

CITY COUNCIL MONTHLY MEETING CALENDAR

May-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Municipal Court FGRFD Mtg	Budget Committee & URA Meetings (1st) 6pm - Comm Aud EDC Noon	FGS&CC 1st Friday	
			Mayor Truax out JPACT until 05/3			
5	Planning Comm 7pm	CCI 5:30pm WC Fire Task Force TBD FG Tuality HC Forum, 6pm Comm Aud	Municipal Court Sister Cities 4:45pm	Budget Committee & URA Meetings (2nd) 6pm - Comm Aud PAC 5pm		
12	CITY COUNCIL 5:30 PM - CEPC ADVISORY MEETING 6:15 PM - URBAN RENEWAL MEETING 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm-6pm, Comm Aud Library Comm 6:30pm		Budget Committee & URA Meetings (3rd TBD) 6pm - Comm Aud		
19	Chamber Luncheon Planning Comm 7pm	FG/Nyuzen Delegation 5:30pm HLB 6:30pm	Municipal Court PSAC (Mtg canceled)	Sustainability 6pm		
			Councilor Rippe out			
26	CITY OFFICES CLOSED	CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (CM Eval) 6:00 PM - WORK SESSION (Solar Study) 6:50 PM - URBAN RENEWAL MEETING 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Councilor Wenzl out				

Jun-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Planning Comm 7pm	CCI 5:30pm	Municipal Court PAC SubComm 5pm FGRFD Mtg	EDC Noon	FGS&CC 1st Friday	8
9	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Council's CM Evaluation Due	Red Cross Blood Drive (Canceled) Library Comm 6:30pm	Sister Cities (canceled)	PAC 5pm	LOC Board Mtg	18
			FG/Nyuzen Delegation Visit (Mayor Truax & Councilor Thompson depart 06/12)			
16	Chamber Luncheon		P&R 7am			22
			FG/Nyuzen Delegation Visit (Mayor Truax & Councilor Thompson return 06/19)			
23	CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (CM Eval) 6:00 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm-6pm, Comm Aud HLB 6:30pm	Municipal Court PSAC (Mtg Canceled)	Sustainability 6pm		29
			Council President Johnston out until 08/03			
30						

Jul-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				CITY OFFICES CLOSED		
			Council President Johnston out until 08/03			
	Planning Comm 7pm	CCI 5:30pm	FGRFD Mtg		FGS&CC 1st Friday	
7	CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (CM Eval) 6:00 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm-6pm, Comm Aud Library Comm 6:30pm	Municipal Court Sister Cities 4:45pm	Red Cross Blood Drive 1pm-6pm, Comm Aud EDC Noon PAC 5pm		FGS&CC Cruis'n Grove
			City Manager's OCCMA Conference out until 07/12			
14	Chamber Luncheon Planning Comm 7pm		P&R 7am CFC 5:15pm			20
21	NO CITY COUNCIL MEETING SCHEDULED Pacific University Concours	HLB 6:30pm	Municipal Court PSAC 7:30am			27
28				Sustainability 6pm		
			Council President Johnston out until 08/03			

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A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

TUESDAY, MAY 28, 2019

- 5:30 PM – Executive Session (City Manager Evaluation)**
- 6:00 PM – Work Session (L&P Feasibility Study)**
- 6:50 PM – Urban Renewal Agency Meeting**
- 7:00 PM – City Council Regular 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.
- ➔ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

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

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Peter Truax, Mayor

5:30

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s):

In accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

Representatives of the news media and designated staff may attend Executive Session(s). Representatives of the news media are specifically directed not to report (tape/video record) any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

(PowerPoint Presentation)
 Joel Peterson, Engineering Manager
 Keith Hormann, Light and Power
 Director
 Jesse VanderZanden, City Manager

6:00

WORK SESSION: SOLAR FEASIBILITY STUDY

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).

6:50

URBAN RENEWAL AGENCY MEETING:

The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium to conduct an Urban Renewal Agency Meeting. (***Refer to separate agenda***)

7:00

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

PROCLAMATIONS:

7:05 1. A.

- *National Public Works Week, presenting to Gregory Robertson, Public Works Director*

Council President Johnston, Liaison

7:10 1. B.

- *“National Historic Preservation Month”, presenting to George Cushing, Historic Landmarks Board Secretary*

AWARD PRESENTATIONS:

James Reitz, Senior Planner, Liaison

7:15 1. C. *2019 “Eric G. Stewart Award”, George Cushing, Historic Landmarks Board Secretary, presenting to:*

- *Pacific University*
- *Architectural Resources Group*

James Reitz, Senior Planner, Liaison

7:20 1. D. *2019 “Historic Photo Contest”, Larissa Whalen Garfias, Historic Landmarks Board, presenting to:*

- *First Place Youth – Ziona Hall, Break a Leg*
- *First Place – Elaine Mann, 1895 Stick Style Victorian*

- | | | |
|---|----------------|--|
| | 7:25 | 2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <u>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</u> In the interest of time, please limit comments to two minutes. Thank you. |
| | | 3. <u>CONSENT AGENDA:</u> See Page 4 |
| | | 4. <u>ADDITIONS/DELETIONS:</u> |
| | | 5. <u>PRESENTATIONS:</u> |
| Tom Gamble, Parks and Recreation Director
Colleen Winters, Library Director | 7:30
20mins | 5. A. <ul style="list-style-type: none"> • <i>Public Arts Commission (PAC) Strategic Plan 2019-2021, presented by Dana Eytzen, PAC Chair, and Amy Tracewell, PA</i> |
| (PowerPoint Presentation)
Paul Downey, Administrative Services Director | 7:50
15mins | 5. B. <ul style="list-style-type: none"> • <i>Metro Business Food Waste Recycling Requirements</i> |
| Jeff King, Economic Development Manager | 8:05
20mins | 5. C. <ul style="list-style-type: none"> • <i>Economic Development 5-Year Progress</i> |
| (PowerPoint Presentation)
Dan Riordan, Senior Planner
Bryan Pohl, Community Development Director | 8:25
20mins | 5. D. <ul style="list-style-type: none"> • <i>Town Center Tree Inventory and Assessment; Arborist's Report & Findings</i> |
| James Reitz, Senior Planner
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager | 8:45 | 6. A. <u>CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-02 AMENDING THE COMPREHENSIVE PLAN MAP TO RE-DESIGNATE TWO PARCELS FROM GENERAL INDUSTRIAL (GI) TO HIGH DENSITY RESIDENTIAL (HDR); WASHINGTON COUNTY TAX LOTS 1N331DA07500 AND 1N332C000800; APPLICANTS: ROBERTA REYNOLDS, LINDA ESHRAGHI, AND SHANNON POLICH; FILE NUMBER 311-19-000001-PLNG</u> |
| James Reitz, Senior Planner
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager | 8:50 | 6. B. <u>CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-03 AMENDING ZONING MAP TO RE-DESIGNATE TWO PARCELS FROM GENERAL INDUSTRIAL (GI) TO RESIDENTIAL MULTI-FAMILY HIGH DENSITY (RMH); WASHINGTON COUNTY TAX LOTS 1N331DA07500 AND 1N332C000800; APPLICANTS: ROBERTA REYNOLDS, LINDA ESHRAGHI, AND SHANNON POLICH FILE NUMBER 311-19-000001-PLNG</u> |

Anna Ruggles, City Recorder Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:55	7. <u>CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-04 ENACTING CITY OF FOREST GROVE DEVELOPMENT CODE AS TITLE 17 OF THE CODE OF ORDINANCES, COPYRIGHTED 2019, PUBLISHED BY AMERICAN LEGAL PUBLISHING CORPORATION AND REPEALING ORDINANCE NO. 2009-01, DEVELOPMENT CODE OF 2009</u>
City Councilors	9:00	8. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	9:20	9. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	9:25	10. <u>MAYOR'S REPORT:</u>
	<u>9:30</u>	11. <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 Regular Meeting Minutes of May 13, 2019.
- B. Accept Community Forestry Commission Meeting Minutes of March 20 and April 17, 2019.
- C. Accept Historic Landmarks Board Meeting Minutes of April 23, 2019.
- D. Accept Library Commission Meeting Minutes of April 9, 2019.
- E. Accept Parks and Recreation Commission Meeting Minutes of April 17, 2019.
- F. Accept Public Arts Commission Retreat Meeting Minutes of April 13, 2019.
- G. Accept Public Safety Advisory Commission Meeting Minutes of January 23, February 27, and March 20, 2019.
- H. Accept Sustainability Commission Meeting Minutes of March 28, 2019.
- I. Endorse Liquor License Application Change of Ownership (Limited On-Premises Sales) for Forest Grove Sushi (PYP Inc.), 1905 Birch Street.



URBAN RENEWAL AGENCY MEETING AGENDA

TUESDAY, MAY 28, 2018

6:50 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:

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- 6:50**
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 May 13, 2019.*
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None
 6. **PUBLIC HEARING AND URA RESOLUTION NO. 2019-06 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020**
 7. **ADJOURNMENT:**
- 6:55**

Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager



Solar Feasibility Study

City Council

May 28, 2019

Keith Hormann-Director, Light & Power

Joel Peterson-Engineering Manager, Light & Power

Purpose

- Address City Council Objective 1.1: “Complete feasibility study for solar on Light and Power owned land.”

Study Partnerships

Bonneville Power Administration

Bonneville Environmental Foundation

Utility Financial Consultants

FCS Group Consulting

Presentation Objectives

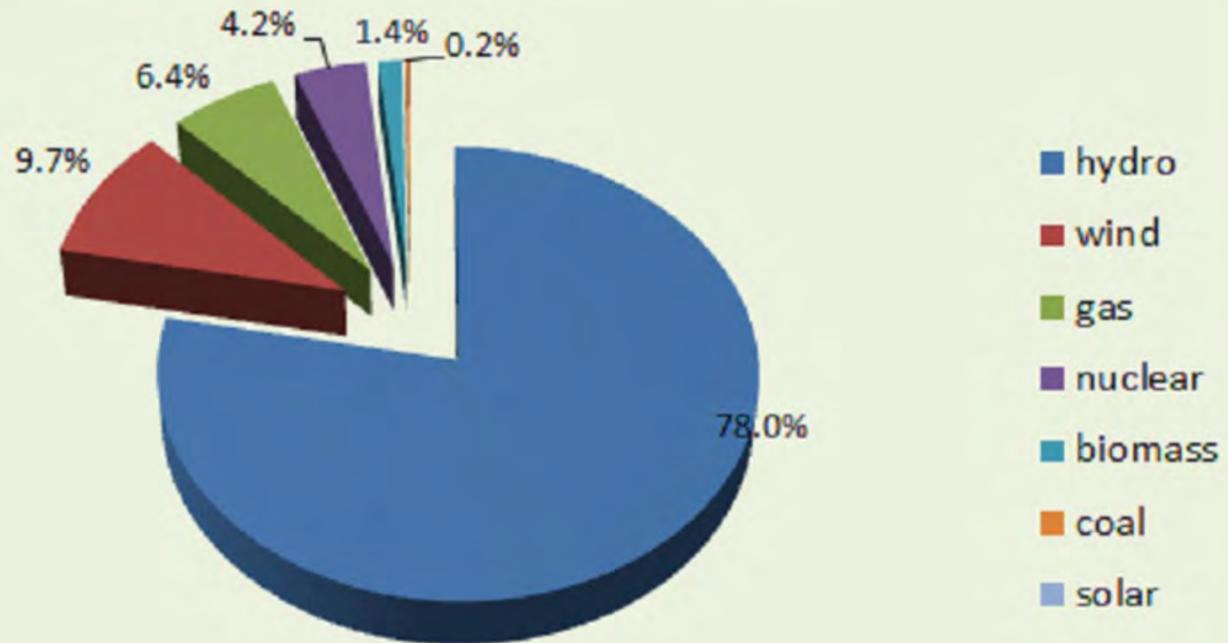
- Explain power purchase contracts & load forecasting methodology
- Discuss solar site and array options
- In-depth financial review of array options
- Review decision-making variables

Power Purchase Contracts

- We currently purchase power from three different providers: Bonneville Power Administration, Grant County PUD & Non-Federal market based power
- On an average day, our City is using approximately 31 MW of power every hour. Our highest recorded peak usage was in the winter of 2014 recorded at 62.3 MW
- In calendar year 2018 we consumed 246,903 MWh
- The hydro power we purchase from BPA & Grant County PUD is considered 90% efficient, 100% carbon free, and by most, 100% renewable. For comparison purposes, solar generation in the NW is considered 13% efficient, 100% carbon free and 100% renewable

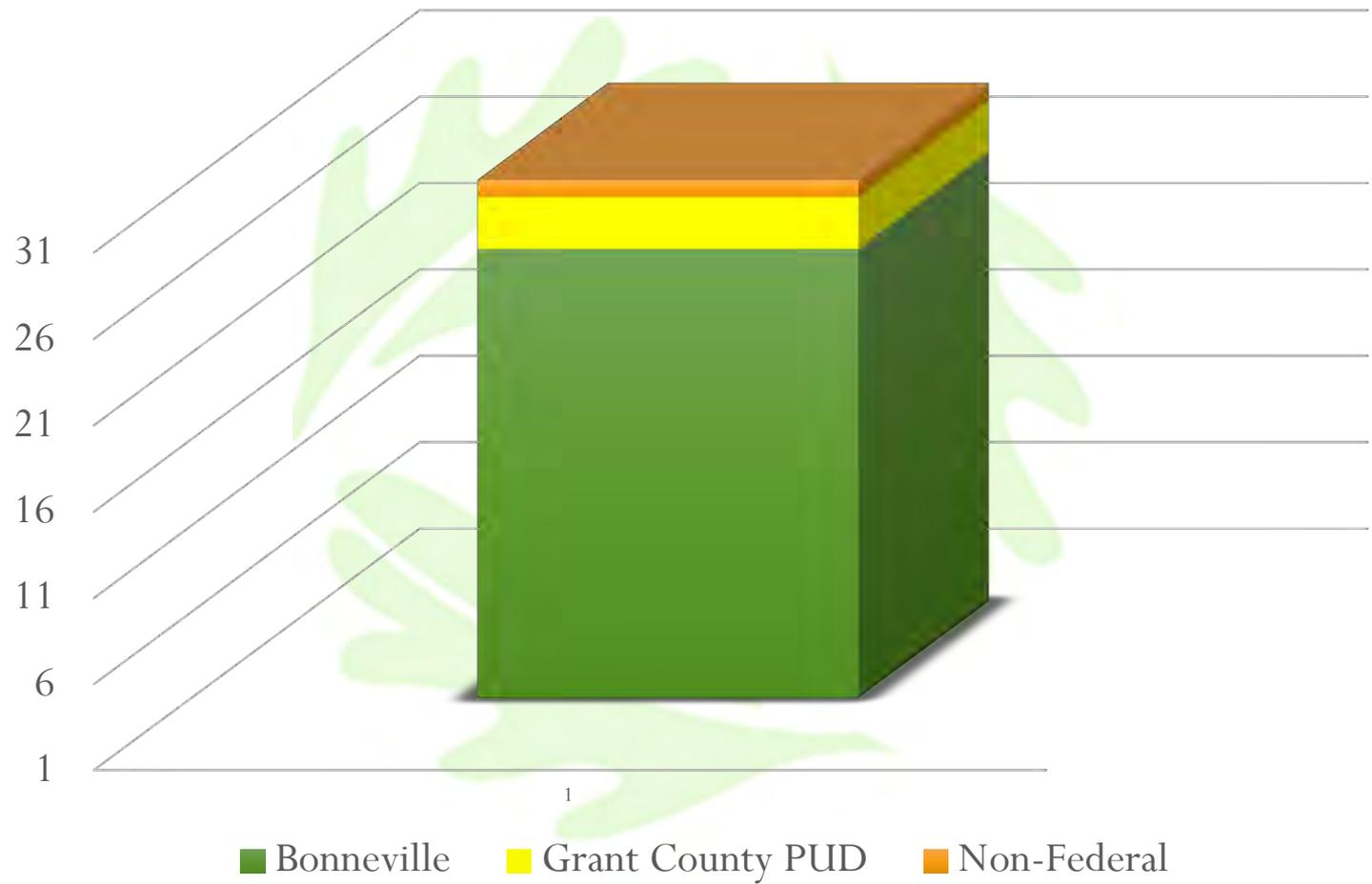
BPA Fuel Mix

**Generation Capacity Within The BPA
Balancing Authority Area, By Type**



Total Nameplate Generation = 28,443 MW, as of 18 September, 2018; BPA/Technical Operations/TOOC

Forest Grove Power Purchases (MW)



Power Purchase Contracts (Cont.)

- The bulk of our power comes from BPA under a long term contract that will expire in 2028. The billing is broken into numerous categories including: Tier 1, Tier 2, load shaping heavy load and light load hours, demand, transmission and numerous other miscellaneous fees
- The power we purchase from Grant County PUD is produced by two dams, Priest Rapids and Wanapum. We purchase slightly under 3 MW from this contract and it is in place thru 2052
- We also purchase 1 MW Non Federal market power to cover some of our contracted above rate high water mark load. The rest of our above rate high water mark load is covered by BPA under load shaping rates

Load Forecasting

- Our power purchase amount and price is determined on a two year basis
- These amounts are determined by load forecasting, which is done almost three years in advance of the actual purchase
- Many factors go into the load forecasting modeling including; our history of loading, long range weather forecasts, our known load increases or decreases based on 60% certainty and numerous other factors

Load Forecasting

- Included in this two year process of determining rates and prices, each of the 135 public power utilities share of the Tier 1 allocation, (contracted high water mark) is also determined
- Once this number is known and the amount of power we are purchasing from elsewhere is added in, we then know how much extra power we need, or do not need, to purchase

Load Forecasting

- Through the load forecasting process, our purchase amounts have already been determined for the two year period from October 2019 thru September 2021.
- This is extremely important since we are on a **take or pay basis**

SNEER Policy

- BPA has a policy in place regarding small non-dispatchable new resources treated equivalently to an existing resource (SNEER)
- This policy gives utilities the ability to add a renewable energy resource up to 1 MW to their resource portfolio replacing power already committed to
- This policy would allow us to add up to a 1 MW array with no negative financial impact to our current contracts. An array less than 200 KW can be added at any time with no impacts to BPA due to the negligible effect it would have

Any Contract Questions?



Solar Site Options

- Filbert Substation – Will accommodate up to a 609 KW array
- Forest Grove Substation – Will accommodate up to a 664 KW array

Filbert Substation – 609kW



Forest Grove Substation-664 kW



Solar Array Options

- 1 MW Power Purchase Agreement (PPA)
 - Requires long term contract
 - Owned and operated by contractor
- 1 MW Utility owned resource
 - Requires two L&P sites to reach capacity
 - Additional BPA monitoring necessary
 - Financed
- 200 KW community owned solar array
 - No additional BPA monitoring required
 - Financed
- 50 KW community owned solar array
 - Modular design for future expansion
 - Self-funded

Financial Review: Assumptions

\$	1.50	Assume \$1.50/watt DC for 1 MW DC system
\$	1,500,000.00	Calculated base installation cost for 1 MW DC system
\$	2.10	Assume \$/watt DC for Scenario 200 KW DC system
\$	370,000.00	Calculated base installation cost for 200 KW DC system
\$	-	Assume no land costs, FG owns a few parcels
\$	-	Assume no property taxes, I don't think a municipal entity pays them
\$	0.10	Assume an additional \$.10/w DC for interconnection costs
\$	25.00	Assume community solar costs for admin, legal, and O&M at \$25/kW/year built into upfront offering
\$	15.00	For utility owned solar assume \$15/kW/year for O&M
	2.50%	Annual Inflationary Increase on O&M
	6.00%	Assume 6% interest for cost of capital for all arrays, or other rate if FG has an opinion
	15	Assumption for financing years
	0.50%	Annual solar production degradation
	25	Depreciation Years / PPA Years
		typical range (250 to 335 watts per panel)
	335	watt per panel = 2.99 panels per KW DC
	2.99	number of panels per KW DC
	5	KW DC typical residential rooftop solar install
	14.95	number of panels per typical residential rooftop solar install
	2,990	number of panels per 1 MW DC solar
	598	number of panels per 200 KW DC solar

Financial Review: 1 MW

Utility Installed 1 MW DC array

Year	Interest Expense	Principal Payment	Remaining Principal Balance	Annual Depreciation	Annual O&M	Affect on rates on a utility basis	1 MW DC Production in AC kWh	Average \$ per kWh produced
1	\$ 96,000.00	\$ 68,740.42	\$ 1,531,259.58	\$ 64,000.00	\$ 15,000.00	\$ 175,000.00	1,145,009	\$ 0.15284
2	\$ 91,875.57	\$ 72,864.85	\$ 1,458,394.73	\$ 64,000.00	\$ 15,375.00	\$ 171,250.57	1,139,284	\$ 0.15031
3	\$ 87,503.68	\$ 77,236.74	\$ 1,381,157.98	\$ 64,000.00	\$ 15,759.38	\$ 167,263.06	1,133,587	\$ 0.14755
4	\$ 82,869.48	\$ 81,870.94	\$ 1,299,287.04	\$ 64,000.00	\$ 16,153.36	\$ 163,022.84	1,127,920	\$ 0.14453
5	\$ 77,957.22	\$ 86,783.20	\$ 1,212,503.84	\$ 64,000.00	\$ 16,557.19	\$ 158,514.41	1,122,280	\$ 0.14124
6	\$ 72,750.23	\$ 91,990.19	\$ 1,120,513.65	\$ 64,000.00	\$ 16,971.12	\$ 153,721.35	1,116,669	\$ 0.13766
7	\$ 67,230.82	\$ 97,509.60	\$ 1,023,004.04	\$ 64,000.00	\$ 17,395.40	\$ 148,626.22	1,111,085	\$ 0.13377
8	\$ 61,380.24	\$ 103,360.18	\$ 919,643.86	\$ 64,000.00	\$ 17,830.29	\$ 143,210.53	1,105,530	\$ 0.12954
9	\$ 55,178.63	\$ 109,561.79	\$ 810,082.07	\$ 64,000.00	\$ 18,276.04	\$ 137,454.67	1,100,002	\$ 0.12496
10	\$ 48,604.92	\$ 116,135.50	\$ 693,946.57	\$ 64,000.00	\$ 18,732.94	\$ 131,337.86	1,094,502	\$ 0.12000
11	\$ 41,636.79	\$ 123,103.63	\$ 570,842.93	\$ 64,000.00	\$ 19,201.27	\$ 124,838.06	1,089,030	\$ 0.11463
12	\$ 34,250.58	\$ 130,489.84	\$ 440,353.09	\$ 64,000.00	\$ 19,681.30	\$ 117,931.88	1,083,584	\$ 0.10883
13	\$ 26,421.19	\$ 138,319.23	\$ 302,033.86	\$ 64,000.00	\$ 20,173.33	\$ 110,594.52	1,078,167	\$ 0.10258
14	\$ 18,122.03	\$ 146,618.39	\$ 155,415.47	\$ 64,000.00	\$ 20,677.67	\$ 102,799.70	1,072,776	\$ 0.09583
15	\$ 9,324.93	\$ 155,415.49	\$ (0.02)	\$ 64,000.00	\$ 21,194.61	\$ 94,519.54	1,067,412	\$ 0.08855
16	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 21,724.47	\$ 85,724.47	1,062,075	\$ 0.08071
17	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 22,267.58	\$ 86,267.58	1,056,764	\$ 0.08163
18	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 22,824.27	\$ 86,824.27	1,051,481	\$ 0.08257
19	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 23,394.88	\$ 87,394.88	1,046,223	\$ 0.08353
20	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 23,979.75	\$ 87,979.75	1,040,992	\$ 0.08452
21	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 24,579.25	\$ 88,579.25	1,035,787	\$ 0.08552
22	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 25,193.73	\$ 89,193.73	1,030,608	\$ 0.08654
23	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 25,823.57	\$ 89,823.57	1,025,455	\$ 0.08759
24	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 26,469.16	\$ 90,469.16	1,020,328	\$ 0.08867
25	\$ -	\$ -	\$ (0.02)	\$ 64,000.00	\$ 27,130.89	\$ 91,130.89	1,015,226	\$ 0.08976
\$	871,106.31	1,600,000.02	\$	1,600,000.00	\$ 512,366.46	\$ 2,983,472.77	26,971,775	

Average per kWh AC Solar Produced before BPA Savings \$ 0.11061

Total 25 Year Cost before BPA Savings \$ 2,983,472.77

Without VOS Escalator

Average per kWh AC Solar Produced after BPA Savings \$ 0.09062

BPA Savings over life at fixed \$ 0.02 per kWh \$ 539,384.18

Net Cost over life \$ 2,444,088.59

Financial Review: 200 kW

Community Solar 200 KW DC array

Year	Interest Expense	Principal Payment	Remaining Principal Balance	Annual Depreciation	Annual O&M	Affect on rates on a utility basis	Solar Production Scenario for 200 KW DC Array	Average \$ per kWh produced
1	\$ 23,400.00	\$ 16,755.48	\$ 373,244.52	\$ 15,600.00	\$ 5,000.00	\$ 44,000.00	228,596	\$ 0.19248
2	\$ 22,394.67	\$ 17,760.81	\$ 355,483.71	\$ 15,600.00	\$ 5,125.00	\$ 43,119.67	227,453	\$ 0.18958
3	\$ 21,329.02	\$ 18,826.46	\$ 336,657.26	\$ 15,600.00	\$ 5,253.13	\$ 42,182.15	226,316	\$ 0.18639
4	\$ 20,199.44	\$ 19,956.04	\$ 316,701.22	\$ 15,600.00	\$ 5,384.45	\$ 41,183.89	225,184	\$ 0.18289
5	\$ 19,002.07	\$ 21,153.41	\$ 295,547.81	\$ 15,600.00	\$ 5,519.06	\$ 40,121.13	224,058	\$ 0.17907
6	\$ 17,732.87	\$ 22,422.61	\$ 273,125.20	\$ 15,600.00	\$ 5,657.04	\$ 38,989.91	222,938	\$ 0.17489
7	\$ 16,387.51	\$ 23,767.97	\$ 249,357.23	\$ 15,600.00	\$ 5,798.47	\$ 37,785.98	221,823	\$ 0.17034
8	\$ 14,961.43	\$ 25,194.05	\$ 224,163.19	\$ 15,600.00	\$ 5,943.43	\$ 36,504.86	220,714	\$ 0.16539
9	\$ 13,449.79	\$ 26,705.69	\$ 197,457.50	\$ 15,600.00	\$ 6,092.01	\$ 35,141.80	219,611	\$ 0.16002
10	\$ 11,847.45	\$ 28,308.03	\$ 169,149.47	\$ 15,600.00	\$ 6,244.31	\$ 33,691.76	218,512	\$ 0.15419
11	\$ 10,148.97	\$ 30,006.51	\$ 139,142.96	\$ 15,600.00	\$ 6,400.42	\$ 32,149.39	217,420	\$ 0.14787
12	\$ 8,348.58	\$ 31,806.90	\$ 107,336.06	\$ 15,600.00	\$ 6,560.43	\$ 30,509.01	216,333	\$ 0.14103
13	\$ 6,440.16	\$ 33,715.32	\$ 73,620.75	\$ 15,600.00	\$ 6,724.44	\$ 28,764.60	215,251	\$ 0.13363
14	\$ 4,417.24	\$ 35,738.24	\$ 37,882.51	\$ 15,600.00	\$ 6,892.56	\$ 26,909.80	214,175	\$ 0.12564
15	\$ 2,272.95	\$ 37,882.53	\$(0.02)	\$ 15,600.00	\$ 7,064.87	\$ 24,937.82	213,104	\$ 0.11702
16	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 7,241.49	\$ 22,841.49	212,039	\$ 0.10772
17	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 7,422.53	\$ 23,022.53	210,978	\$ 0.10912
18	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 7,608.09	\$ 23,208.09	209,923	\$ 0.11056
19	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 7,798.29	\$ 23,398.29	208,874	\$ 0.11202
20	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 7,993.25	\$ 23,593.25	207,829	\$ 0.11352
21	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 8,193.08	\$ 23,793.08	206,790	\$ 0.11506
22	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 8,397.91	\$ 23,997.91	205,756	\$ 0.11663
23	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 8,607.86	\$ 24,207.86	204,728	\$ 0.11824
24	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 8,823.05	\$ 24,423.05	203,704	\$ 0.11989
25	\$ -	\$ -	\$(0.02)	\$ 15,600.00	\$ 9,043.63	\$ 24,643.63	202,685	\$ 0.12159
26	\$ 212,332.15	\$ 390,000.02	\$ -	\$ 390,000.00	\$ 170,788.82	\$ 773,120.97	\$ 5,384,795	\$ 0.14357 Average per kWh AC Solar Produced
							\$ 773,120.97	\$ Total 25 Year Cost

