

CITY COUNCIL MONTHLY MEETING CALENDAR

Oct-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		CCI 5:30pm	Rural Fire Board Mtg 6pm	EDC Noon	FGS&CC 1st Friday	
6		8	9	10	11	12
	Planning Comm 7pm	ODF 8am Library Comm 6:30pm	Sister Cities Mtg 4:45pm			Public Services Open House 10am-2pm
13	CITY COUNCIL MEETINGS 5:30 PM - WORK SESSION (Vision & Values) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	15	16	17	18	19
		Western WC Fire Task TBD Library Friends & Family 5pm	P&R 7am CFC 5:15pm	Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm		
20	Chamber Luncheon	22	23	24	25	26
	Planning Comm 7pm (None Scheduled)	HLB 6:30pm	Municipal Court PSAC 7:30am	Sustainability 6pm	ODF 8am	110th Anniversary FG Library 1pm <i>Nyuzen arrives</i>
<i>Rippe out Oct 22 - 27</i>						
27	Council President Thomas Johnston's Funeral, 10:30 am, Visitation Church	29	30	31		
	CITY COUNCIL MEETINGS 5:30 PM - JOINT WORK SESSION Forest Grove, Cornelius & School Board FG SCHOOL OFFICE, 1728 MAIN ST 7:15 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Nyuzen Delegation Sayonara Dinner 6pm - Comm Aud (RSVP)	Complete Count Comm Rogers Room 6PM			
<i>Rippe return</i>		HLB 6:30pm				
<i>Nyuzen Student Delegation Visit - October 26 - 30</i>			<i>Nyuzen Departs</i>			Merchant Event 4pm

Nov-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					FGS&CC 1st Friday	Mayor's Ball FGS&CC 6pm
3		5	6	7	8	9
	Planning Comm 7pm	CCI 5:30pm	Municipal Court Sister Cities Mtg 4:45pm Rural Fire Board Mtg 6pm	EDC Noon		
10	CITY OFFICES CLOSED	12	13	14	15	16
		CITY COUNCIL MEETINGS 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm-6pm, Comm Aud	Police Station Public Open House 5pm, Comm Aud		<i>Rippe out</i>
		Library Comm 6:30pm				
17	Chamber Luncheon	19	20	21	22	23
	Planning Comm 7pm	Western WC Fire Task TBD	Municipal Court P&R 7am CFC 5:15pm	PAC 5pm Sustainability 6pm Police Open House 6pm		
<i>Rippe out Nov 16 - 24</i>						
24	CITY COUNCIL MEETINGS 5:30 PM - WORK SESSION(S) 6:45 PM - Council Holiday Greeting 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	26	27	28	29	30
		HLB 6:30pm	PSAC moved to 12/4	CITY OFFICES CLOSED	CITY OFFICES CLOSED	
<i>Rippe return</i>					Tree Lighting	

Dec-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		3	4	5	6	7
	Planning Comm 7pm	CCI 5:30pm	Municipal Court PSAC 7:30am Rural Fire Board Mtg 6pm	LOC Training Municipal Fundamentals 1pm- 5pm, Comm Aud EDC Noon	FGS&CC 1st Friday	Holiday Parade 5pm
8	CITY COUNCIL MEETINGS 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	10	11	12	13	14
		Red Cross Blood Drive 1pm-6pm, Comm Aud Library Comm 6:30pm		State Public Notary Seminar (Free) 1pm-4pm, Comm Aud		
15	Chamber Luncheon	17	18	19	20	21
	Planning Comm 7pm	Western WC Fire Task TBD HLB 6:30pm	Municipal Court P&R 7am CFC 5:15pm	PAC 5pm Sustainability 6pm		
22	NO CITY COUNCIL MEETING	24	25	26	27	28
		Red Cross Blood Drive 1pm-6pm, Comm Aud HLB moved to 12/17	CITY OFFICES CLOSED	Sustainability moved 12/19		
29	JWC WTP Expansion Dedication 10:30am-2pm, Fernhill Rd	31				
		Library Closes at 5pm				

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A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

**MONDAY, OCTOBER 28, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET**

- 5:30 PM JOINT WORK SESSION: COUNCIL, CORNELIUS & FG SCHOOL BOARD OF DIRECTORS (Refer to separate Agenda)**
- 7:15 PM CITY COUNCIL REGULAR MEETING**
- 9:15 PM URBAN RENEWAL AGENCY MEETING**

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

VACANCY
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.

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

5:30

JOINT WORK SESSION:

Forest Grove City Council, City of Cornelius City Council and Forest Grove School Board of Directors

The City Council will convene at the Forest Grove School District, 1728 Main Street, to conduct the following joint session. The public is invited to attend and observe the session. The Council will take no formal action during the session. ***(Refer to separate agenda)***

7:15

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

(PowerPoint Presentation)
Gregory Robertson, Public Works
Director

7:20

5. A.
 - *2019 Watershed Timber Harvest Update, Scott Ferguson & Barry Sims, Trout Mountain Forestry Consultants*

(PowerPoint Presentation)
Gregory Robertson, Public Works
Director

7:40

5. B.
 - *Hawthorne Drainage and Forest Glen Park Slide Stabilization Projects*

(PowerPoint Presentation)
Eddie Littlefield, Light AND Power
Services Manager
Keith Hormann, Light and Power
Director

7:50

5. C.
 - *Energy Conservation Programs*

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

8:05

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-13 AUTHORIZING TO RENAME A ROADWAY SEGMENT FROM 15TH AVENUE TO 15TH PLACE; APPLICANT: CITY OF FOREST GROVE; FILE NO. 311-19-000024-PLNG**

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

8:20

7. **RESOLUTION NO. 2019-55 AUTHORIZING CITY MANAGER TO EXECUTE DEDICATION DEED FOR PUBLIC STREET RIGHT-OF-WAY IN GALES CREEK TERRACE DEVELOPMENT; FILE NO. 311-19-000026-PLNG**

(PowerPoint Presentation) Anna Ruggles, City Recorder Jesse VanderZanden, City Manager	8:30	8. <u>RESOLUTION NO. 2019-56 OF THE CITY COUNCIL AUTHORIZING TO FILL A CITY COUNCIL VACANCY, TERM EXPIRING NOVEMBER 2022.</u>
City Councilors	8:45	9. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	9:00	10. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	9:05	11. <u>MAYOR'S REPORT:</u>
	<u>9:10</u>	12. <u>ADJOURNMENT:</u>
	<u>9:15</u>	<u>URBAN RENEWAL AGENCY MEETING:</u> The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium to conduct an Urban Renewal Agency Meeting. (<i>Refer to separate agenda</i>)

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 October 14, 2019.
 - B. Accept Community Forestry Commission Meeting Minutes of September 18, 2019.
 - C. Accept Library Commission Meeting Minutes of September 10, 2019.
 - D. Accept Parks and Recreation Commission Meeting Minutes of September 18, 2019.
 - E. Accept Public Arts Commission Meeting Minutes of September 12, 2019.
 - F. Accept Public Safety Advisory Commission Meeting Minutes of April 24 and July 24, 2019.
 - G. Accept Sustainability Commission Meeting Minutes of May 23, July 25 and August 22, 2019.
 - H. Accept Resignation on Planning Commission (Sebastian Lawler, Term Expiring December 31, 2021, Appointed 02/14)
CERTIFICATE OF APPRECIATION.
 - I. Endorse New Liquor License Application (Limited-On Premises Sales) for Bella Donna's Bistro & Patisserie (Applicant: Donna Gustafson)

Meeting of the Board of Directors
1728 Main Street | Forest Grove, OR 97116

October 28, 2019 – Work/Regular Session Agenda

Persons having questions about or requests for special needs and accommodation should contact the Superintendent's Office at the Forest Grove School District, 1728 Main Street, Forest Grove, OR 97116, 503-359-2406 or TDD 503-359-2518. Contact should be made 48 hours in advance of the event.

JOINT MEETING

FOREST GROVE SCHOOL DISTRICT BOARD OF DIRECTORS
CORENLUS CITY COUNCIL
FOREST GROVE CITY COUNCIL

5:30 p.m. BOARD AND COUNCIL DINNER | SOCIAL

6:00 p.m. REVIEW STUDENT SUCCESS ACT (SSA)

6:15 p.m. GROUP WORK

Questions for Discussion in small groups

6:35 p.m. GROUP SHAREOUT

7:00 p.m. ADJOURN JOINT SESSION

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URBAN RENEWAL AGENCY MEETING AGENDA

**MONDAY, OCTOBER 28, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET**

9:15 PM URA REGULAR MEETING

PETER B. TRUAX, DIRECTOR BOARD CHAIR

VACANCY
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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FOREST GROVE URBAN RENEWAL AGENCY AGENDA
OCTOBER 28, 2019
Page 2 of 2

- 9:15**
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 Executive Session (Real Property) Meeting Minutes of September 23, 2019.
 - B. Approve Urban Renewal Agency Regular Meeting Minutes of September 23, 2019.
 4. **ADDITIONS/DELETIONS**:
 5. **PRESENTATIONS**: None
 6. **URA RESOLUTION NO. 2019-09 APPROVING AN AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD TERRITORY OF LESS THAN ONE PERCENT TO THE FOREST GROVE URBAN RENEWAL AREA BOUNDARY**
 7. **ADJOURNMENT**:

9:20

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

9:30

3A



A place where families and businesses thrive.

Monday, October 14, 2019
City Council Regular Meeting Minutes **7:00 p.m., Community Auditorium**

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: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1 (Death of Council President Thomas (TJ) Johnston, Term Expiring November 2022).

MOMENT OF SILENCE:

Mayor Truax called for a moment of silence honoring Council President Thomas (TJ) Johnston who died on October 14, 2019. Mayor Truax shared a poem and referenced the press release announcing that Council President Johnston lost his battle with acute myeloid leukemia after undergoing approximately two months of treatment. Johnston worked for nearly 30 years as a Forest Grove Police Officer, retiring as a Police Sergeant on July 12, 2001. Johnston was elected as a Forest Grove City Councilor in 2002 and was re-elected in 2006, 2010, 2014 and 2018. Johnston was appointed as Council President and served in that capacity since 2009. Mayor Truax announced Johnston's funeral will be held Monday, October 28, 2019, beginning at 10:30 a.m., at Visitation of the Blessed Virgin Mary Catholic Church, 4285 NW Visitation Road, Verboort, Oregon.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; J. F. Schutz, Police Chief; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Colleen Winters, Library Director; Nathan Jones, Youth Service Librarian; and Anna Ruggles, City Recorder.

1. A. EMPLOYEE RECOGNITIONS:

- Police Chief Schutz administered the Oaths of Office to Matthew Smith, who was promoted to Police Captain, and Frank McGrew, who was promoted to Police Sergeant. Samuel Younce, Police Officer, was unable to attend.
- Mayor Truax and Winters presented a Certificate of Appreciation honoring

Vicky Cook, Library Associate, for 30 years of dedicated and exceptional service to the City.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

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- A. Approve City Council Regular Meeting Minutes of September 9, 2019.
- B. Approve City Council Work Session (Neighborhood Mixed-Use Zoning District) Meeting Minutes of September 23, 2019.
- C. Approve City Council Regular Meeting Minutes of September 23, 2019.
- D. Accept Community Forestry Commission Meeting Minutes of June 19, 2019.
- E. Accept Historic Landmarks Board Meeting Minutes of August 27, 2019.
- F. Accept Planning Commission Meeting Minutes of August 19, 2019.
- G. Accept Resignation on Economic Development Commission (James Draznin, At-Large, Term Expiring December 31, 2021, Appointed 02/14). *Item Removed*
- H. Community Development Department Monthly Building Activity Informational Report for September 2019.

MOTION: Councilor Valfre moved, seconded by Councilor Wenzl, to approve the Consent Agenda as amended. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote.

3. G. ACCEPT RESIGNATION ON ECONOMIC DEVELOPMENT COMMISSION (JAMES DRAZNIN, AT-LARGE, TERM EXPIRING DECEMBER 31, 2021)

Rippe removed the above-noted item from the Consent Agenda and presented a Certificate of Appreciation honoring James Draznin for this dedicated service and exceptional leadership on the Economic Development Commission, noting Draznin was appointed 02/14.

4. ADDITIONS/DELETIONS:

Uhing requested adding to the Council Agenda a Proclamation proclaiming October 2019, as National Farm To School Month, noting the proclamation is being presented at the request of the Sustainability Commission.

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to approve adding the above-noted Proclamation. COUNCIL VACANCY: 1. MOTION CARRIED 6-0 by voice vote.

4. A. PROCLAMATION:

Uhing publicly read the Proclamation proclaiming October 2019, as “*National Farm To School Month*”, in Forest Grove. Uhing presented the Proclamation to Amber Nieves, Chair, who accepted the Proclamation on behalf of the Sustainability Commission.

5. PRESENTATIONS:

5. A. Family Justice Center

Toni Loch, Executive Director, and Lee Dobrowolski, City of Hillsboro Police Chief, presented an overview of the Family Justice Center of Washington County and distributed various handouts, noting the Family Justice Center (FJC), a private nonprofit, is the convener and facilitator for services to victims of domestic violence for Washington County. Loch reported the FJC is celebrating its one year anniversary on March 26th, noting 263 services have been provided to Forest Grove residents in their first year of operation, and 343 services since they opened until present. In conclusion of the above-noted presentation, Loch and Dobrowolski addressed various Council inquiries pertaining to its location and accessibility, noting Forest Grove is the 4th highest in utilization of the FJC.

5. B. Library Summer Reading Program Update

Jones and Winters presented a PowerPoint presentation snapshot of the 2019 Library Summer Reading Program, noting 1,267 readers participated in the program in 2019. Jones and Winters highlighted readership statistics and evaluations of the program. In conclusion of the above-noted presentation, Jones and Winters addressed various Council inquiries pertaining e-books, outreach efforts, evening scheduling and bus service.

6. CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-12 ACCEPTING THE UPDATE TO THE CITY OF FOREST GROVE HOUSING NEEDS ANALYSIS AND AMENDING THE TEXT OF THE FOREST GROVE COMPREHENSIVE PLAN TO ADD THE 2019 HOUSING NEEDS ANALYSIS UPDATE AS A TECHNICAL APPENDIX; FILE NO. 311-19-000016-PLNG

The first reading of Ordinance No. 2019-12 by title occurred at the Council meeting of September 23, 2019.

Staff Report:

Riordan presented the above-proposed ordinance for second reading, noting staff had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of September 23, 2019, 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 Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of September 23, 2019.

VanderZanden read Ordinance No. 2019-12 by title for second reading.

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Valfre, Uhing, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

7. RESOLUTION NO. 2019-52 CONSENTING TO THE TRANSFER OF CONTROL OF THE FRANCHISEE AND OF THE CABLE FRANCHISE GRANTED TO FRONTIER COMMUNICATIONS CORPORATION TO NORTHWEST FIBER, LLC, WITH CONDITIONS

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is consenting to the transfer of control of franchisee and of the cable franchise granted to Verizon Northwest, Inc., in 2017, and transferred to Frontier Communications Corporation in 2009, and now to Northwest Fiber, LLC, with conditions. Downey reported the Metropolitan Area Communications Commission's (MACC) Board of Commissioners at its meeting held on October 1, 2019, approved a resolution recommending each affected jurisdiction, who is a member of MACC, approve the transfer, noting MACC manages the television cable franchises for the City. In conclusion of the above-noted staff report, Downey advised staff is recommending Council approve the attached resolution as outlined in Exhibit A, noting the City Attorney's Office, who also represents MACC, prepared the City's proposed resolution.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-52.

VanderZanden read Resolution No. 2019-52 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Rippe, to approve Resolution No. 2019-52 Consenting to the Transfer of Control of the Franchisee and of the Cable Franchise Granted to Frontier Communications Corporation to Northwest Fiber, LLC, with conditions.

Council Discussion:

In response to Rippe's concerns pertaining to the transfer of control, Downey advised Northwest Fiber will be assuming the existing operations, noting staff is not expecting any fiscal impact from the transfer as Northwest Fiber would still be required to pay the franchise fees. In addition, Downey introduced Jessica Epley, Government and External Affairs Manager, Frontier Communications, who was present to address questions, noting Northwest Fiber is essentially substituting itself for Frontier in all aspects of the existing cable franchise agreement only.

Mayor Truax added that Larry Hatch, MACC Board of Director, city's representative, had no concerns with approving the transfer.

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

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

8. RESOLUTION NO. 2019-53 AUTHORIZING THE EXPENDITURE OF DEPARTMENT OF HOMELAND SECURITY GRANT FUNDS IN THE GENERAL FUND FOR A FIREFIGHTER POSITION IN THE FOREST GROVE FIRE DEPARTMENT

Staff Report:

Fire Chief Kinkade and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing expenditure of Department of Homeland Security (DHS) grant funds in the General Fund for a firefighter position in the Fire Department. Downey reported the City received a three-year grant under the Fire SAFER grant to employ a firefighter position, noting the City and Forest Grove Rural Fire Protection District will share the match of \$30,750 for the first and second 12-month period and \$79,950 for the third 12-month period. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting staff finds accepting the grant will not negatively affect the five-year projections as the Fund Balance in the General Fund at July 1, 2019, was higher than projected.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-53.

VanderZanden read Resolution No. 2019-53 by title.

MOTION: Councilor Wenzl moved, seconded by Councilor Rippe, to adopt Resolution No. 2019-53 Authorizing the Expenditure of Department of Homeland Security Grant Funds in the General Fund for a Firefighter Position in the Forest Grove Fire Department.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

9. **RESOLUTION NO. 2019-54 AUTHORIZING THE EXPENDITURE OF DEPARTMENT OF HOMELAND SECURITY GRANT FUNDS, CITY OF FOREST GROVE (CITY) FUNDS, AND PAYMENTS FROM OTHER PARTICIPATING AGENCIES FOR THE PURCHASE OF SELF-CONTAINED BREATHING APPARATUS AND RELATED EQUIPMENT**

Staff Report:

Fire Chief Kinkade and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the expenditure of Department of Homeland Security Grant Funds, City of Forest Grove Funds, and Payments from other participating agencies for the purchase of self-contained breathing apparatus and related equipment. Downey reported the City received the grant with \$2,726,364 in Federal Funds and a requirement of \$272,636 in matching funds from the participating agencies for a total of \$2,999,000. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the City and Forest Grove Rural Fire Protection District will share the match of \$17,000.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-54.

VanderZanden read Resolution No. 2019-54 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Wenzl, to adopt Resolution No. 2019-54 Authorizing the Expenditure of Department of Homeland Security Grant Funds, City of Forest Grove (City) Funds, and Payments from other Participating Agencies for the Purchase of Self-Contained

Breathing Apparatus and Related Equipment.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

10. CITY COUNCIL COMMUNICATIONS:

Rippe reported attending the League of Oregon Cities Conference and attending various community-related events. In addition, Rippe reported on upcoming meetings he was planning to attend.

Thompson reported attending Community Forestry Commission (CFC) meeting, noting CFC is submitting an application to the Oregon Department of Forestry for a Hiroshima Peace Tree for planting in Forest Grove. In addition, Thompson reported on upcoming meetings he was planning to attend.

Uhing had nothing to report.

Valfre reported the Forest Grove Library held the dedication of the Ginsburg Memorial Garden on October 11, 2019, and is preparing for its 110th Anniversary. Valfre reported attending the League of Oregon Cities Conference and attending other various community-related events. In addition, Valfre reported on upcoming meetings he was planning to attend.

Wenzl announced the Mayor's Ball will be held Saturday, November 2, 2019, 6pm, at Forest Grove Senior and Community Center. Wenzl reported attending various community-related events. In addition, Wenzl reported on upcoming meetings she was planning to attend.

11. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported attending the League of Oregon Cities Conference. In addition, VanderZanden reported on various department-related activities and projects.

12. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax provided a brief update on his upcoming trip to Washington, D. C. with the League of Oregon Cities and provided insight of the benefits of hiring a lobbyist for federal government grants. In addition, Mayor Truax

reported on various local, regional, Metro, and Washington County-related matters of interest and meetings he attended, upcoming community-related events, and upcoming meetings and events he was planning to attend.

13. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:05 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3B

APPROVED



Community Forestry Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
September 18, 2019
Page 1 of 2

Members Present: Mark Nakajima, Chair – Bruce Countryman – David Hunter – Lance Schamberger

Members Absent: Michael Howell, Jen Warren

Staff Liaison: Dan Riordan – present

Council Liaison: Ron Thompson - present

Student Advisor: Declan Lynch - present

Call to Order and Role: The September 18, 2019, meeting was called to order by Chair Nakajima at 5:31 pm.

Citizen Communication: Bruce Farmer (1160 33rd Place) and Mitch Taylor in attendance.

Bruce Farmer approached the Commission for advice about an oak street tree at 1160 33rd Place. Mr. Farmer noted the tree has become an issue due to sticky residue damaging property. Mr. Farmer would like to save the tree and asked for advice. David and Lance offered suggestions for addressing the residue issue. After discussion, the Commission reached consensus to support removal of the oak tree if the residue issue persists. A replacement tree would be required.

Mitch Taylor attended the Commission to provide insight into the acorn planting project idea.

Minutes Approval: David moved and Bruce seconded a motion to approve the June 19, 2019, minutes as submitted. The motion passed unanimously.

Action Items/Discussion:

1. **Hiroshima Peace Tree Application** – The Commission discussed submitting an application to the Oregon Department of Forestry for a Hiroshima peace tree for planting in Forest Grove. The application is due by October 4th. After considerable discussion Chair Nakajima suggested the Commission defer submitting an application at this time due to the lack of time available to complete the application. The Commission expressed interest in pursuing a Hiroshima tree in the future if available.

2. Acorn Planting Project – The Commission discussed the idea of a community acorn planting project. The Commission discussed working with the Forest Grove High School as a possible project. The Commission agreed to work on this idea throughout the year.
3. Town Center Street Management Next Steps – Dan noted City Council approved a resolution on September 9th formally accepting the Town Center Street Tree Inventory and Assessment Report prepared by Oregon Tree Care. Dan provided an overview of possible next steps for managing street trees in the Forest Grove Town Center. Dan noted one approach is to include developing recommendations for street tree planting and landscaping as part of the anticipated design work for the 21st Avenue festival street urban renewal project.
4. Pacific University Tree Removal along Pacific Avenue – Dan provided the Commission with details on the street trees being removed by Pacific University along Pacific Avenue. Dan noted, the street trees are subject to the Pacific University Master Plan's street tree management plan.

Liaison Update:

Councilor Thompson updated the Commission on business before the City Council.

Member Update:

Next Meeting: September 18, 2019 at 5:30 pm at the City Auditorium.

Meeting Adjournment: The meeting adjourned at 6:33 pm by unanimous consent.

Respectfully submitted,

Dan Riordan
CFC Staff Liaison



Forest Grove Library Commission
Meeting Date – 6:30PM Tues Sep 10, 2019
Rogers Conference Room
Page 1

Library Commission approved minutes as presented on Oct 8, 2019.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday September 10, 2019.

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

Members Absent: Nickie Augustine (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph "Val" Valfre (not present)

Others: None.

2. ADDITIONS/DELETIONS to Agenda: (1) Discussed today's Foundation fundraiser at downtown Forest Grove's Bites restaurant (100% of profits). (2) Last meeting for Matthew Hampton, student member of the Library Commission.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Aug 22, 2019:

MOTION: Valyrie moved, seconded by Elizabeth, to approve the Aug 22, 2019 minutes as presented. **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 will meet next Monday evening.

b) The Foundation board continued efforts related to the **Memorial Garden Project** and the **Ginsburg Memorial**. Hired contractor to work on the garden. The plant list is done. Seems like time is getting short, but optimism is high.

c) The dedication ceremony for the Memorial Garden is planned for Fri Oct 11, 2019 at 5:30pm. A nice event will be held inside the library after the dedication with catered food and grand piano, etc. Will have nice engraved invitations.

d) 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) The Friends Board will meet Wed September 11 from 5:30 to 6:30pm.
- b) They fund the Cultural Series. Bob and Jim of the library staff will check in with the Friends Board on the Cultural Series.
- c) Gearing up for the Fall Used Book Sale week in October. Lots of books!
- d) Angela Mooney will join the Board.
- e) The Friends Board will help fund the Foundation's Garden Memorial project.
- f) 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) No comments this month.

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

- a) Willy Vlautin event evening to be held Thurs Oct 3, 2019. Catered reception 5-6:30pm, by invitation. Willy Vlautin's talk starts at 6:30pm.
- b) City Council meeting Mon Oct 14. Will honor Vicky of library staff around 7:15pm for her 30 years of service to the library. Also, Nathan & Jillian will discuss Summer Reading Program results.
- c) Better Angels. Jim Moore meeting at Pacific. Combine efforts, joint project – Feb or Mar 2020.
- d) Oregon Battle of the Books (OBOB). The library is getting some free books and has also received a grant.
- e) New library patron service – Faxing (that is, ability to send faxes).
- f) Colleen attended a meeting of the state library directors recently. Main topic was on the upcoming census. Concerns about accurate count. Hope libraries provide help and space for a volunteer desk for questions. Will hear more about this later.
- g) Attended presentation by Multnomah County Library. Their Foundation-like organization has raised a great deal of money recently. They seem to want to fund programs that they want to support.

6. DISCUSSION OF ITEMS:

- a) Bob A. of the library staff talked with the Library Commission. He is now a full-time employee. Also working on adult programming, and local history projects.
Library needs to continue connecting with the community. Service, programs, and needs of the community lead to decisions made about new adult programming. 2020 plans in work.

Near horizon programming and activities include:

- (1) Sat Nov 7 – Death Café – talk about death and dying 2-4pm.
- (2) Better Angels – bring community together. Communication issues.
- (3) Build on community desire to read books – Scandinavian fiction. What makes these books so appealing?
- (4) Kenneth Coleman book – “Dangerous Subjects”.
- (5) Hoping to bring several authors in to our library for special events
- (6) Music programs
- (7) Misc. programs – Escape Room, follow-up from last year’s
- (8) Personal historic/Genealogy – family history
- (9) Facebook posts
- (10) Local history collection.

b) Fourth week: 3-hr Anniversary Party with various events planned – to be held Sat Oct 26, 2019 – 1 to 4pm (This also last day of used book sale at the other end of the library, so this will be a busy day!). Community can participate during the party: contests, events, activities, etc. (Some other events during the month are by invitation only.) Methods discussed to publicize this event. Advertise on Facebook, in newspaper, Fire Dept reader board. How to describe the month-long event? Cultural program also held during the month.

Colleen wants the Library Commission to do something. Ideas discussed:

- (1) Music – simple music desired. Barbershop quartet? Would have to pay.
- (2) Food – old food items? Bakery, caterer, what to drink? Will have more cookies, possible old types or old recipes. Not cupcakes, etc. Simple. Drinks, cups, napkins, etc.
- (3) Souvenir bookmarks and printing demonstrations. 1500 pre-made very-fancy anniversary bookmarks might cost around \$600.
 - (3b) Printing of custom bookmarks (by the fireplace).
- (4) Children’s activities – games (in the children’s area) – which ones? Marbles, Cat’s Cradle, historic pictures to color. Also 1000 pencils as souvenirs.
- (5) Historical characters: Mrs. Rogers. She will be available to talk to. What else could be at her table? What artifacts on the table? Old books, schoolbooks?
- (6) Sign a 110th Anniversary or Birthday card for the library? Colleen said she had simple ideas about how to do this.
- (7) Estimated total cost for Oct 26 party could be as much as \$1500. Will ask Friends board if they will pay, they seemed willing to do so in earlier discussion.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday October 8, 2019 at 6:30PM, in the Library’s Rogers Room.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Colleen Winters, Library Director
Jon Youngberg, minute-taker

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, SEPTEMBER 18, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 1 OF 3**

1) ROLL CALL:

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

2) CITIZEN COMMUNICATIONS: None

- 3) APPROVAL OF MINUTES: The minutes of the July 16, 2019 and the July 30, 2019 meetings were approved.**

4) ADDITION/DELETIONS: None**5) OLD BUSINESS:****a) By-Laws Sub Committee Report**

- i) Tammi and Glenn have started work on this, but are still waiting for the template so things are on hold.

b) Facility Closure Up-Date

- i) **Rogers Park** – the lock on the new restroom was vandalized and the lock set pin broke. One of better quality has been ordered and we are waiting for it to arrive.
- ii) **Forest Hills and Joseph Gale** – Someone cut the lock conduit in these restrooms, posting a note that it was a hidden camera. These restrooms automatically lock on a fluctuating time schedule. Others close at sunset.
- iii) **Aquatic Center** – The contractor started late on the locker room floors but guaranteed to finish on time. We need to be ready to go on Monday because there is a water polo game that afternoon. The small pool is looking good and the valves for the main pool have been replaced.
- iv) **“B” Street Trail** – Work continues and the trail is still closed. A large oak tree came down Monday and covered a section of the path. The home owner is having it removed.
- v) **Forest Glen** – Work continues and the park will be closed next week.

c) Park Design & Aquatic Center Design Report

- i) Place had a booth at the Farmers Market last Wednesday and provided good visuals and lots of staff to answer questions. They gathered more input into the final designs.
- ii) The display boards are renderings of the ideas taken from both the public and the commission.
- iii) SDC’s will partially fund the parks projects, but not the aquatic center.
- iv) We will have the projected costs soon and then we can prioritize.
- v) Some of the projects could be phased in we could apply for grants.
- vi) We do have partnerships for the various projects:
 - i) A.T. Smith House – Friends of Historic Forest Grove
 - ii) Stites Nature Park – Adelante Mujeres (Community Garden)
 - iii) Aquatic Center – Pacific, Forest Grove School District and the Forest Grove Swim Club

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, SEPTEMBER 18, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 3**

d) Trail Count Status

- i) Metro has hundreds of sites to count and many volunteers. This year they took the Forest Grove, Cornelius and most of Hillsboro sites off the list. They should be back on the list next year.

