

CITY COUNCIL MONTHLY MEETING CALENDAR

Jan-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 CITY OFFICES CLOSED	2 EDC Noon	3 FGS&CC 1st Friday	4
<i>Rippe out Jan 1 - Jan 7</i>						
5 Planning Comm 7pm	6	7 CCI 5:30pm Rural Fire Board Mtg 6pm	8	9	10	11
<i>Rippe returns Jan 7</i>						
12	13 CITY COUNCIL 5:00 PM - COUNCIL SWEARING-IN CEREMONY 5:30 PM - WORK SESSION (B/C Interviews) 6:30 PM - WORK SESSION (Police Station) 7:00 PM - REGULAR COUNCIL MEETING 8:45 PM - WORK SESSION (Fire Task Update) COMMUNITY AUDITORIUM	14	15 Municipal Court P&R 7am CFC 5:15pm	16 Red Cross Blood Drive 1pm-6pm, Comm Aud	17	18 Crab Feed (Fire) 4pm Cornelius
19	20 CITY OFFICES CLOSED	21 WC Diversity, Equity Event 6-8pm Virginia Garcia Beaverton Western WC Fire Task TBD Planning Comm 7pm	22 PSAC 7:30am	23 Sustainability 6pm	24	25 Annual Town Meeting 9am Comm Aud
<i>Valfre out Jan 22 - Feb 8</i>						
26 Chamber Luncheon	27 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	28 Tigard City Address 6pm HLB 6:30pm	29 Municipal Court Hillsboro City Address 5pm	30 URAC 10am	31	

Feb-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Planning Comm 7pm	3	4 CCI 5:30pm	5 Municipal Court Rural Fire Board Mtg 6pm	6 EDC Noon WA County Address 6pm	7 FGS&CC 1st Friday	8
<i>Valfre returns Feb 8</i>						
9	10 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	11 Library Comm 6:30pm	12	13 B/C Annual Reception 5:30pm TBD	14 Red Cross Blood Drive 1pm-6pm, Comm Aud	15 COUNCIL RETREAT 8:30am TBD
16 Planning Comm 7pm	17	18 Western WC Fire Task TBD	19 Municipal Court P&R 7am CFC 5:15pm	20 Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm	21	22
23	24 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Chamber Luncheon, Cornelius Library (RSVP) Forest Grove & Cornelius State of Cities' Addresses	25 HLB 6:30pm	26 PSAC 7:30am	27 Sustainability 6pm	28 Last Day to File Ballot Title w/Local Elections Official May Primary Election	29

Mar-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Planning Comm 7pm	2	3 CCI 5:30pm	4 Municipal Court	5 EDC Noon	6 FGS&CC 1st Friday	7
8	9 NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting 03/16	10 Library Comm 6:30pm	11	12	13	14
<i>NLC Congressional Cities Conference Washington, DC</i>						
15	16 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Chamber Luncheon Planning Comm 7pm TBD	17	18 Municipal Court P&R 7am CFC 5:15pm	19 Red Cross Blood Drive 1pm-6pm, Comm Aud Last Day to File SEL801 Notice of Measure w/County May Primary Election PAC 5pm	20	21
22	23 NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting 04/13	24 HLB 6:30pm	25	26 Sustainability 6pm	27	28
29	30	31 PSAC 7:30am				

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

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CITY COUNCIL MEETING AGENDA

**MONDAY, JANUARY 13, 2020
COMMUNITY AUDITORIUM
1915 MAIN STREET**

5:00 PM CITY COUNCILOR SWEARING IN CEREMONY
The public is invited to attend the Swearing-In Ceremony for newly-appointed Forest Grove City Councilor Mariana Valenzuela, which will be held in the Community Auditorium, 1915 Main Street, 5:00 p.m. to 5:30 p.m.

- 5:30 PM COUNCIL SUBCOMMITTEE WORK SESSIONS (B/C Interviews)**
- 6:30 PM WORK SESSION (Police Station)**
- 7:00 PM CITY COUNCIL REGULAR MEETING**
- 8:45 PM WORK SESSION (Fire Task Force Recommendations)**

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-meetings-forest-grove>.

PETER B. TRUAX, MAYOR

Timothy A. Rippe
Ronald C. Thompson
Elena Uhing

Mariana Valenzuela
Adolph "Val" Valfre, Jr.
Malynda H. Wenzl

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

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

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

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

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

Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager

5:30

CITY COUNCIL SUBCOMMITTEE WORK SESSIONS:

The City Council Subcommittee 1 (Rippe, Thompson and Wenzl) will convene in the Community Auditorium and City Council Subcommittee 2 (Uhing, Valfre, Valenzuela and Mayor) will convene in the Conference Room to conduct the following work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.

- *Boards & Commissions Reappointment Applicant and New Applicant Interviews (10 minutes each)*

(PowerPoint Presentation)
Paul Downey, Administrative
Services Director
Michael Hall, Police Captain
Jesse VanderZanden, City Manager

6:30

CITY COUNCIL WORK SESSION:

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

- *Police Station Update*

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 4
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None.

James Reitz, Senior Planner
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

7:10

6. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-14 AMENDING FOREST GROVE CODE OF ORDINANCES CHAPTER 50, WATER SYSTEM DEVELOPMENT CHARGE, AND CHAPTER 151, PARKS SYSTEM DEVELOPMENT CHARGE, TO ALLOW DEFERRAL OF PAYMENT OF WATER AND PARKS SYSTEM DEVELOPMENT CHARGES TO BUILDING OCCUPANCY; FILE NO. 311-19-000032-PLNG**

Michael Hall, Police Captain Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	7:15	7. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-01 AMENDING FOREST GROVE CODE OF ORDINANCES, TITLE VII (TRAFFIC CODE), §70.02 (DEFINITIONS); §73.003 (PROHIBITED PARKING); §73.021 (FAILURE TO COMPLY WITH PARKING CITATION); §73.055-73.056 (IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES); AND §74.03-74.11 (ABANDONED VEHICLES)</u>
(PowerPoint Presentation) Dan Riordan, Senior Planner Bryan Pohl, Community Development Director Jesse VanderZanden, City Manager	7:30	8. <u>PUBLIC HEARING (ON-THE-RECORD) ORDER NO. 2020-01 CONSIDERING AN APPEAL OF PLANNING COMMISSION ACTION; GRANTING AN ADJUSTMENT OF UP TO 20 PERCENT TO REAR YARD SETBACKS WITHIN GALES CREEK TERRACE PLANNED RESIDENTIAL DEVELOPMENT, GENERALLY LOCATED WEST OF D STREET AND SOUTH OF PACIFIC AVENUE; FILE NO. 311-19-00034-PLNG</u>
Peter Truax, Mayor	8:00	9. <u>NOMINATION OF CITY COUNCIL PRESIDENT; RESOLUTION NO. 2020-11 ELECTING CITY COUNCIL PRESIDENT</u>
City Councilors	8:10	10. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	8:30	11. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	8:35	12. <u>MAYOR'S REPORT:</u>
	<u>8:40</u>	13. <u>ADJOURNMENT:</u>

(PowerPoint Presentation) Michael Kinkade, Fire Chief Jesse VanderZanden, City Manager	<u>8:45</u>	<u>CITY COUNCIL WORK SESSION:</u> The City Council will convene in the Community Auditorium to conduct the following work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session. <ul style="list-style-type: none">• <i>Western Washington County Fire Task Force Findings</i>
	<u>9:30</u>	<u>ADJOURNMENT:</u>

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

- A. Approve City Council Work Session (Pre-briefing Council Candidate Interview Process and Council Candidate Interviews) Meeting Minutes of December 9, 2019.
- B. Approve City Council Regular Meeting Minutes of December 9, 2019.
- C. Approve City Council Work Session (B/C Interviews) Meeting Minutes of December 16, 2019.
- D. **Approve City Council Work Session (Western Washington County Cities' Joint Legislative Session)** Meeting Minutes of December 16, 2019.
- E. Accept Community Forestry Commission Meeting Minutes of November 20, 2019.
- F. Accept Historic Landmarks Board Meeting Minutes of November 26, 2019.
- G. Accept Library Commission Meeting Minutes of November 19, 2019.
- H. Accept Parks and Recreation Commission Meeting Minutes of November 20, 2019.
- I. Accept Planning Commission Meeting Minutes of November 18, 2019.
- J. RESOLUTION NO. 2020-01 DESIGNATING FOREST GROVE CITY COUNCIL MEETINGS FOR 2020.
- K. RESOLUTION NO. 2020-02 APPOINTING MARIANA E. VALENZUELA TO FILL VACANCY ON FOREST GROVE CITY COUNCIL, APPOINTED TERM OF OFFICE EXPIRING NOVEMBER, 2022.
- L. RESOLUTION NO. 2020-03 MAKING REAPPOINTMENTS TO BUDGET COMMITTEE (Reappointing David Andersen and Tom Cook, Terms Expiring December 31, 2022).
- M. RESOLUTION NO. 2020-04 MAKING REAPPOINTMENTS TO COMMITTEE FOR COMMUNITY INVOLVEMENT (Reappointing David Anderson; Tom Cook; and Kristen Tangen, Terms Expiring January 31, 2024, and Ashley Terry, Student Advisory, Term Expiring January 31, 2022).
- N. RESOLUTION NO. 2020-05 MAKING REAPPOINTMENTS TO COMMUNITY FORESTRY COMMISSION (Reappointing Mark Nakajima and Jen Warren, Terms Expiring December 31, 2023, and Declan Lynch, Student Advisory, Term Expiring December 31, 2021).
- O. RESOLUTION NO. 2020-06 MAKING REAPPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (Reappointing Howard Sullivan, Chamber of Commerce, Term Expiring December 31, 2023).
- P. RESOLUTION NO. 2020-07 MAKING REAPPOINTMENTS TO LIBRARY COMMISSION (Reappointing Pamela Bailey and Valyrie Ingram, Terms Expiring December 31, 2023).
- Q. RESOLUTION NO. 2020-08 MAKING REAPPOINTMENT TO PARKS AND RECREATION COMMISSION (Reappointing Tammi McLaughlin, NE, Term Expiring December 31, 2023).
- R. RESOLUTION NO. 2020-09 MAKING REAPPOINTMENTS TO PUBLIC ARTS COMMISSION (Reappointing Dana Eytzen, Emily Lux, Linda Stites Taylor, Terms Expiring December 31, 2023).
- S. RESOLUTION NO. 2020-10 MAKING REAPPOINTMENT TO SUSTAINABILITY COMMISSION (Reappointing Johanna Peeters Weem, Student Advisory, Term Expiring December 31, 2021).
- T. Accept Resignations on Committee for Community Involvement (Matthew Stone, Term Expiring January 31, 2020); Historic Landmarks Board (Larissa Whelan Garfias, Term Expiring December 31, 2020); Library Commission (Jon Youngberg, Term Expiring December 31, 2019); Public Safety Advisory Commission (Jayne Cravens, Term Expiring December 31, 2021); and Sustainability Commission (Jacob Rose, At-Large, Term Expiring December 31, 2022).
- U. Accept Public Arts Commission Meeting Minutes of November 21, 2019.
- V. Accept Sustainability Commission Meeting Minutes of September 26 and October 24, 2019.
- W. Community Development Department Building Activity Informational Report for November and December 2019.