Without VOS Escalator	
Average per kWh AC Solar Produced after BPA Savings	\$ 0.12358
BPA Savings over life at \$ 0.02 per kWh escalated annually by 0.0%	\$ 107,685.66
Net Cost over life	\$ 665,435.31

Financial Review: 50 kW

Community Solar 50 kW DC array

Year	Interest Expense	Principal Payment	Remaining Principal Balance	Annual Depreciation	Annual O&M	Affect on rates on a utility basis	Solar Production Scenario for 50 kW DC Array	Average \$ per kWh produced
1	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,250.00	\$ 4,650.00	\$ 57,149	0.08137
2	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,281.25	\$ 4,681.25	\$ 56,863	0.08232
3	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,313.28	\$ 4,713.28	\$ 56,579	0.08330
4	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,346.11	\$ 4,746.11	\$ 56,296	0.08431
5	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,379.77	\$ 4,779.77	\$ 56,015	0.08533
6	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,414.26	\$ 4,814.26	\$ 55,734	0.08638
7	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,449.62	\$ 4,849.62	\$ 55,456	0.08745
8	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,485.86	\$ 4,885.86	\$ 55,179	0.08855
9	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,523.00	\$ 4,923.00	\$ 54,903	0.08967
10	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,561.08	\$ 4,961.08	\$ 54,628	0.09082
11	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,600.11	\$ 5,000.11	\$ 54,355	0.09199
12	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,640.11	\$ 5,040.11	\$ 54,083	0.09319
13	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,681.11	\$ 5,081.11	\$ 53,813	0.09442
14	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,723.14	\$ 5,123.14	\$ 53,544	0.09568
15	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,766.22	\$ 5,166.22	\$ 53,276	0.09697
16	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,810.37	\$ 5,210.37	\$ 53,010	0.09829
17	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,855.63	\$ 5,255.63	\$ 52,745	0.09964
18	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,902.02	\$ 5,302.02	\$ 52,481	0.10103
19	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,949.57	\$ 5,349.57	\$ 52,218	0.10245
20	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 1,998.31	\$ 5,398.31	\$ 51,957	0.10390
21	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 2,048.27	\$ 5,448.27	\$ 51,698	0.10539
22	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 2,099.48	\$ 5,499.48	\$ 51,439	0.10691
23	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 2,151.96	\$ 5,551.96	\$ 51,182	0.10848
24	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 2,205.76	\$ 5,605.76	\$ 50,926	0.11008
25	\$ -	\$ -	\$ 85,000.00	\$ 3,400.00	\$ 2,260.91	\$ 5,660.91	\$ 50,671	0.11172
26	\$ -	\$ -	\$ -	\$ 85,000.00	\$ 42,697.20	\$ 127,697.20	\$ 1,346,199	0.09486
							\$ 127,697.20	Average per kWh AC Solar Produced
							\$ 127,697.20	Total 25 Year Cost

Without VOS Escalator	
Average per kWh AC Solar Produced after BPA Savings	\$ 0.07486
BPA Savings over life at \$ 0.02 per kWh escalated annually by 0.0%	\$ 26,921.42
Net Cost over life	\$ 100,775.79

Financial Review: Summary

Size	Upfront Cost	Net Cost	Payback Period (yrs)	Average \$/kWh
1 MW PPA	---	---	---	\$ 0.110
1 MW	\$ 1,600,000.00	\$ 2,444,089.00	106	\$ 0.091
200 kW	\$ 390,000.00	\$ 665,244.00	145	\$ 0.124
50 kW	\$ 85,000.00	\$ 100,776.00	88	\$ 0.075
Pure Power	---	---	---	\$ 0.085
BPA Rate	---	---	---	\$ 0.045

Decision Making Variables

- Consider what may happen post-2028 when BPA contracts expire
- Solar installations will affect future expansion at our substations
- Does the Pure Power Program already accomplish Objective 1.1
- Would a community solar project fill a desire we think our customers have
- Under our current net metering program, we have 23 customers who have rooftop solar panels and we credit their accounts for the production at our full retail rate. We would have to decide if we want to do that for customers who purchase panels under a community solar project

ANY QUESTIONS?



A place where families and businesses thrive.

PROCLAMATION

National Public Works Week May 19 – 25, 2019

WHEREAS, the Forest Grove Public Works Department provides a vital public service to the citizens and visitors of the City of Forest Grove; and

WHEREAS, our dedicated public works personnel protect the environment, improve public health and safety, contribute to economic vitality, and enhance the quality of life of our community; and

WHEREAS, our public works personnel design, build, operate, and maintain the transportation system, water infrastructure, sewage system, public buildings, and other structures and facilities that are vital to Forest Grove; and

WHEREAS, these facilities and services could not be provided without the exceptional and dedicated efforts of our public works personnel; and

WHEREAS, it is appropriate to recognize the value and dedication of the Public Works Department by designating Public Works Week in the City of Forest Grove.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 19 – MAY 25, 2019, AS

National Public Works Week

With the theme, ***“It Starts Here”***, and we encourage the community to acquaint themselves with the issues involved in providing our public works and to recognize the important contributions that our Public Works Department makes each day to improve our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 28th day of May, 2019.



Peter B. Truax, Mayor of Forest Grove





PUBLIC WORKS IT STARTS HERE

NATIONAL PUBLIC WORKS WEEK
MAY 19-25, 2019



A place where families and businesses thrive.

PROCLAMATION

National Historic Preservation Month May 2019

WHEREAS, the City of Forest Grove Historic Landmarks Board was established September 8, 1980, to provide leadership and expertise on maintaining and retaining the integrity of Forest Grove's distinctive historic neighborhoods and architectural and cultural resources; and

WHEREAS, Preservation Month provides an opportunity to celebrate the diverse and unique heritage of our county's cities and states and enable more Americans to become involved in the preservation movement; and

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintain community character while enhancing livability; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people;

WHEREAS, National Preservation Month 2019, is cosponsored by the City of Forest Grove Historic Landmarks Board and the National Trust for Historic Preservation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF MAY 2019, as:

National Historic Preservation Month

In Forest Grove, Oregon, and calls upon the people to join their fellow citizens across the United States in recognizing and participating in this special observance.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 28th day of May, 2019.

Peter B. Truax, Mayor of Forest Grove

ERIC G. STEWART AWARD

Is Hereby Awarded To:

Pacific University and the Architectural Resources Group

In Recognition of Their Outstanding Commitment

To the Preservation of Forest Grove's History

The Forest Grove Historic Landmarks Board has chosen to bestow the Eric Stewart Award this year to more than one group for a single project. Pacific University has just completed a survey of their campus to assess their historic resources in a comprehensive report issued last March. The Board is pleased to be awarding both the University for its efforts to recognize the value of its historic resources, but also to the Architectural Resources Group who authored this through documentation of the university's assets.

This report clearly and concisely documents campus structures and while it is not an all-inclusive study of the school's 170-year history, it does catalogue all the historically significant buildings in both words and images. Much of the text gives the reader context of each building's significance in place and time, while the lavish images capture both the historic view and current state of the buildings.

Not only is it an accurate accounting and a valuable resource for cataloging these precious historic resources, it is written with care, concern and compassion for the history of Forest Grove. It is clear this was an effort by passionate people who care about our town's history.

We applaud the work by both the Pacific University and the Architectural Resources Group in producing this valuable documentation of a significant piece of Forest Grove.

ERIC G. STEWART AWARD

Awarded to

Pacific University

*In Recognition of Outstanding Commitment
To the Preservation of the City of Forest Grove's History*



Holly Tsui

Historic Landmarks Board Chair

May 28, 2019

ERIC G. STEWART AWARD

Awarded to

Architectural Resources Group

*In Recognition of Outstanding Commitment
To the Preservation of the City of Forest Grove's History*



Holly Tsui

Historic Landmarks Board Chair

May 28, 2019

CERTIFICATE OF PARTICIPATION

This certifies

Ziona Hall

*As "2019 Historic Photo Contest" Youth Winner
Submission titled "Break a Leg"*

*The Historic Landmarks Board wishes to acknowledge your efforts and sincerely
thanks you for your interest in the Preservation of the City of Forest Grove's History.*



Holly Tsur
Historic Landmarks Board Chair
May 28, 2019



GROVE

LEGALLY BLONDE
The Musical
April 19th - May 5th
Fri. Sat. Sun.

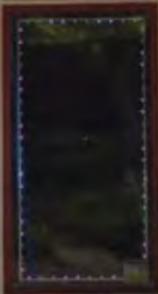
LEGALLY BLONDE
THE MUSICAL!
APRIL 19 - MAY 5



2028



2028



CERTIFICATE OF PARTICIPATION

This certifies

Elaine Mann

*As "2019 Historic Photo Contest" Winner
Submission titled "1895 Stick Style Victorian"*

*The Historic Landmarks Board wishes to acknowledge your efforts and sincerely
thanks you for your interest in the Preservation of the City of Forest Grove's History.*



Holly Tsui
Historic Landmarks Board Chair
May 28, 2019



2325

18

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 7:01 p.m. and led the Pledge of Allegiance.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; James Reitz, Senior Planner; and Anna Ruggles, City Recorder.

1. A. PROCLAMATION:

Emergency Medical Services (EMS) Week

Mayor Truax proclaimed May 19-25, 2019, as "EMS Week" and presented the Proclamation to Metro West Ambulance.

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 (Light and Power Electric Cost-of-Service Rate Study Options) Meeting Minutes of April 22, 2019.
- B. Approve City Council Regular Meeting Minutes of April 22, 2019.
- C. Accept Committee for Community Involvement Meeting Minutes of March 5, 2019.
- D. Accept Economic Development Commission Meeting Minutes of April 4, 2019.
- E. Accept Historic Landmarks Board Meeting Minutes of March 26, 2019.
- F. Accept Parks and Recreation Commission Meeting Minutes of February 27, 2019.

- G. Accept Planning Commission Meeting Minutes of April 1 and April 15, 2019.
- H. Endorse New Liquor License Application (Full-On Premises Catering) for Ridgewalker Brewing Company Event Center – The Mail Room, 1822 21st Avenue.
- I. Endorse New Liquor License Application (Off-Premises Sales) for Forest Grove Liquor Store, 3130 Pacific Avenue.
- J. Community Development Department Monthly Building Activity Informational Report for April 2019.

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

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

5. **PRESENTATIONS:**

5. A. Ride Connection

Julie Wilcke Pilmer, Chief Executive Director; Deb Bratland, Forest Grove Transportation Coordination; and John Whitman, Service Planner, presented a PowerPoint presentation overview pertaining to Ride Connection, Grovelink, and the 2018 Rider Survey, noting Washington County is projected to receive \$3.5 million for public transportation in Fiscal Years 2019-21 and Ride Connection has applied for funding to improve safety and technology across its Washington County services. Wilcke Pilmer referenced a map showing the designated bus stops, noting Ride Connection is embarking on a community outreach effort to gather feedback about service demand areas and what communities would like to see. In conclusion of the above-noted presentation, the group addressed various Council inquiries pertaining to the expansion options in Forest Grove, i.e., expanding Grovelink services in the evening for school-related student activities and expanding service to Neil Armstrong Middle School, noting they will take these comments into consideration when making decisions about expanding services.

5. B. Washington County Affordable Housing Bond Local Implementation Strategy

Komi Kalevor, Executive Director, and Shannon Wilson, Housing Development Coordinator, Housing Authority of Washington County, presented a PowerPoint presentation overview pertaining to Washington County's Affordable Housing Bond Local Improvement Strategy, noting \$188 million of the bond proceeds will be in Washington County for housing projects; target is to build or acquire 1,316 units of regulated affordable housing in the County between 2019-2026. In conclusion of the above-noted presentation, the group addressed various Council inquiries pertaining to the median family income in Washington County; local implementation plan and next steps; and the County's four guiding principles: 1) Housing Development Plan; 2) Strategy for Advancing Racial Equity, i.e., screening criteria and project-based vouchers (51% of students in Forest Grove are on reduced lunch program); 3)

Community Engagement; and 4) Plan for Ongoing Community Engagement (i.e., funding resources for long-term building maintenance and upkeep).

5. C. Metro Regional Parks and Nature Funding

Juan Carlos Gonzalez, Metro Councilor District 4, and Jonathan Blasher, Metro Parks and Nature Director, presented a PowerPoint presentation pertaining to Metro's proposal to renew its parks and nature bond measure in November, 2019, in the range of \$400 to \$450 million, noting the proposed bond would not raise current taxes. In conclusion of the above-noted presentation, the group addressed various Council inquiries pertaining to the importance of connecting Council Creek Trail and defining racial equity, noting the measure focuses on racial equity and climate resiliency across six areas: protecting and restoring land (\$130-140 million); taking care of Metro parks (\$100-105 million); supporting local projects (\$65-70 million); awarding community grants (\$25-30 million); creating trails for walking and biking (\$40-50 million); and delivering on large-scale community visions (\$40-50 million).

6. **ORDER NO. 2019-03 APPROVING A SITE PLAN APPROVAL APPLICATION FOR A 16-UNIT MANUFACTURED DWELLING PARK EXPANSION AT 4015 PACIFIC AVENUE; WASHINGTON COUNTY TAX LOT 1N332DD01400; APPLICANT: ROSE GROVE MOBILE HOME PARK; FILE NO. 311-18-000036-PLNG**

Staff Report:

Reitz and Pohl presented the above-proposed order, noting the proposed order is approving a revised site plan for a 16-Unit Manufactured Dwelling Park Expansion at 4015 Pacific Avenue; Washington County Tax Lot 1N332DD01400; File No. 311-18-000036-PLNG). Reitz reported at the hearing on March 18, 2019, Council reversed the Community Development Department's denial of an appeal decision and approved the preliminary site plan pending review of a revised site plan, noting Council voiced concerns pertaining to the lack of pedestrian connections between units and abutting public sidewalks, and the need for the plan to satisfy fire department turnaround requirements. In conclusion of the above-noted staff report, Reitz and Pohl advised staff is recommending Council consider approving the proposed Final Findings of Fact and Conditions of Approval as outlined in Exhibit A, noting the application has been adequately revised to include a new fire department turnaround and new pedestrian walkways along the internal drive aisles to connect the units to the abutting public sidewalks as outlined in Exhibit B, revised site plan dated April 12, 2019.

MOTION: Councilor Wenzl moved, seconded by Councilor Rippe, to adopt Order No. 2019-03, a Site Plan Approval Application for a 16-Unit Manufactured Dwelling Park Expansion at 4015 Pacific Avenue; Washington County Tax Lot 1N332DD01400; Applicant: Rose Grove Mobile Home Park; File No. 311-18-000036-PLNG.

Council Discussion:

Hearing no questions 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. A. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-02 AMENDING THE COMPREHENSIVE PLAN MAP TO RE-DESIGNATE TWO PARCELS FROM GENERAL INDUSTRIAL (GI) TO HIGH DENSITY RESIDENTIAL (HDR); WASHINGTON COUNTY TAX LOTS 1N331DA07500 AND 1N332C000800; APPLICANTS: ROBERTA REYNOLDS, LINDA ESHRAGHI, AND SHANNON POLICH; FILE NO. 311-19-000001-PLNG

Staff Report:

Reitz and Pohl presented the above-proposed ordinance for first reading, noting the proposed ordinance is adopting legislative Comprehensive Plan Map amendment to re-designate two parcels, totaling 1.93 acres, Washington County Tax Lots 1N331DA07500 (is vacant and has no address) and 1N332C000800 (is currently developed with a single-family home), 2355 Kingwood Street, from General Industrial (GI) to High Density Residential (HDR) on the Comprehensive Plan Map and from GI to Residential Multi-Family High Density (RMH) on the Zoning Map; File No. 311-19-000001-PLNG. Reitz presented a PowerPoint presentation overview of an aerial view of three parcels, noting a third parcel, totaling 3.06 acres, Washington County Tax Lot 1N331DA07400, 2352 Kingwood Street, was included in the original review process because the parcel would be bounded on three sides by a residential designation if the other two above-noted parcels were approved; however, the Planning Commission voted to exclude 1N331DA07400, because the owner testified in opposition of re-designating his property to high density residential. In addition, Reitz presented an overview of the proposed Comprehensive Plan Map and Zoning Map amendments and findings supporting the Planning Commission's recommendations contained in Planning Commission Decision No. 2019-05, attached as Exhibit B. Reitz reported the parcels have been designated GI since at least 1987, and the adjoining properties to the west and north (west of an unnamed Council Creek tributary) were re-designated from GI to RMH in 1990. Much of that area has since been developed with residential subdivisions, including Casey West, Casey Meadows and Hawthorne Meadows. In conclusion of the above-noted staff report, Reitz and Pohl advised staff is recommending Council adopt the proposed ordinance amending the Comprehensive Plan Map as outlined in Exhibit A, File No. 311-19-000001-PLNG, noting Council may amend to include Tax Lot 1N331DA07400 (3.06 acre parcel) if Council finds that this parcel also complies with the review criteria.

Questions of Staff:

Reitz and Pohl addressed various Council inquiries pertaining to the above-mentioned

tax lots, noting the properties are unlikely to become industrial given adjacency to a residential neighborhood, lack of access to a collector or arterial street and, in the case of tax lot 1N331DA07400, the wetland and required buffer area. Reitz added the owner of 1N331DA07400 can continue to do what is currently permitted regardless of the outcome of the rezoning of the other two above-mentioned tax lots.

Before proceeding with the Public Hearing for Agenda Items 7.A. and 7.B. and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2019-02 for first reading.

VanderZanden read Ordinance No. 2019-02 by title for first reading.

MOTION: Councilor Rippe moved, seconded by Councilor Wenzl, to approve Ordinance No. 2019-02 Amending the Comprehensive Plan Map to Re-Designate Two Parcels from General Industrial (GI) to High Density Residential (HDR); Washington County Tax Lots 1N331DA07500 and 1N332C000800; File No. 311-19-000001-PLNG.

Public Hearing Opened:

Mayor Truax opened the Public Hearings for Agenda Items 7.A. and 7.B. and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

Mark VanderZanden, Portland, OR, applicant's representative, testified in support of the application to re-designate tax lots 1N331DA07500 and 1N332C000800 from General Industrial to High Density Residential on the Comprehensive Plan Map and from General Industrial to Residential Multi-Family High-density on the Zoning Map, noting the parcels are more suitable with the existing residential use and much less suitable for industrial uses, i.e., lack of access to a collector or arterial street.

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 Continued:

Hearing no concerns from the Council, Mayor Truax continued the Public Hearing until the next meeting of Tuesday, May 28, 2019.

7. B. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-03 AMENDING ZONING MAP TO RE-DESIGNATE TWO PARCELS FROM GENERAL INDUSTRIAL (GI) TO RESIDENTIAL MULTI-FAMILY HIGH DENSITY (RMH); WASHINGTON COUNTY TAX LOTS 1N331DA07500 AND 1N332C000800; APPLICANTS: ROBERTA REYNOLDS, LINDA ESHRAGHI, AND SHANNON POLICH; FILE NO. 311-19-000001-PLNG

Staff Report:

Reitz and Pohl presented the above-proposed ordinance for first reading, noting the proposed ordinance is adopting legislative Zoning Map amendment to re-designate two parcels, totaling 1.93 acres, Washington County Tax Lots 1N331DA07500 and 1N332C000800 from General Industrial (GI) to Residential Multi-Family High Density (RMH) on the Zoning Map; File No. 311-19-000001-PLNG. In conclusion of the above-noted staff report, Reitz and Pohl advised staff is recommending Council adopt the proposed ordinance amending the Zoning Map as outlined in Exhibit A, File No. 311-19-000001-PLNG, noting Council may include Tax Lot 1N331DA07400 (3.06 acre parcel) if Council finds that this parcel also complies with the review criteria.

Mayor Truax asked for a motion to adopt Ordinance No. 2019-03 for first reading.

VanderZanden read Ordinance No. 2019-03 by title for first reading.

MOTION: Councilor Wenzl moved, seconded by Council President Johnston, to approve Ordinance No. 2019-03 Amending the Zoning Map to Re-Designate Two Parcels from General Industrial (GI) to Residential Multi-Family High-density (RMH); Washington County Tax Lots 1N331DA07500 and 1N332C000800; File No. 311-19-000001-PLNG.

Public Hearing Continued:

Hearing no concerns from the Council, Mayor Truax continued the Public Hearing until the next meeting of Tuesday, May 28, 2019.

8. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-04 ENACTING CITY OF FOREST GROVE DEVELOPMENT CODE AS TITLE 17 OF THE CODE OF ORDINANCES, COPYRIGHTED 2019, PUBLISHED BY AMERICAN LEGAL PUBLISHING CORPORATION AND REPEALING ORDINANCE NO. 2009-01, DEVELOPMENT CODE OF 2009

Staff Report:

Pohl and Downey presented the above-proposed ordinance for first reading, noting the proposed ordinance is re-enacting the Development Code as Title 17 of the Code of Ordinances, copyrighted 2019, published by American Legal Publishing Corporation (Publisher), and repealing Ordinance No. 2009-01, Development Code of

2009. Pohl reported staff entered into an agreement with the Publisher to provide codification of the existing Development Code, which kept the organization and text predominately as it was provided to the Publisher by the City, except changing Code §10, Articles 10.1.000 to 10.12.210, as Title 17, Articles 17.1.000 to 17.12.210. In conclusion of the above-noted staff report, Pohl advised staff is recommending Council adopt the proposed ordinance as outlined in Exhibit A, noting once the new Development Code is reenacted, the code will be deemed published as the day of the enactment of the ordinance. In addition, the Development Code will be available on-line (webhosting through Publisher) as a comprehensive, searchable and easy-to-use Code. The City will submit future supplements every six months under the signed agreement with the Publisher at a cost of \$150 for each six months and an additional \$500 per year for online hosting.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2019-04 for first reading.

VanderZanden read Ordinance No. 2019-04 by title for first reading.

MOTION: Council President Johnston moved, seconded by Councilor Valfre, to adopt Ordinance No. 2019-04 Enacting City of Forest Grove Development Code as Title 17 of the Code of Ordinances, Copyrighted 2019, Published by American Legal Publishing Corporation, and Repealing Ordinance No. 2009-01, Development Code of 2009.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

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 until the next meeting of Tuesday, May 28, 2019.

9. **PUBLIC HEARING AND RESOLUTION NO. 2019-21 ADOPTING CITY MANAGER**

PERFORMANCE REVIEW CRITERIA AND REPEALING RESOLUTION NO. 2018-47

Staff Report:

Mayor Truax presented the above-proposed resolution, noting pursuant to the City Manager's Employment Agreement, Section 6, Council must evaluate the City Manager's annual performance and establish the performance review criteria in an open meeting. Mayor Truax referenced Attachment A, City Manager Performance Review Process and Target Dates, and Attachment B, Draft Memorandum to Department Directors, noting no changes are proposed to the current performance review criteria. In addition, Mayor Truax advised Council will hear the City Manager's self-evaluation and review the compiled responses and comments with the City Manager in Executive Sessions tentatively scheduled for May 28 and June 24, 2019, noting after concluding the performance appraisal in the Executive Session scheduled for July 8, 2019, Council will return in an open meeting to give a summary of the City Manager's performance appraisal.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-21.

MOTION: Councilor Valfre moved, seconded by Councilor Rippe, to approve Resolution No. 2019-21 Adopting the City Manager Performance Review Criteria and Repealing Resolution No. 2018-47.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one wished to testify and no written comments were received.

Opponents:

No one wished to testify and no written comments were received.

Others:

No one wished to testify and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Rippe referenced the City Manager's performance review dates, noting the review

period is July 1, 2018, to current, to which Ruggles affirmed, noting Councilmembers shall submit their performance appraisals directly to the Mayor by June 10, 2019.

Hearing no further concerns from 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. 2019-22 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FOR EXTERNAL WORK PERFORMED IN THE LIGHT AND POWER FUND FOR FISCAL YEAR 2018-19**

Staff Report:

Downey presented the above-proposed resolution, noting the proposed resolution is authorizing the expenditure of additional funds reimbursed from other electric utilities in the amount of \$263,115 for personnel and equipment costs incurred by the City related to providing assistance to restore electric utility services during the 2019 snow event south of Eugene. In conclusion of the above-noted staff report, Downey advised an appropriation of these additional funds is needed to prevent an appropriation overexpenditure in Fiscal Year 2018-19, noting the funds have been paid to staff.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-22.

VanderZanden read Resolution No. 2019-22 by title.

MOTION: Council President Johnston moved, seconded by Councilor Wenzl, to adopt Resolution No. 2019-22 Authorizing the Expenditure of Additional Funds for External Work Performed in the Light and Power Fund for Fiscal Year 2018-19.

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, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

11. **RESOLUTION NO. 2019-23 AUTHORIZING THE EXPENDITURE OF ADDITIONAL FUNDS FROM STATES OF OREGON AND CALIFORNIA FOR FIRE CONFLAGRATION COSTS INCURRED IN THE GENERAL FUND FOR FISCAL YEAR 2018-19**

Staff Report:

Downey presented the above-proposed resolution, noting the proposed resolution is authorizing the expenditure of additional funds reimbursed from the States of Oregon and California in the amount of \$508, 616 for personnel costs incurred by the City for staffing costs related to the fire conflagrations. In conclusion of the above-noted staff report, Downey advised an appropriation of these additional funds is needed to prevent an appropriation overexpenditure in Fiscal Year 2018-19, noting the funds have been paid to staff.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-23.

VanderZanden read Resolution No. 2019-23 by title.

MOTION: Councilor Wenzl moved, seconded by Council President Johnston, to adopt Resolution No. 2019-23 Authorizing the Expenditure of Additional Funds from the States of Oregon and California for Fire Conflagration costs incurred in the General Fund for Fiscal Year 2018-19.

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, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

12. CITY COUNCIL COMMUNICATIONS:

Council President Johnston did not provide a report (he was not called upon).

Rippe reported attending Public Safety Advisory Commission (PSAC) meeting, noting PSAC decided to not hold meetings in May and June and to consolidate November/December meetings and instead hold one meeting on December 4, 2019. Rippe reported attending Economic Development Commission (EDC) meeting, noting EDC is working on its Strategic Plan's goals and objectives. Rippe reported attending Western Washington County Fire Task Force meeting, noting all five governing agencies approved the Foundational Principles and is continuing its discussions. In addition, Rippe reported on regional transportation-related matters of interest and upcoming meetings he was planning to attend.

Thompson reported on upcoming meetings he was planning to attend.

Uhing reported Sustainability Commission (SC) submitted a letter of support into the record regarding the implementation of the City's High-Efficiency Toilet Rebate Program (Resolution 2019-16). Uhing reported SC is proposing to combine events,

such as City's shred day and Earth Day, noting SC is also proposing to sponsor two events per year. Uhing noted 46 adults and 50-55 children volunteered in this year's Earth Day event. Uhing voiced concern of needing to resolve who is in charge of the third Latino forum, i.e., SC, CCI or City. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Valfre commended staff's work in preparation for the Budget Committee. Valfre recommended providing online comments regarding Metro's local implementation strategy. In addition, Valfre reported on regional housing-related matters of interest and upcoming meetings and forums he was planning to attend.