6) NEW BUSINESS:

a) Westside Recreation Plan Report/Update

- i) The Westside Recreation meeting last week was attended by representatives from Washington County, the regional director for the Wapato Lake project, Metro, Oregon Fish & Wildlife, Oregon Forestry, Army Corp of Engineers, Clean Water Services and others.
- ii) Each agency provided updates on their projects.
- iii) Hagg Lake had 850,000 visitors this year and plans to add a campground in the next two years. The dam decision needs to be made first, as the Cascadia fault line runs right under the dam. The favored option is to relocate Stimson and build a new dam.
- iv) Wapato Lake National Wildlife Refuge is current building bridges and developing 7 to 8 miles of trails to open next year. The trailhead is across from the Gaston market.
- v) Chehalem Ridge Nature Park will begin building next year, starting with 9 miles of trails.

7) COMMISSIONER'S REPORTS:

a) Howard:

- i) The Corn Roast and Chalk Art Festival are this Saturday.

b) Brad:

- i) The dog park looks great.

8) COUNCIL LIAISON REPORT:

a) Malynda:

- i) At the Council meeting in August the site for the Dollar General store was appealed by the public. The area is zoned neighborhood/mixed use, slated for a village center. There is no definition in the City code to define "village center", so the applicant was denied.
- ii) There will be a second reading on Monday regarding cold weather shelters and how many days they may operate. Severe weather days do not count towards the total number of days.
- iii) Councilman Johnson is having some health issues and there is a blood drive in his honor on September 30.
- iv) There will be a Sister City fundraiser on October 5. Students from our Sister City will be in town October 26 thru October 30 and host families are still needed.
- v) The League of Oregon cities will host a meeting at the end of September in Bend.

9) STAFF REPORTS:

a) Tom:

- i) We have received private donations to fund several different memorials this year.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, SEPTEMBER 18, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 3 OF 3**

b) Matt:

- i) The goats are in serious eating mode and getting the job done. The neighbors are pleased with the effort.
- ii) Play equipment donated by T.T.M. Technologies will be installed in the sand pit at Lincoln Park in mid-November. There will also be some benches and musical components.
- iii) In November we will start tearing down things in Rogers Park to get it ready for construction to begin.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, October 16, 2019 at 7:00 a.m.

11) ADJOURNMENT: The meeting was adjourned at 8:10 a.m.

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APPROVED

PUBLIC ARTS COMMISSION
Thursday, September 12, 2019
1915 Main Street
Forest Grove, OR 97116
Page 1

MINUTES APPROVED BY THE PAC ON OCTOBER 17, 2019

Commission Members Present: Linda Taylor, Emily Lux, Dana Eytzen, Michael Goetzke, Laura Frye, Pat Truax, Kathy Broom. **Excused:** Amy Tracewell and Kathleen Leatham. **Absent:** N/A. **Council Liaison:** Tom Johnston, excused. **Staff Present:** Colleen Winters, Tom Gamble. **Guest(s):** Fallon Harris, Roylene Read, Rylee Skidmore, Bryan Pohl.

1. CALL TO ORDER: By Dana Eytzen at 5:03 pm.

2. CITIZEN COMMUNICATION: N/A

3. APPROVAL OF PAC MEETING MINUTES: Mike moved to approve the August 8 meeting minutes as written, Linda seconded. Motion carried unanimously.

4. ADDITIONS/DELETIONS: Additions: 5G. The 97116 Show, 5H. Sponsorship wording

5. DISCUSSION/DECISION ITEMS:

A. Mini-Grant Application: Ghost Net Landscape- Fallon Harris: This project is a hands-on art installation scheduled in October, and is a collaboration between Pacific University, Eden Acres, and the artist Emily Miller. Ghost Net Landscape creates baskets out of discarded fishing ropes and nets (“ghost nets”). School groups and the public will participate. A \$500 mini-grant is requested to pay for supplies and Emily’s time. Discussion: Our precedent is to not pay specific artists, but to grant towards supplies and advertising. The mini-grant budget was shifted so that funds pay specifically for those things, and payment of Emily will come from elsewhere. Receipts will be provided to show this. Emily moved to accept the mini-grant as amended, using CEP funds. Pat seconded. Motion carried, unanimously.

B. Mini-Grant Application: Sidewalk Chalk Art Festival-Roylene Read presented a mini-grant for the Sidewalk Chalk Art Festival, which is in its 29th year. There are five featured artists, as well as free, public entertainment. A portion of Chalk Art’s proceeds goes to a scholarship fund for graduating FGHS students who plan to study art in college, as well as to Valley Art’s scholarship fund. Pat moved to approve the mini-grant using CEP funds. Laura seconded. Motion carried, unanimously.

C. Mini-Grant Application: Gateway Film Festival-The Gateway Film Festival is a community film event/contest put on by media arts students at Pacific. It is planned in the spring, and will be executed in the fall. Participants are high school and college students ages 14-24, who submit films to a panel of judges. Accepted films are screened at The Forest Theatre. This festival was advertised heavily to students last year, and this year it is a priority to attract more community members. Applications are open internationally. Out of seventy submissions, twenty will be screened. This event will be free to the public but accepts donations. Pat moved to accept the mini-grant as amended, using CEP funds. Emily seconded. Motion carried, unanimously.

D. URA Public Art Installation Process: Bryan Pohl-Bryan, Pat, and Dana met to discuss the sculptural banner poles. Photos were shared of the existing poles, as well as potential locations. The existing banner poles cannot be altered or replaced due to overhead utilities. The exact location of the new poles is not needed to proceed with sending out the call for art. Information will be gathered from city engineers regarding requirements for the cost of bases, which will give artists more budgetary insight. Colleen will contact the City of Tigard, as they recently executed a similar project to see about comparative costs. A scoring system will be created and provided to applicants addressing specific areas to give artists an outline of what, precisely, they will be scored on so that the final choices are defensible. Pat moved to approve the general call for art, which will include the scoring guide and criteria, and cost

of bases. Emily seconded. Motion carried, unanimously. Future discussion: When thinking about this initial call, it is important to consider long-term goals and themes. Will these URA acquisitions be connected or will they be independent of each other?

E: URA Public Art Proposal: Reviewed. Laura moved to approve the URA Banner Pole Proposal. Michael seconded. Motion carried, unanimously.

F. Strategic Plan Objectives Updates:

a. Advertising Campaign: Art Contest-Many flyers were passed out during the Farmers Market on September 4. A Facebook event will also be created, then an ad will be generated from the event to gather more participation. Bilingual posters went to all art educators that previously received art Valentines, arts professors from Pacific, and was also delivered via the utility bill to residents this week. A score sheet will be created to judge submissions.

G. The 97116 Show: The upcoming 97116 Art Show has received requests from sculptors wanting to participate with 3D artwork, which the current venue cannot accommodate. Since pop-up art shows are part of the PAC's strategic plan, would the PAC like to host a "sculpture annex pop-up show" at the city auditorium? Emily will help organize, but will not be able to be present at the show due to organizing 97116. Linda, Laura, Michael, Kathleen, and possibly Kathy volunteered to form the subcommittee and will work out a schedule to oversee the event. A call for art will be drafted that is similar to that of the indoor Art Bizarre.

H. Sponsorship Wording: Wording for the PAC Sponsorship form will be changed to state that the application is due two weeks prior to the PAC meeting, and applicants must attend the meeting at least the month before the event.

6. INFORMATION ITEMS:

A. Finance Report: Reviewed. No significant changes to note.

B. Tualatin Riverkeepers Mural Project: Colleen spoke with the new project contact, and in the spring someone will visit the commission to discuss the details of commissioning a new mural for a storm drain in Forest Grove. Tualatin Riverkeepers will provide the funding, and the PAC will facilitate the call for art and decide on the artist.

7. COMMISSIONER COMMUNICATIONS:

- Linda: Green Grove Cohousing will host a Harvest Open House on Sunday, September 22, from 1-5pm. The cider will be pressed from 1-2pm.

8. STAFF COMMUNICATIONS:

- Colleen: The dedication for the Ginsburg Memorial Garden will be on Friday, 10/11/19. Saturday, 10/26/19, will be a birthday party from 1-4pm in celebration of the library's 110th year.
- Tom: Schematic designs for three parks are being developed with the potential for multiple sculpture installations. Locations include the A.T. Smith House, Lincoln Park, and Stites Park. Tom also provided an update on Councilor Tom Johnston.

9. COUNCIL LIAISON COMMUNICATIONS: N/A

10. ADJOURNMENT: Meeting adjourned by Dana Eytzen at 6:46pm.

Respectfully Submitted by Emily Lux.

BT

APPROVED

PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
April 24th, 2019

Minutes approved by Public Safety Advisory Commission on 7/24/2019

1. ROLL CALL

Meeting called to order by Jayne Cravens.

Members Present: Anne Niven, Jayne Cravens, Glenn VanBlarcom, Drue Garrison, and Jeffrey Boivin

Members Absent: Tom Epler

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

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

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS:

4. APPROVAL OF MINUTES-

MOTION TO APPROVE JANUARY, FEBRUARY and MARCH MEETING MINUTES. Moved by Anne Niven, seconded by Jeffrey Boivin. **Unanimous.**

5. ADDITIONS/DELETIONS:

6. STAFF REPORTS

Police Department- Chief Schutz discussed the Police Memorandum for April 17th, 2019. Additionally, the department is currently getting feedback on the workload analysis which is the first step in creating a strategic plan. All officers will eventually be equipped with body worn cameras.

Fire Department – No Chief report this month due to budget season. Chief Kinkade discussed the Fire Task Force and the foundational principles. These principles will be used as the guiding document and has been approved. Currently there are three levies for Cornelius Rural, City of Cornelius and Gaston Rural.

AFG grants for diesel extraction system for Cornelius, Forest Grove, and Gaston were awarded and the work will begin soon.

This summer, the department will go through an ISO rating which directly affects citizen's fire insurance premiums. Currently in the city limits, ISO rating is a 4. The goal is to get down to a 3 or 2.

A new station alerting system will soon be installed.

City Council- A contractor did an analysis of cost of service for Light and Power. The analysis showed that there is a need to increase rates in the next seven years.

Boards and Commissions reforms have been voted on by Council and all changes have been approved. A handout was provided to the commission members with the changes.

The City signed a two year contract with a tourism coordinator. Consultants are currently developing designs for three parks in town.

The City applied for a growth management analysis of Highway 8 from Cornelius to Oak Street, this includes the Yew Street intersection.

ODOT is looking at a contextual matrix to set speeds and give cities and counties more jurisdictions to set speeds in areas based on context.

7. **NEW BUSINESS**

Community Facebook Page- Roundtable discussion regarding the community page and the outreach from Fire and Police.

Meeting Time/Frequency- MOTION TO COMBINE NOVEMBER AND DECEMBER MEETINGS TO ONE MEETING ON DECEMBER 4th. Moved by Glenn VanBlarcom, seconded by Drue Garrison. **Unanimous.**

Annual Resident Survey- This survey happens every two years. Typically there is a poor response rate. More to discuss in the fall.

Upcoming Public Safety Events- Jayne briefed the group on the email of safety events that she sent out prior to the meeting.

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

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant

Minutes approved by Public Safety Advisory Commission on August 28th, 2019**1. ROLL CALL**

Meeting called to order by Jayne Cravens.

Members Present: Anne Niven, Jayne Cravens, Drue Garrison, and Jeffrey Boivin

Members Absent: Tom Epler, Glenn VanBlarcom

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

Others Present: Michael Kinkade, David Nemeyer, Kara Finn and Michael Hall.

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS:**4. APPROVAL OF MINUTES-**

MOTION TO APPROVE APRIL MEETING MINUTES. Moved by Jeffrey Boivin, seconded by Anne Niven. **Unanimous.**

5. ADDITIONS/DELETIONS:**6. STAFF REPORTS**

Police Department- The PD report was emailed out prior to the meeting. Every open position has a job offer on it. North Plains' transition to Washington County helped with the hiring process (lateral position opportunities). Background and psych tests are a struggle for the younger generation. The department has moved to an 8-10 8-10 work schedule, which has improved morale.

Fire Department – The Fire Chief report was sent out prior to the meeting. The recent Woman's Fire Bootcamp was discussed.

City Council- The fiscal year 19-20 budget was passed. There was a work session on the economic development strategic plan. At the next council meeting there will be a resolution to adopt the economic development plan.

Police facility work session- The cost is now below 20 million. The goal is still to put it on the May ballot. Architects are planning the new building for growth through 2050 and are looking at creative ways to expand the building

space. There will be an outreach and public education aspect that is currently being worked through.

The City is working with ODOT on a highway improvement project between Cornelius city limit and Oak St/Yew St.

A summer construction list in Forest Grove was handed out to the commission.

The Fire Task Force continues to meet in regards to fire services in the western part of Washington County.

On both federal and state levels, there is work on redoing the methodology and moving to a matrix regarding type of road and neighborhood which will allow more flexibility in changing speed zones.

7. **NEW BUSINESS**

PD Open House- Approximately 80 attendees. The feedback was good. Many seemed shocked at the layout and size of the building.

Work Session Link Reminder- Jayne Cravens referred to the mail she sent out with links to all the different work sessions.

National Night Out- Lauren Quinsland will reach out if she needs any additional assistance. The plans look to be locked in. Roundtable discussion regarding finding vendors due to competition with surrounding communities.

Dollar General Development- The planning commission approved the permit. It has been appealed and is a quasi-judicial hearing on August 12th.

Bike Safety Websites- Jayne Cravens shared bicycle safety resources via email prior to the meeting. Roundtable discussion regarding forming a work session to go over the transportation plan that the City of Forest Grove has in place. Suggestions on reaching out to individuals such as Mitch Taylor, Chamber of Commerce, and Greg Robertson to assist.

8. **ANNOUNCEMENT OF NEXT MEETING** – August 28th, 2019 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant



A place where families and businesses thrive.

**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, MAY 23, 2019 – 6:00 P.M.**

MEETING MINUTES Approved by Commission on July 25, 2019.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:01 PM.

Sustainability Commission Present:

- | | |
|------------------|----------------------|
| Amber Nieves | Johanna Peeters Weem |
| Fallon Harris | Tabitha Merten |
| Kenneth Cobleigh | Robin Lindsley |

Absent, Excused: Lilly Meek, Jacob Rose

Council Liaison: Elena Uhing

Staff: Elizabeth Stover, Program Coordinator; Paul Downey, Finance Director

Guests: Teva Needleman, Pacific University

1. **COMMUNITY COMMUNICATIONS:** Needleman updated the Commission on the Bees and Trees event at Pacific University. Councilor Uhing inquired if Needleman’s liaison position will be filled; no grant money available to retain position. Free Food Resources project will continue to be developed. Michelle Larkin will continue to be the main contact at Pacific University in relation to the Sustainability Commission.
2. **COMMISSIONER COMMUNICATIONS:** Cobleigh announced the CEP award for the Sustainability Commission is \$4,250. Merten raised awareness with the Commission about Adelante Mujeres’s Community Supported Agriculture program. Harris will be traveling over the summer and will miss meetings in June and July. Nieves will not be available for June’s meeting. Councilor Uhing and Downey provided information that some commissions do not have summer meetings. Lindsley announced that June 1, Dairy Creek will award Harvest Team Leaders.
3. **CONSENT AGENDA:** Harris requested change to agenda that Pacific University was looking for a certified bee and tree campus designation. Harris moved to approve the minutes, Merten second; unanimous.
4. **ADDITIONS/DELETIONS:** None.
5. **LITTER PICK UP EVENT:** Discussion regarding Commissioner communications; staff to send out general reminder letters to all Boards & Commissions to clarify conduct, possibly training sessions for new Commissioners. Councilor Uhing stated the Earth Day Litter Pick Up event was a success, and the City is interested in coordinating with the Commission, Clean Water Services, and Waste Management for future clean up events. Need clarity on what all parties’ goals are for these events. The subcommittee will meet to discuss needs before the July Sustainability Commission meeting.

6. **SCHOOL GARDENS:** Harris update: Eden Acres Environmental Education has signed a contract with the Forest Grove School District to fund a School Garden Coordinator position. They will pilot with Cornelius and Harvey Clarke for first grade, then all first graders, then all first, third, and fifth grade students. Two books that will be utilized for the curriculum will be requested via the grant awarded to the Dairy Creek Food Web for Children's Gardening Books. Opportunities for engagement as a volunteer to water, weed, and harvest the gardens during the summer.
7. **ANTI-POVERTY WORKGROUP:** No updates; no Commissioners in attendance. Harris and Merten volunteered to be liaisons to the workgroup.
8. **WORK PLAN:** Nieves outlined projects for the summer and fall including writing articles for the News Times, the City website, and Facebook. PlanetCon volunteer opportunities are also available for June 1. Articles will be:
 - Toilet Rebate in June – Nieves
 - Neighborhood Food Gardens in July – Lindsley
 - Solar Energy in August – Peeters Weem
 - Harvest Season and Food Preservation in September – Harris
 - Litter Pick Up in October – Merten
9. **COUNCIL LIAISON REPORT:**
 - May 28, 2:00pm-3:30pm downtown parking study conversation, seeking stakeholder feedback.
 - May 29 at 5:30pm is the final round for Health Care in Forest Grove Forums.
 - June 15, Adelante Mujeres Fiesta of Hope between Main and 21st Streets.

Councilor Uhing thanked Peeters Weem for bringing the Aquatics Center dress code policy to the Council's attention. Staff will bring the solid waste discussion. Downtown Street Trees Assessment is complete. Uhing discussed opportunities for the Commission to update bylaws, e.g., specifics regarding meeting frequency, student reports, number of members. Commission will need to focus on tracking and reporting information on mini-grants related to equity, as well as define the criteria when awarding any amount over \$500. The third Latino Forum is the responsibility of the CCI; Uhing suggests the Sustainability Commission could volunteer to help CCI in the organization of the next event. Uhing also discussed the Sustainability Commission's role in supporting the Council's Goals & Objectives: solar arrays; homelessness; advising on the interests of Forest Grove in local, state, and national affairs; and the City's sesquicentennial. The Commission will need to clearly define the role and relationship with the Pacific University liaison. Nieves moved to cancel June's Commission meeting, Harris second; unanimous.

10. **STAFF REPORT:** Update regarding the process of supporting/advocating: the Commission can support legislation if they are not supporting on behalf of the City. Discussion regarding how the Council has historically handled advocating and endorsing. Light & Power representative can give an abbreviated presentation regarding the solar array study to the Commission. A draft ordinance will be brought to Council regarding commercial food waste in June or July.

11. FUTURE AGENDA TOPICS: Staff to begin discussion regarding Metro's food waste ordinance in May, the solar panel study results are not in yet but getting close.

- Commission bylaws
- Assignments and projects from Council
- Solar Array presentation from Light & Power
- Pacific University liaison
- Toilet Rebate article – Nieves
- PlanetCon summary
- Latino Summit update – Uhing
- DEI definitions – Uhing

12. ADJOURNMENT: Nieves adjourned the meeting at 7:49pm.

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

Approved by the Forest Grove Sustainability Commission: Date: 7/25/19

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A place where families and businesses thrive.

**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, JULY 25, 2019 – 6:00 P.M.**

MEETING MINUTES Approved by Commission on 8/22/19.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:01 PM.

Sustainability Commission Present:

Amber Nieves

Jacob Rose

Kenneth Cobleigh

Johanna Peeters Weem

Tabitha Merten

Robin Lindsley

Absent, Excused: Lilly Meek. Fallon Harris

Council Liaison: Elena Uhing

Staff: Elizabeth Stover, Program Coordinator; Paul Downey, Finance Director

Guests: Troy Vennewitz, Forest Grove School District/Sodexo

1. **COMMUNITY COMMUNICATIONS:** None.
2. **COMMISSIONER COMMUNICATIONS:** Cobleigh announced the City awarded him \$5000 to complete the trail at Thatcher Park. Lindsley commented that first model of neighborhood gardens is complete.
3. **CONSENT AGENDA:** Nieves moved to approve the minutes, Merten second; unanimous.
4. **ADDITIONS/DELETIONS:** None.
5. **MINI-GRANT REQUEST:** Troy Vennewitz from Forest Grove School District/Sodexo submitted a mini-grant request for a milk dispenser at Tom McCall East. Merten inquired about the success of the program specific to waste reduction; Vennewitz reported that there were 105,000 fewer milk cartons. Feedback was positive. Rose asked about cost savings to the school or Sodexo; Vennewitz states there is not a big cost savings, but the positive environmental impact was significant. Cobleigh suggested to reduce the amount awarded based on the total grant funds available. Lindsley moved to approve \$700, and Nieves second. Unanimous approval.
6. **SOLAR ARRAY PRESENTATION:** Keith Hormann, City of Forest Grove Light and Power Director, presented the Solar Array Study to the Commission. The Commission can write a letter of support, if desired. Hormann also discussed the Pure Power Program. Nieves moved to discuss the Solar Array Study and residential incentives further at the August meeting.
7. **COMMERCIAL FOOD WASTE ORDINANCE DRAFT:** Paul Downey presented the Commercial Food Waste Ordinance draft to the Commission. Rose inquired about the difference between the City and Metro's authority. Councilor Uhing explained Home Rule.

Merten inquired if the methane will be captured from the composting. August 12, 2019, will be the first reading to the Council.

8. COMMISSION BYLAWS: Councilor Uhing inquired if there were any changes from the Commissioners regarding the Sustainability Commission bylaws, and when the Sustainability Commission Work Plan is scheduled to be presented to the Council. There is no set date for the presentation. There was a request for more time for members to think about the bylaws. Lindsley asked what other commissions were doing; none are far along in the process yet. Send comments to Elizabeth Stover.

9. ASSIGNMENTS FROM COUNCIL: Same as above: Commission Bylaws.

10. PACIFIC UNIVERSITY LIAISON: Nieves states that historically the Commission has always had a student liaison from Pacific University, and this liaison is a valuable asset to the Commission. Rose provided history of the role – it started as a “Community Organizer” position with 2/3 of the time organizing events for Pacific University, and 1/3 of the time with the City and other engagements. Accomplishments include:

- Food Map
- Food Drive with Dutch Bros, 2000 lbs of food collected
- Collaboration with the work group on homelessness
- Bee & Tree Campus certification
- Event around green transit

Rose moves to maintain a Pacific University Liaison position with the Commission, with the suggestion that the person does not need to attend every meeting. He suggests an initial meet and greet, a report-out at the end of the academic year, and with more engagement at the subcommittee level. Rose would work with the liaison and provide monthly reports to the Commission. Rose and Michelle Larkins from Pacific University will work on a mini-grant request for capacity building.

11. PLANETCON SUMMARY: No update from Commissioners regarding PlanetCon.

12. LATINO SUMMIT UPDATE: Councilor Uhing reports there was a miscommunication/misunderstanding regarding the Latino Summit; CCI stated they turned it over to the City. CCI does not feel they have the capacity as a team to organize the third summit; however, they would like to work with the Sustainability Commission on next steps. Staff to coordinate meeting, possibly include Adelante Mujeres and Centro Cultural representatives.

13. WORK PLAN & NATIONAL NIGHT OUT: Nieves discussed the schedule of Commissioners’ articles, and planning a subcommittee meeting for a community clean up event in fall. Regarding National Night Out, the Commission did not want to have a table at the event.

14. COUNCIL LIAISON REPORT:

- August 14: Watershed Tour, reminder to RSVP
- Forest Grove highlighted in the Business Journal

- Forest Grove/Cornelius Westside Economic Alliance will have a bike tour in late August/early September
- Clean Water Services purchased TMM administrative office and will develop a partnership with Forest Grove as a center of innovation and research on energy and waste technology
- September 3-25, Aquatic Center will be closed for annual maintenance
- Communication Plan moved up in importance with the Council
- Extensive wildlife protection installed at the Forest Grove substation
- Housing Needs Assessment is complete and will be submitted to the Council for approval in September
- Community Action Organization published 2019 issues about poverty in Washington County and is on their website

Rose asked about where Commissioners can learn more about Clean Water Services; Councilor Uhing to update as she learns more.

15. STAFF REPORT: None.

16. FUTURE AGENDA TOPICS:

- Solar Array/Residential Incentives
- Sustainability Commission Bylaws
- Mini-Grant Pacific University

17. ADJOURNMENT: Nieves adjourned the meeting at 8:07pm.

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

Approved by the Forest Grove Sustainability Commission: Date: 8/22/19

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CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, AUGUST 22, 2019 – 6:00 P.M.

MEETING MINUTES Approved by Commission on September 26, 2019.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:06 PM.

Sustainability Commission Present:

Amber Nieves	Johanna Peeters Weem
Jacob Rose	Tabitha Merten
Robin Lindsley	

Absent, Excused: Lilly Meek, Fallon Harris, Kenneth Cobleigh

Council Liaison: Elena Uhing

Staff: Elizabeth Stover, Program Coordinator; Paul Downey, Finance Director

Guests: Emily Miller, Emily Miller Fine Art; Charlene Murdock, Foodways at Nana Cardoon

- 1. COMMUNITY COMMUNICATIONS:** None.
- 2. COMMISSIONER COMMUNICATIONS:** None.
- 3. CONSENT AGENDA:** Correct minutes from July: Merten, not Harris second the approval of the minutes from June. Nieves moved to approve, Rose second; unanimous.
- 4. ADDITIONS/DELETIONS:** Discuss rubric for awarding mini-grants. Commission decided to place a deadline of the January/February 2020 to complete a rubric for the next grant cycle. A subcommittee led by Rose and Cobleigh will meet to develop the process.
- 5. MINI-GRANT REQUEST:** Charlene Murdock from Foodways at Nana Cardoon presented a proposal to support a Japanese cooking program, including a movie and noodle bowl meal. The movie rights are \$400, and the meal is \$10. All food is donated, but not the labor.
- 6. MINI-GRANT REQUEST:** Emily Miller, Emily Miller Fine Art presented a proposal to support a reclaimed materials community involvement art project. Reclaimed materials are gathered from the Pacific Ocean and provided to the community to make baskets and other projects. The purpose is to innovate and teach participants what they can do with a waste resource.
- 7. MINI-GRANT REQUEST:** Jacob Rose to present on behalf of Pacific University and recusing himself from voting. CSS hopes to continue its partnership with the Sustainability Commission to build on the successes of the previous year. Position would not attend each meeting, only the first, last, and Rose will report monthly on behalf of the student. The Commission will discuss at the next meeting in September.

Voting on mini-grants:

- Charlene Murdock: The Commission decided that the demographic was too narrow in scope and the price was too high. Nieves moved to decline, Rose second. Four disapproved and one approved.
- Emily Miller: Concerns that Miller is not a non-profit, which disqualifies the applicant. Discussion if the scope of the project will impact the local community. Nieves moved to postpone the decision until the September meeting, Rose second.

8. SOLAR ARRAY/RESIDENTIAL INCENTIVES: Johanna Peters Weem read the article she wrote for the News Times. Article suggested alternative opportunities for residents to participate in choosing green energy sources. Nieves suggested inviting a solar array installer to present to the group. Councilor Uhing requested a report to be submitted to the Council with the Commission's findings/recommendations regarding the Solar Array Study. Nieves to compile Commissioners' notes, Rose to edit.

9. COMMISSION BYLAWS: Councilor Uhing requested the Commission to finalize the number of at-large positions. If the individual is paying utilities, they are not considered at-large regardless if they live inside or outside the city boundaries. Nieves proposed nine total members, no more than two at-large.

10. COUNCIL LIAISON REPORT:

- Sept. 9: Public hearing on the Housing Needs Analysis.
- Sept. 10: Dine and Donate at Bites. Proceeds benefit the Library.
- Sept. 20: Westside Economic Alliance Bike Tour.
- Oct. 28: Joint work session with the City and school district.
- Video on the City website for the police department building project.
- Installed two bike repair stations at Fernhill and the Plaid Pantry by Rogers Park.
- Sept./Oct.: Library will have five outreach story time events at Rose Grove for the Latinx community.
- Sustainability projects include the street LED replacement program, solar feasibility study, and low flow toilet rebate program.
- Equity assessment: CCI and Sustainability Commissions to work together to help define that for the City.
- Partnership to address homelessness: Define City's role in addressing homelessness.

11. STAFF REPORT:

- CCI will attend the November Sustainability Commission meeting.
- Second reading for the business food waste recycling in Sept. with the Council.
- Spoke with Waste Management about community clean up events; bags are available. The Commission will need to specify what commitment they are seeking from Waste Management.