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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	Work Session
MEETING DATE:	01/13/2020
FINAL ACTION:	

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: City Council

FROM: Jesse VanderZanden, City Manager

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

DATE: January 13, 2020

SUBJECT: B/C Reappointment Applicants & New Applicant Interviews

BACKGROUND:

Attached is the following for B/C interviews:

- Attachment A, includes current vacancies: Interview Schedules (Allotted 7-10 minutes for each interview) by Council Sub-Committees
- Attachment B: B/C reappointment applications and new B/C applications
- Attachment C: Interview Questions

Council Rules of Procedures §14.10 requires members to apply and be interviewed after every term to continue service. The following B/C applicants will be interviewed in Council Subcommittee work sessions on January 13, 2020, for reappointment/new appointment consideration.

Council Subcommittee 1 (Auditorium): Rippe (EDC); Thompson (CFC); and Wenzl (CCI & P&R):

Applicant Name	Appointed	B/C Position	New B/C Applicant
Johnathan Yawson	A11/18	EDC	
Thomas Raabe	A02/16	EDC	
Jill Verboort	A11/18	EDC	
Lowell Greathouse			CCI
Joel Redwine			CCI; EDC; P&R; PC; PAC; SC; URAC

Council Subcommittee 2 (Conference Room): Uhing (SC); Valfre (LC); Valenzuela; and Mayor (PAC):

Applicant Name	Appointed	B/C Position	New B/C Applicant
Michael Howell	A02/16	CFC	Budget Comm
Mackenzie Johnston Carey	A11/18	P&R	
Elizabeth Beechwood	A02/16	LC	
Kenneth Cobleigh	A01/18	SC (refer below)	

Sarah (Morgan) Knapp			LC
Tanya Peterson			URAC

Kenneth Cobleigh, Sustainability Commission, reapplied (his application is attached); however, due to college classes, he is unable to attend an interview this evening. Cobleigh was originally interviewed and appointed on 01/18. Staff recommends the Council consider making his reappointment. This will conclude the B/C reappointments.

In addition, the following B/C applicants were interviewed in work session held December 16, 2019, for reappointment/new appointment consideration:

Applicant Name	Appointed	B/C Position	New B/C Applicant
Robin Lindsley	A02/14	SC	New PC
Dale Smith	A01/12	PC	
Thomas Beck	A11/00	PC	
Joshua Hubel			CCI; EDC; P&R; PC; PAC; SC; URAC

At the conclusion of both sets of interviews, Council is asked to reconvene in the Conference Room to conduct deliberations on the above-noted reappointment/new appointment considerations.

STAFF RECOMMENDATION:

Staff recommends Council consider making the remaining B/C reappointments and/or new B/C appointment considerations. Resolutions making formal appointments will be scheduled on the Consent Agenda for formal consideration at the next Council meeting.

**Boards, Committees, and Commissions
Applicants Pending**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability	Urban Renewal
					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 6:30pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	3rd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm	TBD
					Wenzl	Thompson	Rippe		Valfre	Wenzl			Rippe	Uhing	Mayor	
					1 Vacancy	1 Vacancy	5 Vacancies (DT Retail; Food; Development; Utility: At-Lg)			1 Vacancy	1 Vacancy		3 Vacancies: 1 Rural	5 Vacancies (Econ; Ethnic; FG Sch; PU; At- Lg)		2 Vacancies (Property; Finance)
					# of Board Vacancies:											
					# of Student Vacancies:											
					1 - Student		1 - Student		1 - Student		1 - Student		1 - Student		1 - PU Student	
Council Subcommittee #1 in the Auditorium: Rippe (EDC); Thompson (CFC) and Wenzl (CCI & P&R)					BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC	URAC
Interview Time:		Applicants:														
1	5:30 PM	Thomas	Raabe	A02/16				EDC (Financial)								
2	5:40 PM	Jonathan	Yawson	A11/18				EDC (Chaucer)								
3	5:50 PM	Jill	Verboort	A11/18				EDC (Small Commercial)								
4 New App 11/02/19	6:00 PM	Lowell	Greathouse	Retired Minister		CCI										
5 New App 07/24/19	6:10 PM	Joel	Redwine	Business Owner (Outside City)		CCI		EDC			P&R	PC	PAC		SC	URAC

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C REAPPOINTMENT APPLICANT INTERVIEWS

Please feel free to use questions and/or other information in order to conduct a successful interview.

1) *What would you like the board/commission to accomplish in the next several years?*

2) *How do you engage other board members?*

3) *Is there an area in which you think the City can improve; if so, what would that be?*

OPTIONAL:

1) *What ideas do you have for increasing citizen involvement in Forest Grove?*

2) *Do you favor growth or do you feel the City is currently big enough?*

3) *What ideas do you have that would help the City become a more sustainable community?*

Questions asked of each applicant:

1) *If we do not reappoint, may we keep your application on file?*

2) *Do you have any questions of us?*

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

2-3

Please indicate why you would like to be reappointed.

I enjoy being at the table when important matters pertaining to economic growth in the local area are discussed. There is a good cross-section of local business leaders in this group, and the discussions are lively and interesting. I also feel that my business experience gained through 38 years in Banking helps me to be an informed participant in these discussions.

What specific topics interest you that relate to the board?

Economic growth, attracting new businesses to the community, infrastructure issues and the effect on economic growth.

Please type your name below as a signature.

Thomas Raabe

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11401>

Links

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

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

Four (4)

Please indicate why you would like to be reappointed.

As a leader of a local business in Forest Grove, a seat at the economic development council will offer me the forum to contribute to how the city will help boost businesses and employment in Forest Grove

What specific topics interest you that relate to the board?

Economic development strategies
Improving employment opportunities
Incentives for attracting residents

Please type your name below as a signature.

Jonathan Yawson

Date

Fri, 11/15/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11481>

Links

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

Interview 01/13/20

5:50 PM

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Submission information

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

Submitted by Visitor (not verified)

Tue, 11/26/2019 - 5:43pm

206.80.132.24

First & Last Name

Jill Verboort

Street Address

█ Hillcrest Ct

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

█

Employer

Jill Verboort State Farm Insurance

Occupation/Profession

Owner/Agent

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Economic Development Commission (1st Thursday, Noon)

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

10/12

Please indicate why you would like to be reappointed.

I enjoy being an active participant in the plans and development of our local economy. I think we are in a really exciting time of growth!

What specific topics interest you that relate to the board?

Small business growth, tourism, and economic diversity.

Please type your name below as a signature.

Jill Verboort

Date

Tue, 11/26/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11571>

Links

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

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C APPLICANT INTERVIEWS

Please feel free to use questions and/or other information in order to conduct a successful interview.

1) *What would you like the City to accomplish in the next several years?*

2) *How do you engage other board members?*

3) *Is there an area in which you think the City can improve; if so, what would that be?*

OPTIONAL:

4) *What ideas do you have for increasing citizen involvement in Forest Grove?*

5) *Do you favor growth or do you feel the City is currently big enough?*

6) *What ideas do you have that would help the City become a more sustainable community?*

Questions asked of each applicant:

1) *If we cannot appoint you at this time, may we keep your application on file?*

2) *Do you have any questions of us?*

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

Submission information

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

Submitted by Visitor (not verified)

Sat, 11/02/2019 - 11:40am

73.11.20.148

First & Last Name

Lowell Greathouse

Home Address

██████████ 37th Avenue

Mailing Address, if different

City, State and Zip Code

Forest Grove, Oregon 97116

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Employer

Retired (July 1, 2019)

Work Telephone Number

████████████████████

Occupation/Profession

United Methodist minister

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

7+ years

How did you hear of this opportunity?

reviewed the boards and commission on the FG City website

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Please select which board(s) you would like to be considered for appointment:**

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

What specific topics interest you that relate to the board?

I'm interested to see how the city can continue to create ways for Forest Grove residents/citizens to become more engaged in community life. And I'd like to see if the Committee on Community Involvement can work with other city leaders to increase the variety of voices that share their ideas with elected officials in how to become the best community we can be.

What contributions do you hope to bring to the board?

I have served in a variety of capacities related to community life and public involvement, and I hope that these experiences can be helpful to the work of the Committee on Community Involvement and the city. In the past, I have been a community organizer, served as a pastor in four different communities, served as the Community Resource Manager at Community Action years ago, was a Vision Council Manager for United Way of the Columbia-Willamette in the early 2000's, and have worked in a variety of cross-cultural, cross-racial settings over the years.

List your educational experience:

I grew up in Washington County, attending Beaverton public schools, received a B.A. from Claremont McKenna College in Political Science, and have Master and Doctor of Divinity degrees from San Francisco Theological Seminary and Azusa Pacific University.

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

I have not served in any elected offices previously. While I worked at Community Action, I served on a number of Washington County-related groups involved with affordable housing, information and referral resourcing, homelessness, etc. In my work with United Way, I oversaw funding for some seventy non-profit organization projects in the Portland-Vancouver Metropolitan Area. In the United Methodist Church, I have been involved in a number of community involvement efforts in my role as a District Superintendent in the Columbia District (from 2010-15) and as a Mission and Ministry Coordinator (from 2015-19).

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

Yes

Please type your name below as a signature.

Lowell Greathouse

Date

Sat, 11/02/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/11271>

Links

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

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Interview 01/13/20

6:10 PM

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>) **Canceled 12/16/19**

Interview

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Submission information

Form: Boards and Commissions Application [1]

Submitted by Visitor (not verified)

Wed, 07/24/2019 - 12:22pm

50.38.103.190

First & Last Name

Joel Redwine

Home Address

████ NW Thatcher Rd *(rural w/c)*

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

Business Owner of Edwin Rowe Solutions & Employed at Community Tissue Services (Anatomical Donor Program - Tissue Transplants)

Work Telephone Number

██████████

Occupation/Profession *4012 NW Thatcher Rd*

Private Investigator (Probates) and Tissue Recovery Technician (operating room)

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Do you reside within the City limits?

No

Years residing in Forest Grove.

7 as an adult & 13 as a child.

How did you hear of this opportunity?

Researched it on the FG website

Please rate the City's performance.

Fair

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

I believe the city is operating at "fair" to "good." I believe we need to capitalize more on our amazing PUD, support the small businesses through networking and incentives, bring in more big non-retail businesses, streamline the building permit process, improve our school ratings, and market the strengths that Forest Grove has to offer on a more diverse platform. I think the main struggle with Forest Grove currently is that it has an identity crisis. Are we a college town, a senior services town, a town on the verge of progression and modernism, or something else? We need to focus our efforts on supporting the current citizen demographics it serves now and the next 50 years.

Thank you for your consideration.

Please select which board(s) you would like to be considered for appointment:

~~• Budget Committee (3-4 times in May)~~

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Economic Development Commission (1st Thursday, Noon)
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Planning Commission (1st and 3rd Monday, 7pm)
- Public Arts Commission (2nd Thursday, 5pm)
- Sustainability Commission (4th Thursday, 6pm)
- Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

Healthcare, sustainability (environmental and community), arts and music, property development and zoning, and community services.