Wenzl reported attending Committee for Community Involvement (CCI) meeting, noting CCI is providing updates on its goals and objectives to other boards/commissions and is reviewing its bylaws as part of the new reform. Wenzl provided an update on CCI's discussion regarding the Latino Summit, noting an event of this size would be best sponsored by the City and collaborating with CCI and SC. In addition, Wenzl reported on other matters of interest and upcoming meetings she was planning to attend.

13. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported in response to a public comment, staff is re-evaluating the Aquatic Center's swim wear policy. VanderZanden gave an overview of the newly-revised Oregon Pay Equity Act, noting Human Resources has hired a consultant to assist in completing a comprehensive and defensible study. VanderZanden announced the City is collaborating with Adelante Mujeres on a sponsorship for the Fiesta of Hope celebration on June 15, 2019, in Forest Grove, noting because the event attracts visitors, the City is able to utilize transient lodging tax revenues as part of its sponsorship. In addition, VanderZanden advised he would submit by e-mail a copy of his City Manager's Report to Council, dated May 13, 2019, as the report did not make it in the packet, noting the report outlines various upcoming meetings and updates on department-related activities and projects, including Administrative Services; Community Development; Economic Development; Engineering/Public Works; Fire; Library; Light and Power; Parks and Recreation and Police.

14. Mayor's Report:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending Fire Task Force meetings, various town halls and Washington County Visitors Association's award presentations. Mayor Truax recapped his visit to Washington, D. C., on behalf of the Joint Policy Advisory Committee, on April 29 to May 2, 2019. 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.

15. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:35 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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APPROVED

Community Forestry Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
March 20, 2019, 5:35 pm
Page 1 of 2



President – Mark Nakajima

Members Present: Bruce Countryman – Michael Howell – David Hunter – Mark Nakajima - Jen Warren

Members Absent: Lance Schamberger - Dale Wiley

Staff Present: Dan Riordan

Council Liaison: Ron Thompson - present

Student Advisor: Declan Lynch - present

Citizen New Member / Introduction:

Minutes Approval: Dale moved to approve and Bruce seconded that the February 2019 minutes be approved as submitted.

OLD BUSINESS:

1. **Register Tree Removal (Oregon white oak – 2807 22nd Place):** The Commission reviewed the assessment prepared for the problem Oregon white oak at 2807 22nd Place. The oak is listed on the City's Register of Significant Trees. The assessment was prepared by Marble Tree Service. The Commission reached consensus that the oak tree should be authorized for removal based on the information provided in the assessment which indicates significant decay.
2. **Arbor Day 2019:** The Commission discussed plans for Arbor Day 2019. The Parks and Recreation Department suggested planting a tree at Thatcher Park. Mark offered to contact EF Nursery to make arrangements for acquiring a suitable tree for planting. The Commission reached consensus to plant a tree at Thatcher Park at 11:00 am on Tuesday, April 9th.
3. **Town Center Tree Project Update:** Dan reported that City staff and the project arborist held a kick-off meeting on March 4th. The kick-off meeting included a tour of the street trees on Main Street and 21st Avenue.
4. **Reuter Farms Park Oak Tree Replanting:** Dan reported that three Oregon white oak trees were delivered to Reuter Farms Park on March 6th. The City Parks and Recreation Department planted the trees.

NEW BUSINESS

MEMBER UPDATE:

Declan brought up the Oregon Youth Conservation Corps and the work they do. Jen also spoke about Corps' projects she's familiar with though her work with the Oregon Department of Forestry.

LIAISON UPDATE – Ron Thompson:

Councilor Thompson provided a City Council update.

NEXT MEETING: April 17th, 2019 at 5:30 pm at the City Auditorium.

MEETING ADJOURNMENT: David moved – Michael seconded that the meeting adjourn.

Unanimous vote affirmative to adjourn at 6:12 pm.

Respectfully submitted,

Daniel Riordan
CFC City staff liaison



President – Vice Chair Michael Howell presided

Members Present: Bruce Countryman – Michael Howell – David Hunter – Jen Warren

Members Absent: Mark Nakajima Lance Schamberger, Dale Wiley

Staff Liaison: Dan Riordan - present

Council Liaison: Ron Thompson - present

Student Advisor: Declan Lynch - present

Citizen New Member / Introduction: None

Minutes Approval: David moved to approve and Jen seconded that the March 2019 minutes be approved as submitted. The motion was approved 4-0 with three members absent.

OLD BUSINESS:

1. **Arbor Day 2019:** Dan reported that the annual Arbor Day tree planting was done on April 9th. One maple tree was planted at Thatcher Park near the playground. In attendance were Mayor Truax, Councilor Rippe, Councilor Valfre, City Manager Jesse VanderZanden, Mark, Dan, and a member from the community at-large.
2. **Boards and Commissions Reform Update:** Dan provided a general update on Council's work related to boards and commissions reform. Dan noted Council held a work session on April 8th to discuss a draft ordinance addressing details such as membership qualifications, composition, quorum and meetings, terms of office and officers, staff liaison role, required attendance, filling vacancies, and annual reporting. Next steps include staff and Council liaisons meeting with respective boards and commission to update bylaws, educate members on new Council rules. This will occur over the next few months.
3. **Town Center Tree Project Update:** Dan reported that the arborist from Oregon Tree Care has completed the tree inventory and assessment. The arborist conduct a visual assessment of 202 street or parking lot trees in the Town Center. Key findings include:
 - 43% of the trees inventoried are surrounded by tree grates;
 - 4 trees were identified as requiring upper crown and/or structural pruning;
 - 24 trees are in need of clearance for street, sidewalk or parking lot clearance;
 - 8 trees are identified as having recent cuts to roots or tree base and/or damage from surrounding tree grates.

- 8 trees have been recommended for removal based on poor vigor rating and visible signs of decay including 5 maples and 3 cherry.

The complete report will be provided in advance of the next Commission meeting.

NEW BUSINESS: None.

MEMBER UPDATE:

David mentioned he attended an Oregon Pest Detector class. The classes addressed invasive plant species including English ivy and Scotch broom. The class also delved into Emerald ash borer.

LIAISON UPDATE – Ron Thompson:

NEXT MEETING: April 17th, 2019 at 5:30 pm at the City Auditorium.

MEETING ADJOURNMENT: David moved – Michael seconded that the meeting adjourn.

David moved to adjourn the meeting at 6:10 pm. Jen seconded the motion which passed on a 4-0 vote.

Respectfully submitted,

Daniel Riordan
CFC City staff liaison

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
April 23, 2019 -- 6:30 P.M. Page 1 of 2

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

1. **Call to Order:** Youngs opened the meeting at 6:35 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Photo Contest Planning: Whalen Garfias reported that we had received a total of 25 photos so far, including 3 youth submissions. Some people submitted more than one photo, and the overall number submitted is much better than the small turnout last year. She felt we are starting to better understand how to get the word out. Starting the process earlier helped a lot even though we did not put up as many posters, but the utility bill insert and the other efforts definitely helped. Youngs said he had seen the notice on the fire department reader board and felt that helped also. He also said his employer was happy to do any posters required as they were very much interested in community outreach.

Whalen Garfias passed out the entries received to date and although some were really stretching to tie into historical Forest Grove, they all did fulfill the entry requirements. All of the photos were great and the Board all agreed they were glad to not have to judge them, as the Public Arts Commission volunteered to take on that responsibility.

While discussing potential prizes, it was noted that only the *News Times* had stepped forward so far, so the Board members all agreed to donate money to the prize fund. A presentation to the winners has been tentatively scheduled for the May 15th City Council meeting (note: this was later amended to the May 28th meeting due to time constraints). A flash drive will be prepared by Whalen Garfias to allow the winning photos to be shown at the presentation.

The Board concluded that planning for the contest next year should be started even earlier, perhaps at the December meeting.

B. Stewart Award: Youngs provided an overview of three potential recipients. The Board discussed the merits of each and concluded that Pacific University and the Architectural Resources Group should share the honor due to their work preparing the first-ever campus-wide historic resources assessment. **Cushing/Whalen Garfias to present the Stewart Award to Pacific University and the Architectural Resources Group. Motion carried unanimously.**

Youngs volunteered to prepare the press release as well as the presentation script.

C. Editorial Calendar: This item was tabled to the next meeting due to Trostle's absence.

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

- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of March 26, 2019 were approved with one typographical correction.**

- Council Liaison Report. Councilor Johnston reported that the Council adopted new rules for the boards and commission, including limits on how long chairs can serve, and that although secretaries can continue to do the meeting minutes, the staff liaison will have ultimate responsibility to ensure they are properly formatted and submitted in a timely manner.

He also reminded everyone that the City's 150th anniversary was rapidly approaching and would be celebrated in 2022. Committees are being formed to start working on this momentous event.

He further reported that the Council and the Metro representative reviewing the CEP applications had concerns about the Board's recent waiver of the rule requiring that a preservation grant be approved before work began, and that the Council was concerned this action. It was noted that the Board subsequently discussed this in depth and had already committed to a firmer policy.

- FHFG Report. Haveluck reported that the garden tour is approaching soon on June 2nd and she invited everyone to attend their annual meeting on May 15th, when they will have a lecture on the history of the Tualatin River by the Tualatin Riverkeepers. She also said that her term as liaison was ending so she would not be officially attending anymore but may continue to attend as a citizen.
- CEP Application Presentation: Cushing said that Tsur had given an excellent presentation for the CEP grant. He had also attended and in response to a question about outreach, he said that Tsur discussed the postcard and mailings, the participation in the public safety open house, National Night Out and the photo contest.
- Staff Update. Reitz reported that SHPO still had not received any grant information from the National Park Service; so, all was on hold until it is received.
- May Agenda. Photo contest, Stewart Award, editorial calendar. Due to a conflict with the City Council meeting also being held on the 28th (due to the holiday) the Board voted to move the HLB meeting up one week to May 21st.

5. Adjournment: The April 23, 2019 meeting adjourned at 8:09 p.m.

These minutes respectively submitted by George Cushing, Secretary

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APPROVED

Forest Grove Library Commission
Meeting Date – 6:30PM Tues Apr 9, 2019
Rogers Conference Room
Page 1

Library Commission approved minutes as presented on May 14, 2019.

1. CALLED TO ORDER AND ROLL CALL:

Kathleen Poulsen, Vice-Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday Apr 9, 2019.

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

Members Absent: Pamela Bailey, Chair (excused); Nickie Augustine (excused); Valyrie Ingram (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph "Val" Valfre

Others: Ashley Terry of CCI; Catie Beier;

2. ADDITIONS/DELETIONS:

National Library Week (completed) - discussed poster board with "favorite things" stars, inside the library – very nice and successful display.

Also, discussed idea of reducing library fines (for a short period) with non-perishable food donations for charity. This was observed at the Cornelius Library recently.

Ashley Terry of the Committee for Citizen Involvement (CCI) asked how the CCI could help the Library Commission. The 110th Birthday of the Forest Grove City Library (mentioned later) was suggested. CCI help with advertising various events at the library was also suggested.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Mar 19, 2019:

MOTION: Elizabeth moved, seconded by Matthew, to approve the March 19, 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 board considered the **Memorial Garden Project** and the **Ginsburg Memorial**. Want to be finished with plans and designs very soon. Hiring a contractor for “archway” to enter. Has drawing. City must approve. Parks Dept must maintain. Pathway and memorial stone with plaque planned. What to do with three existing trees? How much room for approved plants, design of planting, approved plant list?
- b) See the Library Foundation of Forest Grove’s web site at: www.fglf.org.

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

- a) Friends Annual Meeting will be tomorrow. Year’s achievements to be discussed. Officers elected. New board members. All members of Friends are welcome.
- 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 Thurs Apr 11 and be done by Friday night, with take-down scheduled for April 22, 2019.
- c) Friends Board monthly meetings are usually held on the second Wednesday of the month at 5:30pm in the Rogers Room. The Board does not meet during the three summer months.
- d) 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) Adopted City Council’s Goals and Objectives. Budget and City staff focus.
- b) B’s & C’s review process nearly completed.
- c) New Cornelius Library held Grand Opening recently.

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

- a) **WCCLS Strategic Plan** – process is nearing completion. One theme of plan might be: Relationship between WCCLS and member libraries. May be surprises.
- b) **Reservation Guidelines for Study – Meeting Spaces**. At our next meeting will discuss possible changes to guidelines for use of the library’s study rooms and meeting rooms. Reservation process – more formal than using a clipboard.
- c) **Summer Reading program**. Starts mid-May and continues through the end of August. Programs and events for all ages.
- d) **Events of interest held at the library in the last month:**
 - 1. Apr 2 – Cultural Series – John Dodge – “A Deadly Wind” – A talk and book about the 1962 Columbus Day Storm.
- e) **Events of interest planned at the library in the next month:**
 - 1. Apr 27 – Dia de Los Ninos / Children’s Day. Event needs more advertising.

2. May 4 – Star Wars event: “May the Fourth Be With You”.

6. DISCUSSION OF ITEMS:

a) 2019 Library Commission goals. First draft of document (from our Retreat) examined. Changes, additions, corrections made. A second draft will be made available before the next Library Commission meeting, in May.

b) Programming at the library. Colleen said that at a future meeting of the Library Commission programming at the library will be discussed. Major analysis of programming in progress. Why do we do it? How do we measure success? The five staff people who work on various kinds of programming (Nathan, Jim, Bob, Ariel, and Jillian) have met for the first time to discuss this. At least one more meeting is planned.

Thinking: We should be doing programming at the library, even though we don't have to. Lots of reasons why: Brings in community. Educates and interacts with community.

How to choose programming? Types of programs? Money and staff time considered. Is programming worth it? Programming for all ages?

Colleen wants staff agreement and consensus. Staff buy-in needed. A document is desired (although not a programming policy) that says: “This is how we think about programming at the Forest Grove City Library”.

c) 110th Birthday of the Forest Grove City Library in 2019. Colleen wants to hold a month-long birthday party for our library in October 2019.

First week: Local Oregon author. Author presentation. Book discussion groups.

Second week: Memorial Garden dedication

Third week: Fall Used Book Sale

Fourth week: Community Party with various events planned.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday May 14, 2019 at 6:30PM, in the Library's Rogers Room.

8. ADJOURNMENT:

Hearing no further business, Vice-Chair Poulsen adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

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**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, APRIL 17, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 1 OF 2**

1) ROLL CALL:

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

2) CITIZEN COMMUNICATIONS: None

3) APPROVAL OF MINUTES: The minutes of the February 27, 2019 meeting were approved.

4) ADDITION/DELETIONS: None

5) NEW BUSINESS:

a) Bike Hub Grant

- i) Jeff King introduced Chris Bernhardt from the Washing County Visitors Association.
- ii) Bikes are used for transportation, recreation and tourism.
- iii) The Visitors Association is trying to promote bike opportunities in the County by identifying bike trails, establishing bike hubs and putting signage in place.
- iv) A grant is being used to install self-repair bike stations.
- v) There are thirteen routes developed, half of which come through Forest Grove. A social media marketing campaign is promoting them.
- vi) Twelve hubs are being developed that will place signage in areas showing bike routes and local amenities. Hubs are areas that include parking, restrooms, water and other amenities.
- vii) They would like to place signage in Rogers Park.
 - i) The Commission agreed and the sign will be installed by June.
- viii) You can go to TualatinValley.org to view bike routes and the GPS tracks.

b) Veterans Memorial Park

- i) The City Council has expressed the desire to develop a Veterans Memorial Park.
- ii) The site would have to be determined, along with the budget.
- iii) A non-profit would raise the money needed to fund the project.
- iv) The site would need to be visible with nearby parking.
- v) The question was raised about who the park should honor.

c) Eastside Park

- i) There isn't currently a park on the far East side of town.
 - i) We try to have parks within a 1/3 mile radius of all homes.
- ii) Is there any available land to develop one?

d) Peace Pole

- i) It was proposed that a Peace Pole be installed at Rogers Park, but the Commission is not sure that is the best location. Possibly an East side location?
- ii) There are already Peace Poles at the City auditorium, the high school, Pacific University and the community school.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, APRIL 17, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 2**

6) OLD BUSINESS:

a) Rogers Park

- i) Restroom
 - i) The construction fence will be going up tomorrow.
 - ii) This part of the project will include the bathroom, walking path, bike ramp and ADA ramp.
 - iii) The bathroom should be installed by mid-May.
- ii) Anna/Abby Yard – discussion moved to next meeting.

7) COMMISSIONER'S REPORTS:

a) Paul:

- i) CEP grant meeting is Thursday and we will be asking for money for more park signs for Lincoln Park.

8) COUNCIL LIAISON REPORT:

a) Malynda:

- i) The Council passed their goals and objectives.
- ii) Community Enhancement Projects (CEP's) grant presentations will be made on April 18.
- iii) There still hasn't been much progress made on the Boards & Commissions guidelines. There was discussion about limiting the Chair position to two years.
- iv) A URA (Urban Renewal Agency) advisory commission is possible.

9) STAFF REPORTS:

a) Matt:

- i) Work on the big dog park will continue next week. We will be plowing, tilling and upgrading the irrigation system. Then it will be raked and reseeded and four trees will be planted. All of this is weather dependent and will require closing the area for four to six weeks.
- ii) The Parks crew is maintaining the balls fields as best as they can.

b) Tom:

- i) On April 24 at 7:00 p.m. all community members are invited to participate in facilities assessment/water needs study being held at the Light and Power Conference room.
- ii) It's all about the budget right now with proposals being considered by the business manager and the City manager.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, May 15 at 7:00 a.m.

11) ADJOURNMENT: The meeting was adjourned at 8:45 a.m.

MINUTES APPROVED BY THE PAC ON MAY 9, 2019

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

Guest(s): N/A. **Staff Present:** Colleen Winters. **Excused:** Tom Gamble and Councilor Johnston.

1. CALL TO ORDER: By Dana Eytzen at 9:34am.

2. CITIZEN COMMUNICATION: N/A

3. APPROVAL OF PAC MEETING MINUTES:

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

4. ADDITIONS/DELETIONS:

- Additions: 5G: Arts Guide Advertisement, 5E: Art Walk, 5F: Children's Art Supplies, 6B:URA Update, 6C: Email from Amy
- Deletions: 5B subcategory-Professional Development (*Add to the agenda for our next meeting), 9. Council Liaison Report

5. DISCUSSION/DECISION ITEMS:

- A. Goals Review:** PAC goals were updated at the last retreat, and were integrated into the strategic plan. Our six goals from last year all fall under the umbrella of our three main goals listed in the strategic plan.
- B. 2019 Objectives Review**
Meet the Artist Update: Linda Taylor will host two Meet the Artist Events at Green Grove Common House. One will be with Emily Lux, geared towards children ages 5-10 on August 3rd. The next is multimedia artist and teacher Angennette Escobar sometime in late June or July. The meal will feature Michoacan cuisine and will be geared towards the LatinX community. Twenty tickets will be available for \$35 each. Kathleen will host a Meet the Artist Dinner at her home in September featuring music.
- C. Strategic Plan Update:**
- **Timeline, Roles, Responsibilities Review:** (Reviewed partially during 5B.) Overall timeline and expectations were reviewed based on our strategic plan calendar. Subcommittee meetings were scheduled and will be reported to Bev for posting to adhere to public meeting laws.
- D. Subcommittee Meeting Scheduling:** Completed. Please see above.
- E. Art Walk:** Docents were asked if they were still willing to provide guided tours to those interested, and all agreed. Advertising ideas included posts to the Forest Grove Community Facebook page, mail chimp, a city ad, and other social media with an emphasis on spreading the word close to Pacific University's graduation dates to attract visiting families. Flyers can also be placed at local hotels.
- F. Children's Art Supplies:** Leftover PAC supplies intended for children's activities are being stored at Green Grove Cohousing. How and when should they be used? Possibilities included events with All Together Now and Emily's Meet the Artist event. Laura moved that the art supplies for children's activities be used at the discretion of Linda Taylor/All Together Now. Kathleen seconded. Motion carried, unanimously.
- G. Arts Guide Advertisement:** Reviewed prices and discussed purchasing an advertisement vs. sending information for the few calendar listings. There is approximately \$1,500 remaining in the budget for advertising, from the CEP grant. Pat motioned to purchase a full-page ad in the Washington County Arts Guide for \$1419 from the remaining CEP funds. Kathleen seconded.

Motion carried, unanimously. We will also send events information to be listed in their calendar. Dana will fill out the application and create the ad, and Linda will call regarding the calendar listings. We should routinely add to the agenda to update our events in the guide's calendar every quarter.

6. INFORMATION ITEMS:

- A. Finance Report:** The finance report was not attached to the meeting notes, and will be reviewed at the next meeting.
- B. URA Update:** Brian Pohl update via Colleen-A resolution is scheduled for vote on Monday, 4/22. Budgeting will occur in July. Discussion RE: how and when might the potential funds be spent? This information is not available yet. Preliminary ideas for PAC's involvement include developing general goals and values concerning installation art within the URA and direction of the program, developing criteria to support these goals, solicitation and evaluation of proposals for installation art pieces, facilitating calls for art, and coordination with the URA to provide recommendations for final selection of projects. The URA is considering creating an advisory board.
- C. Email from Amy:** Amy spoke with Tyler from Pacific University's Cawein gallery, and he is interested in exploring collaboration in the following areas with the Public Arts Commission:
 - Marketing their shows year around.
 - Tapping into the mini-grant process
 - Hosting a summer residency or show organized by the PAC

7. COMMISSIONER COMMUNICATIONS:

- Emily is having a show of paintings at A Framers Touch. The opening is May 1st from 5-8pm.
- Kathy helped out with the Cornelius Elementary School mural, which is going very well.
- There will be an open house for Green Grove Cohousing on Sunday, June 2nd. There will be children's activities, bluegrass music, food, and wine.
- Pat discussed the potential for sizable grant monies given for multiple day events that encourage people to stay in the area overnight. Tourism grants are awarded by The Washington County Visitors Association.
- There will be a community mural workshop hosted by the Beaverton Arts Commission at the Beaverton Library on May 4th from 10am-4pm.

8. STAFF COMMUNICATIONS:

- The council held a work session to review the Boards and Commissions proposal. Multiple entities provided feedback, which was discussed. A final vote will be scheduled in the future.
- *The Art of the Story*, a storytelling festival, will be held at the library on April 30th. There will be local storytellers from 6:30-8:00pm.
- In October, the library will celebrate their 110th anniversary. Seven events are planned, including a book sale, community celebration, dedication of the Dick Ginsburg Memorial Garden, and a Willy Vlautin book discussion group.
- Dia de los niños is Saturday, April 22nd.
- There will be a Star Wars program on 5/4 called *May the 4th Be With You*.
- It would be a good idea to invite Cindy Dauer speak to the commission regarding the upcoming reconfiguring of the relationship between Washington County and Tualatin Valley Creates.

9. COUNCIL LIAISON COMMUNICATIONS: N/A

10. ADJOURNMENT: Dana Eytzen adjourned the meeting at 11:12am.

Respectfully Submitted by Emily Lux.

3F

APPROVED

PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
January 23rd, 2019

Minutes unofficial until approved by Public Safety Advisory Commission

1. **ROLL CALL**

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

Members Present: Drue Garrison, Glenn VanBlarcom, Anne Niven (arrive 8:37am), Jayne Cravens, Jeffrey Boivin, and Ray Arkus.

Members Absent: Ryan Duve and Tom Epler

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

Others Present: Kara Finn, Michael Kinkade, and Janie Schutz.

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS:**

4. **APPROVAL OF MINUTES**

MOTION TO APPROVE NOVEMBER MEETING MINUTES. Moved by Jeff Boivin, seconded by Glenn VanBlarcom. **Unanimous.**

5. **ADDITIONS/DELETIONS:**

6. **STAFF REPORTS**

Police Department- Chief Schutz went over the police memorandum. The department is still looking for officers to hire which is a nationwide issue. Sixty five percent have five years and under of service. Roundtable discussion regarding police strategic plan and work load analysis. Glenn VanBlarcom spoke on past PSAC support and writing letters addressed "We support this proposal..." which becomes informational input and support to Fire and Police.

Jeff Boivin spoke about getting information out to the public.

Chief Kinkade spoke on "how can we help" motto in order to assist with public outreach without causing extra work load on city staff.

Fire Department – The fire report was emailed out prior to meeting. The crab feed went well. Jayne Cravens inquired regarding recruitment and retention among career firefighters. One career firefighter has been lost to another agency in the last 10 years. There is a volunteer academy twice a year and Jayne Cravens inquired as to what happened to the volunteers. Chief Kinkade discussed the student volunteer program and many volunteers move on to be career firefighters at other agencies.

City Council- Councilor Rippe spoke on the recent resolution that approves the city to submit grant applications to fund preparation of downtown historic district. There was a presentation by the County regarding the pool of money that the County has and a special committee to decide what transportation projects the money will be used for. There are two projects in Forest Grove right now that are under that program. First is redesign of Martin Rd and Hwy 47 and the intersection at Hwy 47 and Fernhill/Maple Rd. There was an update on housing needs assessment with a consultant retained on contract to update our housing needs. The annual town hall meeting will be held at the Forest Grove High School. The council annual retreat is February 2nd.

7. **NEW BUSINESS**

PSAC Written Document to Council- The scheduled work session was not legal due to public notice laws. Councilor Rippe stated that the Council is still getting input from different boards and commissions.

MOTION TO CONTINUE PSAC, AS IS. Moved by Jayne Cravens, seconded by Glenn VanBlarcom. **Discussion:** PSAC has not done much since the marijuana issue. The policy facility is coming up and the board would be a great platform to get information out to the public. Chief Schutz expressed her struggle as a staff liaison and would like more direction from PSAC on what they would like. She appreciates National Night Out. Glenn VanBlarcom spoke on bylaws. Chief Kinkade spoke on the potential of forming PSAC into an ad hoc committee. **Vote- Unanimous.**

Elections for New Chair and Vice Chair-

Drue Garrison nominated himself for Vice Chair, seconded by Jayne Cravens. **Unanimous.**

Drue Garrison nominated Jeff Boivin for Chair, seconded by Glenn VanBlarcom- Jeff Boivin declined nomination.

Jeff Boivin nominated Jayne Cravens for Chair, seconded by Glenn VanBlarcom. **Unanimous.**

Good of the Order: Bring ideas for future focus topics, so each meeting has a clear objective. Once City Council votes, the commission needs to resolve mission statement and strategic plan.

Jeff Boivin thanked Glenn VanBlarcom for representing PSAC at the Boards and Commissions banquet.

8. **ANNOUNCEMENT OF NEXT MEETING** – February 27th, 2019 at Forest

Grove Fire Department.

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

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APPROVED

PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
February 27th, 2019

Minutes unofficial until approved by Public Safety Advisory Commission

1. **ROLL CALL**

Meeting called to order by Jayne Cravens.

Members Present:, Anne Niven, Jayne Cravens, Jeffrey Boivin,

Members Absent: Tom Epler, Drue Garrison, Glenn VanBlarcom

Liaisons Non-Voting Representatives Present: Guy Storms, Pete Truax

Others Present: Patrick Wineman, Michael Kinkade, and Janie Schutz.

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS:**

4. **APPROVAL OF MINUTES-** unable to approve January meeting minutes due to lack of quorum.

5. **ADDITIONS/DELETIONS:** Ray Arkus resigned from PSAC and Jayne Cravens suggested sending him a thank you letter for his service. Tonight is emergency preparedness presentation at FG Rogers Room, depending on the current weather.

