the last study was performed in late 2014. Downey introduced Sergey Tarasov and Matt Hobson, Project Managers, FCS Group, consultant, who presented a PowerPoint presentation overview pertaining to the rate setting process and key factors, such as existing revenue, total operating expenses, total power expenses, capital and annual debt service and financial policy targets. The consultants gave an overview of the cost-of-service analysis, noting the Study demonstrates a proposed rate increase in FY2020 of 5.50 percent and proposes phase-in rate increases of 3.50 percent per year in FY2021-2026, noting the Study findings are generally consistent with the 2014 Study.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Electric Cost-of-Service and Rate Study for the Light and Power Department. The consultants and staff responded to various Council inquiries and scenarios pertaining to Bonneville Power Administration's proposed rate increases, capital contingency reserves, revenue before and after rate adjustments, and defining equity among the different classes of customers, i.e., equity for low-income customers, noting the Study looked primarily at three issues: 1) the total cost of providing electric service; 2) the revenue requirement to fund all financial obligations, including maintaining sufficient reserves, which determines what rate increases are necessary over time to meet these obligations; and 3) cost-of-service portion of the Study that distributes the revenue

requirements among the different classes of customers based on the allocation of costs on equitable basis. Downey advised the Study demonstrates the need for continued rate increases to meet all financial obligations, noting balancing cost-of-services between customer classes has yet to be determined. Due to the time, VanderZanden advised staff will schedule a follow-up work session to discuss the proposed rate increases with Council at a later date.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:30 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:35 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 (in the audience); and Bev Maughan, Executive Assistant to City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

2. WORK SESSION: BOARDS AND COMMISSIONS (B/C) REFORM

VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to review the Boards/Commissions (B/C) comments and to consider potential Council Rule changes. VanderZanden reported the Council Subcommittee, consisting of Council President Johnston, Councilor Rippe and Councilor Wenzl, advanced numerous proposal which were the subject of Council work sessions held on September 24, October 8 and October 22, 2018. VanderZanden advised the Council consensus was to seek feedback on the potential Council Rule changes from all the B/C, noting to facilitate obtaining all the B/C feedback, staff held an informational meeting for all B/C on November 19, 2018, which was well attended. VanderZanden presented a PowerPoint presentation overview of the amalgamated B/C comments and potential Council Rule changes, noting all B/C considered the potential changes at their December, January and/or February meetings, of which five, including Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission and Public Arts Commission, of the 11 B/C submitted formal comments for Council consideration.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review the B/C comments and suggested changes (total of five). VanderZanden advised the specific language that the B/C comment pertains to is shown below and is the focus of the language changes if Council desires.

- 1) *Revise proposed Council Rule 14.3, Membership Qualifications, to limit student participation to juniors and seniors;*

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After brief discussion, Council collectively concurred to not revise; thereby, retaining to allow all high school grade levels to serve as student members.

- 2) *Revise proposed Council Rule 14.4, Composition, to no longer limit the size of a B/C to nine members;*

After brief discussion, Council collectively concurred to not revise; thereby, recognizing that as proposed the rule already allows Council to approve more than nine members on a Board or Commission if necessary.

Due to the time, VanderZanden advised staff will schedule a Council follow-up work session to conclude the discussion and review of 14.6, Terms of Officers, 14.9, Staff Liaisons, and 14.10, Appointments and Reappointments. VanderZanden also advised the following discussion items require further Council discussion:

- Whether to create a separate Urban Renewal Advisory Committee, add URA responsibilities to the Economic Development Commission, or neither.
- The purpose and scope of the Public Safety Advisory Commission.
- The role of the Public Arts Commission in a public art program.
- The Annual B/C Dinner Format.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the Council work session at 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:04 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; Chris Crean, City Attorney; Paul Downey, Administrative Services Director; Keith Hormann, Light and Power Director; Bryan Pohl, Community Development Director; James Reitz, Senior Planner; Dan Riordan, Senior Planner; and Bev Maughan, Executive Assistant to City Manager. **STAFF ABSENT:** Anna Ruggles, City Recorder, excused.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

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

- A. Approve City Council Work Session (Small Cell Wireless) Meeting Minutes of February 25, 2019.
- B. Approve City Council Work Session (Council Goals Refinement) Meeting Minutes of February 25, 2019.
- C. Approve City Council Regular Meeting Minutes of February 25, 2019.
- D. Accept Historic Landmarks Board Meeting Minutes of January 22, 2019.
- E. Accept Parks and Recreation Commission Meeting Minutes of January 16, 2019.
- F. Accept Planning Commission Meeting Minutes of January 22 and February 4, 2019.
- G. Accept Public Arts Commission Meeting Minutes of January 10, 2019.
- H. Community Development Monthly Building Activity Report for February 2019
- I. Accept Resignation on Parks and Recreation Commission (Delaney Sharp, Student Advisor, Term Expiring December 31, 2019).

- J. Accept Resignation on Public Safety Advisory Commission (Ryan Duve, Term Expiring December 31, 2020).
- K. **Endorse Liquor License Renewal Applications for Year 2019:**
- 1) Diversity Café, 2104 Main Street, Full On-Premises Sales
 - 2) Half Moon Sports Bar, 1927 Main Street, Full On-Premises Sales
 - 3) Kaiser Brewing Company, 1607 Hawthorne Street, Public House Brewery
 - 4) La Estrella Tacos, 2432-2434 19th Avenue, Limited On-Premises Sales
 - 5) McMenamins Grand Lodge, 3505 Pacific Avenue, Full On-Premises Sales

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

4. **ADDITIONS/DELETIONS:**

VanderZanden postponed Agenda Items 10 and 11 (refer below) due to Council meeting adjourning too late. These item will be rescheduled to the next Council meeting.

5. **PRESENTATIONS:**

5. A. **Annual Financial Audit for City and Urban Renewal Agency (URA) for Year Ending June 30, 2018**

Downey introduced Brad Bingenheimer, City Auditor, who outlined the audit process and Financial Audit Report for period ending June 30, 2018, noting he is pleased to report no difficulties were encountered while performing and completing the City's audit. Bingenheimer gave an overview of the Financial Statements and highlighted the City's financial activities and financial position as noted below:

- Total assets of the City exceeded its liabilities by \$115.7 million at June 30, 2018. Of this amount, \$15.1 million is reported as unrestricted net position which may be used to meet the City's obligations.
 - During the year, the City's net position increased by \$3.62 million in governmental activities and \$4.44 million in business-type activities for a total increase of \$8.06 million.
 - The General Fund reported an ending fund balance of \$7,673,758 which is an increase of \$748,345 from the prior fiscal year as reimbursement from other governments and interest revenue were higher than expected, and operating departments spent less than budgeted appropriations. Other increases in governmental fund balances was primarily due to system development fees collected for parks and traffic impact. The overall increase in proprietary net position is due to revenue from system development charges in the Water and Sewer Funds and revenue from user rates being held for future capital purchases. Ending fund balance at June 30, 2018, was 42 percent of the General Fund expenditures for the fiscal year ending June 30, 2018.
 - The City has had no change in its credit rating of Aa3 from Moody's.
- In addition, Bingenheimer reviewed economic factors in preparing the City's General

Fund budget for 2018-19 fiscal year. Next, Bingenheimer outlined the Urban Renewal Agency (URA) audit process and Financial Audit Report for period ending June 30, 2018, noting he is pleased to report no difficulties were encountered while performing and completing the URA's audit. Bingenheimer gave an overview of the Financial Statements and highlighted the URA's financial activities and financial position as noted below:

- Total Assets of the URA were \$617,980 at June 30, 2018, which is the end of the URA's third fiscal year. Net Position is negative (\$1,452,081) which is essentially the difference between the long-term debt to the City and the acquisition cost of the remaining land owned by the URA and cash and investments held by the URA.
- Overall, expenditures were \$66,994 and overall revenue was \$167,286. The primary expenditure for 2017-18 was \$41,252 in interest expense paid to the City for debt owed to the City.
- As of June 30, 2018, the URA had long-term liabilities of \$2,062,561 (outstanding debt) which consists of a loan from the City for the URA to provide assistance to a private developer for a mixed-use development project that has now been completed (Jesse Quinn). The note is interest only for the first three years with the principal repayment to begin in Fiscal Year 2020 with fully repaid by the end of Fiscal Year 2026. Major asset is the remaining land held for sale. The URA plans on starting to market this property in the coming fiscal year.

In addition, Bingenheimer reviewed economic factors, noting as the URA completes projects, it is actually investing in itself; as the value of property increases in the district, the tax increment revenues increase. None of those projects completed during Fiscal Year 2017-18 received any assistance from the URA.

6. PUBLIC HEARING AND ORDER NO. 2019-02 WITHDRAWING FROM THE CITY LIMITS AND CLEAN WATER SERVICES BOUNDARY TERRITORY LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 35 AND SOUTHWEST ONE-QUARTER OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 4 WEST WILLAMETTE MERIDIAN (LOCATED NEAR 2200 STRASBURG DRIVE); FILE NO. 311-18-000033-PLNG

Staff Report:

Riordan and Pohl presented the above-proposed order, noting the proposed order is withdrawing from the city limits and Clean Water Services boundary a certain tract of land located in the Southeast one-quarter of Section 35 and Southwest one-quarter of Section 36, Township 1 North, range 4 West Willamette Meridian, located near 2200 Strasburg Drive; File No. 311-000033-PLNG. Riordan reported on January 14, 2019, Council adopted a resolution declaring the city's intent to withdraw the territory and on February 11, 2019, Council adopted Order No. 2019-01 setting forth the boundaries of the subject territory proposed for withdrawal as required by ORS. In conclusion of the above-noted staff report, Riordan and Pohl advised staff is recommending Council consider withdrawing the territory by order as outlined in Exhibit A, noting no electors

reside in the subject territory and no written requests for an election have been filed with the City. Riordan reported concurrent with city's withdrawal, the Washington County Board of Directors will formally annex the territory into the Forest Grove Rural Fire Protection District, noting an effective date of March 31st also ensures the decision becomes effective during the 2019 tax year.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Order No. 2019-02.

VanderZanden read Order No. 2019-02 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to approve Order No. 2019-02 Withdrawing from the City Limits and Clean Water Services Boundary Territory located in the Southeast One-Quarter of Section 35 and Southwest One-Quarter of Section 36, Township 1 North, Range 4 West Willamette Meridian (Located Near 2200 Strasburg Drive); File No. 311-18-000033-PLNG.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:

None declared.

Challenges from Parties:

None declared.

Written Testimony Received:

No written testimony was received prior to the deadline of March 18, 2019, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

above motion.

ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

7. **PUBLIC HEARING AND ORDER NO. 2019-03 ADOPTING COUNCIL FINDINGS; DENYING APPEAL FILED BY APPELLANT AND AFFIRMING THE COMMUNITY DEVELOPMENT DEPARTMENT'S DENIAL OF SITE PLAN APPROVAL FOR A 16-UNIT MANUFACTURED DWELLING PARK EXPANSION AT 4015 PACIFIC AVENUE; WASHINGTON COUNTY TAX LOT 1N332DD01400; FILE NO. 311-18-000036-PLNG**

Public Hearing Opened:

Mayor Truax opened the Public Hearing and read the hearing procedures.

Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:

Uhing disclosed being an affordable housing advocate. Uhing also disclosed she had an ex-parte contact from a resident, which she referred to the City Manager's Office, noting her decision would be based on the Code and laws.

Valfre disclosed being an affordable housing advocate, noting his decision would be based on the evidence provided.

Thompson disclosed being an affordable housing advocate, noting his decision would be based on the land use laws.

Wenzl disclosed, as a teacher, she has students who reside within the Rose Grove community, noting this would not affect her decision.

Challenges from Parties:

None declared.

Staff Report:

Reitz and Pohl presented the above-proposed order and findings for Council consideration, noting the proposed order is adopting Council Findings (Exhibit A); denying an appeal filed by Appellant and affirming the Community Development Department's denial of site plan approval for a 16-unit manufactured dwelling park expansion at 4015 Pacific Avenue; Washington County Tax Lot 1N33DD01400; Appellant: 3J Consulting, Rose Grove Mobile Home Park LTD; File No. 311-000036-PLNG. The site is located south of the existing Rose Grove site, east of the Best Western site and contains 0.98 undeveloped acres. The following attachments were referenced in the staff report: 1) PowerPoint Presentation; 2) Quasi-Judicial Hearing Script; 3) Proposed Order; 4) Applicant's Appeal Materials; 5) Planning Commission Decision No. 2019-01; and 6) Planning Commission Staff Report and Attachments,

including Applicant's Appeal Materials; Community Development Department Letter of Denial; Application for Site Plan Approval; and Correspondence. Reitz and Pohl reported the Planning Commission deadlocked at 3-3, which affirmed the Community Development Department's decision to deny the application. Reitz and Pohl presented a PowerPoint Presentation overview, noting the site is located in Community Commercial (CC) zoning district. Staff concluded the Reasons for Denial are as follows:

- Manufactured dwelling parks are not listed as a permitted use in the Community Commercial (CC) zoning district within the Development Code (DC).
- The DC does not list Manufactured Dwelling Parks (MDP) as either a permitted or conditional use in the CC zoning district.
- MDPs are listed as conditional uses in the R-5, R-7, R-10, RML and RMH zoning districts. MDPs must also comply with the provisions of DC §10.5.300 et. seq. Manufactured Dwelling Parks.
- The description of housing types under DC §10.12.110 Definitions is not a standard or an approval criterion.
- An example is just one that is representative of all of a group or type, and the examples listed in §10.12.110 are generally representative of Household Living types; and
- The DC stipulates the allowable locations for manufactured dwelling parks, and the CC zoning district is not listed as one where manufactured dwelling parks are allowed; and
- DC §10.1.120(D) requires that *"Where two or more requirements of this Code apply, the most restrictive requirement shall govern."* In this context, because Manufactured Dwelling Park is specifically listed as a conditional use in most of the residential zones, and is not listed at all in the CC zoning district, the more restrictive requirement prohibits approving an application for a manufactured dwelling park in any zoning district that was not R-10, R-7, R-5, RML or RMH.
- Household Living is permitted in the Community Commercial (CC) zoning district. This does not mean that all housing types listed under household living are permitted in the CC district.
- As shown on Slide #11, the Community Commercial zone lacks a 'Housing Types' subcategory. This does not mean that a manufactured dwelling park is permitted in the CC district.
- Article 5 of the Development Code provides standards for Manufactured Dwelling Parks: "To accommodate manufactured dwelling parks in the R-10, R-7, R-5, RML and RMH zoning districts subject to conditional use review and site development plan approval."
- Manufactured dwelling parks are not contemplated anywhere else in the code.
- Because a manufactured home park is not listed in §10.5.300, an application for a manufactured home park in the CC zoning district would have to undergo Conditional Use permit review, but only Site Development Review.

In addition, staff referenced Table 3-10, Commercial and Mixed Use Zones Use

Table; Table 3-2, Residential Zones Use Table; Table 3-12, Town Center Zones Use Table; and Table 3-14, Industrial Zones Use Table. Staff also concluded that:

- While household living is permitted in manufactured dwellings, the definition does not specify manufactured dwelling parks. The proposal that is the subject of this appeal meets the definition of a manufactured dwelling park.
- If, as the applicant claims, Household Living permits manufactured dwelling parks, then it would have to be interpreted to allow manufactured dwelling parks in every zoning district where Household Living is allowed, including Town Center Transition and Industrial. This is not a reasonable interpretation of the DC.
- Article 5 of the Development Code provides specific guidelines for the development of manufactured dwelling parks that delineate zoning districts in which they may be located (all of which require conditional use review).

Therefore, it is staff's conclusion that the denial was justified and should be upheld by the City Council. In conclusion of the above-noted staff report, Crean and staff recapped the following City Council actions for consideration:

- Affirm the Community Development Department's decision to deny the application; or
- Reverse the Community Development Department's decision and approve the application as submitted. If this option is selected, no further review of the application for compliance with Development Code standards would be performed, nor would the Fire Department's issues be addressed (road access). The Building Code and ODOT requirements would still apply because they are State codes; or
- Reverse the Community Development Department's decision and approve the application with the condition that the applicant enters into a development agreement to revise the site plan to comply with the review comments listed in the staff report as well as all other Development Code Article 8 standards and specifications.

Questions of Staff:

In response to Uhing's inquiries pertaining definitions, target density and if the current MHP is located on residential land and was "grandfathered-in, Reitz advised it is primarily located in Community Commercial zone and within General Industrial along Yew Street, noting the zoning has been the same since at least 1980, prior to that he could not attest. Reitz also advised a MH dwelling unit and MH park differ in meaning. Reitz affirmed the site plan meets target density, which is 16.22 units per net acre in CC zone. Attorney Crean advised the term "grandfathered-in" is commonly known as a non-conforming use and cannot be applied to an expansion.

In response to Wenzl's inquiry if the application would be considered as a new MH park or an expansion, Pohl advised the application is for an expansion on an undeveloped lot.

In response to Council President Johnston's inquiry pertaining to ownership of the 0.98 acre site, Reitz advised the lot has been owned by the same owner since at least 1980, prior to that he could not attest. In response to Council President Johnston's inquiry pertaining to a previous resolution in 2004 or 2006 pertaining to MH parks, staff could not recall which resolution was being referenced. Mayor Truax recalled discussing allowing short-term stay recreational vehicle (RV) parks. In addition, City Attorney Crean advised the site was previously approved for a RV park; however, it was never constructed, noting Council's discussion should be pertinent to this new application.

In response to Valfre's inquiry pertaining to the allowable type of housing units, Pohl advised there are no housing types in the CC zoning district, noting Household Living is allowed; however, Household Living is a residential use category (Table 3-10) that provides a general description of the different housing types that are allowed, but not all housing types are allowed in every zoning district where Household Living is permitted, such as multi-family dwellings are not permitted in single-family zoning districts.

In response to Rippe's inquiry pertaining to the type of housing units that would achieve the minimum density of 16.22 units per net acre, Pohl indicated most likely it would be multi-family dwellings.

Written Testimony Received:

Linda Davis, Forest Grove, submitted written testimony, dated March 17, 2019, in support of the application.

Sarah Goss, Forest Grove, submitted written testimony, dated March 18, 2019, in support of the application.

No other written testimony was received.

Applicant/Appellant:

Garrett Stephenson, legal counsel, Schwabe Williamson & Wyatt, Portland; Heather Austin, 3J Consulting, Inc., Beaverton; Deborah Kleinman, Appellant/Property Owner of Rose Grove Mobile Home Park, California; and Amber Lewis, Park Manager, Forest Grove, presented background information and reported Rose Grove has been a key provider of affordable housing for over 30 years with 330 units. Stephenson and Kleinman explained the problem with the RV park model, as it relates to Rose Grove, is a legal statute that limits stays to 30 days, which is why Rose Grove is proposing an expansion that would allow for permanent housing. Kleinman highlighted Rose Grove living and amenities, noting they are asking the City to consider supporting 16 new homes that will cater to persons with a medium-family (annual) income of \$42,000 or less. Lewis provided background information pertaining to homeownership and racial demographics, noting tenants must have an income of \$1,800 or more a month to

qualify to rent a space in Rose Grove. Stephenson and Austin presented a PowerPoint presentation overview of their analyses, as detailed in their letter dated February 5, 2019, and recapped their "Response to Bases for Denial" as noted in their presentation:

- Definitions are land use regulations relevant to determining whether a use is permitted.
 - FGDC 10.1.120 – use definitions apply to permitted uses.
 - *Tylka v. Clackamas County*, 28 Or LUBA 417 (1994)
- An express example of a use allowed by the Code is binding.
 - ORS 174.010 – a local government cannot insert what a regulation has omitted nor omit what has been inserted.
 - "It is impermissible to read...an ordinance a requirement that ordinance simply does not contain. *Church v. Grant County*, 178 Or App 518 (2003).
 - ORS 197.307(4): [A] local government may adopt and apply only clear and objective standards, conditions and procedures regulating the development of housing, including needed housing.
 - (A) May include...one or more provisions regulating the density or height of development.
 - (B) May not have the effect, either in themselves or cumulatively, of discouraging the needed housing through unreasonable cost or delay.
- City Housing Needs Assessment:

Need for 1,400 additional housing units affordable to low and extremely low income households.

- Council's direction is to "support efforts and programs[...] to expand and retain affordable housing opportunities for Forest Grove Residents.
- Rose Grove is the single largest provider of affordable homes in Forest Grove.
- Most units are affordable to household incomes of \$42,000 or less.
- Staff's interpretation is not "clear and objective."

In addition, Stephenson and Austin addressed various Council inquiries and concerns pertaining to the proposed expansion site plan; the Fire Department's concerns about access and circulation; sidewalk continuity and parking standards, noting if the expansion is approved, they will comply with the criteria to meet the City standards even if the standards do not apply to the CC zone. Stephenson also referenced Doherty Ford's letter dated January 21, 2019, which is expressing its support for the proposed expansion. In conclusion of the above-noted testimony, Stephenson pointed out that Rose Grove would have difficulty in selling the parcel of land for any other "use" due to the access restriction.

Proponents:

Brian Lewis, Forest Grove, testified in support of the application and questioned why residential dwellings were no longer applicable.

Danny Vega, Forest Grove, testified in support of the application.

Sarah Goss, Forest Grove, testified and submitted written testimony in support of the application.

No one else testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Questions of Staff:

Pohl responded to testimony pertaining to allowed uses in the Town Center Transition zone. Riordan responded to testimony pertaining to the City's Affordable Housing Needs Assessment and housing recommendations. Reitz responded to testimony pertaining to the Oregon Department of Transportation's (ODOT) review of the application, i.e., relocating the right-of-access, limiting the access to emergency vehicles only (provided the Fire Department concurs), and requiring permits for drainage and work in the ODOT right-of-way.

Rebuttal:

Stephenson rebutted that they did not apply for a code interpretation, they applied for a development site plan review. In addition, Stephenson responded to staff's comments regarding the City's housing needs and ODOT's review.

Council Discussion:

Uhing voiced concern that the code language was ambiguous, noting Council needs to readdress the low-income housing needs and types of household living.

Rippe voiced concern of relying on implied rather than explicit code standards. Rippe advised he does not have an issue with the land use but he does have an issue with the site plan, noting the site plan needs to be based on current code standards not prior code standards.

Mayor Truax commented on the need of affordable housing around the region, noting this is an opportunity to make life better for at least 16 families.

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

MOTION: Council President Johnston moved, seconded by Councilor Valfre, to Reverse the Community Development Department's Decision and Approve Preliminary Site Plan Pending Review of Final Findings and Conditions of Approval on April 22, 2019, for a 16-Unit Manufactured Dwelling Park Expansion at 4015 Pacific Avenue; Washington County Tax Lot 1N332DD01400; File No. 311-18-000036-PLNG.

To complying with the applicant's request and the applicant's agreement to extend the 120-days deadline, the Council approved scheduling for consideration the Final Findings and Conditions of Approval for the Council Meeting on Monday, April 22, 2019. Stephenson also agreed to meet with staff to discuss revising the Finding and Conditions of Approval.

Wenzl noted the conditions of approval must address the Fire Department's concerns and require extending the sidewalks.

Rippe noted the conditions of approval needs to address safe routes to school.

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

ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

8. PUBLIC HEARING AND RESOLUTION NO. 2019-11 ADOPTING SMALL CELL WIRELESS FACILITIES DESIGN AND CONSTRUCTION STANDARDS

Staff Report:

Hormann and Downey presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is addressing the design and construction standards for small cell wireless facilities (SWF) located in City right-of-way (ROW), pursuant to the Federal Communications Commission (FCC) adopted Order 18-133. Downey advised the FCC Order allows the City to adopt design and construction standards prior to April 15, 2019. Hormann and Downey presented a PowerPoint presentation overview, noting staff met with Council in work sessions to discuss the proposed design and construction standards and the proposed fees (Agenda Item 9). Downey referenced the written testimony, noting staff has been working with the City Attorney to ensure the City's SWF Design and Construction Standards are within the FCC guidelines. In conclusion of the above-noted staff report, Hormann and Downey advised staff is recommending Council approve the SWF Design and Construction Standards as proposed in Exhibit A, noting staff will continue working with the City Attorney and the carriers to ensure the City remains in compliance with the FCC guidelines.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-11.

VanderZanden read Resolution No. 2019-11 by title.

MOTION: Council President Johnston moved, seconded by Councilor Thompson, to adopt Resolution No. 2019-11 Adopting Small Cell Wireless Facilities Design and Construction Standards.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and read the hearing procedures.

Written Testimony Received:

WPG Wireless Policy Group on behalf of Verizon Wireless, Seattle Washington, submitted written testimony, dated March 15, 2019, with suggested revisions.

DavisWright Termaine on behalf of T-Mobile West, Portland, submitted written testimony, dated March 18, 2019, stating they are concerned that the proposed rules fall short of the compliance with federal law.

Proponents:

No one testified and no written comments were received.

Opponents:

Steve Coon, Verizon Wireless, Hillsboro, testified that while Verizon generally supports the changes being proposed, there are a few targeted concerns in the definitions section (change term of monopole to purpose built pole) and aligning dimensional standards to allow for a combined 4G/5G installation.

No one else testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hormann and Downey responded to various Council concerns pertaining to the SWF installation requirements, the carrier's responsibilities, hosting infrastructure, radiation exposure and overall aesthetics, pole congestion and wildlife interference.

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

vote on the above motion.

ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. **PUBLIC HEARING AND RESOLUTION NO. 2019-12 ESTABLISHING FEES APPLICABLE TO SMALL CELL WIRELESS FACILITIES LOCATED WITHIN THE CITY OF FOREST GROVE RIGHT-OF-WAY**

Staff Report:

Hormann and Downey presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is establishing fees applicable to small cell wireless facilities (SWF) located in City right-of-way (ROW), pursuant to the Federal Communications Commission (FCC) adopted Order 18-133. Downey advised the FCC Order allows the City to establish reasonable fees of cost incurred by the City in processing applications and hosting SWF infrastructure. Hormann and Downey presented a PowerPoint presentation overview, noting staff met with Council in work session on February 25, 2019, to discuss the City's proposed fees. In conclusion of the above-noted staff report, Hormann and Downey advised staff is recommending Council approve the proposed resolution as outlined in Exhibit A. In addition, Downey advised the City's proposed fee types are similar to those that other cities in Washington County are establishing.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-12.

VanderZanden read Resolution No. 2019-12 by title.

MOTION: Council President Johnston moved, seconded by Councilor Thompson, to adopt Resolution No. 2019-12 Establishing Fees Applicable to Small Cell Wireless Facilities located within the City of Forest Grove Right-of-Way.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and read the hearing procedures.

Written Testimony Received:

Under Agenda Item 8.

Proponents:

No one testified and no written comments were received.

Opponents:

No one else testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hormann and Downey responded to various Council concerns pertaining to the SWF installation application fees, hiring a consultant to meet applicable timelines, recurring hosting fees and pending litigation pertaining to the FCC Order.

Mayor Truax voiced concerns of the FCC Order enacting preemptions that limit local government's authority to regulate how SWF are deployed within its public rights-of-way.

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

ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

10. RESOLUTION NO. 2019-13 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES

The above-noted agenda item was TABLED to the next Council meeting of April 8, 2019.

11. RESOLUTION NO. 2019-14 ADOPTING CITY COUNCIL TEAM AGREEMENT AND REPEALING RESOLUTION NO. 2018-37

The above-noted agenda item was TABLED to the next Council meeting of April 8, 2019.

12. CITY COUNCIL COMMUNICATIONS:

The above-noted agenda item was TABLED to the next Council meeting of April 8, 2019.

13. City Manager's Report:

The City Manager's Report to Council was referenced in the packet.

14. MAYOR'S REPORT:

The above-noted agenda item was TABLED to the next Council meeting of April 8, 2019.

15. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 10:05 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Urban Renewal Meeting scheduled at 9:20 pm was Tabled to April 8, 2019.



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Monday, April 8, 2019
5:30 p.m., Community Auditorium
Conference Room

City Council Executive Session Minutes

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

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

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; J. F. Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

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

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 5:47 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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A place where families and businesses thrive.

**Council Work Session Minutes
Fire Governance**

**Monday, April 8, 2019
5:45 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:48 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; and Anna Ruggles, City Recorder.

2. WORK SESSION: FIRE GOVERNANCE

Fire Chief Kinkade and VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to give Council an overview of the Western Washington County Fire Task Force's Foundational Principles. Kinkade and VanderZanden reported in March, 2018, the Council approved Objective 2.14, Fire Authority IGA, to "participate in a Task Force of potential members to consider the financial, legal, and operational impacts of intergovernmental fire service delivery". The City currently shares IGA for fire service delivery with the City of Cornelius and the Rural Fire Districts of Forest Grove, Cornelius, and Gaston. The Western Washington County Fire Task Force was formed and began meeting in November, 2018, and is composed of the Mayor and PSAC Council Liaison for Forest Grove, Mayor of Cornelius, and the Chairs of Forest Grove, Cornelius, and Gaston Rural Fire Districts. Fire Chief Kinkade introduced Don Bohn, Washington County Deputy Administrator, who gave an overview of the Western Washington County Fire Task Force's Foundational Principles, noting the Task Force met five times between November and March and with his assistance composed and approved the Foundational Principles on February 9, 2019. Bohn reported the scope of the Task Force was to study three potential governance models and provide a consensus proposal to the five governing agencies; the governance models include: 1) continue with current system of individual IGAs, 2) establish a comprehensive IGA that essentially forms a fire authority, and 3) establish a Western Washington County Fire District.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review the draft Foundational Principles. Kinkade and Bohn addressed various Council inquiries and concerns pertaining to providing service to the community,

maintaining the community's trust and ensuring there is community outreach, noting the Foundational Principles were developed to guide discussion and assist in evaluating the governance models, including service to the community and operational effectiveness. Kinkade advised the next step is for staff to bring back a proposed resolution supporting the Foundational Principles at the April 22, 2019, Council meeting, noting the Foundational Principles were recently approved by the City of Cornelius, Gaston RFPD, Forest Grove RFPD, and Cornelius RFPD. In conclusion of the above-noted Council discussion, VanderZanden advised the budget process will look at hiring a facilitator to consider governance structures.

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

3. ADJOURNMENT

Mayor Truax adjourned the Council work session at 6:11 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 6:12 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director (in the audience); Bryan Pohl, Community Development Director (in the audience); Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS AND COMMISSIONS (B/C) REFORM

VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to continue Council's review of the Boards/Commissions (B/C) comments and to consider potential Council Rule changes. VanderZanden presented a PowerPoint presentation overview of the amalgamated B/C comments and potential Council Rule changes, noting all B/C considered the potential changes at their December, January and/or February meetings, of which five B/C, including Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission and Public Arts Commission, of the 11 B/C submitted formal comments for Council consideration. In conclusion of the above-noted staff report, VanderZanden advised this is an opportunity for Council to consider the remaining items from the last work session, noting Council reviewed and collectively concurred at the work session held March 18, 2019, to not revise 1) Council Rule 14.3, Membership Qualifications, and not revise 2) Council Rule 14.4, Compositions.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review the B/C comments and suggested changes (total of five). VanderZanden advised the specific language that the B/C comment pertains to is shown below and is the focus of the language changes if Council desires.

3) *Revise proposed Council Rule 14.6, Terms of Officers, to eliminate the 24-month consecutive service term for the Chair;*

After brief discussion, Council collectively concurred to eliminate the 24-month

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consecutive service limitation.

4) *Revise proposed Council Rule 14.9 to allow volunteers to take minutes;*
After brief discussion, Council collectively concurred to allow volunteers to take minutes, however, stipulate in the Council rules that a) a minute template be required for all minutes, b) City staff be required to take minutes if the B/C requests the City to do so, c) City staff be required to review the minutes to assure compliance with state law, and d) City staff be required to post the minutes to the website as soon as possible after acceptance by City Council.

5) *Revise proposed Council Rule 14.10 to eliminate the requirement that B/C members reapply and re-interview after every four-year term of service;*
After brief discussion, Council collectively concurred to not revise; thereby, retaining the requirement for B/C members to reapply and re-interview every four years.

In addition, Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review the following discussion items:

- *Whether to create a separate Urban Renewal Advisory Committee (URAC), add URA responsibilities to the Economic Development Commission, or neither.*

After brief discussion, Council collectively concurred to consider establishing URAC under the URA. In addition, Council collectively concurred to consider establishing an installation art program under the URA. In conclusion of the above-noted discussion, VanderZanden advised staff will bring back proposals for consideration at a later date.

- *The purpose and scope of the Public Safety Advisory Commission (PSAC).*

After brief discussion, Council collectively concurred to seeking more input from PSAC about what they would like to see happen to PSAC.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the Council work session at 6:57 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance.

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

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; Gregory Robertson, Public Works Director; Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

1. A. AWARD PRESENTATIONS:

2018 Parks and Recreation Volunteers of the Year

Gamble introduced Paul Waterstreet, Parks and Recreation Commission (P&R) Chair, who presented Certificates of Appreciation honoring the Volunteers of the Year:

- Doctor Ben Crabtree for his role as a student advisor at Forest Grove High School's National Honor Society. Crabtree was also recognized for his time and efforts to improve the conditions in various ways at Thatcher Park.
- Cindy Mendoza was recognized for her role in making it possible to bring in futsal funding of nearly \$100,000 for improvement to a facility at Tom McCall Upper Elementary School.

1. B. PROCLAMATIONS:

Arbor Month and Forest Grove's Designation as Tree City USA®

Mayor Truax publicly proclaimed the month of April, 2019, as "Arbor Month in Forest Grove", noting 2018 marks the 29th consecutive year Forest Grove has received the Tree City USA® designation from the National Arbor Foundation. Mayor Truax presented the proclamation to Mark Nakajima, CFC Chair, who encouraged everyone to attend the City's Local Arbor Week Activity, including a tree planting celebration at 11:00 a.m. at Thatcher Park on April 9, 2019.

National Community Development Week

Valfre publicly proclaimed April 22 – 26, 2019, as "National Community Development Week in Forest Grove". The proclamation will be sent to Washington County Office of Community Development who requested the mayoral proclamation.

2. **CITIZEN COMMUNICATIONS:** None.

3. **CONSENT AGENDA:**

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

- A. Accept Committee for Community Involvement Meeting Minutes of December 4, 2018, and January 8, 2019.
- B. Accept Community Forestry Commission Meeting Minutes of January 16, 2019.
- C. Accept Library Commission Meeting Minutes of February 12, 2019.
- D. Accept Historic Landmarks Board Meeting Minutes of February 26, 2019.
- E. Accept Public Arts Commission Meeting Minutes of February 21, 2019.
- F. Community Development Department Monthly Building Activity Informational Report for March 2019.
- G. Accept Resignation on Sustainability Commission (Tammy Banek-Rydman, representing Ethnic/Cultural, Term Expiring December 31, 2020).
- H. Accept Resignation on Economic Development Commission (Lois Hornberger, Pacific University, Higher Education, Term Expiring December 31, 2019).

ITEM REMOVED

- I. **RESOLUTION NO. 2019-17 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINTING JIM LANGSTRAAT, PACIFIC UNIVERSITY, HIGHER EDUCATION, TERM EXPIRING DECEMBER 31, 2022).**
- J. **Endorse Liquor License Renewal Applications for Year 2019:**
 - 1) Kama Aina, 1910 Main Street, Suite A, Full On-Premises Sales
 - 2) Old Town Vault, 2004 Main Street, Full On-Premises Sales
 - 3) Safeway Store #0406, 2836 Pacific Avenue, Off-Premises Sales

MOTION: Councilor Valfre moved, seconded by Council President Johnston, to approve the Consent Agenda as amended. **AYES:** Councilors Johnston, Rippe, Valfre, and Mayor Truax. **NOES:** None. **ABSENT:** Councilors Thompson, Uhing, and Wenzl. **MOTION CARRIED 4-0 by voice vote.**

- 3. H. **ACCEPT RESIGNATION ON ECONOMIC DEVELOPMENT COMMISSION (LOIS HORNBERGER, PACIFIC UNIVERSITY, HIGHER EDUCATION, TERM EXPIRING**

DECEMBER 31, 2019)

Rippe removed the above-noted item from the Consent Agenda and expressed Council's appreciation to Lois Hornberger for her exceptional service to the community as well as her dedicated service on the EDC. Hearing no further discussion from the Council, Mayor Truax asked for a motion and vote to approve Consent Agenda Item 3. H. as presented.

MOTION: Council President Johnston moved, seconded by Councilor Rippe, to approve Consent Agenda 3. H. as presented. **AYES:** Councilors Johnston, Rippe, Valfre, and Mayor Truax. **NOES:** None. **ABSENT:** Councilors Thompson, Uhing, and Wenzl. **MOTION CARRIED 4-0 by voice vote.**

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

5. **PRESENTATIONS:**

5. A. **Committee for Community Involvement Annual Town Meeting Report**

Pohl introduced David Andersen, Committee for Community Involvement (CCI) Acting Chair, who presented a PowerPoint presentation recapping the 2019 Annual Town Meeting (ATM), noting the ATM was held Saturday, January 26, 2019, at the Forest Grove High School and the topic was Emergency Preparedness. Andersen reported overall the ATM ran smoothly, signup sheets overflowed with 136+ entries, and the format included a short presentation by the City Manager and was followed by a preparedness fair with 19 different tables staffed by different agencies and organizations. Andersen summarized the venue and catering costs; attendance and participation levels; promotional outreach conducted; feedback received and areas for improvement. Anderson recapped the community-suggested topics for future ATM, such as focusing on small stuff, i.e., barking dogs, speeders, porch theft, pot holes, managing increase in traffic, and doing emergency preparedness again. In conclusion of the above-noted presentation, Council commended CCI for their leadership and for a job well done.

5. B. **Court Carrier Tourism Consultant**

VanderZanden introduced Court Carrier, City's new Tourism Development Contractor, who presented a PowerPoint presentation overview on his work experience and scope of work as the City's tourism contractor, noting his principal responsibilities include establishing a Tourism Program Strategic Plan and related items, such as a Tourism Marketing Plan and establishing a Tourism Advisory Committee of key stakeholders to provide guidance, noting he will serve as a single-point of contact for all tourism-related activities and will have an office located in Forest Grove for performing work under the contract. VanderZanden advised the contract is for a two-year period unless extended by the City.

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-01**

ADOPTING AN UPDATE TO CITY OF FOREST GROVE 2009 ECONOMIC OPPORTUNITIES ANALYSIS AND AMENDING FOREST GROVE COMPREHENSIVE PLAN; FILE NO. 311-18-000044-PLNG

Staff Report:

Riordan and Pohl presented the above-proposed ordinance for first reading, noting the proposed ordinance is requesting to adopt an update to the 2009 Economic Opportunities Analysis (EOA) and amend the Forest Grove Comprehensive Plan; File No. 311-18-000044-PLNG. Riordan reported the EOA update was conducted by Johnson Economics, consulting firm, and reflects significant changes in employment, land supply and economic trends since 2009 as well as addresses applicable Comprehensive Plan policies, Metro Regional Framework Plan, Metro Urban Growth Management Functional Plan, and Oregon Statewide Land Use Planning Goals. Riordan reported the planning period covered in the EOA update is 20-years (2018-2038), noting the EOA is organized into six primary sections:

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

In addition, Riordan and Pohl presented a PowerPoint presentation overview of the key findings and conclusion of the EOA update, noting as of 2018, Forest Grove had an estimated 9,260 jobs across a range of industries and based on current estimates, employment will increase by about 2,700 jobs by 2038. Riordan reported Forest Grove has about 240 buildable acres designated for industrial use and another 20 acres designated for non-industrial employment needs and has a need for 40 to 50 estimated acres of land suitable for future industrial development. In addition, Riordan reported staff presented the preliminary data to Council in work session on September 10, 2018, and to the Planning Commission on June 4, 2018. Riordan added the Economic Development Commission considered the EOA update at its meeting on November 1, 2018, and supported the findings contained in the EOA update. The Oregon Department of Land Conservation and Development (DLCD) reviewed the EOA and provided comments to the City on December 6, 2018, which the City has addressed. In addition, Riordan reported the Planning Commission held its hearing on February 4, 2019, and recommended the Council accept the EOA update and amend the Comprehensive Plan to add the EOA update as an Appendix to the Plan. In conclusion of the above-noted staff report, Riordan and Pohl advised staff is recommending Council consider adopting the proposed ordinance as outlined in Exhibit A, noting there is no fiscal impact to the City.