What contributions do you hope to bring to the board?

20 years of healthcare experience, 8 years in legal work, passion for community, long time resident of Forest Grove, and bachelors from PSU.

List your educational experience:

2007 Bachelors of Science, Portland State University (Social Science)
Forest Grove High School Graduate - NHS

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

FG Resident for many years
Board of Directors at the FG Senior and Community Center (3 years approx. 2011-2014)
Was Director FG Beehive Assisted Living and Hawthorne House Memory Care from 2017-2018

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

Yes

Please type your name below as a signature.

Joel Redwine

Date

Wed, 07/24/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/8631>

Links

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

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**Boards, Committees, and Commissions
Applicants Pending**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability	Urban Renewal	
					Apr/May	1st Tues 5:30pm Wenzl	3rd Wed 5:15pm Thompson	1st Thurs Noon Rippe	4th Tues 6:30pm	2nd Tues 6:30pm Valfre	3rd Wed 7am Wenzl	1st&3rd Mon 7pm	3rd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm Uhing	TBD	Mayor
						1 Vacancy	1 Vacancy	5 Vacancies (DT Retail: Food: Development: Utility: At-Lg)		1 Vacancy		1 Vacancy		3 Vacancies: 1 Rural	5 Vacancies (Econ: Ethnic; FG Sch; PU: At- Lg)	2 Vacancies (Property; Finance)	
					# of Board Vacancies:												
					# of Student Vacancies:												
								1 - Student	1 - Student	1 - Student	1 - Student			1 - Student	1 - Student	1 - PU Student	
Council Subcommittee #2 in the Conference Room: Uhing (SC); Valfre (LC); Valenzuela; and Mayor (PAC & URAC)					BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC	URAC	
Interview Time:		Applicants:															
Refer to application		Kenneth	Cobleigh	A01/18												SC	
1	5:30 PM	Michael	Howell	A02/16			CFC										
2	5:40 PM	Mackenzie	Johnston Carey	A11/18							P&R						
3	5:50 PM	Elizabeth	Beechwood	A02/16						LC							
4 New App 08/23/19	6:00 PM	Sarah (Morgan)	Knapp	McCall Center						LC							
5 New App 09/20/19	6:10 PM	Tanya	Peterson	John L Scott Realtor													URAC

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C REAPPOINTMENT APPLICANT INTERVIEWS

Please feel free to use questions and/or other information in order to conduct a successful interview.

1) *What would you like the board/commission to accomplish in the next several years?*

2) *How do you engage other board members?*

3) *Is there an area in which you think the City can improve; if so, what would that be?*

OPTIONAL:

1) *What ideas do you have for increasing citizen involvement in Forest Grove?*

2) *Do you favor growth or do you feel the City is currently big enough?*

3) *What ideas do you have that would help the City become a more sustainable community?*

Questions asked of each applicant:

1) *If we do not reappoint, may we keep your application on file?*

2) *Do you have any questions of us?*

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Wed, 11/27/2019 - 6:33am

50.53.161.200

First & Last Name

Kenneth A Cobleigh

Street Address

██████████ Hawthorne Street

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Work Telephone Number

Employer

Retired

Occupation/Profession

Retired

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Sustainability Commission (4th Thursday, 6pm)

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

2

Please indicate why you would like to be reappointed.

Continue my efforts in social equity, farm to school, school gardens, solar power, and managing the CEP fund

What specific topics interest you that relate to the board?

See above

Please type your name below as a signature.

Kenneth A Cobleigh

Date

Tue, 11/26/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11591>

Links

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



A place where families and businesses thrive.

Interview 01/13/20 @ 5:30 PM

Complete Application and Submit to:

City of Forest Grove
 Attn: Anna Ruggles, City Recorder
 1924 Council Street, 2nd Floor • P. O. Box 326
 Forest Grove, OR 97116-0326
 Fax • 503.992.3207 Office • 503.992.3235
 E-mail: aruggles@forestgrove-or.gov

BOARDS AND COMMISSIONS APPLICATION

Applications are accepted throughout the year. Selection is based on application questions, interview, and a willingness to serve. Each Board has its membership criteria and purpose, which can be found on the City's website as well as this application may be submitted online: <https://www.forestgrove-or.gov/bc>. Student appointees must be high school grade level and may serve on any board, except Budget Committee and Planning Commission. Planning Commissioners must file an online *Annual Statement of Economic Interest (SEI)*. Please checkmark the specific Board for which you would like to be considered for appointment (more than one may be checked).

<input checked="" type="checkbox"/> Budget Committee	3-4 times in May	<input type="checkbox"/> Parks & Recreation Commission	3 rd Wednesday, 7am
<input type="checkbox"/> Committee for Community Involvement	1 st Tuesday, 5:30pm	<input type="checkbox"/> Planning Commission (SEI Filing)	1 st & 3 rd Monday, 7pm
<input checked="" type="checkbox"/> Community Forestry Commission	3 rd Wednesday, 5:15pm	<input type="checkbox"/> Public Arts Commission	2 nd Thursday, 5pm
<input type="checkbox"/> Economic Development Commission	1 st Thursday, Noon	<input type="checkbox"/> Public Safety Advisory Commission	4 th Wednesday, 7:30am
<input type="checkbox"/> Historic Landmarks Board	4 th Tuesday, 6:30pm	<input type="checkbox"/> Sustainability Commission	4 th Thursday, 6pm
<input type="checkbox"/> Library Commission	2 nd Tuesday, 6:30pm	<input type="checkbox"/> Urban Renewal Advisory Committee	TBA
<input type="checkbox"/> Student Grade Level: _____		<input type="checkbox"/> Reappointment Term(s) Served: _____	

FIRST & LAST NAME	<u>Michael Howell</u>	CELLULAR / HOME PHONE	<u>[REDACTED]</u>
ADDRESS	<u>[REDACTED] Willamina ave</u>	WORK PHONE	_____
CITY/ZIP	<u>Forest Grove 97116</u>	E-MAIL	_____
EMPLOYER / SCHOOL	<u>Howell Tree Farm</u>	OCCUPATION / PROFESSION	<u>Farm manager</u>

Reside in City Limits: Years residing in City: 6 How did you hear of this opportunity: _____

Please rate the City's current performance: Excellent Good Fair Poor

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

What specific topics interest you that related to the board? I have been involved in timber & family business my whole life

What contributions do you hope to bring to the board? _____

Educational background: Some college @ OSU + 2 Associate Degrees from LBCC

Professional and Community Affiliations: current member of CFC

Have you attended or plan to attend a B/C meeting? Yes No

If not appointed at this time, may we keep your application on file? Yes No

If I am appointed, I have sufficient time to devote to this responsibility and attend the required monthly meetings of the Board.

SIGNATURE: [REDACTED] **DATE:** 12-28-2019

This page is intentionally blank.

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

I missed 2-3 in the last year due to child care issues that are now resolved.

Please indicate why you would like to be reappointed.

I love this commission; not only the people on it but the work we do. I enjoy inputting my opinion on current and future parks projects, and watching them come to fruition.

What specific topics interest you that relate to the board?

The upcoming parks projects that we've been working on (Stites, Lincoln, aquatic center and Anna & Abby's) are really things I would like to be involved in to completion.

Please type your name below as a signature.

Mackenzie Johnston Carey

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11421>

Links

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

Interview 01/13/20

5:50 PM

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Sun, 11/03/2019 - 9:52pm

50.38.46.211

First & Last Name

Elizabeth Beechwood

Street Address

██████ Limpus Ln

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

Employer

Washington County

Occupation/Profession

Administrative Specialist II

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Library Commission (2nd Tuesday, 6:30pm)

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

1

Please indicate why you would like to be reappointed.

It's been a productive term and I want to continue to work toward more progress.

What specific topics interest you that relate to the board?

Making sure the library has the resources and support to supply our growing community with the media and programming it needs.

Please type your name below as a signature.

Elizabeth Beechwood

Date

Sun, 11/03/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11281>

Links

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

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C APPLICANT INTERVIEWS

Please feel free to use questions and/or other information in order to conduct a successful interview.

1) *What would you like the City to accomplish in the next several years?*

2) *How do you engage other board members?*

3) *Is there an area in which you think the City can improve; if so, what would that be?*

OPTIONAL:

4) *What ideas do you have for increasing citizen involvement in Forest Grove?*

5) *Do you favor growth or do you feel the City is currently big enough?*

6) *What ideas do you have that would help the City become a more sustainable community?*

Questions asked of each applicant:

1) *If we cannot appoint you at this time, may we keep your application on file?*

2) *Do you have any questions of us?*

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A place where families and businesses thrive.

Complete Application and Submit to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street, 2nd Floor • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
E-mail: aruggles@forestgrove-or.gov

BOARDS AND COMMISSIONS APPLICATION

Applications are accepted throughout the year. Selection is based on application questions, interview, and a willingness to serve. Each Board has its membership criteria and purpose, which can be found on the City's website as well as this application may be submitted online: https://www.forestgrove-or.gov/bc. Student appointees must be high school grade level and may serve on any board, except Budget Committee and Planning Commission. Planning Commissioners must file an online Annual Statement of Economic Interest (SEI). Please checkmark the specific Board for which you would like to be considered for appointment (more than one may be checked).

- Checkboxes for various boards: Budget Committee, Committee for Community Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission (checked), Student Grade Level, Parks & Recreation Commission, Planning Commission (SEI Filing), Public Arts Commission, Public Safety Advisory Commission, Sustainability Commission, Urban Renewal Advisory Committee, Reappointment Term(s) Served.

Personal information fields: FIRST & LAST NAME (Sarah (Morgan) Knapp), ADDRESS (Elm Street), CITY/ZIP (Forest Grove, OR 97116), EMPLOYER / SCHOOL (McCall Center for Civic Engagement), CELLULAR / HOME PHONE, WORK PHONE, E-MAIL, OCCUPATION / PROFESSION (Program Coord & Adjunct Professor).

Reside in City Limits: [checked] Years residing in City: [2] How did you hear of this opportunity: [League of Women Voters]

Please rate the City's current performance: [] Excellent [checked] Good [] Fair [] Poor

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

What specific topics interest you that related to the board? Passionate about FGCL e.g. just completed one year as a library volunteer; want to continue giving back/supporting this vital service in a new capacity.

What contributions do you hope to bring to the board? Professional background managing programs that bridge the public-private divide. Personal passion for community building, developing civic self-efficacy in youth.

Educational background: Bachelor of Commerce - International Business; Masters of Public Administration

Professional and Community Affiliations:

Have you attended or plan to attend a B/C meeting? [checked] Yes [] No

If not appointed at this time, may we keep your application on file? [checked] Yes [] No

If I am appointed, I have sufficient time to devote to this responsibility and attend the required monthly meetings of the Board.

SIGNATURE: Sarah Morgan Crow Knapp DATE: 08/23/2019

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Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Fri, 09/20/2019 - 9:16am

50.38.44.244

First & Last Name

Tanya Peterson

Home Address

██████████ Strasburg Dr

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Employer

John L. Scott Market Center

Work Telephone Number

████████████████

Occupation/Profession

Realtor

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

25

How did you hear of this opportunity?