6. **STAFF REPORTS**

Police Department- emailed out prior to meeting. Jayne Cravens inquired about the Police Strategic Plan. Chief Schutz shared the planning process and PSAC has no role at this time; however, there will be more to come in the future.

Fire Department – emailed out prior to meeting. Jayne Cravens inquired about annual report. Chief Kinkade shared that it is available by public records request as it is too large to email.

City Council- Councilor Rippe absent.

7. **NEW BUSINESS**

Meeting Focus Topics- Jayne Cravens would like a spring info meeting on the new police station proposal. Chief Schutz shared that her staff is working to prepare what an education program may look like. Chief's staff could potentially be available to hear input.

Jayne Cravens shared that the City has their work plan on the Forest Grove City website and it has some connections to PSAC. Jayne encourages PSAC members to read. Mayor Truax shared that the City Council has yet to finish council objectives, including major goals, which is connected to this plan.

Jayne Cravens shared examples of other local government events/activities that PSAC could get behind or sponsor. This spawned a larger group conversation about vision and direction of PSAC. Chief Schutz shared her honest opinion of what PSAC needs to do.

Mayor Truax spoke with the idea of having PSAC members to attend Oregon Capital to testify on subjects as a possible outcome for PSAC roles.

Meeting Time/Frequency- Jayne Cravens would like to propose every other month meeting for PSAC and will re propose in March. There was roundtable discussion regarding meeting times and frequency. Chief Schutz and Chief Kinkade indicated that the current time works best, but both acknowledge the potential impact to citizen involvement.

Anne Niven discussed dates/times for meetings and also stated she would like to see goals added annually for PSAC to focus on.

Anne Niven inquired about city staff not needing to attend future meetings. Chief Schutz shared that she doesn't think that will be well received by City Manager VanderZanden.

8. **ANNOUNCEMENT OF NEXT MEETING** – March 20th, 2019 at Forest Grove Fire Department.
9. **ADJOURN**
Recorded & submitted by Kara Finn, Administrative Assistant

Minutes unofficial until approved by Public Safety Advisory Commission

1. ROLL CALL

Meeting called to order by Jayne Cravens.

Members Present:, Anne Niven, Jayne Cravens, Glenn VanBlarcom, Tom Epler

Members Absent:, Drue Garrison and Jeffrey Boivin

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

Others Present: Patrick Wineman, Kara Finn, Janie Schutz and Matt Smith.

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS:

4. APPROVAL OF MINUTES- unable to approve January and February meeting minutes due to lack of quorum.

5. ADDITIONS/DELETIONS: Agenda items removed due to lack of quorum.

6. STAFF REPORTS

Police Department- Mike Hall went over the police report that was emailed out prior to the meeting. He spoke on the recent home invasion and the media associated with it. There was general discussion regarding the home invasion and the community page discussion regarding the incident. Jayne Cravens thanked police for working diligently on a problem house in her neighborhood.

Fire Department – Chief Wineman spoke on the recent wildland fires that occurred and the two alarm fire with Yamhill Fire District. There is a boot camp coming up that focuses on women firefighters. Jayne Cravens spoke on Support Volunteer, Stacy Metzger’s recent emergency preparedness class and how outstanding it was.

City Council- Councilor Rippe reported there will be a work session soon regarding boards and commissions. The last council meeting went long and the full agenda was not completed. There was a quasi-judicial hearing by the owner of Rose Grove mobile home park that took up a large portion of the agenda.

Yew Street and Pacific intersection, as well as Hwy 47 and Martin Rd intersection is under design.

City Council will need to have another work session regarding boards and commissions. Voting should take place on April 22nd.

7. **NEW BUSINESS**

Good of the Order- There will be a homelessness event workshop on March 27th at the Cornelius Library if any members can attend.

8. **ANNOUNCEMENT OF NEXT MEETING** – April 24th, 2019 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant

3H

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A place where families and businesses thrive.

CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, MARCH 28, 2019 – 6:00 P.M.

MEETING MINUTES Not Official Until Approved by Commission

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

Sustainability Commission Present:

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

Absent, Unexcused:

Council Liaison: Elena Uhing

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

Guests: Cecelia Warner, Adelante Mujeres; Ellen Hastay, Dairy Creek

1. **COMMUNITY COMMUNICATIONS:** None.
2. **COMMISSIONER COMMUNICATIONS:** Rose discussed events happening on Pacific University campus throughout April and followed up with an email list with dates and descriptions to the group.
3. **CONSENT AGENDA:** Nieves moved to approve minutes of February 28, 2019, meeting as presented. With no opposition, minutes were approved as presented.
4. **ADDITIONS/DELETIONS:** No additions or deletions.
5. **MINI-GRANT REQUEST:** Cecelia Warner for Adelante Mujeres, 1623 Birch Street. Warner presented on washable cups for the Farmers Market. Warner purchased cups from Costco on sale and requested reimbursement. Group discussion about applying for mini-grant funds post purchase versus the official process of applying for mini-grants prior to purchase (i.e., asking the Commission for grant approval after a purchase was made) resulted in a one-time approval.
6. **MINI-GRANT REQUEST:** Ellen Hastay for Dairy Creek Community Food Web, 1631 Juniper Street. Lindsley recused herself from voting. Hastay is seeking a grant to purchase children’s food gardening books that will teach children how to grow food to eat, support food resilience, and support educators’ curriculum. Harris is in support providing the organization can show a need for these books.
7. **MINI-GRANT REQUEST:** Amber Nieves for Sustainability Commission, Earth Day Litter Clean Up event. Nieves is seeking funds to support the event through the purchase of raffle prizes, signage, and gift cards to volunteers as a thank you.

Commission voted on mini-grants:

- Cecelia Warner – Rose moved to accept for \$500, Nieves seconded, unanimous approval.
 - Ellen Hastay – Lindsley recused. Harris moved to accept for \$500 with the parameters of equitable access and distribution, and that the books show a need from the teachers; Harris will work the organization to identify need. Nieves seconded, unanimous approval.
 - Amber Nieves – Rose moved to accept for \$500, Harris seconded, unanimous approval.
8. **CEP GRANT APPLICATION:** Cobleigh stated \$5,000 should be raised to \$10,000 due to providing community grants that exhausted funds by the end of March. Cobleigh feels the community response merits an increase in general funds. Harris stated that an increased amount will allow the Commission to have a greater impact, especially if the discretionary individual mini-grant award increases from \$500 to \$1,000. Councilor Uhing advised on best practices for showing need on the CEP grant application.
9. **EARTH DAY EVENT UPDATE:** Update from Peeters Weem – Map of the city will be divided into zones and assigned to participants. Tickets, bags, equipment, and a free taco will be provided. Councilor Uhing asked if the Commission has notified the police department about the event; Program Coordinator to follow up. Reached out to sponsors and donors for food and raffle prizes. There may be a videographer with a drone to create promotional media. Councilor Uhing suggested collecting data to inform future events.
10. **SCHOOL GARDEN REPORT:** Harris reported 10 yards of compost will be donated by S&H Compost wherever signs are placed at the school gardens, plant starts and seeds were donated from Portland Nursery, and Cornelius Elementary will present its first design plan after spring break to be followed by an end-of-month groundbreaking ceremony. Volunteer opportunities are available.
11. **AGENDA WORK PLAN DISCUSSION:** Nieves solicited feedback from the Commissioners regarding projects to include on the work plan, specifically regarding April through July of 2019. Harris suggested having volunteers at the work parties for Cornelius Elementary school garden project; dates and times to be provided. Merten and Rose discussed Latino Summit; Rose to reach out for update. Merten suggested the following timeline: school gardens, Latino Summit, food donations, and emergency shelter. Councilor Uhing reminded Commission that the Council will have specific projects to add to the work plan. Peeters Weem would like to see equitable access to information from the city; Councilor Uhing suggested the upcoming communication plan may address these topics. Lindsley would like to see topics on the work plan to move from project-oriented to program-oriented.
12. **HIGH EFFICIENCY TOILET REBATE PROGRAM PRESENTATION:** Councilor Uhing requests a letter of recommendation from the Commission to the Council regarding the rebate. Rebate comes from the water fund, \$75 after the toilet is purchased and installed; owner responsible for proper disposal of the old toilet.
13. **COUNCIL LIAISON REPORT:** March 22 – April 22, Historic Landmarks Board is having a photo contest; April 5, CEP applications are due; April 11, first budget meeting; April 15 – 20, Book Sale at library, seeking volunteers and books; May 18, Small Repair Clinic at library.

In the next couple of years, Metro will be looking at an Affordable Housing, Park and Nature, and Transportation bonds. Council will be having work sessions on downtown parking study, crosswalk design, values and vision scope, and housing needs assessment. Council hired a tourism consultant, Light & Power looking at rate increases, EDC reports four new businesses coming into the downtown area. Uhing solicited feedback regarding definitions of equity and inclusion from Commissioners.

14. STAFF REPORT: The city's logo and brand guide is now on the website, Boards & Commission work session; getting close to decision. Still need to talk about chair positions and limits. Staff to look at Metro food waste ordinance regarding outreach to businesses; Washington County will work directly with those who are required to be in compliance first. Consultants are closer on estimates for the solar array project.

15. FUTURE AGENDA TOPICS:

- Low flow toilet rebate: 15 minutes
- Equity definitions: 15 minutes
- Debrief of Earth Day event: 15 minutes
- Groundbreaking at Cornelius Elementary School: 10 minutes
- Metro food waste recycling: 10 minutes
- Solar array results (Staff Report): 15 minutes

16. ADJOURNMENT: The meeting was adjourned by consensus at 8:01 p.m.

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

Approved by the Forest Grove Sustainability Commission: Date: 4/30/19

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CITY RECORDER USE ONLY: 35

AGENDA ITEM #:	_____
MEETING DATE:	05/28/2019
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *May 28, 2019*

SUBJECT TITLE: *Liquor License Change of Ownership/Change of Business Name*

BACKGROUND:

ORS 471.166 establishes the process for local government to make recommendation to the Oregon Liquor Control Commission (OLCC) concerning the suitability of a new liquor license application.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain or have a valid City business license in accordance with City Code. The Police Chief has reviewed the applicable criminal records check of the licensee and responsible parties and has made recommendation to forward for Council's consideration the attached liquor license requesting change of ownership and requesting change of business name, along with one of the following recommendations:

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

STAFF RECOMMENDATION:

Staff recommends the City Council endorse the attached liquor license applications. The City's endorsement will be submitted to OLCC for final determination.



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: FG Sushi (PYP Inc)

BUSINESS LOCATION ADDRESS: 1905 Birch Street

LIQUOR LICENSE TYPE: Limited On-Premises Sales

CITY BUSINESS LICENSE: BL No. 0001811

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

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

5/14/2019
Date



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

3. Applicant #1 <i>PYP INC.</i>		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) <i>FG Sushi</i>			
5. Business Address (Number and Street Address of the Location that will have the liquor license) <i>1905 Birch ST.</i>			
City <i>Forest Grove</i>	County <i>Washington</i>	Zip Code <i>97116</i>	
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <i>28050 S. BUSCO Lane</i>			
City <i>Canby</i>	State <i>OR</i>	Zip Code <i>97013</i>	
9. Phone Number of the Business Location <i>503-351-0154</i>		Email Contact for this Application [REDACTED]	
Contact Person for this Application <i>Ann Soentpiet</i>		Phone Number [REDACTED]	
Mailing Address <i>28050 S. BUSCO Lane</i>	City <i>Canby</i>	State <i>OR</i>	Zip Code <i>97013</i>

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

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

Applicant Signature(s)

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

(Applicant#1)

(Applicant #2)

(Applicant#3)

(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: PYP Inc. Phone: 503-260-0496
Trade Name (dba): F.G. Sushi
Business Location Address: 1905 Birch St.
City: Forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours: Sunday closed, Monday 10:30A to 9:30 PM, Tuesday 10:30A to 9:30 PM, Wednesday 10:30A to 9:30 PM, Thursday 10:30A to 10:00 PM, Friday 10:30A to 10:00 PM, Saturday 11:00A to 10:00 PM. Outdoor Area Hours: Sunday to Saturday. The outdoor area is used for: [] Food service, [] Alcohol service, [] Enclosed, how.

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

ENTERTAINMENT

Check all that apply: N/A

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

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

Restaurant: 24 Outdoor: Other (explain): Banquet: Total Seating:

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

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

Applicant Signature: [Redacted] Date: 5/3/19

522)

(rev. 12/07)

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

CITY COUNCIL STAFF MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

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

MEETING DATE: May 28, 2019

SUBJECT TITLE: Public Arts Commission 2019-2021 Strategic Plan

ACTION REQUESTED:

Ordinance	Order	Resolution	Motion	X	Informational
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X all that apply

BACKGROUND:

At their annual goal-setting retreat in 2018, the Public Arts Commission decided to develop a Strategic Plan. To achieve this, they adopted a methodology called Strategic Planning in Nonprofits (SPIN).

They began the process in March, 2018, and approved the completed document at their December 13th meeting.

PAC chair Dana Eytzen and Commissioner Amy Tracewell, will present an overview of the process and the plan.

The plan is consistent with the intent of the Public Arts Commission and will not require a bylaws change.

STAFF RECOMMENDATION: Staff recommends City Council consider accepting the Public Arts Commission Strategic Plan 2019 - 2021 at June 10, 2019, City Council meeting.

ATTACHMENT(s): Forest Grove Public Arts Commission Strategic Plan 2019 - 2021



Art belongs everywhere
and to everyone.



Forest Grove Public Arts Commission
Strategic Plan 2019—2021

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Public Art at Library by Adelante Chicas Youth



Tres Novem By Ben Dye, Acquisition 2016

Current Members of Forest Grove Public Arts Commission

Chair

Dana Eytzen
Photographer
Community Member Since 1984

Amy Callahan Tracewell
Pacific University, Advancement
Community Member Since 2016

Vice Chair

Pat Truax
Teacher
Community Member Since 1969

Colleen Winters, Staff Liaison
Forest Grove City Library Director

Tom Gamble, Staff Liaison
Parks and Recreation Director

Secretary

Emily Lux
Beaverton School District, Artist and
Art Educator
Community Member Since 2008

Thomas Johnston, Council Liaison

Kathy Broom
Substitute teacher for FGSD
Community Member Since 1977



Booth at Farmer's Market, downtown Forest Grove

Laura Frye
Music Educator
Community Member Since 1964

Michael Goetzke
World Wide Technology, Sales
Community Member Since 2016

Kathleen Leatham
Senior Development Resources,
Owner
Community Member Since 2000



Fused Glass by Bill Zuelke, Meet the Artist Dinner

Linda Taylor
All Together Now, Director
Cohousing Developer
Community Member Since 1996

About the Process

We adopted a methodology called Strategic Planning in Nonprofits (SPiN) developed by Washington Nonprofits and supported by the Satterberg Foundation. This process involves three phases: Organize (prepare and listen), Imagine (envision and plan), and Launch (execute and evaluate).

We used stakeholder feedback from 2014 to inform our listen phase under organize. We held one workshop session in our regular meeting in order to work through our SWOT analysis using the feedback we had received. We then we launched into three work sessions at various members' houses. We followed the SPiN methodology, utilizing the work sheets provided and available online. We then took a draft to the commission for review, made the revisions and formally adopted this plan in 2018.



Guests create their own fused glass masterpiece, Meet the Artist Dinner



Susan Curington, Meet the Artist Dinner

SWOT Analysis

	Positive	Negative
Internal	<p>Strengths</p> <ul style="list-style-type: none"> Many Ideas Commitment/Loyalty Knowledge/History Invested group of volunteers, some for many years Strong link to city staff Mini grants are a great community resource 	<p>Weaknesses</p> <ul style="list-style-type: none"> Not enough money Lack of public awareness Lack of follow through No articulated vision Need more do-ers Lack of social media presence Poor communication and demonstrated collaboration with other groups No way to assess ideas and to implement Lack of committee diversity
	Positive	Positive
External	<p>Opportunities</p> <ul style="list-style-type: none"> Proximity to Pacific Lots of talent in Forest Grove Potential to partner with Valley Art Chalk art festival has regional appeal Further strategic engagement at farmer's market Lots of open store fronts Wineries in the area are abundant A lot of collaboration partners exist Connections possible regionally Completion of Foundation development 	<p>Challenges</p> <ul style="list-style-type: none"> Lack of external funding/internal Lack of attendance at events Not enough venues Weak link to school district A lot of fundraisers and competition for funds No mechanism to secure grant funding No public arts master plan Limited understanding of best practices Stronger connection to cultural diversity needed

Mission and Values

The Forest Grove Public Arts Commission believes that art in all its forms is a powerful force for good in our community. As a resident or visitor, music, theater, dance, literary arts, fine arts and crafts can enhance and enliven your connection to Forest Grove and its people.

We recognize that age, income, language and culture can present barriers to participation in art. Thus, we proactively work to reduce barriers, celebrate diversity and inclusion, and provide free access to art for all people.

We believe that collaboration is essential to becoming a vibrant, artistic, creative community. We actively seek to collaborate with other artists and organizations to further our mission.

Our mission is simple:

Art belongs everywhere and to everyone.

We hope to achieve this mission through focusing on the following strategic priorities over the next three years:

1. Host and support signature events
2. Identify local artists and promote their work
3. Ensure a healthy organization



Bilingual Music Performance by Mona & Ryc

Strategic Priority 1

Host and support signature events.

Celebrating and connecting artists and potential patrons in the community in an effort to increase artists' visibility and also raise money and awareness of the Public Arts Commission.

Objective	2019	2020	2021
<p>Pop-up Shows Develop and implement a plan to produce pop-up art shows. These shows will celebrate a diversity of artists and mediums and increase public awareness of the variety and breadth of art in our community.</p>	Develop plan	Implement	Implement
<p>Art Bizarre Continue to hold an art show which features vendors selling their art.</p>	1 per year	1 per year	1 per year
<p>Mural Festival Develop and implement a plan to produce a mural festival which would feature murals being created concurrently, with multiple locations and artists.</p>	Develop plan	Secure partners	Implement
<p>Outdoor Rotating Gallery Develop and implement a plan to construct several locations that will feature rotating displays of local art.</p>	Develop plan	Secure partners	Implement

Strategic Priority 2

Identify local artists and promote their work.

Work to identify and cultivate the work of local artists and celebrate art within our community.

Objective	YR 1	YR2	YR3
<p>Featured Artist Develop and plan and implement a mechanism to promote a local artist through a variety of channels.</p>	Develop plan	4 per year	6 per year
<p>Sponsor Artistic Performances/shows Develop and implement a plan to sponsor local art shows or events.</p>	Develop plan	1 per year	1 per year
<p>Professional Development Develop and implement a plan to support artists in their professional development.</p>	Develop plan	Implement	Implement
<p>Mini-Grants Continue to support local art groups and their projects.</p>	Min. 5 per year	Min. 5 per year	Min. 5 per year



Strategic Priority 2 Continued

Objective	YR 1	YR2	YR3
<p>Increase Social Media Presence Promote throughout the year in order to increase visibility, awareness and attendance.</p>	<p>Promote 4 items</p>	<p>Promote 4 items</p>	<p>Promote 4 items</p>
<p>Advertising Campaign Develop and implement a plan to advertise local art within the community using our mission.</p>	<p>Develop plan</p>	<p>Implement</p>	<p>Implement</p>
<p>Art Walk Continue to host and promote art walks.</p>	<p>Promote 4x</p>	<p>Promote 4x</p>	<p>Promote 4x</p>





Strategic Priority 3

Ensure a healthy organization.

Work to ensure the Public Arts Commission has the money and human resources necessary to accomplish its goals, to be viable, and to grow according to our strategic plan.

Objective	YR 1	YR2	YR3
<p>Foundation Development Apply for foundation status and maintain a good working relationship in order to support more art projects.</p>	Apply	Support	Ongoing support
<p>Apply for Grants Secure at least two grants per year including CEP funding.</p>	2 grants	2 grants	2 grants
<p>Secure City Funding and Support Develop and implement a plan to secure additional funding streams in partnership with the city.</p>	Develop plan	Engage Stakeholders	Implement
<p>Volunteer Management Develop and implement a plan to create a sustainable volunteer base.</p>	Develop plan	Implement	Implement



Strategic Priority 3 Continued

Ensure a healthy organization.

Work to ensure the Public Arts Commission has the money and human resources necessary to accomplish its goals, to be viable, and to grow according to our strategic plan.

Objective	YR 1	YR2	YR3
Complete Annual Budget Develop and use an annual budget.	Develop & Deploy	Develop & Deploy	Develop & Deploy
Meet the Artist Events Continue to organize these events.	Min. 1 per year	Min. 1 per year	Min. 1 per year
Manage and Promote City Collection Manage and promote the city's art collection.	Inventory	Inventory, promote	Inventory, promote
Art Acquisition Develop and implement a plan to acquire new public art.	Develop plan	Raise funds, implement	New Art Installed
Update Literature and Collateral Update all literature.	As needed	As needed	As needed



Summary

It is our hope that by presenting our three-year strategic plan, the Forest Grove Public Arts Commission can mobilize, galvanize, and act as a catalyst for access to art in the Forest Grove and surrounding communities. We believe that exposure to and understanding the arts is key to developing qualities of responsible citizenship.

This plan belongs to all of us and we are grateful for the many citizens who helped by attending events and sharing their wisdom.

For, truly, Art Belongs Everywhere and to Everyone.



Strategic Priority Area							
Signature Events							
Celebrating and connecting artists and potential patrons in the community in an effort to increase artists' visibility and also raise money for PAC.							
Objective	YR 1	YR 2	YR 3	PAC Point Person	Ways to Measure		
Pop up shows	Develop a plan	Implement plan	Implement plan	Emily, Kathleen	Plan developed, satisfaction of participants, # of artists engaged, # of attendees, diversity of shows, diversity of attendees		
Art Bizarre	1 per year	1 per year	1 per year	Amy	# of artists, satisfaction of participants, # of attendees, diversity of artists, diversity of attendees		
Mural Festival	Develop a plan	Secure partners	Implement plan	Kathleen, Dana, Emily, Linda	Plan developed, # of partners, # of artists, # of volunteers, diversity of artists and locations		
Outdoor Rotating Gallery	Develop a plan	Secure partners	Implement plan	Pat, Amy, Kathleen, Dana	diversity of artists and community members, satisfaction of artists		

Strategic Priority Area					
Identify Local Artists and Promote Work					
Identify and cultivate the work of local artists and celebrate art within our community.					
Objective	YR 1	YR 2	YR 3	PAC Point Person	Ways to Measure
Artist of the Month feature	Develop a plan	4x per year	6x per year	Emily, Laura	# of artists, diversity of artists, diversity of audience reached
Sponsorship of artistic performances	Develop a plan	1x year	1x year	Laura	# of events sponsored, attendance at events, amount of sponsorship dollars given away
Professional Development Opportunities	Develop a plan	Implement plan	Implement plan	Dana, Kathleen	# of artists receiving support, amount given away, diversity of artists
Mini-Grants	Minimum 5 per year	Minimum 5 per year	Minimum 5 per year	Linda, Kathy	amount given out, # of grants, diversity of artists, diversity of applications
Increase social media presence	Promote 4 items per year	Promote 4 items per year	Promote 4 items per year	Michael	# of events, views, likes, shares
Advertising Campaign	Develop a plan	Implement plan	Implement plan	Amy, Michael, Dana	Money spent, engagement and statistics, # of volunteers
Art Walk	Promote 4x per year	Promote 4x per year	Promote 4x per year	Linda	diversity of participants, # of walks, # of attendees, # of volunteer hours

Strategic Priority Area					
Organizational Health & ongoing business					
Work to ensure the PAC has the money to accomplish its goals and to be viable and to grow according to strategic plan.					
Objective	YR 1	YR 2	YR 3	PAC Point Person	Ways to Measure
Foundation development	Apply	Support	Ongoing support	Kathleen, Pat	Successful, funded projects
Apply for Grants	1 grant	1 grant	1 grant	Amy	Amount raised, # of grants, # of applications
Secure city funding	Apply for CEP funds, develop a plan	Apply for CEP funds, engage stakeholders	Apply for CEP funds, implement plan	Amy, Kathleen	Source of funds, amount raised
Volunteer management	Develop plan	Implement plan	Implement plan	Laura	# of volunteers, # of volunteer hours, diversity of volunteers
Complete Annual Budget	Develop and deploy	Update and deploy	Update and deploy	Amy	Revenue gain or loss
Meet the Artist Events	Minimum 1 per year	Minimum 1 per year	Minimum 1 per year	Linda, Kathleen, Dana	# per year, amount raised for PAC, # in attendance, diversity of art forms, diversity of attendees, diversity of artists, artist satisfaction
Manage and Promote city collection	Inventory	Inventory and promote	highlight artists		
Acquisition of Art	Develop a plan	Raise funds and implement	New art installed	Kathy, Kathleen, Dana	Plan developed, amount raised, diversity of applicants
Update Literature and coloring book	Update and print as needed	Update and print as needed	Update and print as needed	Dana	Cost, amount distributed



Business Food Waste Recycling

Paul Downey, Director of Administrative Services

Purpose

- Inform Council of Requirements of Metro Ordinance No. 18-1418 to Establish A Business Food Waste Requirement.
- Staff will develop a proposed ordinance to comply with the requirements and bring to the Council at a future meeting.



Metro Action

- Metro Ordinance, adopted in July 2018, establishes that local governments must:
 - Through ordinance or rule, require businesses to separate and recover food waste
 - Notify affected businesses
 - Provide education and technical assistance to affected businesses
 - Enforce the requirement
 - Compel persons providing space to a covered business to allow for the source separation and collection of business food waste

Overview of Requirements

- Approximately 38 businesses in Forest Grove will need to comply
- Ordinance applies to “back of the house” waste that is controlled by employees – does not apply to food waste disposed of by consumers at those establishments
- Phased-in over four years
- After the phase-in, Metro may consider a disposal ban on food waste

Phased-in Approach

- March 2020 – March 2021: Group 1
 - Businesses that generate over 1,000 pounds of food scraps per week – 11 businesses
- March 2021 – September 2022: Group 2
 - Businesses that generate over 500 pounds of food scraps per week – 8 businesses
- Sept. 2022 – Sept. 2023: Group 3
 - Businesses that generate over 250 pounds of food scraps per week – 19 businesses

Education and Outreach

- If the ordinance is adopted, Metro will provide funding for notification, technical assistance, and other resources.
- The City will work with its partner, Washington County Solid Waste and Recycling, to implement the education and outreach as part of the cooperative program.
- Resources for businesses include internal collection containers, decals, and posters.
- Assistance includes staff training, coordination with waste haulers, and troubleshooting any issues.



Next Steps

- Staff will bring back a proposed ordinance to implement the business food waste recycling requirements for Council consideration at a June 2019 Council meeting.
- Staff will work with Waste Management, the City's service provider, on the collection process and the estimated food waste collection costs. A rate to cover the costs of the program will need to be determined prior to the start of the collection.
- After adoption, staff will work with Washington County on Metro technical assistance funding and to develop the education and outreach program in Forest Grove.

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A place where families and businesses thrive.

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

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 28, 2019*

PROJECT TEAM: *Jeffrey King, Economic Development Manager*

SUBJECT TITLE: *Strategic Plan Update and Economic Development Progress Report*

ACTION REQUESTED:

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

BACKGROUND:

This presentation is to inform City Council on two items: 1) The status of the Economic Development Strategic Plan (Plan) and 2) The status of economic development progress in Forest Grove over the last five years, as measured by leading economic indicators.

The first part of the presentation addresses City Council Objective 3.17: “Update Economic Development Strategic Plan”. The Forest Grove EDC has held several meetings to update the Plan prior to Council consideration. These meetings have included a facilitator to a complete a SWOT analysis, identify Plan priorities, and subsequent to another review, make a recommendation to City Council. City Council consideration is expected in the Fall.