Questions of Staff:

Riordan addressed various Council inquiries pertaining to livable wages, agricultural

employment sector and Forest Grove School District's student projections, noting staff would provide follow-up information. Mayor Truax commented on his advocacy to bring back a labor and employment training center to Forest Grove, noting the community was greatly impacted after the Worksource center closed in Forest Grove.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2019-01 for first reading.

VanderZanden read Ordinance No. 2019-01 by title for first reading.

MOTION: Council President Johnston moved, seconded by Councilor Rippe, to adopt Ordinance No. 2019-01 Adopting an Update to City of Forest Grove 2009 Economic Opportunities Analysis and Amending Forest Grove Comprehensive Plan; File No. 311-18-000044-PLNG.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received prior to the deadline of April 8, 2019, 7:00 p.m.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Continued:

Hearing no concerns from the Council, Mayor Truax continued the Public Hearing to Council meeting of April 22, 2019.

7. RESOLUTION NO. 2019-13 ADOPTING CITY COUNCIL GOALS AND OBJECTIVES

Staff Report:

VanderZanden presented the above-proposed resolution for Council consideration, noting at the Council Retreat on February 2, and Work Sessions held on February 11 and February 28, 2019, Council collectively concurred to remove five completed objectives and add four new objectives for an overall total of 21 Objectives for 2019-20. In addition, Council collectively concurred to amend the following three key goals as noted below:

EXISTING GOAL 1:

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

PROPOSED GOAL 1:

Provide Safe, Livable, and Sustainable Neighborhoods

EXISTING GOAL 2:

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

PROPOSED GOAL 2:

Manage an Effective Financial Plan to Provide Quality Service Levels

EXISTING GOAL 3:

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

PROPOSED GOAL 3:

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

VanderZanden reported subsequent to the February 28, 2019, work session, the following clarifications came to staff's attention for Council consideration:

- Objective 1.1: Replace "city land" with "Light and Power land". The solar study only covers Light and Power land, not City land.
- Objective 1.3: Remove "East Side Park" from 2020+. With the addition of the 2019 Action to have the Parks and Recreation Commission review an East Side Park, it was questioned whether this should remain as a 2020+ Action item.
- Objective 1.7: Change "Conduct annual severe rent burden meeting" to "Assure compliance with HB 4006 re: severe rent burden households". The intent is this would more accurately reflect the requirements of HB 4006, one of which is a public meeting.
- Objective 2.11: Add "CCI" to "PSAC" under the B/C column. CCI was discussed as potentially playing a role in the public outreach plan via an open house or ATM.

In conclusion of the above-noted staff report, VanderZanden advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A or as amended to include the above-noted clarifications, noting Exhibit A includes Department Assigned; Boards/Commissions; and Actions for each of the Objectives identified for Year 2019-20.

Questions of Staff:

Rippe suggested amending Objective 2.13 to read "Transportation Development Tax" instead of TDT, to which Council collectively concurred.

In addition, Council collectively concurred to amend Exhibit A to include the

clarifications to Objectives 1.1; 1.3; 1.7 and 2.11 as noted above.

Hearing no further discussion from the Council, Mayor Truax asked for a motion to adopt Resolution No. 2019-13 as amended.

MOTION: Council President Johnston moved, seconded by Councilor Rippe, to approve Resolution No. 2019-13 Adopting City Council Goals and Objectives and amending Exhibit A to include clarifications to Objectives 1.1; 1.3; 1.7 and 2.11.

Council Discussion:

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson, Uhing, and Wenzl.
MOTION CARRIED 4-0.**

8. RESOLUTION NO. 2019-14 ADOPTING CITY COUNCIL TEAM AGREEMENT AND REPEALING RESOLUTION NO. 2018-37

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting at the Council Retreat on February 2, and Work Sessions held on February 11 and February 28, 2019, Council collectively concurred to amend its Council Team Agreement as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-14.

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to approve Resolution No. 2019-14 Adopting City Council Team Agreement and Repealing Resolution No. 2018-37.

Council Discussion:

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson, Uhing, and Wenzl.
MOTION CARRIED 4-0.**

9. RESOLUTION NO. 2019-15 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE

POLICE ASSOCIATION EFFECTIVE JULY 1, 2018, AND EXPIRING JUNE 30, 2022

Staff Report:

Camilli and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute the labor agreement between the City and Forest Grove Police Association (FGPA), effective July 1, 2018 through June 30, 2022. Camilli reported staff met with FGPA and negotiated a new labor agreement, noting language modifications to the agreement include the following:

- Cost-of-living adjustments (COLA):

All classifications covered within the agreement on July 1 of each year of the contract as follows: two and three quarters percent (2.75%), two and one quarter percent (2.25%), two and three quarters percent (2.75%), and three percent (3.0%).

- Insurance:

Association members will move to Kaiser Copay Plan B effective January 1, 2020, at which time the City's premium contribution will increase from 93% to 95% for members enrolling in the Kaiser medical plan. This is the same contribution rate as the Regence Blue Cross medical plan.

- VEBA:

A service recognition/longevity program for sworn officers was created that provides monetary credits per year of service (\$500 per year through 5 years; \$1,000 per year for 6 – through 10 years) that will be paid in a lump sum by the City into the employee's VEBA account upon completion of 10 years of service. The credits are forfeited if the employee leaves the City's employment before they reach 10 years of service. Thereafter, \$1,000 will be contributed to the employee's VEBA account for each year of service on the employee's anniversary date. The program also provides for an additional 40 hours of vacation leave to be deposited in an employee's vacation leave bank when they achieve 5 years of service.

- Hours Work:

A shift cap, or maximum time an employee can stay on the graveyard shift, of 24 months for patrol officers and 12 months for patrol sergeants was implemented. Employees working the majority of their shift on a recognized City holiday in which time off has been restricted by the PD administration will receive overtime for all hours of their regular shift.

- Term:

Extends the term of the labor agreement for four years, expiring June 30, 2022.

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

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-15.

VanderZanden read Resolution No. 2019-15 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Rippe, to adopt Resolution No. 2019-15 Authorizing Execution of a Labor Agreement Between the City of Forest Grove and Forest Grove Police Association (FGPA), Effective July 1, 2018 and Expiring June 30, 2022.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Valfre, and Mayor Truax. **NOES:** None. **ABSENT:** Councilors Thompson, Uhing, and Wenzl.
MOTION CARRIED 4-0.

10. **RESOLUTION NO. 2019-16 AUTHORIZING IMPLEMENTATION OF THE RESIDENTIAL HIGH-EFFICIENCY TOILET REBATE PROGRAM FOR WATER CONSERVATION AND ESTABLISHING THE PROGRAM REQUIREMENTS**

Staff Report:

Robertson presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing implementation of a Residential High-Efficiency Toilet (HET) Rebate Program for tenants and property owners within the City's service area. Robertson reported the program was identified as Council Goal 1.1, Implement Conservation Measures, noting the Sustainability Commission has endorsed the program. Robertson reported the HET rebate is \$75 and is limited to two rebates, which requires proof-of-purchase and subject to on-site inspection, noting the program is based on extensive research with other municipalities. In conclusion of the above-noted staff report, Robertson advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the program will be effective July 1, 2019, and staff is requesting initial funding of \$10,000 from the Water Fund as part of Fiscal Year 2019-20 budget and is recommending the program be budgeted annually thereafter.

Questions of Staff:

In response to Rippe's inquiry pertaining to program requirements, Robertson clarified the program does not require a licensed installer.

In response to Valfre's concern of ensuring residents are treated equally for on-site inspections, Robertson explained the program requires on-site inspection prior to approval, noting staff will ensure everyone is treated equally. In addition, Robertson noted staff will provide information for properly disposing of old fixtures.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-16.

VanderZanden read Resolution No. 2019-16 by title.

MOTION: Council President Johnston moved, seconded by Councilor Valfre, to adopt Resolution No. 2019-16 Authorizing Implementation of the Residential High-Efficiency Toilet Rebate Program for Water Conservation and Establishing the Program Requirements.

Council Discussion:

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Rippe, Valfre, and Mayor Truax. NOES: None. ABSENT: Councilors Thompson, Uhing, and Wenzl.
MOTION CARRIED 4-0.**

11. CITY COUNCIL COMMUNICATIONS:

Council President Johnston reported attending the Chamber Auction. Johnston reported attending Forest Grove Rural Fire Protection District meeting. Johnston reported Public Arts Commission (PAC) is holding a retreat on April 13, 2019. In addition, Johnston reported on other meetings he attended, other related matters of interest and upcoming meetings he was planning to attend.

Rippe reported attending Economic Development Commission (EDC) meetings, noting EDC held two meetings to conduct a SWOT analysis for its strategic plan. Rippe reported Public Safety Advisory Commission did not have a quorum at its March meeting, noting two members also resigned. In addition, Rippe reported on other meetings he attended, other related matters of interest and upcoming meetings he was planning to attend.

Thompson was absent.

Uhing was absent.

Valfre reported attending the Library Commission's (LC) retreat, noting the LC updated its goals. Valfre reported he was a guest speaker at the Cornelius Public Library's Grand Opening. In addition, Valfre reported on other meetings he attended, other related matters of interest and upcoming meetings he was planning to attend.

Wenzl was absent.

12. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar, noting an Informational Budget Committee Meeting will be held April 11, 2019.

13. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending League of Oregon Cities Board Meeting. Mayor Truax reported he plans to attend the Governor's Tourism Conference, on behalf of the Washington County Visitors Association Board of Directors, which will be held April 14-16, 2019, in Salem. Mayor Truax reported he has been asked to make a presentation on Metro's Regional Affordable Housing Measure at the National League of Cities Summit, which will be held November 20-23, 2019, in San Antonio, Texas. 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.

14. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:21 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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APPROVED

1. CALL TO ORDER:

The meeting was called to order at 12:04 p.m. by EDC Chair, James Draznin.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; Tim Budelman; Kevin Emerick; Lois Hornberger; Steve Krautscheid; Mark Nakajima; Guy Storms; Howard Sullivan; Javier Camacho Urenda; Jill Verboort; and James Draznin, Chair.

EDC MEMBERS ABSENT (EXCUSED): Jennifer Prickett; Christopher Wilmeth; and Kevin Yamada.

OTHERS PRESENT: Jim Langstraat; Kelsey Lewis; Bruce McVean; Sarah Saucy; and Dick Stinson.

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jeffery King, Economic Development Manager; and Shannon Reynolds, Administrative Specialist

2. CITIZEN COMMUNICATION: None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

Howard Sullivan moved a motion to approve the meeting minutes from January 10, 2019. Tim Budelman seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS: None

5. BUSINESS:

A. Forest Chamber Update: Presented by Howard Sullivan:

- Ground breaking for the Higher Taste Restaurant will be at 11 a.m. at 10th and Holladay Street on Feb. 8th
- The Custom Care Physical Therapy grand opening and ribbon cutting will be at 4:30 p.m. on Feb. 8th.
- Howard Sullivan spoke with the aide to Congresswoman Suzanne Bonimici. There are a few upcoming programs she wanted to pass along:
 - The Partners Act is an apprenticeship work program that has been renewed and set to start sometime in March, the W.O.I.A. (Workforce Occupation Innovation Act), and the Bills Act (Infrastructure, Transportation and Energy). All three of these could be potential programs that the City of Forest Grove could utilize.
- Mr. Sullivan continued to encouraged the EDC members to volunteer their time with ASPIRE the Forest Grove High School mentorship program.
- The next City of Forest Grove Chamber luncheon will be February 25, 2019, at 11:30 at the City Auditorium. The mayors of Forest Grove and Cornelius will be giving their State of the City Addresses.

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B. Council Update: Presented by Councilor Rippe:

- Council has approved a labor agreement between the City and the Forest Grove Firefighters.
- City staff is working to apply for a Historical Aid grant. Council is still in the process of approving. This grant will allow the downtown area to be included in the Historical District.
- Washington County's Major Streets Transportation Improvement Program, (MSTIP) requires funds obligation from the City. This program aids in funds for the advanced design phase of highway 47 and Martin Rd., as well as other road projects in Forest Grove. The city has an obligation to supply a certain amount of funds to these projects.
- The state has allocated money for a housing needs assessment. Forest Grove has been identified as a severely rent burdened community. This assessment will define all the different housing needs solutions. Results should come out sometime this year.
- The new police facility bond survey poll did not have a good public response. We need to educate the public better on what happens in a police facility and why we need it.
- A task force is meeting to discuss fire services in our area.
- A new Public Works director, Greg Robertson, has been hired.
- Forest Grove City Council had their annual retreat on Feb. 2nd. Another work session is planned for Monday the 11th to continue discussion on their final objective.
- October of 2022 will be Forest Grove's 150th Anniversary. The city is looking for an ad hoc committee to begin early planning of this event.

C. Board Member Skills and Size Discussion:

Continued discussion was had on possible downsizing of EDC's board member size. Chair Draznin reviewed the prior decision to remove two positions on the EDC, "City at Large" and "Utility", taking membership size down to seventeen.

Jeff King discussed with members to see if there were any duplications of trade businesses or organizations that could possibly be eliminated to allow for even more consolidation. Jeff suggested a look at the positions of "Residential Developer", "Industrial/Commercial Property Owner", and "Workforce Development".

Councilor Rippe added that Council would like to see student representation on each of the boards and commissions with the ability to vote. He also mentioned that though the Council was asking for a nine member limit on each board or commission, he feels there may be some leniency should it be determined a board needs more than nine members. He also mentioned the ability to have liaisons serve on the Commission should the EDC find that an effective way to allow for more members.

Tim Budelman moved a motion to remove the member position of “Residential Developer”. Steve Krautscheid seconded. The motion passed unanimously.

Howard Sullivan moved to have the member position of “Workforce Development” changed to a liaison position only. Kevin Emerick seconded. The motion passed unanimously.

Commissioners discussed and agreed that “Commercial/Industrial Property Owner” should remain as a member position on the EDC.

Councilor Rippe suggested the EDC stay at the agreed upon fifteen commissioners, and give this recommendation to Council as the proposed member reduction.

Councilor Rippe addressed Javier Urenda, wondering if the title of “Hispanic Community Representative” should remain or if another title would be better suited. Mr. Urenda noted “Latino Community Representative” would be a better fit.

Councilor Rippe mentioned going forward City Council will be more direct in giving particular Boards and Commissions the objective to look into various items to aid the Council when needed.

D. Strategic Plan – Review of Steps, Timeline, Measures:

Mr. King presented the Forest Grove Economic Dashboard; Top Line Measures findings and statistics for Forest Grove versus the Portland Metro area and Washington County. This information will be helpful when completing the S.W.O.T. Analysis.

Councilor Rippe mentioned the Economic Strategic Plan prepared by the EDC may help the City to possibly formalize their own economic development strategy.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Lois Hornberger is retiring from Pacific University tomorrow. The EDC extended appreciation to her for all her service.

7. ANNOUNCEMENT OF NEXT MEETING:

James Draznin announced that the next meeting of the EDC will be on Thursday, March 7, at 12:00 noon in the Alice Inkley Room at McMenamins Grand Lodge.

8. ADJOURNMENT: James Draznin adjourned the meeting at 1:35 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: March 7, 2019

APPROVED

1. CALL TO ORDER:

The meeting was called to order at 12:07 p.m. by EDC Chair, James Draznin.

ROLL CALL: EDC MEMBERS PRESENT: James Draznin, Chair; Tim Budelman; Kevin Emerick; Steve Krautscheid; Mark Nakajima; Guy Storms; Howard Sullivan; and Jill Verboort;

EDC MEMBERS ABSENT (EXCUSED): Brad Bafaro; Jennifer Prickett; Tom Raabe; Javier Urenda; Christopher Wilmeth; and Kevin Yamada.

OTHERS PRESENT: Kelsey Lewis; Bruce McVean; John Southgate; and Barbara Wineman

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jesse VanderZanden, City Manager; and Shannon Reynolds, Administrative Specialist

2. CITIZEN COMMUNICATION:

None

3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:

Howard Sullivan moved a motion to approve the meeting minutes from February 10, 2019. Steve Krautscheid seconded. The motion passed unanimously.

4. ADDITIONS/DELETIONS:

None

5. BUSINESS:

A. Strategic Plan Process:

Councilor Rippe mentioned that the City does not currently have a formalized strategic plan in place. It has been recommended that the Forest Grove City Council will look to the EDC (Economic Development Commission) to help aid and develop the City's Economic Development Strategic Plan. In turn, the EDC will broaden their perspective to include the City and not only the Commission itself. Council looks forward to all input from the Commission in helping to develop the Strategic Plan for the City.

Chair Draznin introduced Mr. Southgate to facilitate the S.W.O.T. Analysis that will begin the process of building a new Economic Strategic Plan for 2019-2021.

B. S.W.O.T. Analysis: (John Southgate, Facilitator)

Mr. Southgate facilitated a S.W.O.T. (Strengths, Weaknesses, Opportunities and Threats) Analysis with the EDC members.

Several sources will be used to develop and compile the new Economic Strategic Plan:

- Goals from the Forest Grove City Council
- S.W.O.T. Analysis from the EDC
- Jeff King's Analysis
- 2015-2018 Economic Strategic Plan

The existing Development Strategy currently has nine topics that were used for the S.W.O.T. Analysis:

- Business Retention
- Business Recruitment & Attraction
- New Business Formation (specifically small business)
- Tourism
- Downtown Area
- Support/Workforce Training
- Cooperation and Collaboration with other Cities
- Utilities & Infrastructure
- Finance

Members of the EDC gave input on each of the existing topics and a report for the S.W.O.T. Analysis will be provided in summary at a later date.

6. STAFF AND BOARD MEMBER COMMUNICATIONS:

Councilor Rippe updated that staff has had several work sessions on their annual goals and objectives and will be voting on the final draft on March 18th. They continue to look at the upcoming changes for the various Boards and Commissions. They will be holding another work session soon with the hope to approve the final changes in April.

A works session was also held to discuss the small cell wireless/fiber optics project. Council is in the process of establishing criteria for this project.

A grant from ODOT for the TV highway corridor study was approved. This is a multi-step process and will be ongoing.

There were no member communications at this time.

7. ANNOUNCEMENT OF NEXT MEETING:

James Draznin announced that the next meeting of the EDC will be on Thursday, April 4, at 12:00 noon in the Alice Inkley Room at Mcmenamins Grand Lodge.

8. ADJOURNMENT:

James Draznin adjourned the meeting at 1:30 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: April 4, 2019.

Library Commission approved minutes as presented on Apr 9, 2019.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Mar 19, 2019.

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

Members Absent: Valyrie Ingram (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph "Val" Valfre

Others: Catie Beier.

2. ADDITIONS/DELETIONS:

Election of officers for 2019. MOTION: Elizabeth moved to re-elect the current slate of Library Commission officers for 2019, seconded by Nickie. **MOTION CARRIED** by all.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Feb 12, 2019:

MOTION: Elizabeth moved, seconded by Kathleen, to approve the February 12, 2019 minutes as amended. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

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

- a) The Foundation is planning to send out a **newsletter** to those who have recently donated to the Foundation. This would be the first newsletter in about 10 years.
- b) Worked on the **Memorial Garden Project** and the **Ginsburg Memorial**. The next Foundation board meeting will focus only on this topic. Role & expectation for City Parks Dept. Looking at other memorials and plaques for ideas. Hoping for general agreement on ideas at this point, not setting final details.
- c) See the Library Foundation of Forest Grove's web site at: www.fglf.org.

- 5b. **FRIENDS REPORT:** Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:
- a) Latest **newsletter** has been mailed to current members of Friends. Library Commission members are urged to check Friends membership status.
 - b) The **Spring 2019 Used Book Sale** is scheduled for the week of April 15 – 20, 2019. Set-up for the sale will begin on Apr 10, with take-down scheduled for April 22, 2019. The normal call for volunteers can be expected.
 - c) The Friends web site is at: fglibraryfriends.org.
- 5c. **COUNCIL LIAISON REPORT:** Adolph “Val” Valfre shared comments about the recent activities of the Forest Grove City Council:
- a) Tourism development contractor hired.
 - b) Continued work on City Council’s Goals and Objectives.
 - c) Audit for City went well. Income increasing.
 - d) Power & Light work meeting.
 - e) Mar 30 is Grand Opening for new Cornelius Library. Events during day.
 - f) CPO joint meeting on local Homelessness news and info. To be held at the new Cornelius Library.
 - g) City Council continuing **B & C Review process**. Comments from several of the B’s & C’s (including the Library Commission) are being considered.
- 5d. **LIBRARY DIRECTOR’S REPORT:** Colleen Winters reported these items:
- a) Colleen attended meetings with 60 other Oregon library directors and heard talks and discussions on: (1) homeless in the libraries, (2) tide of opinion moving against library fines, and (3) helpful customer interactions at libraries.
 - b) A quick WCCLS survey currently under way. We are urged to take the online survey within the next few days.
 - c) 2019 is the 110th anniversary of the Forest Grove City Library. Might celebrate this anniversary in October, ideas discussed:
 - 1. Local author might give talk. Friends might buy some of his books, leading up to an “Everybody Reads” event.
 - 2. Dedication of Ginsburg Memorial.
 - 3. Programs for children, tweens, and teens.
 - 4. Bookmark Contest.
 - 5. Advertise around town.
 - d) **Events of interest held at the library in the last month:**
 - 1. Feb 23 – The Generous Listener – Adults Read Aloud
 - 2. Mar 1 & 15 – Adult Escape Room
 - 3. Mar 5 – Cultural Series – “Chayag en Familia” – Andean music and dance.

4. Mar 9 – Art of Breadmaking for Kids.
5. Mar 16 – TED talks – “The Danger of a Single Story”.

e) Events of interest planned at the library in the next month:

1. Mar 20 – Grief: A Community Discussion. Panel discussion.
2. Mar 23 – The Generous Listener – Adults Read Aloud
3. Apr 2 – Cultural Series – John Dodge – “A Deadly Wind” – A talk and book about the 1962 Columbus Day Storm.

f) At the next Library Commission meeting, Colleen plans to talk about the future of programming at the library. An example would be: to revise and restart the “Great Conversations” panel discussion style of event in 2020.

6. DISCUSSION OF ITEMS:

a) 2019 Library Commission goals. Colleen led discussion of 2019 Goals, using the 2018 Goals document as a starting point.

1. New Strategic Plan needed for 2020 thru 2022. Use survey results too, besides some sort of Strategic Plan method to be decided.
2. The Library Commission’s Bylaws will have to be updated this year or next.
3. Survey – follow-up events for the “Listening Tour” are possible in 2019, with very focused questions. Otherwise, library staff are still processing results of the big 2018 Survey and Listening Tour.
4. National Library Week, and Library Staff Appreciation ideas and events planned and discussed.
5. Colleen suggested that instead of a “Gathering of the Groups” event in 2019, we could host an event where the Library Commission, the Friends Board, and the Foundation Board meet and present future plans to each other.
6. We are reminded that each commission should make a short presentation to the City Council annually, starting this year.
7. Two possible topics to discuss at a “Gathering of Library Boards and Commissions” meeting are: (a) WCCLS strategic plans, and (b) Library fines.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday April 9, 2019 at 6:30PM, in the Library’s Rogers Room.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

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Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, March 4th, 2019, 7:00 pm

1. **CALL TO ORDER:**

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

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

Planning Commission Excused: None.

Staff Present: James Reitz, Senior Planner; Cassi Bergstrom, Planning Commission Coordinator.

2. **PUBLIC MEETING:**

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

None.

2.2 **PUBLIC HEARING:**

A. File No. 311-18-000039-PLNG –Site plan and design review of a proposed 3,773-square-foot credit union building with drive-through and parking located at 3532 Pacific Avenue

Chair Beck opened the quasi-judicial public hearing at 7:04 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Commissioner Nakajima disclosed that she owns the business adjacent to the property. There were no challenges from the public. He called for the staff report.

James Reitz, Senior Planner, gave the presentation showing the aerial view of the site and the right-of-way improvements the City of Forest Grove will require. The architectural rendering was shown, as well as the site plan showing the placement of the building on the lot. Mr. Reitz went over the landscape and parking plan with Commissioners, as well as the established easement off Poplar Street to access the project.

Chair Beck wondered if the 20 parking spaces were needed, and Mr. Reitz responded that the 20 spaces are the maximum allowed by the Development Code.

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Commissioner Nakajima noted that parking will be needed for employees as well as customers.

Mr. Reitz went on to explain some of the more unique staff recommended conditions proposed: Dedicate as needed right-of-way along Pacific Avenue for a right-turn lane; Construct right-turn lane; Improve Pacific Avenue and Highway 47 frontage; Reduce parking stall lengths to 16 ½ feet; Install physical barrier on both sides of the access driveway.

Commissioners questioned what kind of material the physical barrier would be constructed of, and Mr. Reitz stated it could be fencing such as chain-link but easy to remove for future development. The reasoning for the fencing is to prevent trespass on the adjoining properties. Chair Beck suggested a hedge be placed rather than fencing.

Commissioner Lawler inquired about the traffic control plan at the ATM, and Mr. Reitz referenced the site plan and intended flow of traffic.

CORRESPONDENCE:

None.

APPLICANT:

Robert Blumberg, CEO of Wauna Credit Union, 101 Truehaak St, Clatskanie, OR 97016:

Doug Circosta, AIA, 14670 SW Forest Dr, Beaverton, OR 97007:

Mr. Doug Circosta stated that this is the first Wauna Credit Union to be located within Washington County.

Mr. Robert Blumberg gave the history of Wauna Credit Union and how it originated. There are currently eight branches, all located within small towns in Oregon. This will be the largest city a Wauna Credit Union is located within. Currently, there are \$240 million in assets as well as 110 employees working for Wauna Credit Union. Chair Beck inquired how many employees the credit union will hire, and Mr. Blumberg responded that six openings will be created.

Commissioner Lawler asked if employees will be transferred from existing credit unions, and Mr. Blumberg responded that these positions will be open to the community.

Commissioner Sanderson asked the applicants if they have any issues with the City's conditions. Mr. Circosta responded that they have no issues with any of the conditions listed.

Chair Beck stated that he looks forward to a nice, attractive building to be built on the vacant corner.

Debi Smiley, Chief Marketing Officer of Wauna Credit Union, 101 Truehaak St, Claskanie, OR 97016:

Ms. Debi Smiley came to the front, stating that Wauna is excited to come to Forest Grove and they have already been involved with some of the community events such as the corn roast. Building a new credit union is a process, and this is the first design of its kind.

Jared Rickenbach, General Contractor, 37734 Eagle Lane, Astoria, OR 97103:

Mr. Jared Rickenbach came forward and introduced himself as the general contractor for this project as well as past projects for Wauna Credit Union.

PROPOSERS:

None.

OPPOSERS:

None.

OTHER:

None.

REBUTTAL:

None.

Chair Beck closed the public hearing at 7:36 p.m.

COMMISSIONER DISCUSSION:

Chair Beck opened up the floor for discussion. Commissioners discussed condition 13 regarding the barrier along the driveway and agreed that something more natural than a chain-link fence would be preferred. Mr. Doug Circosta stated to the Commissioners that the driveway is not wide enough for hedges to be planted. Commissioner Sanderson reminded the Commission that hedges can overgrow and encroach on the neighboring property. Vice Chair Phil Ruder suggested that condition 13 be omitted entirely, and all Commissioners were in agreement.

Commissioner Lawler moved a motion to approve file number 311-18-000039-PLNG –Site plan and design review of a proposed 3,773-square-foot credit union building with drive-through and parking located at 3532 Pacific Avenue with omission of condition 13. Vice Chair Phil Ruder seconded the motion.

Roll Call Vote: AYES: Chair Beck; Vice Chair Ruder; Commissioners Nakajima, Rojas, Sanderson, Bannister-Lawler and Smith. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

2.3 ACTION ITEMS:

None.

2.4 WORK SESSION ITEMS:

None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES:

Commissioner Nakajima moved a motion to approve the minutes of the January 22, 2019 and February 4, 2019 meeting. Commissioner Lawler seconded. Motion passed 7-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

3.4 DIRECTOR'S REPORT:

Mr. James Reitz gave the update, stating that the Development Code amendments has ran into some hiccups but a draft will be ready to present to the Commission possibly late April.

The Rose Grove appeal will be going forward to City Council decision on March 18, 2019 and has an allotted time of 45 minutes for presentation.

Chair Beck inquired about the dentist office project along Pacific Avenue, and Mr. Reitz updated the Commission on the two projects.

Lastly, Mr. Reitz updated the Commissioners on the Sunset Crossing subdivision and the house designs that will be built there.

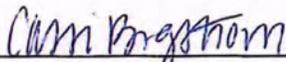
3.5 ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

3.6 ADJOURNMENT:

The meeting was adjourned at 7:50 p.m.

Respectfully submitted by:



Cassi Bergstrom
Planning Commission Coordinator

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MINUTES APPROVED BY THE PAC ON APRIL 13, 2019

Commission Members Present: Linda Taylor, Amy Tracewell, Kathy Broom, Emily Lux, Dana Eytzen, Pat Truax, Kathleen Leatham, Michael Goetzke, Laura Frye.

Excused: Council Liaison Tom Johnston. **Staff Present:** Tom Gamble, Colleen Winters.

Guest(s): Brian Pohl

1. **CALL TO ORDER:** By Dana Eytzen at 5:02 pm.

2. **CITIZEN COMMUNICATION:** N/A

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

- Kathleen motioned to approve February meeting minutes as written, Pat seconded. Motion carried, unanimously.

4. **ADDITIONS/DELETIONS:** Addition: 5C. Photo Contest

5. **DISCUSSION/DECISION ITEMS:**

A. Urban Renewal Agency Presentation: Brian Pohl, Community Development Director, provided an overview of the Urban Renewal Agency and description of tax increment financing. A map detailing the Forest Grove urban renewal boundary was reviewed, with the intent of starting a public arts program within the boundary. There is potential for \$100,000 to support 4-5 public projects, including murals and installation art/sculpture. PAC would potentially support this endeavor by organizing calls for art and reviewing proposals/applications. A resolution must be drafted and this won't be official in any capacity until it is voted on by City Council.

B. Strategic Plan Objectives Update: Art Acquisition-Presented draft plan of the outdoor rotating gallery plan. Short term draft objectives include acquiring and placing three outdoor sculptures of indigenous wildlife within the 357 acres of community "green spaces". Longer range proposals include securing a funding partnership, initiating a call for art, and acquiring a major permanent piece, as well as a rotating gallery.

C. Photo Contest: The Historic Landmarks Board is holding an annual photo contest and is asking if PAC members will assist with judging. Winners could be decided at our May meeting. Discussion: Perhaps a mini-grant application could be submitted to help advertise and encourage more submissions. Copies of the winning photographs could be added to the city collection.

6. **INFORMATION ITEMS:**

A. Finance Report: Reviewed. No significant changes.

B. Foundation Update: A letter that would be given to potential arts foundation board members was reviewed. The letter would serve as an invitation to an informal, informational gathering. Discussed the cost of the event, and the required paperwork filing. Laura moved to allow the foundation subcommittee to proceed with an allotted budget of up to \$1,000 from discretionary funds. Emily seconded. Motion carried, unanimously.

Discussion:

- Initial foundation meeting must adhere to public meeting laws regardless of private/specified invitations.
- Ethics of turning the board selection process over to the initial three board members, and how to create a symbiotic relationship between the foundation and PAC.
- Given the information provided tonight by Brian Pohl, is a foundation still the most appropriate step at this time? Foundation formation vs. PAC fundraising and hiring a grant writer, as well as planning for the possibility of future urban renewal boundary funds. The subcommittee will still complete their scheduled meeting with Stephanie Lommen, and we will discuss this further at our next meeting.

7. COMMISSIONER COMMUNICATIONS:

- Emily-Met with the teacher who is organizing the Cornelius Elementary mural and helped stretch the canvas surface. Volunteer slots are available during the actual painting. Emily is in a group show on Friday featuring portraits at Marilyn Affolter Fine Arts Studio in McMinnville.

8. STAFF COMMUNICATIONS: None.

9. COUNCIL LIAISON COMMUNICATIONS: N/A

10. ADJOURNMENT: Dana Eytzen adjourned the meeting at 6:29 pm.

Respectfully Submitted by Emily Lux.

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CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM

THURSDAY, DECEMBER 20, 2018 – 6:00 P.M.

MEETING MINUTES Approved by Commission on February 28, 2019

CALL TO ORDER: Chair Nieves called the meeting to order at 6:00 PM.

Sustainability Commission Present:

- | | |
|----------------------------------|----------------------|
| Robin Lindsley (arrived 6:12 pm) | Johanna Peeters Weem |
| Brian Schimmel | Ken Cobleigh |
| Tabitha Merten | Amber Nieves |
| Tammy Banek-Rydman | |

Absent, Excused: Fallon Harris, Lily Meeks, Jacob Rose, Kate Grandusky.

Council Liaison: Elena Uhing.

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

Guests: Charlene Murdock, Nana Cardoon.

1. **COMMUNITY COMMUNICATIONS:** None.
2. **CONSENT AGENDA:**
Tabitha moved, seconded by Amber, to approve minutes of November 15, 2018, meeting as presented. With no opposition, minutes were approved as presented.
3. **ADDITIONS/DELETIONS:** Postponed Item #6 until January meeting for full participation and input.
4. **GUEST SPEAKER:** Charlene Murdock presented an update on grain initiatives and Foodways at Nana Cardoon Urban Farm activities:
 - Celebrate Great Grains involved over 600 people; next year’s date, Sept 21, 2019;
 - Classes offered in 2019: CALC 5 classes from January through March funded by donorschoose.org ; Roots & Shoots 3 classes in spring and will be requesting mini-grant from Sustainability Commission; Local Grains with Adelante Mujeres
 - Mentoring new positions and businesses/jobs
 - “What is a Real Tortilla” project with Eric Canon and Greg Kriebel
5. **PLANETCON UPDATE:** Tabitha updated event details and assignments for the Sustainability Commission: Saturday, January 12, 2019, 11 to 2, Polystyrene station. Tabitha is a designated team leader and asked those who are volunteering to sign up on the website. Robin volunteered to staff a table of information for the Commission and local events.
6. **BOARDS & COMMISSIONS REVISIONS DISCUSSION:** Tabled until January meeting.

7. **WORK PLAN for 2019:** After discussion, there was consensus to remove assignment of project leads from the plan. **Amber moved, seconded by Robin, to approve the 2019 Work Plan with revisions for submission to City Council. With all those present voting in favor, motion was approved.**

Homelessness Objective: Brian reviewed the recommendation by the Homelessness subcommittee and asked the Commission to approve presenting the proposal to Council for adding the following Homelessness Objective to the City Council Goals: 1) Develop strategy and recommended code changes regarding temporary shelters and supportive housing; 2) Promote public education, agency synergy and cooperative partnerships; 3) Advocate at the regional and state level toward policies and resources that support local service programs. **Robin moved, seconded by Tammy, that the Commission adopt the recommendation and have Council Liaison Uhing present the Homelessness Objective proposal to City Council. With all those present voting in favor, motion was approved.**

8. **COUNCIL LIAISON:**

Councilor Uhing reported on upcoming meetings and events that would be of interest to the Sustainability Commission including Senators Merkley and Wyden's Town Hall meetings, January 2 and 4; B&C Recognition Dinner, January 17; Point in Time Count, January 23; Annual Town Meeting, January 26; Library Celebrating Diversity event, January 26.

9. **STAFF REPORT:**

Mr. Downey noted the new Program Coordinator started work on December 17 and will be introduced at the next meeting.

10. **FUTURE AGENDA TOPICS AND OTHER ITEMS:**

Amber noted what she planned to present at the B&C Dinner. There was consensus to focus on: 2018 Accomplishments: 1) Public Education Articles, 2) Growing Gardens in Schools, 3) Homelessness; 2019 Priorities: 1) Gardens & School Programs and involvement, 2) Reduce Food Waste with businesses, 3) Relationship with Pacific University. Brian will send Amber a summary of mini-grant expenditures and programs supported.

Next meeting agenda will include a 5 minute update from Johanna on preparations for the April Earth Day Roadside Cleanup Event and 15 minutes to discuss procedure to engage Pacific University on ad-hoc subcommittees as well as laws regarding email use. Ken will prepare the CEP grant application for the Commission to review in February.

Robin noted upcoming Dairy Creek Community Food Web events: Feb 16: Seed Swap at St. Bede church and April 27 & 28: Spring up Plant Sale at Assembly of God parking lot.

11. **ADJOURNMENT:** The meeting was adjourned by consensus at 7:15 p.m.

Respectfully Submitted,

Paul Downey, Director of Administrative Services
City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: February 28, 2019

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A place where families and businesses thrive.

CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM

THURSDAY, FEBRUARY 28, 2019 – 6:00 P.M.

MEETING MINUTES Approved by Commission on March 28, 2019.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:00 PM.

Sustainability Commission Present:

Amber Nieves	Johanna Peeters Weem
Lilly Meek	Fallon Harris
Tabitha Merten	Kenneth Cobleigh
Robin Lindsley	Jacob Rose

Absent, Unexcused: Tammy Banek-Rydman

Council Liaison: Elena Uhing

Staff: Paul Downey, Director of Administrative Services; Elizabeth Stover, Program Coordinator

Guests: Troy Vennewitz, Forest Grove School District; Terry O’Day, Pacific University; Charlene Murdock, Nana Cardoon; Amy Staats, Forest Grove Community School

- 1. ELECT OFFICERS:** Harris nominated Nieves as Chair, Merten seconded. Nieves nominated Harris and Vice Chair, Rose seconded. Unanimous approval for both.
- 2. COMMUNITY COMMUNICATIONS:** None.
- 3. CONSENT AGENDA:** Nieves moved to approve minutes of December 20, 2018, meeting as presented. With no opposition, minutes were approved as presented.
- 4. ADDITIONS/DELETIONS:** No additions or deletions.
- 5. MINI-GRANT PROGRAM REVISION:** Cobleigh discussed raising the grant award from \$500 to \$1000. It was felt that some applications appear to have more impact on the community, and perhaps the Commission can award more grant money to those programs. Having the discretion to increase funding would make the CEP spend more efficient. Commission determined flexibility is already present, but it was decided that the increase will not take place until the next fiscal year.
- 6. MINI-GRANT REQUEST:** Troy Vennewitz, Nutrition Services Director for Forest Grove School District, 1728 Main Street. Vennewitz presented on milk dispensers for schools. Councilor Uhing asked if the bags and cups are plastic. Response: yes, and the bags are recyclable and the cups are washable/reusable.
- 7. MINI-GRANT REQUEST:** Terry O’Day, Pacific University, 2762 Willamina Avenue, Forest Grove. O’Day is seeking a grant to fund building covered bike shelters at Pacific

University. Talent and services have already been secured, as local artisans are donating their skills in the construction of the shelters.

8. **MINI-GRANT REQUEST:** Charlene Murdock (sitting in for Charlie Graham), Nana Cardoon, 2542 NW Willamina Avenue, Forest Grove. Murdock is seeking funds for three visits this spring for their “Exploring Sustainable Food and Our Community” program. Children will have access to bilingual instructors, and will be able to prepare and eat food during these visits.
9. **MINI-GRANT REQUEST:** Amy Staats, Experiential Education Teacher at Forest Grove Community School, 1914 Pacific Avenue. Staats is seeking a grant to purchase a high-efficiency refrigerator and freezer to properly store food for their program.

Commission voted on mini-grants:

- Troy Vennewitz – Nieves moved to accept for \$500, Harris seconded, unanimous approval.
- Terry O’Day – Nieves moved to accept for \$500, Cobleigh seconded, unanimous approval.
- Charlene Murdock – Harris recused, Nieves moved to accept for \$500, Lindsley seconded, unanimous approval.
- Amy Staats – Meek moved to accept for \$500, Harris seconded, unanimous approval.

10. **EARTH DAY EVENT UPDATE:** Update from Peeters Weem – Earth Day Litter Pickup will be April 20, at Lincoln Park. Looking for food sponsors, discussing events and prizes, Program Coordinator to work with City departments on logistics, Commission formed a subcommittee (Nieves, Harris, Merten, Peeters Weem) to discuss details next Thursday, March 8, 2019.

11. CONTINUE DISCUSSION ON BOARDS & COMMISSIONS REVISIONS

DISCUSSION: Councilor Uhing updated Commission regarding the Council’s Goals & Objectives Retreat. Uhing encouraged the Commission members to tour the watershed due to the impact the Commission will have on that Council objective. No vote yet on Boards & Commissions member size and requirements. Approved to remove the Ed position from the Commission. Commission to move forward on current work plan, but it may change in May when Goals & Objectives are finalized.