12. FUTURE AGENDA TOPICS:

- Mini-grant applications:
 - Pacific University: Student Liaison
 - Emily Miller: Reclaimed Materials
 - Elena Parker: Run/Walk for Shelter
- Solar Report to Council
- Subcommittee meeting
- Free Food Market with Michelle Larkins
- NLC (Washington DC) recommendation for Peters Weem

13. **ADJOURNMENT:** Nieves adjourned the meeting at 8:09pm.

Respectfully Submitted,

Elizabeth Stover, Program Coordinator

City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: 09/26/2019

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Anna Ruggles

From: Sebastian Lawler [REDACTED] >
Sent: Wednesday, October 16, 2019 5:43 PM
To: Anna Ruggles
Subject: Forest Grove Planning Commission

Dear Anna,

I have relocated to Hillsboro. I have also accepted a position at a hardwood company in Portland.

Since I will no longer be working or living in Forest Grove, I feel it is appropriate to resign from the Forest Grove planning commission. I can continue to serve if a quorum is required prior to the appointment of a new commissioner.

I want to take this opportunity to thank the City for the opportunity to serve the community. Forest Grove is a lovely town with a rich history and a bright future.

Best,

Sebastian

P/C
Appt'd 2/14
Term 12/31/21

CERTIFICATE OF APPRECIATION

Awarded to

Sebastian Bannister Lawler

*Forest Grove Planning Commission
2014 ~ 2019*

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

*The Forest Grove City Council sincerely thanks you for your dedicated service and
exceptional leadership you exemplified on the City of Forest Grove Planning Commission.*



A place where families and businesses thrive.

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

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>3I</u>
MEETING DATE:	<u>10/28/2019</u>
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *October 28, 2019*

SUBJECT TITLE: *Liquor License New Application*

BACKGROUND:

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

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

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

STAFF RECOMMENDATION:

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



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 10/28/2019

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Bella Donna's Bistro & Patisserie (Donna Gustafson)

BUSINESS LOCATION ADDRESS: 2007 21st Avenue

LIQUOR LICENSE TYPE: Limited On-Premises

CITY BUSINESS LICENSE: BL-30026

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales	<input checked="" type="checkbox"/>	L – Limited On-Premises Sales	<input checked="" type="checkbox"/> \$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/>	O – Off-Premises Sales	<input type="checkbox"/> \$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/>	SEW – Special Event Winery	<input type="checkbox"/> \$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location	<input type="checkbox"/>	SEG – Special Event Grower	<input type="checkbox"/> \$ 35.00 Annual Renewal
TSL – Temporary Sales License	<input type="checkbox"/>	SED – Special Event Distillery	<input type="checkbox"/> \$ 20.00 Event License
BP – Brewery Public House	<input type="checkbox"/>		<input type="checkbox"/> \$ 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.	Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
BREWERY – PUBLIC			
Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

J. F. Schutz, Chief of Police/Designee

10/16/2019
Date



LIQUOR LICENSE APPLICATION

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

License Applied For:		CITY AND COUNTY USE ONLY	
<input type="checkbox"/> Brewery 1 st Location		Date application received and/or date stamp:	
<input type="checkbox"/> Brewery 2 nd Location		9/3/19	
<input type="checkbox"/> Brewery 3 rd Location		Name of City or County:	
<input type="checkbox"/> Brewery-Public House 1 st location		Recommends this license be:	
<input type="checkbox"/> Brewery-Public House 2 nd location		<input type="checkbox"/> Granted <input type="checkbox"/> Denied	
<input type="checkbox"/> Brewery-Public House 3 rd location		By: _____	
<input type="checkbox"/> Distillery		Date: _____	
<input type="checkbox"/> Full On-Premises, Commercial		OLCC USE ONLY	
<input type="checkbox"/> Full On-Premises, Caterer		Date application received:	
<input type="checkbox"/> Full On-Premises, Passenger Carrier		9/3/19	
<input type="checkbox"/> Full On-Premises, Other Public Location		By: <u>Jan Z.</u>	
<input type="checkbox"/> Full On-Premises, For Profit Private Club		License Action(s):	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club		N/A	
<input type="checkbox"/> Grower Sales Privilege 1 st location			
<input type="checkbox"/> Grower Sales Privilege 2 nd location			
<input type="checkbox"/> Grower Sales Privilege 3 rd location			
<input checked="" type="checkbox"/> Limited On-Premises			
<input type="checkbox"/> Off-Premises			
<input type="checkbox"/> Off-Premises with Fuel Pumps			
<input type="checkbox"/> Warehouse			
<input type="checkbox"/> Wholesale Malt Beverage & Wine			
<input type="checkbox"/> Winery 1 st Location			
<input type="checkbox"/> Winery 2 nd Location			
<input type="checkbox"/> Winery 3 rd Location			

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

Donna Gustafson	Bella Donna LLC
_____ (Applicant #1)	_____ (Applicant #2)
_____ (Applicant #3)	_____ (Applicant #4)

3. Trade Name of the Business (Name Customers Will See) Bella Donna's Bistro and Patisserie		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 2007 21st Ave		
City Forest Grove	County Washington	Zip Code 97116



LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Bella Donna's Bistro and Patisserie			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 1018 37th Ave			
City Forest Grove	State Or	Zip Code 97116	
9. Phone Number of the Business Location 5037044937		10. Email Contact for this Application [REDACTED]	
11. Contact Person for this Application Donna Gustafson		Phone Number [REDACTED]	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

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

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

Applicant Signature(s)

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

[REDACTED SIGNATURE] _____ (Applicant #1)

_____ (Applicant #2)

_____ (Applicant #3)

_____ (Applicant #4)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Bella Donna LLC Donna Gustafson NJ Phone: 5037044937
Trade Name (dba): Bella Donna's Bistro and Patisserie
Business Location Address: 1018 37th Ave
City: Forest Grove OR ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:	Outdoor Area Hours:	The outdoor area is used for:
Sunday <u>8am</u> to <u>8pm</u>	Sunday _____ to _____	<input type="checkbox"/> Food service Hours: <u>NA</u> to _____
Monday <u>7am</u> to <u>8pm</u>	Monday _____ to _____	<input type="checkbox"/> Alcohol service Hours: _____ to _____
Tuesday _____ to _____	Tuesday <u>N/A</u> to _____	<input type="checkbox"/> Enclosed, how _____
Wednesday <u>7am</u> to <u>8pm</u>	Wednesday _____ to _____	The exterior area is adequately viewed and/or supervised by Service Permittees.
Thursday <u>7am</u> to <u>8pm</u>	Thursday _____ to _____	_____ (Investigator's Initials)
Friday <u>7am</u> to <u>11pm</u>	Friday _____ to _____	
Saturday <u>7am</u> to <u>11pm</u>	Saturday _____ to _____	

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT Check all that apply:

<input type="checkbox"/> Live Music	<input type="checkbox"/> Karaoke
<input type="checkbox"/> Recorded Music	<input checked="" type="checkbox"/> Coin-operated Games
<input type="checkbox"/> DJ Music	<input type="checkbox"/> Video Lottery Machines
<input type="checkbox"/> Dancing	<input type="checkbox"/> Social Gaming
<input type="checkbox"/> Nude Entertainers	<input type="checkbox"/> Pool Tables
	<input type="checkbox"/> 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: 30 Outdoor: _____
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: 30

OLCC USE ONLY

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

I understand if my answers are not true and complete, the OLCC may deny my license application.
Applicant Signature: _____ Date: 8/29/19

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2019 Watershed Harvest

CONSULTANT:
Scott Ferguson & Barry Sims,
Trout Mountain Forestry

DATE 10/28/2019
PDF Page 57

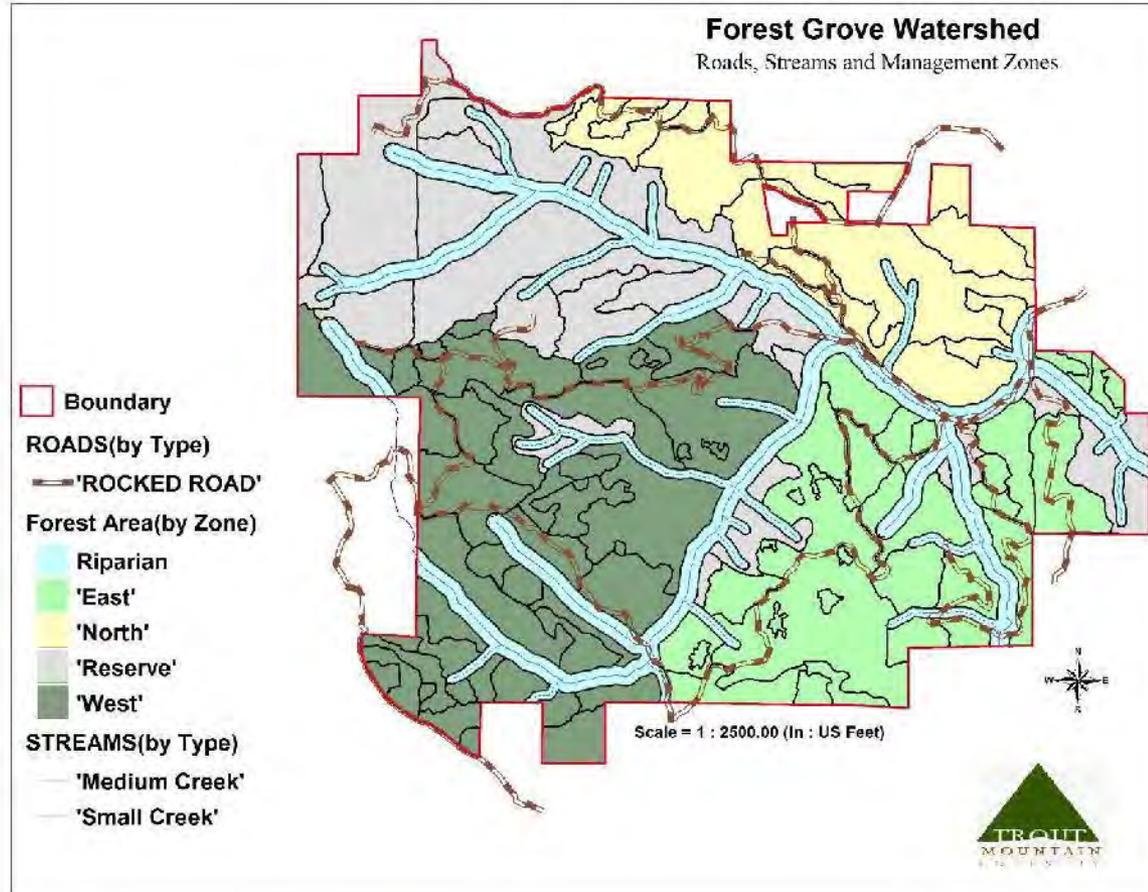
Purpose: To inform the City Council
about the forest management
activities on the watershed this year

FG WATERSHED 4,225 ACRES

Figure 1
Vicinity map



FOREST MAP



Watershed Stewardship Management Plan Resource Policies

- Water Quality
- Wildlife Resources Management
- Timber Management

Watershed Acreage

- 4,225 total watershed area
 - 1,395 reserved from harvest (33%)
 - (riparian, steep slopes, old growth, sensitive sites)
 - 2,830 active management area (67%)

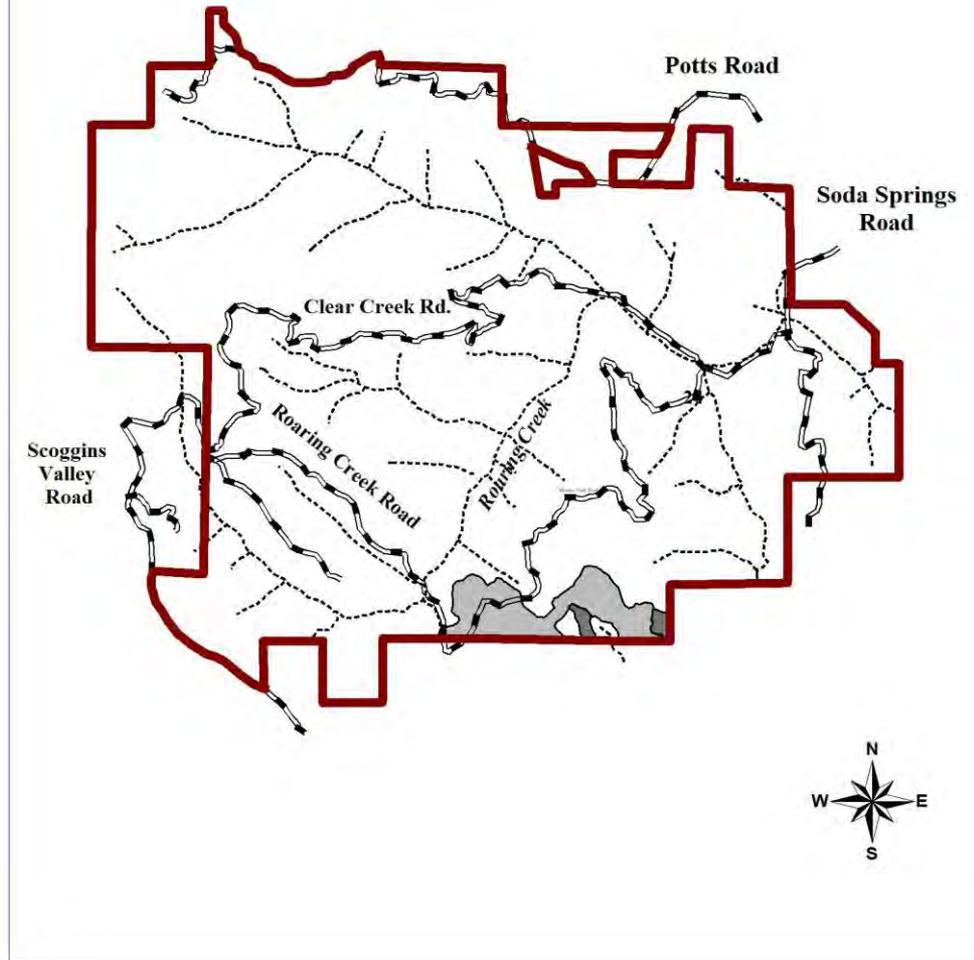
2019 Harvest Report



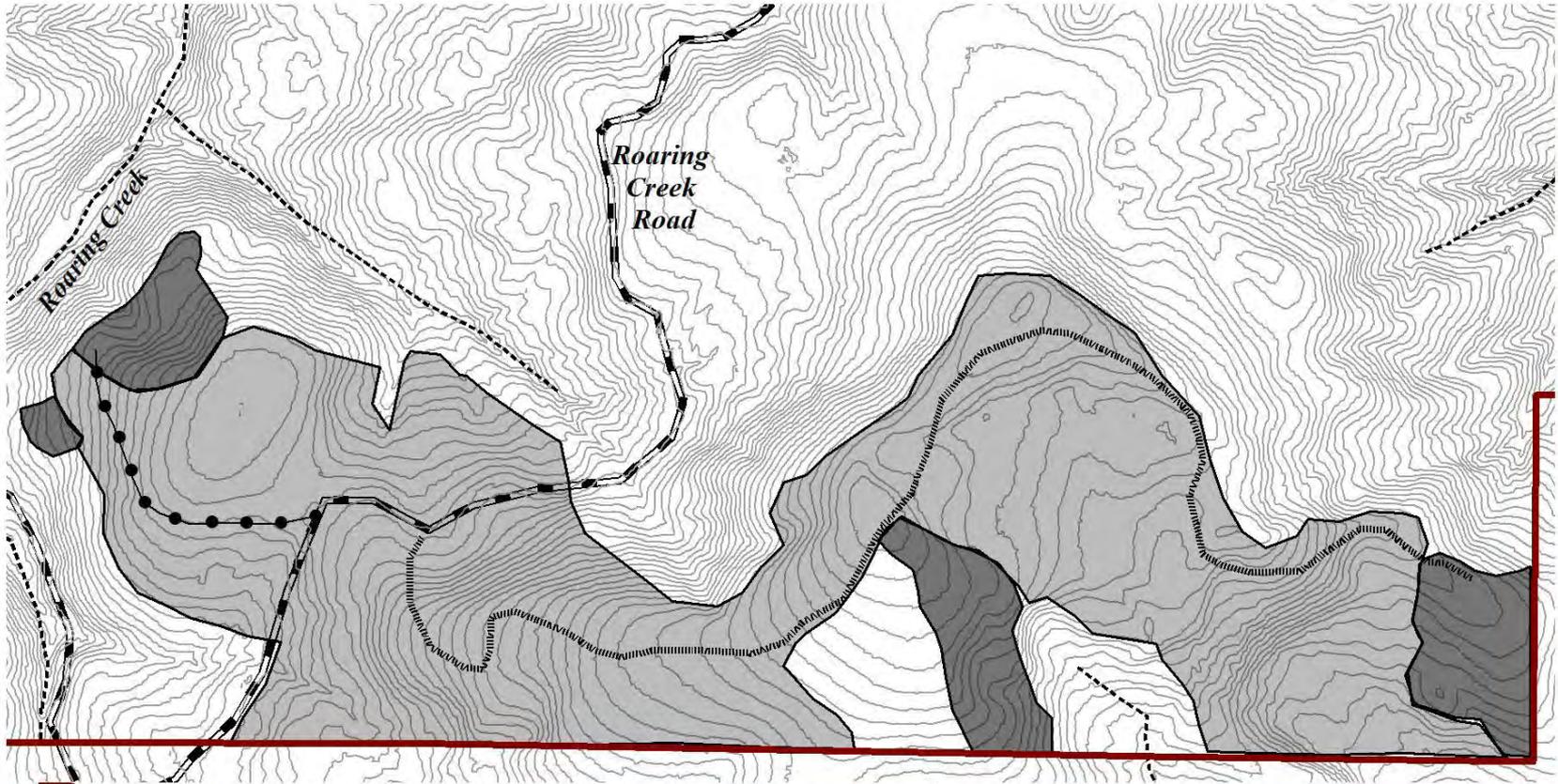
Annual Harvest Volume

- Harvest Volume:
 - The Plan states that the harvest level should be in the range of 1.7 to 2.0 million board feet per year. (approximately equal to growth in active management area)
 - Last 5 years harvests:
 - 2015 – 2.1 MM
 - 2016 – 1.6 MM
 - 2017 – 1.5 MM
 - 2018 – 1.9 MM
 - 2019 – 1.7 MM
 - Avg: - 1.78 MM

2019 Harvest Location



2019 FOREST GROVE WATERSHED HARVEST



□ Watershed Boundary

--- Streams

● Lower Road Grade

..... Upper Road Grade

STANDS

■ 'Patches'

■ 'Thinning Area'

— Contours 10' (from Lidar)

Scale = 1 : 600.00 (In : US Feet)



Amended April 10, 2019

2019 Harvest Results

- Acres Thinned: 100
- Acres Patch Cut: 15
- Total Harvest Volume: 1,727,000 board feet
 - 302 truck loads of logs
- Net Revenue: \$896,641

Paulson Logging

Family – owned logging company

Worked previously on the watershed



Shovel Thinning in 100 Acres of Older Stands



Thinning: Logs moving to the landing



Our Log Market

- Log prices were much lower than last year
 - Quality logs were in more demand, so our prices were good
- Poles
 - Over 10 percent of the harvested trees were sold for poles at a price premium. Some utility poles were 120 feet long

- Douglas-fir
poles



2019 Watershed Monitoring and Maintenance

- Monitored for Noxious Weeds

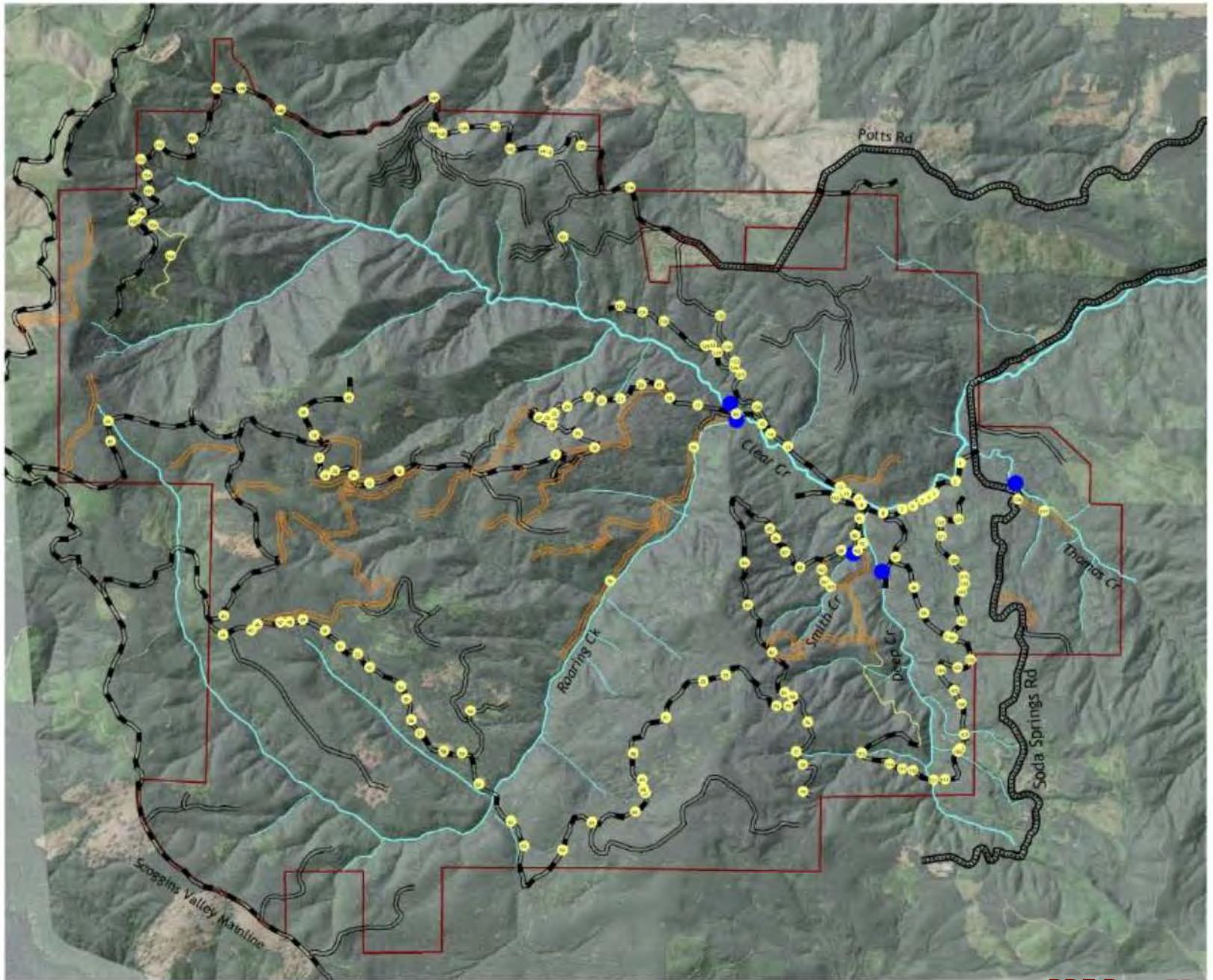
Scotch Broom, Himalayan Blackberry, False Brome, Shining Geranium

- Treated invasive weeds (roadside)

Culvert inventory

- 165 culverts on 18 miles of haul roads





Scale = 1 : 1750.00 (In : US Feet)



Culvert inventory

- Brush out roads to maintain access for maintenance
- Identify high priority repairs
- Examine “legacy” roads

Clear Creek fish survey

- Post-project (2012 log placement) monitoring
- Highest Coho abundance numbers they have seen!
- Found 1 Steelhead above the dam (unusual)
- Found 1 Chinook downstream (unusual)
- Planning for additional log placements downstream

Annual Public Tour





QUESTIONS

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HAWTHORNE DRAINAGE & FOREST GLEN PARK SLOPE STABILIZATION PROJECTS

GREGORY ROBERTSON, P.E., AICP

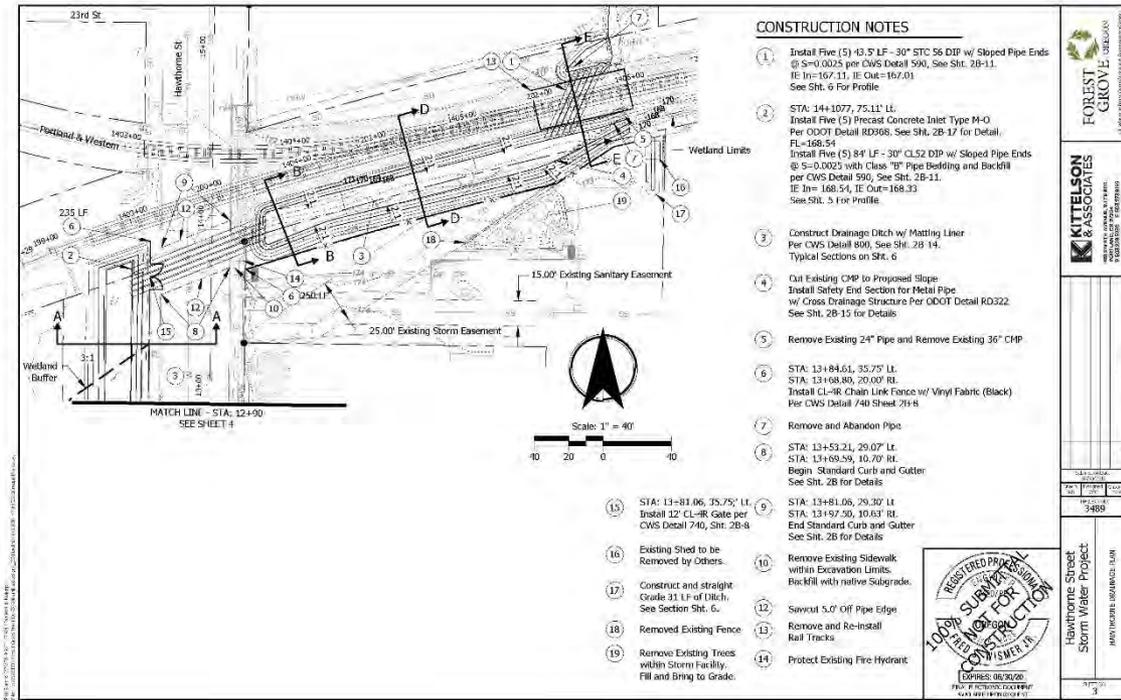




HAWTHORNE DRAINAGE

Original Contract Amount
\$752,000

Estimated Final Contract
Amount \$752,000



HAWTHORNE

Water Quality
Treatment Basin



Storm Water
Conveyance Channel

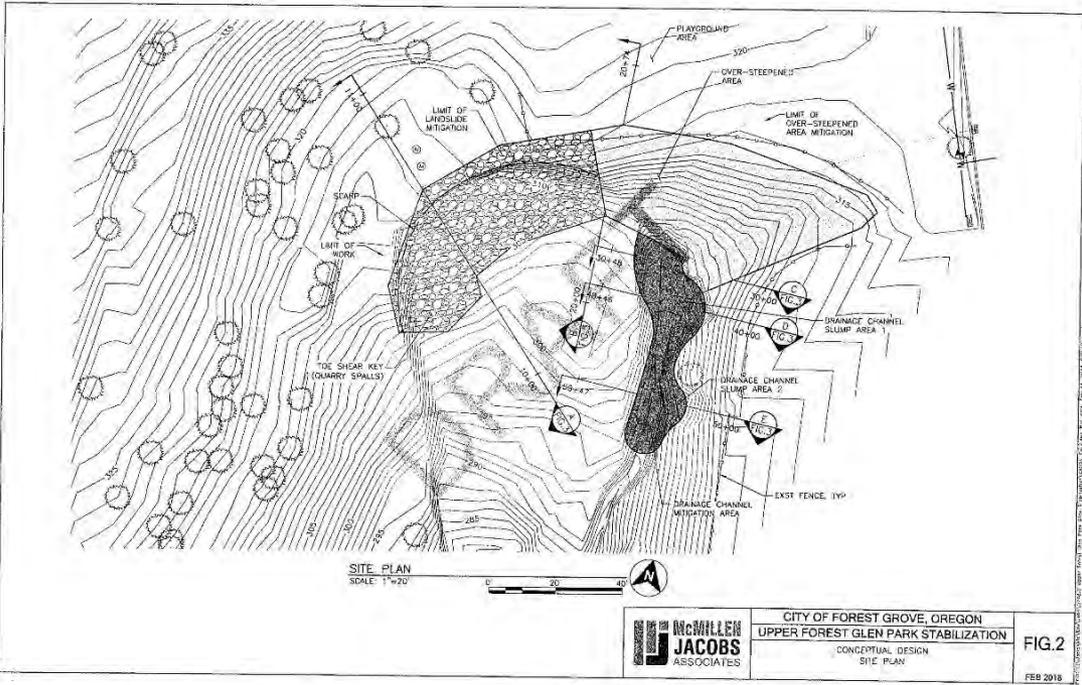
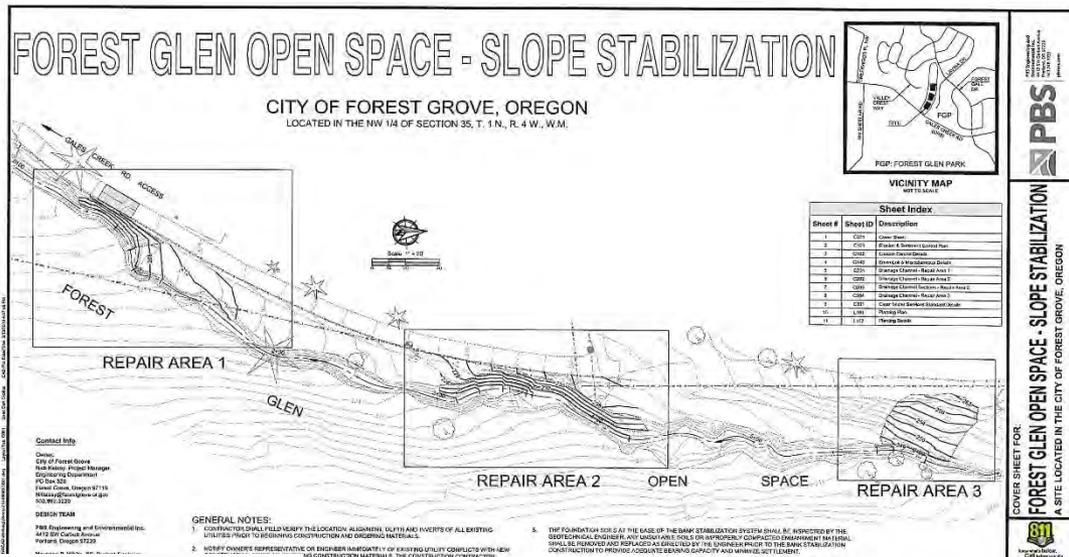


FOREST GLEN PARK SLOPE STABILIZATION PROJECT



Original Contract Amount
\$568,000

Final Estimated Contract Amount
\$556,000



GENERAL NOTES:

- CONTRACTOR SHALL FIELD VERIFY THE LOCATION, ALIGNMENT, LENGTH AND INVERTS OF ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION AND RECORDING MATERIALS.
- NOTIFY OWNER'S REPRESENTATIVE OR ENGINEER IMMEDIATELY OF ANY POTENTIAL UTILITY CONFLICTS WITH NEW OR CONSTRUCTION MATERIALS. THE CONTRACTOR SHALL PROVIDE DOCUMENTATION FOR CONFLICTS WITH EXISTING AND PROPOSED NEW UTILITIES IMMEDIATELY OF ANY POTENTIAL CONFLICTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ANY POTENTIAL CONFLICTS. ANY UNIDENTIFIED UTILITY CONFLICTS WILL BE CONSIDERED UNKNOWN.
- UTILITY IS BASED ON AN ASSUMED ELEVATION FROM THE SURFACE.
- IF AN ASPHALT PAVEMENT IS LOCATED APPROXIMATELY 1/2" OR MORE FROM THE EDGE OF THE ROADWAY, IT SHALL BE REMOVED AND REPLACED AS SPECIFIED BY THE ENGINEER PRIOR TO THE BANK STABILIZATION CONSTRUCTION TO PROVIDE ADEQUATE DRAINAGE AND PREVENT SETTLEMENT.
- BACKFILL MATERIAL SHALL BE TESTED AND APPROVED BY THE GEOTECHNICAL ENGINEER. MEETING THE MINIMUM REQUIREMENTS OF THE APPROVED SPECIFICATIONS AND TEST METHODS.
- ALL SOIL BACKFILL SHALL BE TESTED BY THE GEOTECHNICAL ENGINEER FOR MOISTURE, DENSITY, AND COMPACTON PERIODICALLY EVERY 2' VERTICALLY, 30'-0" TO 100' DEPTH MEETING THE MINIMUM REQUIREMENTS OF THE APPROVED TEST METHODS AND SPECIFICATIONS.
- THE CONTRACTOR SHALL ESTABLISH AND MAINTAIN QUALITY CONTROL FOR THE CONSTRUCTION OF THE BANK STABILIZATION SYSTEM TO ASSURE COMPLIANCE WITH CONTRACT REQUIREMENTS AND MAINTAIN RECORDS OF ITS QUALITY CONTROL.
- PROPERTY LINES SHOWN IN PLANS ARE APPROXIMATE.
- ENVIRONMENTAL PERMITS HAVE BEEN SUBMITTED AND ARE IN THE PROCESS OF APPROVAL.