The second part of the presentation is an update on economic development progress in Forest Grove. The update covers three elements:

- Statistical indicators that document economic growth.
- Specific economic development programs and their impact.
- Highlighting several key projects.

It is staff’s intent to show this presentation to community groups over the coming months with the goal of increasing understanding of economic development and the City’s role in it. Staff wanted the City Council to see it first and would welcome feedback during the presentation.

STAFF RECOMMENDATION:

Informational only



What's Happening in Forest Grove's Economy

A Five Year Look Back

May 28, 2019

**Jeffrey King, Economic Development
Manager**

Strategic Plan Update

- Addresses Council Objective 3.17: “Update Economic Development Strategic Plan.”
- The EDC has been reviewing the Plan over the last several meetings.
- A facilitator was brought in for two meetings to complete a SWOT analysis and develop priorities.
- A Council work session is slated for August, 12, 2019, with a submittal to Council for approval in the fall of 2019.

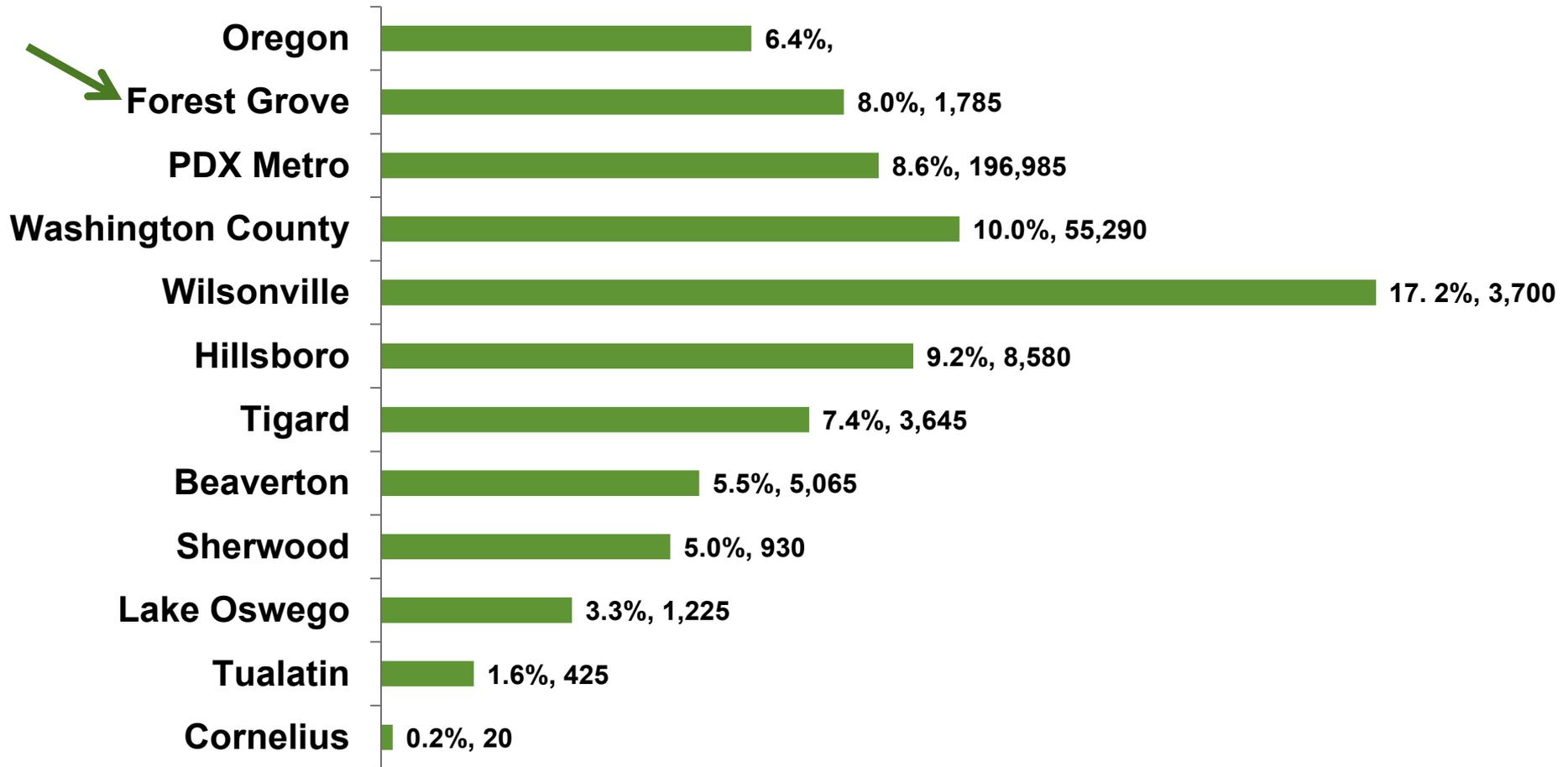
Economic Snapshot

- Over the past five years, Forest Grove has made substantial economic progress.
- Growth has been diverse and in all sectors: industrial, commercial, residential, and tourism.

LET'S START WITH THE NUMBERS



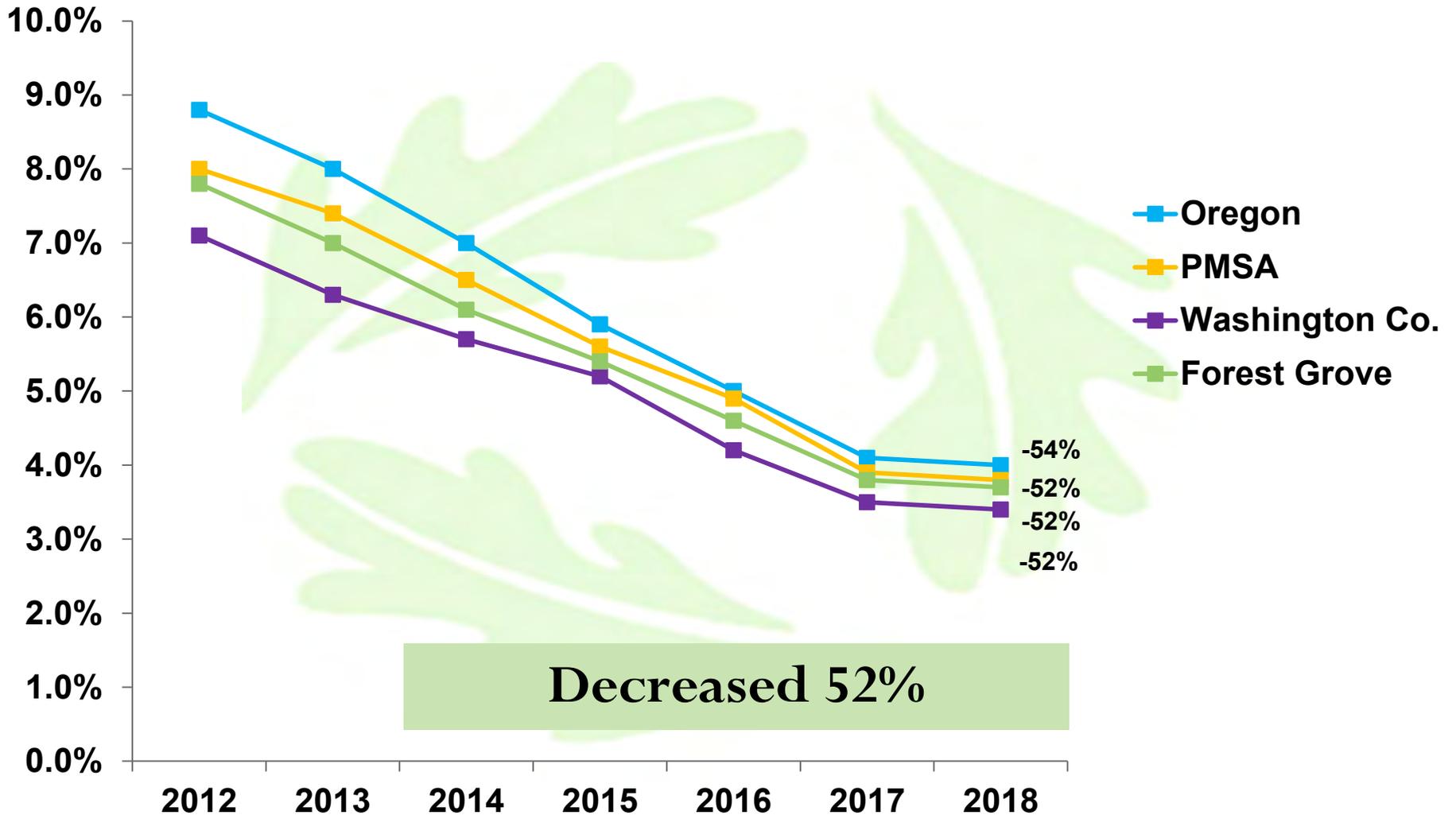
Population 2013-18



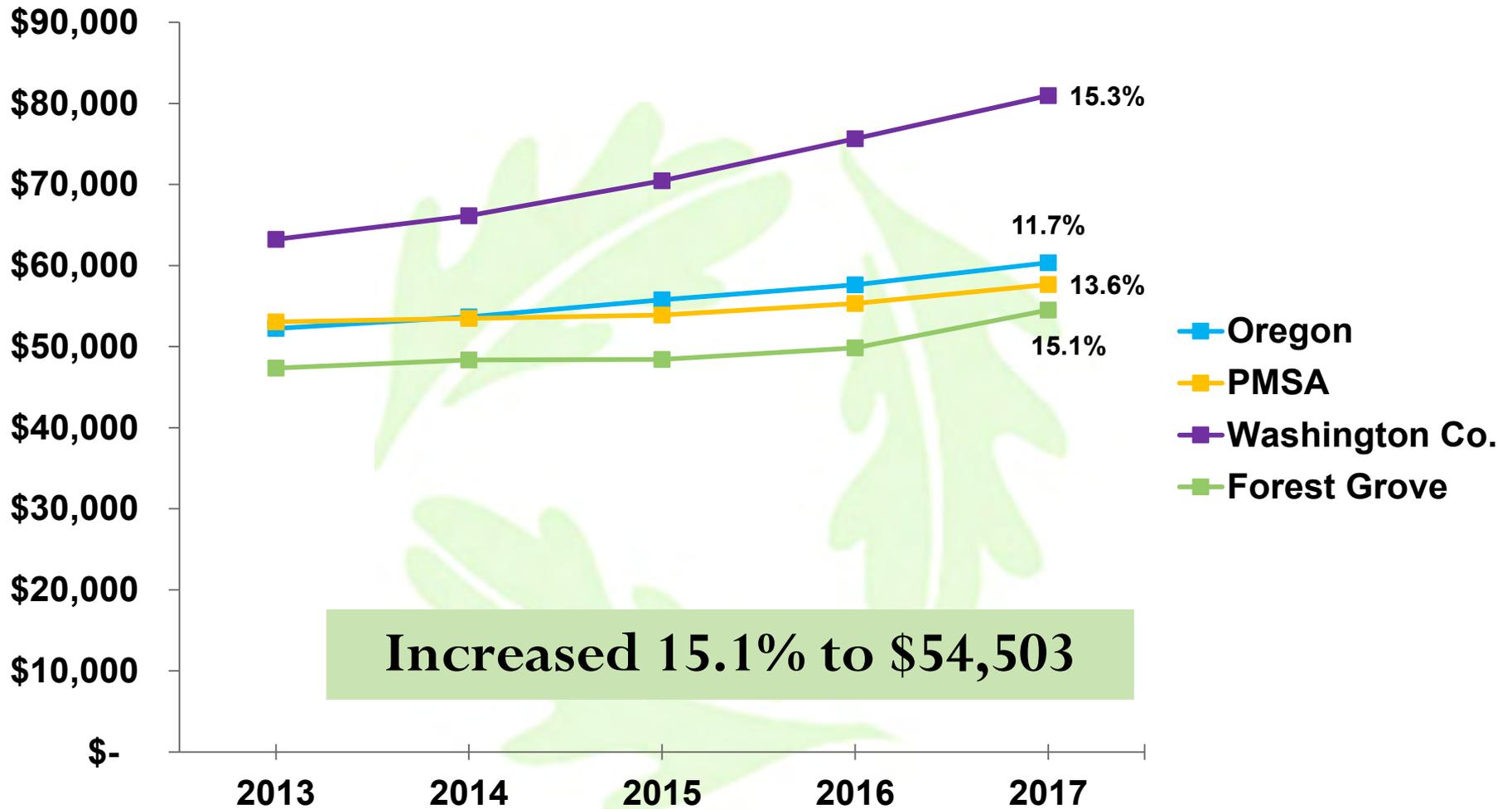
Source: Portland State University Population Research Center, 2013-2018