12. **REVIEW PROCESS FOR AD HOC SUBCOMMITTEES:** Downey and Uhing updated Commission on Council process, discussion, and current/proposed changes to bylaws. Uhing encouraged members to attend Council meetings. Uhing stated preference for individual Boards & Commissions to discuss goals at regularly scheduled Council meetings versus all B/Cs to present at one dinner. Commission members discussed presentations and consensus appeared to be for a Council presentation and a presentation at B/C dinner with time limit enforced.

13. **COUNCIL LIAISON REPORT:** Budget process begins April 4. Forest Grove Library will be celebrating diversity with *Dia de los Ninos* on April 27. Several Councilors will be out for the National League of Cities in Washington, D.C. starting March 10.

14. STAFF REPORT: Downey updated that the budget process starts April 4 with staff review, and a budget informational meeting on April 11. Regularly scheduled budget meetings are May 2, 9, and 16. City will start working on the business food waste and recycling program in late March or early April, and get it through Council by June. Commission will need to review. CEP grant application opened February 29 and closes early April; application needs to be written and reviewed by next Commission meeting, March 28. If Commission needs to contact City staff, please go through the Program Coordinator as the staff liaison. Staff working with a consultant on a solar array project that will likely be located at one of the City's substations.

15. FUTURE AGENDA TOPICS:

- CEP Grant Application, Cobleigh, 7 min.
- Earth Day Litter Pickup, Peeters Weem, 15 min.
- School Garden Report, Harris. Will have a set date for ground-breaking ceremony at Cornelius, 15 min.
- Agenda Work Plan Discussion, Nieves, 15 min. Educate community on Metro's commercial food recycling program.

16. ADJOURNMENT: The meeting was adjourned by consensus at 7:52 p.m.

Respectfully Submitted,
Elizabeth Stover, Program Coordinator
City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: March 28, 2019

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Metro



Metro Update

Forest Grove City Council • Councilor Gonzalez • April 22, 2019

PDF Page 79

New faces

Three new councilors!



Parks and Nature

The future of parks
funding



Garbage and recycling

- Food scraps
- Recycling
- 2030 Regional Waste Plan



Transportation

- A poll of the voters of the region
- People want solutions – that work for everyone
- It's time to invest in our system



Affordable housing

- Committee appointed
- Bonds could be issued soon
- 12,000 people into homes across greater Portland



Fun at Metro Venues

Oregon Zoo Monthly Pub Talks
Tiny House Expo, April 26-28
NW Dance Project, April 25-27



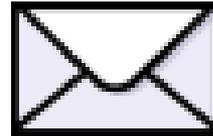
Your questions

Juan Carlos Gonzalez

Metro Councilor, District 4

503-797-1553

juancarlos.gonzalez@oregonmetro.gov



www.oregonmetro.gov/connect



Arts and conference centers
Garbage and recycling
Land and transportation
Oregon Zoo
Parks and nature

[oregonmetro.gov](https://www.oregonmetro.gov)

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A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	53
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

MEETING DATE: *April 22, 2019*

SUBJECT TITLE: *Parks Design and Aquatic Center Needs Study*

ACTION REQUESTED:

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

X all that apply

BACKGROUND: The Parks and Recreation Department has contracted with PLACE Design Studio to develop schematic design services to examine design opportunities for Stites Park, AT Smith Park, and North Lincoln Park. This process will refine the Master Plan for these sites and define development elements for each site. Included in this project will be a facility and water space study for the Aquatic Center. Also, if necessary and following consideration by the Parks and Recreation Commission, the contract may be amended to include a site analysis for a potential park on the East side of Forest Grove.

Staff will be presenting for the City Council the elements and time frame for this project and intended outcomes and deliverables.

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PARK FACILITIES SCHEMATIC DESIGN & WATER SPACE NEEDS STUDY

TOM GAMBLE, DIRECTOR
PARKS & RECREATION

SCOPE OF WORK

The scope of services will include three parks – Lincoln Park, A.T. Smith Property, and Stites Nature Park – and a facility assessment/water space needs study for the Forest Grove Aquatic Center.

A site analysis for an East side park may be added contingent upon discussions with the P/R Commission.

PROJECT KICK-OFF, EXISTING CONDITIONS INVENTORY & ANALYSIS

- Site tours to evaluate the components and condition of the 3 existing park properties.
- Deliverables include:
 - Memo of findings for each park.

AQUATIC CENTER WATER SPACE NEEDS STUDY

- Parking, mechanical systems, pool systems, staff needs.
- Drawings for building and site.
- Deliverables include:
 - Recommendations for pool systems repairs, replacement, or restoration.
 - Existing and proposed program options.
 - Space needs.
 - Three concept site plans, including parking and concept building plans.

PUBLIC ENGAGEMENT

- Plan, lead, and summarize 3 public engagement events.
- Conduct two meetings each with 4 stakeholder and 10 user groups.
- Meet with City Staff TAC 10 times.
- Meet with Parks & Recreation Commission 6 times.

SCHEMATIC DESIGN

- Develop concepts for each of the 3 parks based on the assessments and public outreach input.
- Deliverables include:
 - Schematic Design Submittal for each of the 3 parks.
 - Sections/elevations/illustrations and renderings as needed to describe the project.
 - Written narratives, plant and materials lists.
- PLACE will work with City of Forest Grove to present final projects to City Council.

ORDINANCE NO. 2019-01**ORDINANCE ADOPTING AN UPDATE TO CITY OF FOREST GROVE
2009 ECONOMIC OPPORTUNITIES ANALYSIS AND AMENDING
FOREST GROVE COMPREHENSIVE PLAN; FILE NO. 311-18-000044-PLNG**

WHEREAS, City Council approved Resolution 2010-71 adopting the 2009 Economic Opportunities Analysis (EOA) to support the update to the Forest Grove Comprehensive Plan; and

WHEREAS, An EOA is required for compliance with Statewide Planning Goal 9 (Economic Development) and Oregon Administrative Rules Chapter 660, Division, 9, Section 15; and

WHEREAS, Oregon Administrative Rules directs that cities review, and as necessary, amend their comprehensive plans and provide an economic opportunities analyses describing national, state, regional, and local economic trends and comparing the demand for industrial and other employment uses to the existing supply of such land; and

WHEREAS, an update to the 2009 EOA was prepared by Johnson Economics to provide current and accurate information pertaining to economic trends, economic opportunities, and supply and demand for industrial and other employment uses; and

WHEREAS, the EOA was completed to the satisfaction of the City; and

WHEREAS, the Economic Development Commission considered the EOA update on November 1, 2018, and adopted a motion supporting the findings contained in the EOA update and recommended City Council acceptance; and

WHEREAS, The Oregon Department of Land Conservation and Development (DLCD) reviewed the EOA and provided comments to the City on December 6, 2018; and

WHEREAS, the City revised the EOA update to address DLCD comments; and

WHEREAS, the Planning Commission held a duly-noticed Public Hearing on February 4, 2019, to accept public comment on the EOA update and to consider recommending City Council adoption of the EOA update; and

WHEREAS, the Planning Commission adopted a motion on February 4, 2019, recommending that City Council accept the EOA update and amend the Forest Grove Comprehensive Plan to add the EOA update as an appendix to the Plan.

WHEREAS, City Council held a duly-noticed Public Hearing on April 8, 2019, and continued the Public Hearing to April 22, 2019.

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

Section 1: The City Council hereby adopts the Economic Opportunities Analysis Update dated December 21, 2018, attached as Exhibit A.

Section 2: The City Council hereby amends the Forest Grove Comprehensive Plan to include the EOA update as an appendix to the Plan.

Section 3: The City Council adopts the Planning Commission's findings, attached as Exhibit B.

Section 4: Resolution No. 2010-71 is hereby repealed upon the effective date of this ordinance.

Section 5: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED this 8th day of April, 2019.

PASSED the second reading this 22nd day of April, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2019.

Peter B. Truax, Mayor



**CITY OF FOREST GROVE
ECONOMIC OPPORTUNITIES ANALYSIS
(OREGON STATEWIDE PLANNING GOAL 9)**



**EDITED
DECEMBER 21, 2018
PUBLIC HEARING DRAFT**

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I. INTRODUCTION

This report introduces analytical research presenting an Economic Opportunities Analysis (EOA) for the City of Forest Grove, Oregon.

Cities are required to reconcile estimates of future employment land demand with existing inventories of vacant and redevelopable employment land within the UGB. The principal purpose of the analysis is to provide an adequate land supply for economic development and employment growth. This is intended to be conducted through a linkage of planning for an adequate land supply to infrastructure planning, community involvement and coordination among local governments and the state.

To this end, this report is organized into six primary sections:

- **Economic Trends:** Provides an overview of national, state and local economic trends affecting Forest Grove, including population projections, employment growth, retail trends and a demographic profile.
- **Target Industries:** Analysis of key industry typologies the City should consider targeting as economic opportunities over the planning period.
- **Employment Land Needs:** Examines projected demand for industrial and commercial land based on anticipated employment growth rates by sector.
- **Capacity:** Summarizes the City's inventory of vacant and redevelopable industrial and commercial land (employment land) within the City of Forest Grove's boundary.
- **Reconciliation:** Compares short- and long-term demand for employment land to the existing land inventory to determine the adequacy and appropriateness of capacity over a five and twenty-year horizon.
- **Conclusions:** Summary of findings and policy implications.

The prior Economic Opportunities Analysis for the City of Forest Grove was adopted in 2009. This updated analysis reflects changes in employment, land supply, and macro-economic trends since that time. In 2014, the City has experienced large expansions of the Urban Growth Boundary adjacent to the City, including new employment land. In addition, Urban and Rural Reserves have been established outside of the UGB. This includes 320 acres of urban reserves at the western end of the city. These changes are reflected in the following analysis and inventory of buildable lands.

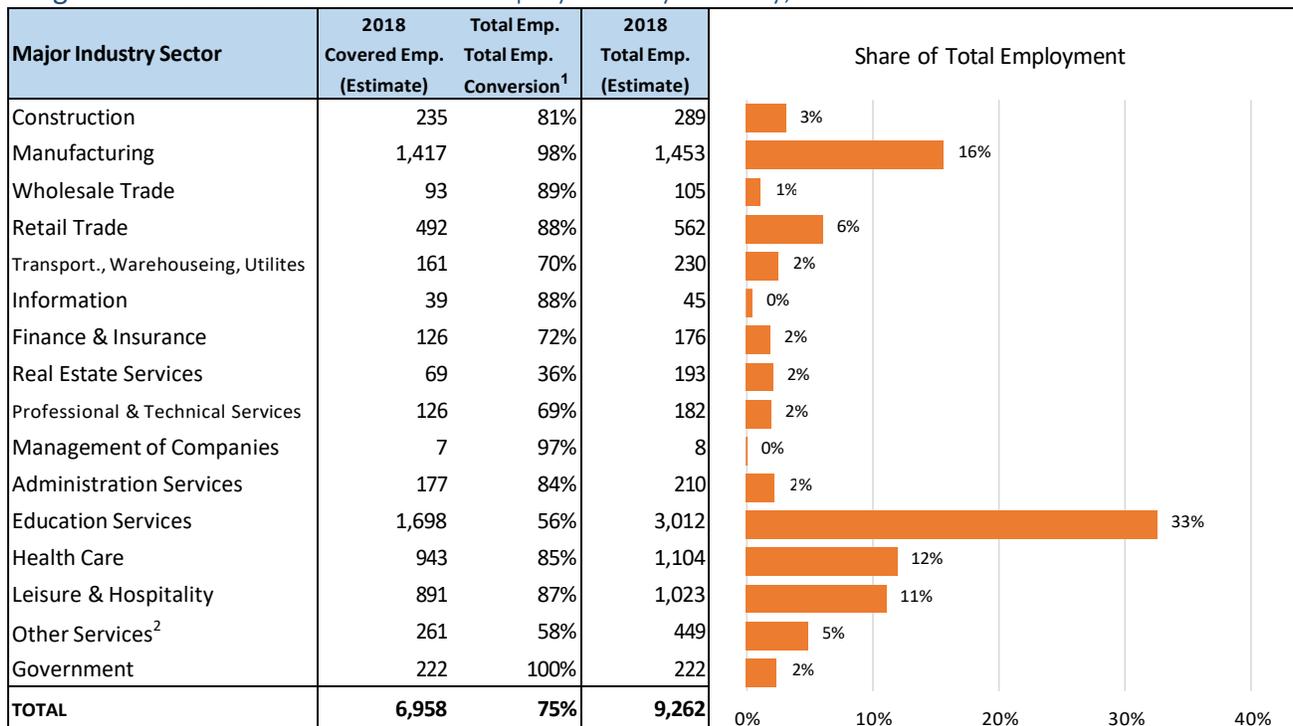
Prepared by:
Johnson Economics LLC
621 SW Alder Avenue, Suite 605
Portland, OR 97205
(503) 295-7832

II. EXECUTIVE SUMMARY

This section presents an overview of key themes and findings presented in this report. More detail on all of these subjects can be found in the following sections.

- The City of Forest Grove is an attractive and growing community, with excellent livability, and a diverse local economy and employment base for a city of its size. Located in western Washington County on the edge of the Portland Metro area, Forest Grove also enjoys inter-relationships with the region, and access to larger markets.
- Since 2000, the annual growth rate in employment in Washington County has exceeded the rate seen in both the state, and the rest of the Metro region. The county has added an estimated 71,500 jobs since 2000, growth of 29%. In Forest Grove, where job growth has been slow but positive, employment grew only 5% since 2000.
- The county accounts for roughly 25% of the total employment in the Portland Metro region, and 16% of the employment in Oregon. The local unemployment rate is consistently lower than the state or national rate.
- In 2018, Forest Grove has an estimated 9,250 local jobs across a range of industries. This data includes “covered employment”, subject to unemployment insurance benefits, as well as an estimate of the “non-covered employment” which includes self-employed people, many small business owners, LLC partners, and other cases. The largest sectors in Forest Grove by employment share are private education services, manufacturing, health care, and leisure and hospitality (food service and tourism).

Figure 2.1: Forest Grove Estimated Employment by Industry, 2018



¹ Bureau of Economic Analysis. Calculated as a five-year average between 2012 and 2016

² "Other Services" includes most personal services not considered retail activity, such as beauty and hair care, repairs, dry cleaning religious services, advocacy, and others.

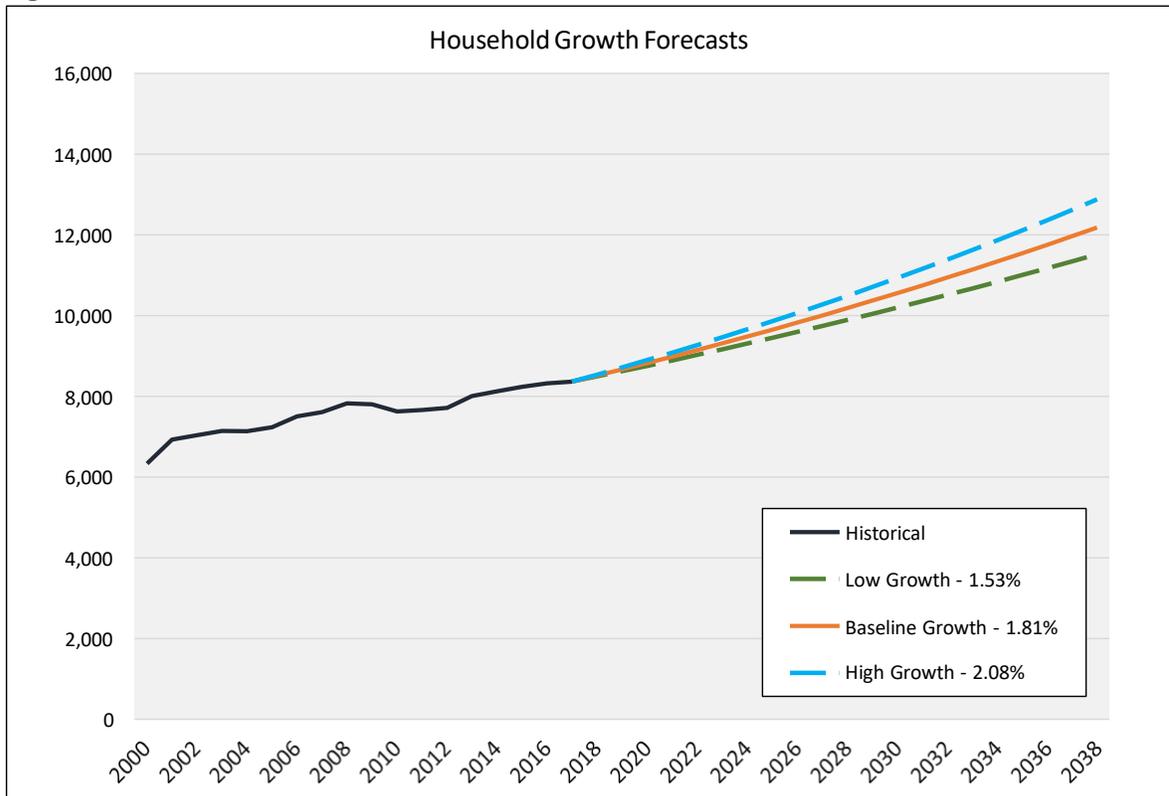
Source: Oregon Employment Department, Johnson Economics

- “Location Quotient” analysis indicates that Forest Grove currently enjoys a greater share of employment in

manufacturing and education and health, in comparison to the county, metro, or national level. Employment in these sectors are 2.5 times higher than the national average. Forest Grove also experiences a higher share of jobs in leisure and hospitality, at 1.25 times the national average.

- Oregon’s largest export industries are categories that are largely favorable to Forest Grove and Washington County in general. These include the products of skilled manufacturing, such as semiconductors and electronic components, as well as agricultural and process food products. Asian countries, led by China have grown rapidly as trade partners since the turn of the century.
- Based on Forest Grove’s current competitive advantages, clustering and locational attributes a number of potential target industries have been identified. These industries are opportunities to grow existing businesses, attract new ones, and encourage new start-ups:
 - Agriculture, Food and Farm Products
 - Tourism and Winery Development
 - Education
 - Retirement Services
 - High Tech
- Since 2000, Forest Grove has grown by nearly 6,000 people (33%), to just under 24,000 people in 2018. Forest Grove is home to an estimated 8,500 households. The growth rate has largely matched that seen in the county. The following figure presents historical growth in households from 2000, and projected growth based on the Metro 2040 forecast. In addition to the forecasted growth rate of 1.81%, the figures presents a range of potential growth scenarios. These forecasts arrive at a range of 11,500 to 12,900 households by 2038.

Figure 2.2: Forest Grove Forecasted Household Growth: 2000 and 2038



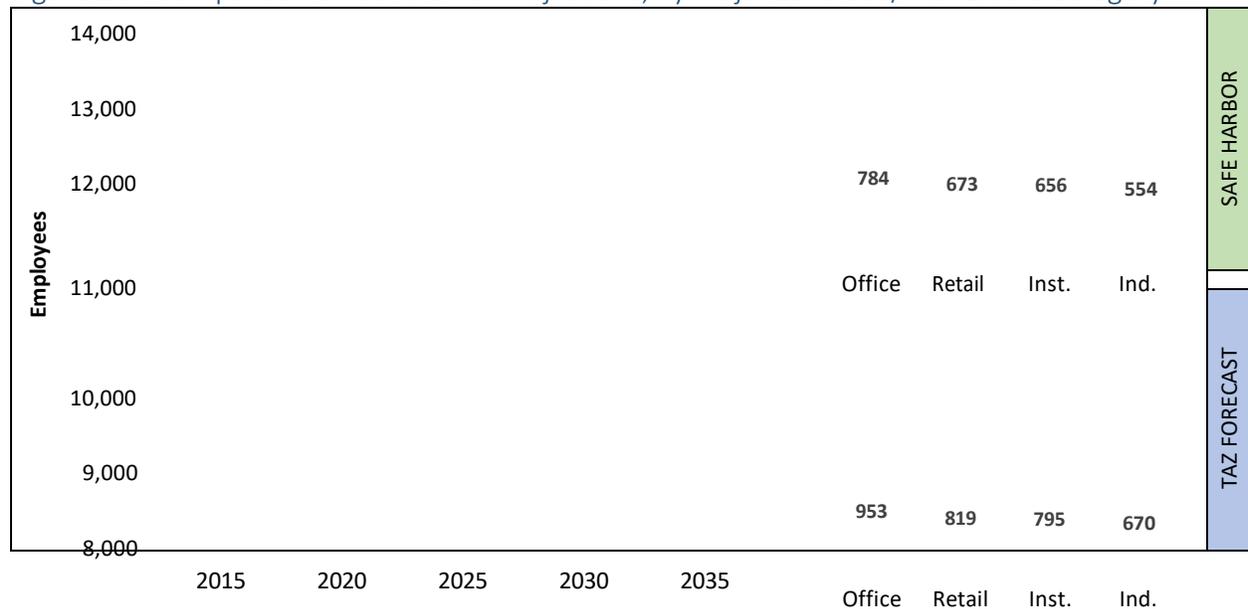
Source: Metro 2040 Distributed Forecast, Johnson Economics

- In the most recent migration data available from the IRS (2015-2016), Washington County saw a net population gain from Multnomah County, and a net population loss to Clackamas, Clark and Yamhill Counties. In fact, more people move out of Washington County to other places in Oregon and Washington State, than migrate from those areas. Net positive migration in recent years is attributable to migrants from other states and abroad.

Projected Land Need (Demand)

- This analysis presents to potential growth scenarios for employment, which impact the projected demand for employment land over the 20-year planning period.
- The first forecast uses the “Safe Harbor” methodology allowed by State Goal 9 statute and associated implementing rules. This approach relies on the most recent regional forecast published by the Oregon Employment Department (OED). The most recent OED forecasts for the Portland Metro area cover the period of 2014 to 2024. This analysis calculates the average annual growth rate for each industry sector from this forecast, and then applies this annual growth rate to the 20-year planning period.
- The second forecast uses a slightly higher projected growth rate derived from Metro’s coordinated urban growth planning. Forest Grove and other metro-area jurisdictions work with Metro to update long-range forecasts of employment and housing by Transportation Area Zone (TAZ). The latest estimates were finalized in mid-2016, in the Metro 2040 Distributed Forecast. This forecast projected an average annual job growth of 1.51% in Forest Grove over the 2015 to 2040 period.
- The two forecast scenarios in this analysis range from 1.3% average annual growth (Safe Harbor) to 1.5% (Metro 2040). 20-year job growth estimates range from 2,665 to 3,237 jobs respectively.

Figure 2.3: Comparison of Job Growth Projections, by Major Land Use/Real Estate Category



Source: Oregon Employment Department, Metro, Johnson Economics

- The projections of future employment are translated into demand for appropriate real estate space, which is then converted into a forecast of demand for employment lands. (See Section V of this report.)
- The employment projections translate to an estimated 20-year need for 186 to 217 acres of employment land to accommodate the job growth. This land need is distributed across major land use categories, but the greatest need is in general commercial land suitable for office or retail uses.

Figure 2.4: Gross Land Need, Reduced Mixed-Use Categories

Use Type	Safe Harbor Forecast		Metro 2040 (TAZ) Forecast		
	5-year	20-year	5-year	20-year	
Industrial Land	9	40	11	48	
Mixed-Use Land	33	146	37	170	
TOTAL ACRES	42	186	48	217	
LOW-HIGH RANGE IN LAND NEED (20-year)					
Industrial Land					
Mixed-Use Land					
	0	50	100	150	200
	Gross Acres of Land Need				

Source: Johnson Economics

Buildable Land Inventory (Supply)

- The Buildable Land Inventory (BLI) used in this model is based on the most current Metro draft BLI dating to March, 2018. This BLI has been reviewed and refined by Johnson Economics to better reflect the realities on the ground, missed by Metro’s more formulaic approach. This local-level review is an anticipated part of Metro’s process. (See Section VI for more discussion of BLI methodology).
- There is an estimated total of 292 acres of buildable, or redevelopable land located in the city. A majority of these buildable acres (275 ac.) are located within the current City boundary. Two large parcels (36.8 ac. & 17 ac.) are located outside of the City boundary, but within the UGB.
- Most available acreage is in areas with Industrial zoning (74%). There is a smaller amount of buildable acreage in Mixed Use¹ zoning.

¹ Metro identifies most of commercial zoning in Forest Grove as having a general classification of “Mixed Use” because it also allows for some amount of residential use in addition to commercial uses. Therefore none of the parcels counted in this land inventory are considered to be “commercial” land, despite many being located in the Community Commercial zone.

Figure 2.5: Summary of Buildable Land Inventory

Land Use	Vacant		Redevelopment		TOTALS	
	Parcels	Acres	Parcels	Acres	Parcels	Acres
Industrial	29	173.2	7	63.9	36	237.1
Mixed Use	6	22.6	5	23.8	396	55.0
TOTALS:	35	195.8	12	87.7	432	292.1
<i>w/i City:</i>	<i>33</i>	<i>178.8</i>	<i>12</i>	<i>87.7</i>	<i>430</i>	<i>275.1</i>
<i>w/i UGB:</i>	<i>2</i>	<i>53.8</i>	<i>0</i>	<i>0.0</i>	<i>2</i>	<i>53.8</i>

Source: Metro, City of Forest Grove, Johnson Economics

Reconciliation of Supply and Demand

- Current buildable land supply is estimated to be sufficient to meet short term needs, but not long term needs.
- Over the 20-year period, the buildable supply does exceed the long term demand. However, this analysis finds that the classification of available land (mostly industrial) is a poorly matched to future employment needs.
- The demand for Mixed Use and/or Commercial lands will exceed the supply of these land categories over the planning period.
- Many of the same types of uses (office and retail) can be suitable to either Commercial or Mixed Use land, so the balance between these two zoning types are somewhat fungible. In other words, some of the estimated demand for new land could be accommodated by new commercial or mixed use land, or a mix.
- This analysis indicates that there may be a significant oversupply of designated industrial land in Forest Grove, and that some of this might be repurposed for other employment uses.

Figure 2.6: Reconciliation of 20-Year Demand and Supply

SAFE HARBOR FORECAST

LAND USE	DEMAND		SUPPLY	Surplus or Deficit	
	Safe Harbor Forecast		Buildable	5-year 20-year	
	5-year	20-year	Acres	5-year	20-year
Industrial Land	9	40	237.1	228	196.75
Mixed-Use Land	33	146	55.0	22	(91.15)
TOTAL:	42	186	292.1	250	105.60

METRO 2040 (TAZ) FORECAST

LAND USE	DEMAND		SUPPLY	Surplus or Deficit	
	Metro 2040 Forecast		Buildable	5-year 20-year	
	5-year	20-year	Acres	5-year	20-year
Industrial Land	11	48	237.1	226	189.16
Mixed-Use Land	37	170	55.0	18	(114.55)
TOTAL:	48	217	292.1	244	74.60

Source: Metro, City of Forest Grove, Johnson Economics

(All subjects are discussed in greater detail in the following report.)

III. ECONOMIC TRENDS

This report section summarizes long and intermediate-term trends at the national, state, and local level that will influence economic conditions in Forest Grove over the 20-year planning period. This section is intended to provide an economic context for growth projections and establish a socioeconomic profile of the community.

Regional Context

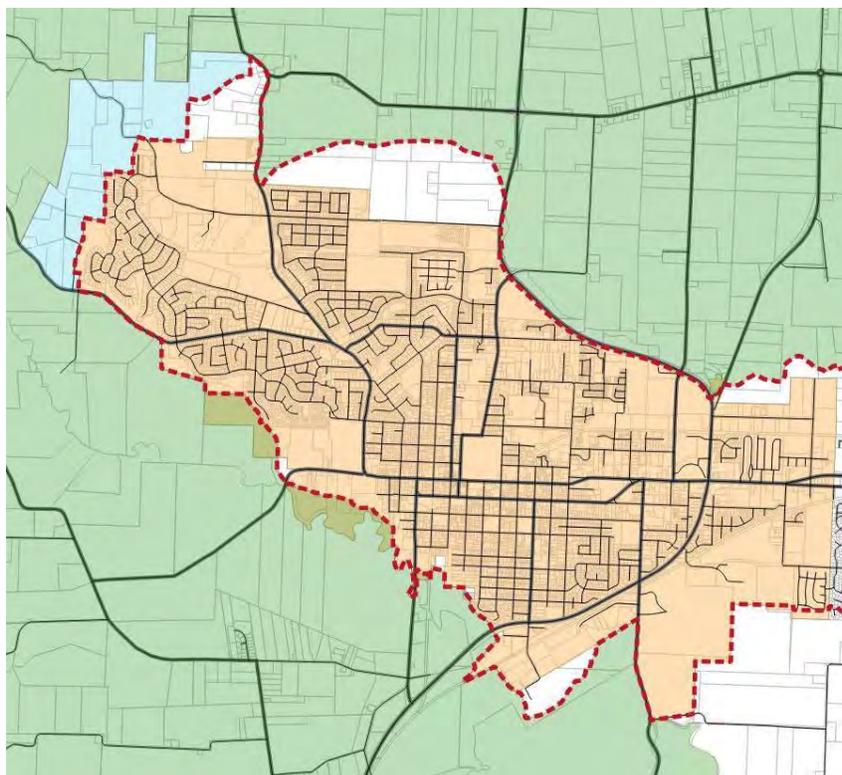
The City of Forest Grove functions in a regional economy that is influenced by broader economic trends and conditions in the Portland Metropolitan area and the nation. This section summarizes anticipated and observed national, state, and local trends and their likely influence on the Forest Grove economy.

Short-Term Trends (0 - 5 Years)

An Economic Opportunities Analysis (EOA) is primarily focused on long-term structural cycles. However, the Portland Metropolitan area is currently exhibiting trends across many metrics that are clearly indicative of structural changes in the regional status quo. Short term trends are easier to discern, as well as more relevant to current economic development needs.

Long-Term Trends (0 - 20 Years)

Economic growth in Forest Grove over the twenty-year planning period will occur in the context of long-term economic and demographic conditions.



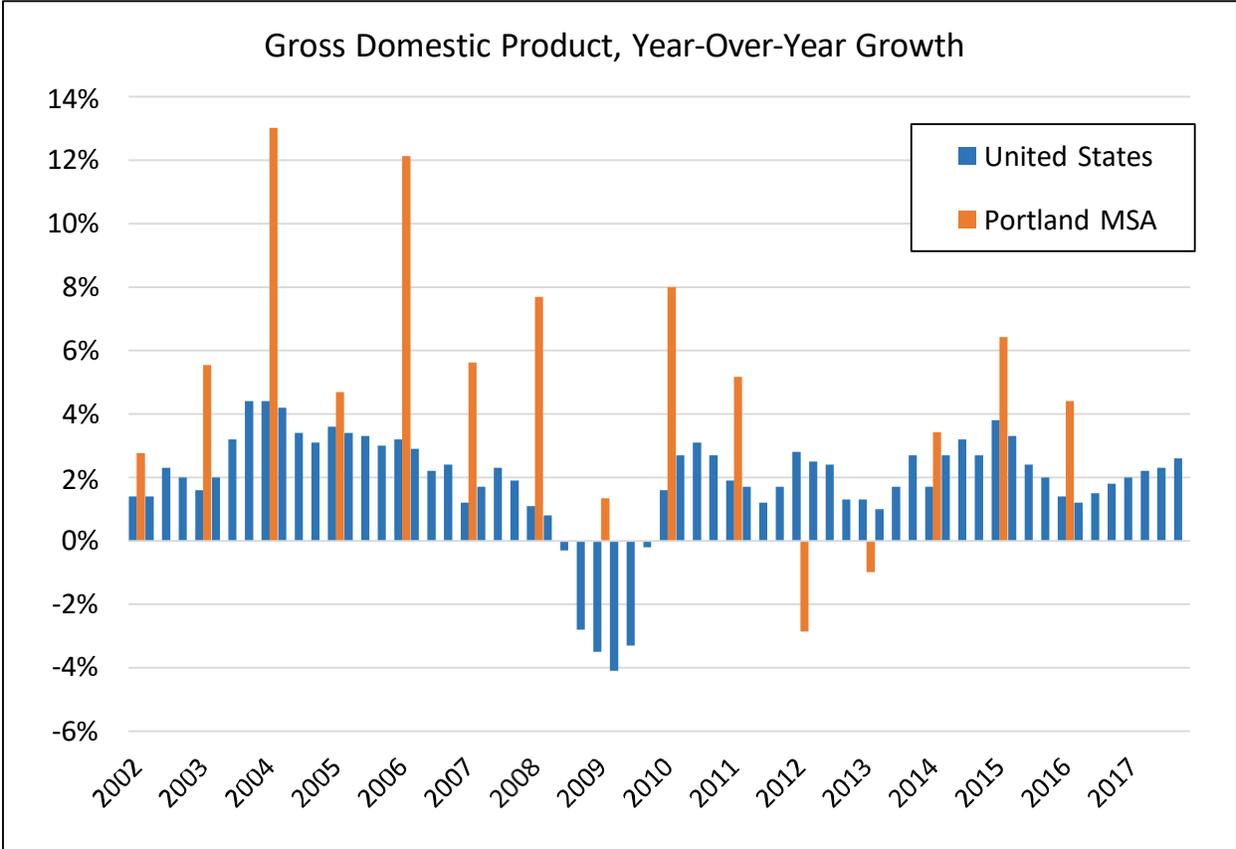
OAR-660-009-0015

The economic opportunities analysis must identify the major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area. This determination is based on local economic development aspirations, grounded in observed national, state, regional, county or local trends. This review of trends is the principal basis for estimating future industrial and other employment uses.

Economic Growth

Nationally, the Great Recession which began at the end of 2007 officially brought six consecutive quarters of negative economic growth in 2008 and early 2009. The depth of and duration of this downturn was the most pronounced since World War II. The recovery and current expansion cycle has been healthy but somewhat modest to date, with credit markets remaining more stringent, businesses and consumers more cautious, and housing construction more muted than prior to the recession. This is despite a recovery that has now lasted nearly a decade.

Figure 3.1: Gross Domestic and Metropolitan Product, 2002 through 2017



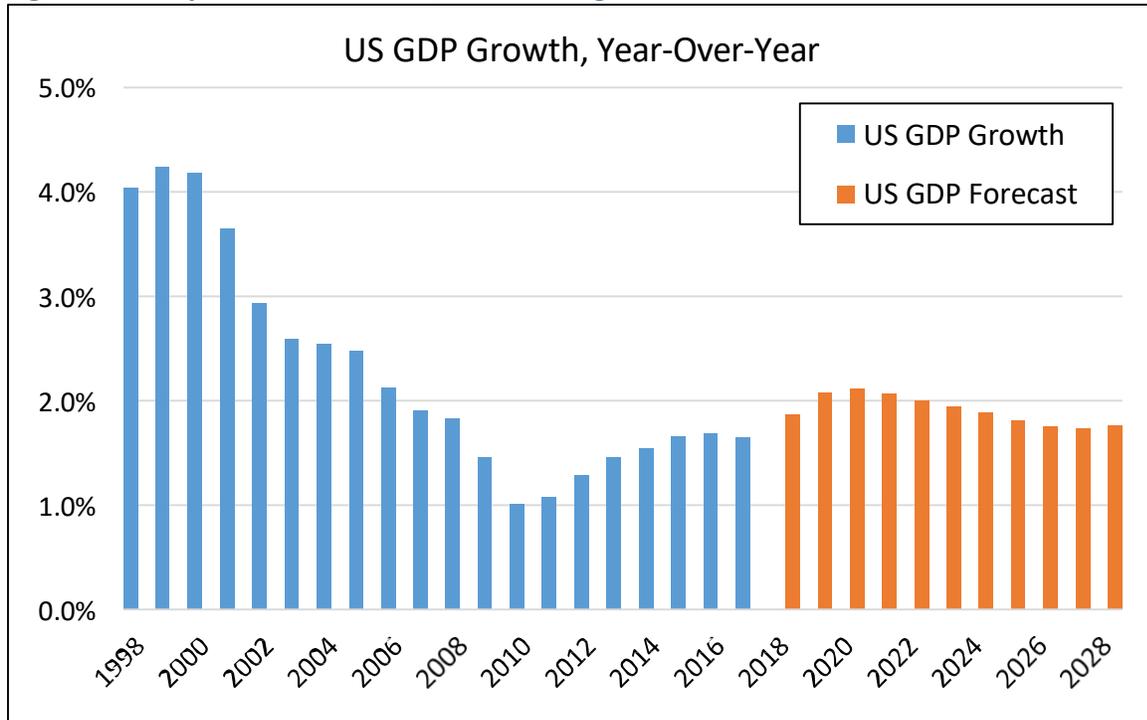
Source: US Bureau of Economic Analysis (BEA)

Recession era declines in output growth were less severe locally, a likely product of a high share of traded sector² industries. Similar to previous cycles, inflection points in economic cycles continue to lag national trends by several years. For example, local negative output occurred in 2012-2013, not 2008-2009. Portland Metro GDP growth tends to outpace the national growth rate, both before and after the recession.

² Traded sector industries are those which sell their products or services outside of the local region, state or country. These industries can grow the local economy by bringing in external wealth, rather than recirculating internal wealth. Also, they may be better buffered from local economic events, but more vulnerable to external economic events.

The Congressional Budget Office (CBO) forecasts that US growth will remain moderate in the 2% range over the near- and long-term, which would be lower growth than experienced in past expansion cycles³. These modest growth levels complicate Federal Reserve decisions on when to raise interest rates and to what degree, and will also tend to slow wage growth.

Figure 3.2: Projected GDP Growth, 1998 through 2028



Source: US Bureau of Economic Analysis (BEA), Congressional Budget Office

Monetary Policy Outlook: The Federal Reserve (The Fed) uses monetary policy to influence business cycles to meet targets for employment and inflation. During the great recession The Fed employed unprecedented measures to stave off a financial crisis and repair economic conditions. The Federal Funds Rate remained near 0% between 2010 and 2015. In the last few years, the Fed has raised the Funds Rate slowly and incrementally but it remains very low by historical standards.

With the current business cycle now in its eighth year, another downturn has become increasingly likely, leaving some economists concerned that very low rates will limit the Fed’s ability to combat another recession by cutting rates.

³ Congressional Budget Office, The 2018 Long-Term Budget Outlook (April 2018)

Impact on Forest Grove:

In the near-term, borrowing costs for local companies will increase over the next several years, as interest rates continue to trend upwards. However, this should occur in the context of continued economic growth. With economic performance in the region typically lagging national trends, Forest Grove should see positive economic growth exceeding national levels through 2020. Continued housing construction and business investment in capacity expansion will lead growth in coming years.

The region will continue to experience the “costs of success” that come with strong growth, including escalating housing costs and tight housing supply, as well as escalating labor costs among shortages of qualified workers. Policies that allow for continued growth in both commercial uses and housing can relieve some of these pressures by ensuring sufficient land supply.

Employment Trends

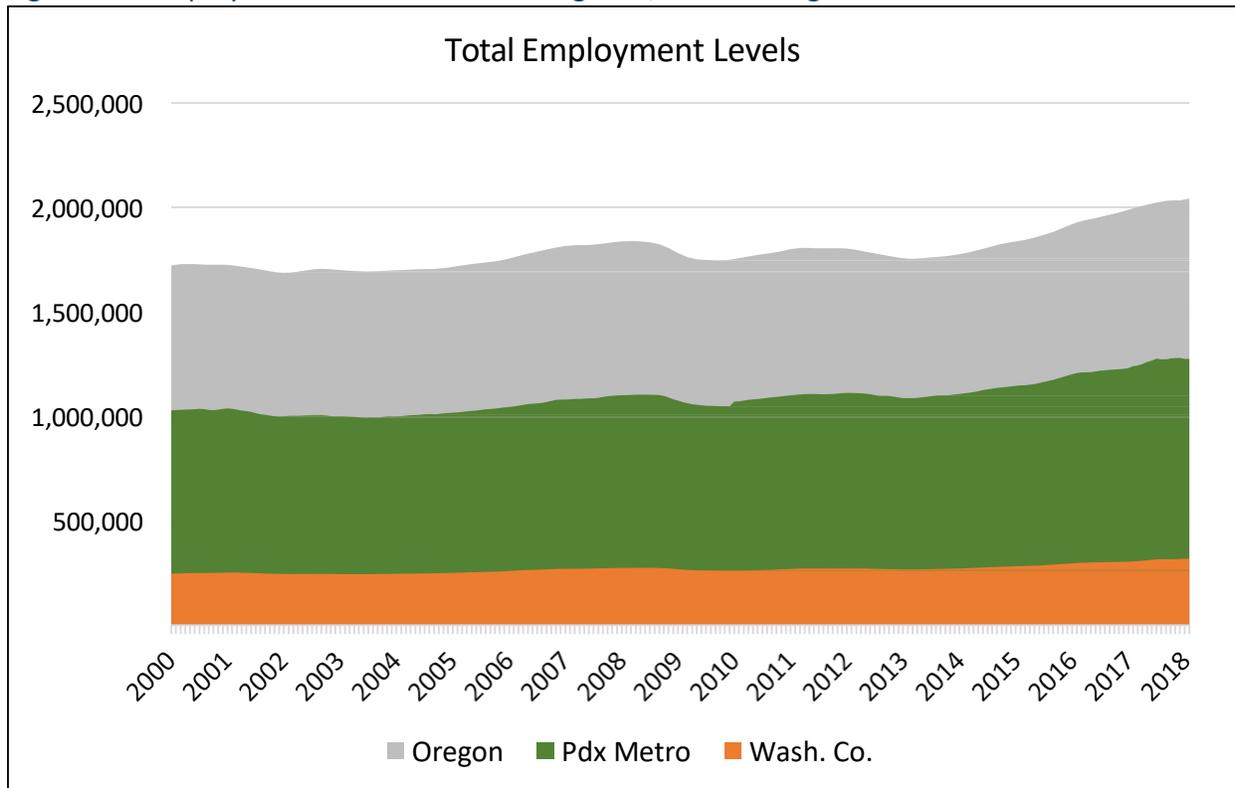
Oregon employment trends since 2000 reflect the general national economic trends including a tech-driven recession early in the century, followed by a period of robust growth led by the housing market, and development. Employment peaked in early 2008 before leveling, and then fell sharply through 2009 as a result of the recession and financial crisis.