Friend

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

The development on property and or improvements to the land around town.

What contributions do you hope to bring to the board?

Insight on what new residences are looking for when considering moving to our town.

List your educational experience:

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

State of Oregon President for Certified Residential Counsel

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

Yes

Please type your name below as a signature.

Tanya Peterson

Date

Fri, 09/20/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/10741>

Links

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



POLICE STATION UPDATE

Paul Downey, Admin. Services Director

Purpose of Work Session

- Update the Council on the Process
- Present revised costs, estimated bond rates, and tax effect on average single-family residence (SFR)
- Ask Council for consensus if staff should start preparing required ballot material measure to bring to a February 2020 meeting for Council consideration and possible approval for a May 2020 General Obligation Bond.

Update

- Schematic Design, 30% Design, is complete.
- Have revised cost estimates based on the schematic design. Costs will be presented on a subsequent slide.
- Various staff has performed public presentations at groups such as the Rotary Club, the County CPO12, the Chamber of Commerce. Presentations are scheduled at the Senior Center (2/10) and Adelante Mujeres (1/29).
- The Annual Town Meeting (ATM) on January 25, 2020, will focus on the proposed Police Station.

Update

- Staff has initiated internal review processes in an effort to be able to start final design effort if a possible May 2020 bond election is successful.
- Staff has initiated a zone change request so the whole block will be Town Center Transition (TCT) zoning which is scheduled for consideration at an upcoming City Council meeting.

Costs

- Based on the revised cost estimate resulting from the Schematic Design, staff estimates the cost of the project to be \$20 million based on the following cost estimates:

Construction Costs	\$16,800,000
Architect Fees Remaining	800,000
Furniture, Permits, SDCs	800,000
TDT	1,200,000
Bond Issuance Costs	400,000
Total Estimated Cost	20,000,000

- Staff is reviewing a transportation study done by the consultant that may result in the elimination of the Transportation Development Tax (TDT). Staff would still recommend asking for the \$20,000,000 if the TDT is eliminated as the above costs are still estimates.

Cost to Taxpayers

- Based on a \$20,000,000 General Obligation Bond to pay for the costs of the project, staff estimates that the first year costs of the bond to be \$155 for an homeowner who has a house with an 2019 assessed value of \$230,000 which is the average assessed value of a single-family residence in the City. This assumes a level debt rate of \$0.674 per \$1,000 of assessed value.
- Costs in subsequent years will vary based on the changes to the overall assessed value of all property in the City.
- The following five slides have the current schematic design for the proposed Police Station.

Timing Considerations

- May 2020 Election
 - Property Tax Measures
 - Library Levy Renewal – no increase in rate
 - Sheriff's Levy – probable request to increase rate by 5 cents per \$1,000 of assessed value
- November 2020 Election
 - No known property tax measures
 - Metro is reviewing options to raise revenue other than property taxes – some of those options may require voter approval



Forest Grove | Police Station
11.21.2019

Preliminary Design - Subject to Change

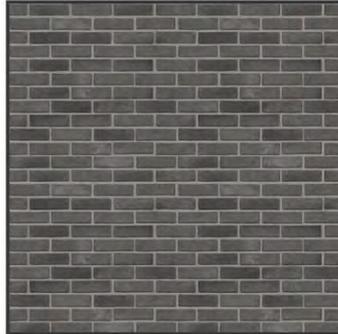
SE Perspective | 19th Avenue & Birch Street
© 2019 Mackenzie | 2150595.00



Natural Wood Structure



Brick Cladding

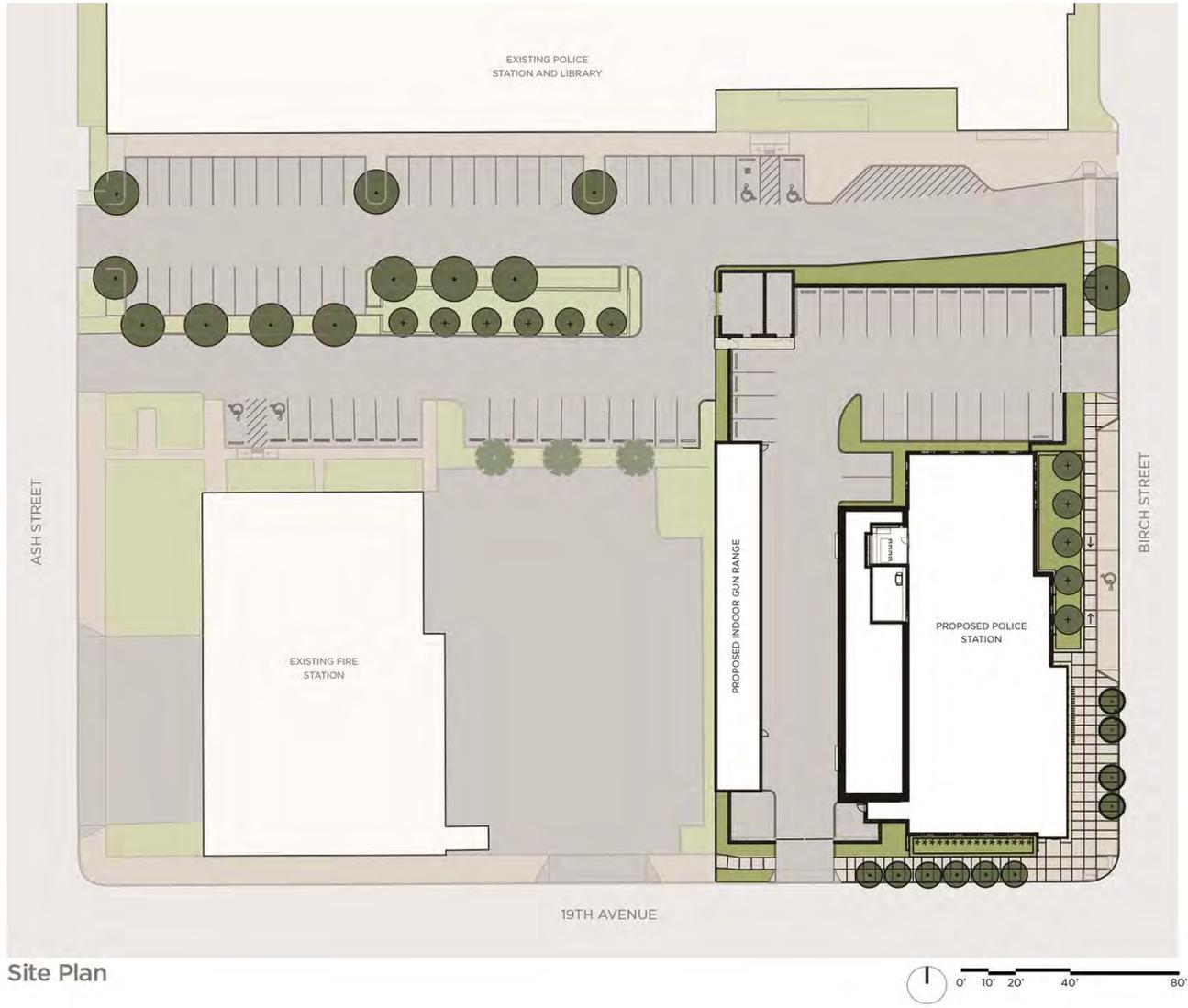


Terracotta Cladding



Birch Street Elevation (East)



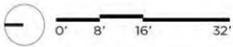


Site Plan





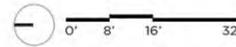
First Floor Plan



- PUBLIC
- RECORDS
- PROPERTY & EVIDENCE
- PATROL
- COMMON



Second Floor Plan



- ADMIN
- INVESTIGATIONS
- POLICE SUPPORT
- TRAINING
- COMMON



Next Steps

- If Council gives consensus to proceed, staff will prepare a proposed ballot measure for the May 2020 election for the Council to consider at the second Council meeting in February which is the last Council meeting before the measure would have to be filed with the County Elections Department.
- Speaking engagements and other public information efforts will continue. ATM on January 25, 2020, will focus on the proposed Police Station.

Questions??

A place where families and businesses thrive.

City Council Work Session Meeting Minutes
City Council Candidate Interview Process

Monday, December 9, 2019
3:45 p.m., Conference Room

Minutes are unofficial until approved by Council.

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

Mayor Peter Truax called the Work Session to order at 3:48 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

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

1. A. **3:45 PM: COUNCIL PRE-BRIEFING INTERVIEW PROCESS**

Camilli and VanderZanden conducted a pre-briefing on the interview questions and interview process. The Council vacancy was created by the death of Thomas Johnston on October 14, 2019. Pursuant to City Charter, Section 32 and City Code, Section 2.075, Council must fill a vacancy by appointment by a majority of the remaining Councilmembers. The appointee holds office until the term of the office expires November, 2022. Ruggles reported at the close of business day, 5:00 p.m., November 22, 2019, 10 application packets were received for the City Council position vacancy. Eight Letters of Intent and Interest were certified by the City Recorder as meeting eligibility and residency requirement. Two application packets were rejected; one was incomplete (Cesare "Chaz" Rigamonti) and one did not comply with residency requirement (Amber L. Nieves).

2. **WORK SESSION: CITY COUNCIL CANDIDATE INTERVIEWS**

The purpose of the work session was to conduct the City Council Candidate Oral Interviews. A copy of the "City Council Candidate Interview Questions" was provided in advance to each candidate. In the interest of fairness, candidates were asked to wait in the foyer until they were called in for their interview. Once their interview was conducted, candidates were invited to remain in the auditorium for the duration of the work session. The interviews took place around configured tables in front of the dais. Mayor Truax welcomed each candidate and explained the interview process at the start of each interview. The candidates were given 20 minutes to provide an opening statement and answer one question from each Councilor for a total of six questions. Rippe asked Question 1; Wenzl asked Question 2; Valfre asked Question 3; Uhing asked Question 4; Thompson asked Question 5 and Mayor Truax asked Question 6.

The Council conducted the following seven oral Candidate interviews. One candidate withdrew as noted below.

<u>Time:</u>	<u>Actual Start – End</u>	<u>Candidate Name:</u>
4:05 pm	4:05 pm – 4:22 pm	Kristy Lynne Kottkey
4:25 pm	4:22 pm – 4:32 pm	Howard Sullivan
4:45 pm	4:38 pm – 4:46 pm	Susie Johnson
5:05 pm	4:47 pm – 5:06 pm	John A. Hengeveld

Council Recessed at 5:05 p.m. and Reconvened at 5:24 p.m.