5th fastest growing with over 5,000 residents

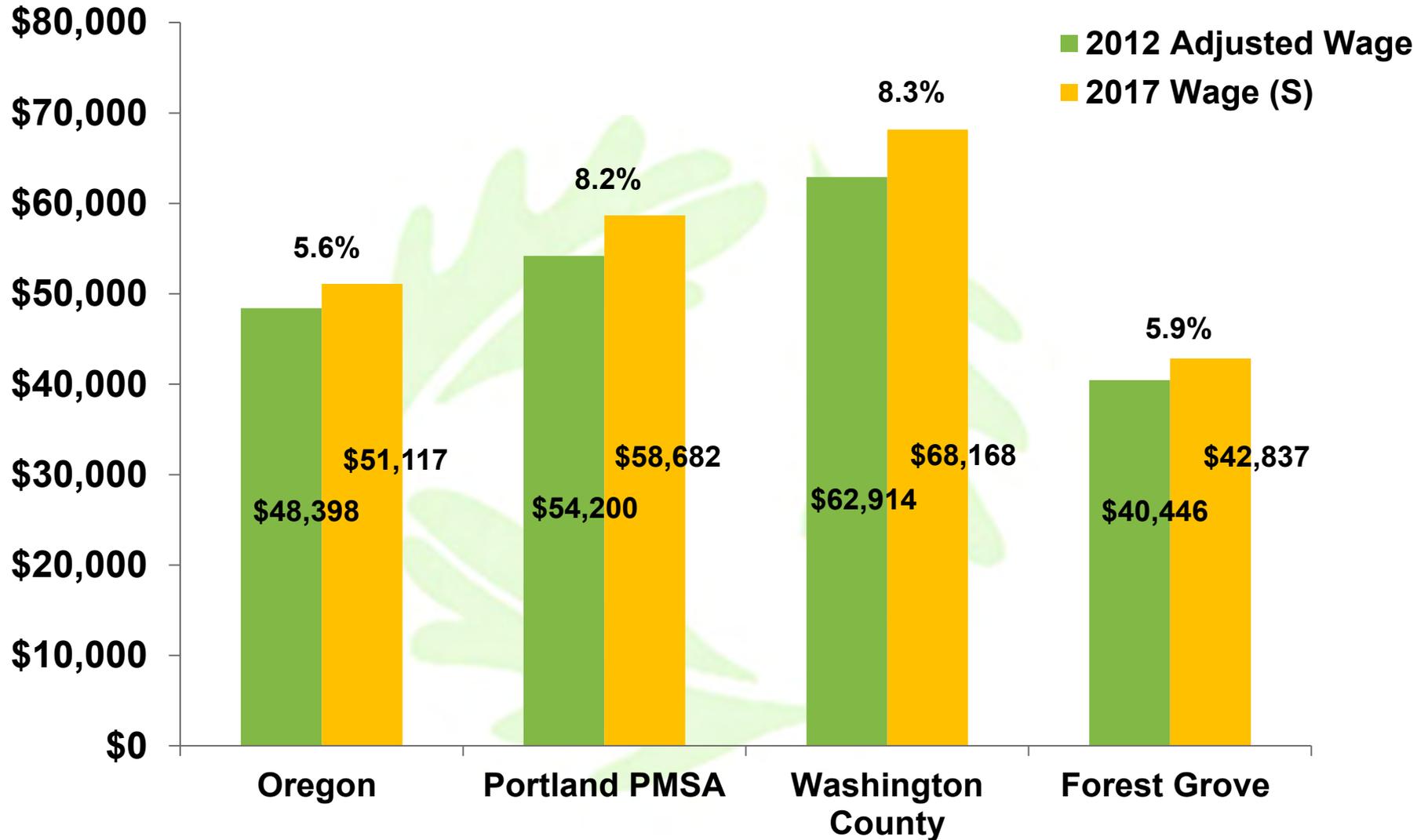
Unemployment



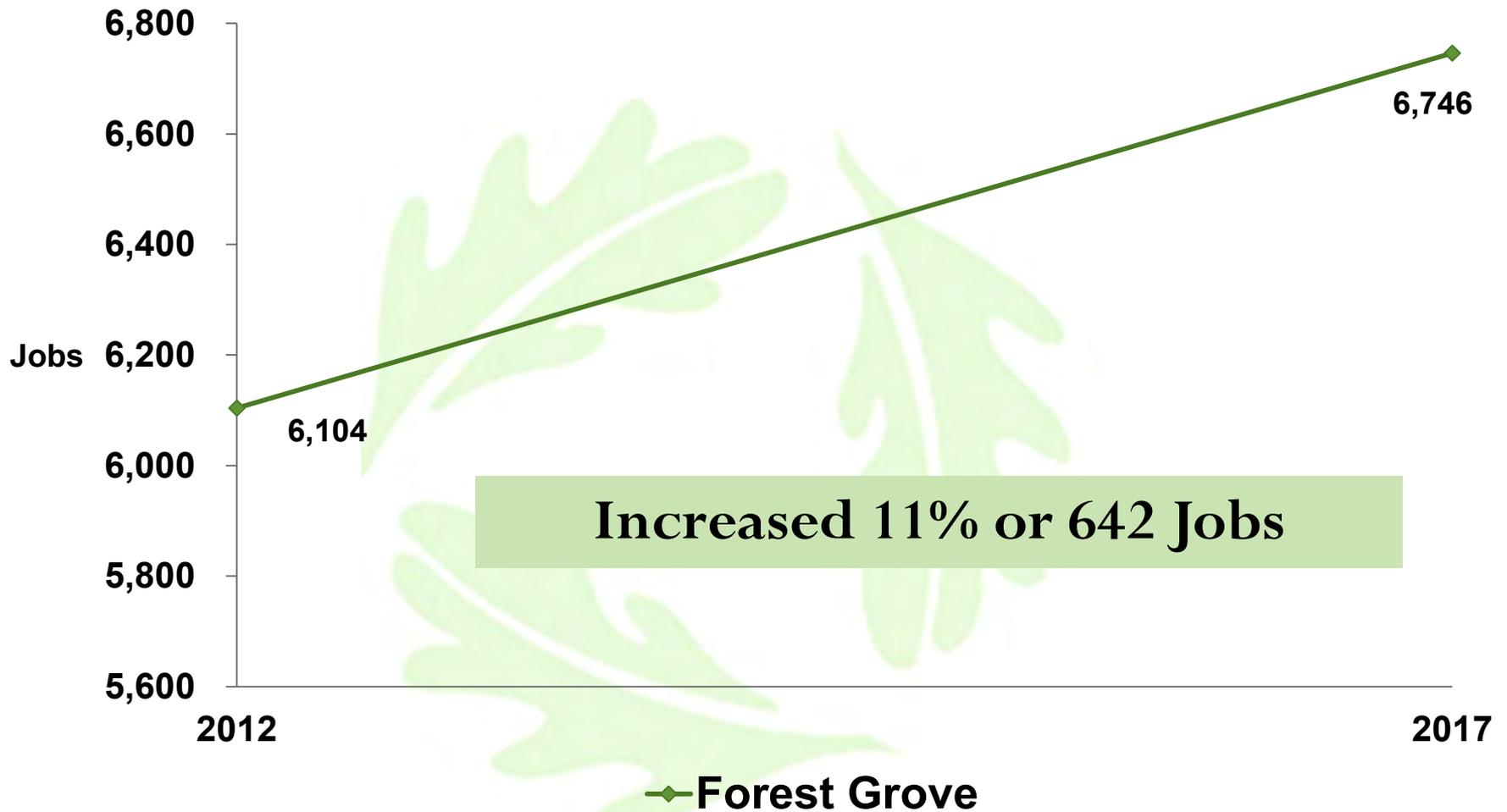
Median Household Income



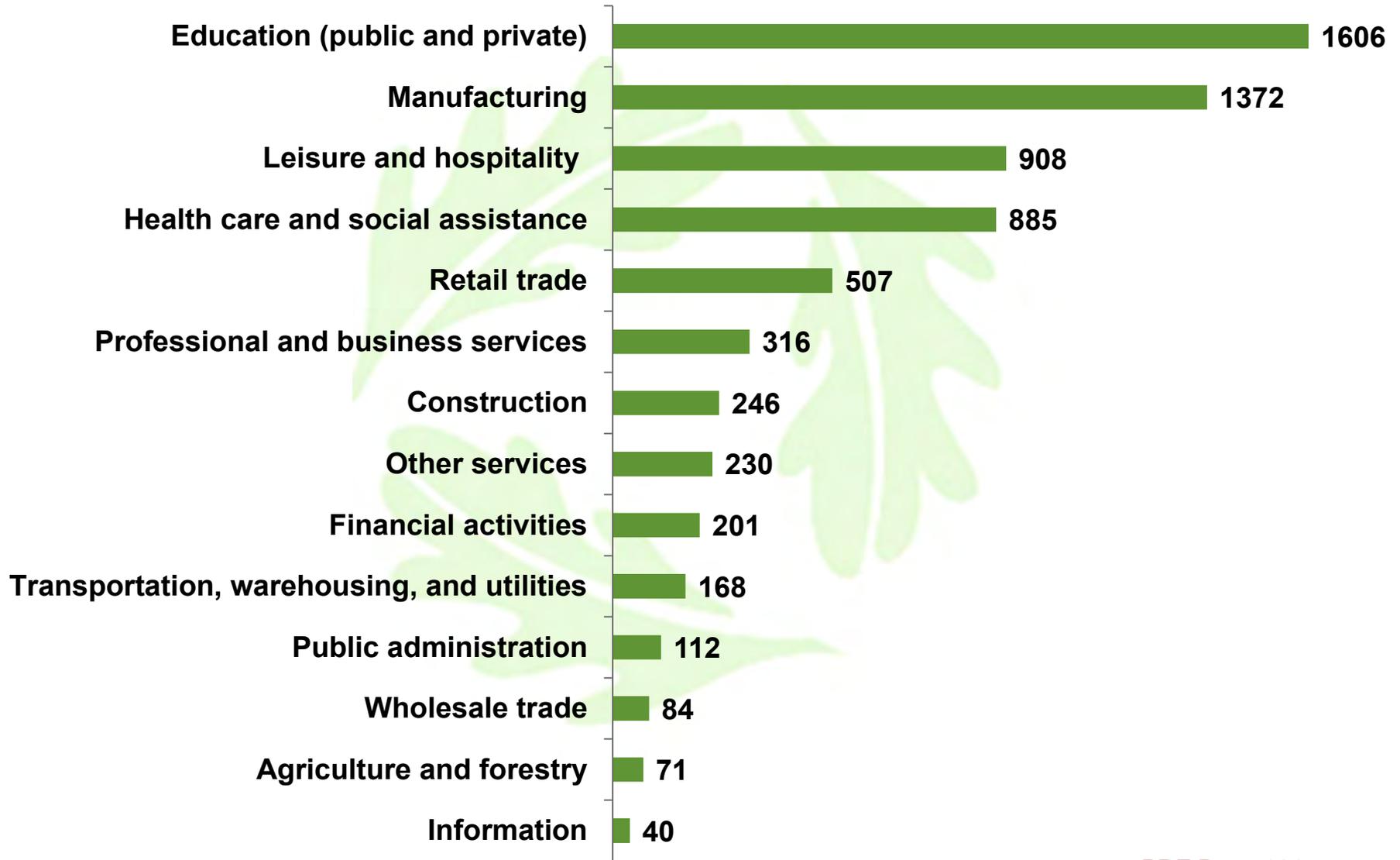
Wage Growth 2012-17



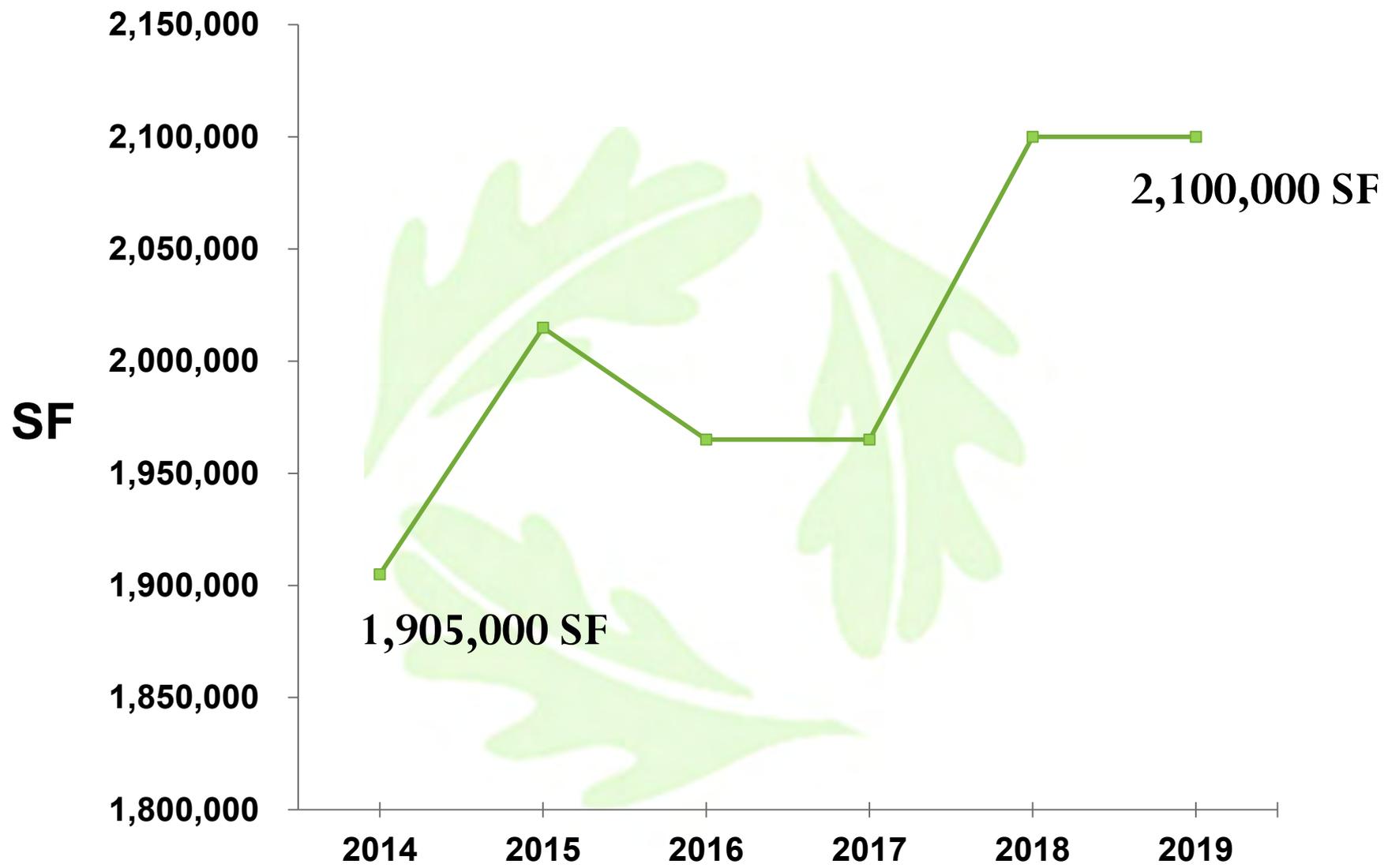
Employment



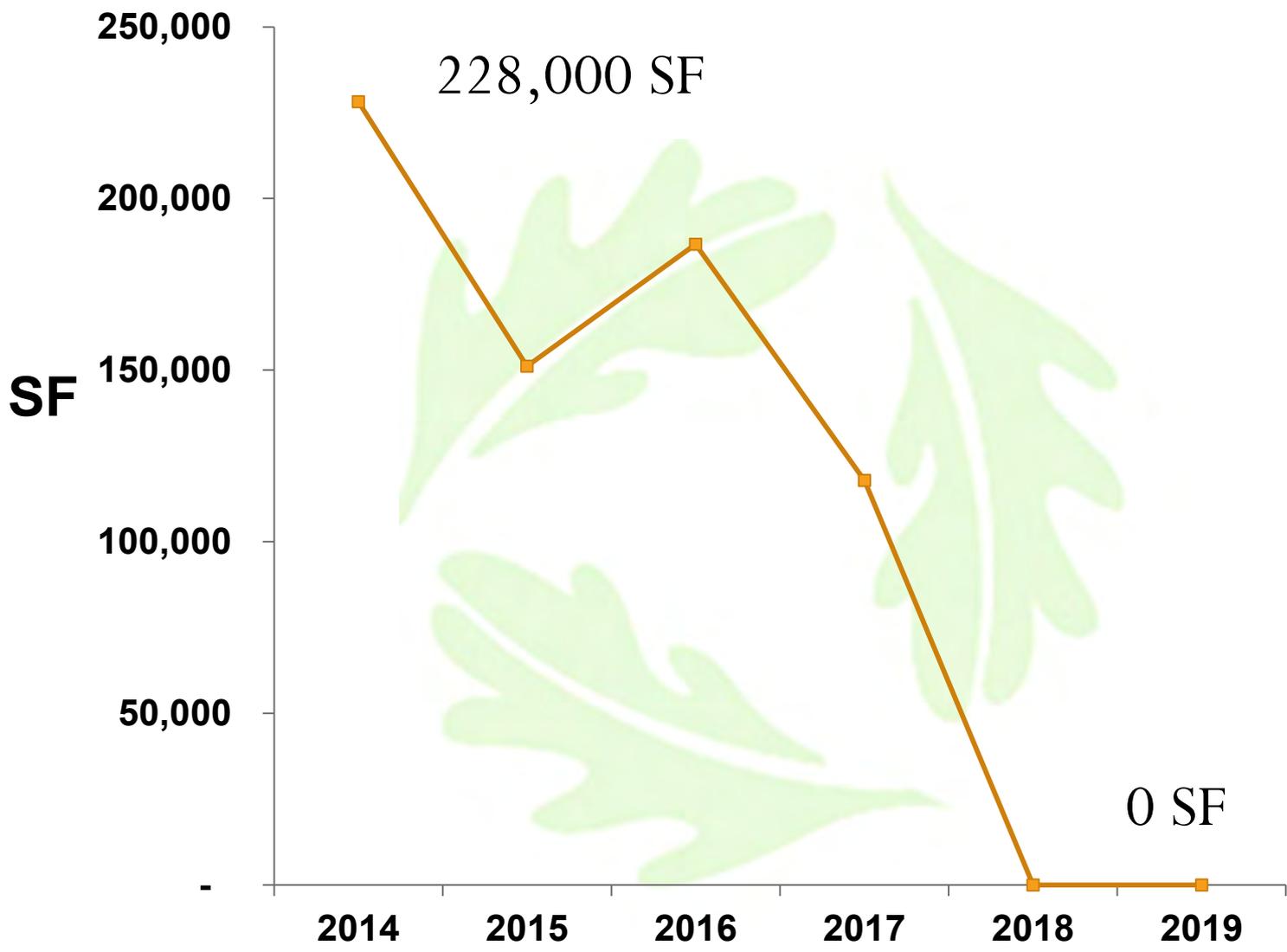
Top Employment Sectors



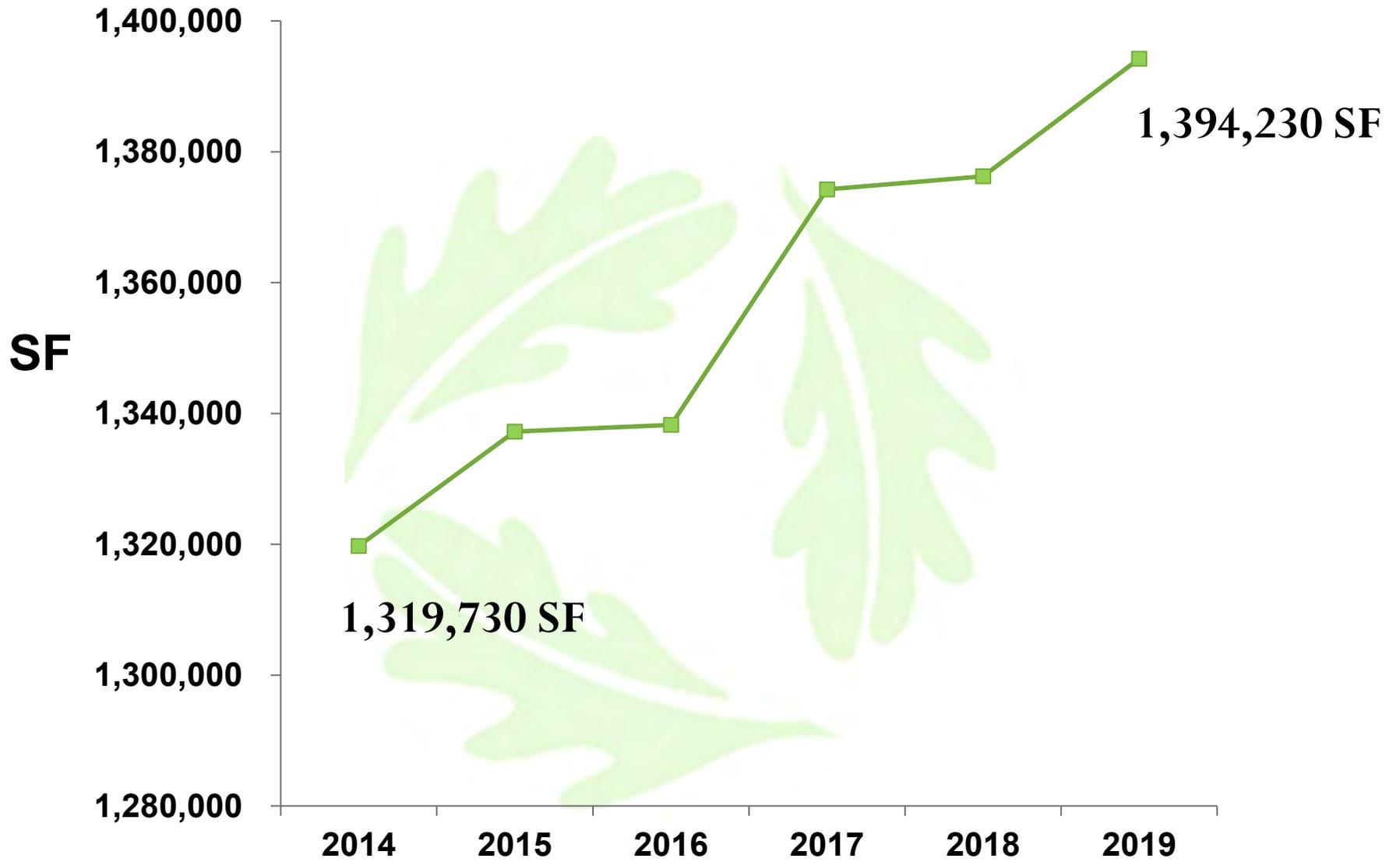
Industrial Square Feet



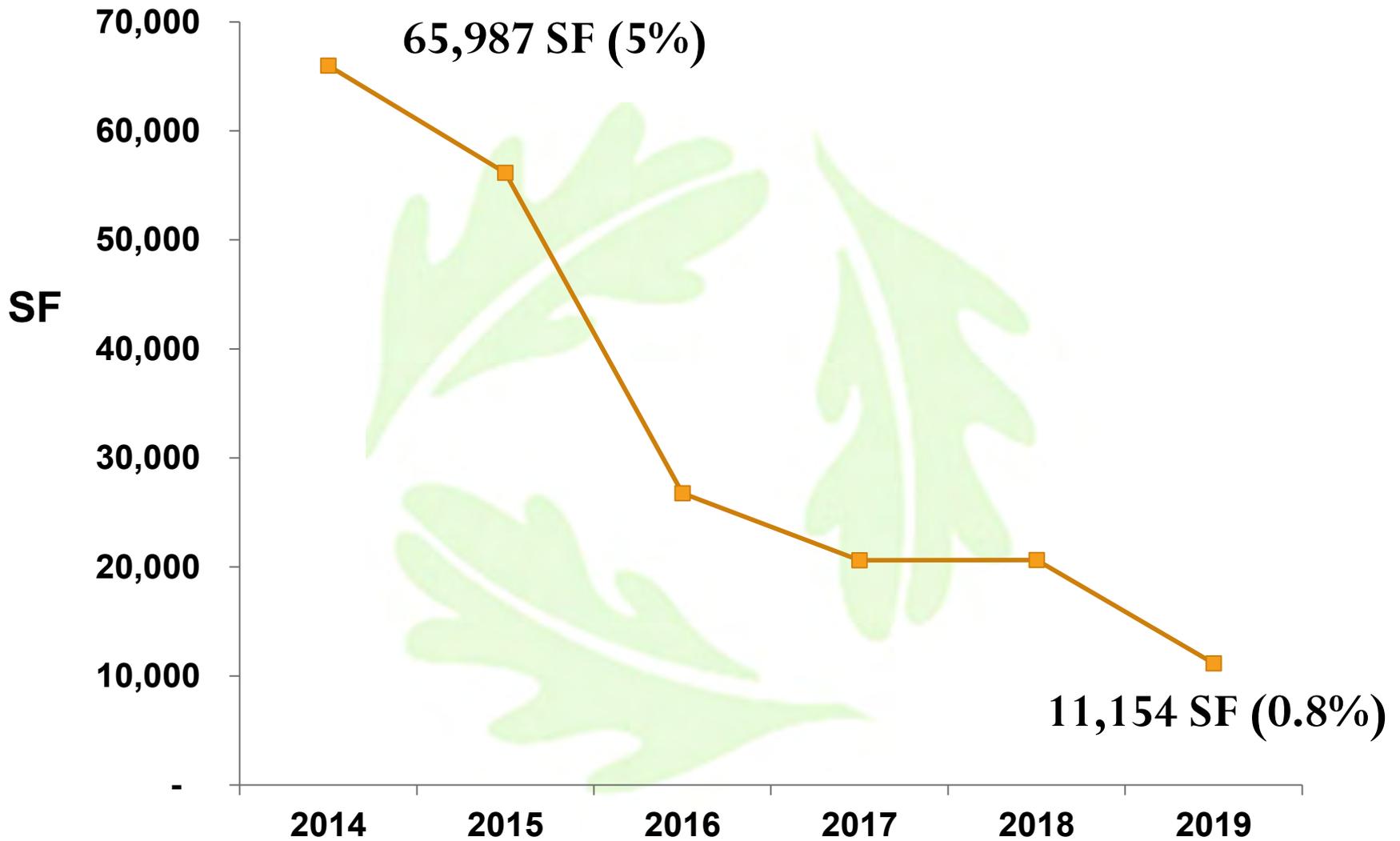
Industrial Vacancy Rate



Commercial Square Feet

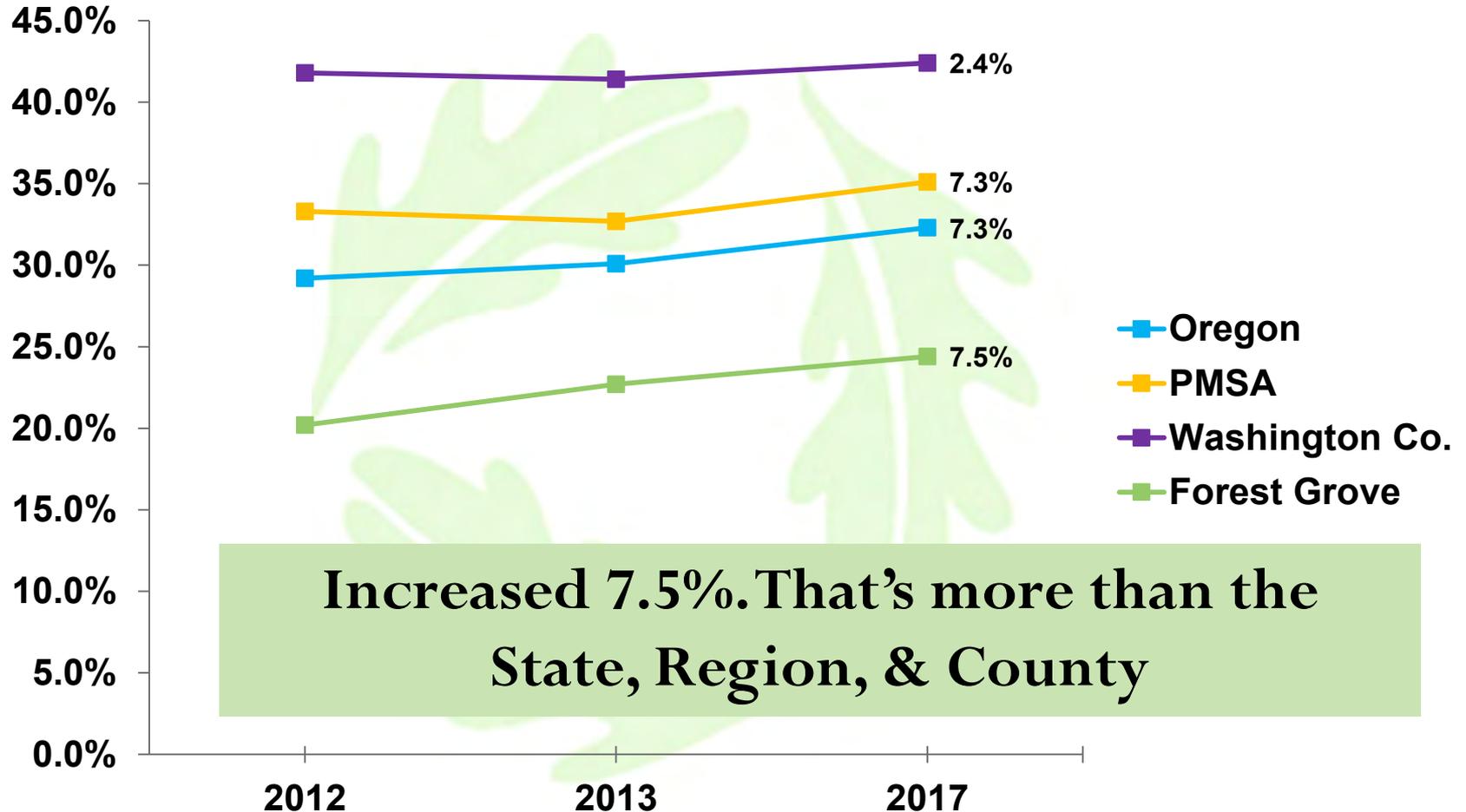


Commercial Vacancy 2014-18



Education Attainment

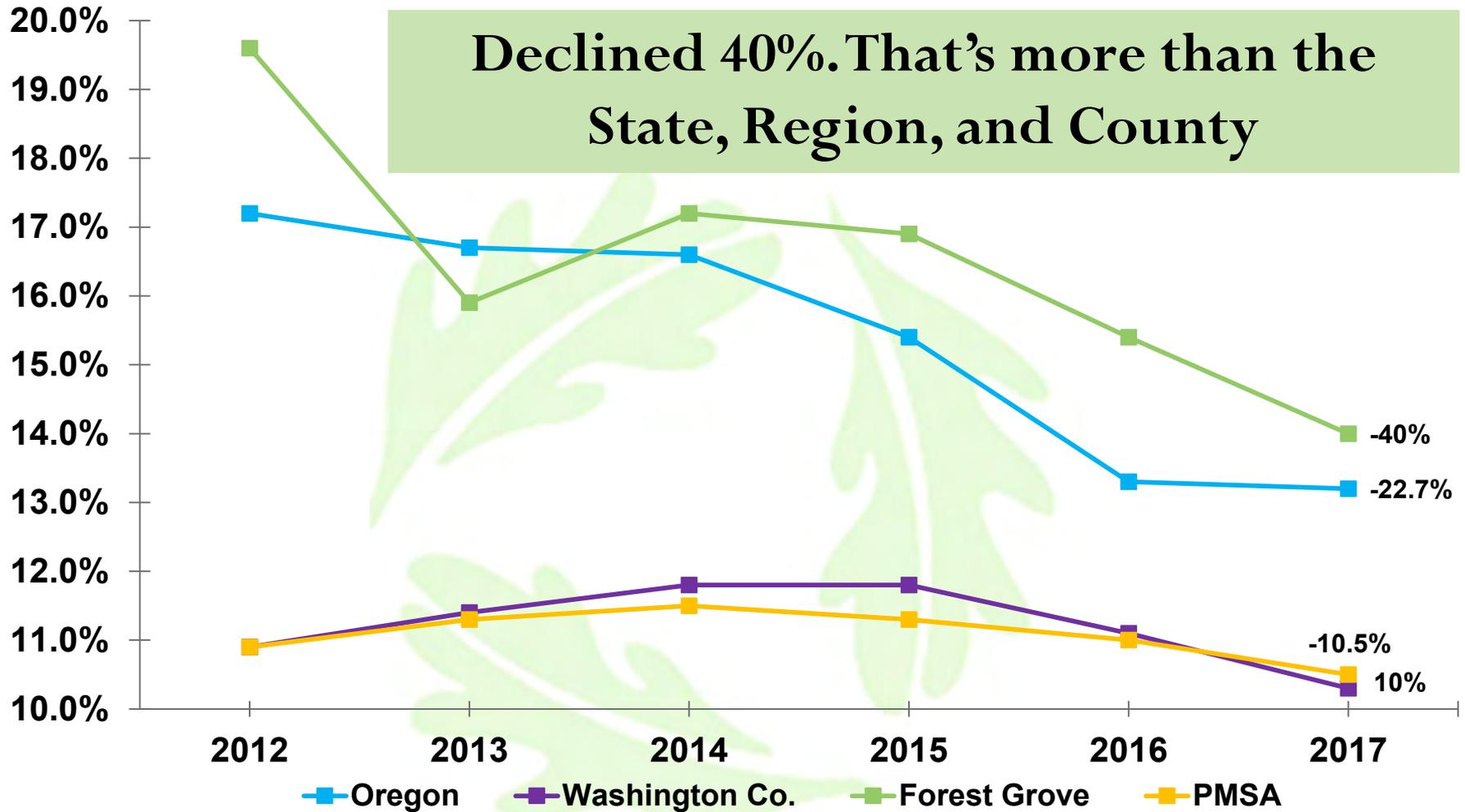
Bachelors Degree And Above



Increased 7.5%. That's more than the State, Region, & County

Poverty Rate

Declined 40%. That's more than the State, Region, and County





RESIDENTIAL DEVELOPMENT

Residential Development

- 9 residential developments in 5 years resulting in 780 housing units built or under construction
- Total investment of \$101 million.



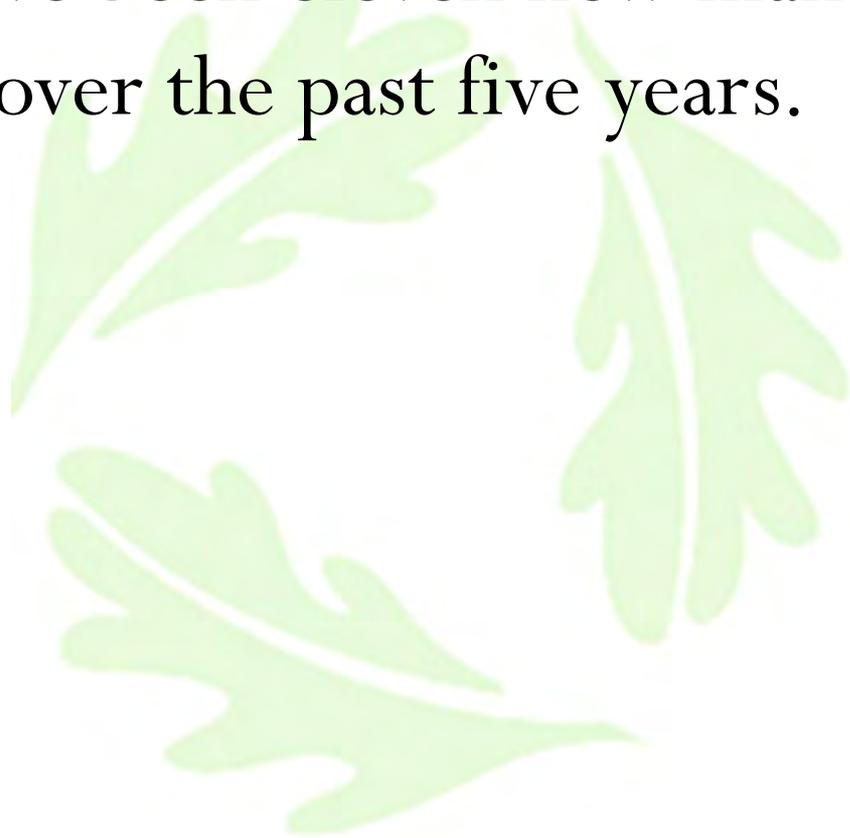
INDUSTRIAL DEVELOPMENT

Industrial Development Programs

- Enterprise Zone Program
 - Program has been used by 8 companies
 - Facilitated \$101.8 million in investment and 300 jobs
- Certified “Shovel-Ready” Industrial Program
 - In cooperation with Business Oregon
 - Certifies a site is developable within 180 days
 - Forest Grove has four sites in the Program
- Industrial Site Marketing
 - Oregon Prospector, Greater Portland, Inc., and the City of Forest Grove website. Provides wide exposure of industrial site data.

Industrial Development Projects

- There have been eleven new manufacturing projects over the past five years.



Industrial Development Projects

MGC Pure USA

- Make hydrogen peroxide.
- \$32.5m investment
- 25 jobs

Old Trapper

- 70,000 SF of new space
- \$34.2m investment
- 115 jobs



Industrial Development Projects

Other projects:

- Chaucer Foods, \$20 million investment, 110 jobs.
- Lieb Foods: \$4 million investment; 12 jobs.
- DMH, Inc.: \$3.4 million investment; 55 jobs.
- Photo Solutions: \$776,634 investment; 9 jobs.
- New Season Foods: \$1.2 investment; 3 jobs.
- Yamaki USA: \$700,000 investment; 3 jobs.
- Parker Concrete: \$1.08 million investment; 5 jobs.
- Pascor: \$8.6 million investment; 8 jobs
- Lundahl Warehouses: \$1.1 million investment; 12 jobs.



COMMERCIAL DEVELOPMENT

Commercial Development Programs

- Urban Renewal Agency
- Business Incentive Program
- Marketlink

Urban Renewal Agency

Urban Renewal Agency Programs

- Property Acquisition and Redevelopment
 - Jesse Quinn: \$15.5m project
- Storefront Improvement Program
 - 10 projects: over \$100k invested
- Town Center Program
 - Parking, art, trees, plaza, crosswalks, and parklets

Commercial Development Programs

- The Business Incentive Program
 - Waives or reduces fees & permits for small businesses.
 - 14 businesses leading to 97 jobs in past 5 years.
- Marketlink Program
 - Small business market analysis and marketing program.
 - Program has assisted 5 businesses.

Commercial Development Projects

- 88,000 SF of new commercial space in the past five years.
- Examples include Stonewood Center, McMenemy's Grand Lodge, Wauna Credit Union, Raines Dialysis Center, and Pac-Oak development.
- Total investment of \$24 million and 124 new jobs.



Commercial Development: Downtown

- Historic downtown Forest Grove is undergoing a renaissance. There's been nearly \$2 million in renovations.
- 24 new businesses including restaurants, micro-breweries, and gift boutiques have opened over the last few years.
- The food and beverage selections are award winning, diverse, local, and innovative.



TOURISM

Tourism Development

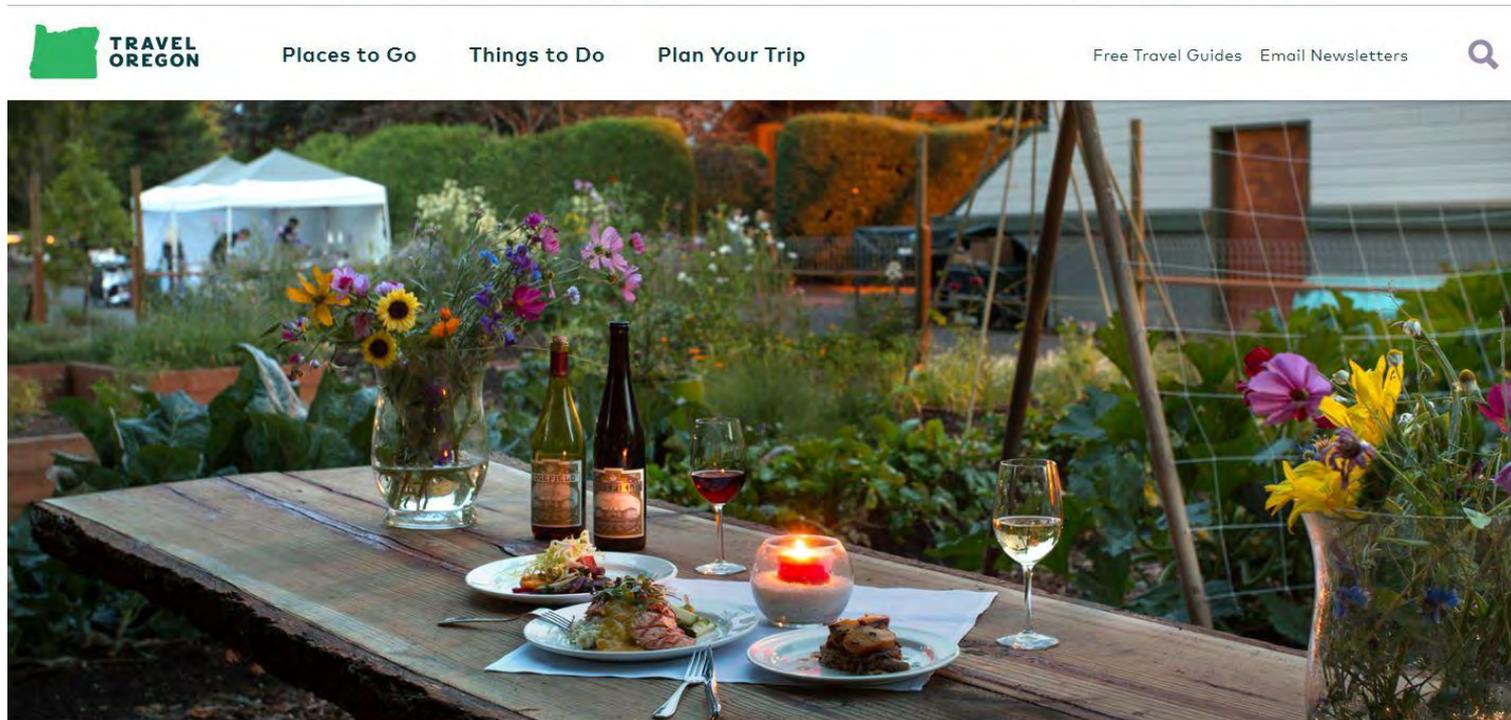
The City established a 2.5% local transient lodging tax in 2018

- The City has a two year contract with Carrier Consulting to unify Forest Grove's brand and develop a marketing and advertising plan to increase bed stays.
- Tourism has increased 15.7% in five years, as measured by TLT revenues.