Statewide, employment did not surpass the previous high mark until 2015, however growth in the Portland Metro area was faster. The Metro area has led the state out of the recession, with the region regaining its lost employment by 2013, and continuing strong growth since then.

Washington County has added an estimated 43,000 jobs in the last ten years, and 71,500 jobs since 2000 (growth of 16% and 29% respectively). The annual growth rate in employment in Washington County has exceeded the rate seen in both the state, and the rest of the Metro region.

Washington County accounts for roughly 25% of the total employment in the Portland Metro region, and 16% of the employment in Oregon. As discussed more in the following section, Forest Grove accounts for roughly 3% of Washington County’s employment.

Figure 3.3: Employment Levels: State and Regional, 2000 through 2018



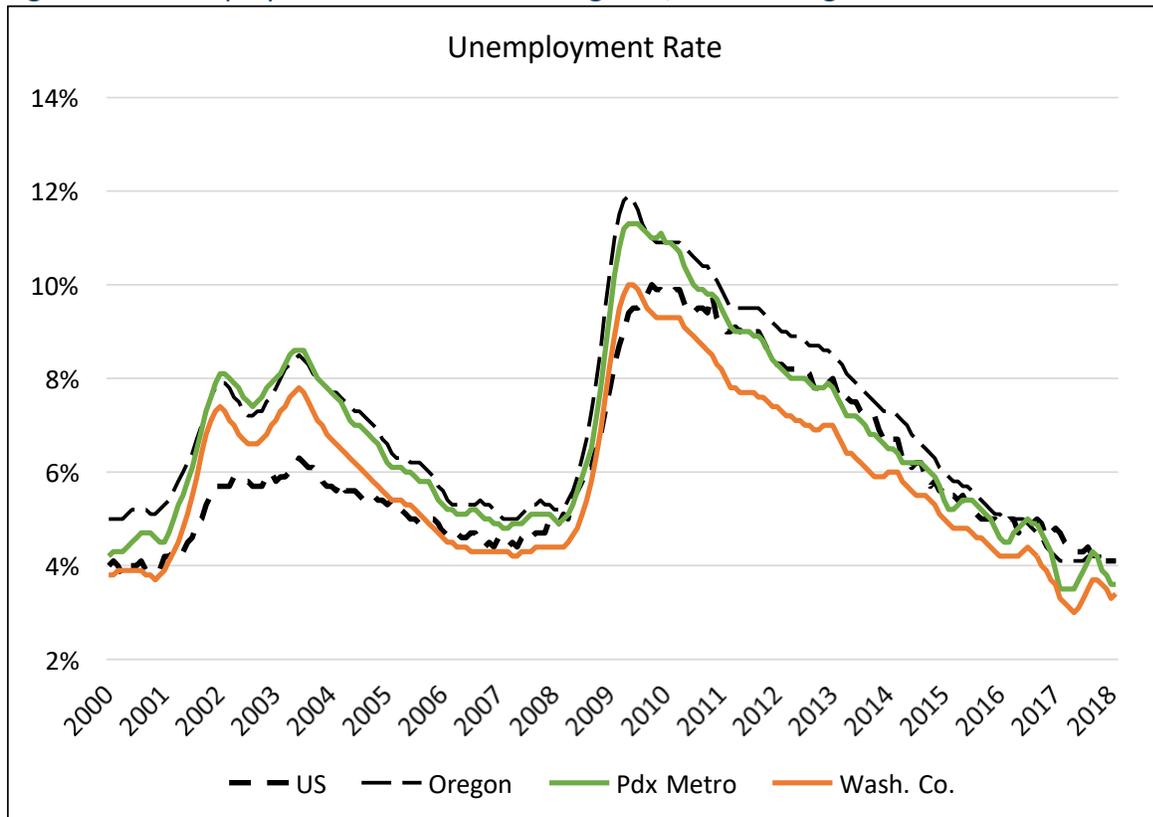
Source: Oregon Employment Department

As expected, the unemployment rate reflects these trends. After a period of elevated unemployment following the recession of the early 2000's, the rate fell until 2008 when it spiked dramatically (see following figure).

Unemployment in Oregon and the Portland Metro region generally, both spiked roughly two percentage points higher than the national average by 2009. However, the Washington County rate remained lower, peaking at roughly 10%.

Since 2009, the unemployment has fallen steadily for nearly a decade. The unemployment rate in Washington County has remained below that of the Metro, state, or nation. While the exact definition of "full employment" and what constitutes a healthy unemployment rate differs, at its current rate of 3.4% it is near historic lows and reflects a very tight labor market.

Figure 3.4: Unemployment Rate: State and Regional, 2000 through 2018



Source: Oregon Employment Department

Impact on Forest Grove:

In the near-term, employment is expected to continue to grow and the labor market is expected to remain very tight, with growing competition for qualified labor for nearly all categories of employers. The duration of this situation will depend on the timing of the next cyclical downturn.

Over the mid- to long-term, such a downturn will surely occur, which would be expected to cause employment levels to stagnate or drop, and unemployment to rise. The positive news is that with current tight conditions, a modest drop-off might serve to return the labor market to more sustainable levels. Over a full 20-year period, multiple up and down economic cycles are to be expected.

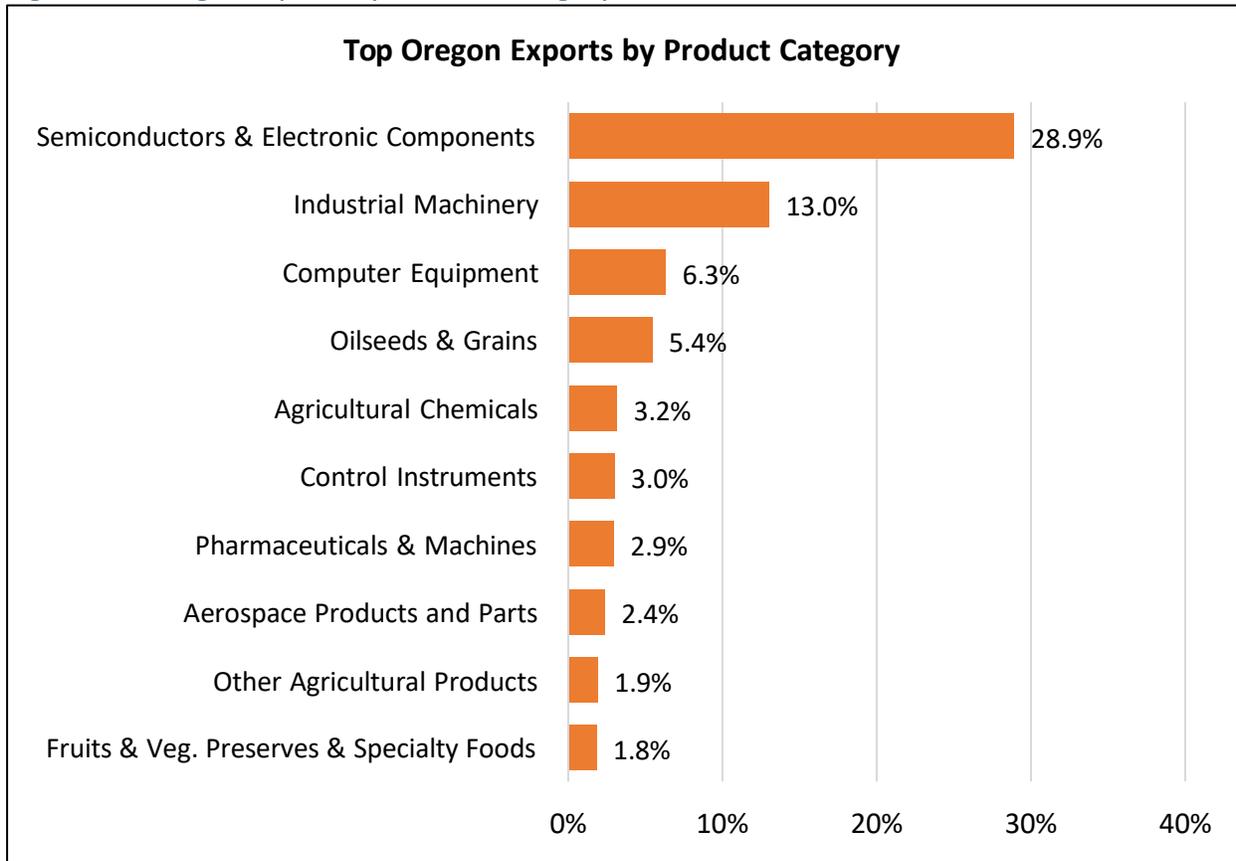
(The local employment cross-section is discussed in more detail in a following section.)

Export Trends

Oregon's Economic health is largely connected to growth in the export market. This is especially true in Washington County, which accounts for a considerable share of Oregon's traded-sector output. In 2017, Oregon's total export value reached over \$21.9 billion, growing 19% over the prior five years.

Nearly 29% of state exports (by value) is in semiconductors and electronic components, an industry in which Washington County leads the state. Other technical products as well as agricultural products are also prominent components of state exports.

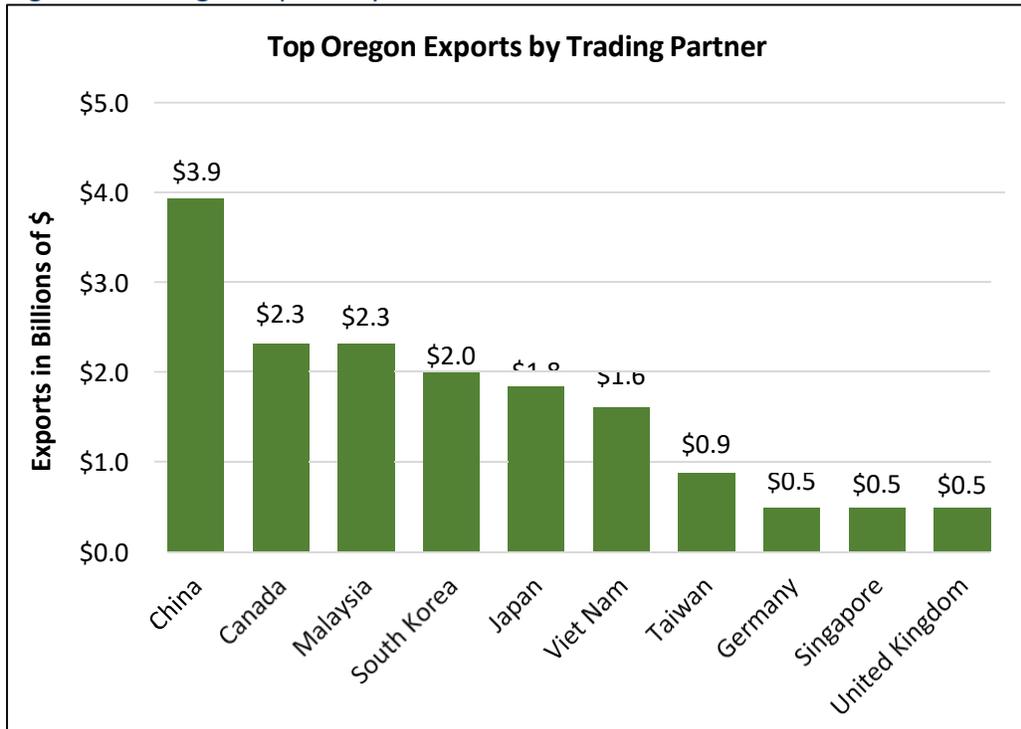
Figure 3.5: Oregon Exports by Product Category: 2017



Source: US Department of Commerce

China receives most Oregon imports by value (\$3.9 billion) followed by Canada, and a number of Asian countries. Over the last decade export growth has been most robust with China (+175%), Malaysia (+114%), and Vietnam (+1,500%). Oregon's exports to Canada have actually decreased somewhat over the decade (-17%). (See following figure.)

Figure 3.6: Oregon Exports by Destination: 2017



Source: US Department of Commerce

Economic development leaders in the region are confident that there is more room for growth. Increasing exports has become a central component of regional economic development strategies. The connection of export growth to job creation is clear; the Oregon Office of Economic Analysis estimates that 90,000 jobs are directly supported by Oregon exports. A key element in the Greater Portland Export Plan is catalyzing under exporting firms, emphasizing creation of global opportunities for small and medium sized firms.

Negotiations were recently concluded for a new Trans-Pacific Partnership, a free-trade agreement with twelve Pacific Rim countries, including seven of Oregon’s top fifteen trading partners. As of 2018, the United States participation in this pact has been shelved or at least delayed by the current administration. Still strong support remains for rejoining the partnership, so this remains a good prospect for the future. Over 31 percent of all Oregon exports are currently with existing FTA partners, an increase of over one-third in ten years. If eventually approved, the TPP agreement could expand Oregon’s export potential markedly.

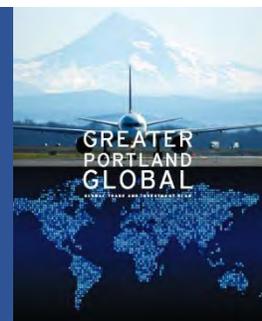
Greater Portland Export Plan (Four Strategies):

- Leverage Primary Exporters
- Catalyze Under Exporters
- Build a Healthy Export Pipeline
- Branding



Greater Portland Global

A joint project between the Brookings Institute and JP Morgan Chase. The plan’s focus is on the interaction of exports and Foreign Direct Investment (FDI). A key finding was that excluding Japan; the region lacks FDI out of Pacific Rim partners.



While many structural conditions are in place to facilitate strong export expansion, prospects for growth are not without risks. Most notably, on-going and reoccurring labor disputes at the Port threaten to undermine certainty for exporting firms in the Oregon market. A long-term resolution and return of shipping business will be necessary for the region to meet its export goals.

The current US political climate has grown more hostile to trade agreements and more favorable to measures such as tariffs which have the potential to trigger reprisals from other countries and significantly impact world trade. This political climate has created significant uncertainty over whether these measures will actually be put in effect, and if so how long they might remain in place. Changes in the strength of the U.S. dollar also impact exports positively or negatively.

Impact on Forest Grove:

The manufacturing economy in Washington County has been, and will continue to be highly reliant on trends across a global marketplace. On the positive side, expanded wealth and purchasing power in emerging markets on the Pacific Rim and Latin America should continue to drive demand for products and services made in the area. However, this reliance goes hand-in-hand with exposure to global instability and volatility.

In the near-term, a stronger dollar will temper export growth, as U.S. products are more expensive to foreign buyers. Political uncertainty over the country's favorability to trade deals has the potential to create major disruptions in the short to mid-term, but may not materialize. In the long-term, structural conditions and economic development initiatives are in place for continued export growth.

The region continues to grow robustly on measures positive for the export economy including a modern, educated workforce, and continued preservation of agricultural lands, which support agricultural exports and food processing industries.

Demographic Trends

In terms of absolute numbers, the Portland Metro area has been the center of growth in population and households for decades. The region has seen the earliest and strongest economic recovery from the recent recession, and offers the greatest diversity of new opportunity for potential new arrivals. Since 2000, the four-county Portland Metro region (including Clark County) has grown by nearly 500,000 people, to 2.28 million people. This is over 27% growth since 2000 and over 60% growth since 1990.

Washington County represents 26% of region's population, at 596,000 people. It has added over 150,000 people, or 34% of its population since 2000. It was the fastest growing of the three Oregon counties during that period, and lagged just behind Clark County in growth rate.

Since 2000, Forest Grove has grown by nearly 6,000 people (33%), to 23,500 people in 2017. The City represents 4% of the county's population, and 1% of the Metro area.

(All figures courtesy of Portland State University Population Research Center.)

Figure 3.7: Forest Grove Household Trends & Short-Term Projections: 2000 - 2023

POPULATION, HOUSEHOLDS, FAMILIES, AND YEAR-ROUND HOUSING UNITS						
	2000 (Census)	2010 (Census)	2018 (Est.)	Growth Rate 10-18	2023 (Proj.)	Growth Rate 18-23
Population	17,830	21,130	23,980	1.6%	26,225	1.8%
Households	6,336	7,628	8,514	1.4%	9,311	1.8%
Families	4,128	4,909	5,479	1.4%	5,992	1.8%
Housing Units	6,702	7,845	8,920	1.6%	9,755	1.8%
Household Size	2.64	2.77	2.82	0.2%	2.82	0.0%
PER CAPITA AND AVERAGE HOUSEHOLD INCOME						
	2000 (Census)	2010 (ACS)	2018 (Est.)	Growth Rate 10-18	2023 (Proj.)	Growth Rate 18-23
Median HH (\$)	\$40,296	\$47,296	\$54,437	1.8%	\$59,438	1.8%
Average HH (\$)	\$48,231	\$60,310	\$70,142	1.9%	\$77,084	1.9%

Source: US Census, PSU Population Research Center, Metro, Johnson Economics

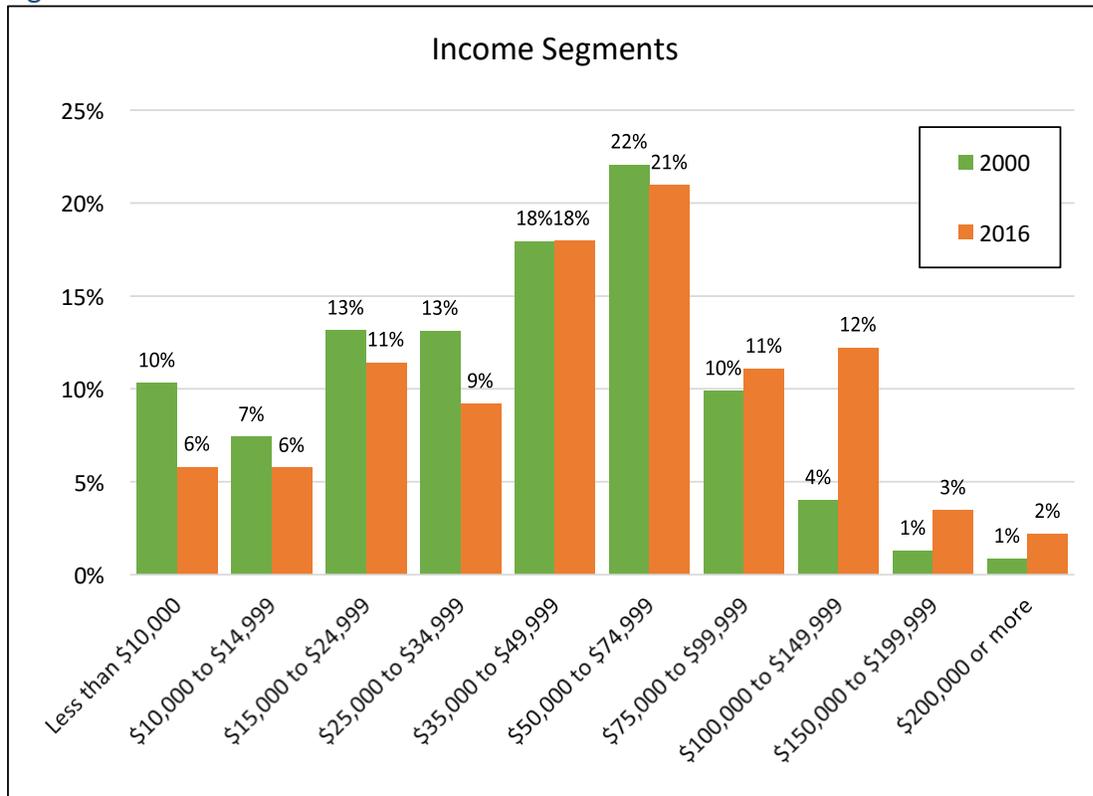
Population and Households

- As of 2018, Forest Grove is estimated to approach 24,000 people, making it the 24th largest city in Oregon.
- Forest Grove is home to an estimated 8,500 households in 2018. The percentage of families declined slightly since 2000 from 65% to 64% of all households. This is lower than the Washington County figure of 67% family households, and higher than the state’s 63%.
- The Census estimates that Forest Grove’s average household size has actually increased since 2000, from 2.6 to 2.8. This is smaller than the county average of 3.1 but larger than the statewide average of 2.5.

Income Levels

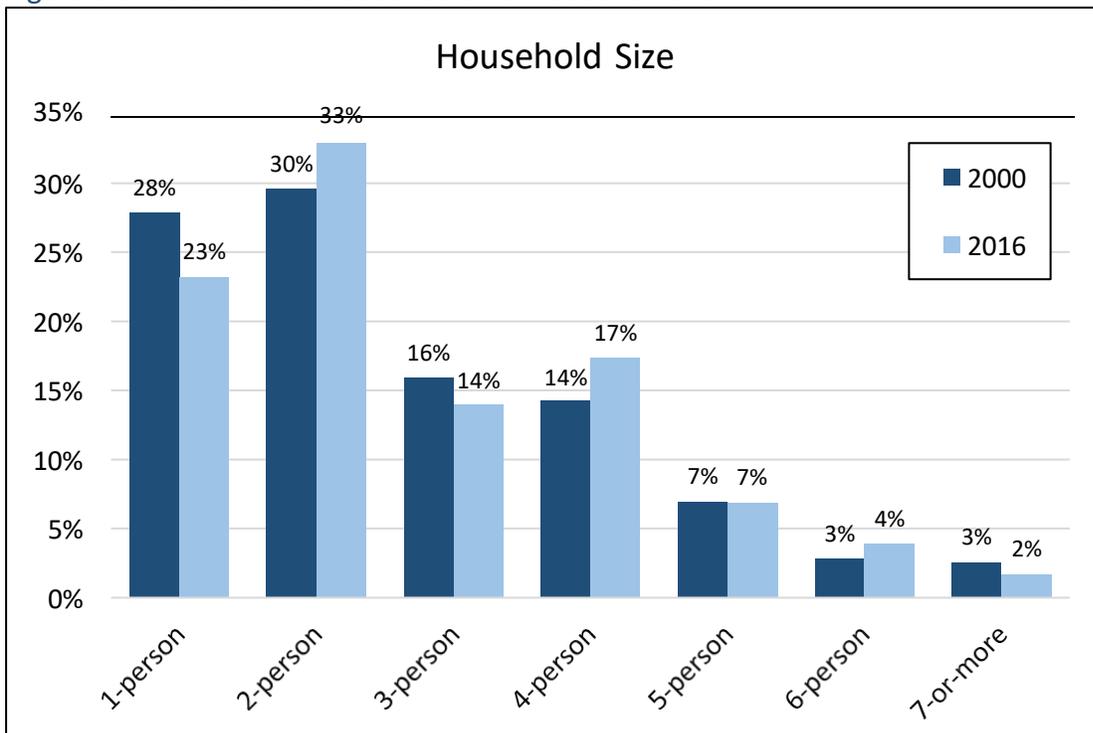
- Forest Grove’s median household income was \$47,300 in 2010. This was 32% lower than the median income found in the county (\$62,500).
- Median income has grown an estimated 35% between 2000 and 2018.
- Figure 2 shows the distribution of households by income in 2000 and 2016 according to the US Census’ American Community Survey. The largest single income cohort is those households earning between \$50k and \$75k, at 21% of households. 50% of households earn less than this, while 29% of households earn \$75k or more per year.
- 23% of households earn \$25k or less, down from 31% of households in 2000.

Figure 3.8: Forest Grove Household Income Cohorts: 2000 and 2016



Source: US Census, American Community Survey, Johnson Economics

Figure 3.9: Forest Grove Household Size: 2000 and 2016



Source: US Census, American Community Survey, Johnson Economics

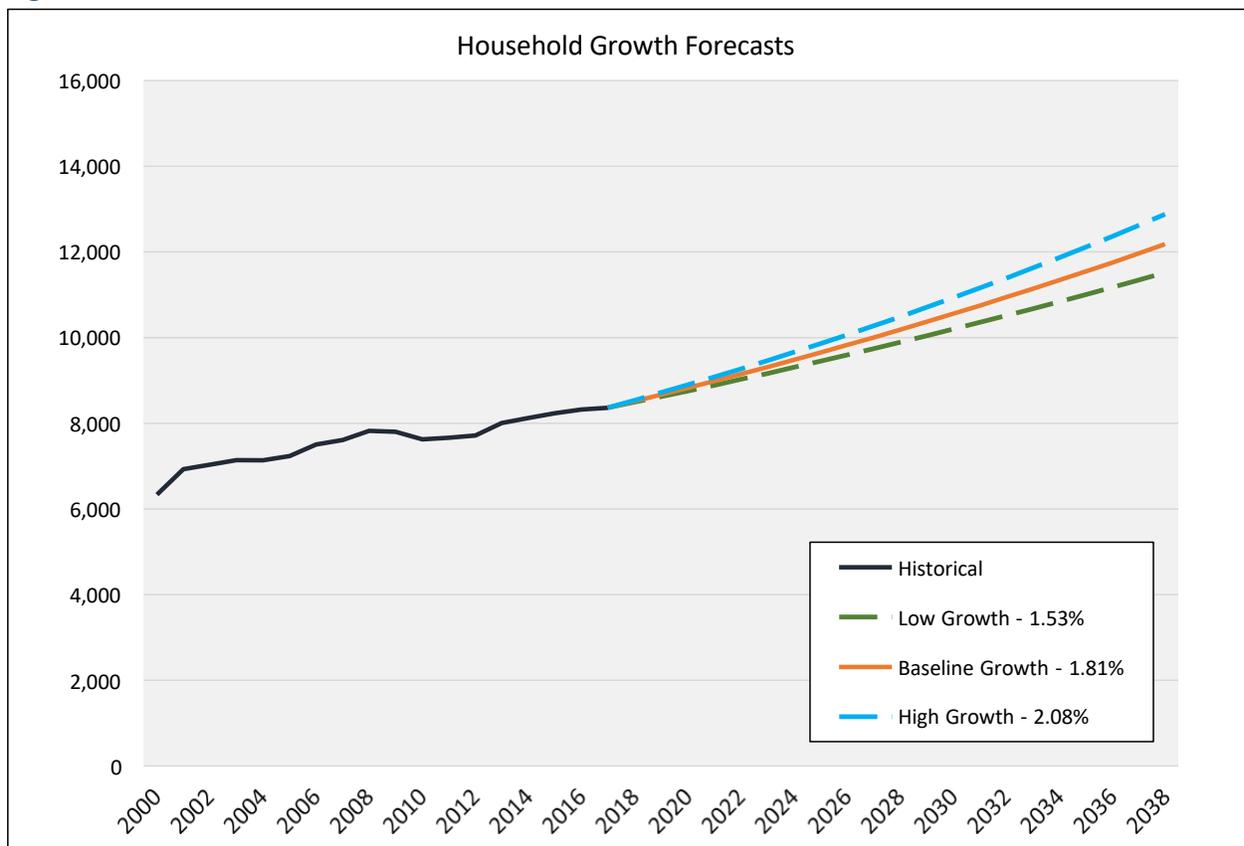
Household Growth Projections

Metro regional government periodically prepares household growth forecasts for the member jurisdictions across the region, including Forest Grove. The latest forecast dates to 2016, and is the Metro 2040 Distributed Forecast.

- The Metro 2040 forecast projected Forest Grove growing from an estimated 8,432 households in 2015 to an estimated 13,190 households by 2040. This is a growth rate of 1.81% over that period.

The following figure presents historical growth in households from 2000, and projected growth based on the Metro 2040 forecast. The forecast extends over the 20-year period of this analysis, to 2038. In addition to the forecasted growth rate of 1.81%, the figures presents a range of potential growth scenarios, assuming that the annual growth rate may end up being 15% higher or lower than the forecast. These forecasts arrive at a range of 11,515 to 12,876 households by 2038.

Figure 3.10: Forest Grove Forecasted Household Growth: 2000 and 2038



Source: Metro 2040 Distributed Forecast, Johnson Economics

Impact on Forest Grove:

The forecasted growth rate of 1.81% would represent an acceleration of the growth rate over recent years. Household growth is an important driver of economic activity including in the construction, services and shopping sectors. Forest Grove can anticipate continued growth and the need to serve more of the needs of households locally, rather than traveling for daily needs.

Anticipated Demographic Shifts

Aging of the Workforce: The aging of the Baby Boomers into their retirement years will perhaps be the greatest challenge to the U.S. economy over the planning period. By 2035 the share of the population age 65 and older will balloon to 21 percent, up from 14.5 percent today. The effects of this condition will be a decline in labor force participation, an increase in federal liability for health care services, and an increased need for replacement workers.

Millennial Generation: Millennials are now the largest demographic segment in the United States, comprising 27% of all residents and an even greater share of net-migrants. Leading into and during the Great Recession, this cohort faced a woeful labor market. Many opted to enter or continue post-secondary education, at which point the college enrollment rate for 18-24 year olds rose from 37 to 42 percent. The younger cohorts moving to the Portland Metro area tend to have higher educational attainment on average than existing residents, supporting a high-skilled workforce.

Labor Force Participation: The aging of the labor force as well as generational preferences are putting downward pressure on the labor force participation (LFP) rate. This rate measures the share of the working age population that is employed or is actively seeking work. In 2016 Oregon's rate of 63% was rebounding somewhat after hitting the lowest level on record in 2015. The "participation gap" is the difference between actual LFP and where LFP should be given underlying demographics. Currently this gap remains large despite the economic recovery, structurally reducing potential employment in the economy.

Immigrant Labor: Currently, the national political climate is shifting to the detriment of immigration of both low- and high-skilled workers from foreign countries. Increased enforcement and unwelcoming rhetoric has reduced migration from Latin America over the past year, and created trepidation and uncertainty among some current residents about their status in this country. In addition, there is currently discussion of reducing or restricting visa programs for highly skilled workers of the type used in many high tech industries.

Impact on Forest Grove:

Companies in Forest Grove may have increasing difficulty finding trained labor due to the aging of the workforce and falling labor force participation. Good migration will be necessary to meet future needs of local industries. Difficulty finding labor may accelerate investments in capital to replace labor. The economy overall is at greater risk of performing below potential.

Reduced migration may have an outsized impact on Washington County due to the importance of both agriculture and the high tech sector. The scale and impacts of measures to reduce immigration have yet to be determined, and may prove temporary, if reversed by future administrations.

Washington County, including Forest Grove has the benefit of attracting younger households, and offering high tech industries that offer good jobs to high skilled workers and those with the most up-to-date education. For these reasons, the county should remain an attractive destination for younger workers who can help counteract these trends. Forest Grove also has the benefit of a local university that provides a steady stream of young educated workers who can be recruited to remain in the community.

Household Migration

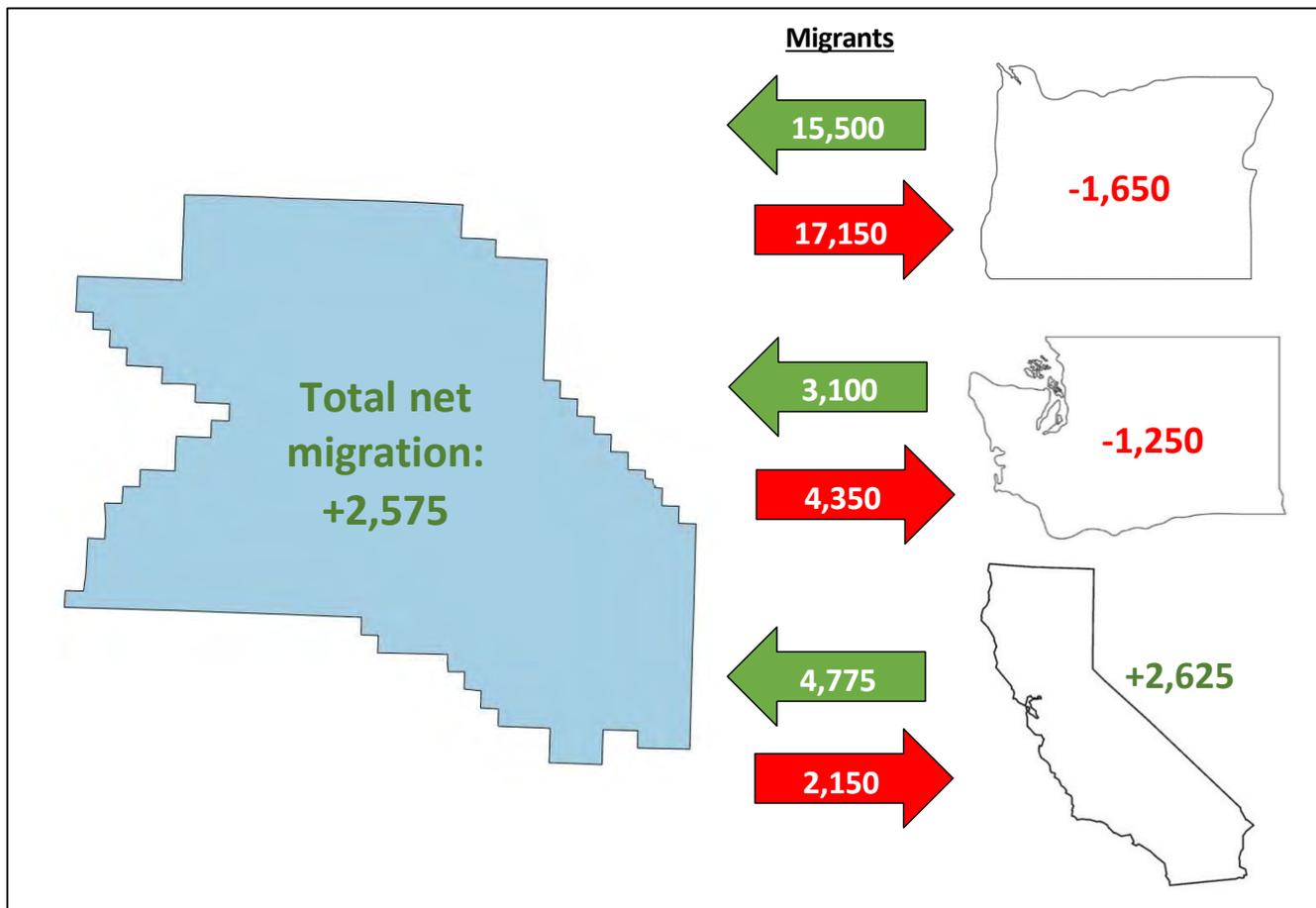
The Portland Metro area is a magnet for migrants from other major markets and abroad, with most new residents landing in Multnomah or Washington Counties to begin their new lives. However, many residents eventually transition to outlying cities.

Since 2010, Washington County has accounted for 35 percent of new migrants to the region and over 17 percent of all net-new migrants to the state of Oregon.

In the most recent migration data available from the IRS (2015-2016), Washington County saw a net population gain from Multnomah County, but a net population loss to Clackamas, Clark and Yamhill Counties. In fact, more people move out of Washington County to other places in Oregon and Washington State, than migrate from those areas (see following figure). The county does however see a strong influx of migrants from Benton and Lane Counties, likely driven by graduating students of the major state universities.

Net positive migration in recent years is attributable to migrants from other states and abroad. California is the largest contributor of new residents, followed by Arizona, Texas, and Nevada.

Figure 3.11: Washington County Migration Flows: 2015 - 2016

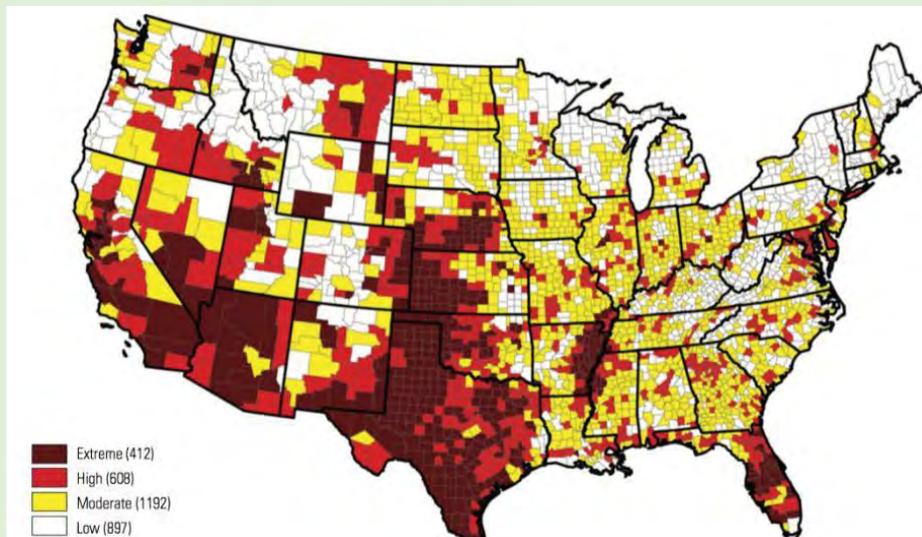


Source: Internal Revenue Service, Johnson Economics

The Pacific Northwest: A Climate Refuge?

Continued in-migration from other states will maintain sustained growth in population and labor force locally. Long-term, an acceleration of net-migration rates is increasingly likely in the context of water resource constraints in the U.S South and Southwest. The Pacific Northwest, and more specifically the Willamette Valley is among the only regions in the United States with an overall low risk of future water resource constraints. The ability of population centers in the South and Southwest to accommodate projected population growth and maintain livability standards is questionable, with proximate high resource areas like Oregon being a likely outlet to accommodate future growth.

Water Supply Sustainability Risk, 2010 through 2050



Source: Natural Resource Defense Council (2010)

Impact on Forest Grove:

A history of strong net-migration coupled with a rosy outlook is indicative that migration-driven population growth is likely to continue throughout the planning period. This is a positive sign for industries that derive a significant share of their support from the local population base. This includes health care, retail, food services, education, financial services, housing construction, and most of the other services sector.

Multnomah County has also exhibited a doubling of its migration rate in recent years. Given the systematic relationship of flows from Multnomah to Washington County, Forest Grove may be due for a stronger influx of inter-region migrants over the next five years.

IV. LOCAL EMPLOYMENT & TARGET INDUSTRIES

Sound economies are often organized around a healthy set of industry clusters—similar and related businesses and industries that are mutually supportive, regionally competitive, attract capital investment, and encourage entrepreneurship. In his pioneering book “The Competitive Advantage of Nations”, Harvard Professor Michael Porter defines clusters as “geographic concentrations of inter-connected companies and institutions working in a common industry”. As an economic development strategy, specific clusters are targeted, and emerge, when a particular geography holds an innate competitive advantage in that industry—whether it is natural resources, human capital, political policies, or geography. For example, Oregon’s oldest industries—namely forestry and agriculture, emerged from physical and environmental attributes and access to shipping and distribution networks. In turn, these industries spawned interrelated clusters that include Food Processing & Manufacturing, Wood Product Manufacturing, Wholesale & Distribution, Machinery Manufacturing, and host of other industries.

With shared ideas, concepts, and competition, knowledge spill-over within clusters encourages secondary effects—innovation, the creation of start-ups and spin-off industries, and opportunities for suppliers, manufacturers, and customers. In turn, effects from job creation and wages support tertiary effects such as retail, services, construction, housing and institutional industries.