5:30 pm	5:24 pm – 5:45 pm	Karen Reynolds
5:50 pm	5:41 pm – 6:06 pm	Mariana Valenzuela
6:10 pm	6:06 pm – 6:19 pm	Joshua D. Fromm
6:30 pm	Withdrew 12/09/2019, 1:03 p.m.	Wolanda K. Groombridge

In conclusion of each interview, Mayor Truax invited candidates to attend the regular Council meeting, which began at 7pm, noting Council will deliberate on the slate of candidates and decide on the appointment either this evening or at the January 13, 2020, Council meeting.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:22 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

Monday, December 9, 2019

7:00 p.m., Community Auditorium

City Council Regular Meeting Minutes

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

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

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; Bryan Pohl, Community Development Director; Gregory Robertson, Public Works Director; Colleen Winters, Library Director; and Anna Ruggles, City Recorder.

1. A. SPECIAL RECOGNITION:

Mayor Truax and Winters presented the *Ginsburg Memorial Garden Plaque* to Rod Fuiten, President of Forest Grove Library Foundation, and Mike Smith, President of Friends of the Forest Grove Library, in appreciation of their ongoing support of the Library. The Friends and the Foundation split the project costs of \$33,000. The Garden was dedicated on October 11, 2019, in memory of Dick Ginsburg who was a board member of both the Friends and Foundation and a longtime supporter and advocate of the Library.

1. B. SWEARING-IN CEREMONY:

Fire Chief Kinkade administered the Oath of Office to Warik Rodriquez who was sworn-in as Firefighter.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

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

A. Approve City Council Subcommittee Work Sessions (B/C Reappointment

- Interviews) Meeting Minutes of November 25, 2019.
- B. Approve City Council Regular Meeting Minutes of November 25, 2019.
 - C. Accept Committee for Community Involvement Meeting Minutes of June 4, 2019.
 - D. Accept Community Forestry Commission Meeting Minutes of October 16, 2019.
 - E. Accept Economic Development Commission Meeting Minutes of May 2, June 6, July 11, September 12 and October 3, 2019.
 - F. Accept Historic Landmarks Board Meeting Minutes of October 22, 2019.
 - G. Accept Parks and Recreation Commission Meeting Minutes of October 16, 2019.
 - H. Accept Public Arts Commission Meeting Minutes of October 17, 2019.
 - I. **RESOLUTION NO. 2019-59 ADOPTING CITY OF FOREST GROVE PARKS AND RECREATION COMMISSION BYLAWS AND REPEALING RESOLUTION 1974 No. 733.**

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

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

5. **PRESENTATIONS:**

5. A. **Project 1: 21st Avenue and Main Street Intersection**

Robertson introduced Tony Roos, Kittelson consultant, and presented a PowerPoint presentation overview of the five options that were considered for Project 1 to increase pedestrian safety and maintain freight and delivery access as outlined below:

- 1) Curb Extension: Cost \$290k. Delivery trucks restricted from turns.
- 2) Raised Intersection: Cost \$305k
- 3) Raised Intersection with Curb Extension: Cost \$316K. Delivery/freight turning restrictions.
- 4) Raised Crosswalk with Truck Aprons: Cost \$335k.
- 5) Crosswalk Replacement (Preferred): Cost 182k. Replace existing markings with concrete slab and brick pavers; bring all crosswalk ramps into ADA compliance; and construct in summer 2020, funding included in the budget.

In conclusion of the above-noted presentation Robertson advised Option 5 is the preferred Option, to which Council collectively concurred.

Project 2: Safeway / Goodwill Driveway

Robertson presented a PowerPoint presentation overview of the two options that were considered for Project 2 to increase pedestrian safety as outlined below. Both Options include replacing old pedestrian flashing signal with Rapid Rectangular Flashing Beacon.

- 1) Driveway Realignment: Cost \$641k

- Shift Goodwill West
 - Shift Safeway East
- 2) Raised Median Island: Cost \$352k. Bid in winter 2020, construct in summer 2020 and contingent upon available funding.

In conclusion of the above-noted presentation Robertson advised Option 2 is the preferred Option, to which Council collectively concurred with added suggestions, such as planting shrubbery to prevent pedestrians from crossing the median and relocation of the existing bus stops.

6. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-14 AMENDING FOREST GROVE CODE OF ORDINANCES CHAPTER 50, WATER SYSTEM DEVELOPMENT CHARGE, AND CHAPTER 151, PARKS SYSTEM DEVELOPMENT CHARGE, TO ALLOW DEFERRAL OF PAYMENT OF WATER AND PARKS SYSTEM DEVELOPMENT CHARGES TO BUILDING OCCUPANCY; FILE NO. 311-19-000032-PLNG

Staff Report:

Pohl presented the above-proposed ordinance for first reading, noting the proposed ordinance is amending Forest Grove Code Chapter 50, Water System Development Charge, and Chapter 151, Parks System Development Charge, to allow deferral of payment of water and parks system development charges (SDC) to building occupancy; File No. 311-19-000032-PLNG. Pohl reported water and parks SDC are exclusive to the City and payable until issuance of a building permit, noting the proposed ordinance is codifying the city's current practice of requiring water and parks SDC for affordable housing projects to be paid in full at the time of occupancy. In conclusion of the above-noted staff report, Pohl advised staff is recommending Council approve the proposed ordinance, as outlined in Exhibit A and Exhibit B, noting there is no fiscal impact.

Questions of Staff:

In response to Uhing's inquiry pertaining to legislation implemented about five years ago, Pohl noted he would follow-up as he was unaware of any state legislation.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2019-14 for first reading.

VanderZanden read Ordinance No. 2019-14 by title for first reading.

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to adopt Ordinance No. 2019-14 Amending Forest Grove Code of Ordinances Chapter 50, Water System Development Charge, and Chapter 151, Parks System Development Charge, to Allow Deferral of Payment of Water and Parks System Development Charges to Building Occupancy; File No. 311-19-000032-PLNG.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

Pohl reported the Home Builders Association called in and supported extending the program to all developers not just affordable housing projects.

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.

Council Discussion:

Valfre proposed to amend the definition of "affordable housing" as follows: 1) remove paying no more than 30% of total household income because none of the major funding sources dedicate 30%; 2) increase homeownership to 80% area median income; and 2) revise the last sentence to read federal, state and other public funders. Valfre advised he consulted with city staff and Washington County, noting the definition as proposed may have unintended consequences going forward in trying to align with federal, state, county and Metro affordable housing financing.

MOTION TO AMEND 1: Councilor Valfre moved, seconded by Councilor Wenzl, to direct staff to amend Ordinance No. 2019-14, Sections 50.47 and 151.026, Definitions, as follows: **AFFORDABLE HOUSING.** Housing constructed for renters ~~or purchasers~~ earning no more than 60% of area median income and ~~paying no more than 30% of total household income in rent to mortgage purchasers of housing~~ earning no more than 80% area median income. Affordable housing is regulated as rent and income restricted through regulatory agreements with the ~~U. S. Department of Housing and Urban Development (HUD) or the Housing Authority of Washington County~~ federal, state and other public funders.

Council Discussion:

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

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

Public Hearing Continued:

Mayor Truax continued the Public Hearing to Monday, January 13, 2020.

7. RESOLUTION NO. 2019-58 APPROVING THE SUBMISSION OF AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR 2020-2021 PROGRAM PERIOD (D STREET FROM PACIFIC AVENUE TO 19TH AVENUE)

Staff Report:

Robertson presented the above-proposed resolution authorizing the City Manager to submit an application for Community Development Block Grant (CDBG) funding for 2020-2021 Program Period, noting staff has identified the D Street – Pacific Avenue to 18th Avenue as a priority project that is eligible for 2020-2021 funding cycle. In conclusion of the above-noted staff report, Robertson advised staff is recommending Council approve the proposed resolution, as outlined in Exhibit A, noting the City is prepared to contribute match funding if a CDBG grant is awarded.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-58.

VanderZanden read Resolution No. 2019-58 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to adopt Resolution No. 2018-58 Approving the Submission of an Application for Community Development Block Grant Funding for 2020-2021 Program Period (D Street – Pacific Avenue to 18th Avenue Priority Project).

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. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

8. CITY COUNCIL DELIBERATIONS ON SLATE OF CANDIDATES INTERVIEWED FOR CITY COUNCIL POSITION VACANCY, TERM EXPIRING NOVEMBER, 2022, AND APPOINTMENT CONSIDERATION

Staff Report:

Pursuant to City Charter, Section 32 and City Code, Section 2.075, Council must fill a vacancy by appointment by a majority of the remaining Councilmembers. The appointee holds office until the term of the office expires November, 2022. The Council conducted the following seven oral Candidate interviews in earlier work session (December 9, 2019). One candidate withdrew as noted below.

Candidates (Interviewed December 9, 2019):

1. Kristy Lynne Kottkey
2. Howard Sullivan
3. Susie Johnson
4. John A. Hengeveld
5. Karen Reynolds
6. Mariana E. Valenzuela
7. Joshua D. Fromm
8. Wolanda K. Groombridge; withdrew 12/09/2019, 1:03 p.m.

Ballots:

Pursuant to ORS 192.650(1)(C), secret ballots are prohibited and ballots must identify the vote of each Councilmember. The Council was asked to consider the following options:

- Option 1: Reject all applications and initiate a new process.
- Option 2: Deliberate, make a formal motion, and vote on a candidate at this Council meeting. If the Council passes the motion, a resolution making a formal appointment will be brought to the next Council Meeting.
- Option 3: If the Council does not reach a decision at this Council meeting, the Council may move to conduct an additional interview of the top 2 or 3 candidates during a work session at the next Council meeting or, a date certain, or Council may instruct staff on further follow-up.

Mayor Truax advised each Councilmember to submit their ballot to the City Recorder, ranking their top three candidates on a scale of 3 (highest) to 1 (lowest). Ruggles tallied each Councilmembers' votes as follows:

Vote for 3 (3 highest, 1 lowest)		Rippe	Thompson	Uhing	Valfre	Wenzl	Mayor Truax	TOTAL PTS:
FROMM	Joshua	1		1				2
HENGEVELD	John				2			2
JOHNSON	Susie							0
KOTTKEY	Kristy	2	2	2		2	3	11
REYNOLDS	Karen		1					1
SULLIVAN	Howard				1	1	1	3
VALENZUELA	Mariana	3	3	3	3	3	2	17

Upon tallying the ballots, Ruggles announced the following top three candidates:

- 1) Mariana Valenzuela (17)
- 2) Kristy Kottkey (11)

3) Howard Sullivan (3)

Before proceeding with the Council discussion, Mayor Truax asked for a motion to consider appointing one of the top three candidates to fill the Council vacancy.

MOTION: Councilor Rippe moved, seconded by Councilor Thompson, to appoint Mariana E. Valenzuela to fill the City Council vacancy, appointed term of office expiring November, 2022.

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. NOES: None. COUNCIL VACANCY: 1. MOTION CARRIED 6-0.

Mayor Truax announced that a Resolution making Valenzuela's formal appointment as City Councilor would be considered at the next Council meeting of Monday, January 13, 2020. The Oath of Office would be administered by the City Recorder at the Swearing-In Ceremony, which will be held Monday, January 13, 2020, at 5:00 p.m. in the Community Auditorium.

9. CITY COUNCIL COMMUNICATIONS:

Rippe reported attending Economic Development Commission (EDC) meeting, noting EDC revised its bylaws. In addition, Rippe reported attending various community-related events and reported on upcoming meetings he was planning to attend.