Digitally signed by Maureen P. White, P.E.
Date: 2019.05.14 09:43:38 -0700

**McMILLEN
JACOBS
ASSOCIATES**

CITY OF FOREST GROVE, OREGON
UPPER FOREST GLEN PARK STABILIZATION
CONCEPTUAL DESIGN
SITE PLAN

FIG.2

FEB 2016



Park Work in Progress October, 2019





WORK AREA 1



WORK AREA 2



WORK AREA 3





NEARLY FINISHED PROJECT



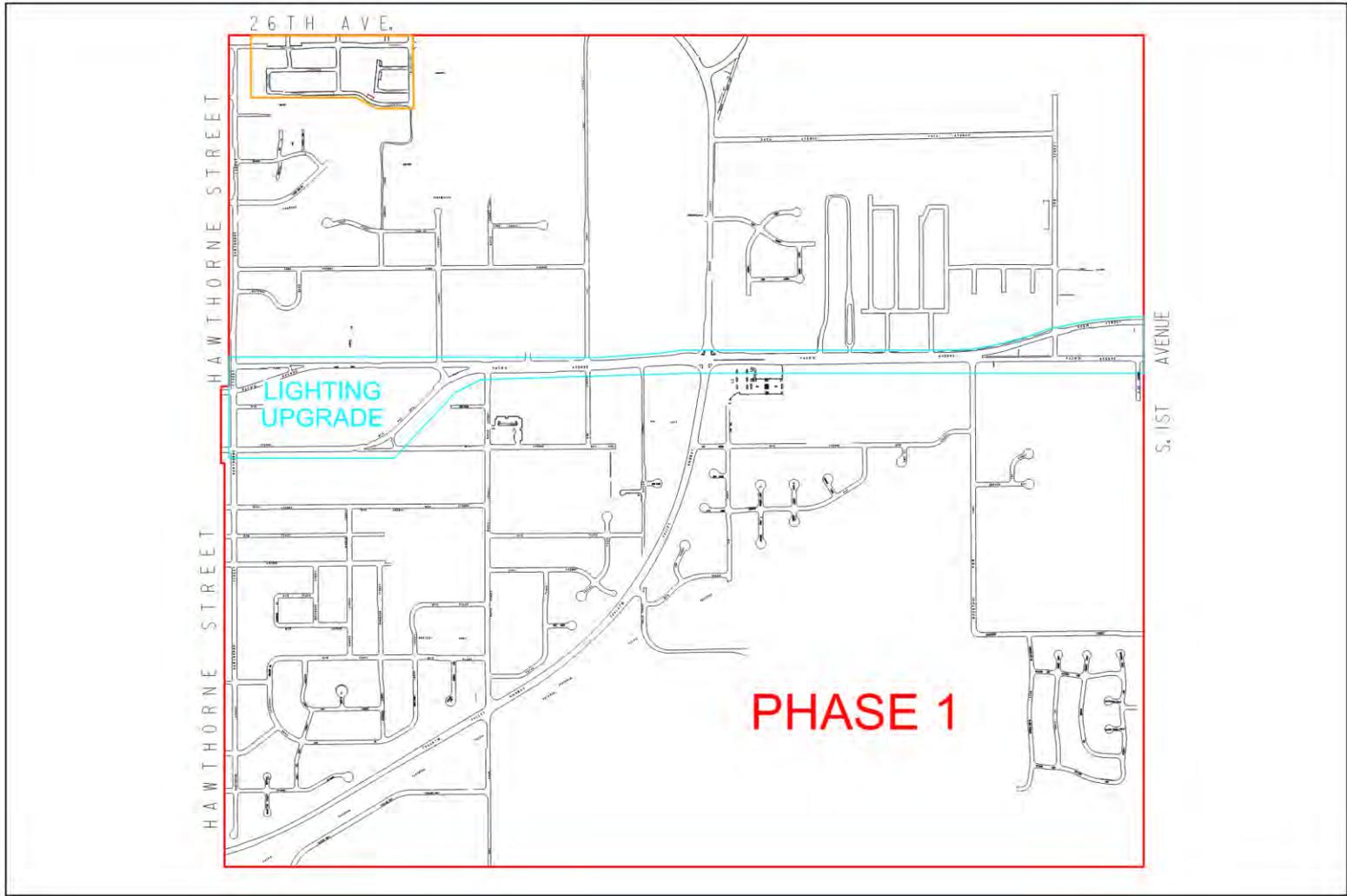


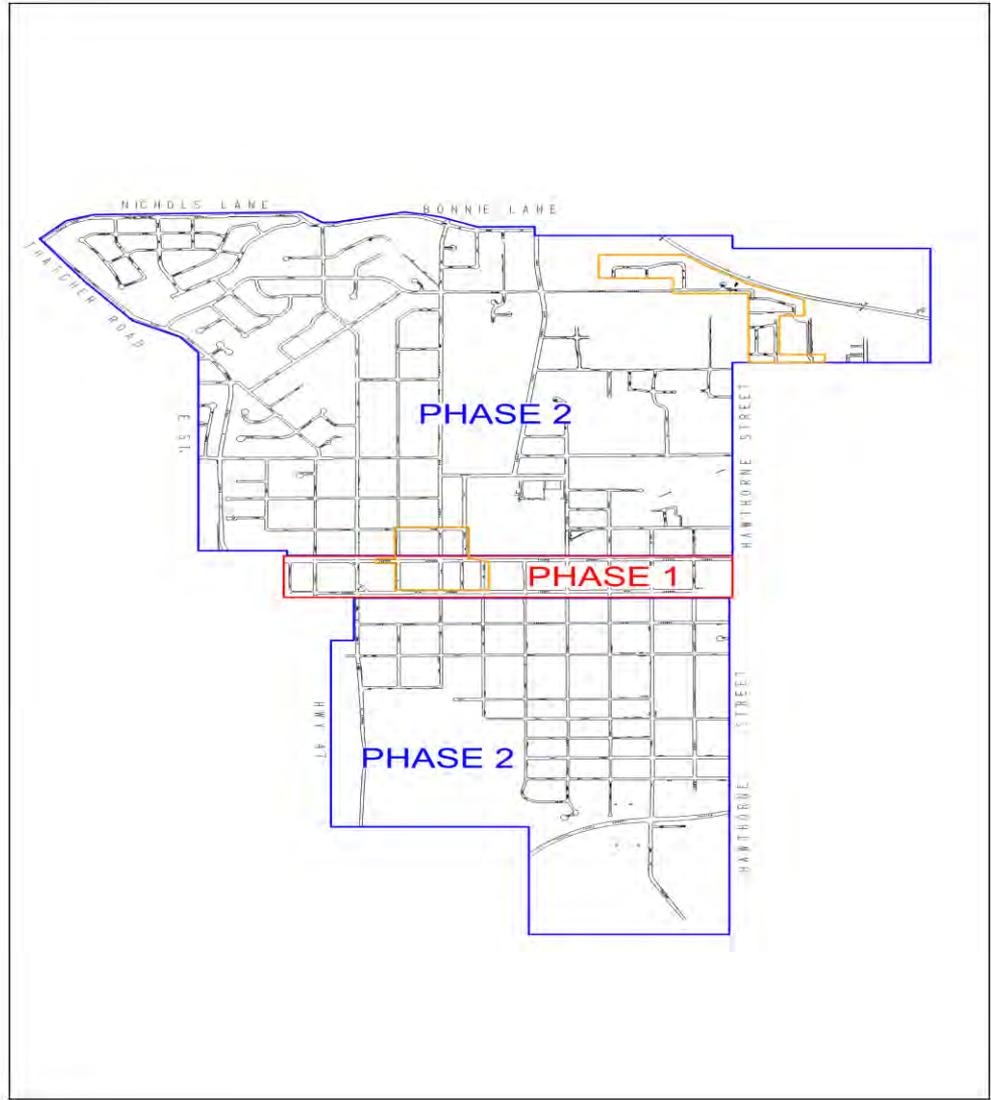
LED Streetlight Replacement and Energy Conservation Program, Status and Update

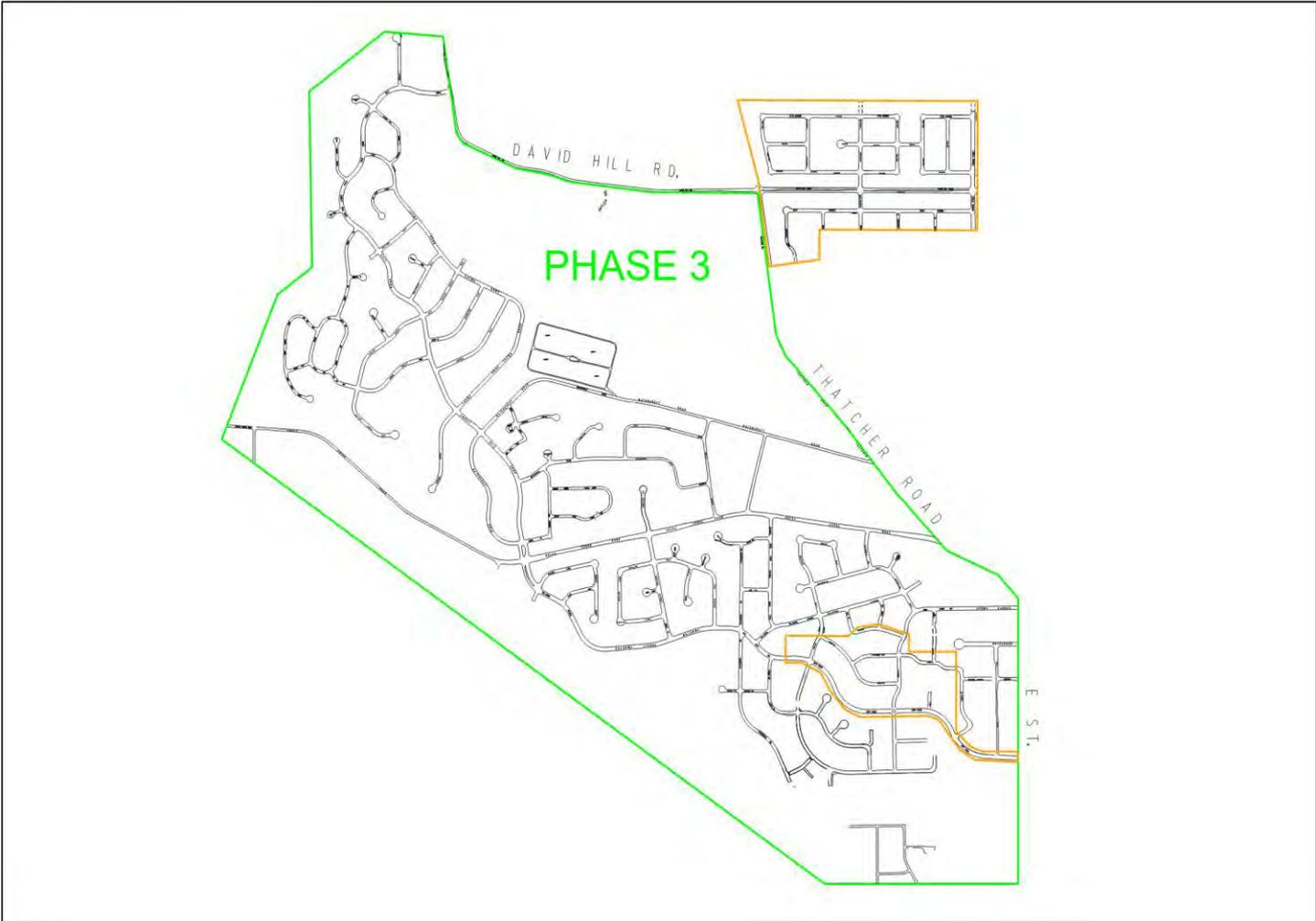
Keith Hormann, L&P Director
Eddie Littlefield, L&P Power Services Manager

- **In 2018, City Council approved the replacement of all City streetlights with LED luminaires**
- **The City owns approximately 2000 streetlights. Our lighting upgrade program is designed to replace these lights over a four year period with approximately 500 lights being changed each year**
- **Energy usage by a typical LED luminaire is 50% or less of our current high pressure sodium lights**

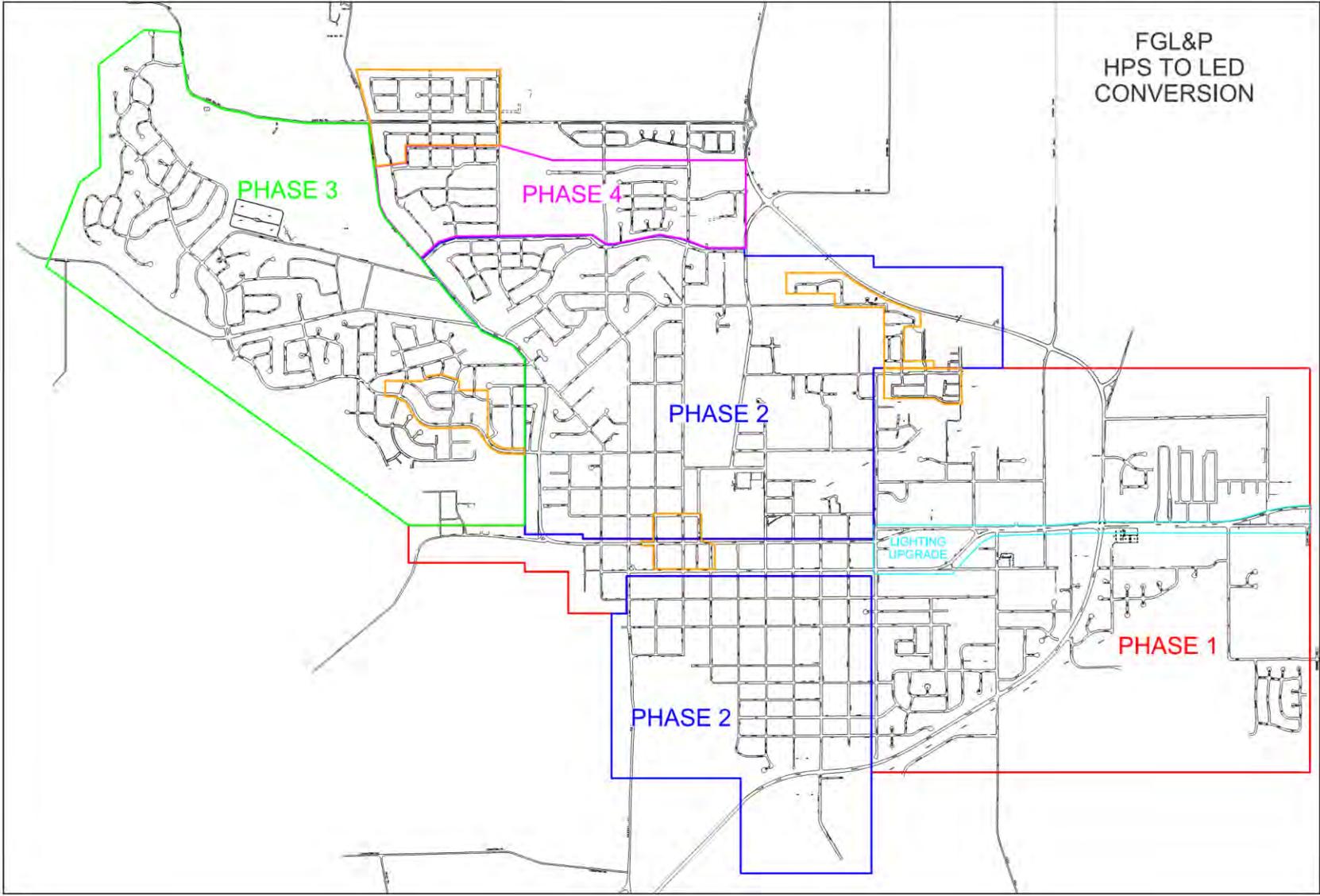
- **Phase 1 was completed in early 2019 with the replacement of 590 luminaires**
- **Phase 2 is on track to be completed within the next few weeks**
- **Upon budget approval, Phase 3 will begin late summer of 2020**
- **The project is on budget and within expected timelines**







FGL&P
HPS TO LED
CONVERSION

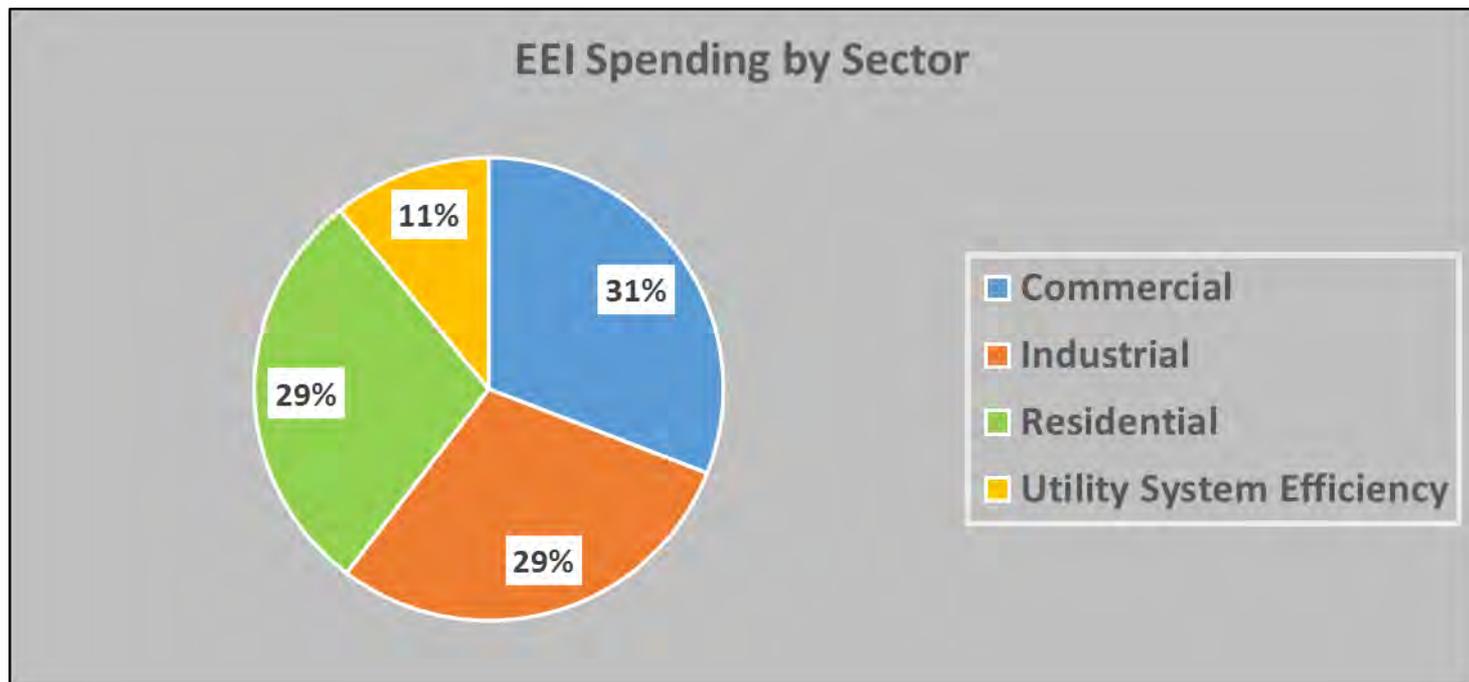


2018 / 2019 Conservation Program Update

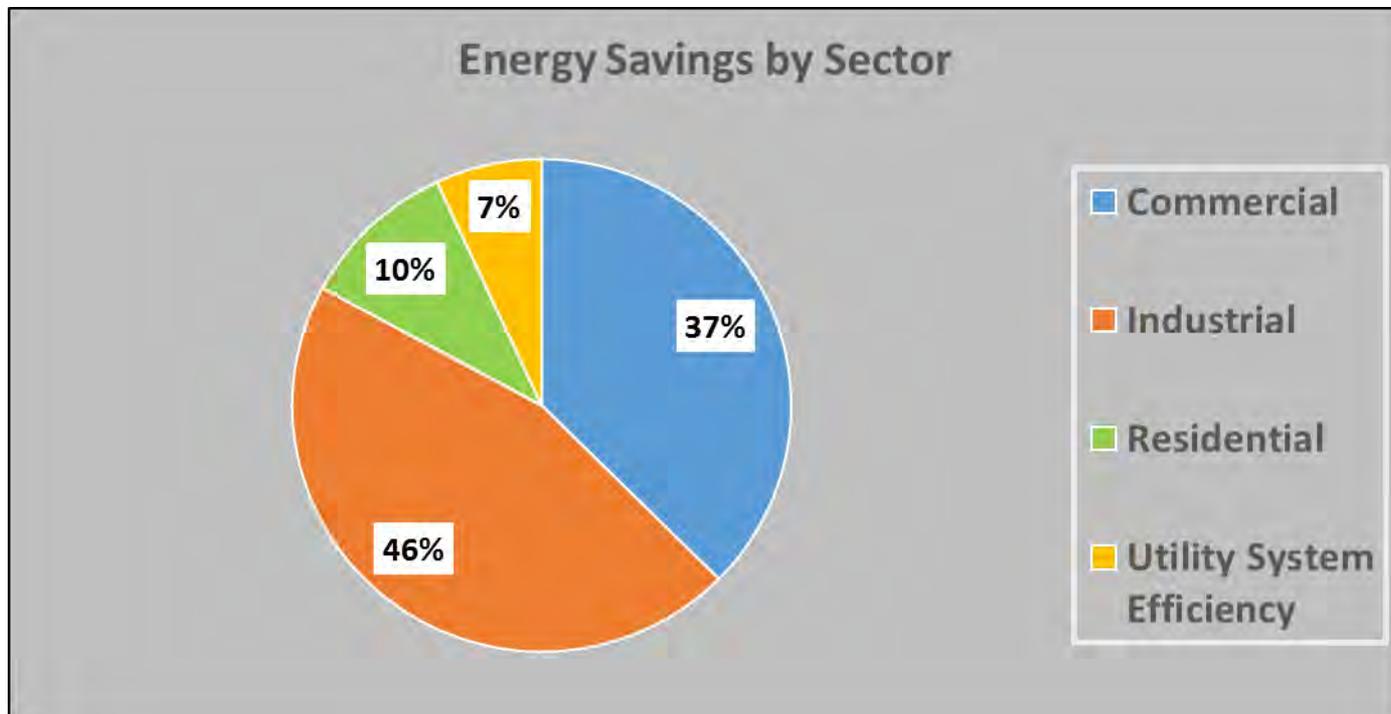
- **The energy efficiency funding we receive from BPA is embedded in our power purchase rates, as are all Consumer Owned Utilities**
- **Energy efficiency is seen as the second largest power resource in the Pacific Northwest (behind only hydro)**
- **City Council has also consistently approved budgeting for an additional self-funded amount in our annual budget. These funds provide incentives for more customer efficiency projects. The current amount of self-funding is \$70,000 per year**

- **The BPA biennial EE period that just closed ran from October 1, 2017 thru September 30, 2019**
- **During this period we have distributed efficiency incentives to our customers in the amount of \$515,938**
- **During this same period we have also distributed all of our self-funded budgeted amounts for customer energy efficiency incentives**
- **The total energy that has been saved is estimated at 3,008,767 (kwh)**
- **1,236 tons of greenhouse gases have also been avoided**

- Commercial Spending \$159,526
- Industrial \$151,990
- Residential \$148,047
- Utility System Efficiency \$56,375
- **Total Energy Efficiency Spending \$515,938**



- Commercial 919,267 kwh
- Industrial 1,250,900 kwh
- Residential 237,525 kwh
- Utility System Efficiency 161,072 kwh
- **Total Energy Efficiency Savings 3,008,767 kwh**



Questions





A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	6.
MEETING DATE:	10/28/2019
FINAL ACTION:	First Reading ORD 2019-13

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *October 28, 2019*

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

SUBJECT TITLE: *Public Hearing and Ordinance to Change the Name of a Street Segment From 15th Avenue to 15th Place*

ACTION REQUESTED:

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

ISSUE STATEMENT: The street segment from Crescent Drive to Larch Street is officially designated as 15th Avenue, while the segment from Larch Street to Maple Street is officially designated as 15th Place. This anomaly can result in a delayed response to an emergency call. To ensure consistency and timely emergency response, the proposed ordinance would officially change the name of the 15th Avenue segment to 15th Place.

BACKGROUND: This anomaly has existed since 1964. When the Sheelar Manor plats were recorded (starting in 1953 and extending into 1964) the east/west street within those plats was identified as 15th Avenue. When the adjacent University Park plat was recorded in 1963, this same street was identified as 15th Place. It is not known why 15th Avenue was not simply continued.

Despite the different names, the City’s Utility Billing database indicates that most of the parcels fronting this street are identified with “Place” addresses, and the street is already sign-posted as 15th Place along its entirety between Crescent Drive and Maple Street. Changing the name of the 15th Avenue segment would thus be the least disruptive to the property owners and residents.