In light of the baseline economic analysis above, Johnson Economics reviewed Oregon Employment Department ES-202 employment data for the City of Forest Grove to determine industries and industry clusters in which the local economy is both regionally competitive and/or has growth potential. We have identified industry clusters with an existing competitive presence in Forest Grove and potentially emerging clusters. Identified targeted industries are evaluated in greater detail below.

Local Employment Trends

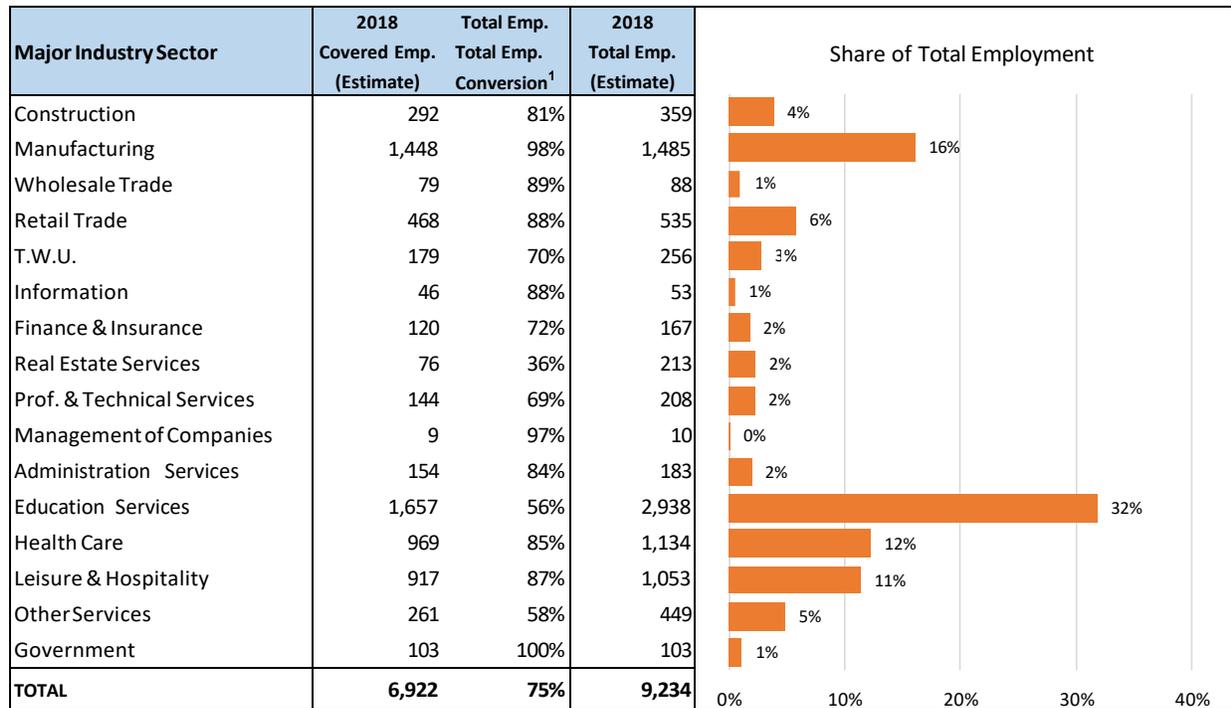
In 2018, Forest Grove has an estimated 9,250 local jobs across a range of industries. Employment is estimated based on 2016 QCEW data from the State of Oregon. This data includes “covered employment”, or jobs with covered wages, subject to unemployment insurance benefits. This is combined with an estimate of the “non-covered employment” which includes self-employed people, many small business owners, LLC partners, and other cases. (Methodology is further discussed in Section V of this report.) Forest Grove represent 3% of employment in Washington County, which is close but slightly less than the 4% share of the county population who live in the community.

Employment Growth: Employment levels in Forest Grove have been remarkably stable since 2000, according to US Census and BEA data. While the specific firms, and employment by industry have shifted, the overall number of jobs grew just 5% over the period from 2002 – 2015 (the largest span available from this Census data set). This is an annual growth rate of 0.4% in jobs, compared to a population growth rate of roughly 1.5% over this period. This average rate was greatly impacted by the recession and economic downturn in the 2008-2010 period.

Since peaking previously in 2007, employment fell sharply during the recession in keeping with national trends. After bottoming in 2010, local employment has rebounded by an estimated 11%, and surpassed the previous peak in 2015.

Figure 4.1 presents the estimated employment profile in Forest Grove by industry sector. The largest sectors by employment share are private education services, manufacturing, health care, and leisure and hospitality (food service and tourism).

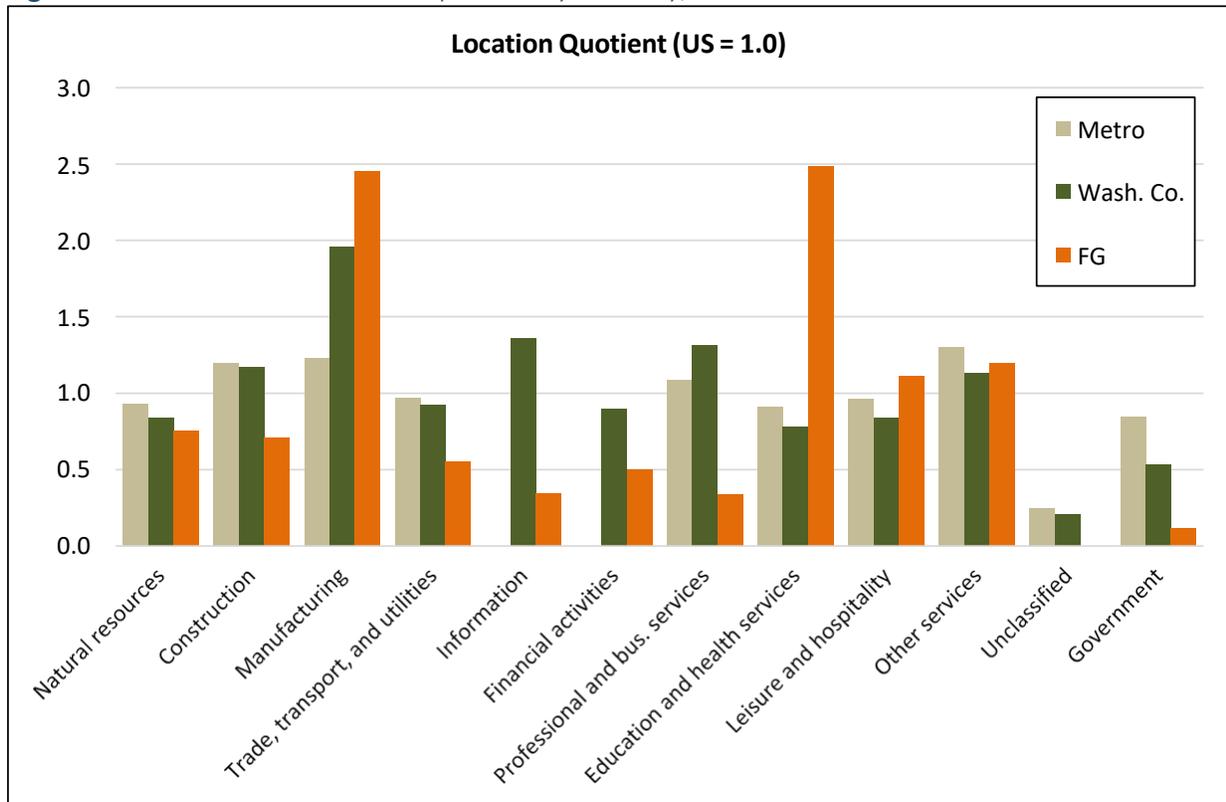
Figure 4.1: Forest Grove Estimated Employment by Industry, 2018



¹ Bureau of Economic Analysis. Calculated as a five-year average between 2012 and 2016

Source: Oregon Employment Department, Johnson Economics

Figure 4.2: Location Quotient Comparison by Industry, 2018



Source: Bureau of Labor Statistics, Oregon Employment Department, Johnson Economics

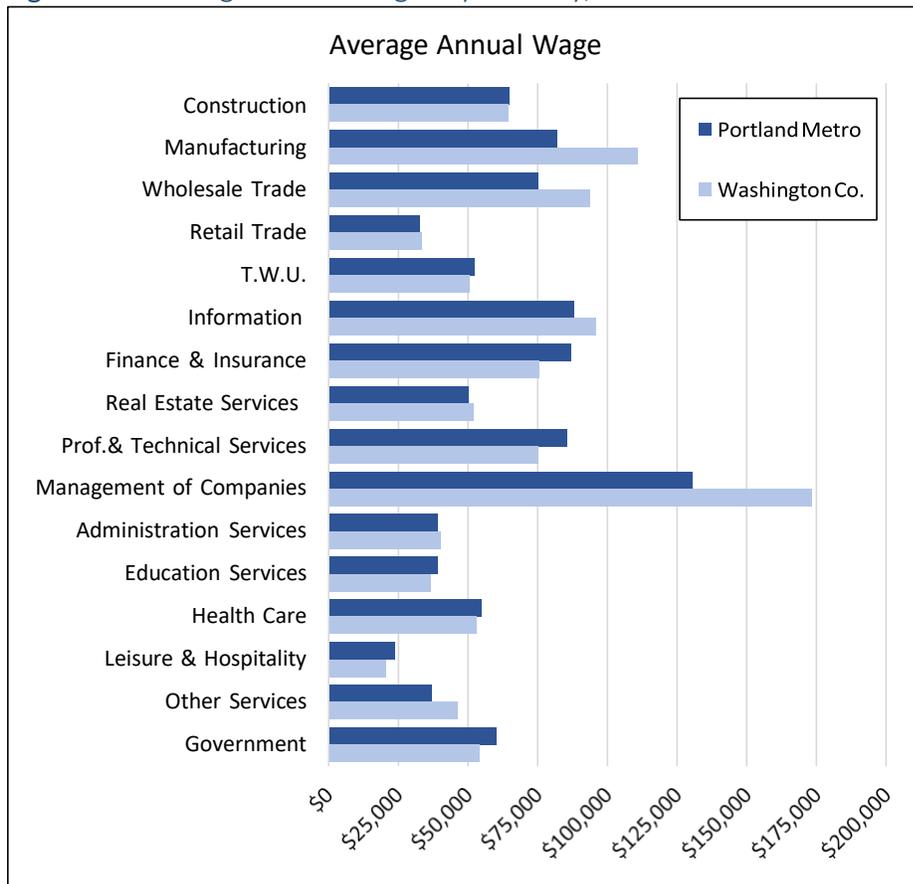
Location Quotient: Figure 4.2 (previous page) presents a comparison of “location quotient” (LQ) of various industry categories. LQ presents a measure of the prevalence of a given industry in a smaller geography, in comparison to how prevalent that industry is nationally. LQ is an indicator of what sectors may be particularly strong or weak in a given locality.

All industry categories are assumed to have a quotient of 1.0 on the national level, and a locality’s quotient indicates if the local share of employment in a given industry is greater or less than the share seen nationwide. For instance, a quotient of 2.0 indicates that locally, that industry represents twice the share of total employment as seen nationwide. A quotient of 0.5 indicates that the local industry has half the expected employment.

As Figure 4.2 shows, Forest Grove currently enjoys a greater share of employment in manufacturing and education and health, in comparison to the county, metro, or national level. Employment in these sectors are 2.5 times higher than the national average. Forest Grove also experiences a higher share of jobs in leisure and hospitality, with an LQ of 1.25. In most other categories, Forest Grove has a lower share of employment than the comparisons.

Average Wages: Figure 4.3 shows the average wages in the Portland Metro area and Washington County by industry sector.

Figure 4.3: Average Annual Wages by Industry, 2017



Source: Oregon Employment Department, Johnson Economics

The manufacturing sector which is prominent in Forest Grove enjoys some of the higher average wages among industries, and particularly in Washington County. It should be noted that some of the Washington County averages are likely higher due to the presence of major companies such as Intel and Nike in other parts of the county. Other prevalent industries such as education, health care, and tourism tend to support lower average wages.

Employment Concentrations: Figure 4.4 shows the general concentration of employment in Forest Grove. Most is located between the eastern City boundary, and the Downtown/Pacific University area to the west. Employment tends to be concentrated along the Pacific Avenue axis.

Figure 4.4: Employment Concentrations, 2015



Source: US Census, Johnson Economics

Commuting Patterns: Most employed residents commute out of Forest Grove for employment. This is a pattern that is common to many communities, particularly in an interconnected metropolitan area. Of local jobs, an estimated 24% are held by local residents, while 76% are held by others who commute into

the area. An estimated 83% of local residents who are employed, commute elsewhere.

(The employment totals shown in Figure 4.5 are from a different data set and do not match the employment estimates presented in Figure 4.1. They are presented here to demonstrate the overall pattern.)

Figure 4.5: Commuting Patterns, 2015



Source: US Census, Johnson Economics

* * *

Target Industry Clusters

This section discusses potential target industries for Forest Grove based on the community's historical strengths and advantages, as well as its established economic development goals. These are industries where Forest Grove might focus efforts to grow local business and attract new businesses.

Agriculture/Value-Add Food Products

The proximity of Forest Grove to high quality farmland and the City's quality water supply has created opportunities for growth in food processing and specialty agriculture products. The city already has an existing economic base in food processing (Lieb Foods, Chaucer Foods, Old Trapper, New Seasons Foods), nursery & tree products (Hines Nursery, EF Nursery), and specialty beverages (Sake One, McMenamins, wineries). The agriculture and food processing cluster in Forest Grove has continued to experience solid growth over the last few years, with most major companies adding to their workforce. State employment data indicate that the sector has added roughly 150 employees locally since the recovery took hold in 2013, job growth of nearly 75%. Moreover the nature of Forest Grove's specialty products—breweries, wineries, distilleries, etc. is closely related with leisure & tourism in the region.

Cluster Strengths

- Proximity to high-quality farmland and water supply.
- Existing food processing industry with workforce expertise.
- Has the ability to support a growing tourism industry.
- Geographic access to export markets.
- Certainty of long-term agricultural land supply with designation of rural reserves near Forest Grove.

Cluster Challenges

- Over time, the continued urbanization of Washington County will reduce agricultural growth on the margin.
- Declining food prices and rising input costs.
- Potential restrictions on immigrant labor workforce.

Tourism & Winery Development

The wine industry in Oregon is expected to continue its accelerated growth trend exhibited in recent decades. Since 2000, the number of vineyards in Oregon has more than doubled from under 500, to nearly 1,100. Meanwhile, the number of wineries has quadrupled from roughly 140 to over 700.

Oregon's wine industry growth is largely attributed to growing worldwide popularity and increased market share of Pinot Noir. Oregon's climate is ideal for cultivating the Pinot Noir grape, which began in the Forest Grove area. Pinot grapes account for 65% of Oregon production. Forest Grove has the opportunity to become the center for wine based tourism in North Willamette Valley wine country, and enjoys better accessibility from much of the metro region, in comparison to Yamhill County.

The City of Forest Grove has undertaken efforts to "brand" the city, giving it a regional identity. The concept of Forest Grove as a "Gateway to Wine Country" is a popular option, facilitated both by Forest Grove's proximity to the metro area and by abundant outdoor recreation activities. The Washington County Visitors Association (WCVA) actively promotes the local wine industry. In the past, Forest Grove has been discussed as the location for a "North Willamette Valley Wine Center", which could feature tasting facilities for regional wine makers, lodging, and convention center, perhaps in partnership with the McMenamins Grand Lodge or winery property.

The development of a winery based tourism industry is supportive to other industries as well. For example, agri-tourism typically attracts a relatively affluent patronage that is likely to support higher-end restaurants and shops, enhancing the urban amenities and livability of the community.

Cluster Strengths

- Geographic position near the Chehalem Mountain and Ribbon Ridge American Viticulture Areas, and outdoor recreation opportunities.
- An attractive downtown core, including Pacific University.
- Regionally drawing amenities such as Grand Lodge, Fern Hill Wetlands, Scoggins Valley Park/Henry Hagg Lake.
- Cluster development would provide tertiary benefits to other industries.
- Local wineries are currently small in scale, leaving high growth potential.

Cluster Challenges

- Limited connectedness between winery locations and downtown.
- Need to continue to build awareness as a wine country gateway.
- Regional competitiveness with other Willamette Valley wine districts.
- Wineries have noted that the permitting process in Washington County is difficult and convoluted, a competitive disadvantage relative to other wine counties.

Education

In addition to an attractive sense of community, Forest Grove's livability is accentuated by its quality public school system. Increasingly considered a livable bedroom community, Pacific University and the public schools form one of the largest employment sectors in Forest Grove.



While employment in public education can be expected to grow commensurately with family households in the region, broader growth in the education sector will be born out of Pacific University. Over the last decade, the school has been in an expansionary phase. In 2005 the school complete an \$11 million LEED certified library, and new residence halls were completed in 2006 and 2008. In spring 2008, the University completed Berglund Hall, which now houses the School of Education. As of 2016, the Forest Grove campus had 2,400 undergraduate and graduate students on site, along with 720 faculty and staff. The university plans to grow enrollment at the local campus to 2,800 students and 900 employees by 2030. Pacific University will continue to be a key cornerstone of the community in terms of residents, employment, and cultural activities and land use.

Cluster Strengths

- Population and enrollment growth on the horizon.
- Pacific University is an attractive asset to the Downtown Core.
- Potential to foster greater connections and partnerships with the university.

Cluster Challenges

- Perceptions within the community of limited partnerships between Pacific University and Forest Grove at large.
- Volatility in public school funding.

Retirement Services

Largely the result of the general livability of the area and small-town community atmosphere, Forest Grove has an existing retirement aged population base far exceeding most jurisdictions in Washington County. According to the Census, the percent of the population age 65 and older is higher in Forest Grove than in Washington County as a whole (12.5% vs. 10%). Moreover, four of the City's top 25 employers are nursing care or elderly home facilities. Forest Grove's composition of employment in Nursing and Residential Care Facilities is nearly three times the national average.



In addition to direct retirement care services, roughly 23% of the City's population is aged 55 and older. These households provide broad support for leisure and financial activities in the local economy. Over the next five years, the retirement age household population is expected to continue to grow in Forest Grove as the large Baby Boomer

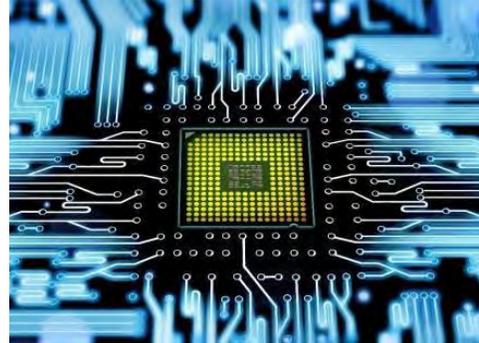
generation continues to reach retirement. The city's pastoral setting, approachable size, local university, tourism attractions all within access of the larger Metro area will continue to make it attractive to retirees.

Cluster Strengths

- Livability and leisure activities
- Favorable demographics
- National growth in retirement segments, met by insufficient facilities

High-Tech

In 1980, Tektronix moved its circuit board manufacturing plant to a site in Forest Grove and high-tech has played a major role in the local economy ever since. The Tektronix operation, later becoming Merix and now TTM Technologies, has grown to become among the top three circuit board manufacturers in the United States and remains the largest employer in Forest Grove by a sizable margin. Additionally, Westak of Oregon is another circuit board manufacturer in the top ten list of employers in Forest Grove. The concentration of employment in High-Tech in Forest Grove is better than 15 times the national average.



While circuit board manufacturing is a significant part of the existing economy, its share of growth on the margin is not likely to be high. Rather, marginal high-tech growth is likely to be derived out of the firms that are connected to the cluster of high-tech industries centered in Hillsboro. Forest Grove's livability in addition to utility rates makes it an attractive location to capture economic spillover from Hillsboro's on-going development and economic growth in semiconductor and solar component manufacturing.

Cluster Strengths

- Proximity to Oregon's largest High-Tech manufacturing center.
- Existing major High-Tech employers in Forest Grove.

Cluster Challenges

- Forest Grove's workforce composition does not match the needs of High-Tech firms.
- Uncertainty with respect to the future cost of utilities have limited industrial marketability of Forest Grove.
- Lack of direct transportation connections to the north Hillsboro employment area.

Comparison of Target Industries

The target industries presented here offer different advantages and challenges in terms of overall job growth, average wages and competitive advantages. The following table shows the relative performance of these industry categories between 2010 and 2016 based on QCEW data from the city of Forest Grove.

- In terms of total job creation, the tourism "accommodation and food service" category gained the most employment during this time and is forecasted to continue growing in our region. Tourism-

related jobs are generally fairly low-paying, but provide an important base of opportunity for part-time workers, low-skilled and first-time workers.

- Manufacturing of food and agricultural products also experienced rapid growth and offers solid middle-class wages. Employment in this category grew by a very strong 80% between 2010 and 2016.
- Durable goods manufacturing including high-tech and electronics manufacturing is estimated to have lost some employment during this period, but remains a source of well-paying jobs. This industry is expected to continue to grow and Forest Grove maintains the ability to attract these firms as part of the greater Washington County high-tech area.
- Educational services added a strong number of jobs, though it was lower in terms of percentage growth. Average wages in this category are high, and this is forecasted to remain a solid source of good local jobs.
- Health care and social services, including retirement services, saw modest relative growth in jobs. Wages in this category are lower than in manufacturing, but higher than tourism-related jobs. Given the aging of the population, it is forecasted that health care and retirement communities will continue to be a growth industry for many decades.

Figure 4.6: Recent Performance of Target Industry Sectors (2010 – 2016)

Naics Code (2 Digits)	Industry Sector	Job Growth 2010 - 2016 ¹		Average Annual Wage	Forecasted Growth Rate ²
<u>Manufacturing Categories</u>					
31	Food Product, Textiles, Leather, Apparel	152	80%	\$43,097	2.1%
32	Wood, Paper, Packaging, Chemicals, Plastics	49	29%	\$46,580	-0.7%
33	Metal, Machinery, Electronics, Equipment Misc.	-194	-19%	\$47,506	0.7%
61	Educational Services	119	8%	\$54,488	1.5%
62	Health Care and Social Assistance	20	2%	\$31,952	1.8%
71	Arts, Entertainment, and Recreation	-31	-48%	\$16,357	1.5%
72	Accommodation and Food Services	181	32%	\$18,668	1.8%

¹ Estimates of Covered Employment based on QCEW data from 2010 and 2016.

² Employment forecasts are from Oregon Employment Department, for Wash. & Mult. Counties, 2014-2024

Source: Oregon Employment Department, Johnson Economics

Each of the industries presented here are a compelling target for future employment and economic development activity, either because Forest Grove already enjoys a competitive advantage, or because the quality of jobs (as in high tech) make it an attractive target for continued focus.

V. FORECAST OF EMPLOYMENT & LAND NEED

Introduction

Goal 9 requires that jurisdictions plan for a 20-year supply of commercial and industrial capacity. Because employment capacity is the physical space necessary to accommodate new workers in the production of goods and services, employment need forecasts typical begin with a forecast of employment growth in the community. The previous analysis of economic trends and targeted industries set the context for these estimates.

This analysis produces estimates of employment growth by broad industry sector. Forecasts are produced at the sector or subsector level (depending on available information), and subsequently aggregated to two-digit NAICS sectors. Estimates in this analysis are intended for long-range land planning purposes, and are not designed to predict or respond to business cycle fluctuation. OAR 660-024-0040(1) specifically acknowledges the less certain nature of long-range planning forecasts:

“The 20-year need determinations are estimates which, although based on the best available information and methodologies, should not be held to an unreasonably high level of precision.”

The projections in this analysis are built on an estimate of employment in 2018, the commencement year for the planning period. Employment growth will come as the result of net-expansion of businesses in the community, new business formation, or the relocation/recruitment of new firms. Forecast scenarios consider a range of factors influencing growth, as well as consideration of third-party estimates from both public and private sources.

Long-range forecasts typically rely on a macroeconomic context for growth. Inflections in business cycles or the impact of a major shift in employment (i.e. a major unknown recruitment) are not considered.

Overview of Methodology

Updating the Base Year

The first analytical step of the analysis is to update covered employment to the 2018 base year. Our foundational Forest Grove specific QCEW dataset provides covered employment by industry through 2016. To update these estimates, we use observed industry growth rates for Washington County between 2015 and 2017 (summary level county employment data is released on more timely basis than place level detailed data).

Conversion to Total Employment

The second step in the analysis is to convert “covered”⁴ employment to “total” employment. Covered employment only accounts for a share of overall employment in the economy. Specifically, it does not consider sole proprietors or commissioned workers. In Washington County, non-covered workers have averaged 16% of the employment base over the last five years. The differential is obviously most common

⁴ The Department of Labor’s Quarterly Census of Employment and Wages (QCEW) tracks employment data through state employment departments. Employment in the QCEW survey is limited to firms with employees that are “covered” by unemployment insurance.

in real estate, where commissioned workers comprise an unusually large share of jobs. Taken together, the assumed 2018 total employment base for Forest Grove is 9,262 jobs.

Figure 5.1: Conversion of Covered to Total Employment

Major Industry Sector	2016 Employment ¹	'15-'17 Annual County Δ ²	2018 Update	Total Emp. Conversion ³	2018 Estimate
Construction	184	13.0%	235	81%	289
Manufacturing	1,392	0.9%	1,417	98%	1,453
Wholesale Trade	75	11.6%	93	89%	105
Retail Trade	453	4.2%	492	88%	562
Transport., Warehouseing, Utilites	148	4.2%	161	70%	230
Information	28	18.7%	39	88%	45
Finance & Insurance	119	3.0%	126	72%	176
Real Estate Services	65	3.3%	69	36%	193
Professional & Technical Services	131	-2.0%	126	69%	182
Management of Companies	8	-4.0%	7	97%	8
Administration Services	168	2.5%	177	84%	210
Education Services	1,593	3.3%	1,698	56%	3,012
Health Care	925	1.0%	943	85%	1,104
Leisure & Hospitality	779	6.9%	891	87%	1,023
Other Services	241	4.1%	261	58%	449
Government	217	1.1%	222	100%	222
TOTAL	6,526	3.3%	6,958	75%	9,262

1 2016 Quarterly Census of Employment and Wages (QCEW), Oregon Employment Department

2 Oregon Employment Department, Washington County. Inputed at lowest NAICS and aggregated to sectors

3 Bureau of Economic Analysis. Calculated as a five-year average between 2012 and 2016

Source: Oregon Employment Department, Johnson Economics

Scenario 1: Safe Harbor Forecast

The Goal 9 statute does not have a required method for employment forecasting. However, OAR 660-024-0040(9)(a) outlines several safe harbor methods. The most applicable for Forest Grove is 660-024-0040(9)(a)(A), which recommends reliance on the most recent regional forecast published by the Oregon Employment Department (OED). This method applies industry specific growth rates for the Portland Metro Workforce Region (Washington and Multnomah County) to the 2018 Forest Grove base.

The most recent OED forecasts for the Portland Metro area cover the period of 2014 to 2024. This analysis calculates the average annual growth rate for each industry sector from this forecast, and then applies this annual growth rate to the 20-year planning period. This method results in an average annual growth rate of 1.3%, with total job growth of 2,665 jobs. This results in nearly 12,000 local jobs by 2038.

(The alternative Safe Harbor option [660-024-0040(9)(a)(B)] would utilize the population growth rate the City's most recent 20-year coordinated population forecast, and apply this rate to employment as well. The forecasted population growth rate from the Metro 2040 population forecast is a higher 1.7% per year. Because this method is less precise than applying industry-by-industry growth rates, for first method is used here.)

Figure 5.2: Summary of Safe Harbor Forecast

Industry	20-Year Forecast					2018 - 2038	
	2018	2023	2028	2033	2038	#	AAGR
Construction	289	321	356	396	440	151	2.1%
Manufacturing	1,453	1,507	1,563	1,621	1,681	228	0.7%
Wholesale Trade	105	112	119	126	134	29	1.2%
Retail Trade	562	601	642	686	733	171	1.3%
Transport., Warehouseing, Utilites	230	242	254	267	281	51	1.0%
Information	45	47	50	53	57	12	1.2%
Finance & Insurance	176	182	188	195	202	26	0.7%
Real Estate	193	197	201	206	210	17	0.4%
Professional & Technical Services	182	206	232	262	296	114	2.4%
Management of Companies	8	9	10	11	12	5	2.5%
Administration Services	210	229	251	274	299	89	1.8%
Education	3,012	3,179	3,356	3,542	3,739	727	1.1%
Health Care	1,104	1,209	1,324	1,450	1,588	484	1.8%
Leisure & Hospitality	1,023	1,116	1,218	1,330	1,451	429	1.8%
Other Services	449	477	507	538	571	122	1.2%
Government	222	225	227	230	233	12	0.3%
TOTAL	9,262	9,858	10,499	11,187	11,928	2,665	1.3%

Source: Oregon Employment Department, Johnson Economics

In the years after the recession of 2007-2009, it has been customary for employment forecasts in Economic Opportunities Analyses to consider refill rates of the vacant real estate, left by job losses and economic decline. However, in the current environment, employment levels have returned to their pre-recession levels and real estate vacancies are below market equilibrium. Therefore, refill was not considered in all scenarios presented in this analysis.

Scenario 2: Transportation Area Zone Forecast (Metro)

Forest Grove and other metro-area jurisdictions work with Metro to update long-range forecasts of employment and housing by Transportation Area Zone (TAZ). The latest estimates were finalized in mid-2016, in the Metro 2040 Distributed Forecast. This forecast projected an average annual job growth of 1.51% in Forest Grove over the 2015 to 2040 period.

Beginning with the allocation of employment growth by industry specified in the Safe Harbor Forecast, Johnson Economics developed a TAZ-based forecast scenario reflecting Metro's projected rate of job growth in Forest Grove.

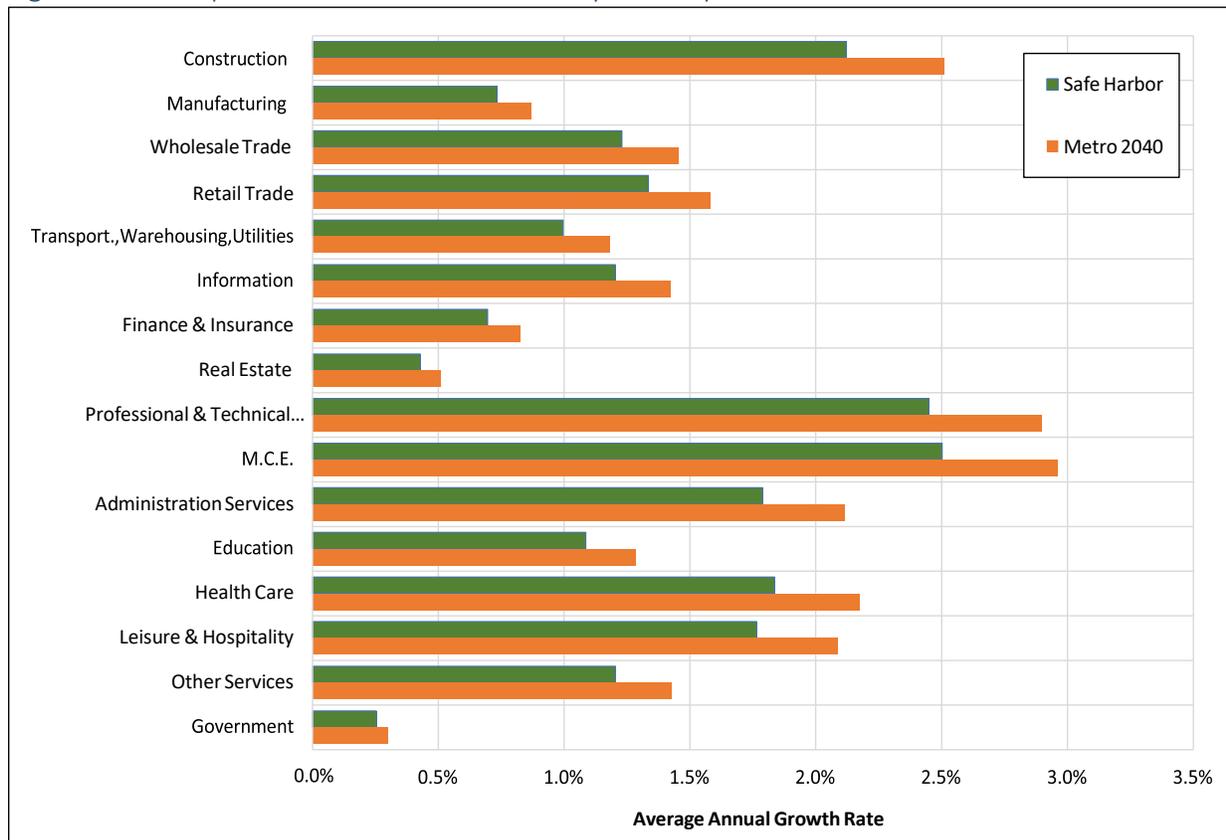
This approach yields average annual growth of 1.5% over the planning period and the creation of 3,237 jobs. Strong growth in education, health care and tourist sectors is forecasted. Manufacturing, construction, and retail are secondary growth sectors.

Figure 5.3: Summary of TAZ Based Forecast

Industry	20-Year Forecast					2018 - 2038	
	2018	2023	2028	2033	2038	#	AAGR
Construction	289	327	370	419	474	185	2.5%
Manufacturing	1,453	1,517	1,584	1,654	1,727	274	0.9%
Wholesale Trade	105	113	122	131	140	35	1.5%
Retail Trade	562	608	658	711	769	207	1.6%
Transport., Warehouseing, Utilities	230	244	259	274	291	61	1.2%
Information	45	48	51	55	59	15	1.4%
Finance & Insurance	176	183	191	199	207	31	0.8%
Real Estate	193	198	203	208	214	21	0.5%
Professional & Technical Services	182	210	243	280	323	140	2.9%
Management of Companies	8	9	10	12	14	6	3.0%
Administration Services	210	233	259	287	319	109	2.1%
Education	3,012	3,211	3,422	3,648	3,888	876	1.3%
Health Care	1,104	1,229	1,368	1,523	1,696	592	2.2%
Leisure & Hospitality	1,023	1,134	1,257	1,394	1,546	523	2.1%
Other Services	449	482	518	556	596	147	1.4%
Government	222	225	229	232	236	14	0.3%
TOTAL	9,262	9,971	10,743	11,583	12,499	3,237	1.5%

Source: Metro, Johnson Economics

Figure 5.4: Comparison of Growth Scenarios by Industry



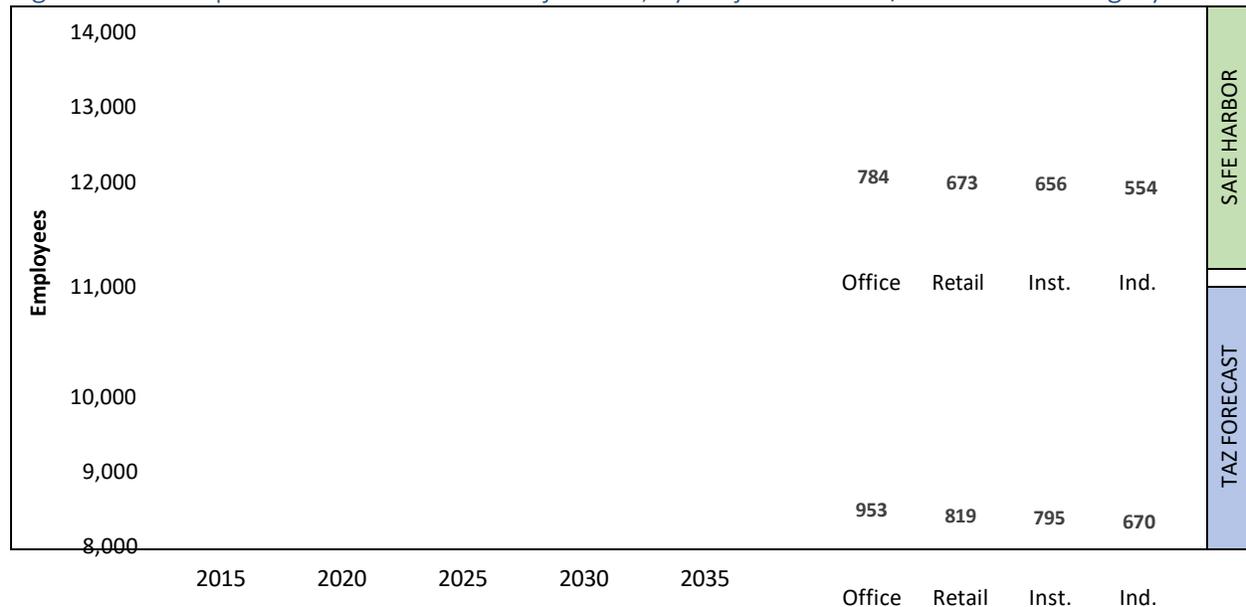
Source: Oregon Employment Department, Metro, Johnson Economics

Summary of Employment Growth Scenarios

The two forecast scenarios in this analysis range from 1.3% average annual growth to 1.5%. 20-year job growth estimates range from 2,665 to 3,237 jobs.

Figure 5.5 presents the job growth projections considering the rates at which different sectors utilize varying space/land typologies (Office, Retail, Institutional, & Industrial). This aggregation was developed consistent with methods outlined in the 2014 Urban Growth Report. The results show the greatest number of new jobs in office-using industries, followed by retail, institutional, and industrial. These projections are converted into the need for specific real estate categories and land use categories in the following section.

Figure 5.5: Comparison of Job Growth Projections, by Major Land Use/Real Estate Category



Source: Oregon Employment Department, Metro, Johnson Economics

Figure 5.6 below, shows how the projected job growth sectors relate to the City’s industry clusters.

Figure 5.6: Comparison of Job Growth Sector with Forest Grove’s Industry Clusters

Job Growth Sectors	Industry Clusters
Office	Health Care, Education, Retirement Services (Financial Services)
Retail	Tourism, Retirement Services (Leisure & Hospitality)
Institutional	Education, Health Care
Industrial	Manufacturing, Value Added Farm Products, High Tech

The estimates in the preceding analysis are useful in creating a baseline understanding of macroeconomic growth prospects. They are common and broadly accepted approaches when looking at large geographic regions. This approach is similar to the methodology used to produce the employment forecasts in Metro’s Urban Growth Report and estimates for state budgeting purposes.

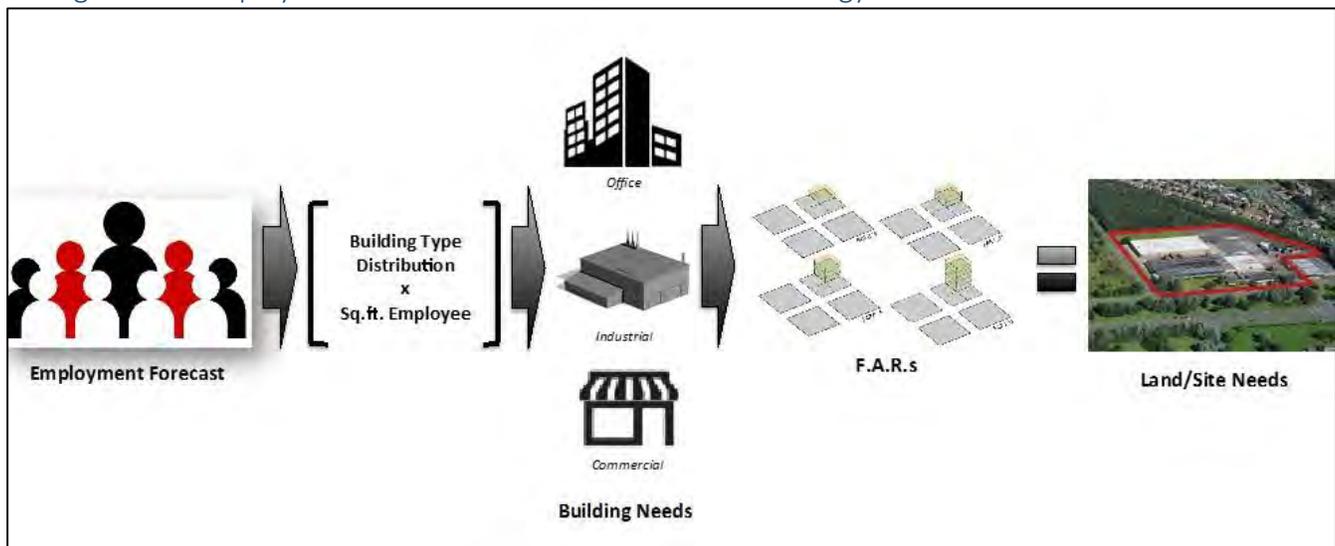
Forecasts grounded in broad-based economic variables cannot account for all of the realities of local businesses and trends among evolving industries. Industries continually evolve and new products and businesses arise, with changing real estate and land use needs. There is always uncertainty inherent in long-range growth forecasts.