Thompson reported on upcoming meetings he was planning to attend.

Uhing reported Sustainability Commission (SC) and Committee for Community Involvement met in joint session to discuss desired outcomes for the next summit. Uhing reported SC is reviewing its bylaws. In addition, Uhing reported on upcoming meetings she was planning to attend.

Valfre reported attending various community-related events. In addition, Valfre reported on upcoming meetings he was planning to attend.

Wenzl reported Committee for Community Involvement (CCI) canceled its last meeting, noting CCI is hosting the Annual Town Meeting on Saturday, January 25, 2020. Wenzl invited the public to attend the Parks and Recreation Commission (P&R) Special Meeting on December 18, 2019, 6:30 p.m., noting the consultant will be presenting the design and cost estimates and P&R is taking public input on the Park Facilities Schematic Design for Stites Park, North Lincoln Park, A. T. Smith Park and the Aquatic Center. In addition, Wenzl reported on upcoming meetings she was planning to attend.

10. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported Sara Wilson, SSW Consulting, will be contacting each Councilmember to solicit feedback on the Vision/Values process and priority issues for the upcoming Council Retreat, noting the consultant will put together a summary packet in preparation for facilitating the Retreat, tentatively scheduled for February 1, 2020 (City Recorder update: Council Retreat date was moved to February 15, 2020). VanderZanden advised in order to complete the interview process for Boards/Commissions (B/C) reappointments, Council concurred scheduling a work session prior to the joint legislative session on December 16, 2019, noting new B/C applicant interviews will likely be scheduled in January. In addition, VanderZanden reported on various upcoming meetings and updates on department-related activities and projects.

11. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending the Holiday Light Parade, noting the parade is growing in popularity. 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.

12. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 8:15 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 3:51 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Ronald Thompson, excused. **COUNCIL VACANCY:** 1.

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

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

Ruggles and VanderZanden reported Council Rules of Procedures §14.10 requires members to apply and be interviewed after every term to continue service. The following applicants were seeking reappointment and were interviewed for the following B/C positions:

Applicant Name	Appointed	B/C Position	New B/C Position
Robin Lindsley	A02/14	SC	New PC
Dale Smith	A01/12	PC	
Thomas Beck	A11/00	PC	

The following applicant was seeking appointment and was interviewed for the following B/C positions:

Applicant Name	New B/C Position
Joshua Hubel	CCI, P&R, PC and PSAC
Joel Redwine (canceled)	CCI, EDC, P&R, PC, PAC, SC and URAC

Council collectively voiced consensus to wait until new applicant recruitment interviews were held, tentatively scheduled for January 13, 2020, to make a determination on the status of reappointment of the above-noted B/C reappointment applicants. The remaining B/C reappointment applicants (6) and new applicants (based on application date and vacancies) will be interviewed in sub-committee work sessions tentatively scheduled for January 13, 2020. In addition, Council collectively voiced consensus to reappointment the list of reappointment applicants who were interviewed in sub-committee work sessions on November 25, 2019. Resolutions making these formal reappointments will be considered at the next regular Council meeting of January 13, 2020.

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

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 5:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Dinner was held at 5:30 p.m. and the Western Washington County Cities' Joint Legislative Session was called to order at 6:15 p.m., in the Walters Community Room, Cornelius Public Library, 1370 North Adair Street.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Ronald Thompson, excused. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder. **SPECIAL GUEST:** Mariana Valenzuela, newly-appointed City Councilor, effective January 13, 2020.

2. WESTERN WASHINGTON COUNTY CITIES' JOINT LEGISLATIVE AGENDA:

The Agenda consisted of:

- Welcome & Introduction – City of Cornelius Mayor Jef Dalin
- League of Oregon Cities Legislative Priorities – Director Jim McCauley

City of Hillsboro

- *Enterprise Zone and Strategic Investment Programs, Community Corrections Funding, Community Dispute Resolution Funding*

City of Banks

- *Broadband Infrastructure, Infrastructure Financing and Resilience, PERS Reform/PERS Unfunded Liability Revenue*

City of Forest Grove

- *Carbon Cap and Invest Program, Mental Health Investment, Permanent Supportive Housing Investment*

City of Cornelius

- *Infrastructure Financing and Resilience, Safe Routes to School Match, Broadband Infrastructure*

City of North Plains

- *Safe Routes to School Match, PERS Reform, Mental Health Investment*

Open Discussion

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

3. **ADJOURNMENT:**

The session adjourned at approximately 7:30 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3E

APPROVED



Community Forestry Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
November 20, 2019
Page 1 of 2

Members Present: Mark Nakajima, Chair; Michael Howell, Vice Chair; Bruce Countryman; David Hunter; Lance Schamberger; Jen Warren

Members Absent:

Staff Liaison: Dan Riordan – present

Council Liaison: Ron Thompson - present

Student Advisor: Declan Lynch - present

Call to Order and Role: The November 20, 2019, meeting was called to order by Chair Nakajima at 5:33 pm.

Citizen Communication: None

Minutes Approval: Jen made a motion, seconded by Bruce, to edit the draft minutes noting Bruce was not in attendance. The motion passed unanimously.

Action Items/Discussion:

1. Continuation of 2020 Tree City USA / Arbor Day Celebration Discussion – The Commission discussed plans for the 2020 Arbor Day tree planting at Thatcher Park. The Commission agreed that one tree should be planted and a plaque should be purchased to commemorate the City reaching 30-years as a Tree City USA® in 2019. Dan agreed to get cost estimates for purchasing the plaque. It was noted Oregon Arbor Week is the first full week of April and this would be a good time to hold the celebration.
2. Possible Request for Removal of an Oregon White Oak on the Register of Significant Trees at 2219 14th Avenue - Dan noted the owner of an Oregon white oak on the Tree Register may seek approval to remove the tree. The tree is located at 2219 14th Avenue. The owner expressed concern about the condition of the tree and potential to cause damage. Dan mentioned an arborist report was prepared for the tree in 2016. The Commission review the arborist report that indicated the tree is fair condition and pruning should be done. The report also recommended a root collar exam and resistograph testing to determine health and safety. Dan reported the property owner plans to have someone look at the tree to document current condition. The Commission reached consensus to consider removal after documentation is received.

Liaison Update:

Councilor Thompson updated the Commission on matters on the City Council's agenda.

Dan noted the Commission will be asked to review and update the Commission's bylaws for adoption in early 2020. Dan also mentioned he will follow-up with Daniela Powell, owner of Daniela's Gifts on Main (2036 Main Street), about the Commission's support to allow Ms. Powell place a temporary planter and tree where the street tree was removed.

Member Update:

David noted he attend the City of Portland urban forestry training. David mentioned the Portland approach to tree planting is to plant a variety of trees (no mono-culture). David also mentioned he plans on attending the American Society of Consulting Arborists conference in New Orleans in December.

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

Meeting Adjournment: David made a motion, seconded by Michael to adjourn the meeting at 6:30 pm. The motion passed unanimously.

Respectfully submitted,

Dan Riordan
CFC Staff Liaison

Members Present: George Cushing, Mark Fischer (arrived @ 7:20), Larissa Whalen Garfias, Holly Tsur, Bill Youngs
Members Excused: Jennifer Brent and Kelsey Trostle
Staff Present: James Reitz
Citizens Present: 02 (Gary Eddings and Melody Haveluck)

1. **Call to Order:** Tsur opened the meeting at 6:37 p.m.

2. **Citizen Communication:** Ms. Haveluck reported on the success of the Friends' Old Train Station Halloween open house. She also distributed information on the upcoming Forest Grove Tree lighting ceremony at the senior center.

3. **Action Items / Discussion:**

- A. **Alternative Funding Sources:** Youngs said that not much had been done lately but that he and Fischer had continued checking on the web for any new ideas, without much success.
- B. **Editorial Calendar:** Trostle reported by email before the meeting that no articles were due or were planned before year's end.
- C. **Photo Contest:** Whalen Garfias distributed potential posters for the contest; they were mostly updated posters from last year. One totally new design was agreed with some minor changes; its design would be great for the utility flyer as it was simple and to the point. Although it did not have a lot of information on it, it did show the website and all agreed that anyone interested would look to that for information. It was decided to leave the HLB initials off because most people would not know what that was referring to; instead the posters will just read *Forest Grove Photo Contest*. It was noted that some of the posters would be in Spanish to encourage broader participation.

Youngs volunteered to make up a large selection of posters and to have them available at the December meeting so Board members could start passing them out. It was also decided to make postcard-sized flyers for further distribution.

Cushing will announce the contest at the December 16th Chamber of Commerce meeting and pass out flyers. He will get them from Youngs before the chamber meeting as it will take place before the December 17th Board meeting.

Whalen Garfias will forward the contest rules and information sheets to Tsur for final edits before printing and distribution.

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

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of October 22 were approved with minor corrections.**
- B. FHFG Report. Mr. Eddings reaffirmed that their holiday party is on Sunday, December 8th at Centro Cultural. He also noted that the Old Train Station would be open on December 7th from 10 a.m. to 6 p.m. celebrating the holiday season.
- C. Staff Update. Reitz had a number of updates, including:
 - A new preservation grant request has been filed but it has not yet been determined if the project is grant-eligible. He and Cushing attempted to do a site inspection with

the applicants, but had not been able to make contact with them at the appointed time. A new appointment will be scheduled after the Thanksgiving holiday.

- It was also noted the porch repair project on 18th Avenue was completed. An inspection by Cushing and Fischer also had to be rescheduled to after the holiday.
- The annual report format has been changed to provide more individual meeting time with the Council during the year rather than all boards and commissions reporting at the same time. Tsur said she was preparing the year-end report and asked Reitz for information on the preservation grants for the year. Tsur verified with Mr. Eddings that she could use the summary article previously prepared for their newsletter. He replied that that would be fine.
- Reitz reported that he had been in close contact with Diana Painter of Painter Preservation about the Downtown District nomination. She is working with SHPO to verify the submittal requirements, and evaluating the information already made available to her. Reitz said that she probably would not be able to attend the December 17th meeting, but she was planning to attend the January 28th meeting.
- Reitz recently attended a Certified Local Government (CLG) meeting in Albany that was primarily focused on updating staff about new legislation and best practices, but also included a tour of downtown Albany including their restored carousel and the workshop where they are working on more animals. He noted that the carousel has a variety of different animals to ride on, and not just horses.
- Reitz said that SHPO has updated their model preservation ordinance. He observed that since Forest Grove's ordinance was originally adopted in 1980 and had undergone several updates since, it was probably time to consider a total review to ensure the code is up to recommended standards.
- SHPO staff at the CLG meeting noted that landmark demolition codes in Oregon varied widely: some cities do not allow demolition at all; some regulate demolition by neglect; some have demolition delay; and some have no code whatsoever. He noted that Forest Grove's code allows for a 180-day delay in the hopes that a landmark building would be relocated versus demolished. However, that is a short time frame in which to find a buyer, identify a recipient site for the building, and make the move. Because of all the work involved, 180 days is rarely enough time and consequently, this provision is not considered very effective.