In addition, the parcel located at 1510 Crescent Drive should have a 15th Place address. Based on the Sheelar Manor 1 plat, this parcel fronts 15th Avenue, it is completely surrounded by 15th Avenue/Place addresses, and the street sign located at the nearest intersection indicates that the street is 15th Place. While an address change is normally a Type 1 (staff approval) process, it has been elevated to a Type IV review due to the concurrent review process for the street name change proposal.

Upon adoption, notice of the change will be mailed to all affected parties. The City will also notify the E-911 Operations Center, Forest Grove Post Office, Forest Grove Disposal, Verizon NW, Northwest Natural Gas, Frontier Communications, Washington County Assessment and Taxation, Washington County Elections Division, Comcast, Navigation Technologies, Metro, and the City Departments of Support Services, Light & Power, Fire, Police, and Building.

As the ordinance would not take effect for 30 days following adoption, the affected parties would have that time to file any other change of address notifications necessary.

PLANNING COMMISSION REVIEW: The Planning Commission considered these proposals on October 7, 2019. One person spoke in favor of the proposed street name change; no one spoke in opposition (in fact, there was only one audience member).

One letter was received from the owners of 1510 Crescent Drive, in opposition to the proposed address change. They noted the inconvenience associated with having to make such a change, as well as their long tenure at this address without any issues. They requested that their address remain unchanged.

The Commission discussed the name change proposal and concluded that it was reasonable and would be the least disruptive to the property owners and residents, as most are already using 15th Place. The Commission recommended that the City Council adopt the ordinance making the change.

The Commission also discussed the proposed Crescent Drive address change, and while Commission members acknowledged the logic and desirability of making this change, they also understood the inconvenience such a change would impose on the residents. They opted therefore to not make a recommendation to the City Council one way or the other.

FISCAL IMPACT: Adoption of the ordinance will have no fiscal impact on the City.

STAFF RECOMMENDATION: Staff recommends –

- Adoption of the ordinance to rename a segment of 15th Avenue as 15th Place; and
- A motion to proceed with an address re-assignment of 1510 Crescent Drive to a 15th Place address.

ATTACHMENTS:

- PowerPoint
- Ordinance to change the name of a street segment from 15th Avenue to 15th Place
- Planning Commission Decision #2019-12
- Planning Commission Meeting Minutes of October 7, 2019 (draft)
- Planning Commission Staff Report of October 7, 2019

NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on Monday, October 28, 2019, at 7:15 p.m. or thereafter, in the Community Auditorium, 1915 Main Street, to review the following:

- Proposal: Re-naming a street segment from 15th Avenue to 15th Place; and changing one address at 1510 Crescent Drive to a 15th Place address.
Location: 15th Avenue / 15th Place right-of-way from Crescent Drive to Maple Street
Applicant: City of Forest Grove
File Number: 311-19-000024-PLNG
Criteria: The City Council will consider the proposal and make a decision based on ORS 227.120 "Procedure and Approval for Renaming Streets".

At this time and place all persons will be given reasonable opportunity to give testimony about this proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. Information pertaining to this request may be obtained from Senior Planner James Reitz, Community Development Department, 9am-5pm, 1924 Council Street, (503) 992-3233, jreitz@forestgrove-or.gov. A copy of the staff report is available seven days prior to the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, aruggles@forestgrove-or.gov

###

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

FG NewsTimes 10/23/2019

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15th Avenue Renaming

James Reitz, AICP
Senior Planner

BACKGROUND

These addresses would be affected by the street name change

WashCo GIS Addressing	Utility Billing Addressing
2737 15th Ave	2737 15TH AVE
2739 15th Ave	2739 15TH PL
2743 15th Ave	2743 15TH PL
2751 15th Ave	2751 15TH PL
2759 15th Ave	2759 15TH PL
2801 15th Ave	2801 15TH PL
2809 15th Ave	2809 15TH PL
2817 15th Ave	2817 15TH PL
2825 15th Ave	2825 15TH PL
2915 15th Ave	2915 15TH PL
3007 15th Ave	3007 15TH PL
2908 15th Ave	2908 15TH PL
2836 15th Ave	2836 15TH PL
2830 15th Ave	2830 15TH PL
2822 15th Ave	2822 15TH PL
2814 15th Ave	2814 15TH PL
2806 15th Ave	2806 15TH PL
2752 15th Ave	2752 15TH PL
2740 15th Ave	2740 15TH PL
2732 15th Ave	2732 15TH PL

VICINITY MAP

← 15th Avenue

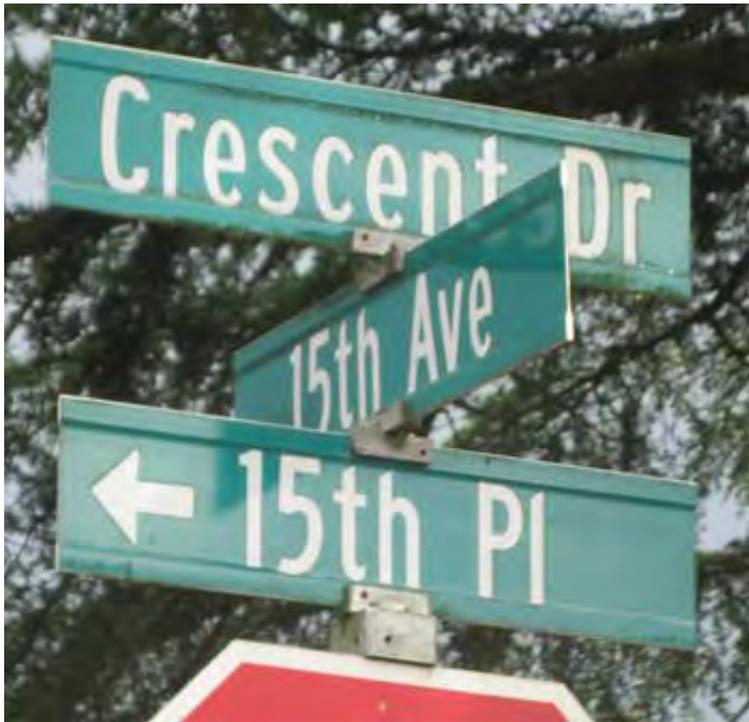
15th Place →



STREET

WEST END

15th Avenue/Crescent Drive/15th
Place Intersection



SIGNAGE

EAST END

15th Place/Maple Street
Intersection



WHY IS THIS A PROBLEM?

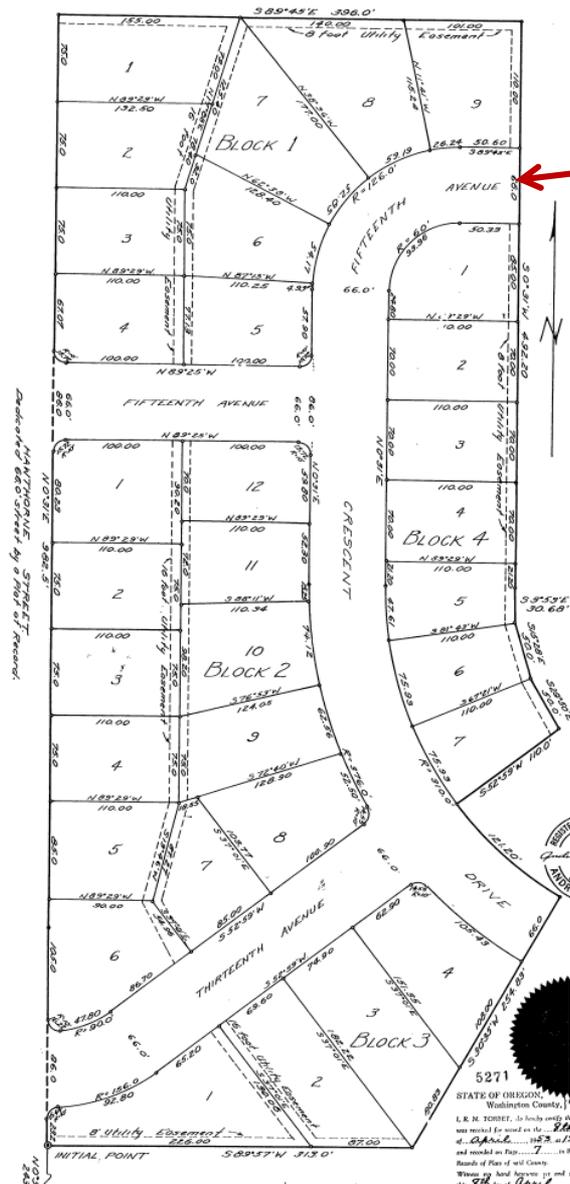
- Property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all need to have a shared understanding of the official address for every property.
- Emergency responders are dispatched to an address as shown in the official record, but —
 - Residents are using 15th Place addresses even if they are officially located on 15th Avenue.
- Result: There is a conflict between the official addresses and those that are in common usage.

HOW DID THIS HAPPEN?

Sheelar Manor 1 platted 1953 – 15th Avenue
Sheelar Manor 2 platted 1954 – 15th Avenue
Sheelar Manor 3 platted 1964 – 15th Avenue
University Park platted 1963 – 15th Place

It is not known why 15th Avenue was not simply continued with the University Park plat.

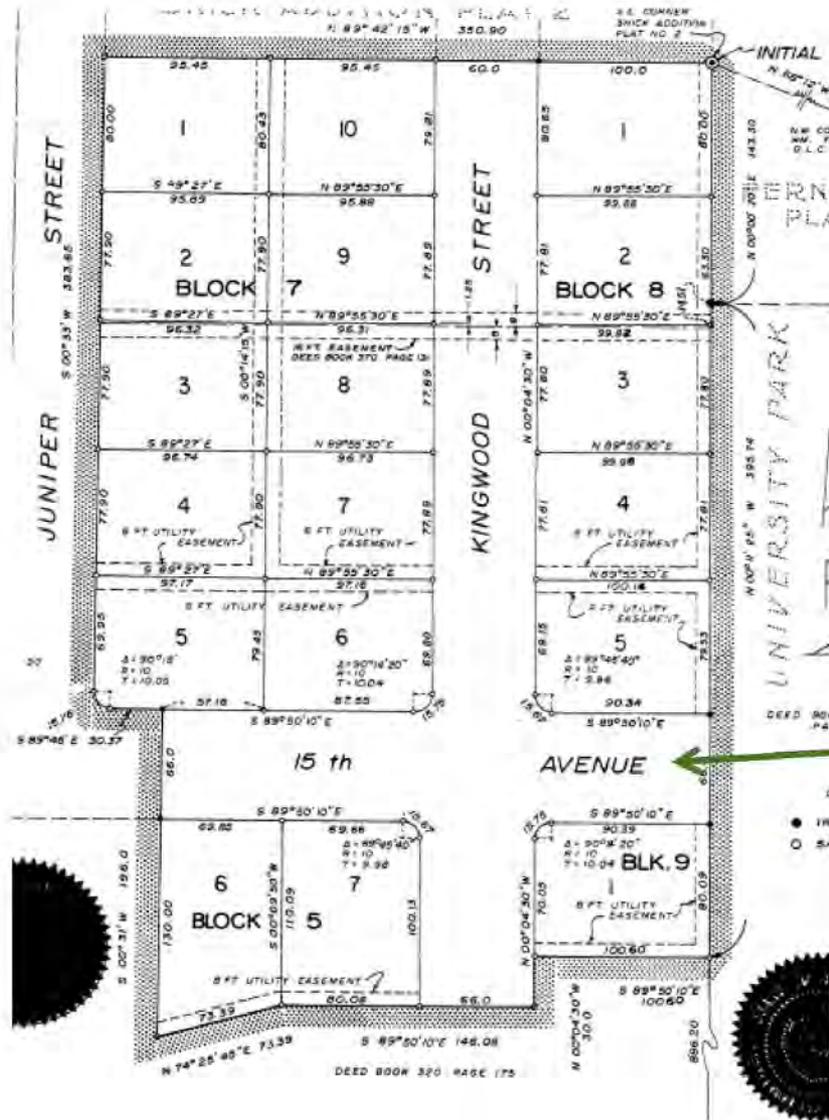
SHEELAR MANOR 1 - 1953



15th Avenue

5271
 STATE OF OREGON,
 Washington County,
 I, R. M. TORREY, do hereby certify
 that the above is a true and
 correct copy of the original
 and recorded on Page 113 of
 Book 1 of the Plat of said County.
 Witness my hand and the seal of
 said County this 14th day of
 April, 1953.

SHEELAR MANOR 3 - 1964



15th Avenue

UNIVERSITY PARK - 1963

15th Place



“ISLAND” ADDRESS



THIS CRESCENT DRIVE ADDRESS IS BRACKETED BY 15TH AVENUE ADDRESSES



The street sign located here (Slide 4) indicates 15th Place north of the intersection



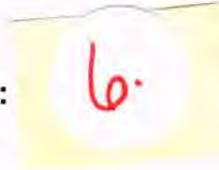
PLANNING COMMISSION HEARING & RECOMMENDATION

- Notices were mailed to owners and residents within 300 feet of 15th Avenue and 15th Place.
- Notice was published twice in the *Forest Grove News-Times*.
- One person spoke in favor of the street name change.
- One letter was received in opposition to changing the address of 1510 Crescent Drive.
- The Commission voted 5-0 to recommend to the City Council that it officially re-name the roadway between Crescent Drive and Larch Street as 15th Place.
- The Commission made no recommendation regarding changing the address of 1510 Crescent Drive to a 15th Place address.

RECOMMENDATION

- Adopt the ordinance to officially re-name the roadway between Crescent Drive and Larch Street as 15th Place.
- Concurrent with the street name change, direct staff to change the address of 1510 Crescent Drive to a 15th Place address.

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ORDINANCE NO. 2019-13

**ORDINANCE AUTHORIZING TO RENAME A ROADWAY
SEGMENT FROM 15TH AVENUE TO 15TH PLACE
FILE NO. 311-19-00024-PLNG**

WHEREAS, the roadway identified as 15th Avenue was created by the Sheelar Manor 1-3 plats recorded between 1953 and 1964; and

WHEREAS, the roadway extension was identified as 15th Place in the University Park plat of 1963; and

WHEREAS, the entire street segment has been sign-posted as 15th Place; and

WHEREAS, the City's utility billing records indicate that most residents are using 15th Place addresses; and

WHEREAS, it is important that property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all have a shared understanding of the official address for every property; and

WHEREAS, emergency responders are dispatched to the address as shown in the official record; and

WHEREAS, emergency response requires a unique and commonly understood address in order to avoid confusion and prevent delays; and

WHEREAS, street renaming must comply with the provisions of ORS 227.120 "Procedure and Approval for Renaming Streets"; and

WHEREAS, notice of the Planning Commission hearing was published in the *Forest Grove News-Times* on September 25 and October 2, 2019; and

WHEREAS, the Planning Commission held a duly-noticed Public Hearing on the proposed street name change on October 7, 2019; and

WHEREAS, the Planning Commission adopted Planning Commission Findings and Decision Number 2019-12 recommending approval of the proposed street name change; and

WHEREAS, notice of the City Council hearing was published in the *Forest Grove News-Times* on October 23, 2019; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on October 28 and continued the hearing on November 12, 2019.

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

Section 1: The City Council hereby finds that the proposed street name change from 15th Avenue to 15th Place is consistent with and meets the provisions of ORS 227.120 *Procedure and Approval for Renaming Streets*, as shown on Exhibit A.

Section 2: 15th Avenue as shown on the final plat maps for Sheelar Manor (Washington County Recordation Number Book 15 Page 7), Sheelar Manor No. 2 (Book 16 Page 16) and Sheelar Manor No. 3 (Book 22 Page 47) is renamed 15th Place, as shown on Exhibit B.

Section 3. The City Engineer and Community Development Director are hereby instructed to amend the official City maps to reflect the change in street name and to notify all pertinent parties and units of government of the change in the street name.

Section 4: This ordinance is effective 30 days following its enactment by the City Council.

Section 5: A certified copy of this ordinance shall be recorded with the Washington County Clerk, County Assessor and County Surveyor.

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

PASSED the second reading this 12th day of November, 2019.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of November, 2019.

Peter B. Truax, Mayor

ORDINANCE NO. 2019-13
EXHIBIT A

Finding: ORS 227.120 identifies only one criterion to be satisfied to rename a street: that the proposed name change would be in the “best interest of the city....”

Finding: When the Sheelar Manor plats were recorded (starting in 1953 and extending into 1964) the east/west street within those plats was identified as 15th Avenue. When the adjacent University Park plat was recorded in 1963, this same street was identified as 15th Place. It is unknown why 15th Avenue was not simply continued.

Finding: Staff at the Washington County Consolidated Communications Agency (WCCCA) has noted that a discrepancy in a street name can result in a delayed response to an emergency call.

Finding: The City’s Utility Billing database indicates that most of the parcels fronting this street segment are already identified with “Place” addresses.

Finding: Property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all need to have a shared understanding of the official address for every property.

Finding: The street signs along the entire street segment between Crescent Drive and Maple Street already indicate 15th Place.

Conclusion: Because most of the parcels fronting this street segment are already identified with “Place” addresses, changing the official street name to 15th Place would be in the best interest of the city because it would correct a historic anomaly, ensure that there is no confusion about the street name, and would be minimally disruptive to the property owners and residents.

ORDINANCE NO. 2019-13
EXHIBIT B

Segment of 15th Avenue Changed to 15th Place



**Planning Commission Findings and Decision Number 2019-12
To Recommend Approval of an Ordinance to Re-Name a
Segment of 15th Avenue as 15th Place**

File Number 311-19-000024-PLNG

WHEREAS, the street segment from Crescent Drive to Larch Street is officially designated as 15th Avenue, while the segment from Larch Street to Maple Street is officially designated as 15th Place; and

WHEREAS, despite the different names, the City's Utility Billing database indicates that most of the parcels fronting this street are identified with "Place" addresses;

WHEREAS, the street is already sign-posted as 15th Place along its entirety; and

WHEREAS, staff at the Washington County Consolidated Communications Agency (the agency that provides 9-1-1 service and public safety communications for police, fire, and emergency medical service for participating jurisdictions, including Forest Grove) has noted that this anomaly can result in a delayed response to emergency calls; and

WHEREAS, notice of the proposed name change was mailed to property owners and residents within 300 feet of 15th Avenue and 15th Place; and

WHEREAS, the existing house numbers would remain unchanged with one exception - the parcel located at 1510 Crescent Drive is an "island" surrounded by parcels with a 15th Avenue address, and to remove it from its "island" status, this parcel would be changed to a 15th Place address concurrent with the street name change; and

WHEREAS, notice of the Planning Commission hearing on this proposal was published in the *Forest Grove News-Times* on September 25 and October 4, 2019; and

WHEREAS, the Planning Commission held a public hearing on the proposal on October 7, 2019; and

WHEREAS, one person spoke in favor of the proposed street name change, and one letter was received in opposition to changing the address of 1510 Crescent Drive.

The City of Forest Grove Planning Commission does hereby make no recommendation to the City Council regarding the address change proposed for 1510 Crescent Drive. The Planning Commission acknowledges the desirability of a consistent addressing system while also acknowledging the inconveniences imposed on a property owner and residents by a change of address.

The City of Forest Grove Planning Commission does hereby recommend to the City Council approval of the street name change from 15th Avenue to 15th Place, and makes the following specific findings in support of this decision:

Finding: ORS 227.120 identifies only one criterion to be satisfied: that the proposed name change would be in the "best interest of the city...."

Finding: When the Sheelar Manor plats were recorded (starting in 1953 and extending into 1964) the east/west street within those plats was identified as 15th Avenue. When the adjacent University Park plat was recorded in 1963, this same street was identified as 15th Place. It is unknown why 15th Avenue was not simply continued.

Finding: Staff at the Washington County Consolidated Communications Agency (WCCCA) has noted that a discrepancy in a street name can result in a delayed response to an emergency call.

Finding: The City's Utility Billing database indicates that most of the parcels fronting this street segment are already identified with "Place" addresses.

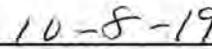
Finding: Property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all need to have a shared understanding of the official address for every property.

Finding: The street signs along the entire street segment between Crescent Drive and Maple Street already indicate 15th Place.

Conclusion: Because most of the parcels fronting this street segment are already identified with "Place" addresses, changing the official street name to 15th Place would be in the best interest of the city because it would correct a historic anomaly, ensure that there is no confusion about the street name, and would be minimally disruptive to the property owners and residents.



TOM BECK, Chair



Date



Street Re-Naming Staff Report and Recommendation

Community Development Department, Planning Division

Report Date	September 27, 2019
Hearing Date	October 7, 2019
Land Use Request	Renaming a segment of 15 th Avenue
File Number	311-19-000024-PLNG
Property Location	15 th Avenue and 15 th Place Rights-of-Way
Legal Description	Not Applicable
Applicant	City of Forest Grove PO Box 326 Forest Grove, Oregon 97116
Comprehensive Plan Designation	Not Applicable
Zoning Map Designation	Not Applicable
Historic District	Not Applicable
Applicable Decision Considerations, Standards and Criteria	ORS 227.120 <i>Procedure and Approval for Renaming Streets</i>
Reviewing Staff	James Reitz (AICP), Senior Planner
Recommendation	Staff recommends that the Planning Commission forward the application to the City Council with a positive recommendation.

I. LAND USE HISTORY

The street segment from Crescent Drive to Larch Street is officially designated as 15th Avenue, while the segment from Larch Street to Maple Street is officially designated as 15th Place. Despite the different names, the City's Utility Billing database indicates that most of the parcels along this street are identified with "Place" addresses, and the street is already sign-posted as 15th Place along its entirety (see maps and photos in Exhibit B – PowerPoint).

Staff at the Washington County Consolidated Communications Agency (WCCCA) has noted that this anomaly can result in a delayed response to an emergency call. (WCCCA was formed in 1985. It was established to provide 9-1-1 service and public safety communications for police, fire, and emergency medical service for participating jurisdictions, including Forest Grove).

This anomaly has existed since 1964. When the Sheelar Manor plats were recorded (starting in 1953 and extending into 1964) the east/west street within those plats was identified as 15th Avenue. When the adjacent University Park plat was recorded in 1963, this same street was identified as 15th Place. It is unknown why 15th Avenue was not simply continued.

II. DESCRIPTION OF PROPOSAL

The proposal would officially designate the entire street segment located east of Crescent Drive to Maple Street as 15th Place. Because the City's Utility Billing database indicates that most of the parcels along this street segment are already identified with "Place" addresses, and the street signs along the entire segment already indicate 15th Place, changing the official street name to match would be the least disruptive action for property owners and residents.

The existing house numbers would remain unchanged with one exception. The parcel located at 1510 Crescent Drive is an "island" surrounded by parcels with a 15th Avenue address. To remove it from its "island" status, this parcel would be changed to a 15th Place address concurrent with the street name change. It would change to an odd number because it is located on the north side of the street.

III. PROCEDURAL REQUIREMENTS

ORS 227.120 *Procedure and Approval for Renaming Streets* requires that notice be provided in the local paper "not less than once within the week prior to the week within which the hearing is to be held..." To satisfy this requirement, notice was published in the *Forest Grove News-Times* on September 25 and October 4, 2019. Additional notice will be published prior to the City Council hearing.

In addition, because this is a Type IV review, Development Code §17.1.715 requires that affected property owners also be mailed notice. Notice was mailed on September 15, 2019 to all property owners on 15th Avenue and 15th Place between Crescent Drive and Maple Street. Notice was also mailed to those properties within 300 feet of this street segment. Additional notice will be mailed prior to the City Council hearing.

IV. FINDINGS

ORS 227.120 identifies only one criterion to be satisfied: that the proposed name change would be in the "best interest of the city..."

Finding: When the Sheelar Manor plats were recorded (starting in 1953 and extending into 1964) the east/west street within those plats was identified as 15th Avenue. When the adjacent University Park plat was recorded in 1963, this same street was identified as 15th Place. It is unknown why 15th Avenue was not simply continued.

Finding: Staff at the Washington County Consolidated Communications Agency (WCCCA) has noted that a discrepancy in a street name can result in a delayed response to an emergency call.

Finding: The City's Utility Billing database indicates that most of the parcels along this street segment are already identified with "Place" addresses.

Finding: The parcel located at 1510 Crescent Drive is an “island” surrounded by parcels with 15th Avenue addresses. Because this address is out-of-sequence with the surrounding addresses, this discrepancy can also result in a delayed response to an emergency call.

Finding: Property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all need to have a shared understanding of the official address for every property.

Finding: The street signs along the entire street segment between Crescent Drive and Maple Street already indicate 15th Place.

Conclusion: Because most of the parcels along this street segment are already identified with “Place” addresses, changing the official street name to 15th Place would be in the best interest of the city because it would correct a historic anomaly, ensure that there is no confusion about the street name, and would be minimally disruptive to the property owners and residents.

V. ALTERNATIVES

The Planning Commission has the following alternatives:

1. Recommend approval as proposed; or
2. Recommend approval with modifications; or
3. Recommend denial; or
4. Continue deliberations to a date certain.

VI. SUMMARY AND RECOMMENDATION

The proposed street re-naming and one site re-addressing would correct two historic errors and help ensure the timely dispatch of emergency responders. Therefore, staff recommends that the Planning Commission forward the application to the City Council with a positive recommendation.