Tourism Development

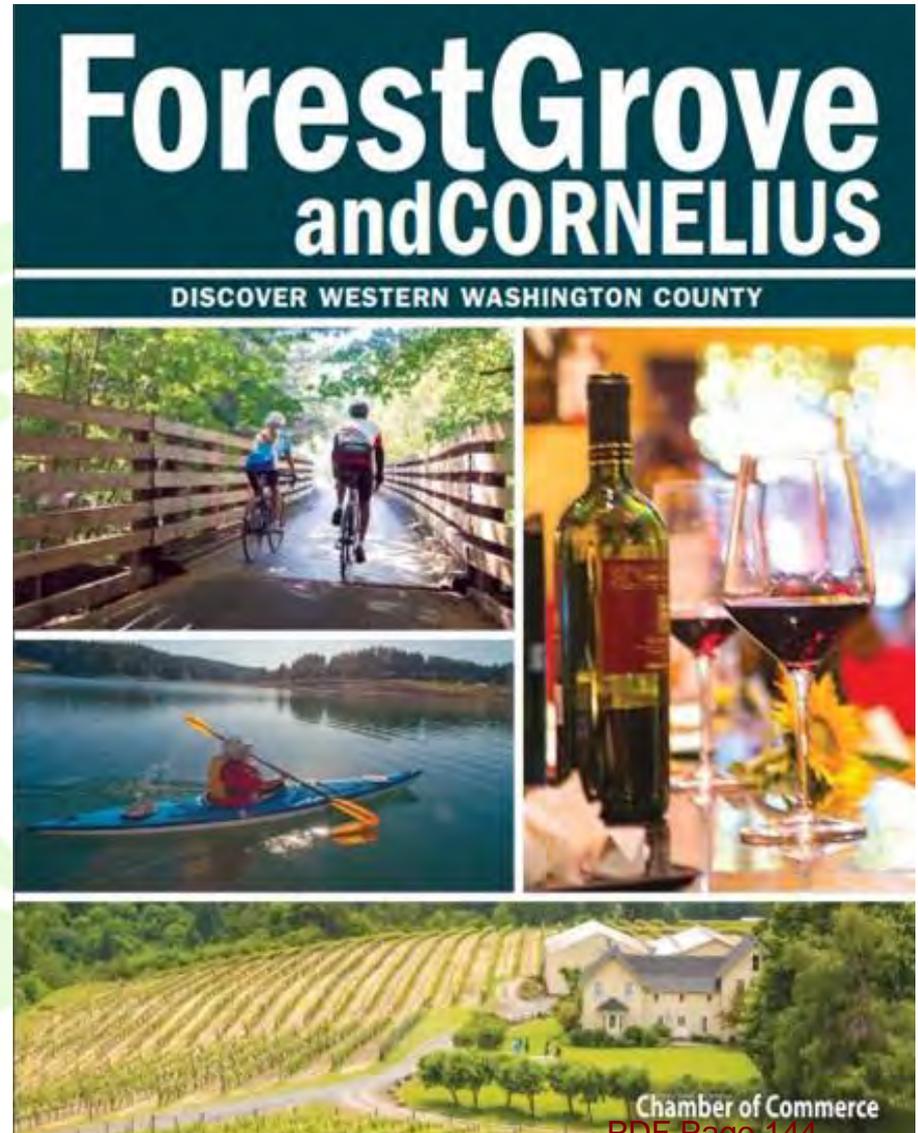
- Forest Grove commissioned “4 days in Forest Grove” with Travel Oregon which has been viewed by 88,742 persons for an average of 3 minutes, 46 seconds.

4 DAYS IN FOREST GROVE



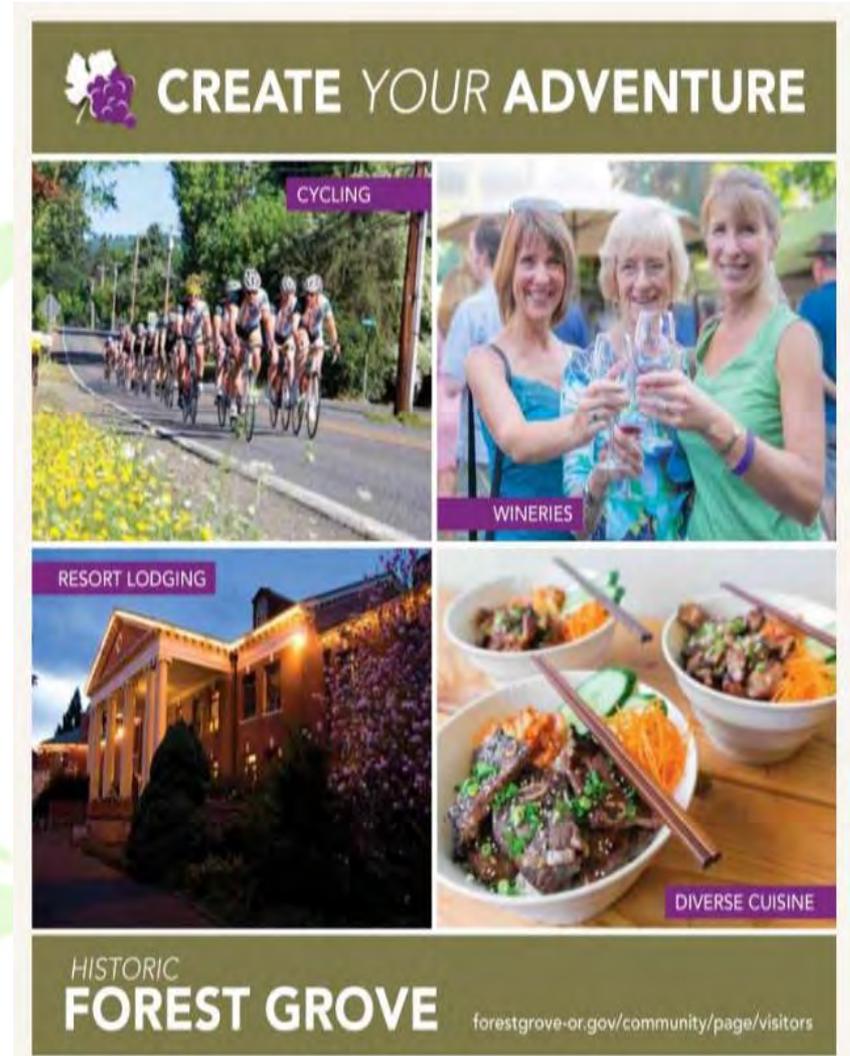
Tourism Development

- TLT revenues are used to place an ad and distribute the Forest Grove Visitor's Guide.
- 22,000 Maps and 10,000 Guides in 2019.
- Distributed to visitor kiosks across Oregon.



Tourism Development

- TLT revenues used to place an ad in the Travel Oregon Annual Visitors Guide.
- 300,000 copies/year.
15,704 digital users.
- Distributed to visitor kiosks across Oregon.



Tourism Development

- TLT revenues used to place an ad in the Portland Relocation Guide.
- 30,000 copies per year
- Digital version: 9,600 users
- Distributed to visitor kiosks across Oregon.

FOREST GROVE OREGON
A place where families and businesses thrive.

FOREST GROVE:
A Small Town with a Growing Reputation

Looking for the right place to locate a business or your family? We've got the full package: small college-town charm mixed with big-city amenities, low business and utility costs, and easy access to some of Oregon's finest recreation spots. We're close to Portland (25 miles away) and major highways, but a world away when it comes to our picturesque countryside, fun-loving annual community events, and our stroll-friendly historic downtown, which offers a trendy mix of eclectic eateries and shops.

In short, we have the best of both worlds - a thriving business hub with endless entertainment options at our doorstep. And we have room to grow.

DIVERSE AMENITIES & ACTIVITIES

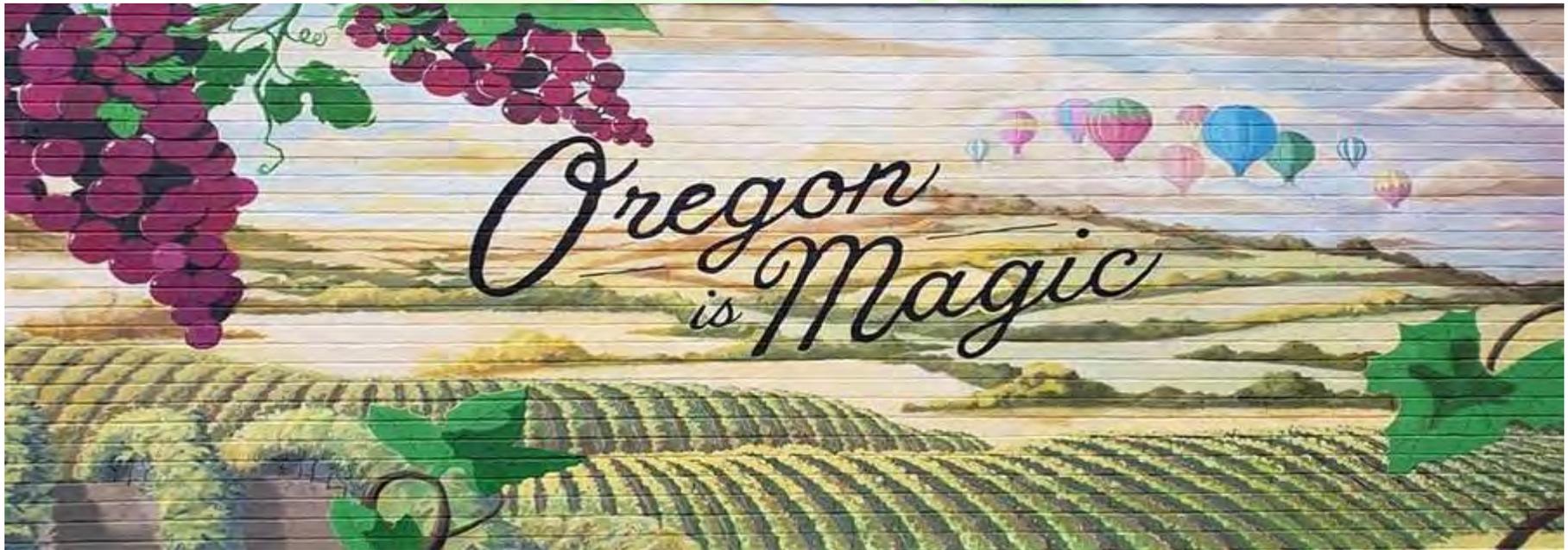
Whether you prefer a quiet picnic at a vineyard or a heart-pumping hike up a mountain trail, you'll find countless ways to enjoy yourself.

- Vibrant historic downtown for strolling, shopping and dining.
- Community events year-round that include Forest Grove Uncorked, the colorful Sidewalk Chalk Art Festival, and the Concours d'Elegance classic car show. Pacific University also hosts many sporting, academic and cultural events.
- Gateway to scenic wine country, golfing, mud and mountain biking, hiking in adjacent Tillamook State Forest, and boating on nearby Hagg Lake. The Oregon Coast is 1 hour to the west; Oregon's iconic Mt. Hood is 1 1/2 hours east.
- Epicentre for culinary and agri-tourism, with a profusion of wineries, craft breweries, distilleries, restaurants, and farmers' markets - even "Farm diners."
- The historic and creatively renovated McMinnis's Grand Lodge, known for its restaurants, spa, artwork, music, and unique, literary-themed rooms.

"THE THRILLIST NATIONAL TRAVEL WEBSITE HAS NAMED FOREST GROVE ONE OF THE 'COOLEST SUMMERS IN AMERICA'S 25 BIGGEST METRO AREAS.'"

Tourism Development

- Forest Grove was 1 of 7 cities selected by Travel Oregon to receive an iconic mural depicting tourist offerings in the area. Located at Pacific and Main.



QUESTIONS?





Town Center Tree Inventory and Assessment

City Council Presentation

May 28, 2019

Purpose

- The purpose of this presentation is to:
 - Brief Council on key findings from the recently completed Town Center Tree Inventory and Assessment.
 - Highlight conclusions drawn from the data; and
 - Identify possible next steps.
- This work is part of the broader Town Center initiative discussed by Council focusing on streetscape, crosswalk enhancements, parklets, public art and street trees.
- Seven presentations and work sessions with City Council or Urban Renewal Agency Board on the Town Center occurred between July 2018 through April 2019.

Background



Background

- To complement the Town Center work, the Community Forestry Commission applied for and was awarded a Community Enhancement Program grant (\$4,500) to look at issues related to street trees in the Town Center.
- Grant funds were used to hire a certified arborist to conduct an inventory and assessment of the street trees in the Town Center using accepted industry standards.
- The arborist inventoried over 200 trees in the Town Center including about 25 trees in City owned parking lots.



Professional and ethical tree care focused on community and preservation.

Background

- Many street trees in the Town Center were planted more than twenty or thirty years ago.
- Some trees have grown quite large and have caused damage to sidewalks and infrastructure.
- A number of trees have been constrained by tree grates causing damage to the trees.



Background

- In some cases the grates were being lifted creating a tripping hazard.
- Public Works addressed this issue:
 - 96 tree grates were inventoried by Public Works;
 - 65 needed attention because of inadequate area for the tree trunk or lifting;
 - 5% (5 of 96) were causing damage to the tree; and
 - Some grates were altered or removed.



Findings

- Over 200 Street Trees Inventoried by Arborist.
- Trees adjacent to Pacific U. campus were not inventoried as they are subject to requirements of the Pacific U. Master Plan.
- The University is preparing a tree management plan and seeking Tree Campus USA designation from the Arbor Day Foundation.
- The arborist used a visual tree assessment method to evaluate tree characteristics:
 - Size;
 - Health;
 - Structure; and
 - Root System
- Seventeen different tree species were identified.
 - Red maple is the most common species.



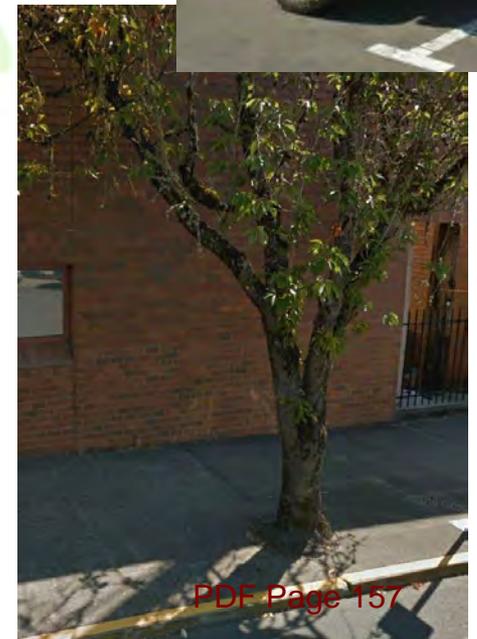
Findings

- 24 trees are causing conflicts with streets, sidewalk or parking lot clearance and need pruning.
- 8 trees are noted as having recent cuts to roots or tree base and/or damage from surrounding tree grates. Public Works recently attended to the grates to prevent further damage.
- 4 trees were identified as being in need of upper crown and/or structural pruning.
- 30 trees are affected by compacted soil resulting in exposed or girdled roots.



Findings

- Eight trees are recommended for removal:
 - (1) Maple on Main Street adjacent to the Adelante Mujeres office. This tree was damaged when the oak near the UCC recently fell. Tree replacement is a condition of approval for Adelante's construction project.
 - (1) Maple on B Street adjacent to Site B.
 - (2) Flowering plum on Pacific Avenue adjacent to Library.
 - (1) Flowering plum on Pacific Avenue near Post Office.
 - (1) Flowering plum on Ash Street adjacent to PD.
 - (1) Maple on Ash Street north of City Hall parking lot.
 - (1) Maple on Council near City Hall parking lot.



Main Street Trees

- 22 maple trees exist on Main Street between 19th & 22nd Ave.
- 2 large maple trees were removed last year on Main Street south of 21st Avenue due to sidewalk damage.
- 7 trees require attention due to decay, pruning, and damage caused by metal guards intended to protect the trees from pedestrians after replanting.



Conclusions

- The street tree assessment indicates a need for street tree management and maintenance policies to guide future actions.
- The assessment also demonstrates a need for dedicated resources to conduct proactive monitoring and care of the street trees to minimize future conflicts and damage to trees and infrastructure.
- Data suggests a need to remove and replace some trees in the Town Center. An approach should be developed for removal and replacement of trees if desired.

Next Steps

- The Community Forestry Commission (CFC) discussed the arborist's report and findings at length during their May 15th meeting.
- The CFC accepted the arborist's report and began a discussion about a comprehensive street tree management plan based on the data and findings contained in the report.
- The CFC also discussed the need to have a conversation with property and business owners about tree planting, care and replanting when warranted.

Next Steps

- The comprehensive management plan could address for Council consideration:
 - Types of trees appropriate for planting in the Town Center.
 - Best practices for tree planting.
 - Policies for management and maintenance.
 - Identification of possible funding sources.
 - Approach for tree replacement.
 - Other issues or concerns Council may direct to the CFC to address.



Questions?

6.A

ORDINANCE NO. 2019-02

ORDINANCE AMENDING THE COMPREHENSIVE PLAN MAP TO RE-DESIGNATE TWO PARCELS FROM GENERAL INDUSTRIAL (GI) TO HIGH DENSITY RESIDENTIAL (HDR); WASHINGTON COUNTY TAX LOTS 1N331DA07500 AND 1N332C000800; FILE NUMBER 311-19-000001-PLNG

WHEREAS, Roberta Reynolds, Linda Eshraghi, and Shannon Polich filed for the proposed map amendments on January 14, 2019; and

WHEREAS, the application was deemed complete on February 12, 2019; and

WHEREAS, notice of this application was provided to the Department of Land Conservation and Development (DLCD) on February 22, 2019. DLCD did not register any comments; and

WHEREAS, notice of this request was mailed to property owners and residents within 300 feet of the subject site on March 11, 2019, as required by Development Code §17.1.610. Notice was also published in the *News Times* on March 27, 2019; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on the proposal on April 1, 2019, and continued the hearing to April 15, 2019; and

WHEREAS, no objections to the amendment were registered at the Planning Commission hearing; and

WHEREAS, the Planning Commission recommended approval of the amendment as documented in Planning Commission Decision and Findings #2019-05; and

WHEREAS, notice of the City Council hearing was mailed to affected parties on May 1, 2019, as required by Development Code §17.1.610. Notice was also published in the *News Times* on May 8, 2019; and

WHEREAS, the City Council held Public Hearings concerning this amendment on May 13 and May 28, 2019, and made a determination on the basis of the findings contained in Section 1 below; and

WHEREAS, there is on file with the City Council a staff report which includes the criteria, facts, and conclusions which collectively are the findings supporting this request:

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

Section 1: The findings contained in the staff report for this proposal (File Number 311-19-000001-PLNG), the minutes of the Planning Commission meetings of

April 1 and April 15, 2019, and Planning Commission Findings and Decision Number 2019-05, are hereby adopted and incorporated by reference into this ordinance.

Section 2: The City Council hereby adopts the amendment to re-designate Washington County Tax Lots 1N331DA07500 and 1N332C000800 from General Industrial (GI) to High Density Residential (HDR) on the Comprehensive Plan Map as shown on Exhibit A.

Section 3: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 13th day of May, 2019.

PASSED the second reading the 28th day of May, 2019.

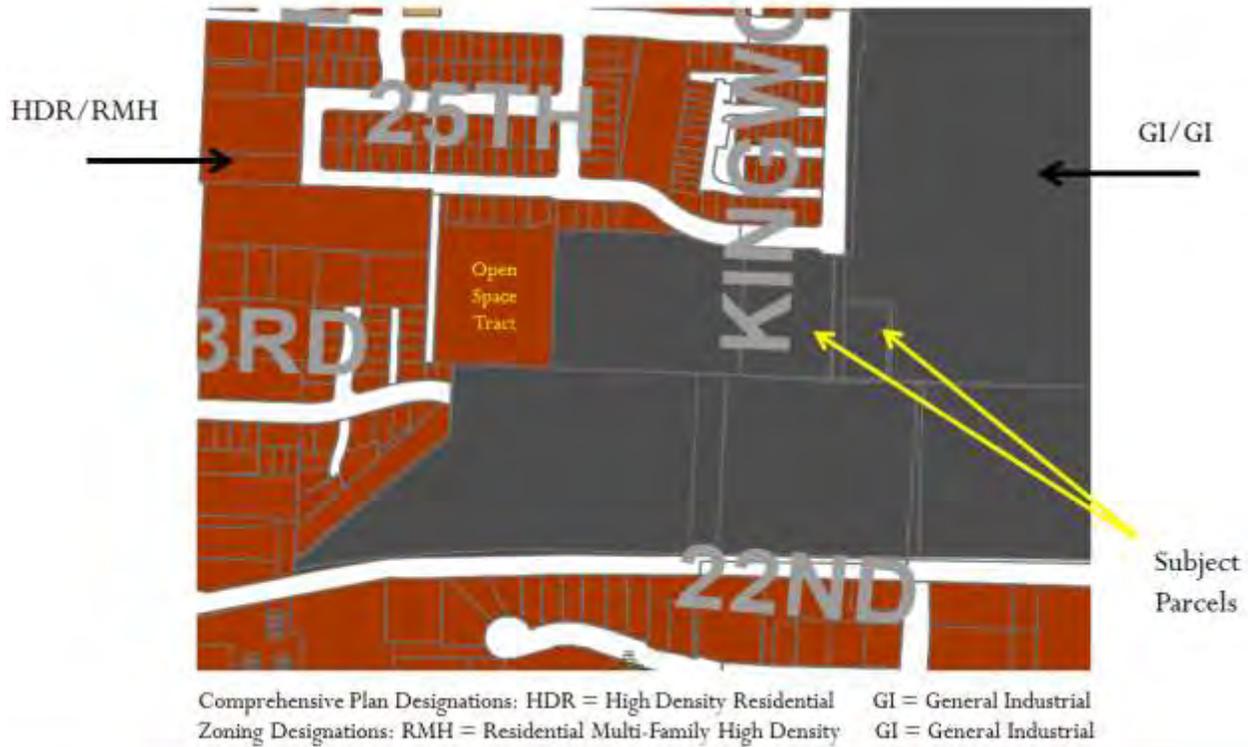
Anna D. Ruggles, City Recorder

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

Peter B. Truax, Mayor

EXHIBIT A

Comprehensive Plan Map Amendment General Industrial to High Density Residential Washington County Tax Lots 1N331DA07500 and 1N332C000800



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6.B.

ORDINANCE NO. 2019-03

ORDINANCE AMENDING THE ZONING MAP TO RE-DESIGNATE TWO PARCELS FROM GENERAL INDUSTRIAL (GI) TO RESIDENTIAL MULTI-FAMILY HIGH DENSITY (RMH); WASHINGTON COUNTY TAX LOTS 1N331DA07500 AND 1N332C000800; FILE NUMBER 311-19-000001-PLNG

WHEREAS, Roberta Reynolds, Linda Eshraghi, and Shannon Polich filed for the proposed map amendments on January 14, 2019; and

WHEREAS, the application was deemed complete on February 12, 2019; and

WHEREAS, notice of this application was provided to the Department of Land Conservation and Development (DLCD) on February 22, 2019. DLCD did not register any comments; and

WHEREAS, notice of this request was mailed to property owners and residents within 300 feet of the subject site on March 11, 2019, as required by Development Code §17.1.610. Notice was also published in the *News Times* on March 27, 2019; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on the proposal on April 1, 2019, and continued the hearing to April 15, 2019; and

WHEREAS, no objections to the amendment were registered at the Planning Commission hearing; and

WHEREAS, the Planning Commission recommended approval of the amendment as documented in Planning Commission Decision and Findings #2019-05; and

WHEREAS, notice of the City Council hearing was mailed to affected parties on May 1, 2019 as required by Development Code §17.1.610. Notice was also published in the *News Times* on May 8, 2019; and

WHEREAS, the City Council held Public Hearings concerning this amendment on May 13 and May 28, 2019, and made a determination on the basis of the findings contained in Section 1 below; and

WHEREAS, there is on file with the City Council a staff report which includes the criteria, facts, and conclusions which collectively are the findings supporting this request:

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

Section 1: The findings contained in the staff report for this proposal (File Number 311-19-000001-PLNG), the minutes of the Planning Commission meetings of

April 1 and April 15, 2019, and Planning Commission Findings and Decision Number 2019-05, are hereby adopted and incorporated by reference into this ordinance.

Section 2: The City Council hereby adopts the amendment to re-zone Washington County Tax Lots 1N331DA07500 and 1N332C000800 from General Industrial (GI) to Residential Multi-Family High Density (RMH) on the Zoning Map as shown on Exhibit A.

Section 3: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 13^h day of May, 2019.

PASSED the second reading the 28th day of May, 2019.

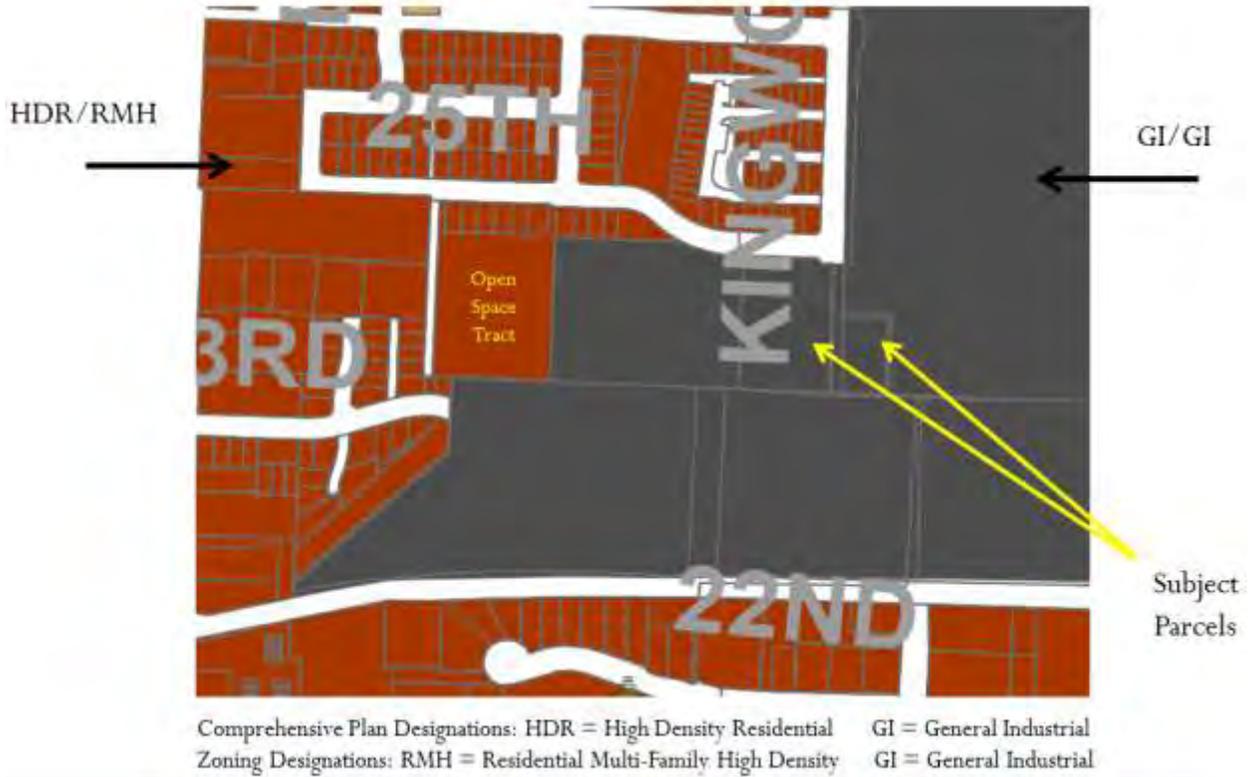
Anna D. Ruggles, City Recorder

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

Peter B. Truax, Mayor

EXHIBIT A

Zoning Map Amendment
General Industrial to Residential Multi-Family High Density
Washington County Tax Lots 1N331DA07500 and 1N332C000800



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EXHIBIT B

PLANNING COMMISSION DECISION #2019-05

Planning Commission Findings and Decision Number 2019-05
To Approve a Comprehensive Plan Map Amendment and Development Code
Zoning Map Amendment to Re-Designate Two Parcels From General
Industrial to Residential Multi-Family High Density
Washington County tax lots 1N331DA07500 and 1N332C000800
File Number: 311-19-000001-PLNG

WHEREAS, Roberta Reynolds, Linda Eshraghi, and Shannon Polich, owners of Washington County tax lots 1N331DA07500 and 1N332C000800, filed for the proposed map amendments on January 14, 2019; and

WHEREAS, the application was deemed complete on February 12, 2019; and

WHEREAS, because tax lot 1N331DA07400 would be bounded on three sides by a residential designation (if the application was approved for the other two parcels) it was also included in this review process; and

WHEREAS, notice of this application was provided to the Department of Land Conservation and Development on February 22, 2019; and

WHEREAS, notice of this request was mailed to property owners and residents within 300 feet of the subject site on March 11, 2019 as required by Development Code §17.1.610. Notice was also published in the *News Times* on March 27, 2019; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on the proposal on April 1, 2019 and continued the hearing to April 15, 2019; and

WHEREAS, testimony was received that the owner of tax lot 1N331DA07400 is interested in developing the site with an industrial use and therefore wishes to retain the General Industrial designation on that parcel.