So far in Forest Grove however, only relatively minor accessory buildings have been demolished. Tsur observed that demolition of more significant buildings could be requested, and suggested that the Board consider preparing a position paper to the City Council on this matter.

- D. New Business: Fischer commented on the new *Visit Historic Forest Grove* sign on Hwy 47 south of town. He noted that when heading north one passes the "B" Street intersection before seeing the sign. Others commented that the Chamber of Commerce had the sign installed and that it was on the only available property in the vicinity.
- E. December 17 Agenda: Alternative funding, editorial calendar, photo contest, annual report, 2020 work plan

Tsur reminded everyone that the next meeting would be on the December 17th, a week earlier than usual due to the holiday. A holiday party with was planned to celebrate after the conclusion of the regular meeting. Tsur also advised that we would be working on the 2020 action plan at the next meeting; so we should review it beforehand.

5. **Adjournment:** The November 26, 2019 meeting adjourned at 7:42 p.m.

These minutes respectively submitted by George Cushing, Secretary

35

APPROVED

Forest Grove Library Commission
Meeting Date – 6:30PM Tues Nov 19, 2019
Rogers Conference Room
Page 1

Library Commission approved minutes as amended on Dec 17, 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 November 19, 2019.

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

Members Absent: Nickie Augustine (excused);

Staff: Colleen Winters, Library Director

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

Others: Morgan Knapp

2. ADDITIONS/DELETIONS to Agenda: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF Oct 8, 2019:

MOTION: Elizabeth moved, seconded by Valyrie, to approve the Oct 8, 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 met last night, Nov 18, 2019. The board re-elected it's slate of officers.
- b) The Ginsburg Memorial and Garden have been receiving praise. A memo of agreement between the City and the Foundation for maintenance of the Memorial Garden is coming soon.
- c) At the Dec 9, 2019 City Council meeting, the City Council will recognize the Friends and Foundation at the start of the meeting. We are urged to attend.
- d) The Foundation board wishes to prepare a budget and prepare to spend the large bequest that it received in 2019, on the library, soon.
- e) 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 met last week, on Nov 13, 2019. The Friends board has added two new members, Angela Mooney and Martha Robertson, for a total of 8 board members.
- b) The Used Book Sale held in October raised about \$6600.
- c) The next Used Book Sale will be held April 13 to 18th, 2020.
- d) The Friends board wishes to update the Friends Strategic Plan.
- e) The Friends paid for half of the cost of the Ginsburg Memorial Garden. Total cost was more than \$33,000.
- 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) None.

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

- a) Staffing changes at the library. Jessica F has left. Having to make adjustments for childbirth leaves over next few months. Jillian will become full-time.
- b) Adriana of library staff will choose and buy books very soon at a book fair in Mexico.
- c) City communication plan between departments. Publicity for departments. Developing plan for the whole of City government. Report due Feb 2020.
- d) On Fri Nov 22, Colleen and some library staff will be attending a Multnomah County Library workshop on the topic of “Rethinking Library Space Layout” – Maker spaces, Young adult areas, etc.
- e) Sat Dec 7 1-4pm Wassail party is scheduled. Lots of music and goodies planned.

6. DISCUSSION OF ITEMS:

- a) **Library Programming.** Bob A. of the library staff talked with the Library Commission. The Library needs to continue connecting with the community. Service, programs, and needs of the community lead to decisions made about new adult programming. Recent events held were:

Bill Sullivan’s hiking lecture brought in a largely different audience and he kindly donated 7 copies of his popular hiking books to the library besides.

Nov 9’s “Death Café” received a very positive response. With 25 attendees, and 4 facilitators. Hoping to hold another such meeting again next spring, and with some connection to Pacific University.

Last Saturday, held a “Scandinavian Crime Fiction” discussion, with some new attendees.

Tues Dec 3 – “Outbound Traveler” music program.

In 2020, will hold author events, practical events, story-teller evening, and on Apr 21, 2020 Kim Stafford, Oregon’s Poet Laureate is scheduled.

Tues Jan 7, 2020 6:30pm “Winter Hikes In and Around Portland” with Matt Reeder author of “PDX Hiking 365”

Tues Jan 21, 2020 6:30pm “Baking With Whole Grains” with Dave Ferrier of Slow Rise Bakehouse.

b) 110th Anniversary Event Review – (was whole month of October 2019).

Documenting what was done, what worked, and possible improvements. In short, all the events worked out well and all attendees were pleased, but publicity for the public events could have been better. (Some events were invitation-only though.)

The 110th Anniversary Party on Sat Oct 26, 2019 was great and worked well with the last day of the Used Book Sale in progress at the other end of the library (\$1.10 per bag of books – very nice). The Barbershop Quartet was appreciated, as were the special souvenir bookmarks and printing press, games in the children’s area, and an appearance by Mrs. Rogers.

Colleen thought that maybe a 1-week celebration (if possible, considering all that was happening) would have been better, along with better publicity for the party.

c) Gathering of the Groups - 2020. The Library Commission needs to start thinking about this upcoming event to be held in 2020. Date is not yet set. A possible discussion topic during the event is: How to honor members of library-supporting committees? How is it decided who to honor, and how to honor them? The Library Commission needs to discuss this further at its future meetings as part of planning and preparation for the event in 2020.

Colleen asked the Library Commission to also start thinking about an agreement or policy about future memorials and honors (referring to several current ones in or outside the library). Who gets to decide about future memorials and honors? What does future recognition look like? History of this conversation?

Each of the three groups needs to consider these questions in advance of the Gathering of the Groups event.

Examples that might lead others to have interest in more such activity:

- Ginsburg Memorial Garden, he was important to the library and city, unique outside memorial, from Friends and Foundation.
- Mollie’s Garden – she was a library volunteer. Family idea and donation. The Foundation paid for installation.
- Bench to honor Betty McAvoy, gift from Charles McAvoy.
- A decorative kite in the Young Adult area, donated by the Friends in memory of Tom Atkinson.

Comments: At least one proposal for some other new memorial has been suggested. Colleen should decide about future suggested memorials and honors at the library, or at least be in charge of such decisions, including being able to say “yes” or “no”, but could ask for advice. The Foundation Board has decided not to do a lot of naming throughout the library. The Public Arts Commission is responsible for all artwork in City buildings.

d) Policy Review. What’s next with this effort? The inventory of library policies is complete. Start with that, and work on one policy at a time. Start in January, although there are staffing concerns.

e) Bylaws Review. Part of B/C review effort, with an eye toward consistency.

The Bylaws for two other B/Cs have already been approved by the City Council. Colleen has the Bylaws template. The Library Commission needs to get to work on its Bylaws very soon. We need to make some progress at our December meeting.

Some highlights of these B/C changes:

- Members of the Library Commission will have 4-year terms when renewing.
- 1-to-2 page annual report by the Library Commission to the City Council will be expected by the end of the year (2020). The Library Commission can choose when to give the 15-minute report in person at a City Council meeting. Highlights and accomplishments of the last year, etc.
- The upcoming Jan 16, 2020 B&C Recognition Dinner will be changed to mention outgoing and new members of B/Cs, and not (for the first time) giving the year’s B/C accomplishment speeches. So this is a big change!

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tuesday December 17, 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, secretary

34

APPROVED

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, NOVEMBER 20, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 1 OF 3

- 1) **ROLL CALL:**
 - a) Commissioners – Brad Bafaro, Mackenzie Johnston Carey, Tammi McLaughlin , Howard Sullivan, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet.
 - i) Absent: Ralph Brown and Kenneth Cobleigh
 - b) Staff – Matt Baum and Tom Gamble
- 2) **CITIZEN COMMUNICATIONS:** None
- 3) **APPROVAL OF MINUTES:** The minutes of the October 16, 2019 meeting were approved.
- 4) **ADDITION/DELETIONS:** None
- 5) **OLD BUSINESS:**
 - a) **By-Laws Sub Committee Report**
 - i) Glenn and Tammi updated the template for our commission.
 - ii) The Commission voted to accept the changes and now it goes to the City Council for approval.
 - b) **Park Design & Aquatic Center Design Report**
 - i) PLACE presented the cost design for all four projects.
 - ii) Tom will send out the final designs to the Commission.
 - iii) The next step will be an evening meeting including all the participants, the final designs, a presentation from PLACE and an opportunity for public comments.
- 6) **NEW BUSINESS:**
 - a) **Clean Water Services Projects**
 - i) **Jared Kinnear – Fernhill Facilities**
 - (1) Two new prefab buildings are being installed. One will be a Visitor’s Center and the other will house the volunteers and will include a restroom. They are each 16 x 34 or 544 square feet.
 - (2) **Future projects:**
 - (a) **A Greenhouse** that will facilitate a permaculture demonstration area focusing on different plants for yards, gardening and highlighting the fertilizer they make there. The idea is for the 60 volunteers they currently have to collect seeds, propagate plants, install plants and start a native plant program. They would also hold a plant sale as a fundraiser for the wetlands.
 - (b) **Nature Play area** which would incorporate the large sequoia section they got from the tree that was taken down in Forest Grove.
 - (c) **Overlook Area** that will frame the trailhead. It will be a loop path/trail that extends into the flood plain, so maybe a concrete surface. This should be completed by late summer, early fall.
 - (d) **Natural Trail** that will feature a unique uneven surface and a stepping stone bridge. There will not be handrails, so it will not be ADA accessible. The boulders have been put in place and the plants and benches will be installed this winter.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, NOVEMBER 20, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 2 OF 3**

- (e) **Large TTM Building** that overlooks the area has been purchased. Future ideas for the space could be a waste water think tank for the Pacific NW or a regional shared space with labs for waste water research.
- ii) **Rob Emanuel – Gales Creek Enhancement at B Street Pedestrian Trail**
 - (1) This was the last piece of the project which was a joint effort with the City, conceived in 2012-13.
 - (2) The goals for this part of the project were:
 - (a) Restore the bank to stable condition.
 - (b) Place habitat features for fish.
 - (c) Restore native riparian cover.
 - (d) Remove remnants of the railroad trestle.
 - (e) Remove social trails and erosion patterns.
 - (3) This is the most important stream for salmon and winter steelhead in the Northwest area.
 - (4) The heavy rains in mid-September delayed things for about a week and a half. Overall 58,000 lbs. of creosoted wood was removed. Logs were put in at the level of creek and soil lifts were added (willows & pillows). A swale was built which helps improve drainage and should address some of the flooding.
 - (5) In December another 6,000 larger stock plants and grasses will be planted.
 - (6) Next Spring the second phase across the creek will include the building of a swale and punching a hole into the berm to create a natural overflow channel.

7) **COMMISSIONER'S REPORTS:**

a) **Paul:**

- i) Starting in January there will be some changes to commission appointments and the chair's term. The chair will only be able to serve for 36 months. The next Boards & Commissions meeting will be purely social, no speeches by each commission. Instead each commission will give a presentation at various City Council meetings.

b) **Howard:**

- i) The holiday tree lighting will take place on November 29 at 6:00 p.m. Santa and Mrs. Claus will be in attendance. The Light Parade is December 7 at 5:00 p.m. The staging area has moved to Bonnie Lane.

c) **Glenn:**

- i) The cyclone fence in Forest Glen and the rock work are very well done.

d) **Susan:**

- i) The three memorial trees that are replacing ones that died along Thatcher Road will be planted above the playground area at Thatcher Park. Planting should take place the second week of December.