VII. LIST OF EXHIBITS

The following attachments are part of the staff report and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

Exhibit A ORS 227.120 *Procedure and Approval for Renaming Streets*

Exhibit B PowerPoint Slides

Exhibit C Ian Crawford (WCCCA 9-1-1 Data Services) email dated September 4, 2019

Exhibit D Heather LaBonte (Washington County Cartography Assistant) email dated August 16, 2019

Exhibit E Correspondence Received

EXHIBIT A

2017 ORS 227.120 Procedure and approval for renaming streets

Within six miles of the limits of any city, the commission, if there is one, or if no such commission legally exists, then the city engineer, shall recommend to the city council the renaming of any existing street, highway or road, other than a county road or state highway, if in the judgment of the commission, or if no such commission legally exists, then in the judgment of the city engineer, such renaming is in the best interest of the city and the six mile area. Upon receiving such recommendation the council shall afford persons particularly interested, and the general public, an opportunity to be heard, at a time and place to be specified in a notice of hearing published in a newspaper of general circulation within the municipality and the six mile area not less than once within the week prior to the week within which the hearing is to be held. After such opportunity for hearing has been afforded, the city council by ordinance shall rename the street or highway in accordance with the recommendation or by resolution shall reject the recommendation. A certified copy of each such ordinance shall be filed for record with the county clerk or recorder, and a like copy shall be filed with the county assessor and county surveyor. The county surveyor shall enter the new names of such streets and roads in red ink on the county surveyor's copy of any filed plat and tracing thereof which may be affected, together with appropriate notations concerning the same. The original plat may not be corrected or changed after it is recorded with the county clerk. [Amended by 2001 c.173 §4]

EXHIBIT B

POWERPOINT

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15th Avenue Renaming

James Reitz, AICP
Senior Planner

10/07/19

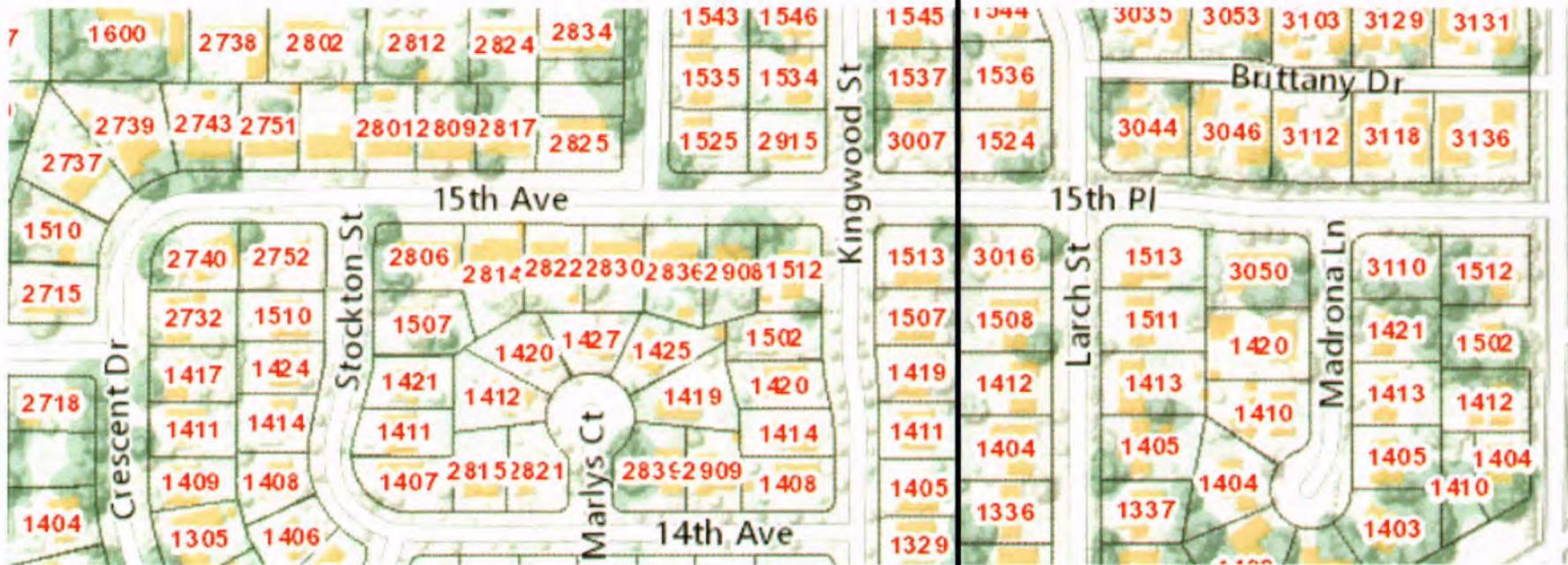
BACKGROUND

These addresses would be affected by the street name change

WashCo GIS Addressing	Utility Billing Addressing
2737 15th Ave	2737 15TH AVE
2739 15th Ave	2739 15TH PL
2743 15th Ave	2743 15TH PL
2751 15th Ave	2751 15TH PL
2759 15th Ave	2759 15TH PL
2801 15th Ave	2801 15TH PL
2809 15th Ave	2809 15TH PL
2817 15th Ave	2817 15TH PL
2825 15th Ave	2825 15TH PL
2915 15th Ave	2915 15TH PL
3007 15th Ave	3007 15TH PL
2908 15th Ave	2908 15TH PL
2836 15th Ave	2836 15TH PL
2830 15th Ave	2830 15TH PL
2822 15th Ave	2822 15TH PL
2814 15th Ave	2814 15TH PL
2806 15th Ave	2806 15TH PL
2752 15th Ave	2752 15TH PL
2740 15th Ave	2740 15TH PL
2732 15th Ave	2732 15TH PL

VICINITY MAP

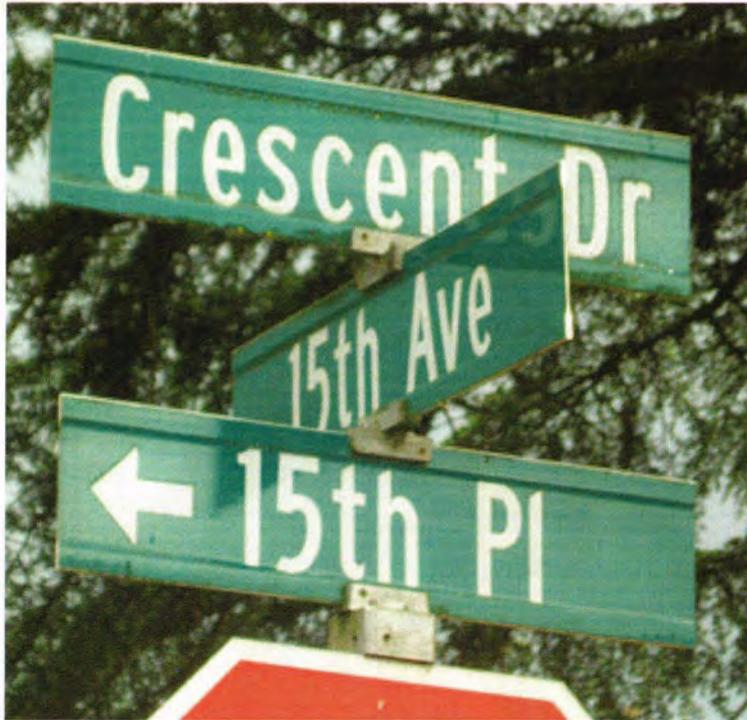
← 15th Avenue | 15th Place →



STREET

WEST END

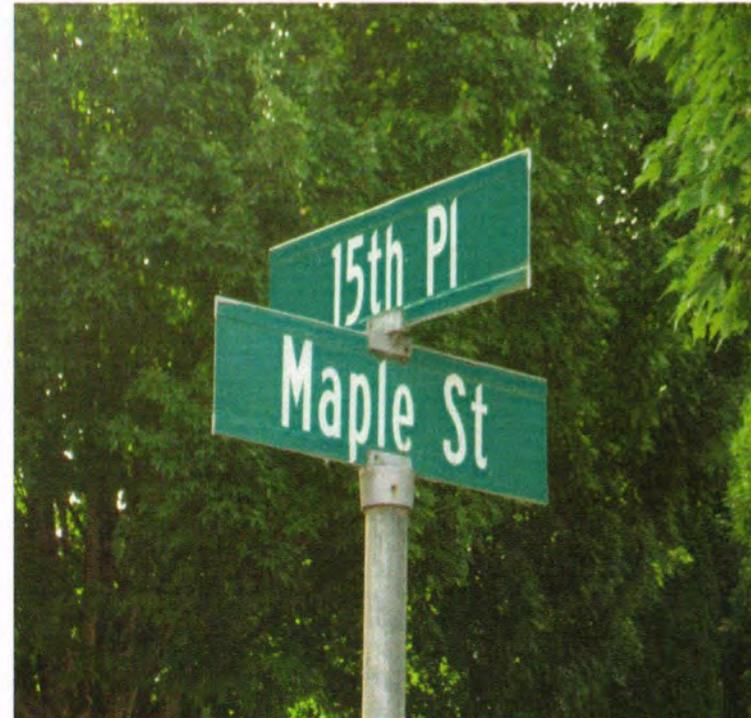
15th Avenue/Crescent Drive/15th
Place Intersection



SIGNAGE

EAST END

15th Place/Maple Street
Intersection



WHY IS THIS A PROBLEM?

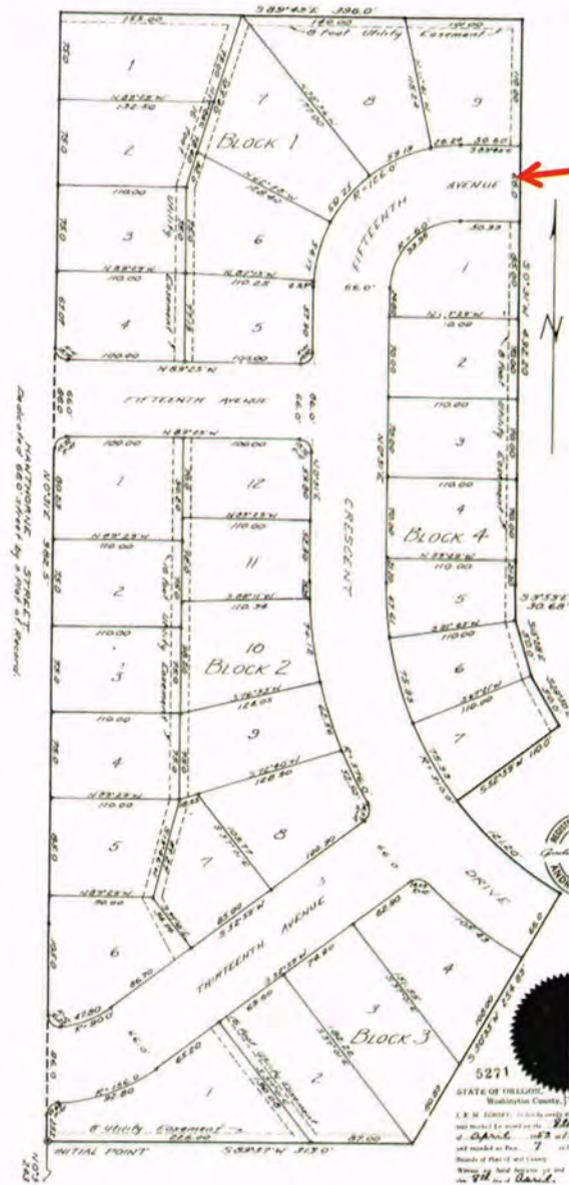
- Property owners, residents, the U.S. Postal Service, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all need to have a shared understanding of the official address for every property.
- Emergency responders are dispatched to an address as shown in the official record, but —
 - Residents are using 15th Place addresses even if they are officially located on 15th Avenue.
- Result: There is a conflict between the official addresses and those that are in common usage.

HOW DID THIS HAPPEN?

Sheelar Manor 1 platted 1953 – 15th Avenue
Sheelar Manor 2 platted 1954 – 15th Avenue
Sheelar Manor 3 platted 1964 – 15th Avenue
University Park platted 1963 – 15th Place

It is not known why 15th Avenue was not simply continued with the University Park plat.

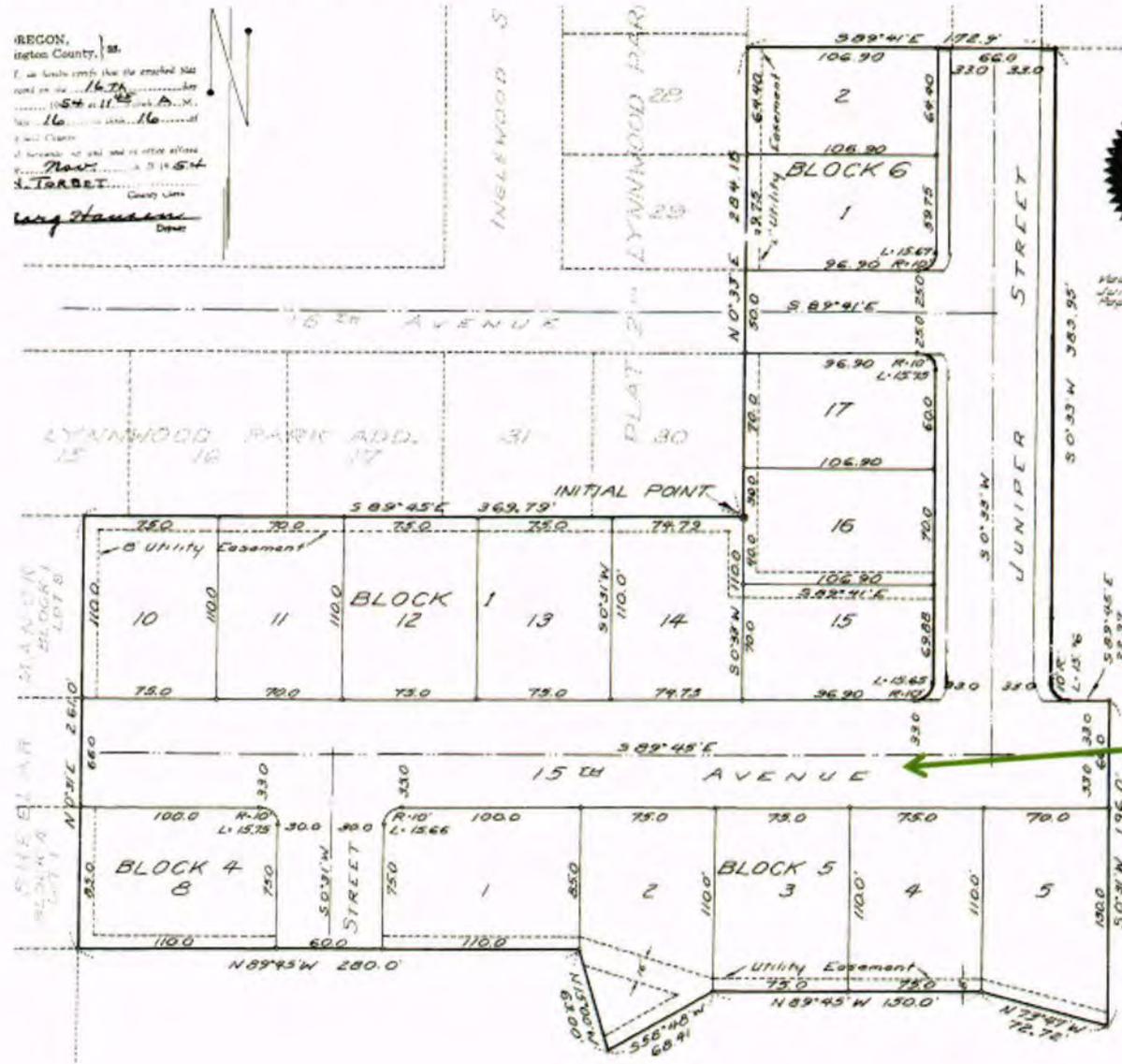
SHEELAR MANOR 1 - 1953



15th Avenue

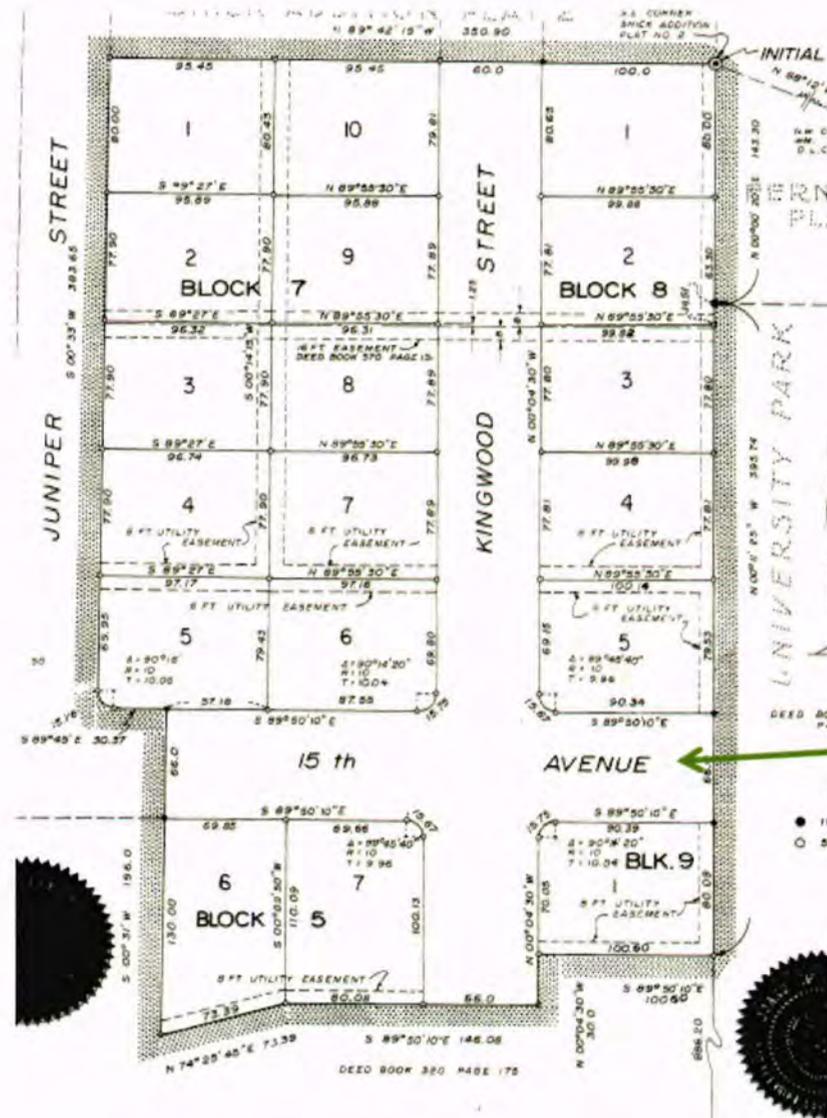
5271
STATE OF OREGON,
Washington County,
I, B. M. SHERIDAN, County Clerk,
do hereby certify that the above is a true and correct copy of the original plat as filed in my office and recorded as Plat No. 7 of 1953.
Witness my hand and the seal of said County at Medford, Oregon, this 15th day of June, 1953.

SHEELAR MANOR 2 - 1954



15th Avenue

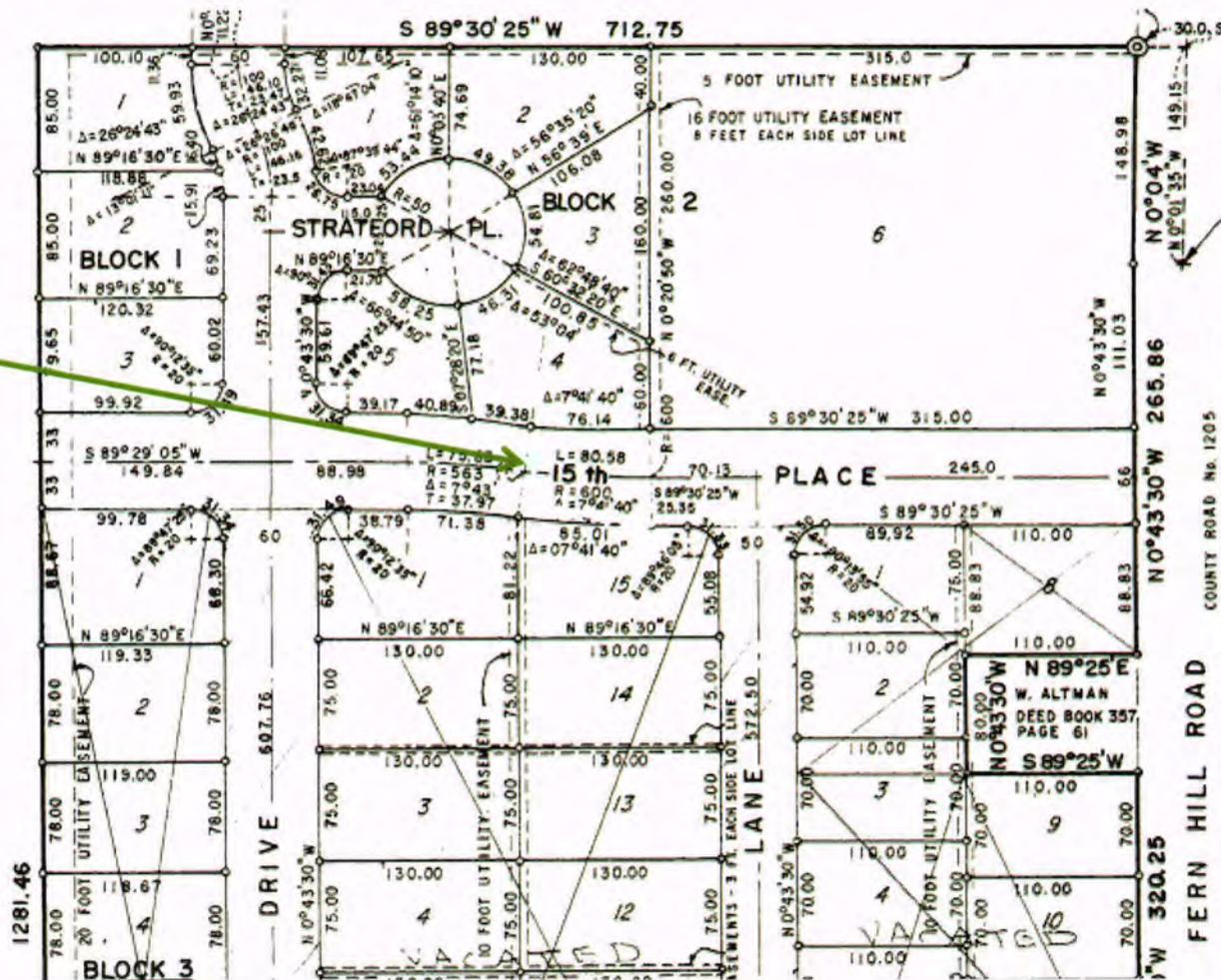
SHEELAR MANOR 3 - 1964



15th Avenue

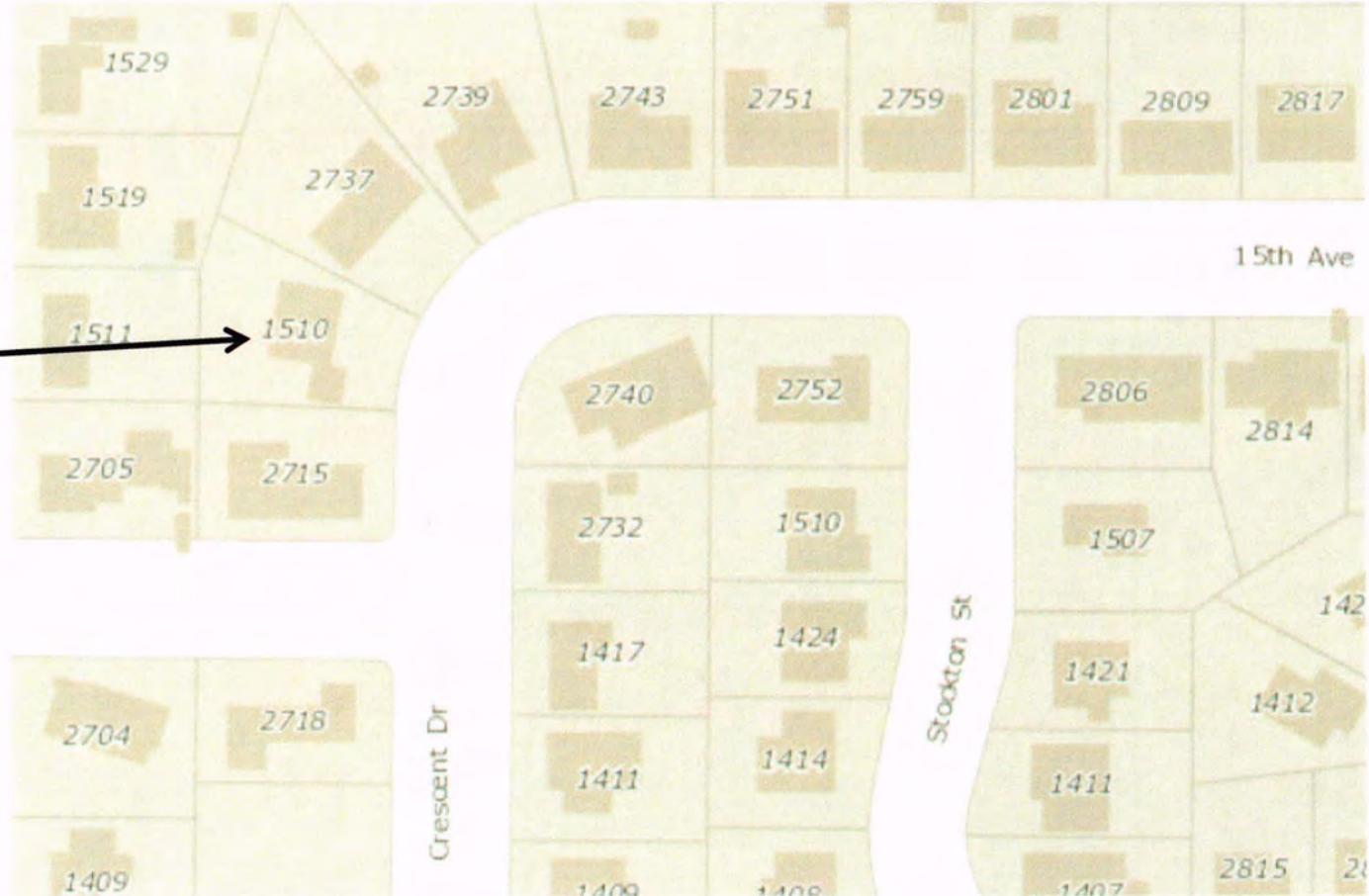
UNIVERSITY PARK - 1963

15th Place



“ISLAND” ADDRESS

THIS CRESCENT DRIVE ADDRESS IS BRACKETED BY 15TH AVENUE ADDRESSES AND SHOULD BE CHANGED



RECOMMENDATION

- Recommend to the City Council that it officially re-name the roadway between Crescent Drive and Larch Street as 15th Place.
- Concurrent with the street name change, the parcel at 1510 Crescent Drive would be assigned a 15th Place address.

EXHIBIT C

Ian Crawford (WCCCA 9-1-1 Data Services)
Email dated September 4, 2019

“For the purposes of emergency response, every business and residence requires a unique and commonly understood civic address. It is important that property owners, residents, the USPS, municipal and county governments, telephone companies, commercial mapping providers, the 9-1-1 center, and emergency responders all have a shared understanding of the official address for every property. It is important to correct addressing errors in order to avoid confusion and prevent emergency response delays.”

EXHIBIT D

Heather LaBonte (Washington County Cartography Assistant)
Email dated August 16, 2019

"I have been asked about this street segment many times of the past 10 years. In this past year I have been asked about it on three different occasions, once each by the Post Office, Elections Department and WCCCA. As data sets are being used we will be encountering these types of issues more often until they are resolved. It is an issue definitely worth setting forth a plan for addressing it."

EXHIBIT E

Correspondence Received

September 18, 2019

James Rutz, Senior Planner
Community Development Department
P.O. Box 326
Forest Grove, OR 97116

RECEIVED

SEP 20 2019

City of Forest Grove

Re: Proposed address change 1510 Crescent Dr. 97116-3155

Dear Sir:

We would like to be exempted from the coming address change.

There is no discrepancy in our address between City and County.

In our 45 years of living here, fire service, police service, US Mail and package delivery have all found our house.

Presently we are in our 70's and are caring for our 88 year old Mother in our home. She is unable to take care of the business herself. After moving her here this January, we spent two months of endless telephone calls, signed affidavits, copy making and registered mail to change her address to this one. I am in a position to attest to the hardship and confusion it would cause to do it again plus all our business also.

We ask the Commission to think about doing it for themselves and then to think about doing it for their aging parents also.

We would like to be grandfathered out of this change. We are asking for the mercy of the Planning Commission in giving us an exemption from this address change.

Sincerely,

 Kristina McMurton

Robert McMurton

William S. Meyerhoff



A place where families and businesses thrive.

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

1. CALL TO ORDER:

Chair Tom Beck called the meeting to order at 7:00 p.m. Roll Call:

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

Planning Commission Excused: Phil Ruder, Vice Chair; Commissioner Hugo Rojas.

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

2. PUBLIC MEETING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-19-00024-PLNG – Re-naming a street segment from 15th Avenue to 15th Place

Chair Beck opened the legislative public hearing at 7:00 p.m, calling for the staff report.

Senior Planner James Reitz gave the staff report, showing the vicinity map and the addresses affected by the street name change. Utility billing and the Washington County GIS records differ, creating a conflict between the official address of 15th Avenue and the address being used by the homeowners as 15th Place. Street signs also reflect the 15th Place address, but emergency responders go off the official record of 15th Avenue. This addressing needs to be corrected in order to have a commonly understood address in order to prevent delays in emergency response, mail confusion, etc.

Mr. Reitz gave the history of the plats dating back to 1953, but it is not known why 15th Avenue was not continued as the area continued to be platted. In addition, there is an “island” address of 1510 Crescent Drive surrounded by 15th Avenue addresses that should be assigned as a 15th Place address.

Commissioner Bannister-Lawler asked if staff needed to take action in changing the Crescent Drive address now as emergency response could be delayed, and Mr. Reitz stated the address change can be re-assigned at a later date as a Type I review with no meeting needed.

Staff recommends the Planning Commission make a recommendation to City Council that the roadway be officially names 15th Place between Crescent Drive to Larch Street, and concurrently assign the parcel at 1510 Crescent Drive to a 15th Place address.

CORRESPONDENCE:

The property owner at 1510 Crescent Drive wrote a letter in response to the public notice, urging the Planning Commission not to change their address as it will create a hardship.

PROPONENTS:

Kay Carlisle, 2737 15th Avenue, Forest Grove, OR 97116:

Ms. Kay Carlisle came to the front, and stated she has had nothing but problems with the addressing. It was advertised when purchased as being a house off of 15th Place, but then all the paperwork on the property came back as 15th Avenue which in turn affected everything as far as voter's info, driver's license, and the postal servicing address. It would be a positive change to correct the street name to 15th Place because everyone on the street goes by the 15th Place addressing scheme.

Commissioner Sanderson inquired about the neighbor at the 1510 Crescent Street address and how she feels, and Ms. Carlisle said she is concerned about it and the addressing along the street is very confusing.

Chair Beck wondered if it was feasible to move the Crescent Street sign up near the corner where 1510 Crescent Street is located, and Mr. Reitz responded that street signs need to be located at intersections.

Commissioner Sanderson stated that she is hesitant to allow the Crescent Street address to stay as it will cost city resources to accommodate a preference.

OPPONENTS:

None.

OTHER:

None.

Chair Beck closed the public hearing at 7:30 p.m.

COMMISSIONER DISCUSSION:

Chair Beck made a suggestion that Commissioners recommend to City Council the change from 15th Avenue to 15th Place, but take no action regarding the address of 1510 Crescent Drive. All the Commissioners agreed.

Commissioner Bannister-Lawler inquired if there were other addresses with an addressing problem, and Mr. Reitz responded that there are other address anomalies out there.

Commissioner Bannister-Lawler moved a motion to recommend to City Council file number 311-19-000024-PLNG – Re-naming a street segment from 15th Avenue to 15th Place between Crescent Drive and Larch Street, but taking no action to changing the address located at 1510 Crescent Drive. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Chair Beck; Commissioners Nakajima, Sanderson, Bannister-Lawler, and Smith. NOES: None. ABSENT: Vice Chair Ruder; Commissioner Rojas. MOTION CARRIED 5-0.

C. **ACTION ITEMS:**
None.

D. **WORK SESSION ITEMS:**
None.

3. BUSINESS MEETING:

A. **APPROVAL OF MINUTES:**

Commissioner Sanderson moved to approve the minutes of the August 19th, 2019 meeting. Commissioner Bannister-Lawler seconded. Motion passed 5-0.

B. **REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:**
None.

C. **DIRECTOR'S REPORT:**

James Reitz gave an update as to the progress on the Neighborhood Mixed Use zoning definition discussion being held with City Council.