Employment Land Forecast

This analytical step in the EOA process translates estimates of employment growth into forecasts of land need over the planning period. With slight modifications based on best available information for Forest Grove, our approach closely follows the generally accepted methodology used in Metro’s 2014 Urban Growth Report.

This approach is a three-step process; beginning with a conversion of employment forecasts by industry into the building typologies in which those economic activities typically locate. As an example, insurance agents typically locate in traditional office space. However, a percentage of these firms also locate in commercial retail space adjacent to retail anchors. Cross-tabulating this distribution provides an estimate of employment in each typology.

Figure 5.7: Employment Forecast to Land Demand Methodology



The next step converts employment into space using estimates of the typical square footage exhibited within each typology. Adjusting for an acceptable level of standard structural vacancy the analysis arrive at an estimate of total space demand for each building type.

Finally, it considers the physical characteristics of individual building types and the amount of land they typically require for development. The site utilization metric commonly used is referred to as a “floor area ratio” or FAR. For example, assume a 25,000 square foot general industrial building requires roughly two acres to accommodate its structure setbacks, parking, and necessary yard/storage space. This building would have an FAR of roughly 0.29.

The approach in this analysis deviates from the Metro approach in that retail trade and food services are treated separately. Demand for these services is more closely correlated to households, and more specifically household spending growth. Net space and acreage demand originating from the retail trade and food services sectors are determined by a separate methodology documented in Appendix A of this report.

OAR 660-009-0015(2) does not specify a methodology for conducting land need analysis. However, it does specify that, “the economic opportunities analysis must identify the number of sites by type reasonably

expected to be needed to accommodate the expected employment growth based on the site characteristics typical of expected uses.... Industrial or other employment uses with compatible site characteristics may be grouped together into common site categories”. Consistent with the administrative rule, this analysis will end with a determination of land need in broad land use categories (Commercial, Industrial, Mixed-Use).

Baseline Land Demand Analysis

To demonstrate the process used and underlying assumptions, this report will develop land need estimates in a step-by-step process, clearly presenting underlying assumptions. For brevity, this process will be presented for the Safe Harbor Forecast scenario only. Final results will show alternative forecast outcomes.

In this analytical step we allocate employment growth into standard building typologies. The building typology matrix was developed for the 2014 Urban Growth Report, and represents the share of sectoral employment that locates across various building types. Johnson Economics added a category for Data Centers, which varies broadly from any category in the Metro matrix. Further, household-driven demand for retail trade and food services have been removed from this step, to be added later. However, demand for retail space driven by other sectors still exists in this analysis because firms outside of retail trade utilize retail space (beauty salons, banking, couriers, day care, insurance, real estate, etc.).

Figure 5.8: Conversion of Employment Forecast to Building Typology

Industry	'18-'38 Growth	Building Typology Matrix						
		Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail
Construction	151	14%	0%	18%	40%	18%	0%	10%
Manufacturing	228	8%	0%	24%	60%	8%	0%	0%
Wholesale Trade	29	8%	0%	22%	20%	40%	0%	10%
Retail	NA							
Transport., Warehousing, Utilities	51	15%	0%	12%	13%	55%	0%	5%
Information	12	20%	0%	20%	30%	0%	20%	10%
Finance & Insurance	26	72%	1%	5%	1%	1%	0%	20%
Real Estate	17	72%	1%	5%	1%	1%	0%	20%
Professional & Technical Services	114	72%	1%	5%	1%	1%	0%	20%
Management of Companies	5	79%	5%	8%	0%	0%	0%	8%
Administration Services	89	72%	1%	5%	1%	1%	0%	20%
Education	727	30%	53%	5%	1%	1%	0%	10%
Health Care	484	30%	53%	2%	0%	0%	0%	15%
Leisure & Hospitality	429	20%	1%	7%	1%	1%	0%	70%
Other Services	122	72%	1%	5%	1%	1%	0%	20%
Government	12	43%	35%	5%	1%	1%	0%	15%
TOTAL	2,495							
Employment Growth by Typology								
Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail		
774	654	192	229	100	2	543		

Source: Oregon Employment Department, Metro, Johnson Economics

Under the Safe Harbor scenario, employment in office space represents the greatest share of growth, followed by institutional uses (hospitals, schools, government facilities) and industrial.

Employment growth estimates by building type are then converted to demand for physical space. This conversion assumes the typical space needed per employee on average. This step also assumes a market clearing vacancy rate, acknowledging that equilibrium in real estate markets is not 0% vacancy. We assume a 10% vacancy rate for office, retail, and flex uses, as these forms have high rates of speculative

multi-tenant usage. A 5% rate is used for general industrial and warehouse—these uses have higher rates of owner occupancy that lead to lower overall vacancy. Other uses assume 0% vacancy.

Demand for space is then converted to net acres using a standard floor area ratio (FAR) for each development form. Higher ratios for retail and office uses indicate an expectation that these uses will locate in the town center or mixed-use space at a higher rate on the margin. These calculations indicate a 20-year need of 124 net-developable acres across all development forms for the Safe Harbor forecast.

The combined space and FAR assumptions further provide estimates indicated of job densities, determined on a per net-developable acre basis.

Figure 5.9: Conversion of Building Typology to Land Need

	General Use Typology							Total
	Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail	
Employment Growth (Non-Retail):	774	654	192	229	100	2	543	2,495
Average sq. ft. per Employee:	350	600	990	600	1,850	5,000	500	585
Floor Area Ratio (F.A.R.):	0.40	0.25	0.25	0.25	0.25	0.35	0.35	
Market Vacancy:	10%	0%	10%	5%	5%	0%	10%	
Implied Job Density (jobs/net acre):	49.8	18.2	11.0	18.2	5.9	3.0	30.5	20.1

	Net Acres by Building Typology							Total
	Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail	
Net Acres Required:	17.1	36.0	19.2	13.2	17.9	0.8	19.6	123.8

Source: Metro, Johnson Economics

Commercial office and retail densities are 50 and 30 jobs per acre, respectively. Industrial uses range from 18 for general industrial to six jobs per acre for warehouse space.

Retail Demand: The methodology in this report treats retail and food service driven demand differently than other uses. These uses are more directly correlated with growth in households, consumer spending power, and established non-resident spending patterns. This methodology is detailed in Appendix A with critical steps summarized here:

- Household growth estimates are coordinated with the Metro 2040 projection of household growth in Forest Grove.
- Due to coordination with a single adopted growth forecast, there is no variance in household spending-driven retail support across scenarios.
- Estimates of the average spending per household by retail sector is provided by a third party data service (Environics Analytics).
- The existing rate of non-resident retail support is assumed to remain constant at 13%.
- Net calculated retail acres are allocated to building typologies consistent with the non-retail methodology.

Combined growth in household and non-resident spending is expected to support an additional 35 net acres. The majority of support will go to commercial retail building typologies.

Combining retail need with all other industries, this analysis finds a **total 20-year need for 160 net developable acres of employment land.**

Figure 5.10: Forecast of Land Need by Building Type, Including Retail Need

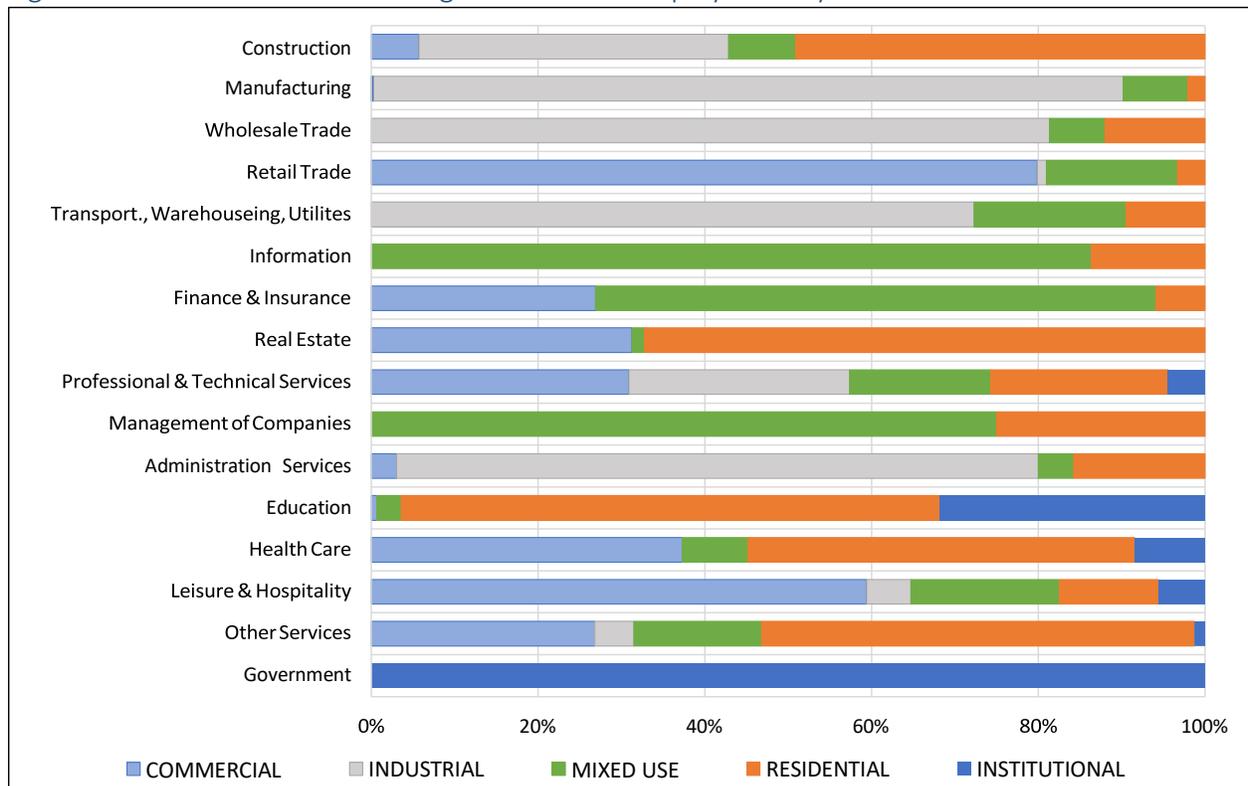
	Net Acres by Building Typology							Total
	Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail	
Non-Retail Demand	17	36	19	13	18	1	20	124
Allocation of Retail by Type	15%	1%	7%	1%	5%	0%	72%	100%
Retail Demand	5	0	2	0	2	0	26	35
Total Net Acres Required	22	36	22	13	20	1	46	160

Source: Envirionics Analytics, Johnson Economics

Converting Land Demand by Building Typologies into Land Use Categories

The Buildable Lands Inventory in the Economic Opportunities Analysis inventories vacant, partially vacant, and potentially redevelopable land by broad land use category. To facilitate a direct comparison, the demand is aggregated into similar land use categories (as allowed under OAR 660-009-0015(2)). To make this determination, Johnson Economics used G.I.S. analysis of 2016 QCEW data to determine the share of employment by industry that is located in each broad zoning class (Figure 5.10).

Figure 5.11: Distribution of Existing Forest Grove Employment by Zone Class



Source: Oregon Employment Department, Metro RLIS, Johnson Economics

As Figure 5.11 shows, there is a lot of current employment in Forest Grove that is located (at least by address) in zoning classes that are considered to be primarily residential. However, industrial and commercial zones are also well-represented. (For this analysis the Community Commercial zone is classified as “commercial”, while the Town Center Transition, and Town Center Core zones are classified as “mixed use.”)

Because the purpose of this Goal 9 analysis is to determine the supply and demand for proper employment land, it is assumed that a much smaller share of future employment growth will be accommodated in residential zoning classes.

The final analytical step of this analysis is to adjust demand estimates to account for future infrastructure. The state defines net buildable acres as being absent future right-of way, indicating that gross land need is greater than net-buildable. For this analysis, we assume a 15% gross-to-net ratio for commercial, institutional and mixed-use areas. Industrial areas assume a 25% ratio because Forest Grove’s new industrial areas have a higher likelihood of requiring additional right-of-way, open space and public services.

Figure 5.12 shows the conversion of estimated need by building type, to need for gross acreage of land for the Safe Harbor scenario. The analysis results in a finding of total need for 188 gross acres of employment land, including some employment (mostly self-employment) that will take place in residential zones. Roughly half of the land need is found for commercial land (80 acres), followed by industrial land, and mixed-use land.

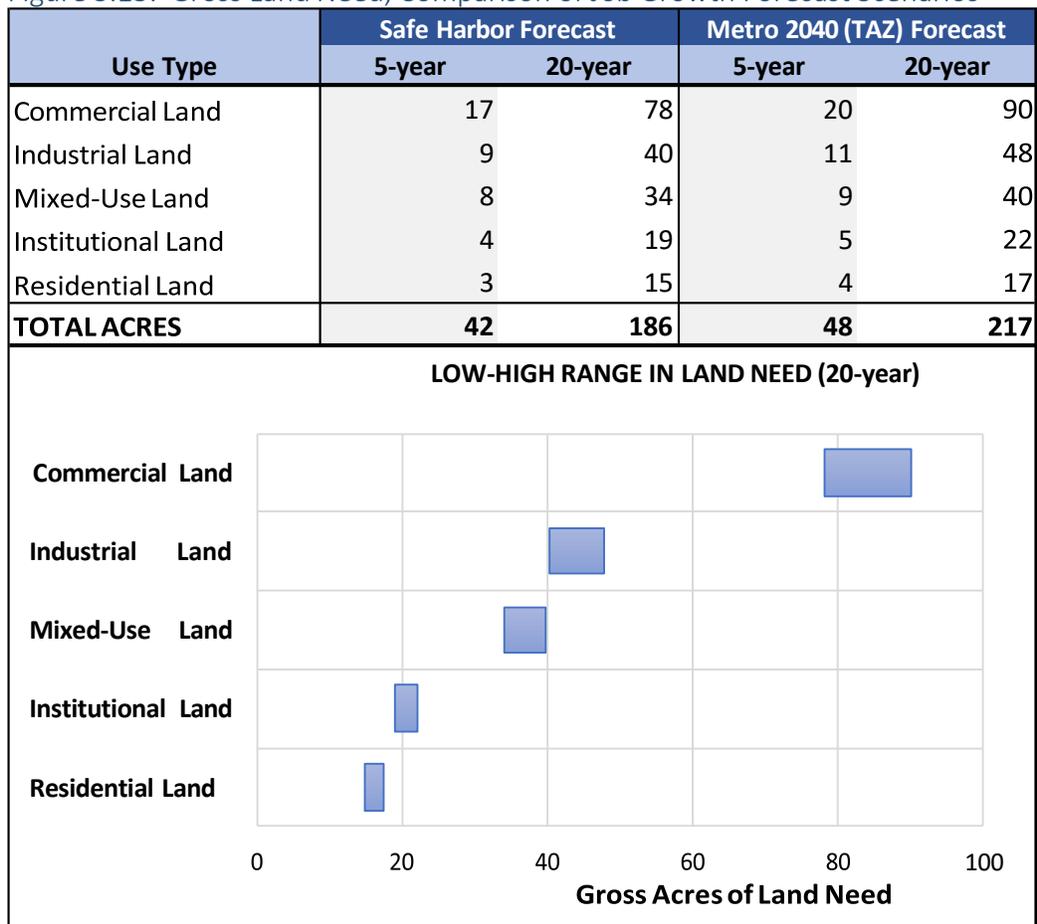
Figure 5.12: Projection of Gross Land Demand by General Zoning Class (Safe Harbor Scenario)

	Net Acres						
	Office	Institutional	Flex/BP	Gen. Ind.	Warehouse	Data Center	Retail
Total Net Acres Demanded	22	36	22	13	20	1	46
Matrix of Land Type Allocation							
Commercial Land	43%	44%	31%	12%	28%	0%	63%
Industrial Land	14%	0%	37%	68%	48%	100%	4%
Mixed-Use Land	21%	19%	18%	14%	17%	0%	20%
Institutional Land	12%	23%	7%	1%	2%	0%	7%
Residential Land	10%	14%	7%	4%	5%	0%	6%
GROSS LAND DEMAND BY GENERAL LAND USE TYPE							
Commercial Land							79
Industrial Land				40			
Mixed-Use Land			34				
Institutional Land		19					
Residential Land	15						
	TOTAL GROSS ACRES:		188				

Source: Johnson Economics

Replicating the previously established methodology for the second employment forecast scenario (Metro 2040), we calculate a range of short and long-term land need by use type. The following figure presents estimates of short-term (5-year) and long-term (20-year) land need by category for the two scenarios. Total need estimate ranges from 186 gross acres to 217 gross acres, with a similar range found for each land use category. *While a range in need forecasts are presented here, the City of Forest Grove is required by statute to adopt a single forecast scenario.*

Figure 5.13: Gross Land Need, Comparison of Job Growth Forecast Scenarios



Source: Johnson Economics

Figure 5.14 shows the land use categories presented above consolidated to two major categories: Industrial and Mixed Use. This is because most commercial land found in Forest Grove is in mixed-used zoning designations. The consolidated categories fold the demand for commercial, institutional and residential land into the demand for mixed use land. This also reflects two assumptions:

- Institutional uses of the future are likely to be located within a different zoning designation, until they are developed, at which time that land may be rezoned to Institutional.
- In the future, the policy goal will be to locate as much marginal new employment as possible in appropriate employment zones, and not residential zones.

With these points in mind, the following figure consolidates these zones, resulting in a greater need for mixed use land (146 acres in the Safe Harbor scenario, and 170 in the Metro 2040 scenario.)

Figure 5.14: Gross Land Need, Reduced Mixed-Use Categories

Use Type	Safe Harbor Forecast		Metro 2040 (TAZ) Forecast	
	5-year	20-year	5-year	20-year
Industrial Land	9	40	11	48
Mixed-Use Land	33	146	37	170
TOTAL ACRES	42	186	48	217

LOW-HIGH RANGE IN LAND NEED (20 -year)				
Industrial Land				
Mixed-Use Land				
	0	50	100	150
				200
	Gross Acres of Land Need			

Source: Johnson Economics

Additional Considerations in Land Demand

Beyond a consideration of gross acreage, there is a significantly broader range of site characteristics that industries require to accommodate future growth. We summarize some key findings here:

- Industrial buildings are generally more susceptible to slope constraints due to larger building footprints. For a site to be competitive for most industrial uses, a 5% slope is the maximum for development sites. Office and commercial uses are generally smaller and more vertical, allowing for slopes up to 15%.
- Most industries require some direct access to a major transportation route, particularly manufacturing and distribution industries that move goods throughout the region and beyond. A distance of 10 to 20 miles to a major interstate is generally acceptable for most manufacturing activities, but distribution activities require 5 miles or less and generally prefer a direct interstate linkage. Visibility is highly important to most commercial activities and site location along a major commercial arterial is commonly required.
- Railroad access is preferred for most manufacturing activities, with the exception of high-tech. Some users require direct on-site access while others generally make use of a local or regional hub.
- Access and capacity for water, power, gas, and sewer infrastructure is more important to industrial than commercial operations. Water/sewer lines of up to 10" are commonly required for large manufacturers. Appendix A details utility infrastructure requirements by typology. Fiber telecommunications networks are likely to be increasingly required in site selection criteria for many commercial office and manufacturing industries. Medical, high-tech, creative office, research & development, and most professional service industries will prefer or require strong fiber access in the coming business cycles.

VI. BUILDABLE LAND INVENTORY

A Buildable Lands Inventory (BLI) was conducted to determine the amount of buildable land in the major land use categories that is currently available in Forest Grove. The buildable land currently available may accommodate some or all of the 20-year need for gross land need determined through the analysis outlined above. If the current BLI within the city is insufficient to accommodate the projected need, the need for additional land or efficiency measures may be considered.

Metro Draft Buildable Land Inventory

This analysis takes as its foundation the on-going BLI analysis conducted by the Metro regional government as part of its Urban Growth review process. The latest Metro draft BLI dates to March 2018. It uses a formulaic approach that applies a general methodology to tax lots across the Metro jurisdictions, including Forest Grove. It relies on the local jurisdictions to review the findings and point out errors.

Johnson Economics took the Metro draft BLI as its basis for this analysis, but a number of misidentified parcels were identified making further revisions necessary. This analysis presents a revised tally and BLI map based on the Metro draft that better represents market-driven development capacity and the actual disposition of some misidentified parcels. The revised BLI is designed to address the requirements of Statewide Planning Goal 9 (OAR 660-009-0015).

Revisions to Metro Draft BLI

Because the Metro BLI is applied across the region formulaically some errors are expected that local review is meant to catch. Some major issues with the draft are:

- *It appears to use old tax lot GIS layer.*
- *Identifies some heavily developed lots as re-developable.*
- *Includes a few small fragmented parcels that are poorly configured for future development.*

Regression Method

The Metro BLI uses a regression analysis to estimate the likelihood of redevelopment over a 20-year period. This results in an estimation of “re-developable acreage” that is actually a fraction of the total acreage of the included parcels (for instance, if a 50 acre parcel has a 20% change of redevelopment, then it counts as 10 re-developable acres.) This approach attempts to give an estimate of the infill and redevelopment activity that could happen averaged across all parcels whether they do or don’t redevelop. This methodology has some flaws, but when the results are summed up, the total re-developable acreage does not add up to a large total amount. Therefore the estimated re-developable acreage calculated through this method was preserved here (shown in yellow on the map.)

Re-developable (Strike Price vs. Regression)

Metro also provided an estimate using a “strike price” method that was used previously (shown in orange on the map). This method tends to identify larger and more prominent parcels of employment land that might redevelop over time. Because these parcels are more prominent, they have been reviewed separately here, and are distinguished from the “regression” parcels in the summary tables and the following maps.

In reviewing these major parcels, some of those identified by Metro are now developed and therefore removed from this count. Two large parcels were identified as “redevelopable” were reclassified as “vacant” as they do not appear to have any significant development on them.

“Mixed Use” land classification

Metro identifies most of commercial zoning in Forest Grove as having a general classification of “Mixed Use.” For this review, this classification has remained in place, meaning that none of the parcels counted in this BLI are considered to be “commercial” land, despite many being located in the Community Commercial zone.

Buildable Land Inventory Results

The following table summarizes the findings of buildable lands within Forest Grove’s current Urban Growth Boundary. There is an estimated total of 292 acres of buildable, or redevelopable land located in the city.

A majority of these buildable acres (275 ac.) are located within the current City boundary. Two large parcels (36.8 ac. & 17 ac.) are located outside of the City boundary, but within the UGB. The 36.8 acre parcel is currently planned for employment use, with “Business Industrial Park” zoning. This acreage is included here as industrial land. The 17 acre site is pre-certified as a general industrial site.

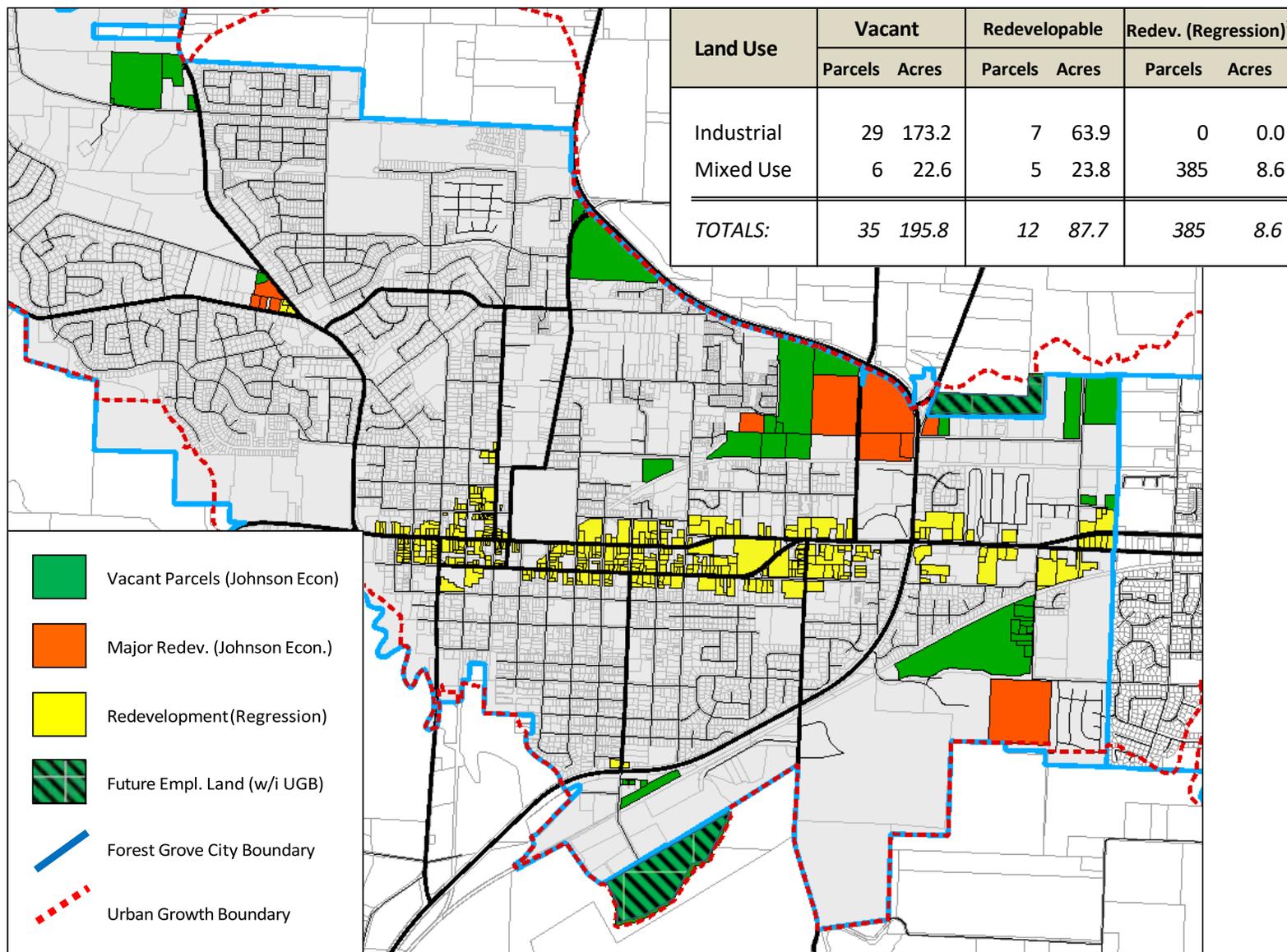
Figure 6.1: Summary of Buildable Land Inventory

Land Use	Vacant		Redevelopable		Redev. (Regression) ¹		TOTALS		
	Parcels	Acres	Parcels	Acres	Parcels	Acres	Parcels	Acres	Share
Industrial	29	173.2	7	63.9	0	0.0	36	237.1	74%
Mixed Use	6	22.6	5	23.8	385	8.6	396	55.0	17%
TOTALS:	35	195.8	12	87.7	385	8.6	432	292.1	92%
<i>w/i City:</i>	<i>33</i>	<i>178.8</i>	<i>12</i>	<i>87.7</i>	<i>385</i>	<i>8.6</i>	<i>430</i>	<i>275.1</i>	<i>86%</i>
<i>w/i UGB:</i>	<i>2</i>	<i>53.8</i>	<i>0</i>	<i>0.0</i>	<i>0</i>	<i>0.0</i>	<i>2</i>	<i>53.8</i>	<i>17%</i>

Source: Metro, City of Forest Grove, Johnson Economics

- Most available acreage is in areas with Industrial zoning (74%).
- There is a much smaller amount of buildable acreage in Mixed Use zoning. (Forest Grove’s main commercial zones are counted as having a general Mixed Use classification under the regional land use methodology, because they allow for some housing.) This Mixed Use acreage includes what has been identified as “redevelopable” under Metro’s regression methodology. While it looks like a large amount of land on the following map (in yellow), the regression analysis of likely redevelopment amounts to a relatively small amount of acreage (8.6 ac.)
- While significant current employment is found in the city’s residential zones, it is assumed that the public policy goal is to house future employment growth outside of residential zones to the greatest extent possible. Therefore, no residential acreage is included in the Buildable Lands Inventory for employment.

Figure 6.2: Buildable Land Inventory, Employment Land, Forest Grove



Source: Metro, City of Forest Grove, Johnson Economics

Figure 6.3: Buildable Land Inventory, Summary of Parcels by Size
(Vacant and Major Redevelopment Parcels)

		# OF TAXLOTS, by PARCEL SIZE									
Parcel Size (ac.):		<.25	.25 - .50	.50 - 1	1 - 2	2 - 5	5 - 10	10 - 20	20 - 50	>50	TOTAL
LAND USE	Industrial	2	5	5	6	6	4	5	3	0	36
	Mixed Use	5	1	0	2	0	0	1	1	0	10
STATUS	Vacant	3	6	5	7	4	3	3	3	0	34
	Redevelopment	4	0	0	1	2	1	3	1	0	12
	Total	7	6	5	8	6	4	6	4	0	46
		POTENTIAL GROSS BUILDABLE ACRES, by PARCEL SIZE									
Parcel Size (ac.):		<.25	.25 - .50	.50 - 1	1 - 2	2 - 5	5 - 10	10 - 20	20 - 50	>50	TOTAL
LAND USE	Industrial	0.4	1.9	3.7	8.5	20.6	27.5	79.8	94.7	0.0	237.1
	Mixed Use	0.4	0.4	0.8	2.8	0.0	0.0	18.5	23.5	0.0	46.4
STATUS	Vacant	0.5	2.3	4.5	9.4	15.5	19.9	49.1	94.7	0.0	195.8
	Redevelopment	0.3	0.0	0.0	2.0	5.2	7.6	49.2	23.5	0.0	87.7
	Total	0.8	2.3	4.5	11.3	20.6	27.5	98.3	118.2	0.0	283.5

Source: Metro, City of Forest Grove, Johnson Economics

* Does not include parcels identified as potential redevelopment sites through regression analysis (8.6 acres total, all of Mixed Use zoning.) These are not included because they total nearly 400 parcels all with different probabilities of redeveloping in the plan period.

Figure 6.3 presents a summary of parcels identified in the Buildable Lands Inventory by size (other than those identified as potentially re-developable through Metro’s regression analysis.) The identified vacant or major redevelopment parcels total 46 sites.

- Most sites identified are industrial. These are well-distributed across a range of sizes, including 8 parcels over 10 acres and 3 over 20 acres. This includes one 36.8-acre site and one 17-acre site located outside the city boundary, but inside the UGB.
- The mixed use parcels are generally small, other than large Neighborhood Mixed Use parcels at the northern boundary of the city.

VII. RECONCILIATION OF LAND NEED AND SUPPLY

Figure 7.1 presents the reconciliation of the findings of 20-year employment land need (Section V) with the estimated supply of buildable lands (Section VI).

Figure 7.1: Reconciliation of 20-Year Demand and Supply

SAFE HARBOR FORECAST

LAND USE	DEMAND		SUPPLY	Surplus or Deficit	
	Safe Harbor Forecast		Buildable		
	5-year	20-year	Acres	5-year	20-year
Industrial Land	9	40	237.1	228	196.75
Mixed-Use Land	33	146	55.0	22	(91.15)
TOTAL:	42	186	292.1	250	105.60

METRO 2040 (TAZ) FORECAST

LAND USE	DEMAND		SUPPLY	Surplus or Deficit	
	Metro 2040 Forecast		Buildable		
	5-year	20-year	Acres	5-year	20-year
Industrial Land	11	48	237.1	226	189.16
Mixed-Use Land	37	170	55.0	18	(114.55)
TOTAL:	48	217	292.1	244	74.60

Source: Metro, City of Forest Grove, Johnson Economics

Major Findings

- Current buildable land supply is estimated to be sufficient to meet short term needs, but not long term needs.
- Over the 20-year period, the buildable supply does exceed the long term demand. However, this analysis finds that the classification of available land (mostly industrial) is a poorly matched to future employment needs.
- The demand for Mixed Use lands to accommodate commercial uses will exceed the supply of these land categories over the planning period.
- Many of the same types of uses (office and retail) can be suitable to either Commercial or Mixed Use land, so the balance between these two zoning types are somewhat fungible. In other words, some of the estimated demand for new land could be accommodated by new commercial or mixed use land, or a mix.
- This analysis indicates that there may be a significant oversupply of designated industrial land in Forest Grove, and that some of this might be repurposed for other employment uses.

**Planning Commission Findings
Recommend Adoption of Economic Opportunities Analysis Update
File Number 311-18-000044-PLNG**

WHEREAS, Statewide Planning Goal 9 (Oregon Administrative Rules Section 660-009 et. seq.) implements direction from Oregon legislature that local comprehensive plans and land use regulations are updated and provide adequate opportunities for a variety of economic activities throughout the state; and

WHEREAS, Oregon Administrative Rules Section 660-009-0015 requires that cities review, and as necessary, amend their comprehensive plans to provide economic opportunities analyses describing national, state, regional, and local economic trends and comparing the demand for industrial and other employment uses to the existing supply of such land; and

WHEREAS, The City's Economic Opportunities Analysis was last updated on August 27, 2009; and

WHEREAS, the 2009 EOA, no longer reflects national, state, regional and local economic trends; and

WHEREAS, City updated the EOA to assure compliance with Statewide Planning Goal 9 and provide a sound basis for local land use decisions affecting industrial and other employment lands; and

WHEREAS, the EOA update was presented to Forest Grove Economic Development Commission on November 1, 2018 for review and comment; and

WHEREAS, the Economic Development Commission on November 1, 2018, adopted a motion supporting the findings contained in the EOA update and recommended City Council acceptance; and

WHEREAS, The Oregon Department of Land Conservation and Development (DLCD) reviewed the EOA and provided comments to the City on December 6, 2018; and

WHEREAS, the City revised the EOA update to address DLCD comments; and

WHEREAS, notice of the Planning Commission's public hearing on the EOA update was published in the *Forest Grove News-Times* on January 30, 2019; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on February 4, 2019, to accept public comment on the EOA update and to consider recommending City Council adoption of the EOA update.

NOW THEREFORE, the Planning Commission does hereby recommend City Council adopt an ordinance amending the 2014 Forest Grove Comprehensive Plan to incorporate the EOA update, making the following specific findings in support of this decision:

1) The EOA update complies with Oregon Administrative Rules (OAR) Section 660-009-0015 (Economic Opportunities Analysis) for the following reasons:

A. OAR Section 660-009-0015(1) requires a review of the national, state, regional, county and local economic trends including identification of major categories of industrial or other employment uses that could reasonably be expected to locate or expand in the planning area based on the economic trends.

Finding: Section III of the EOA update summarizes long and intermediate economic trends at the national, state and local level that will influence economic conditions in Forest Grove during the 20-year planning period. Economic trends summarized in the EOA update include demographic trends, socio-economic trends, employment trends and household growth projections including household migration trends. Demographic trends identified in the EOA include aging of the workforce, potential impacts of the millennial generation, labor force participation rates, and prospects for immigrant labor.

Finding: Based on these trends the EOA update the following major categories of industrial and other employment uses reasonably expected to locate or expand in the Forest Grove planning area:

- Agriculture / Value Added Food Products;
- Tourism and Winery Development;
- Education Services;
- Retirement Services; and
- High-Technology Manufacturing.

B. OAR Section 660-009-0015(2) stipulates that the economic opportunities analysis must identify the number of sites by type reasonably expected to be needed to accommodate expected employment growth.

Finding: EOA Figure 6.3 identifies the number of sites (tax lots) by parcel size for industrial and other (mixed-use) employment uses. Based on the inventory

there are a total of 46 sites suitable for accommodating expected employment growth.

Finding: Most sites identified in the inventory are zoned industrial. These sites are distributed across a range of sizes, including 8 parcels over 10 acres, and 3 parcels over 20 acres.

- C. OAR Section 660-009-0015(3) stipulates that comprehensive plans for all areas within urban growth boundaries must include an inventory of vacant and developed lands within the planning area designated for industrial or other employment use.

Finding: EOA Section VI summarizes the buildable land inventory (BLI) used to determine the amount of buildable land in major land use categories currently available in Forest Grove. The BLI describes site characteristics including site size and whether the site is vacant or has potential for redevelopment. The BLI identifies approximately 237 buildable acres land for industrial uses in the City's planning area. The BLI also identifies approximately 55 acres of buildable land for mixed-use/commercial development.

Finding: The EOA update shows a short-term (5-year) demand for 9 acres of industrial land and long-term (20-year) demand for 40 acres.

Finding: The EOA update shows a short-term (5-year) surplus of industrial land is approximately 228 and the long-term (20-year) surplus of industrial land is approximately 197 acres.

Finding: The EOA Update shows a short-term (5-year) surplus of approximately 22 acres for mixed-use/commercial development.

Finding: The EOA update shows a long-term (20-year) deficit of approximately 91 acres for mixed-use/commercial development.

- D. OAR 660-009-0015(4) stipulates that economic opportunities analysis must estimate the types and amounts of industrial or other uses likely to occur in the planning area. The estimate must be based on information generated above and must consider the planning area's economic advantages and disadvantages.

Finding: The EOA update summarizes strengths and challenges for target industries having potential to locate in Forest Grove. Strengths include proximity to high-quality farmland and water supply, an existing food

processing industry with workforce expertise and access to export markets. Economic disadvantages include regional competitiveness with certain industry clusters such as winery development, Forest Grove's workforce composition does not match the needs of some high-technology firms, uncertainty with respect to the future cost of utilities and lack of direct connections to the north Hillsboro employment area.

Conclusion: based on the findings identified above and those contained in the EOA update, the Planning Commission determines the EOA update satisfies the requirements of Statewide Planning Goal 9 and OAR 660-009-0015 pertaining to economic opportunity analyses.

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

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Bryan Pohl, Community Development Director
Chris Crean, City Attorney
James Reitz (AICP), Senior Planner*

MEETING DATE: *April 22, 2019*

SUBJECT TITLE: Motion for Continuance of Order No. 2019-03 and Consider Approving a Continuance Date of May 13, 2019; File No. 311-18-000036-PLNG

ACTION REQUESTED:

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

BACKGROUND: At the March 18, 2019, City Council meeting, the Council voted to reverse the Community Development Department’s decision and set April 22, 2019, as the meeting date to consider adopting the Final Findings and Conditions for the approval of a 16-unit expansion of the Rose Grove Manufactured Home Park (MHP). The Council directed the applicant and staff to prepare an Order memorializing this decision, for adoption consideration by the Council at the April 22, 2019, meeting. The applicant’s attorney, City Attorney and staff have been working to complete the Order and Findings and Conditions, but further refinement is necessary.

STAFF RECOMMENDATION: Staff recommends City Council re-set the Order adoption date to the next Council meeting date on May 13, 2019.

ATTACHMENT(s): None.

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	8.
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: April 22, 2019

PROJECT TEAM: Paul Downey, Director of Administrative Services
Tom Gamble, Parks and Recreation Director

SUBJECT TITLE: Setting Aquatic Center Fees and Charges for FY 2019-20

ACTION REQUESTED:

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

ISSUE STATEMENT: Aquatic Center fee increases are brought to the City Council for consideration in late April for the increases to be effective as of July 1. Changes in Aquatic Center fees are presented prior to other fee increases so the Aquatic Center can include the revised fees in its summer brochure. Having the correct fees in the brochure reduces confusion for the public. Staff is requesting that the Council establish the new Aquatic Center fees now and has prepared a resolution setting fees for Council consideration.

BACKGROUND: City Code [§34.03](#) says subsequent fee adjustments prior to completion of the next required cost-of-service study shall be based on the CPI of the percentage of the wage adjustment for City employees.

Staff is proposing a 3.0% increase in aquatic fees as of July 1, 2019. A 3.0% increase in aquatic fees will also continue the practice of aquatic center admission revenue providing approximately half of the Aquatic Center’s operating costs. Staff has prepared the proposed fee schedule using a 3.0% increase. The fees have been rounded up or down where necessary to reduce creating change issues.

The City Council will be asked to approve increases in the City’s other fees for July 1, 2019, at a future meeting.

FISCAL IMPACT: A 3.0% increase in Aquatic Center fees would mean approximately \$11,000 in additional revenue in FY 2019-20 if attendance is equal to projected attendance in FY 2018-19.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution.