The City of Forest Grove Planning Commission does hereby recommend approval of the comprehensive plan map and zoning map amendments for Washington County tax lots 1N331DA07500 and 1N332C000800, making the following specific findings in support of this decision:

- 1) The Planning Commission adopts by reference the staff report including findings and recommendations dated April 1, 2019.
- 2) The following decision considerations apply to the proposed Comprehensive Plan Map amendment –
 - Applicable Oregon Statewide Land Use Planning Goals;
 - Applicable Comprehensive Plan policies;
 - Metro Regional Framework Plan; and
 - Metro Urban Growth Management Functional Plan.

The following criteria apply to the proposed Zoning Map amendment (DC §17.2.770) –

- A. The zone change is consistent with the Comprehensive Plan Map. When the Comprehensive Plan has more than one implementing zone as shown on the Correspondence Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and the zoning pattern of surrounding land.

- B. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Director.
- C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.
- D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.
- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.
- F. The establishment of a zone district is not subject to the meeting of conditions.

The applicable decision considerations and approval criteria are described more fully below. Findings are also provided below.

Oregon Statewide Land Use Planning Goals

Goal 2 – Land Use: Goal 2 establishes guidelines for major revisions and minor changes to the Comprehensive Plan. Goal 2 stipulates that a minor change should be based on information that will serve as the factual basis to support the change. The public need and justification for the change should be established.

Finding for Goal 2: The proposed Comprehensive Plan amendment affects two parcels with a combined area of less than two acres. Re-designating the properties from General Industrial to High Density Residential will not have a significant effect beyond the immediate area of the change and is therefore considered to be a minor amendment. This determination is based on the aggregate area of the parcels and their limited individual areas:

- Tax lot 1N331DA07500 is 1.35 acres with no known constraints;
- Tax lot 1N332C000800 is 0.45 acres but has no frontage onto any public street.

The public benefit of the proposed Comprehensive Plan Map and Zoning Map amendment is to promote development on the property, thereby increasing the City's tax base. The properties have not developed with industrial uses and they are unlikely to become industrial given their adjacency to a residential neighborhood, lack of access to a Collector or Arterial street (access for the near term would only be via Local streets through a residential area), and small lot sizes. The conceptual 23rd/24th Avenue Collector extension between Hawthorne and Oak streets may not directly serve these properties, as it may need to be sited farther south in order to avoid a wetland.

Goal 10 - Housing: Goal 10 specifies that each city and county must plan for and accommodate needed housing types and to plan and zone enough buildable land to meet those needs.

Finding for Goal 10: The City's Economic Opportunity Analysis shows a need for 3,900 housing units over the next 20 years, based on the Baseline Growth Scenario of 2% per year. Re-designating the subject area from General Industrial to High Density Residential will provide opportunity to meet the identified housing need. If zoned for high density residential development the two parcels could

accommodate as few as about 29 units and as many as about 37 units, based on gross acreage. The actual number of units would be based on net acreage.

Designating the property as High Density Residential would also help the City achieve a minimum development residential density allocation for new construction of 8 units per acre that the City must meet overall under the Metropolitan Housing Rule (OAR 660-0007-0035).

Metro Regional Framework Plan

The Metro Regional Framework Plan establishes a land use concept for the Portland region. Under the Metro Charter and state law, cities and counties within Metro's boundaries are required to comply and be consistent with the Regional Framework Plan.

The plan contains policies for growth management and land use planning for matters of metropolitan concern. It establishes a hierarchy of mixed-use, pedestrian friendly centers that are well connected by high capacity transit and corridors. It establishes Regional Centers, Town Centers, Corridors, Transit Station Communities, neighborhoods, and Industrial and Employment areas.

Finding: The proposed Comprehensive Plan Map and Zoning Map amendments will result in the re-designation of 1.80 acres of land from General Industrial to High Density Residential/Residential Multi-Family High density. The subject area is bounded on the north side by lands designated as High Density Residential. The amendment supports the Metro Regional Framework Plan by promoting additional housing opportunities near the Town Center and Highway 8 (Pacific Avenue) corridor, and a nearby industrial area.

Metro Urban Growth Management Functional Plan

The Metro Urban Growth Management Functional Plan implements provisions of the Metro Regional Framework Plan including promoting a compact urban form. The following chapter of the Metro Urban Growth Management Functional Plan is applicable to this proposal, since the subject area is currently zoned for industrial uses:

Title 4: Industrial and Other Employment Areas - The subject properties are identified as within an Industrial Area on the Metro Employment and Industrial Area Map. Therefore, the provisions of Title 4 pertaining to map amendments apply. The subject properties are connected to the Industrial Areas located to the east and south.

Under Urban Growth Management Functional Plan §3.07.450(C), a city or county may amend its comprehensive plan or zoning map designation to allow uses in an Employment or Industrial area upon making a demonstration that:

- (1) The property is not surrounded by land designated on the map as Industrial Area, Regionally Significant Industrial Area, or a combination of the two;

Finding: The subject properties are not surrounded by land designated on the map as Industrial Area, Regionally Significant Industrial Area, or a combination of the two. The subject properties are bounded on the north by land designated Residential Multi-Family High density on the Zoning Map. Therefore, the subject properties qualify for a potential re-designation from an industrial to a non-industrial zone such as Residential Multi-Family High density.

- (2) The amendment will not reduce the employment capacity of the city or county.

Finding: The subject properties have been designated General Industrial since at least 1987 yet have not converted to industrial use. The amendment would have little impact on the employment capacity of the city or county because the subject site is less than two acres in size and has been partially developed with a single-family home that does not contribute to the employment of the area.

Given the minor impact to the city's or county's employment capacity, the subject properties qualify for a potential re-designation from an industrial to a non-industrial zone such as Residential Multi-Family High density.

- (3) If the map designates the property as Regionally Significant Industrial Area, the subject property does not have access to specialized services, such as redundant electrical power or industrial gases, and is not proximate to freight loading and unloading facilities, such as trans-shipment facilities.

Finding: The subject properties are not designated as a Regionally Significant Industrial Area. Since they are not designated as a Regionally Significant Industrial Area, this criterion does not apply.

- (4) The amendment would not allow uses that would reduce off-peak performance on Main Roadway Routes and Roadway Connectors shown on the Regional Freight Network Map in the RTP below volume-to-capacity standards in the plan, unless mitigating action is taken that will restore performance to TRP standards within two years after approval of uses.

Finding: The subject properties are located on or near 25th Avenue and Kingwood Street. Neither street is designated as a Main Roadway Route or Roadway Connector on the Regional Freight Network Map in the RTP. Therefore, the amendment will not allow uses that would reduce off-peak performance on Main Roadway Routes or Roadway Connectors or impact volume-to-capacity standards in the RTP. Thus, the subject properties qualify for re-designation from General Industrial to Residential Multi-Family High density.

- (5) The amendment would not diminish the intended function of the Central City or Regional or Town Centers as the principal locations of retail, cultural and civic services in their market areas.

Finding: The proposed amendment will allow for residential development. As such, it would not diminish the intended function of the Central City or Regional or Town Centers as the principal locations of retail, cultural and civic services in the market area.

- (6) If the map designates the property as Regionally Significant Industrial Area, the property subject to the amendment is ten acres or less; if designated Industrial Area, the property subject to the amendment is 20 acres or less; if designated Employment Area, the property subject to the amendment is 4 acres or less.

Finding: The site is not designated as a Regionally Significant Industrial Area or an Employment Area. It is designated as an Industrial Area. As the site totals 1.80 acres in area, it complies with the criterion that the area subject to the amendment is 20 acres or less.

Functional Plan §3.07.450(D)

A city or county may also amend its comprehensive plan or zoning regulations to change its designation of land on the Employment and Industrial Areas Map in order to allow uses not allowed by this title upon a demonstration that:

- (1) The entire property is not buildable due to environmental constraints; or

Finding: The subject properties are buildable in their entirety.

- (2) The property borders land that is not designated on the map as Industrial Area or Regionally Significant Industrial Area; and

Finding: The site borders land designated as an Industrial area on the Metro - Title 4, Industrial and Other Employment Areas Map. Therefore, the subject area does not qualify for re-designation from General Industrial to High Density Residential/Residential Multifamily High under this criterion. As indicated elsewhere, the parcels do qualify for re-designation based on other Metro Functional Plan Title 4 criteria.

- (3) The assessed value of a building or buildings on the property, built prior to March 5, 2004 and historically occupied by uses not allowed by this title, exceeds the assessed value of land by a ratio of 1.5-to-1.

Finding: The home at 2355 Kingwood Street (tax lot 1N332C000800) was built in 1900. Based on Washington County Assessment and Taxation Department data, the estimated assessed value of the improvement is \$118,440. The estimated assessed value of the land is \$159,590. As the value of the use is less than the value of the land, it does not exceed the 1.5-to-1 ratio.

The property at tax lot 1N331DA07500 is unimproved. The estimated value of the land is \$179,950. As there are no buildings on this parcel, the improved value does not exceed the 1.5-to-1 ratio.

Forest Grove Comprehensive Plan Policies

The proposed amendment is consistent with Forest Grove Comprehensive Plan Housing Policy 1.2 which states: "Evaluate requests for re-zoning from non-residential to residential development zones based on the following factors:

- (A) Identified housing needs contained in an adopted Goal 9 Analysis;
- (B) Ability to provide services in a cost-effective and efficient manner;
- (C) Potential of the site to support higher density development;
- (D) Site characteristics including topography; and
- (E) Land use location policies of the Comprehensive Plan."

Finding for Factor A: The City's Goal 9 Economic Opportunity Analysis shows a need for an additional 3,900 dwellings under the Baseline (2% annual growth rate) scenario and 4,737 dwellings under the Medium (2.3% annual growth rate) scenario. Re-designating these properties High Density Residential will help to meet this housing need.

Finding for Factor A: The City's 2019 Economic Opportunity Analysis shows an excess of industrial land over a 20-year planning period of 40 to about 197 acres. Thus, because these parcels total less than two acres in area, re-designating them to a non-industrial use would have minimal impact on the city's industrial land supply.

Finding for Factor B: The subject properties are located within a developed area of the city and are served by the full array of City services. An 8-inch sanitary sewer line, 21-inch storm sewer line, and 8-inch water line are all present in 25th Avenue at Kingwood Street. Given the presence of utilities, there is the ability to provide services in a cost-effective and efficient manner.

Finding for Factor C: The properties meet the location factors for high density residential development as indicated below. However, the size of 2355 Kingwood Street (0.45 acres) is a limiting factor; because it is less than 0.50 acres in size, it is exempt from the minimum density requirement as per Development Code §17.3.130(D) *Exemptions from Minimum Density Requirements*.

Finding for Factor D: The subject properties are flat with a slope of less than 5%. Topography is not a limiting factor for development of this area. In addition, the parcels are not irregularly shaped and are configured to allow for further development.

Findings for Factor E: Land Use Location Factors – High Density Residential

FACTOR	FINDING
Slope is less than 10%.	The subject site is flat with a cross-slope of less than 5%.
Carrying capacity of the land given the presence of wetlands, soil characteristics And infrastructure capacity.	There are no known wetlands on the subject parcels. The site is served by the full array of City services including water, storm sewer, sanitary sewer and electricity. Sufficient infrastructure capacity exists and urban development is assumed in the City's Water, Waste Water, Storm Drainage and Transportation Systems plans.
Sites are located within ¼ mile of planned or existing transit service.	The parcels are located within ¼ mile of the GroveLink east loop, which has a route on Hawthorne Street and 22 nd Avenue.
Sites are adjacent to existing or planned parks or open space.	No existing or planned parks are adjacent, but Stites Park is approximately ¼ mile from the site. The site is adjacent to open spaces located at Casey West Tract A, 2922 25 th Avenue and 2930 26 th Avenue.
Sites are within ¼ mile of designated employment areas.	The site is not located within ¼ mile of a designated employment area.
Constructed with single-family residential development if approved through planned residential development process.	No development is proposed. Therefore, this factor is not applicable.
Creation of nodes to facilitate transit extension.	This location is not part of a node intended to support transit service. Therefore, this factor is not applicable.

Zoning Map Amendments Review Criteria (DC §17.2.770)

1. The zone change is consistent with the Comprehensive Plan Map. When the Comprehensive Plan has more than one implementing zone as shown on the Correspondence Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and the zoning pattern of surrounding land.

Finding: If the properties are re-designated to High Density Residential, the RMH Multi-Family High Residential zone would be appropriate.

2. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Director.

Finding: The proposed amendment is consistent with Forest Grove Comprehensive Plan Housing Policy 1.2 which states "Evaluate requests for rezoning from non-residential to residential development zones based on the following factors:

- A. Identified housing needs contained in an adopted Goal 9 Analysis;
- B. Ability to provide services in a cost-effective and efficient manner;
- C. Potential of the site to support higher density development;
- D. Site characteristics including topography; and
- E. Land use location policies of the Comprehensive Plan."

Findings pertaining to consistency with the applicable Comprehensive Plan policies are provided above.

3. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The zone change is consistent with the adopted Transportation System Plan since development allowed by the proposed Residential Multi-Family High density zone will not substantially impact the operation of 25th Avenue or Kingwood Street. Both roadways are Local streets serving residential uses. The areas to the north and west are currently zoned Residential Multi-Family High density. The addition of less than two acres of multi-family zoned land should not significantly increase traffic volumes assumed in the TSP for this area, especially when the street network is completed.

Finding: The applicant submitted a traffic assessment prepared by a professional transportation planning and engineering firm. This assessment was based on the two eastern parcels which total 2.0 acres in area. The assessment reviewed the traffic implications of developing the properties under the General Industrial designation and under the RMH designation. The assessment modeled the traffic that would be generated by the highest trip generation rates (a call center and manufacturing) and compared that with the traffic that would be generated if the properties were developed at the highest residential density possible (20.28 DUA). The assessment notes that "traffic impacts are typically measured during p.m. peak hours..."

- Industrial average daily trips (ADT) would range from 171 (manufacturing) to 255 (a call center).
- Residential ADT would be 293.
- Evening peak hour trips would be 29 for manufacturing and 30 for a call center.
- Residential evening peak hour trips would total 22.

The study concluded that:

- "The proposed change would result in a net decrease in p.m. peak hour trip generation and as such the requirements of the TPR are met."
 - With the change, "the level of travel and access would be consistent with that of the surrounding streets."
4. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

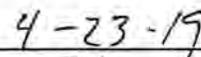
Finding: The subject properties are located within a developed area of the city and are served by the full array of City services. An 8-inch sanitary sewer line, 21-inch storm sewer line, and 8-inch water line are all present in 25th Avenue at Kingwood Street. The proposed amendment would not be anticipated to create any greater demand for public facilities and other public services than that which would be demanded under the existing industrial designation.

5. The establishment of a zone district is not subject to the meeting of conditions.

Finding: No conditions of approval are proposed.



TOM BECK, Chair



Date

ORDINANCE NO. 2019-04

ENACTING CITY OF FOREST GROVE DEVELOPMENT CODE AS TITLE 17 OF THE CODE OF ORDINANCES, COPYRIGHTED 2019, PUBLISHED BY AMERICAN LEGAL PUBLISHING CORPORATION AND REPEALING ORDINANCE NO. 2009-01, DEVELOPMENT CODE OF 2009

The City of Forest Grove ordains as follows:

Section 1. Adoption. The provisions of the code designated as the City of Forest Grove, Oregon, "Development Code", Title 17, copyrighted 2019, published by American Legal Publishing Corporation (Publisher), League of Oregon Cities, containing current existing ordinances through Ordinance 2018-07, dated 10/08/2018, (Exhibit A), a copy of which is placed on file in the office of the City Recorder and certified as the official copy by the recorder are hereby enacted as law of the City of Forest Grove, Oregon; and

Section 2. The City Council authorized a general compilation, editing and the codification of the existing ordinances of a general and permanent nature and publications of such ordinances in book form; and

Section 3. The Development Code, which has been separate from the Code of Ordinances, has kept the numbering and organization and text predominantly as it was provided to the Publisher by the City, expect changing Code Section 10, Articles 10.1.000 to 10.12.210, as Title 17, Articles 17.1.000 to 17.12.210, and including the Design Guide Handbook 2009 as reference; and

Section 4. The provisions appearing in the "Development Code", so far as they are the same as those ordinances or prior code sections existing at the time of the effective date of this Ordinance, shall be considered as continuations thereof and not as new enactments; and

Section 5. Ordinance No. 2009-01, which enacted Forest Grove Development Code of 2009, is hereby repealed on the effective date of this Ordinance.

Section 6. The "Forest Grove Development Code of 2019", Title 17, shall be deemed published as of the day of the enactment of this Ordinance by the City Council.

PRESENTED AND PASSED the first reading this 13th day of May, 2019.

PASSED the second reading this 28th day of May, 2019.

Anna D. Ruggles, City Recorder

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

Peter B. Truax, Mayor

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URBAN RENEWAL AGENCY MEETING AGENDA

TUESDAY, MAY 28, 2018

6:50 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.

- 6:50**
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 May 13, 2019.*
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None
 6. **PUBLIC HEARING AND URA RESOLUTION NO. 2019-06 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020**
 7. **ADJOURNMENT:**
- 6:55**

Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

3A



Monday, May 13, 2018

Urban Renewal Agency Meeting Minutes

6:15 p.m., Community Auditorium

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 6:19 p.m.

ROLL CALL: URA DIRECTORS PRESENT: Thomas Johnston, Vice-Chair; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Peter Truax, Chair.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Work Session (B/C Reform; Urban Renewal Advisory Committee) Meeting Minutes of April 22, 2019.
- B. Approve Urban Renewal Agency Regular Meeting Minutes of April 22, 2019.

MOTION: Director Rippe moved, seconded by Director Vice Chair Johnston, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

6. URA RESOLUTION NO. 2019-04 ESTABLISHING THE FOREST GROVE URBAN RENEWAL ADVISORY COMMITTEE

Staff Report:

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is establishing the Urban Renewal Advisory Committee (URAC) to assist the Board on matters related to the URA Plan as outlined in Exhibit A. Pohl presented a PowerPoint presentation overview, noting at the April 22, 2019, work session, the Board collectively concurred to establish the URAC's purpose and scope as noted below:

- Providing a public form for public discussion on implementation of the urban renewal plan;
- Giving consideration and making recommendations regarding urban renewal policies, projects and program budgets;
- Reviewing or proposing Plan amendments for consideration by the Board; and
- Conducting studies and preparing reports at the request of the Board.

The Board proposed the URAC consist of no more than seven voting members who represent the following:

Membership:	Terms:
1) Economic Development Commission and/or Forest Grove-Cornelius Chamber of Commerce member	December 31, 2021
2) Non-profit organization located within the Plan area	December 31, 2021
3) Finance, Banking or Lending Industry	December 31, 2022 ³
4) Real Estate, Development or Construction Industry	December 31, 2022
5) At-Large Resident residing adjacent to or within 1 mile of the Plan Area	December 31, 2023
6) Commercial Property and/or Business Owner within the Plan Area	December 31, 2023 ²
7) Commercial Property and/or Business Owner within the Plan Area	December 31, 2023

In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting establishing the URAC will increase administration costs depending on the workload to support the URAC.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-04, which resulted in making the following motions to amend.

MOTION TO AMEND NO. 1: Director Rippe moved, seconded by Director Uhing, to amend URA Resolution No. 2019-04 as noted in **Red** above (residing adjacent to or within 1 mile of the Plan Area) above.

ROLL CALL VOTE MOTION TO AMEND NO. 1: AYES: Directors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

MOTION TO AMEND NO. 2: Director Wenzl moved, seconded by Director Vice Chair Johnston, to amend URA Resolution No. 2019-04 as noted in **Red** above (staggered terms).

ROLL CALL VOTE MOTION TO AMEND NO. 2: AYES: Directors Johnston, Rippe, Thompson, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-04 as amended.

VanderZanden read URA Resolution No. 2019-04 by title as amended.

MOTION: Director Vice Chair Johnston moved, seconded by Director Wenzl, to approve URA Resolution No. 2019-04 Establishing the Forest Grove Urban Renewal Advisory Committee as amended.

Board of Directors Discussion:

Hearing no concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion as amended.

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

7. URA RESOLUTION NO. 2019-05 AUTHORIZING THE EXECUTIVE DIRECTOR TO DEVELOP AN INSTALLATION PUBLIC ART PROGRAM

Staff Report:

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is authorizing the Executive Director to engage with the URAC and Public Arts Commission to establish a process and guidelines for the acquisition and installation of public art for certain parts of the Town Center Plan as outlined in Exhibit A. Pohl presented a PowerPoint presentation overview, noting at the April 22, 2019, Board meeting, the Board approved amending the URA Plan to include a five-year installation art program subject to available URA funding of \$100,000. In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-05.

VanderZanden read URA Resolution No. 2019-05 by title.

MOTION: Director Rippe moved, seconded by Director Vice Chair Johnston, to approve URA Resolution No. 2019-05 Authorizing the Executive Director to Develop an Installation Public Art Program.

Board of Directors Discussion:

Pohl addressed various Board inquiries pertaining to the above-mentioned program, noting the Board will have final authority to approve proposals, and if the Board desires extending the program, staff will evaluate the program after five years.

Hearing no further concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

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

8. ADJOURNMENT:

Director Chair Truax adjourned the URA regular meeting at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	6.
MEETING DATE:	
FINAL ACTION:	

URBAN RENEWAL AGENCY STAFF REPORT

TO: Urban Renewal Agency Board of Directors

FROM: Jesse VanderZanden, Executive Director

MEETING DATE: May 28, 2019

PROJECT TEAM: Paul Downey, Administrative Services Director

SUBJECT TITLE: Adoption of FY 2019-20 URA Budget and Property Taxes

ACTION REQUESTED:

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

ISSUE STATEMENT: The Forest Grove Urban Renewal Budget Committee approved on May 9, 2019, the Proposed FY 2019-20 Budget of \$674,564 and declared the tax increment to be collected. The Urban Renewal Agency (URA) Board now needs to adopt the FY 2019-20 Approved Budget, make the appropriations that set the legal expenditure level, and declare the tax increment to be collected for FY 2019-20. Staff has prepared a resolution that includes all three actions for the Board’s consideration.

BACKGROUND: This is the fourth operating budget for the URA. The principal revenues that will be available in FY 2019-20 are the taxes collected on the incremental increase in the assessed value of the URA. The Budget includes funds to pay principal and interest to the City’s Capital Project Fund for debt for the land purchase and the loan for development costs. Staff has not proposed any changes to the Budget approved by the URA Budget Committee.

FISCAL IMPACT: The projected property taxes on the increase in incremental assessed value for the URA will be sufficient to repay the debt service and operating costs of the URA. Proposed projects include storefront improvement grants, a parklet pilot project, public art in the downtown area, and a concept study of a festival street on 21st Street.

STAFF RECOMMENDATION: Staff recommends the Urban Renewal Agency Board of Directors approve the attached resolution to adopt the FY 2019-20 Budget, set the legal appropriations for FY 2019-20, and declare the tax increment for FY 2019-20.

ATTACHMENT(s): Resolution

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Forest Grove Urban Renewal Agency will be held on May 28, 2019, at 6:50 p.m. at the Community Auditorium, 1915 Main Street, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019, as approved by the Forest Grove Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 1924 Council Street, Forest Grove, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. or online at www.forestgrove-or.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as was used the preceding year.

Contact: Paul Downey, Director of Administrative Services Telephone: 503-992-3200 Email: pdowney@forestgrove-or.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	90,807	185,308	342,814
Federal, State and All Other Grants			
Revenue from Bonds and Other Debt			
Interfund Transfers			
All Other Resources Except Division of Tax & Special Levy	4,550	4,000	11,750
Revenue from Division of Tax	162,099	210,874	320,000
Revenue from Special Levy			
Total Resources	257,456	400,182	674,564

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services			
Materials and Services	25,743	358,930	178,891
Capital Outlay			
Debt Service	41,252	41,252	335,673
Interfund Transfers			
Contingencies			
All Other Expenditures and Requirements			
Unappropriated Ending Fund Balance	190,461		160,000
Total Requirements	257,456	400,182	674,564

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
FTE			
Non-Departmental / Non-Program	257,456	400,182	674,564
FTE	0		0
Total Requirements	257,456	400,182	674,564
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The FY 2019-20 Proposed Budget for the Forest Grove Urban Renewal Area is \$674,564 and proposed expenditures include: 1) \$20,000 for storefront improvement grants; 2) \$50,000 for a festival street concept design; 3) \$10,000 for up to two parklets in the central downtown area; 4) \$10,000 for installation public art; and 5) \$335,673 in principal and interest repayment for the loan from the City for costs related to a significant development project in the downtown area.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$2,063,000	\$0
Total	\$2,063,000	\$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE



URA RESOLUTION NO. 2019-06

RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING
THE TAX INCREMENT FOR FISCAL YEAR COMMENCING
JULY 1, 2019, AND ENDING JUNE 30, 2020

WHEREAS, the Budget Committee of the City of Forest Grove Urban Renewal Agency has approved a budget and the collection of the tax increment for the Urban Renewal Agency for the fiscal year commencing July 1, 2019, pursuant to the provisions of the Oregon Local Budget Law; and

WHEREAS, staff has not proposed any change to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the Urban Renewal Agency Board of Directors as required by law, and

WHEREAS, it appears to the Board that the Budget approved by the Budget Committee and the tax increment set by the Budget Committee should be adopted.

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

Section 1: That the City of Forest Grove Urban Renewal Agency Board hereby adopts the FY 2019-20 Budget in the total amount of \$674,564. The Budget is on file with City Recorder's Office.

Section 2: That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2019, and for the purposes hereby appropriated as follows:

<u>General Fund</u>	
Materials and Services	\$178,891
Debt Service	<u>335,673</u>
Total Appropriations	\$514,564
Unappropriated Ending Fund Balance	<u>\$160,000</u>
Total Adopted Budget	<u>\$674,564</u>

Section 3: The City of Forest Grove Urban Renewal Agency certifies to the Washington County Assessor's Office a request for the Forest Grove Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution.

Section 4: This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

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

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 28th day of May, 2019, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Board Chair