A pre-application meeting is scheduled for Wednesday regarding a proposed 200-unit apartment complex located next to the credit union at Pacific Ave/19th Ave.

Chair Beck inquired about the TV Highway traffic impact study, and Mr. Reitz explained that the intention is to look at it from a safety perspective for pedestrians along the Tualatin Valley Corridor. The City received a grant to conduct the study.

Mr. Reitz gave an update on the Rose Grove expansion, informing the Commissioners that the site is now in the grading phase.

A future Commission meeting will be a re-zoning of the city's property purchased for the purpose of the new police department.

D. **ANNOUNCEMENT OF NEXT MEETING:**

The next meeting is to be determined.

E. **ADJOURNMENT:**

The meeting was adjourned at 7:43 p.m.

Respectfully submitted by:

Cassi Bergstrom
Planning Commission Coordinator



A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>10/28/2019</u>
FINAL ACTION:	<u>RESO 2019-55</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *October 28, 2019*

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

SUBJECT TITLE: *Resolution Accepting a Dedication Deed for Public Street Right-of-Way in the Gales Creek Terrace Planned Residential Development and Authorizing the City Manager to Execute the Deed for Recording by the City Recorder (File No. 311-19-000026-PLNG)*

ACTION REQUESTED:

Ordinance	Order	X	Resolution	Motion	Informational
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X all that apply

ISSUE STATEMENT: The Gales Creek Terrace planned residential development is a phased project. The Forest Grove Development Code, in §§17.6.005(D)(2), requires that the right-of-way for streets within a phased development that provides connectivity to arterials or collectors outside the project site be dedicated with the first phase of the project. There is one street, to be constructed in latter phases, that provides connectivity to Pacific Avenue. This street must be dedicated concurrently with the final plat for phase one. The developer is close to recording the final plat for the first phase of the project. A resolution is attached for Council approval accepting the right-of-way dedication and authorizing the City Manager to execute the deed for recording by the City Recorder.

BACKGROUND: On November 24, 2014, City Council approved Order 2014-06 granting approval for the phased Gales Creek Terrace planned residential development (PRD-14-00181). Gales Creek Terrace is located west of D Street and south of Pacific Avenue. The development includes 197 lots to be developed over four phases.

As noted above, the Forest Grove Development Code requires dedication of right-of-way for streets internal to phased developments that connect to arterials or collectors roads. The Gales Creek Terrace development includes one street in latter project phase that connects to Pacific Avenue. Pacific Avenue near the project site is a designated collector road in the Forest Grove Transportation System Plan. Therefore, dedication of the street right-of-way must be dedicated concurrently with the final plat for the first phase of the project.

Gales Creek Development LLC, prepared a dedication deed for street right-of-way connecting to Pacific Avenue for acceptance by the City and recording with the final plat for the first phase of the project. The dedication deed was reviewed by the City Attorney and Engineering Division.

The attached resolution formally accepts the street right-of-way dedication and authorizes the City Manager to execute the deed on behalf of the City for recording by the City Recorder.

FISCAL IMPACT: Fiscal impacts include administrative costs for processing the dedication deed. The City will also assume ongoing maintenance responsibilities and associated costs on the street right-of-way after the public improvements are accepted by the City.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution accepting the street right-of-way in the Gales Creek Terrace planned residential development and authorizing the City Manager to execute the deed for recording by the City Recorder.

ATTACHMENT(s):
PowerPoint Presentation
Resolution

GALES CREEK TERRACE STREET DEDICATION

DAN RIORDAN, Senior Planner

BRIAN POHL, Community
Development Director



PUBLIC HEARING PURPOSE

Council consideration of a resolution to:

- Formally accept street right-of-way dedication in Gales Creek Terrace.**

- Authorize the City Manager to execute the dedication deed.**

- Authorize the City Recorder to record deed.**

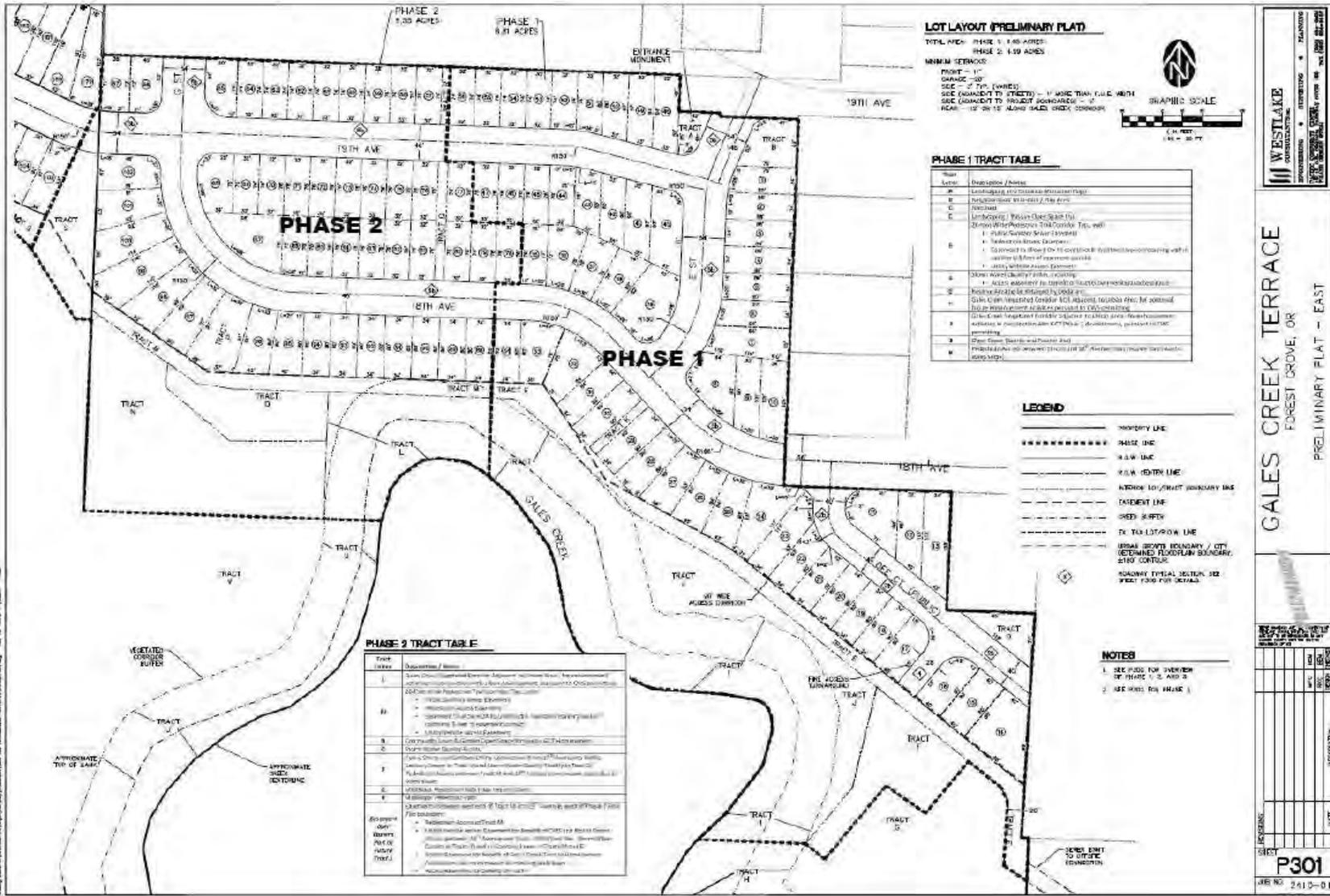
BACKGROUND

- Development Code – §§17.6.005(D)(2) :

“For a phased project, the right-of-way for streets within the development that provide connectivity to arterials or collectors outside the project site shall be dedicated with the first phase of the project.”

- Gales Creek Terrace is a four phase project.
- One street connects to Pacific Ave. in Phase 4

GALES CREEK TERRACE



WESTLAKE CONSTRUCTION
 ENGINEERING • ARCHITECTURE • LANDSCAPE ARCHITECTURE

GALES CREEK TERRACE
 FOREST CROVE, OR
 PRELIMINARY FLAT - EAST

P301
 SHEET NO. 2412-01

STAFF RECOMMENDATION

City Council approve the resolution to:

1. Accept the street right-of-way dedication.
2. Authorize the City Manager to execute the deed.
3. Authorize the City Recorder to record the deed.



RESOLUTION NO. 2019-55

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE DEDICATION DEED FOR PUBLIC STREET RIGHT-OF-WAY IN THE GALES CREEK TERRACE DEVELOPMENT; FILE NO. 311-19-000026-PLNG

WHEREAS, on November 24, 2014, City Council approved Order 2014-06, granting approval for the phased Gales Creek Terrace planned residential development (Development); and

WHEREAS, Forest Grove Development Code §17.6.005(D)(2) states: "For a phased project, the right-of-way for streets within the development that provide connectivity to arterials or collectors outside the project site shall be dedicated with the first phase of the project"; and

WHEREAS, The Development includes a street to be constructed during the final project phases that provides connectivity to Pacific Avenue, a designated collector street in the Forest Grove Transportation System Plan; and

WHEREAS, Gales Creek Development, LLC prepared a dedication deed for the street right-of-way connecting to Pacific Avenue for acceptance by the City and recording with the final plat for the first phase of the Development.

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

Section 1. The hereby City Council hereby accepts the dedication deed attached as (Exhibit 1).

Section 2. The City Council hereby authorizes the City Manager to execute the dedication deed on behalf of the City.

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

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

Anna D. Ruggles, City Recorder

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

Peter B. Truax, Mayor

This page is intentionally blank.

After recording, return to:

City of Forest Grove
Att: City Recorder
P.O. Box 326
Forest Grove, OR 97116-0326

Until a change is requested, all

Tax statements shall be sent to:

NO CHANGE IN TAX STATEMENTS

DEDICATION DEED

Gales Creek Development, LLC (GRANTOR), does on behalf of GRANTOR, GRANTOR'S heirs, successors and assigns, grant, convey, dedicate, and warrant to the City of Forest Grove an Oregon political subdivision (GRANTEE), the real property described in Exhibit A (legal description) and depicted in Exhibit B (map), free from all monetary liens or encumbrances. The GRANTEE (and other entities or persons GRANTEE deems appropriate) shall have the perpetual right to use the property for public purposes.

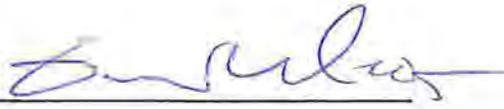
The true consideration for this conveyance is \$ 0.00 and includes other value given or promised.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424 OREGON LAWS 2007 AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 to 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 1195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007 AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 to 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 8th day of October 2019.

(See following page for signatures and acknowledgment)

GRANTOR:

By: 

Name: Gordon Root

Title Manager

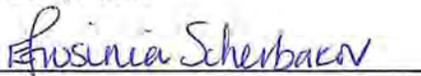
STATE OF OREGON)
)
COUNTY OF WASHINGTON)

On this 8 day of October, 2019, before me personally appeared to me known as
(Name) Gordon Root, (Title) Manager
of GRANTOR Gales Creek Development, LLC and who executed
the within instrument, and who acknowledged the same to be in behalf of
GRANTOR Gales Creek Development, LLC, and said acknowledged said instrument
to be the free act and deed of GRANTOR Gales Creek Development, LLC.

(seal)



Notary Public



Name

My Commission Expires: January 28, 2022

APPROVAL AND ACCEPTANCE BY GRANTEE PURSUANT TO ORS 93.808

The City of Forest Grove hereby approves and accepts the foregoing
dedication this _____ day of _____, 2019.

By: _____

Name: Jesse VanderZanden

Title: City Manager

J:\2410-00\1\3\SURVEY\CAD\DWG\XREF\2410-00\EX_05-DED.DWG 2019-10-01 1:44 PM - GRA

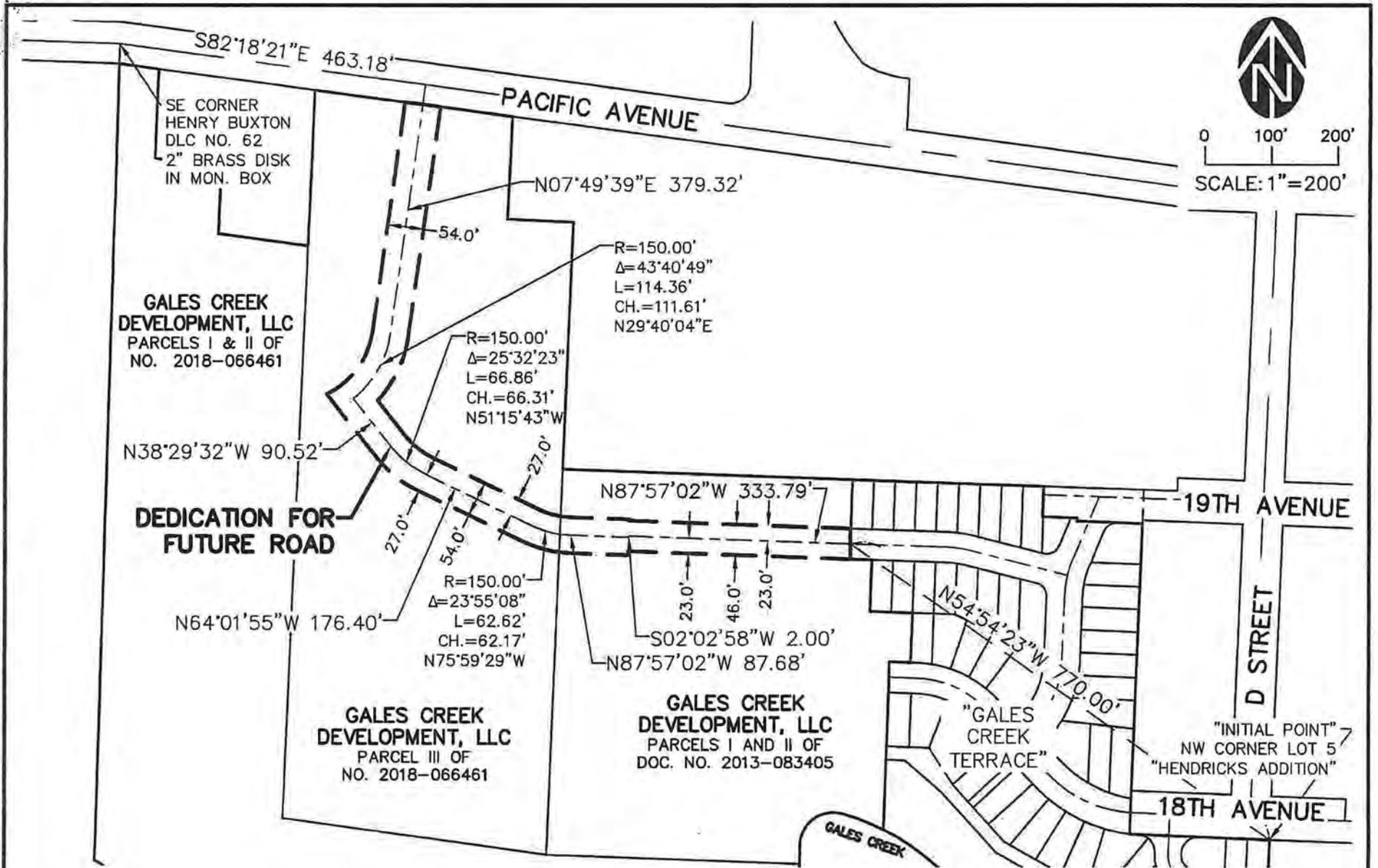


EXHIBIT B

LOCATED IN THE NE 1/4 OF SECTION 1, T. 1 S., R. 4 W., W.M.
CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON

DATE	11/18/18
DRAWN BY	GRA
CHECKED BY	CAJ
REVISION	
JOB NO.	2410-01

WESTLAKE
CONSULTANTS INC.

ENGINEERING ♦ SURVEYING ♦ PLANNING

PACIFIC CORPORATE CENTER
15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0652
TIGARD, OREGON 97224 FAX (503) 624-0157

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Gales Creek Terrace
Future Road Dedication
November 18, 2018
Project No. 2410-01

PROPERTY DESCRIPTION

A tract of land situated in the Northeast one-quarter of Section 1, Township 1 South, Range 4 West of the Willamette Meridian; in the City of Forest Grove, County of Washington and State of Oregon; being a portion of those properties conveyed as Document No. 2013-083405 and Document No. 2018-066461, in Washington County Deed Records; consisting of two strips of land, being forty-six (46') and fifty-four (54') feet wide laying even widths on each side of their centerlines, which are more particularly described as follows:

A forty-six (46') foot wide strip laying 23.00 feet on each side of centerline

Beginning at the western terminus on the centerline of 19th Avenue (being 46.00 feet wide as per future Plat of "Gales Creek Terrace"), which point bears North $54^{\circ}54'23''$ West, 770.00 feet from the "Initial Point of said "Gales Creek Terrace" which is also the NW corner Lot 5, "Hendricks Addition";

thence, on an extension of said centerline of 19th Avenue, North $87^{\circ}57'02''$ West 333.79 feet to the end of said 46.00 feet wide strip, hereinafter referred to as Point A being at a jog in said centerlines.

A fifty-four (54') foot wide strip laying 27.00 feet on each side of centerline

Beginning at a point which bears South $02^{\circ}02'58''$ West, 2.00 feet from the hereinabove described "Point A";

thence North $87^{\circ}57'02''$ West 87.68 feet to the beginning of a 150.00-foot radius curve;

thence along said curve to the right, through an angle of $23^{\circ}55'08''$ (the chord of which bears North $75^{\circ}59'29''$ West 62.17 feet) an arc length of 62.62 feet;

thence North $64^{\circ}01'55''$ West 176.40 feet to the beginning of a 150.00-foot radius curve;

thence along said curve to the right, through an angle of $25^{\circ}32'23''$ (the chord of which bears North $51^{\circ}15'43''$ West 66.31 feet) an arc length of 66.86 feet;

thence North $38^{\circ}29'32''$ West 90.52 feet to a point of cusp and the beginning of a non-tangent 150.00-foot radius curve;

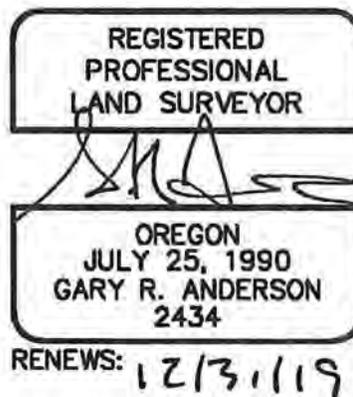
thence along said non-tangent curve to the left (from which a radial line bears North $38^{\circ}29'32''$ West), through an angle of $43^{\circ}40'49''$ (the chord of which bears North $29^{\circ}40'04''$ East 111.61 feet) an arc length of 114.36 feet;

thence North $07^{\circ}49'39''$ East 379.32 feet to the end of said 54.00 foot wide strip, being a point along the centerline of Pacific Avenue, which bears South $82^{\circ}18'21''$ East 463.18 feet from the SE corner Henry Buxton DLC No. 62.

The sidelines of said strips are to be lengthened or shortened to terminate at the west line of said 19th Avenue and the south right of way line of said Pacific Avenue (30.00 feet south of centerline).

Area of which contains 66,578 square feet, or 1.528 acres, more or less.

Bearings are based upon Survey Number 33140, Washington County Surveys.





A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	8.
MEETING DATE:	10/28/2019
FINAL ACTION:	RESO 2019-56

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, City Recorder*

MEETING DATE: *October 28, 2019*

SUBJECT TITLE: *City Council Candidate Vacancy Replacement Process*

ACTION REQUESTED:

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

BACKGROUND:

The City Council was notified of the death of Council President Thomas (TJ) on October 14, 2019, who passed away from acute myeloid leukemia (AML). Johnston worked for nearly 30 years as a Forest Grove Police Officer, retiring as a Police Sergeant on July 12, 2001. Johnston was elected as a Forest Grove City Councilor in 2002 and was re-elected in 2006, 2010, 2014 and 2018. Johnston was appointed as Council President and served in that capacity since 2009. Johnston was also very active in the League of Oregon Cities, Washington County Consolidated Communications Agency, and the State Interoperability Executive Council.

ISSUE STATEMENT:

City Charter Section 32 and City Code Section 30 provides guidance for replacing vacancies on the Council. City Charter Section 32 provides that Council must fill a vacancy by appointment by a majority of the remaining Councilmembers and that the appointee will hold office until the term of the position ends, in this case, November, 2022.

City Code Section 30.40-42 states the Council shall use the following procedures in the appointment process:

Applicant Letter of Intent and Interest:

1. Full name and residence address;
2. A current resume (limited to two pages); and
3. A written statement explaining the applicant's reason for wishing to be appointed to the office (limited to two pages).

Eligibility and Residency Requirements:

1. Be a qualified elector under State Law.
2. Reside in the City for at least one year prior.
3. Not be employed by the City.

Projected Dates: Attached is the Projected Dates and Procedures for Filling Council Vacancy Appointment

Interview Questions: Attached is list of proposed interview questions.

FISCAL IMPACT: The cost to publish three legal notices or approximately \$500.

STAFF RECOMMENDATION: Staff recommends the City Council review the interview questions and projected dates and procedures for filling the Council Vacancy and approve the attached resolution.

ATTACHMENT(s):

PPT

Projected Dates and Procedures for Filling Council Vacancy (Exhibit A)

Proposed Interview Questions

Resolution

Print

Forest Grove, OR Code of Ordinances

SECTION 31. VACANCIES.

The Mayor or a Councilor office becomes vacant:

(a) Upon the incumbent's:

- (1) Death,
- (2) Adjudicated incompetence, or
- (3) Recall from the office.

(b) Upon declaration by the Council after the incumbent's:

- (1) Failure to qualify for the office within 10 days prior to the time the term of office is to begin,
- (2) Absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent,
- (3) Ceasing to reside in the City,
- (4) Ceasing to be a qualified elector under State law,
- (5) Conviction of a public offense punishable by loss of liberty,
- (6) Resignation from the office, or
- (7) Violation of Section 33(i).

SECTION 32. FILLING VACANCIES.

A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members. The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro tem.

Print

Forest Grove, OR Code of Ordinances

VACANCIES IN OFFICE

§ 30.40 VACANCY IN OFFICE.

A city elective office becomes vacant as provided by City Charter § 31.

(Prior Code, § 2.070) (Ord. 2009-10, passed 7-13-2009)

§ 30.41 FILLING VACANCIES.

(A) City Charter § 32 requires the remaining Council members to fill by appointment any vacancy in an elective office.

(B) The appointee holds office until the term of office of the vacancy has expired.

(C) The applicant must be a qualified elector under state law and reside in the city for at least one year before appointment to office.

(Prior Code, § 2.075) (Ord. 2009-10, passed 7-13-2009)

§ 30.42 APPOINTMENT BY COUNCIL.

(A) The City Council shall use the following procedures in the appointment process.

(1) At the request of the City Council, the City Recorder shall provide public notice to appropriate neighborhood organizations, civic groups, a newspaper of general circulation, and other recognized groups.

(2) The Council shall set the deadline date for submitting applications after the notice is published.

(3) Applicants must file the required application with the City Recorder by the filing deadline date set by the Council.

(4) The City Recorder shall make copies of all applications received and distribute to the Council as one packet.

(5) The Council shall conduct the interviews at a meeting open to the public.

(6) Each applicant shall make an oral presentation to the Council at a meeting open to the public.

(7) An applicant who receives a majority of the votes by the current Council members will be appointed to fill the vacant seat.

(8) The applicant appointed shall formally assume the office no later than 20 business days following the appointment by the Council.

(B) The application shall include the following:

- (1) Full name and residence address;
- (2) A current resume; and
- (3) A written statement explaining the applicant's reason for wishing to be appointed to the office.

(Prior Code, § 2.080) (Ord. 2009-10, passed 7-13-2009)

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City Council Candidate Process

Anna Ruggles, City Recorder
Jesse VanderZanden, City
Manager

Application Requirements:

1. Letter of Intent and Interest
2. Current Resume (limited to two pages), and
3. Written Statement explaining applicant's reason for wishing to be appointed (limited to two pages.)

(Applications that exceed these requirements will not be considered.)

Eligibility and Residency Requirements:

- Elector
- Reside in City for at least one year prior
- Not be employed by City

Prior Process:

- The last time a vacancy occurred, there were 7 candidates.
- Each candidate was given a total of 13-15 minutes: 3-5 minutes for an oral presentation and 10 minutes for questions.
- Currently there are 6 questions of each candidate.
- Questions were sent to the Candidates in advance of the interview.

Proposed Questions:

1. What do you perceive to be the most positive issue and the most negative issue for Forest Grove?
2. How do you describe your leadership style and how would it benefit the Council and aid in resolving a contentious issue?
3. If you are appointed to Council, list three goals you would like to see the City achieve during your term.
4. How would you encourage more community involvement?
5. Describe what you perceive is Council's role in the budget process, and name one new source of operating funding you may have in mind for the City to pursue.
6. Do you have any questions of us?

Proposed Timeline:

- October 28: consensus to public notice the vacancy
- November 22: candidate applications due to City Hall by 5:00 p.m.
- November 25: applications distributed to Council
- December 9: City Council Work Session to interview candidates. Interviews are 13-15 minutes. Discussion of candidates should not occur until all interviews are complete. More interview time may be allowed depending on the number of applicants. Interview questions should be the same for all candidates.
- December 9: City Council Meeting to score and select a candidate. Councilors score a written ballot in open session to individually select the top three candidates and assign them 3 points for 1st, 2 points for 2nd, and 1 point for 3rd. The results are tabulated by the City Recorder. Pending the results, the Council deliberates and makes a motion to select an applicant as Councilor. If the results are not clear, the Council may elect to conduct follow up interviews of the top 2-3 candidates.
- January 13: City Council Meeting to appoint a candidate by resolution.

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RESOLUTION NO. 2019-56

**RESOLUTION OF THE CITY COUNCIL AUTHORIZING
TO FILL A CITY COUNCIL VACANCY, TERM EXPIRING NOVEMBER 2022**

WHEREAS, on October 14, 2019, City Council was notified of the death of Council President Thomas (TJ) Johnston; and

WHEREAS, City Charter § 31 provides that a Council office becomes vacant upon the incumbent's death; and

WHEREAS, City Charter § 32 provides that in the event of a City Council vacancy, the remaining Council members shall, by a majority vote, fill the vacancy; and

WHEREAS, City Code § 30 states the qualifications and procedures for filling a Council vacancy, and the appointment process; and

WHEREAS, the City Council desires to fill this vacancy.

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

Section 1. The City Council hereby directs the City Manager to publish notice requirements to fill the Council vacancy pursuant to City Charter § 32 and City Code § 30 (attached as Exhibit A).

Section 2. The City Council hereby approves the Projected Dates and Procedures for Appointment for filling the Council Vacancy (attached as Exhibit B).

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

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

Anna D. Ruggles, City Recorder

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

Peter B. Truax, Mayor

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CITY OF FOREST GROVE PUBLIC NOTICE CITY COUNCIL VACANCY

NOTICE IS HEREBY GIVEN that the Forest Grove City Council is accepting applications from eligible residents to fill an unexpired term of office of a City Council seat. This seat serves a four-year term with three years remaining in the current term, ending November, 2022. The City Charter, Section 32, requires the remaining Council members to fill by appointment a vacancy on the City Council. Application packets must contain the following:

Letter of Intent and Interest:

1. Full name and residence address;
2. A current resume (limited to two pages); and
3. A written statement explaining the applicant's reason for wishing to be appointed to the office (limited to two pages).

Eligibility and Residency Requirements:

1. Be a qualified elector under State Law.
2. Reside in the City for at least one year prior.
3. Not be employed by the City.

City Council Benefits:

City Council position is paid \$100 per month stipend and medical, vision and dental insurance benefits are provided, set by resolution. The City contributes 95% of the insurance premium and participant pays 5%. The City also provides an authorized electronic device and internet data stipend.

Deadline to Apply:

Application packets must be received by 5:00 p.m., Friday, November 22, 2019, and may be submitted as follows:

1. Walk-In: City Recorder's Office, 9am-5pm, 1924 Council Street, 2nd Floor
2. Mail to: City Recorder's Office, P. O. Box 326, Forest Grove, Oregon 97116-0326
3. E-mail to: aruggles@forestgrove-or.gov

Please be advised: A mailing postmark date will not be accepted, application packets received after the deadline date/time will be rejected, and applications received are public record and may be released to the public and media in accordance with Oregon Public Records Law.

Candidate Interviews:

Candidates selected for an oral interview with City Council will be notified by telephone or e-mail. Interviews, which are open to the public, are scheduled for Monday, December 9, 2019, between hours of 4:00 pm and 7:00 pm, in the Community Auditorium, 1915 Main Street. It is anticipated that an appointment will be made during the regular City Council meeting that same

evening. The City Council is the final judge of the appointment and qualifications of its members. The appointee must accept the appointment no later than 20 business days following the appointment by the City Council. The candidate who is appointed will assume the office of City Councilor on Monday, January 13, 2020. For final meeting agenda announcement or additional information, please visit <http://www.forestgrove-or.gov/> and/or please contact Anna Ruggles, City Recorder/Elections Officer, 503.992.3235, aruggles@forestgrove-or.gov.