ATTACHMENT(s): Resolution and Exhibit A – Fee Schedule



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NOTICE OF PUBLIC HEARING PROPOSED RESOLUTION INCREASING VARIOUS AQUATIC FEES FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, April 22, 2019, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase various Aquatic fees by three (3%) percent for the City of Forest Grove. The proposed fees would be effective upon approval by the City Council and shall become effective July 1, 2019.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and a list of the proposed fees are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, 503.992.3235.

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

Published Wednesday April 17, 2019
FG NewsTimes

RESOLUTION NO. 2019-18**RESOLUTION SETTING FEES & CHARGES FOR AQUATIC CENTER
EFFECTIVE JULY 1, 2019, AND REPEALING RESOLUTION 2018-44**

WHEREAS, the City Code §34.02 requires fees and charges to be adjusted annually in July of each year in accordance with Code §34.03; and

WHEREAS, the Aquatic Center Fees and Charges have been previously set by Resolution 2018-44; and

WHEREAS, staff is proposing fee adjustments in accordance with City Code §34.03; and

WHEREAS, staff has prepared a resolution with the proposed fees and charges attached as Exhibit 1; and

WHEREAS, a duly-noticed Public Hearing was held on April 22, 2019.

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

Section 1. The Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution are hereby adopted effective July 1, 2019.

Section 2. Resolution 2018-44 is hereby repealed upon the effective date of the foregoing Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution.

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

PRESENTED AND PASSED this 22nd day of April, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2019.

Peter B. Truax, Mayor

Forest Grove Fee Schedule

Aquatic Center

Exhibit 1

Adopted Fees - 7/1/18 Adopted Fees - 7/1/19

Public and Fitness Swim

In-City under 2 years	0.00	0.00
In-City 2-17 years; Senior or Veteran	4.05	4.20
In-City 18-64 years	5.80	6.00
In-City Family	13.50	14.00
Outside-City under 2 years	0.00	0.00
Outside-City 2-17 years; Senior or Veteran	5.20	5.40
Outside-City 18-64 years	8.40	8.75
Outside-City Family	19.00	19.60
Drop-in Aerobic Fee	8.10	8.35

Membership

In-City Family	153.50	158.25
In-City Individual	77.40	79.75
In-City Senior/ Veteran	47.10	48.50
Outside-City Family	208.00	214.25
Outside-City Individual	104.50	107.75
Outside-City Senior/ Veteran	62.10	64.00

Punch Pass (10 visits)

In-City 2-17 years; Senior or Veteran	32.10	33.00
In-City 18-64 years	47.10	48.50
Outside-City 2-17 years; Senior or Veteran	42.50	44.75
Outside-City 18-64 years	68.90	71.00

Pacific University

Monthly Fee	1,420.00	1,463.00
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Laminating Service

Small Card	0.75	0.75
Large	2.25	2.25

Instruction

In-City Member (per session)	40.10	41.30
In-City Non-Member (per session)	59.50	61.30
Non-Member Senior and Veteran (per session)	47.10	48.50

Instruction

Outside-City Member (per session)	40.10	41.30
Outside-City Non-Member (per session)	79.20	81.50

Lifeguard Training

Member	169.25	174.35
In-City Non-Member	208.00	214.25
Out-of City	246.00	253.50
Lifeguard Challenge	100.00	103.00

Pool Rental

1-60 People (per hour)	145.00	149.50
61-100 People (per hour)	170.00	175.00
101-200 People (per hour)	200.00	206.00

Youth Education Classes

ARC Babysitting In-City	85.00	87.50
ARC Babysitting Outside-City	100.00	103.00
When I'm In Charge Class	30.00	31.00

Staff/Classroom (per hour)

	26.50	27.30
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Spray Park Rental (per hour)

	71.50	73.75
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School District 15

Fee per Employee per Hour	21.00	21.75
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* Senior is defined as a person 65 years or older.



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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	9
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: April 22, 2019

PROJECT TEAM: Michael Kinkade, Fire Chief

SUBJECT TITLE: Western Washington County Fire Task Force: Foundational Principles

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT:

The Western Washington County Fire Task Force was formed to evaluate governance options for providing fire service in Western Washington County. The participating agencies include the City of Cornelius, Cornelius Rural Fire Protection District, City of Forest Grove, Forest Grove Rural Fire Protection District, and Gaston Rural Fire Protection District. Each of these entities currently has an Intergovernmental Agreement (IGA) with the City of Forest Grove for providing fire service.

BACKGROUND:

In 2010, the Fire Department Strategic Plan identified the possibility of cooperative partnerships for fire service provision. In 2011, the IGA between the City of Cornelius and the City of Forest Grove was implemented. In 2016, an IGA between the City of Gaston and the City of Forest Grove was implemented. In 2015, a study was conducted by Emergency Services Consulting International (ESCI) that identified a Fire Authority and eventually a District as possible governance options. In addition, a visioning process was held with the Mayors of Cornelius and Forest Grove and representatives from the Forest Grove, Cornelius, and Gaston Rural Fire Districts.

In 2016, a Work Session was held with the City Council regarding a potential Fire Authority. On January 27, 2018, the Annual Town Hall Meeting centered on governance options for providing fire services. In March, 2018, the City Council approved Objective 2.14, Fire Authority IGA, to "Participate in a Task Force of potential members to consider the financial, legal, and operational impacts of intergovernmental fire service delivery".

The Western Washington County Fire Task Force was formed and began meeting in November, 2018. The Task Force is composed of six members including Mayor Truax and Councilor Rippe (PSAC Liaison) from the City of Forest Grove, Mayor Dalin from the City of Cornelius, Wes VanDyke from the Cornelius Rural Fire Protection District, Cleo Howell from the Forest Grove

Rural Fire Protection District, and Michael Pedemonte from the Gaston Rural Fire Protection District.

The goal of the Task Force is to study potential governance models and provide a consensus proposal to the five governing agencies. The potential governance models identified by the Task Force include 1) continue with current system of individual IGAs, 2) establish a comprehensive IGA that essentially forms a fire authority, and 3) establish a Western Washington County Fire District.

The Task Force has met 5 times since November. With the assistance of Assistant Washington County Administrator Don Bohn, the Task Force has developed a set of Foundational Principles (attached) to guide discussions and assist in evaluating the governance models identified above. The Foundational Principles were recently approved by the City of Cornelius, Gaston RFPD, Forest Grove RFPD, and Cornelius RFPD.

A Work Session with City Council was held on April 8th, 2019, to review the Foundational Principles. The general consensus was they provided a framework to help guide the Task Force governance discussions and a resolution in support should be placed on the April 22nd, City Council agenda.

FISCAL IMPACT:

There is no fiscal impact.

STAFF RECOMMENDATION:

Staff recommends the City Council adopt the proposed resolution supporting the Western Washington County Fire Task Force Foundational Principles (attached).

ATTACHMENT(s):

- 1) Resolution
- 2) Exhibit A: Western Washington County Fire Task Force Foundational Principles.

RESOLUTION NO. 2019-19

**RESOLUTION OF THE CITY OF FOREST GROVE
SUPPORTING THE WESTERN WASHINGTON COUNTY
FIRE TASK FORCE FOUNDATIONAL PRINCIPLES**

WHEREAS, In March, 2018, the City Council approved Objective 2.14, Fire Authority IGA, to “participate in a Task Force of potential members to consider the financial, legal, and operational impacts of intergovernmental fire service delivery”; and

WHEREAS, The City of Forest Grove currently shares Intergovernmental Agreements (IGA) for fire service delivery with the City of Cornelius and the Rural Fire Districts of Forest Grove, Cornelius, and Gaston; and

WHEREAS, The Western Washington County Fire Task Force (Task Force) was formed and began meeting in November, 2018, and is composed of the Mayor and PSAC Council Liaison for Forest Grove, Mayor of Cornelius, and the Chairs of Forest Grove, Cornelius, and Gaston Rural Fire Districts; and

WHEREAS, The scope of the Task Force is to study three potential governance models and provide a consensus proposal to the five governing agencies; the governance models include: 1) continue with current system of individual IGAs, 2) establish a comprehensive IGA that essentially forms a fire authority, and 3) establish a Western Washington County Fire District; and

WHEREAS, The Task Force met between November and March and with the assistance of Assistant Washington County Administrator Don Bohn, composed and approved the Foundational Principles in February, 2019, to assist in evaluating the governance models identified above; and

WHEREAS, The Foundational Principles were recently approved by the City of Cornelius, Gaston RFPD, Forest Grove RFPD, and Cornelius RFPD; and

WHEREAS, The Foundational Principles were reviewed and discussed by City Council during a Work Session on April 8, 2019.

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

Section 1. The City Council hereby supports and endorses the Western Washington County Fire Task Force document “Foundational Principles” (Exhibit A).

Section 2. The Forest Grove City Council applauds the Task Force’s work thus far and encourages an objective and impartial review of the governance options listed above.

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

PRESENTED AND PASSED this 22nd day of April, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2019.

Peter B. Truax, Mayor



Western Washington County Fire Task Force

FOUNDATIONAL PRINCIPLES APPROVED BY FIRE TASK FORCE FEBRUARY 19, 2019

Service to the Community

- The fire and rescue system is designed, organized, governed and funded to provide effective, efficient and reliable services to the community.
- The fire and rescue system recognizes an interdependent service area that spans the City of Forest Grove, City of Cornelius, Forest Grove Rural Fire, Cornelius Rural Fire and Gaston Rural Fire.

Governance and Identity

- The fire and rescue system is unified and locally governed and managed.
- The fire and rescue system delivers services and service levels as determined by community and stakeholder needs and interests.
- The fire and rescue system reflects the values and spirit of the community served.

Operationally Effective and Responsive

- The fire and rescue system provides coordinated and comprehensive response throughout the unified service area.
- The fire and rescue system is managed to optimize resource deployment and ensure consistent and appropriate response capabilities.
- In coordination with other emergency management agencies, the fire and rescue system will be prepared and equipped to respond during disaster related events.

Professional

- The fire and rescue system attracts and retains a qualified and professional workforce.
- The fire and rescue system provides standardized and regular training and development opportunities.
- The fire and rescue system actively recruits, engages and trains volunteers and provides opportunities for advancement.

Fiscally Responsible

- The fire and rescue system will exemplify operational excellence in a fiscally responsible manner.
- The fire and rescue system will procure and maintain the resources necessary for unified deployment and response.
- The fire and rescue system will be funded by an equitable finance strategy that can accommodate current and future service demands.
- The fire and rescue system will be supported by viable, sustainable and stable funding.

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A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	10
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: April 22, 2019

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

SUBJECT TITLE: Resolution Implementing Rules for Boards and Commissions (B/C)

ACTION REQUESTED:

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

X all that apply

PURPOSE:

The purpose of the Resolution is to update the City Council Rules of Procedure (Council Rules) to clarify the purpose, role, and operation of City Boards and Commissions. The proposed Council Rule changes seek to implement a consistent appointment process; address inconsistencies amongst bylaws, procedures, operations, minutes, training, and City staff resources; define staff and Councilor liaison roles and responsibilities; address Board and Commission purpose and composition; update the rules to reflect current public meeting and ethic laws, and to provide guidance to Boards and Commissions.

BACKGROUND:

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

To achieve these objectives, Council held a Work Session on August 13, 2018, which culminated in a B/C Subcommittee to make recommendations to City Council. The Subcommittee was composed of Councilors Wenzl, Johnston, and Rippe. The Subcommittee held three two-hour meetings on August 28, September 6 and September 25, 2018.

The Subcommittee advanced numerous proposals which were the subject of City Council Work Sessions on September 24 and October 8 and 22, 2018. The Work Sessions reviewed potential Council Rule changes in detail. Council arrived at a consensus to seek feedback on the potential Council Rule changes from all the B/C's.

To facilitate obtaining B/C feedback, staff held an informational meeting for all B/C members on November 19, 2018. The meeting was well attended. All attendees were given a "cheat sheet" or public informational flyer on potential Council Rule changes to assure subsequent B/C meetings on this topic were fully informed.

The B/C's considered the potential Council Rule changes at their December, January, and/or February meetings. Of 11 B/C's, 5 submitted formal comments including Parks and Recreation, Economic

Development, Library, Historic Landmarks, and Public Arts. The B/C comments were reviewed and discussed at Work Sessions on March 18 and April 8, 2019. The B/C comments included:

- 1) Revise proposed Council Rule 14.3 to limit student participation to Juniors and Seniors;
- 2) Revise proposed Council Rule 14.4 to no longer limit the size of a B/C to 9 members;
- 3) Revise proposed Council Rule 14.6 to eliminate the 24-month consecutive service term for the Chair;
- 4) Revise proposed Council Rule 14.9 to allow volunteers to take minutes; and
- 5) Revise proposed Council Rule 14.10 to eliminate the requirement that B/C members reapply and re-interview after every 4 year term of service.

A consensus emerged at the April 8, 2019 Work Session to address the B/C comments as follows:

- 1) To not revise proposed Council Rule 14.3 and thereby retain allowing all high school grade levels to serve as student members;
- 2) To not revise proposed Council Rule 14.4, recognizing that proposed Council Rule 14.4 already allows Council to approve more than 9 members on a Board or Commission if necessary;
- 3) To revise proposed Council Rule 14.6 to eliminate the 24-month consecutive service limitation;
- 4) To revise proposed Council Rule 14.9 to allow volunteers to take minutes, however, stipulate in the Council rules that a) a minute template be required for all minutes, b) City staff be required to take minutes if the B/C requests the City to do so, c) City staff be required to review the minutes to assure compliance with state law, and d) City staff be required to post the minutes to the website as soon as possible after acceptance by City Council;
- 5) To not revise proposed Council Rule 14.10, thereby retaining the requirement for B/C members to reapply and re-interview every 4 years.

CURRENT STATUS:

Attachment 1 is a proposed Resolution adopting the proposed Council Rules. If adopted, the City Council Rules of Procedure will be updated and distributed with the new Council Rules.

Attachment 2 is the proposed Council Rules that show all changes from the existing Council Rules. Attachment 3 is the same proposed Council Rules with all changes accepted and as they would appear in the City Council Rules of Procedure.

Based on input from the Work Sessions, below is a summary of the proposed Council Rule changes:

- 14.1: Clarifies the definition of a Board or Commission and the appointment of members.
- 14.2: Clarifies the purpose of the Board or Commission as "advisory" to City Council.
- 14.3: Defines qualifications for membership to a Board or Commission, including student members.
- 14.4: Establishes the size of the Board or Commission to no more than nine (9) voting members unless otherwise authorized by City Council or state law.

- 14.5 Defines a quorum and establishes a meeting schedule of no less than four (4) times a year.
- 14.6 Defines terms of office as four (4) years for B/C members and two (2) years for student members. Establishes voting rights for student members, requires an annual election for the Chair and Vice Chair, and states that members may not serve on more than two (2) B/C's simultaneously.
- 14.7 Establishes the registry for all B/C matters as the City Recorder's office.
- 14.8 Defines the role of the Councilmember Liaison and their appointment process.
- 14.9 Defines the role and duties of the Staff Liaisons.
- 14.10 Establishes the annual appointments and reappointments process for B/C members.
- 14.11 Establishes an attendance policy for B/C members.
- 14.12 Establishes a resignation and vacancy process.
- 14.13 Establishes a meeting Agenda template and process for adding/deleting Agenda items.
- 14.14 Defines public meeting and records requirements and establishes a Minutes template.
- 14.15 Establishes a Bylaws template and defines their approval process.
- 14.16 Establishes a B/C annual reporting requirement.
- 14.17 Defines Conflicts of Interest and Ethics Law for B/C members.

STAFF RECOMMENDATION:

Staff recommends the Council consider the proposed Council Rule changes. If the Council chooses to adopt the Council Rules, they have two options:

- Option 1: Pass the Resolution as-is, adopting all the proposed Council Rules 14.1-14.17 as a "package".
- Option 2: If the Council wishes to change any portion of the proposed Council Rules, staff recommends placing the Resolution on the table for approval. As this motion rests on the table, Council could make and dispense of sequential individual motions to amend specific parts of the Council Rules resting on the table. After all amendments are dispensed, Council would vote on the main motion to approve the Resolution as amended.

ATTACHMENTS:

- 1) Resolution; Amending Council Rules
- 2) Exhibit A: Council Rules accepting all changes (as they would appear in the City Council Rules of Procedure).
- 3) Attachment A: Council Rules showing all changes

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RESOLUTION NO. 2019-20

**RESOLUTION AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14,
ADVISORY BOARDS, COMMISSIONS AND COMMITTEES, AND REPEALING
RESOLUTION NO. 2006-10 AND AMENDING RESOLUTION NO. 2009-45**

WHEREAS, City Charter §10 and Council Rules §18.1 provides that the City Council must adopt Council Rules and make amendments to these rules by resolution; and

WHEREAS, Resolution No. 2009-45 establishes the current Council Rules of Procedure and Resolution No. 2006-10 states the policy relating to Advisory Boards, Commissions and Committees (B/C); and

WHEREAS, it is the desire of the Council to amend Council Rules of Procedure, Section 14, Advisory Boards, Commissions and Committees (B/C), to clarify the purpose, role, and operations of all B/C, including implementing a consistent appointment process and defining liaisons' roles and responsibilities and to reflect current public meetings law, public records law and ethic laws; and

WHEREAS, the City Council met in Work Sessions on August 13, September 24, October 8 and October 22, 2018, which culminated in a B/C Council Subcommittee, composed of three city councilors, making recommendations to Council; and

WHEREAS, an informational meeting was held for all B/C members on November 19, 2018, and all B/C considered the potential rule changes at their meetings held in December, 2018, January and/or February, 2019; and

WHEREAS, the Council met in Work Sessions on March 18 and April 8, 2019, to review the B/C comments and finalize the amendments to the City Council Rules of Procedure, Section 14, Advisory Boards, Commissions and Committees.

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

Section 1. The City Council hereby approves amending City Council Rules of Procedure, Section 14, Advisory Boards, Commissions and Committees, as outlined in Exhibit A.

Section 2. The City Council hereby repeals Resolution No. 2006-10 and amends Resolution No. 2009-45 as outlined in Attachment A (~~is deleted language~~ and is new language).

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

PRESENTED AND PASSED this 22nd day of April, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2019.

Peter B. Truax, Mayor

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RESOLUTION NO. 2019-20
EXHIBIT A

SECTION 14 – ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

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

14.2 Purpose – The purpose of the Advisory Boards, Commissions, and Committees is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible to the Council.

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointed term unless expressly provided for by the adopted bylaws. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed members are required to attend training courses as assigned and approved by Council. An individual member may not act in an official capacity. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City. B/C members serve without compensation.

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

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

14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. Members may not serve on more than two (2) B/C’s at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.

14.7 Registry – The City Recorder’s Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. A copy of the

roster shall be provided to Council at least once per year or upon any substantial change in membership.

14.8 Councilmember Liaisons – The Mayor shall appoint a Council liaison to any B/C. Council Liaisons shall be a non-voting member. The Council Liaisons role is to collaborate between the Council and the B/C to assure each group’s collective interest is accurately and effectively represented to the other. This includes actively attending and reporting to each entity at their regular scheduled meetings. Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall orient the newly-appointed B/C members prior to the first meeting on the duties of being a member. The staff liaison shall review the agenda in consultation with the B/C chair, prepare minutes upon request of the B/C, oversee and review minutes, post minutes to the website as soon as possible after Council acceptance, prepare and distribute the B/C packet at least five (5) days prior to the meeting, post the final agenda on the bulletin board and/or at the meeting location, submit legal notices for review and copies of approved minutes to the City Recorder’s Office, report to the City Recorder’s Office any member who has three or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (OAR166-200), and publicly post B/C documents on various media.

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

14.11 Attendance – Members are expected to attend every meeting. Members shall notify the staff liaison prior to the regular meeting to report an absence. The minutes shall record the absence. The City Recorder’s Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member’s position vacant for three (3) or more absences in a twelve month period.

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

14.13 Agenda – The Chair shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects

anticipated to be considered. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda. The agenda shall follow a standard template provided by the City.

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

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

14.16 Annual Reporting – The Chair shall submit an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year. The Annual Reports shall be scheduled on the Council Calendar and approved in January.

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

**Attachment A
"DRAFT"**

(Repealing Resolution No. 2006-10 and Amending Resolution No. 2009-45)

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

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

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

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

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointment term unless expressly provided for by the adopted bylaws. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed members are required to attend training courses as assigned and approved by Council. An individual member may not act in official capacity. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City. B/C members serve without compensation.

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

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

14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. Members may not serve on more than two (2) B/C's at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.

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

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

14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall orient the newly-appointed B/C members prior to the first meeting on the duties of being a member. The staff liaison shall review the agenda in consultation with the B/C chair, prepare minutes upon request of the B/C, oversee and review minutes, post minutes to the website as soon as possible after Council acceptance, prepare and distribute the B/C packet at least five (5) days prior to the meeting, post the final agenda on the bulletin board and/or at the meeting location, submit legal notices for review and copies of approved minutes to the City Recorder's Office, report to the City Recorder's Office any member who has three or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (OAR166-200), and publicly post B/C documents on various media.

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

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

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

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

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

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

14.16 Annual Reporting – The Chair shall submit an Annual Report to the City Council listing the B/C’s major activities for the past year and objectives for the coming year. The Annual Reports shall be scheduled on the Council Calendar and approved in January.

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



A place where families and businesses thrive

CITY MANAGER'S REPORT TO COUNCIL

APRIL 22, 2019

UPCOMING EVENTS:

- April 23: Bonamici Town Hall, 6 PM, Century High School, Hillsboro
- April 29: VAN Collaborative Community Forum, 4:30 to 7:30 pm, Sunrise Church Hillsboro
- May 2: Budget Committee Meeting, 6 pm, Community Auditorium
- May 3: CEP funding allocations due by 5 pm
- May 7 & 29: Health Care Forum, 5:30 pm, Community Auditorium
- May 9: Budget Committee Meeting, 6 pm, Community Auditorium
- May 15: Health Care Forum, 5:30 pm, Library

CITY MANAGER:

- In an effort to advance equity, the City is participating in a project entitled the *Action Plan for Equitable Development* being conducted by Adelante Mujeres. The goal of the project is to inform the community and local stakeholders of potential solutions for improving access to aspiring and existing Latino business owners. The project will obtain data on Latino-owned business needs and barriers via listening sessions, economic development research, and stakeholder interviews. The project will cover Forest Grove, Cornelius, Hillsboro, and Beaverton. The project begins in April and ends in October.
- The Economic Development portion of the website was recently reviewed and revamped to facilitate better navigation, audience engagement, and user-friendliness.
- In cooperation with Community Connection, the City has been working to help form the "West Washington County Anti-Poverty Work Group". The purpose of the Work Group is to strengthen and carry out a community-based response to poverty in alignment with Washington County Consolidated Plan strategies related to antipoverty efforts, with a focus at the "micro" level. Attendees will likely include City staff, local nonprofit service programs; Forest Grove / Cornelius Chamber of Commerce, Pacific University, persons/households experiencing poverty, and landlords and property owners.

ADMINISTRATIVE SERVICES:

- FY 2019-20 Budget Preparation: The Informational Budget Committee meeting was held on April 11, 2019. The Proposed Budget is being finalized and will be distributed to the Budget Committee on April 25, 2019. Budget Committee meetings are scheduled for May 2, May 9, and May 16 in the Community Auditorium. The plan is to complete the budget review in two meetings. The May 16 will be held only if necessary.
- Solid Waste Franchise: Waste Management reported an 8.8% rate of return for calendar year 2018 which is within the acceptable rate of return. Waste Management indicated that they will not be requesting any adjustments to the rate at this time. In 2018, the surcharge for recycling was added to the rates. Based on the 2018 rate of return, the surcharge appears to have accomplished its intended purpose of covering increased recycling costs and helping to maintain an acceptable rate of return. Staff will continue to monitor WM's financial performance for the Forest Grove franchise area to determine if the surcharge is still necessary.
- Police Facility: Staff is continuing to develop a plan and the information for informing the public of the need for a new police facility. Staff will begin reviewing elements of the concept design with the architects to prepare answers for Council questions on the concept design. The work with the architects will require a contract amendment.
- Elevator Upgrade: City Hall elevator upgrade is complete and the elevator is back in operation.
- Current recruitments underway include: Police Officer and Reserve Police Officer.

COMMUNITY DEVELOPMENT:

- Community Development Staff hosted the second meeting with Technical Advisory Committee for the Housing Needs Analysis on April 10, 2019. This was an extremely productive meeting with spirited conversation about causes of unaffordable housing and the costs associated with land acquisition for builders. The next meeting, as well as the annual Severe Rent Burden Meeting, was set for May 14, 2019, in the Rogers Room at the Forest Grove Public Library.
- CD staff and ODOT are wrapping up negotiations with Jacobs Engineering for the Pacific Avenue Improvement Plan. While this process has taken dramatically longer than anticipated, the project should still remain roughly on schedule, with work beginning in late spring / early summer.
- CCI is exploring ways in which they might engage with the League of Women Voters to encourage greater participation in the voting process by young people. While still a nascent idea, CCI has discussed collaborating in some meaningful way with this organization to this end.
- Development Code amendments will be in front of the Planning Commission in May and are scheduled to come to the City Council in June. Highlights of these amendments include revisions to bed and breakfast code (last reviewed in 1989), adding housing type matrices, updating the ADU code to comply with state law, adding options to residential density incentives, and updating the sign code.

ECONOMIC DEVELOPMENT:

- Updating 3-year Economic Development Strategic Plan with EDC review. Staff will schedule a Work Session with Council expected in June-July.
- Received approvals to add bike hub equipment such as bike repair station, bike racks and other items. City and Clean Water Services will be gifted both the items and installation of items from Washington County Visitors Association.
- Assisting two new small businesses with a market analysis.
- New 2019 Dining Guide has been completed and distributed.
- Completed OPB radio and digital ads and Travel Oregon digital ad market Forest Grove for economic development, tourism and new business. Working with partners on 2019 Discover Forest Grove Guide which should be printed in late April and distributed throughout the state. Working actively with Court Carrier to get new TLT-funded tourism initiatives underway.

URBAN RENEWAL AGENCY:

- A Work Session is being held at the April 22 City Council meeting to discuss the creation of an Urban Renewal Advisory Committee.
- A Resolution establishing a Parklet Pilot Program is on the April 22, 2019, URA agenda for consideration.
- A Resolution directing staff to work with the Public Arts Commission, and possibly other applicable Boards and Commissions, to establish an Installation Art Program will be on the May 13 URA agenda.

ENGINEERING AND PUBLIC WORKS:

- Gales Creek Terrace: Off-site sanitary sewer construction is almost complete; line testing will be next.
- Sunset Crossing: Construction is complete; Engineering staff working on final inspections and project close-out.
- MCG Pure: Under construction, including service connections and public improvements (water, sewer, and storm).
- Martin Rd. and Highway 47 Intersection Improvements: The City, Washington County, and ODOT have mutually agreed that a roundabout located at the exiting intersection is the preferred alternative option. Washington County will be advancing the design and readying it for bid, however, due to the right-of-way acquisition, the timeline for the bidding is estimated to be about a year out. ODOT, for its part, has

agreed to try to find the additional funding necessary for this more expensive alternative. Washington County is still waiting to hear back from ODOT about the funding and will provide a project update to the City Council once they hear back from them. Engineering staff reached out to ODOT a few weeks ago, but no decision has been made, although they feel optimistic in identifying funding.

- Highway 47 at Maple St./Fern Hill Rd. Intersection Improvements: This is a collaborative project between the City, Washington County, and ODOT, concentrating on intersection improvement options on Highway 47 at Maple St. and Fern Hill Rd. A consultant has been hired to analyze and identify intersection control improvement options; up to five improvement alternatives will be analyzed. The alternative analysis report is expected to be complete by mid-year. After further analysis, Washington County will provide an update to the City Council.
- Thatcher Rd. and Gales Creek Rd. Intersection Improvements: The City was not awarded the ODOT Safe Routes to School grant and is now working with Washington County to identify additional funding to complete the initial phase of this project. Washington County has designated \$500k of the estimated \$900k project cost and is currently looking internally to see if additional funding can be made available for the project. The possibility of a cost share arrangement and management of the project has also been discussed. City is waiting to hear back from the County on next steps.
- All Roads Transportation Safety Program (ARTS): This program will add reflectorized back plates to all of the signals along the City's couplet and replace the existing pedestrian signals with pedestrian countdown signal heads. The design for this project will be starting soon, as ODOT is anticipating consultant selection in late May or early June.
- Annual Paving and Curb Ramp Improvements: Paving and curb ramp improvements are complete; Engineering staff working on final inspections and project close-out.
- Road improvements: 19th Avenue: finalizing design; 26th Avenue: 30% design complete; Willamina Avenue: 30% design complete; Hawthorne Drainage Improvements: This project will improve flooding problems where an existing open channel floods over Hawthorne St. during storm events. Permits have been obtained and construction plans are being finalized. Staff anticipates putting project out for bid in April and starting construction soon after. Staff has been working with a nearby condo association to obtain a drainage easement for the project. There is a preliminary agreement, as final details are being worked out.
- Watershed: The 2019 Timber Harvest was advertised for bid on Friday, March 29, and nine logging companies attended the pre-bid tour of the harvest area last Thursday, April 11. The City's Forester commented that among the attendees, most were excellent companies to work with. Bids are due Thursday, April 25, at 10 AM.
- Water System Resiliency Plan aka Seismic Study: The consultant is preparing an updated draft Water System Resiliency Seismic Plan (SRP) which is expected to be delivered at the end of April.
- Water System Master Plan: The consultant has completed model calibration; working on flow analysis.
- Forest Glen Park Slide and Sewer Repair: Consultant is working on final plans and specifications and has submitted application for permits in anticipation of bid advertising in May.
- Outdoor facility lighting at Public Works has been upgraded to LED. Project was completed by way of the BPA reimbursement program and with PW funding. Public Works has purchased a grinder to repair raised sidewalk edges on City property that can be repaired by grinding the concrete.

PARKS, RECREATION, AND AQUATICS:

- Rogers Park Restroom project kicked off as the contractor began work for the restroom foundation last week. The restroom is expected to be delivered in the middle of May.
- The large dog off leash area at Thatcher Park will be closed for renovation during the month of May. Staff and student from Forest Grove High School have been preparing the area for re-seeding, irrigation improvements, and tree planting. Once the grass areas have been established, the area will re-open. The small dog area will remain open for use during renovation.

- CWS and Metro in cooperation with the City of Forest Grove are working on bank stabilizing along Gales Creek near the B Street Trail. Contractors this summer will be on site that will close a section of the trail for approximately one month. Current trail closure information will be posted on the City of Forest Grove website and the Parks Dept. Facebook page.
- The City's Aquatic Consultants (PLACE and Councilman/Hunsacker) will host a public presentation and opportunity to provide input on April 24 at 7 p.m. The workshop will be held at the Light and Power Conference Room at 1818 B Street. This workshop will reflect on the past 50 years of indoor aquatic services, and then dream about the future of services for the next 50 years. Participants can expect to spend 2 hours collecting information and giving input.
- Session 2 of spring swimming lessons begins May 6. Classes in all levels are still available.
- Skyhawks Sports summer camp registration is open for 2019. Parents may register their children on line at Skyhawks.com.

POLICE:

- Officers Adams, Aguilar, Daniels and Bartlett attended a risk management class titled "Below 100". This class discusses reducing officer fatalities and injuries through best practices.
- Officer Younce is at the Oregon State Police Academy and is currently completing week 13 of the 16 week academy.
- The department is currently going through CPR / First Aid / AED / Naloxone Re-certification.
- Captain Ellingsburg will be retiring at the end of April. Capt. Ellingsburg has dedicated 26 years of his life to the City of Forest Grove and has earned this moment. He will be sorely missed.
- Officer Gary Anderson will be leaving the department in May. Ofc. Anderson initially projected a departure date of December but found a wonderful job opportunity in Court Security for Washington County. Ofc. Anderson has been with us for 8 years and has a total of 33 years on Law Enforcement. We hope he enjoys his new found job flexibility and safer environment.
- The Administrative Sergeant position was transitioned to another Patrol Officer and making the Community Outreach Specialist (COS) full time to help with administrative functions.
- The department is continuing with a slow roll out of new Panasonic Toughbooks to replace Getac Tablets. As of recently there are five of ten patrol cars equipped.
- Code Enforcement: Issued 101 parking citations; 5 vehicles impounded; 1 Vehicle Boot; 1 Graffiti Incidents; 1 RV stay citation; 7 ordinance violation warnings.
- Community Outreach: COS Quinsland is being trained on administrative support functions and training coordination duties as she transitions to full time; attended an orientation meeting for the upcoming Farmer's Market season and First Wednesday to present a short safety update for vendors and incident response during the event; assisted in facilitating and hosting a Field Training and Evaluation class for Law Enforcement officers from as far as Eugene and Central Oregon; attended the Westside Crime Prevention Coalition Meeting; organized and facilitated this quarters Coffee with a Cop that was held at McDonalds.

LIBRARY:

- The Oregon College of Art & Craft will be [permanently closing in May](#). OCAC has been a valued special library in WCCLS for many years.
- Youth Service Librarian Nathan Jones will visit three kindergarten roundups this month, and partnered with Cornelius PL staff to ensure coverage at all FGSD kindergarten roundups this spring. Staff has also been busy with field trips to the library, sometimes working with up to five separate classrooms on our busiest days!

- Nathan and Stephanie (our Pacific University student worker) have been working on this year's Ready to Read grant project. They have created over 500 bilingual "Library Welcome Bags" for local families, and are currently distributing them at Kindergarten roundups and through local community partners.
- Librarians also recently brought back an old program, evening Pajama Storytime. While the numbers haven't been overly large, the makeup of attendees has been. Lots of working parents have taken advantage of the program to participate in storytimes where they otherwise could not have. This new program has opened the library to a new group of parents, and in that light, it is already a success.
- During the month of October, there will be a series of events to celebrate the library's 110th anniversary. Highlights will be the dedication of the Ginsburg Memorial Garden; an "Everybody Reads"; and a community birthday party. Details on these and other events will be coming soon.
- For National Library Week, the Library Commission created a very colorful display inviting patrons to post their favorite book, movie, library service or program or technology. They also brought daily treats for the library staff.
- Recent displays: National Library Week; National Poetry Month; Jackie Robinson's first game in the majors (1947) and the sinking of the Titanic (April 15, 1912).

Upcoming Events

- Saturday, April 27: Día de los niños/ Día de los libros | Children's Day/Book Day, 2 to 4 PM. Come celebrate Children's Day at the Forest Grove City Library! Join us for crafts, food, activities, and more!
- Tuesday, April 30: 6:30 – 7:30 PM, Art of the Story. Kelly Hoffman: Turning Points. (Adult program), stories that turn for love, for better, for worse, for everything that keeps us all turning.
- Saturday, May 18: Repair PDX and their volunteers. Another popular Repair Fair where attendees can register to bring their small appliance (think blender coffee maker, jewelry, bike or clothing) to the Forest Grove City Library for a Repair Fair! Meet new people, learn useful skills, keep alive that beloved or useful object, and keep it from the landfill, at no cost to you!

LIGHT & POWER:

- Crews have begun power installation to the Sunset Crossings Subdivision located at Sunset & 26th Avenue. They have also completed service installations to several in-fill lots for new homes being built.
- Work has been completed replacing failing high voltage underground cables in 5 locations feeding an older subdivision on Mt. View Lane. This area has experienced several power outages due to these failing cables.
- Work has begun replacing failing high voltage cables feeding a church on Mt. View Lane. This church has seen two power outages due to the older cables. Before being completed, crews are being re-routed to a higher priority cable replacement need on Ballard Lane that is affecting a larger amount of customers. Crews will return and complete this replacement on Mt. View when finished on Ballard Lane.
- Customers in the Ballard Town area experienced another power outage due to failing high voltage underground cables. Approximately 40 customers were without power for 60 minutes and 25 more for 90 minutes while crews isolated and routed power around the failed cable. Power was also momentarily affected for ½ second to the other 1000 customers on this circuit feeding the Forest Gale Heights area while the substation cleared the lines due to the cable fault. This area was next on the list for cable replacement but due to the increased frequency of faults (a separate fault in the same area on February 23rd) and the larger customer impact, crews are being re-routed to begin this replacement process immediately.
- Crews have completed replacement of several poles in various areas of the City. The poles were identified for replacement due to age and their deteriorated condition.
- The first phase of the LED street light replacement project has been completed. 494 luminaires have been replaced from Hawthorne Street to the east edge of the City and also along the couplet of 19th and Pacific Avenue to the west edge of town. Also, the lights on 19th and Pacific Avenue from Hawthorne Street going east to the edge of town were increased to double their original lighting level to enhance

the lighting in this high volume area of vehicle and pedestrian traffic. Outside of this area of the project crews have also replaced 96 other lights that have been called in for repair during the last 6 months since we began our replacements. To this date, 590 street lights have been upgraded to LED.

COUNTY-WIDE:

WCCLS: No update

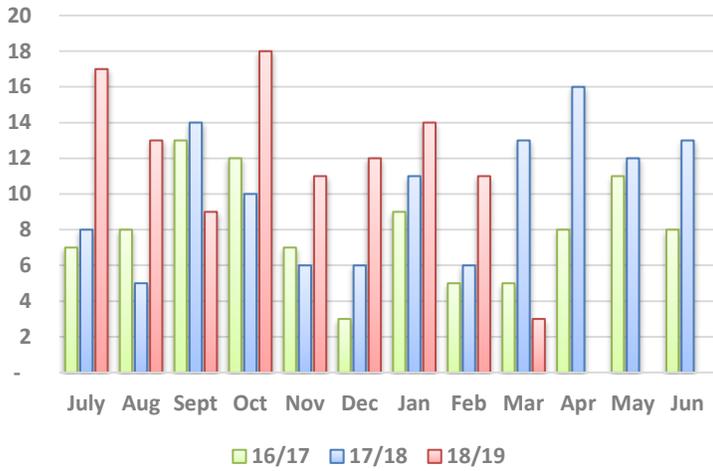
JWC: No update.