###

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

NewsTimes to be published: Wednesday, November 6, 13 and November 20, 2019

FILLING CITY COUNCIL VACANCY

*Projected Dates and Procedures for Appointment
(Pursuant to City Charter & City Code [§30.40-30.42](#))*

<p>Monday, October 28 City Council Meeting</p>	<p>RESOLUTION PRESENTATION: Brief Council on Candidate replacement process and potential interview questions. Council will consider:</p> <ul style="list-style-type: none"> • Resolution/Motion directing staff to publish notice requirements to fill Council vacancy as soon as possible. • Publish Notice October 30 & Legal Notices November 6, 13 and 20 with application deadline of Friday, November 22, 2019, 5pm
<p>Friday, November 22 Application Deadline</p>	<p>§30.42(B). APPLICATION DEADLINE. The application shall include: <u>Letter of Intent and Interest:</u></p> <ol style="list-style-type: none"> (1) Full name and residence address (2) A current resume (limited to two pages) (3) A written statement explaining the candidate’s reason for wishing to be appointed to office (limited to two pages) <p>Applications not meeting eligibility and residency requirements, pursuant to City Code §30.41 will be rejected by City Recorder.</p>
<p>Monday, November 25 Application Distribution</p>	<p>Distribute copies of qualified applications to Council for review prior to Work Session scheduled December 9. Candidates’ Interview Schedule will be distributed with Council Packet on December 4.</p>
<p>Monday, December 9 City Council Work Session to Interview Candidates and Select and Appoint a Candidate.</p>	<p>§30.42(A) WORK SESSION TO INTERVIEW CANDIDATES:</p> <ul style="list-style-type: none"> • Each candidate shall make an oral presentation (3 minutes for candidate’s introduction and opening statement and 10 minutes for responding to interview questions). • Once interview is conducted, the candidate may remain in the Auditorium for the duration of the Work Session. <hr/> <p>§30.42(A)(7) SELECTION & APPOINTMENT BY COUNCIL. After the candidate interviews are conducted, Council will reconvene (deliberation and selection process) in Regular Council Meeting on December 9, 2019, and shall:</p> <ol style="list-style-type: none"> 1. Conduct deliberations on the entire slate of candidates. 2. Submit individual ballots, ranking their top three candidates individually on a scale of 1 (lowest) to 3 (highest), to the City Recorder who shall tally the scores. Upon tallying the ballots, the City Recorder shall announce names of the top three candidates. (ORS 192.650(1)(c), prohibits secret ballots and ballots must identify the vote of each Councilmember). 3. Make a formal motion and vote to nominate one of the top three candidates who they believe to be the most qualified.
<p>Monday, January 13 City Council Meeting</p>	<p>Council Regular Meeting on January 13, 2020, Council will consider the following:</p> <ol style="list-style-type: none"> 1. Resolution making formal Council Appointment. 2. City Recorder shall administer Oath of Office to the appointee and newly-appointed Councilmember will be seated at the dais. Pursuant to City Code §30.42(8), the appointee must assume office no later than 20 business days following the appointment by the Council.

**CITY COUNCIL CANDIDATE
INTERVIEW QUESTIONS/RATING FORM**

1. What do you perceive to be the **most positive issue and the most negative issue** for Forest Grove?

2. How do you describe your **leadership** style and how would it benefit the Council and aid in resolving a **contentious** issue?

3. If you are appointed to Council, list three **goals** you would like to see the City achieve during your term.

1.

2.

3.

4. How would you encourage more **community involvement**?

5. Describe what you perceive is Council's role in the **budget process**, and name one new source of **operating funding** you may have in mind for the City to pursue.

6. Do you have any **questions** of us?



URBAN RENEWAL AGENCY MEETING AGENDA

**MONDAY, OCTOBER 28, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET**

9:15 PM URA REGULAR MEETING

PETER B. TRUAX, DIRECTOR BOARD CHAIR

VACANCY
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph "Val" Valfre, Jr.
Malynda H. Wenzl

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

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

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

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

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

FOREST GROVE URBAN RENEWAL AGENCY AGENDA
OCTOBER 28, 2019
Page 2 of 2

- 9:15**
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 Executive Session (Real Property) Meeting Minutes of September 23, 2019.
 - B. Approve Urban Renewal Agency Regular Meeting Minutes of September 23, 2019.
 4. **ADDITIONS/DELETIONS**:
 5. **PRESENTATIONS**: None
 6. **URA RESOLUTION NO. 2019-09 APPROVING AN AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD TERRITORY OF LESS THAN ONE PERCENT TO THE FOREST GROVE URBAN RENEWAL AREA BOUNDARY**
 7. **ADJOURNMENT**:

9:20

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

9:30



3A

Urban Renewal Agency Executive Session Minutes

Monday, September 23, 2019
5:30 p.m., Community Auditorium
Conference Room

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 URA Executive Session to order at 5:32 p.m.

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

STAFF PRESENT: Jesse VanderZanden, Executive Director; Chris Crean, City Attorney; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager (in the audience); and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The Urban Renewal Agency Board of Directors met in Executive Session in accordance with:

ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA executive session at 6:02 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 9:20 p.m.

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

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Regular Meeting Minutes of May 28, 2019.
B. Approve Urban Renewal Agency Work Session (URAC Applicant Interviews) Meeting Minutes of September 9, 2019.
C. URA RESOLUTION NO. 2019-07 MAKING APPOINTMENTS TO URBAN RENEWAL ADVISORY COMMITTEE. ITEM REMOVED
D. URA RESOLUTION NO. 2019-08 APPOINTING URA BOARD LIAISON TO URBAN RENEWAL ADVISORY COMMITTEE.

MOTION: Director Rippe moved, seconded by Director Valfre, to approve the Consent Agenda as amended. ABSENT: Director Johnston and Uhing. MOTION CARRIED 5-0 by voice vote.

3. C. URA RESOLUTION NO. 2019-07 MAKING APPOINTMENTS TO URBAN RENEWAL ADVISORY COMMITTEE

Wenzl removed the above-noted item from the Consent Agenda and suggested the following motion to amend.

MOTION: Director Wenzl moved, seconded by Director Rippe, to amend Maribel De Leon, EDC Chamber, Term Expiring December 31, 202423 and amend Vacancy, Property/Business Owner, Term Expiring December 31, 202321. ABSENT: Director Johnston and Uhing. MOTION CARRIED 5-0 by voice vote.

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

5. **PRESENTATIONS:** None.

6. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 9:27 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>10/28/2019</u>
FINAL ACTION:	<u>URA RESO 2019-06</u>

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *October 28, 2019*

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

SUBJECT TITLE: *Resolution Amending the Forest Grove Urban Renewal Plan to Add Territory of Less than One Percent to the Forest Grove Urban Renewal Area Boundary*

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 owner of property located at 2007 21st Avenue requested the boundary of the Forest Grove Urban Renewal Area be amended to include the subject property. The property is located on the north side of 21st Avenue between Main Street and College Way.

BACKGROUND: The area north of 21st Avenue between Main Street and College Way includes the American Legion hall, a vacant restaurant building and attached apartment and buildings owned by Pacific University. This area was not included in the original urban renewal area boundary to minimize properties exempt from property taxation in the urban renewal area.

The Forest Grove Urban Renewal Plan was adopted in 2014. Since adoption of the Forest Grove Urban Renewal Plan (Plan) in May 2014, the Plan was amended in 2019 to include a Town Center streetscape project. A component of the streetscape project is a shared use “festival street” from College Way to A Street. Adding the entire north side of 21st Avenue between College Way and Main Street, including the subject property, provides the opportunity for the Agency to participate with property owners, through the Agency’s Storefront Improvement Grant Program, to design building façade improvements complementary with future streetscape.

An amendment to the boundary of the Forest Grove urban renewal area is necessary to add the approximately one-half acre territory to the urban renewal area as shown on Exhibit B. The current urban renewal area is approximately 248 acres. The proposed amendment will increase the urban renewal area by .21%. Under Section VII of the Forest Grove Urban Renewal Plan a boundary amendment adding less than one percent to the urban renewal area is classified as a minor plan amendment. The Plan stipulates that minor plan amendments be adopted by resolution of the Urban Renewal Agency.

Under state law (Oregon Revised Statutes (ORS) Chapter 457) urban renewal areas within a city may not comprise more than 25% of the City's total land area. The current Forest Grove Urban Renewal Area makes up about 7% of the City's total land area. Therefore, it's permissible under state law to add the one-half acre of land to the existing urban renewal area.

State law also limits the amount of taxable assessed value allowed within an urban renewal area to no more than 25% of the City's total taxable assessed value (ORS Chapter 457). The City's total taxable value is about \$1.66 billion (Summary of Assessment and Taxation Roll 2018-2019, Washington County Department of Assessment and Taxation, p.49). In contrast, the taxable assessed value within the Forest Grove Urban Renewal Area is about \$159 million according to Washington County. Based on current information, the taxable assessed value in the urban renewal area is about 9.6% of the City's current tax assessed value.

The taxable assessed value north of 21st Avenue, between Main Street and College Way is about \$120,000 as reported by the Washington County Department of Assessment and Taxation. Adding the subject area to the urban renewal area is a negligible increase to the taxable assessed value of the urban renewal area. As such, the Forest Grove Urban Renewal Area will remain well below the 25% limit on taxable assessed value within an urban renewal area.

FISCAL IMPACT: Adding the subject area to the urban renewal boundary does not change the assumptions underlying the financial analysis of the urban renewal plan. Urban renewal projects benefitting the territory added to the urban renewal area will be made on a case-by-case basis within adopted budgetary constraints as approved through the annual budget process. The expected tax increment revenue is expected to be low given the modest taxable value of property proposed for addition to the urban renewal area as explained below.

Based on current information, the taxable assessed value of property in the subject area is approximately \$120,000. Property taxes generated from the taxable assessed value in the subject area is approximately \$2,100, as reported by Washington County. Future tax increment revenue is expected to be small, about \$60 per year to start, given the modest amount of land and improvement value subject to property taxation. Since the taxable assessed value is negligible in relation to the existing tax base there will be a negligible impact on affected taxing districts if the subject territory is added to the urban renewal area.

STAFF RECOMMENDATION: That the Board approve the attached resolution adopting a minor amendment to the Forest Grove Urban Renewal Plan boundary to add the property fronting 21st Avenue between Main Street and College Way.

ATTACHMENT(s):
PowerPoint Presentation
Resolution

URA

Forest Grove
Urban Renewal Agency



URBAN RENEWAL PLAN THIRD AMENDMENT



DAN RIORDAN, Senior Planner

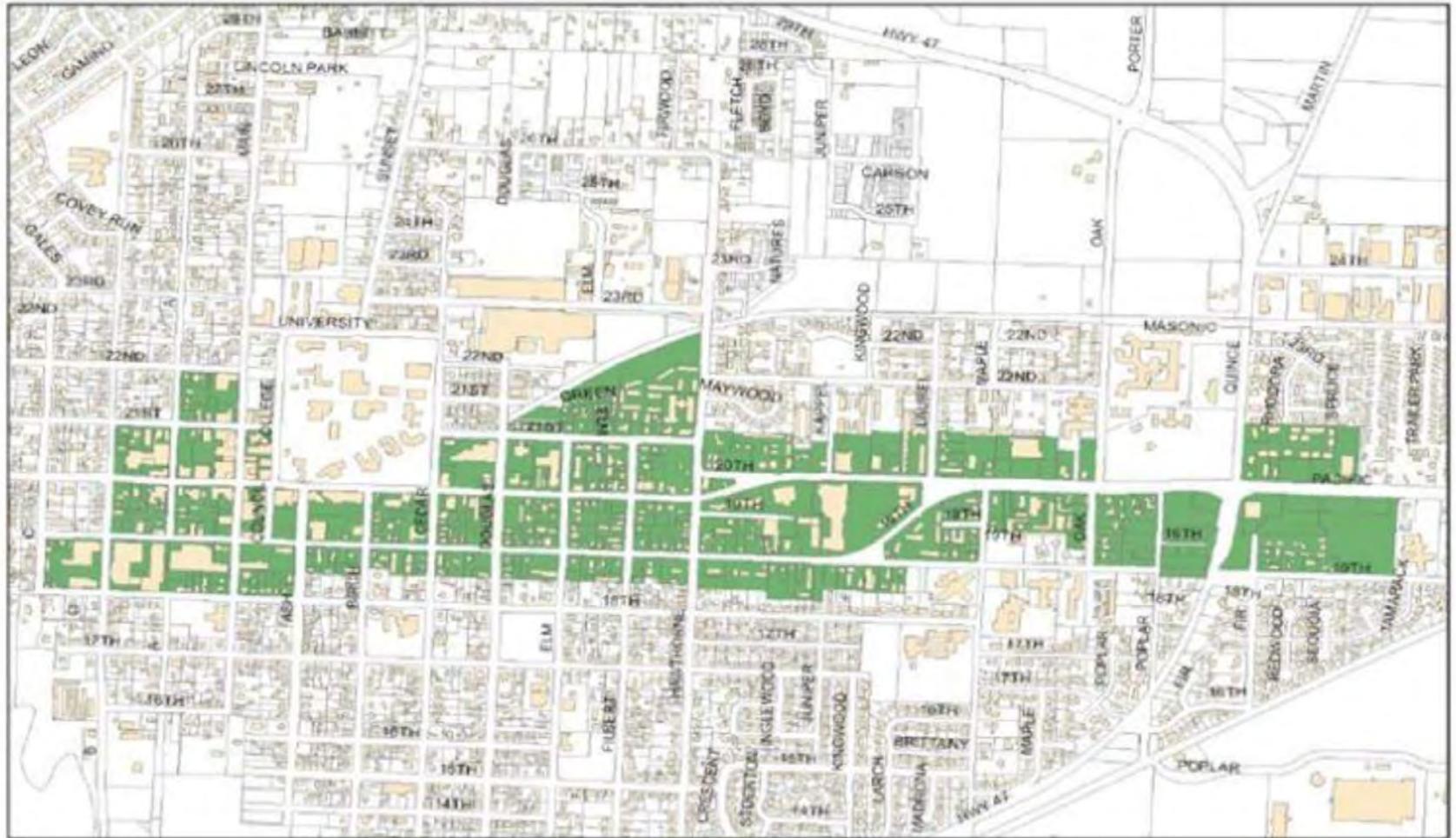
BRIAN POHL, Community
Development Director

PUBLIC HEARING PURPOSE

Board consideration of a resolution to:

- ❑ Add Territory of Less than 1% to the Forest Grove Urban Renewal Area.
- ❑ The subject area is north of 21st Avenue between Main Street and College Way.
- ❑ This is a Minor Plan Amendment requiring approval by the Board only.

CURRENT URBAN RENEWAL AREA



URBAN RENEWAL AREA

- ❑ The current URA is about 250 acres.
- ❑ This represents about 7% of City land area.
- ❑ The maximum URA allowed by law is 25% of the City's land area.
- ❑ About 10% of City Taxable Assessed Value (TAV) is within the current URA.
- ❑ Maximum TAV allowed by law is 25% of City TAV.

BACKGROUND

- ❑ The owner of a vacant former restaurant, located north of 21st Avenue between Main Street and College Way, is interested in being included in the URA boundary.

- ❑ This area was not originally included in the URA because the majority of the property in the area is owned by non-profit entities that do not pay property taxes:
 - ❑ American Legion Hall
 - ❑ Pacific University

BACKGROUND

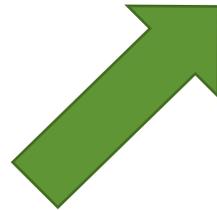
- ❑ Since the UR Plan was adopted the Board added a streetscape project including a possible festival street on 21st Avenue between A Street and College Way.
- ❑ Adding the area north of 21st Avenue between Main Street and College Way provides an opportunity for the Agency to participate in façade improvements, through the Storefront Program, to complement the streetscape project.

BACKGROUND

- The area also includes two historic buildings:



- American Legion hall



- Old Rogers City Library



BACKGROUND

- ❑ The UR Plan allows funding for improvements to historic buildings.
- ❑ Adding the area north of 21st Avenue between Main Street and College Way would make these buildings eligible for funding budgeted by the Board for such projects.

PROPOSED AMENDMENT



PROPOSED AMENDMENT

- ❑ Would add about ½ acre to the URA boundary.
- ❑ This is an increase of about 0.2% to the current URA
- ❑ The Taxable Assessed Value in the addition area is about \$120,000.
- ❑ The current annual tax revenue is about \$2,100.
- ❑ Tax increment revenue would be about \$60 per year to start.

STAFF RECOMMENDATION

Given the modest land area proposed for addition to the URA and the opportunity to work with property owners to complement future streetscape improvements along 21st Avenue staff recommends...

STAFF RECOMMENDATION

The Board approve a resolution adopting a minor amendment to the Forest Grove Urban Renewal Plan boundary to add the property fronting 21st Avenue between Main Street and College Way.

URA RESOLUTION NO. 2019-09



**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
APPROVING AN AMENDMENT TO THE FOREST GROVE URBAN RENEWAL
PLAN TO ADD TERRITORY OF LESS THAN ONE PERCENT TO THE
FOREST GROVE URBAN RENEWAL AREA BOUNDARY**

WHEREAS, The Urban Renewal Agency of the City of Forest Grove (“Agency”) as the duly designated urban renewal agency for the City of Forest Grove (“City”) is implementing the Forest Grove Urban Renewal Plan (“Plan”) which plan was approved on April 28, 2014 by Ordinance 2014-05; and

WHEREAS, the Agency desires to promote a vibrant Forest Grove Urban Renewal Area and Town Center through strategic urban renewal investments including designing and constructing streetscape and façade improvements; and

WHEREAS, the Plan provides the legal authority to the Agency to approve certain minor amendments to the Plan including amendments to the urban renewal boundary of less than one percent; and

WHEREAS, the Agency desires to add territory north of 21st Avenue between Main Street and College Way to the Forest Grove Urban Renewal Area; and

WHEREAS, the Agency prepared a report on the plan amendment (Exhibit A) describing the proposed boundary amendment; and

WHEREAS, the Agency considered the report on plan amendment on October 28, 2019.

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

Section 1. The Board does hereby approve the amendment to Plan to add territory to the Forest Grove Urban Renewal Area as described by Exhibit A and shown on Exhibit B.

Section 2. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board of Directors.

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

Jesse VanderZanden
Urban Renewal Executive Director

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

Peter B. Truax
Urban Renewal Agency Chair

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**URA RESOLUTION NO. 2019-09
EXHIBIT A**

**THIRD AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO AMEND
THE BOUNDARY OF THE FOREST GROVE URBAN RENEWAL AREA BY LESS THAN
ONE PERCENT**

SECTION 1: INTRODUCTION

The owner of property located at 2007 21st Avenue requested the boundary of the Forest Grove Urban Renewal Area be amended to include the subject property. The property is located on the north side of 21st Avenue between Main Street and College Way. The north side of 21st Avenue was not included in the original urban renewal area boundary because the majority of land and buildings are tax exempt. The area includes the tax exempt American Legion building, a vacant restaurant and attached apartment, and buildings owned by the Pacific University (Milky Way and Old Rogers City Library) buildings.

Since adoption of the Forest Grove Urban Renewal Plan (Plan) in May 2014, the Plan was amended in 2019 to include a Town Center streetscape project. A component of the streetscape project is a shared use “festival street” from College Way to A Street. Adding the north side of 21st Avenue between College Way and Main Street provides the opportunity for the Urban Renewal Agency to work with property owners through the Agency’s Storefront Improvement Grant Program to design building façade improvements complementary with future streetscape including the festival street concept. The south side of 21st Avenue between Main Street and A Street is currently within the urban renewal area.

SECTION 2: PROPOSED AMEDEMMENT

An amendment to the boundary of the Forest Grove urban renewal area is necessary to add approximately 0.52 acres to the urban renewal area as shown on Exhibit B. The current urban renewal area is approximately 248.3 acres. The proposed amendment will increase the urban renewal area by .21%. Under Section VII of the Forest Grove Urban Renewal Plan a boundary amendment adding less than one percent to the urban renewal area is classified as a minor plan amendment. The Plan stipulates that minor plan amendments be adopted by resolution of the Urban Renewal Agency.

Under state law (Oregon Revised Statutes (ORS) Chapter 457) urban renewal areas within a City may not comprise more than 25% of the City’s total land area. The current Forest Grove Urban Renewal Area makes up about 7% of the City’s total land area. The Forest Grove Urban Renewal Area will remain in compliance with ORS 457 after the boundary amendment since the urban renewal area will stay well below the 25% maximum threshold.

SECTION 3: LEGAL AUTHORITY

The legal authority for urban renewal plan amendments is found in state law and the adopted urban renewal plan. State law only defines substantial plan amendments. Under Oregon Revised Statutes Chapter 457, substantial amendments include: adding land to the urban renewal area, except for addition of land that totals not more than one percent of the existing urban renewal plan area (ORS

457.085(2)(i)). Cumulatively, urban renewal plan boundary amendments may not exceed more than 20% of the total land area of the original boundary (ORS 457.220(3)). Substantial amendments under state law also include increasing the maximum amount of indebtedness authorized by the urban renewal plan. State law requires adoption of substantial amendments in the same manner as the original plan. That is, adopted by City Council ordinance. State law is silent with respect to minor or major plan amendments. What constitutes a major or minor plan amendment is described in the Forest Grove Urban Renewal Plan.

The Forest Grove Urban Renewal Plan defines substantial, major and minor plan amendments. Under the Plan, substantial amendments include those described in ORS 457. In addition, adding a new project that exceeds \$500,000 in project cost and extending the term of the Plan are substantial amendments under the Plan. Such amendments must be and approved and recorded in the same manner as the original plan as required by ORS 457.085. The proposed boundary amendment to add the territory north of 21st Avenue does not meet the definition of what is a substantial Plan amendment.

In contrast to substantial amendments, the Plan defines major amendments as being identification of property for an infrastructure project requiring the use of eminent domain. Major amendments to the plan must be approved by the City Council by adoption of an ordinance similar to substantial amendments. The proposed boundary amendment to add the territory north of 21st Avenue does not meet the definition of what is a major amendment.

The Plan also defines minor amendments as those amendments or changes to the Plan which are not substantial or major amendments. The Plan stipulates that minor amendments be approved by resolution of the Urban Renewal Agency. Since the proposed boundary amendment to add the territory north of 21st Avenue does not qualify as a substantial or major amendment it is classified as a minor amendment to the Plan.

SECTION 4: CONSISTENCY WITH THE COMPREHENSIVE PLAN AND URBAN RENEWAL PLAN

The proposed urban renewal area boundary amendment is consistent with and supports the following Comprehensive Plan and Urban Renewal Plan goals and policies:

- Forest Grove Comprehensive Plan Economic Development Goal 7: Promote the Forest Grove Town Center as the focal point of the community.

Discussion: Adding the territory north of 21st Avenue to the urban renewal boundary promotes the Forest Grove Town Center as the focal point of the community by making financial resources available to assist property owners in making improvements to building facades. In addition, adding the subject territory to the urban renewal area provides an opportunity for the Urban Renewal Agency to work with property owners to ensure building improvements complement public streetscape enhancements such as the 21st Avenue festival street.

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

Discussion: The territory north of 21st Avenue between College Way and Main Street includes two buildings on the local historic resource register. This includes the American Legion Building and the Old Rogers City Library. The Exterior Building Improvement Program project in the Urban Renewal Plan authorizes funding for improvements intended to return historic buildings to their original historic character. Adding the territory north of 21st Avenue between College Way and Main Street to the urban renewal area would make the American Legion and Old Rogers City Library building eligible for urban renewal funding for such projects if and when resources area budgeted by the Agency Board.

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

Discussion: Adding the territory north of 21st Avenue, between College Way and Main Street, promotes a vibrant Forest Grove Town Center by making the area eligible for strategic urban renewal investments authorized by the Urban Renewal Plan and budgeted by the Agency Board. This includes storefront improvement grants and funding for building improvements intended to return historic resources to their original character.

SECTION 5: EXISTING CONDITIONS ANALYSIS

Oregon Revised Statutes (ORS) Chapter 457 addresses urban renewal plan requirements. ORS 457.085(3) states an urban renewal plan shall be accompanied by a report addressing the requirement of ORS 457.085(3). The report must address the following factors:

- A. Description of the physical, social and economic conditions in the area and expected impact, including the fiscal impact in light of added services and increased population;
- B. Reason for selecting of each urban renewal area;
- C. Relationship between each project to be undertaken and existing conditions;
- D. Estimated total cost of each project and sources of money to pay such costs;
- E. Estimated project completion date;
- F. Amount of money required and anticipated year debt will be retired;
- G. Financial analysis of the plan;
- H. Fiscal impact analysis and impact on taxing districts; and
- I. Relocation report.

It is a generally accepted best practice to address ORS 457.085(3) when the Plan is amended. The discussion below provides the basis for this plan amendment.

A. Description of physical, social and economic conditions in the area and expected impact, including the fiscal impact in light of added services and increased population.

Discussion: The area proposed for addition into the urban renewal area is about ½ acre in area and is comprised of five parcels under separate ownership. The subject area is developed with a building occupied by the American Legion, vacant former restaurant and attached apartment, and buildings occupied by Pacific University. One of the buildings occupied by Pacific University is listed on the City's local historic resource register and once was the City library. The American Legion building is also listed on the local historic resource inventory.

A visual assessment of the subject area indicates the exteriors of the buildings are in generally good repair and are being maintained. The building facades could be improved through repair or replacement of awnings, power washing, or repainting. Such improvements would enhance the public streetscape and enrich the Forest Grove Town Center.

B. Reason for selection of each urban renewal area.

Discussion: There are several reasons for adding the subject property into the urban renewal area. First, the subject properties are zoned Town Center Core (TCC). The urban renewal area currently contains all property zoned TCC except for the subject territory north of 21st Avenue between College Way and Main Street.

Furthermore, adding the subject territory into the urban renewal area supports Goal 4 of the Plan which states: “Promote a vibrant Forest Grove Town Center through strategic urban renewal investments.” In addition, 21st Avenue between College Way and A Street is being considered for conversion into a shared use “festival street” for community events and gatherings. Adding the subject territory into the urban renewal area provides an opportunity to make urban renewal program investments such as storefront façade improvements that complement the festival street concept.

Although the subject area is largely exempt from property taxation due to current ownership and use by non-profit and educational entities, there are two historic structures in the subject area. Objective 4.1 of the Plan promotes adaptive reuse of historic structures:

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

Adding the subject territory to the urban renewal area is consistent with the intent of Objective 4.1 to preserve historic resources.

C. Relationship between each project to be undertaken and existing conditions.

Discussion: The proposed urban renewal plan amendment does not add to or change projects identified in Plan Section III: Outline of Projects & Redevelopment Activities. Therefore, Factor C is not applicable to the proposed amendment.

D. Estimated total cost of each project and sources of money to pay such costs.

Discussion: The proposed Plan amendment does not add to or change projects identified in Urban Renewal Plan Section III: Outline of Projects & Redevelopment Activities. Therefore, Factor D is not applicable to the proposed amendment.

E. Estimated completion date.

Discussion: The proposed Plan amendment does not add to or change projects identified in Urban Renewal Plan Section III: Outline of Projects & Redevelopment Activities. Therefore, Factor E is not applicable to the proposed amendment.

F. Amount of money required and anticipated year debt is retired.

Discussion: The proposed amendment does not affect the amount of money required to complete identified urban renewal projects or the anticipated year that debt incurred by the Urban Renewal Agency is retired. Therefore, Factor F is not applicable.

G. Financial analysis of plan.

Discussion: Adding the subject area to the urban renewal boundary does not change the assumptions underlying the financial analysis of the urban renewal plan. Urban renewal projects benefitting the territory added to the urban renewal area will be made on a case-by-case basis within adopted budgetary constraints as approved through the annual budget process. The expected tax increment revenue is expected to be low given the modest taxable value of property proposed for addition to the urban renewal area as explained under Factor H below.

H. Fiscal impact analysis and impact on taxing districts.

Discussion: State law also limits the amount of taxable assessed value allowed within an urban renewal area to no more than 25% of the City's total taxable assessed value (ORS Chapter 457). The City's total taxable value is about \$1.66 billion (Summary of Assessment and Taxation Roll 2018-2019, Washington County Department of Assessment and Taxation, p.49). In contrast, the taxable assessed value within the Forest Grove Urban Renewal Area is about \$159 million according to Washington County. Based on current information, the taxable assessed value in the urban renewal area is about 9.6% of the City's current tax assessed value.

Based on current information available from the Washington County Department of Assessment and Taxation, the taxable assessed value of property in the subject area is approximately \$120,000. Property taxes generated from the taxable assessed value in the subject area is approximately \$2,100, as reported by the Washington County Assessment and Taxation Department. Future tax increment revenue is expected to be small (about \$60 per year to start) given the modest amount of land and improvement value subject to property taxation. Furthermore, the taxable assessed value is negligible in relation to the existing tax base. As such, there will be a negligible impact on affected taxing districts if the subject territory is added to the urban renewal area.

I. Relocation report.

Discussion: The proposed amendment to the urban renewal plan does not involve the relocation of any persons or businesses. Therefore, Factor I is not applicable and a relocation report is not required.