WCCCA: No update

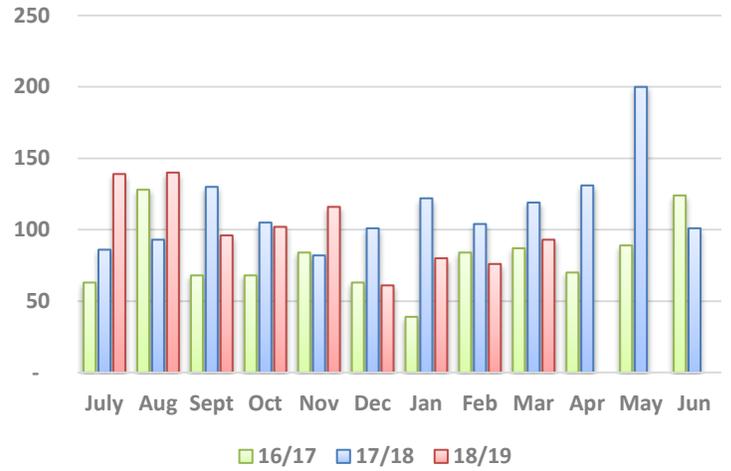
CONSTRUCTION PROJECTS IN FOREST GROVE:

NAME	LOCATION	DESCRIPTION	LAND USE PERMIT STATUS	BLDG PERMIT STATUS	CONST. STATUS
Kidd Court	22nd Place	Subdivision 7 units	Approved	4 permits issued	Under Construction
Silverstone	David Hill Rd	Subdivision (200 lots)	Approved	167 lots issued	Under construction
Hawthorne Gardens	Hawthorne and 26th Ave	Subdivision (29 lots)	Approved	29 lots issued	Under construction
Gales Creek Terrace	Pacific Ave/19th Ave	Subdivision (197 lots)	Approved	N/A	In grading
Green Grove	Thatcher Rd	Co-Housing (9 lots)	Approved	3 lots issued	Under construction
Smith Orchard	Gales Way and B Street	Subdivision (8 lots)	Approved	N/A	In grading
Sunset Crossing	Sunset Ave	Subdivision (32 lots)	Approved	Model homes submitted	In Grading
MGC Pure Chemicals of America	Elm St	Ind New (45,817 sf total)	Approved	Permits issued (Tank Yard; Building 1 & 2; Guardhouse)	In review; Under construction
Bank of America at Stonewood Center	Pacific Ave	Comm TI	Approved	Tenant revising plans	N/A
Wauna Credit Union	Pacific/Hwy 47	Comm New	Approved	In review – waiting on engineering	N/A
Nectar Marijuana Dispensary	Pacific Ave/Oak St	Comm TI	Approved	In review	N/A
Inserta Tee Storage Building	24th Ave	Ind New	Approved	Permit issued	Under construction
Richmond Library	Masonic Way	Comm New	Approved	Permit issued	Under construction
Rose Grove Park Expansion	Pacific Ave	Manufactured Home Park	Approved by CC – Awaiting findings adoption	N/A	N/A
Adelante Mujeres	Main St	Comm TI	Approved	Permit issued	Under construction

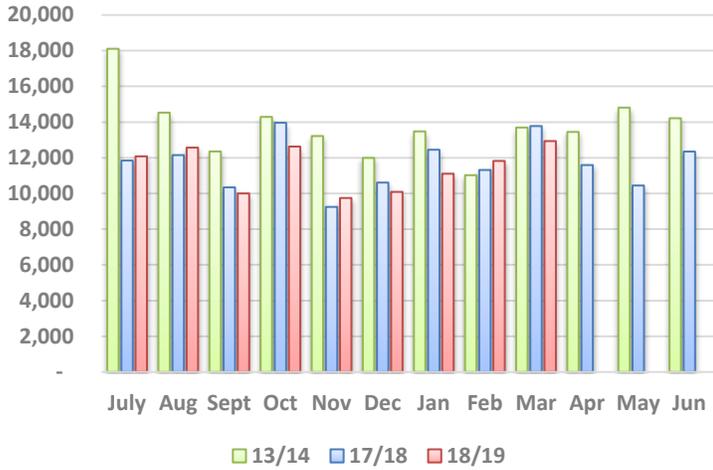
New Business Licenses



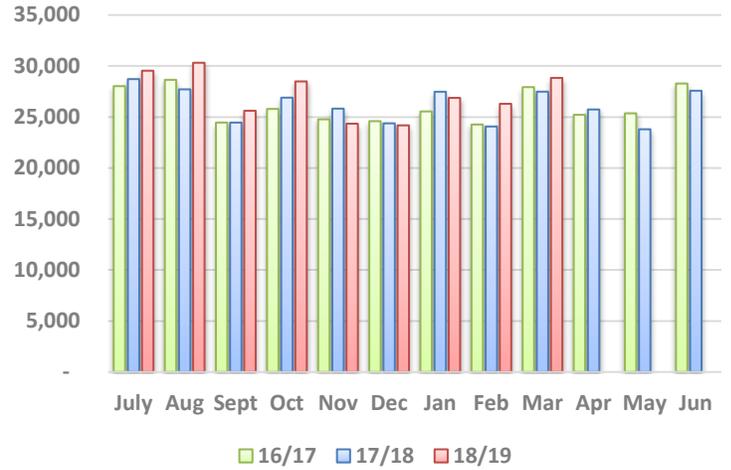
Total Building Permits



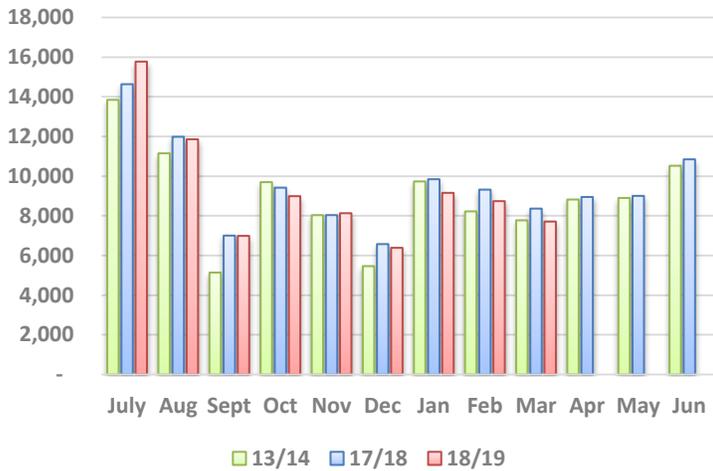
Library Walk-Ins



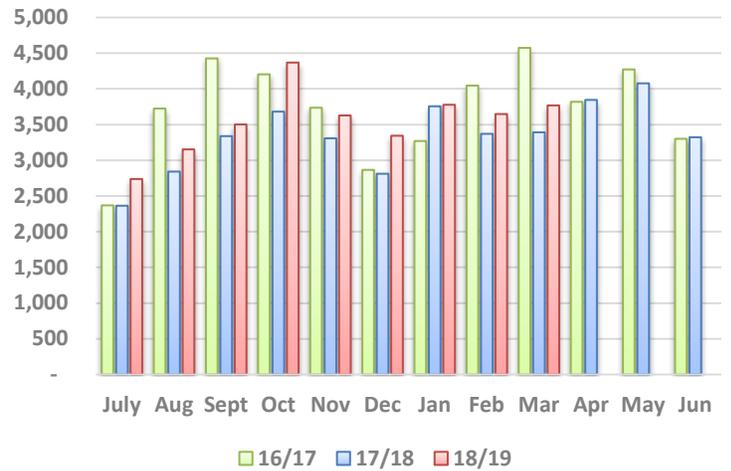
Library Circulation



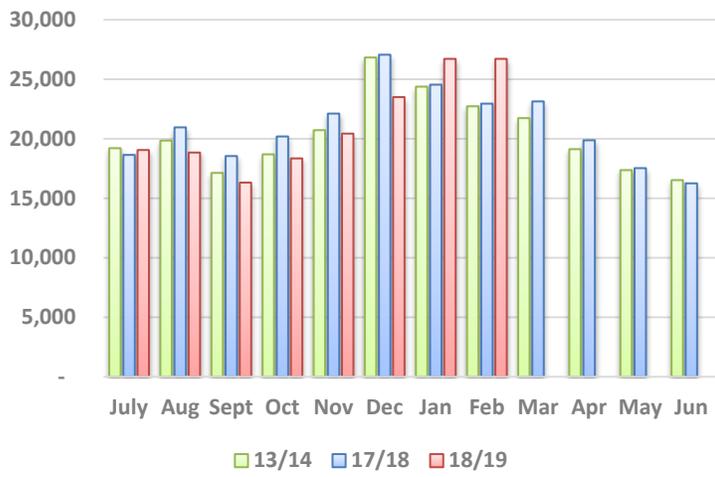
Aquatic Center Attendance



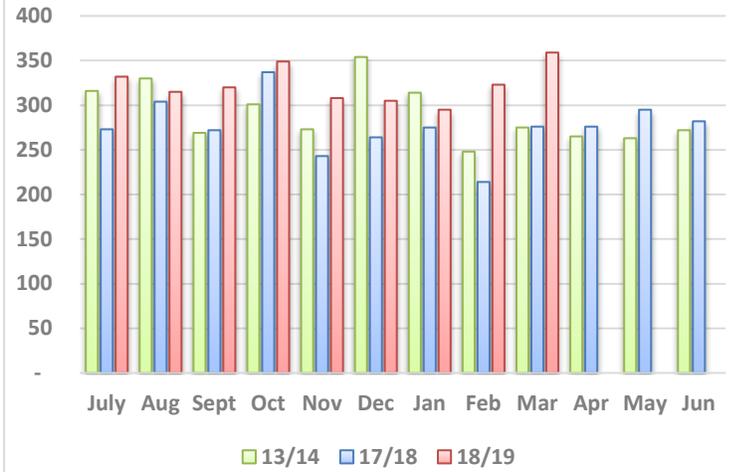
Grove Link Riders



Light & Power Total MWh



Fire Department Calls





URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, APRIL 22, 2019

5:30 PM – URA Work Session (B/C Reform; URAC)
9:05 PM – Urban Renewal Agency Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

PETER B. TRUAX, DIRECTOR BOARD CHAIR

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

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

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

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

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

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

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

FOREST GROVE URBAN RENEWAL AGENCY AGENDA
APRIL 22, 2019

Page 2 of 2

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

5:30

**URA WORK SESSION: B/C REFORM; URBAN RENEWAL
ADVISORY COMMITTEE (URAC)**

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

9:00

1. **URBAN RENEWAL AGENCY MEETING:** Roll Call
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board 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:**
 - A. *Approve Urban Renewal Agency Regular Meeting Minutes of April 8, 2019.*
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None

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

9:10

6. **URA RESOLUTION NO. 2019-02 APPROVING A MINOR AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD THE STREETScape IMPROVEMENT PROJECT**

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

9:20

7. **URA RESOLUTION NO. 2019-03 ESTABLISHING A PARKLET PILOT PROGRAM AND AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT THE PROGRAM**

9:30

8. **ADJOURNMENT:**



B/C Reform: Urban Renewal Advisory Committee

Work Session

Bryan Pohl, Community Development Director

Dan Riordan, Senior Planner

April 22, 2019

Purpose

- The purpose of this work session is to discuss:
 - Establishing an Urban Renewal Advisory Committee (URAC);
 - Examples of URACs in other cities;
 - Possible URAC purpose and scope including the types of issues and activities the Board desires to assign to the URAC;
 - URAC size and membership; and
 - Frequency of meetings and staff support.

Background

- On April 8th the Council held a work session on City Boards and Commission reforms and discussed the idea of establishing an Urban Renewal Advisory Committee (URAC).
- There was some discussion about the role of a URAC and the Economic Development Commission in urban renewal matters.
- Tonight's presentation provides information about the legal authority to establish a URAC, benefits and costs, best practices, and ideas for purpose, size and URAC composition.

Legal Authority

- It's important to note that state law does not require that an Agency form an advisory committee.
- State law and administrative rules also do not provide guidance about advisory committee size, composition or the types of urban renewal matters that could be considered by the committee.
- The FG Urban Renewal Plan includes a goal for public participation (Goal 1). Objective 1.1 for this goal states: “At the discretion of the Agency establish an urban renewal advisory committee with broad representation to assist the Agency Board of Directors with implementation of the urban renewal program.”

URAC Benefits

- Broaden participation in urban renewal decisions consistent with the Urban Renewal Plan.
- Increase transparency in Agency decisions.
- Allow for representation of varying interests and expertise in the community.
- Ensure that the urban renewal program is meeting the needs of the community.

URAC Costs

- Staff support that the advisory committee requires.
- This could be mitigated by limiting the number of committee meetings or limiting the committee's scope to certain projects or activities.
- The Board isn't obligated to accept URAC recommendations. There is potential, however, that URAC recommendations could conflict with Agency Board priorities and the Board would have to reconcile differences.

URAC Best Practices

- As noted before, the Board has complete discretion on URAC composition. There's no guidance in state statute or rules for advisory committees.
- It is typical for a URAC to include property owners and business owners within the urban renewal area.
- It is also typical to include at-large representation from the community.
- Some committees also include expertise in finance and real estate to inform loan and grant programs and property acquisition and disposition.

URAC Examples

Urban Renewal Area	Advisory Board Members	Representation
Tigard	11	Three business and/or property owners with property in the renewal area Six persons representing a cross-section of interests in the community at-large One person residing within or adjacent to the renewal area One person with expertise in real estate development, urban planning or design. Two non-voting alternates including on at-large resident Up to two non-voting ex-officio members representing taxing districts
McMinnville	7	Three members representing property and/or business owners from the URA At-large city resident City Council liaison Downtown Association Liaison Water and Light Department Liaison
Silverton	9	Affected taxing district representative City Council liaison Chamber Board representative Five members representing business and/or property owners from the URA
Dallas	7 to 9	Business and/or building owner Mayor No more than two Agency Board Directors

Considerations for Discussion

- Advisory committee purpose and scope:
 - Advise on all urban renewal issues or only certain types of issues:
 - Certain urban renewal plan amendments?
 - Projects?
 - Budget?
 - Property acquisition and disposition?
- Committee size and membership:
 - Representation and interests to include.
- Frequency of URAC meetings and staff support.

Considerations for Discussion

- Potential Size and Composition of URAC
 - Seven Members that represent the following:
 - 3 members representing property and/or business owners from the URA
 - 2 at-large city residents
 - 1 EDC representative
 - 1 Chamber of Commerce representative
 - Non-voting member: URA Board Member
- Frequency of URAC meetings and staff support.
 - Staff support would be Community Development
 - Frequency: At least quarterly and as-needed.

Next Steps

- With further direction, staff will return with a resolution for consideration by the Agency Board, during a regular Board meeting, to establish the URAC.

The End



3A



Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 9:25 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Timothy Rippe; Adolph "Val" Valfre; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Ronald Thompson, Elena Uhing and Malynda Wenzl, excused.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Regular Meeting Minutes of June 25, 2018
- B. Approve Urban Renewal Agency Work Session (Next Steps) Meeting Minutes of October 8, 2018.
- C. Approve Urban Renewal Agency Work Session (Strategic Outlook) Meeting Minutes of January 28, 2019.
- D. Approve Urban Renewal Agency Work Session (Goals and Objectives) Meeting Minutes of February 25, 2019.

MOTION: Director Valfre moved, seconded by Director Rippe, to approve the Consent Agenda as presented. **AYES:** Councilors Johnston, Rippe, Valfre, and Mayor Truax. **NOES:** None. **ABSENT:** Councilors Thompson, Uhing, and Wenzl. **MOTION CARRIED 4-0 by voice vote.**

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. URA RESOLUTION NO. 2019-01 ADOPTING GOALS AND OBJECTIVES

Staff Report:

VanderZanden presented the above-proposed resolution for Board consideration,

noting the proposed resolution is implementing a new work plan for the adopted URA Plan (2014). VanderZanden reported the URA Plan established five goals and 13 objectives, noting these goals and objectives have remained consistent since their inception and no changes are being proposed. VanderZanden noted for better transparency, the URA's Goals and Objectives were integrated into a work plan using the same format as the Council's Goals and Objectives. In conclusion of the above-noted staff report, VanderZanden advised staff is recommending the Board adopt the attached resolution as outlined in Exhibit A, noting the Exhibit includes Actions for each of the Objectives.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-01.

VanderZanden read URA Resolution No. 2019-01 by title.

MOTION: Director Vice Chair Johnston moved, seconded by Director Rippe, to approve URA Resolution No. 2019-01 Adopting Goals and Objectives.

Board of Directors Discussion:

Hearing no discussion from the Board, Director Chair Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Directors Johnston, Rippe, Valfre, and Director Chair Truax. NOES: None. ABSENT: Directors Thompson, Uhing and Wenzl. MOTION CARRIED 4-0.

7. ADJOURNMENT:

Director Chair Truax adjourned the URA regular meeting at 9:32 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 6/

FINAL ACTION: _____

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *April 22, 2019*

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

SUBJECT TITLE: *Resolution Amending the Forest Grove Urban Renewal Plan to Add Streetscape Improvement Project*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT:

The Board has expressed interest in adding a project to the Forest Grove Urban Renewal Plan for streetscape improvements within the urban renewal area.

BACKGROUND:

The Forest Grove Urban Renewal Plan was adopted in 2014. The plan and accompanying report describes projects that may be undertaken. Projects include acquisition of key opportunity sites, redevelopment project assistance, a building façade improvement program, an interior building improvement program, and a sustainability incentive program. Many of these projects have been implemented or continue on a programmatic basis. However, these projects and initiatives are not an exhaustive list of projects that can be undertaken by the Urban Renewal Agency (URA).

The City Council held several work sessions to consider possible improvements within the Town Center. On January 28, 2019, Council considered the Urban Renewal Plan strategic outlook and discussed possible short-term project priorities. One short-term priority discussed was streetscape improvements within the Town Center including public art, festival street design, parklet pilot project, wayfinding improvements, and street tree replacement and planting.

Under state law (ORS Chapter 457) an urban renewal agency must determine the scope of type of projects that are appropriate to include in the urban renewal plan that will be financed with tax increment funds. In addition, ORS Chapter 457 also requires the urban renewal plan include:

- A description of each project;
- Cost of each project and the source of revenue to pay such cost; and

- Anticipated completion date of each project.

Since the Forest Grove Urban Renewal Plan does not specifically identify streetscape improvements as a project in the plan, the Board must consider and approve a resolution amending the Urban Renewal Plan to include the project and address the ORS 457 requirements. The attached resolution and Exhibit A address these requirements.

The Urban Renewal Plan authorizes several types of amendments:

- Substantial Amendments;
- Major Amendments; and
- Minor Amendments.

Substantial amendments involve adding land to the urban renewal boundary in excess of 1% of the existing plan area. Substantial amendments also involve adding a project that exceeds \$500,000 in project cost. Substantial amendments also include increasing the maximum amount of debt the Agency may issue and extending the term of the urban renewal plan. Substantial amendments must be adopted in the same manner as the original Plan including review and recommendation by the Planning Commission and consultation with each taxing district affected by the urban renewal plan. Adding the streetscape improvement project to the Plan is not a substantial amendment to the plan as described in Resolution Exhibit A.

Major amendments include identification of property for an infrastructure project requiring the use of eminent domain. This is the only use of eminent domain authorized by the Plan. The Plan requires that major amendments be approved by City Council by adoption of an ordinance. Since adding the streetscape improvement project will not involve eminent domain it is not a major plan amendment.

Minor amendments include those which are not substantial or major amendments. Since adding the streetscape improvement project is neither a substantial or major amendment it is classified as a minor amendment. The Plan states that minor amendments shall be approved by resolution of the urban renewal agency Board of Directors.

The Resolution provides a description of the proposed streetscape improvement project. The description is intended to be general to allow flexibility but detailed enough to determine financial feasibility. The project description identifies a range of streetscape improvements in the Town Center including purchase and installation of public art, construction of parklets, festival street design, street tree planting and replacement and general wayfinding improvements. The description also addresses the project's benefit to the urban renewal plan and potential impact on blight.

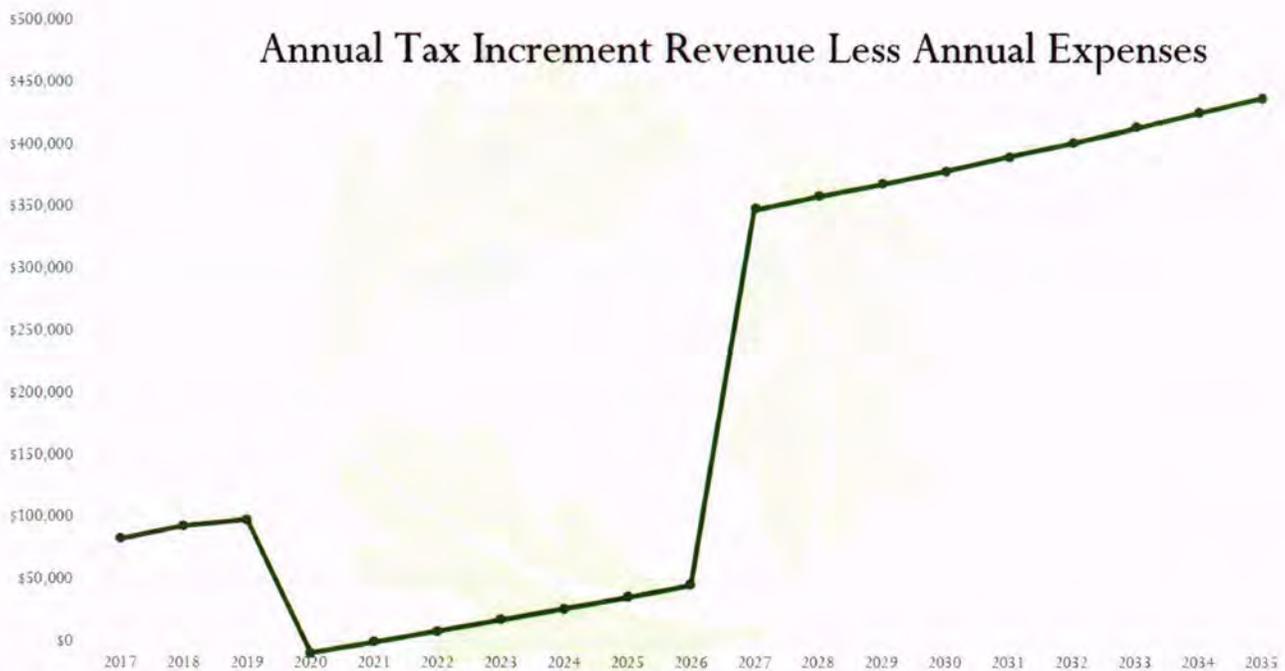
FISCAL IMPACT:

Finding of economic feasibility estimated tax increment revenue. Adding the project will change maximum indebtedness authorized by the Plan. The streetscape project is capped at \$225,000. A breakdown of project elements and costs is provided below.

Streetscape Element	Amount
Public Art Program	\$100,000
Festival Street Design	\$50,000
Parklet Pilot Project	\$10,000
Wayfinding	\$50,000
Street Tree Replacement and Planting	\$20,000
TOTAL	\$230,000

A future plan amendment will be necessary to exceed the project amount identified above. The amount above does not include construction of the festival street.

The streetscape improvement project is estimated to cost \$230,000. The project is deemed financially feasible under the Plan’s maximum indebtedness of \$15,000,000 and estimated cash flow. The figure below shows estimated annual tax increment revenue less expenses over the duration of the Plan.



STAFF RECOMMENDATION: Staff recommends the Board approve the attached resolution adopting a minor amendment to the Forest Grove Urban Renewal Plan to include a streetscape improvement project with an estimated cost of \$230,000.

ATTACHMENT(s):

- A. Resolution Amending the Forest Grove Urban Renewal Plan.
- B. Resolution Exhibit A

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URA RESOLUTION NO. 2019-02**RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE APPROVING A MINOR AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD THE STREETScape IMPROVEMENT PROJECT**

WHEREAS, The Urban Renewal Agency of the City of Forest Grove (“Agency”) as the duly designated urban renewal agency for the City of Forest Grove (“City”) is implementing the Forest Grove Urban Renewal Plan (“Plan”) that was approved on April 28, 2014, by Ordinance 2014-05; and

WHEREAS, the Agency desires to promote a vibrant Forest Grove Urban Renewal Area through strategic urban renewal investments including designing and constructing streetscape improvements; and

WHEREAS, the Plan provides the legal authority to approve certain minor amendments to the Plan; and

WHEREAS, adding the Streetscape Improvement Project to the Plan is deemed to be a minor amendment to the Forest Grove Urban Renewal Plan; and

WHEREAS, the Agency prepared a report on the plan amendment (Exhibit A) describing the Streetscape Improvement Project, legal authority to amend the Forest Grove Urban Renewal Plan, project consistency with the Forest Grove Comprehensive Plan and Urban Renewal Plan, and project financial feasibility; and

WHEREAS, the Agency considered the report on the plan amendment on April 22, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. The Forest Grove Urban Renewal Agency Board does hereby approve the amendment to URA Plan to add the following text to Plan Section III, Outline of Projects & Redevelopment Activities:

“I. Streetscape Improvement Project

To promote a vibrant urban renewal area, the Plan allows for design and construction of streetscape improvements. Examples of desirable streetscape improvements include installation public art acquisition and placement, festival street design, funding for parklet construction, wayfinding enhancements, street tree replacement and planting, and street furniture such as benches, decorative trash receptacles, planters, kiosks and entryway/gateway signage. Guidelines and standards for specific project elements may be adopted by the Agency by resolution to refine project elements as needed for implementation.”

Section 2. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board of Directors.

PRESENTED AND PASSED this 22nd Day of April, 2019.

Jesse VanderZanden
Urban Renewal Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 22nd Day of April 2019, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Chair

EXHIBIT A

SECOND AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD STREETScape IMPROVEMENT PROJECT

APRIL 22, 2019

SECTION 1: INTRODUCTION

An amendment to the Forest Grove Urban Renewal Plan (Plan) is necessary to add a project for streetscape improvements for the Forest Grove Urban Renewal Area. The Plan was adopted in part to promote a vibrant Forest Grove Town Center through strategic urban renewal investments. Streetscape improvements will help promote commercial, office and residential development throughout the urban renewal area including along the Pacific Avenue corridor.

SECTION 2: LEGAL AUTHORITY

Oregon Revised Statutes (ORS) Chapter 457.085(2)(i) states there are substantial amendments and the types of action that are substantial amendments. Substantial amendments include:

- Adding land to the urban renewal area, except for an addition of land that totals nor more than one (1) percent of the existing urban renewal area;
- Increasing the maximum amount of indebtedness that can be issued or incurred under the urban renewal plan.
- Addition of a project that exceed an estimated \$500,000 in project cost;
- Extending the term of the Urban Renewal Plan.

State statutes do not address other types of amendments including major and minor amendments. Major and minor amendments are defined by the Forest Grove Urban Renewal Plan. The Urban Renewal Plan describes types of urban renewal amendments and process for adoption. Major amendments are specifically amendments to identify property for an infrastructure project requiring use of eminent domain. Minor amendments are defined as all amendments to the Plan which are not considered substantial or major amendments. The Plan states that minor amendments shall be approved by a resolution of the Urban Renewal Agency.

The estimated cost of the proposed streetscape improvement project is \$230,000. The streetscape improvement project does not require adding land to the urban renewal area, increasing maximum indebtedness or extending the term of the Plan. In addition the streetscape improvement project does not exceed an estimated cost of \$500,000.

Therefore, this plan amendment to add the streetscape improvement project is a minor amendment to the Plan.

SECTION 3: CONSISTENCY WITH THE COMPREHENSIVE PLAN AND URBAN RENEWAL PLAN

The proposed streetscape improvement project is consistent with the Comprehensive Plan and Urban Renewal Plan.

Comprehensive Plan

- Community Sustainability Goal 1: Support the function and identity of neighborhoods by encouraging communication, strengthen community bonds, local participation and interaction, and enhancing sense of place through community design.

Finding: Streetscape improvements as envisioned by this Plan amendment will strengthen sense through community and community bonds by providing the opportunity for social interaction and strengthen community bonds through interaction.

- Economic Development Goal 7: Promote the Forest Grove Town Center as the focal point of the community.
 - Policy 7.6: Develop an outdoor community gathering place in the Town Center that provides a multi-use area for various community functions.
 - Policy 7.11: Promote investment in urban living infrastructure amenities to enhance livability in the Town Center.

Finding: Streetscape elements, especially public art and parklets, are amenities that enhance livability in the Town Center by creating visual interest, and opportunities for social interaction. Other streetscape elements including street trees soften the built environment and provide shade, improving the pedestrian experience.

Urban Renewal Plan

- Goal 4: Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.
 - Objective 4.5: Encourage uses and amenities that support increased residential uses in the Town Center.

Finding: Streetscape elements complement residential use in the Town Center by providing increased opportunities for gathering, social interaction, and enhancing walkability and the pedestrian experience.

- Goal 5: Promote commercial and mixed-use redevelopment of sites along the Pacific Avenue corridor.
 - Objective 5.1: Establish incentives to encourage a mixture of land uses including retail, office and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development.

Finding: Streetscape elements support a variety of land uses including retail, office and housing by improving the built environment. In addition, public investments through streetscape improvements demonstrates the community's commitment to the area and desire for complementary private investment through development and redevelopment.

SECTION 4: PROJECT DESCRIPTION

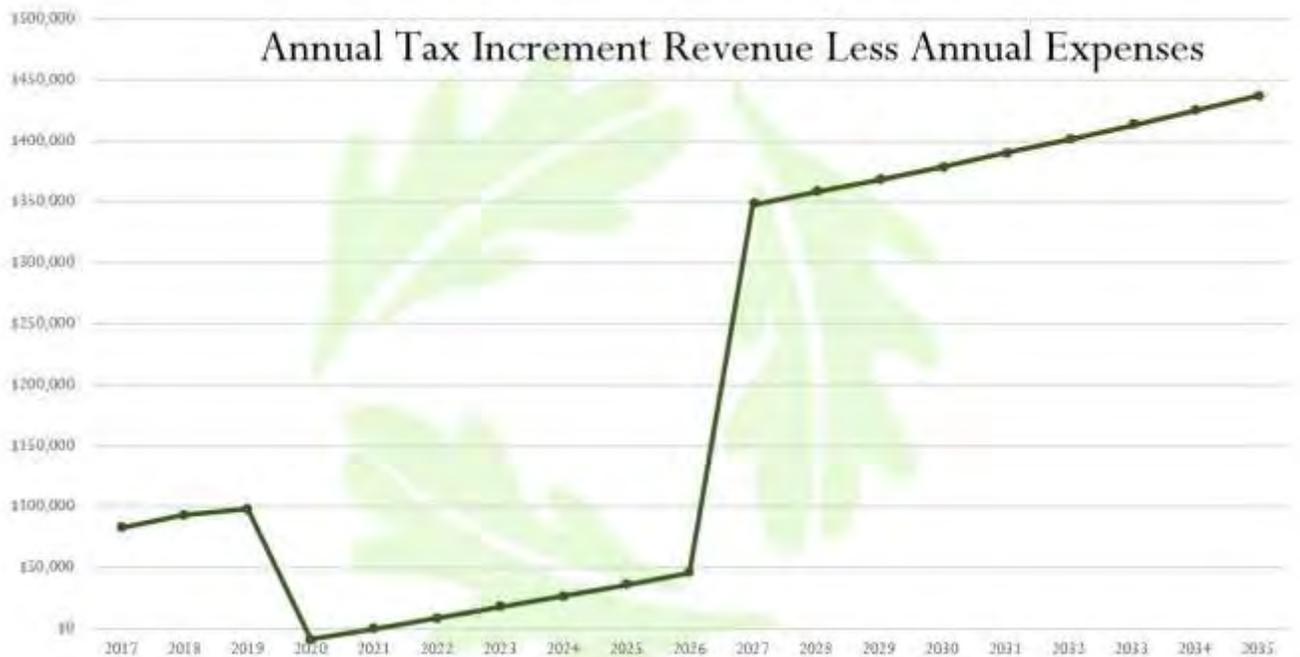
The Streetscape Improvement Project is intended to promote a vibrant urban renewal area through strategic urban investments.

ORS 457.010(1) defines blighted areas as those that by reasons of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures or any combination of these factors are detrimental to the safety, health or welfare of the community.

The proposed streetscape improvement project will improve streets and right-of-way for additional uses and activities benefitting the health and welfare of the community. The proposed streetscape improvement project will enhance the urban renewal area making the area more pedestrian friendly and encourage people to visit and stay longer.

SECTION 5: FINANCIAL FEASIBILITY

The streetscape improvement project is estimated to cost \$230,000. The project is deemed financially feasible under the Plan's maximum indebtedness of \$15,000,000 and estimated cash flow. The figure below shows estimated annual tax increment revenue less expenses over the duration of the Plan.



SECTION 6: PROPOSED AMENDMENT

Add the following text to Plan Section III, Outline of Projects & Redevelopment Activities:

I. Streetscape Improvement Project

To promote a vibrant urban renewal area, the Plan allows for design and construction of streetscape improvements. Examples of desirable streetscape improvements include installation public art acquisition and placement, festival street design, funding for parklet construction, wayfinding enhancements, street tree replacement and planting, and street furniture such as benches, decorative trash receptacles, planters, kiosks and entryway/gateway signage. Guidelines and standards for specific project elements may be adopted by the Agency by resolution to refine project elements as needed for implementation.

7.

URA RESOLUTION NO. 2019-03

**RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF
FOREST GROVE ESTABLISHING A PARKLET PILOT PROGRAM AND
AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT THE PROGRAM**

WHEREAS, the Urban Renewal Agency of the City of Forest Grove (“Agency”) adopted the Urban Renewal Plan on June 24, 2014; and

WHEREAS, Goal 4 of the Urban Renewal Plan promotes a vibrant Town Center through strategic urban renewal investments; and

WHEREAS, a parklet pilot program for the Forest Grove Urban Renewal Area supports Plan Goal 4 by enhancing the pedestrian environment and encouraging people to visit and spend time in the Town Center; and

WHEREAS, City Council conducted work sessions during July, September, October and November 2018 and January 2019, to discuss improvements in the Town Center, including a parklet pilot program.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. The Urban Renewal Agency Board does hereby adopt the Parklet Pilot Program (Program) as provided in Exhibit A: “Parklet Pilot Program Guidelines”.

Section 2. The Urban Renewal Agency Board does hereby authorize the Executive Director to implement the Program consistent with the guidelines and requirements provided in the Program.

Section 3. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board of Directors.

PRESENTED AND PASSED this 22nd Day of April, 2019.

Jesse VanderZanden
Urban Renewal Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 22nd Day of April 2019, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Chair

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Exhibit A: City of Forest Grove Parklet Pilot Program Guidelines

TABLE OF CONTENTS:

- 1. Program Overview**
- 2. Proposal Process and Application**
- 3. Design Requirements**
 - a. Designated Site Requirements**
 - b. Construction Requirements**
- 4. Maintenance and Post-construction**
- 5. Program Evaluation**

Appendix A – Required Design Elements

1. Program Overview

Purpose

The purpose of parklets is to create new open space for pedestrians in the Forest Grove Town Center. Parklets are an innovative and cost-effective way to add public gathering space with such amenities as seating, plantings and public art in a privately-funded and privately-maintained public space. Parklets are also a method for supporting the downtown business community by creating a more attractive commercial corridor, fostering social engagement, and providing enhancements that contribute to livability and attracting pedestrians.

- **Complete Streets:** Parklets are consistent with the Complete Streets principle, which seeks to balance the needs of people walking, riding bicycles and travelling by car.
- **Encourage Non-Motorized Transportation:** Parklets encourage walking by providing pedestrian amenities like public seating, landscaping and public art. Parklets often provide bicycle parking, making it easier to choose bikes as transportation.
- **Encourage Pedestrian Activity:** Parklets provide outdoor gathering space adjacent to downtown businesses. Parklets enhance the pedestrian environment which can make the street feel safe and comfortable for people accessing downtown businesses.

- Foster Social Interaction: Parklets invite pedestrians to sit and gather with friends and neighbors. In many cases, new social connections are created during the construction and stewardship of the parklets.

History

Parklets are a new concept to many small towns, but they have been successful enhancements to larger cities around the country for several years. The first parklet was conceived and installed in San Francisco, CA in 2010. It is now an annual program there, and has also been initiated in Oregon cities such as Milwaukie, Eugene, Astoria, and Newberg. The Forest Grove program will be among the first in small towns, and is modeled after these successful programs.

Overview

- The City of Forest Grove, in cooperation with the Urban Renewal Agency, will solicit applications for up to one parklet each at the following locations for the period of May-October for the years 2020-2021:
 - Main Street: between 19th and 21st Avenues
 - 21st Avenue: between College Way and A Street
 - A Street: between 19th and 21st Avenues
- The City reserves the right to reject any and all proposals.
- If approved, notwithstanding funding under this program, the operators of the parklet are responsible for all of the costs of construction, removal and maintenance of the parklet.
- The parklet will be built in one on-street parking space, and are therefore in the public right-of-way.
- The operator may not restrict public access to the parklet, unless during service hours for a private use parklet (referenced below).

Parklet Types

- Public use – Public use parklets are available for full-time public use and may not be restricted from public access between the hours of 8am and 10pm.
- Private use- Parklets that may be used for the sole benefit of the operator and the

operator's patrons.

Funding

- Subject to funding availability and appropriation by the URA Board, this program will not exceed \$10,000 during the two year trial period.
- Projects will not be reimbursed above the amount spent on parklet materials.
- The URA reserves the right to deny any and all applications and to award no grant funding for parklet construction.
- Subject to funding availability, the URA will reimburse up to \$2,500 for a private parklet and up to \$5,000 for a public parklet.

2. Application Process

Applicants may develop and submit a written application with the required elements described in this manual to the **Community Development Director, Forest Grove City Hall, 1924 Council Street, Forest Grove, OR 97116-0326, beginning May 24, 2019**. Applications will be reviewed and certified for compliance on a first-come, first-serve basis. The City recommends, but does not require, that you work with an architect, designer or professional engineer during the design of the parklet. This will assist you in the construction and design details.

Proposers are required to provide a letter of consent from the property owner(s) from whom they lease their space and whose property fronts the proposed parklet. Proposers will provide proof of ability to indemnify the City by naming it as "Additional Named Insured" on its liability policy. The operator must provide the actual endorsement prior to the commencement of construction. The operator shall maintain Commercial General Liability Insurance with a coverage limit of not less than either \$2,000,000 combined single limits or \$1,000,000 each occurrence and \$2,000,000 general aggregate.

Proposals will be reviewed for completeness and compliance by City staff. If approved, successful applicants will be notified to proceed with construction. City staff will inspect construction for compliance prior to the use of the parklet. The parklet(s) will remain in place until October 31, 2019 and must be completely disassembled and removed no later than November 4, 2019. For the 2020 season, the parklets may be reinstalled beginning April 28, 2020; must be installed no later than May 1, 2020; must remain in place until October 31, 2020; and must be removed by November 4, 2020.

3. Design Site Requirements

a. Designated Site Requirements

The Parklet must be designed for not more than one parking space. It may include the transition space between on-street parking and crosswalks.

The Parklet may not be proposed in the following locations:

- In front of a fire hydrant
- The closest parking space to the corner before a right turn onto a one-way side street
- The closest parking spaces to the intersection of a two-way side street
- Over a storm drain, manhole or shut-off valves
- In loading zones

Logos, advertising or other branding is prohibited, other than an A-framed sandwich board sign, as permitted by the Forest Grove Development Code. A small, unobtrusive plaque recognizing the project sponsors and materials donors may be acceptable. Signage must be installed that requires guests to refrain from smoking.

b. Construction Requirements

- i. A space of at least one (1) foot must separate the parklet's street-side from traffic, and at least two feet must separate either parking side. Wheel stops, parking blocks, or flex posts delineators must be installed at the boundaries of adjacent parking.
- ii. The three faces of the perimeter joined to the street must have barriers such as rails and planters incorporated into their design. The barrier must be approximately waist-high (at least 3 feet and not more than 4 feet) and allow visibility for both pedestrians and vehicles. Soft-hit reflective posts aid visibility at each street-side corner and should be utilized.
- iii. The parklet must be built according to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) to the extent that such guidelines apply.
- iv. A parklet must be built as a semi-permanent structure capable of being dismantled in a single day for emergencies as determined by the City.
- v. The parklet must be adequately secured in place by a manner approved by the City Engineer. The operator is responsible for any repairs to the street or sidewalk after removal. Parklet materials should weigh no more than 250 pounds per square foot to

avoid damage to the surface or utilities.

- vi. Parklet decking must be flush with the top of the curb. In order to maintain curbside drainage, a minimum of six inches of cutout from the bottom of the base is required.
- vii. Design must be capable of bearing a load of 100 pounds per square foot and be stable under wind-loads of 80 mph.
- viii. The operator must keep clean the area no longer accessible by the street sweeper and clear debris from the gutter channel to maintain proper water flow.
- ix. Design and construction shall conform to the design elements in Attachment A.

4. Maintenance and Post-construction

Non-permanent furniture must be secured each night. The operator bears all risk of theft or vandalism. The operator is responsible for the care and maintenance of all landscaping within the parklet. Plants should be watered daily or as needed depending on the weather. Drought-resistant plants should be considered when designing the parklet.

The operator may be removed from the program at the discretion of the City Manager or their designee in the event that the operator:

- Operates or maintains the parklet in conditions that are detrimental to public health, welfare or is materially injurious to property or improvements in the vicinity.
- Operates or maintains the parklet so as to constitute a nuisance as defined by City code.
- Violates applicable law.

5. Program Evaluation

The 2019 and 2020 seasons will be the pilot years for the parklet program. There is no guarantee that the program will continue in future years. Not including grant funds, operators are responsible for all of the expenses associated with the design, construction, removal and storage of the parklet and its furnishings. In November 2020, the City will evaluate the program based on satisfaction surveys of Main Street pedestrians and business owners.

**Proposal Checklist for submission to Community Development
Director by May 22, 2019:**

- Name, contact information and qualifications of proposing entity
- Parklet design and location
- Letters of Support and Consent
- Proof of Insurance with required endorsements

Appendix A – Required Design Elements

This is a pilot program for parklets in the City of Forest Grove, and therefore the specifics and details of design are left to the proposer. In the review process, City staff will work with the applicant to achieve the best product that compliments its surroundings.

The Project Guidelines outline basic design requirements in 3.a Designated Site Requirements and 3.b Construction Requirements.

Applications will include design drawings with sufficient detail for staff evaluation. Drawings should include as a minimum the following:

- A) Location and footprint in relation to surrounding streetscape with dimensions.
- B) Elevations (side view drawings), at least two drawings, one from the street and one from one end of the parklet.
- C) Parklet platform, materials, drainage, and means of securing.
- D) Perimeter structure – enclosure
- E) Amenities
- F) Accessibility
- G) Materials and plantings
- H) Artist rendering (optional)

More detailed drawings may be required for final approval to construct.

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