8) **COUNCIL LIAISON REPORT:** None

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, NOVEMBER 20, 2019
COMMUNITY AUDITORIUM CONFERENCE ROOM
PAGE 3 OF 3**

9) STAFF REPORTS:

a) Matt:

- i) **Moving** into fall and winter and the crew has stopped mowing. A Parks staff member will be going to Light & Power the day after Thanksgiving to help with tree trimming.
- ii) The Rogers bathroom is up and running again.
- iii) The expression swing is up at Lincoln Park, along with a musical piece and a bench. The dedication for this area will be December 16 at 11:00 a.m. in honor of Alice.
- iv) A high school group has been working about once a month to move wood chips to the trails in Thatcher Park.
- v) The practice field at Lincoln Park will close in a week and the large dog park at Thatcher will close soon.

10) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, December 18, 2019 at 7:00 a.m.

11) ADJOURNMENT: The meeting was adjourned at 8:33 a.m.

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35

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Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, November 18th, 2019, 7:00 pm

1. **CALL TO ORDER:**

Chair Tom Beck called the Work Session to order at 6:15 p.m. Roll Call:

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

Planning Commission Excused: None.

Staff Present: Community Development Director Bryan Pohl; James Reitz, Senior Planner; Dan Riordan, Senior Planner; Cassi Bergstrom, Planning Commission Coordinator

2. **WORK SESSION ITEMS:**

A. **NEIGHBORHOOD MIXED USE ZONE DISCUSSION:**

Community Development Director Bryan Pohl gave a Power Point presentation giving the background on the Neighborhood Mixed Use (NMU) zones and where they were located, along with the history of the Gales Creek NMU zone and City Council's denial of the most recent application. The NMU zone was created in 2014 as part of the Comprehensive Plan implementation funded by the Transportation and Growth Management (TGM) Grant. The NMU zone is intended to be a commercial designation located near residential areas to serve pedestrian and bicycle traffic within the 'Village Center' design.

Mr. Pohl went on to say that the Development Code does not have a definition for the 'Village Center' concept, which allows for flexibility with developers but can pose a problem when reviewing an application for a single property within the NMU zone.

There are four properties within Forest Grove zoned NMU: David Hill (West) at 29 acres with six parcels; Gales Creek at 6.7 acres with multiple parcels and a bisecting street proposal; David Hill (East) at 26 acres and two parcels; and Davidson property at 25 acres with two parcels.

A meeting with City Council held on September 23rd, 2019. Mr. Pohl summarized where Councilors said they wanted the Commissioners to consider for these Development Code revisions: Make no code changes; Amend to define Village Center; Change all NMU zones to an alternative zone; or amend the zone definition

to consider viable parcels that could be built out as NMU zones when designating the zoning.

A letter from a property owner located within the NMU zone at Gales Creek was emailed to Commissioners prior to the work session.

COMMISSIONER DISCUSSION:

Chair Beck opened to floor for discussion; Mr. Pohl and Mr. Riordan responded to various Commissioner questions and scenarios pertaining to the four areas currently zoned NMU. Commissioner Nakajima suggested the NMU zone be more precisely defined to only allow acreage no less than 10 acres to construct a 'Village Center', which would exclude the Gales Creek property as it is only a 6.7 acre site.

Discussion was held regarding the definition of 'Village Center', but Commissioners hesitated to strictly define it due to the fact it will limit what a developer can construct within the NMU zone. Commissioners agreed the 'Village Center' should encompass a minimum 10 acres of site area with multiple, smaller commercial opportunities oriented towards a single developer. Commissioners agreed that the Gales Creek site will need to be rezoned to a designation that works better for that area, and the 'Village Center' will need to encompass both commercial and residential with the definition to be more clearly defined yet not restricting. Chair Beck would like some more direction from Council on what the Planning Commission's next step should be.

Commissioners took no formal action nor made any formal decisions during the work session. The work session was adjourned at 6:55 p.m.

3. PUBLIC HEARING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level

Chair Beck opened the quasi-judicial public hearing at 7:05 p.m., reading the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no challenges from the public. He called for the staff report.

Dan Riordan, Long Range Planner, gave the staff report. Mr. Riordan stated that adjustments are not typically brought to the Planning Commission, but since this is a twenty percent adjustment for multiple lots within the Gales Creek Terrace

Planned Development. The Community Development Director determined that it needed to be elevated to a Type III application submittal since the project has been controversial and the building setbacks were established as part of the original project approval. The adjustment is an encroachment into the rear yard affecting 95 lots within Gales Creek Terrace. The decks will encroach 2 feet 4 inches to 3 feet from the second level of the home to allow for more livability space off the rear portion of the houses. Mr. Riordan showed the lots affected and the deck placement on the Power Point slides, stating the privacy impacts of the adjustment would be minor. Staff recommended approval of the twenty percent adjustment as it meets the adjustment approval criteria and is consistent with development allowed in the high density zone.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

Morgan Will, Stafford Land Company, 8840 SW Holly Ln, Wilsonville 97070:

Mr. Morgan Will from the developer Stafford Land Company came to the front and gave a summary of why the encroachment of the decks will be necessary for the livability of the high density houses. Mr. Will went through the lots showing where the decks will overlook. Commissioners questioned the use of a deck that small, and Mr. Will responded that the decks will allow for an open space to store a few patio chairs and possibly a barbeque, basically an extension of the living room. Decks can possibly be partially recessed into the house to create more square footage than just the 2-3 foot adjustment.

Commissioner Nakajima inquired as to why the adjustment was not part of the original planned development submittal, and Mr. Will explained that the plans were preliminary and the grade of the area forced some of the houses to have a daylight basement so the deck would be well over 36 inches high at street level, causing a need for a permit and meeting the minimum setback requirements.

PROponents:

None.

OPponents:

John Schrag, 43578 SW Hiatt Rd, Forest Grove, OR 97116:

Mr. John Schrag came to the front, telling Commissioners that he is the caretaker of his mom's estate located at 1810 D Street which borders the Gales Creek Terrace development. Mr. Schrag inquired with city staff if a request like this has been made in the past and what the result of that request was. Mr. Reitz stated a deck adjustment/variance was applied for in the past of a very large deck in the rear yard, but was denied because of the privacy of the downhill neighbors.

Mr. Schrag stated he is not necessarily opposed to the decks, but the developer has not had a good relationship with the existing neighboring properties. This

proposal will be a monetary benefit to the developer, and the decks could cause a potential disturbance of noise in the area. The city should consider what the developer has done to benefit the neighboring community.

OTHER:

None.

REBUTTAL:

Bryan Cavaness, Stafford Land Company, 8840 SW Holly Ln, Wilsonville 97070:

Mr. Bryan Cavaness with Stafford Land Company came to the front, and reiterated what Mr. Will had said prior. Mr. Cavaness stated there will not be extensive use of the decks, but it provides an open space for the homeowner. The intent is to provide some opening to the outside, and the privacy issue exists with the windows that are located on the rear of the house already.

Mr. Morgan Will came to the front to explain to the Commissioners which houses will need the adjustment for the decks, and explained that Stafford Land Company is the development company and not the home building company. Currently there are two homebuilders in the first phase.

Chair Beck closed the public hearing at 7:40 p.m.

COMMISSIONER DISCUSSION:

Chair Beck opened up the floor for discussion.

Commissioners discussed the privacy issues that could occur with the decks, as they may overlook the neighboring property. Commissioners deliberated on whether the adjustment criterion found in Development Code §17.2.120(B)(3) meets the proposal of the 3-foot deck encroachment, determining if the livability is not negatively affected regarding the neighboring properties.

Chair Beck was in favor of allowing the adjustment on the lower lots (gold color) where the rear deck faces the pathway, but the upper lots (brown color) he is not in favor of allowing the adjustment as it affects the livability of the neighboring properties.

Commissioner Sanderson was in favor of allowing all the lots, with the exception of three lots on Dee Court/18th Avenue. These new houses will be purchased with the knowledge of a deck encroachment so the livability is not affected. The three lots off Dee Court could potentially affect existing homeowners which is why they should be omitted.

Chair Beck recommended a straw vote to see where Commissioners were at:

Commissioner Rojas suggested approval of file number 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level with the exception of the three lots at Dee Court. Vice Chair Ruder seconded the recommendation.

Commissioners Sanderson, Nakajima, and Rojas were in favor. Chair Beck, Vice Chair Ruder, and Commissioner Smith were not in favor. Vote split 3-3.

Commissioner Nakajima recommended to approve file number 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level with the exception of all the upper (brown) lots. Vice Chair Ruder seconded the recommendation.

Chair Beck, Vice Chair Ruder, and Commissioner Smith were in favor. Commissioner Sanderson, Rojas and Nakajima were not in favor. Vote 3-3.

Final Motions:

Commissioner Nakajima moved a motion to approve file number 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level with the exception of all the upper (brown) lots. Vice Chair Ruder seconded the motion.

Roll Call Vote: AYES: Chair Beck; Vice Chair Ruder; and Commissioner Smith. NOES: Commissioners Sanderson, Nakajima, and Rojas. ABSENT: None. MOTION TIED 3-3.

Commissioner Nakajima moved a motion to approve file number 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level with the exception of the 3 lots at Dee Court. Vice Commissioner Sanderson seconded the motion.

Roll Call Vote: AYES: Commissioners Sanderson, Nakajima, and Rojas. NOES: Chair Beck; Vice Chair Ruder; and Commissioner Smith. ABSENT: None. MOTION TIED 3-3.

Due to a tie, the motion fails.

- C. **ACTION ITEMS:**
None.

4. **BUSINESS MEETING:**

A. APPROVAL OF MINUTES:

Commissioner Smith moved to approve the minutes of the October 7th, 2019 meeting. Commissioner Nakajima seconded. Motion passed 6-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Mr. Pohl stated that a design review and site plan approval for a proposed 18-unit apartment structure will be coming to the Commission next meeting, as well as the re-zoning of the property near the Forest Grove fire station and library to prepare for the potential construction of a new police station.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting will be held on December 16th, 2019.

E. ADJOURNMENT:

The meeting was adjourned at 8:02 p.m.

Respectfully submitted by:

Cassi Bergstrom

Digitally signed by Cassi Bergstrom,
DN: cn=Cassi Bergstrom,
o=City of Forest Grove, ou=City of Forest Grove,
email=Cassi.Bergstrom@forestgrove-or.gov,
c=US
I am the author of this document.
Location: forestgrove, OR, US
Date: 2019.12.11 10:21:51
Mail: planning@forestgrove-or.gov

Cassi Bergstrom
Planning Commission Coordinator



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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>3. J.</u>
MEETING DATE:	<u>01/13/2020</u>
FINAL ACTION:	<u>RESO 2020-01</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 13, 2020*

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

SUBJECT TITLE: *City Council Meetings for Year 2020*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT:

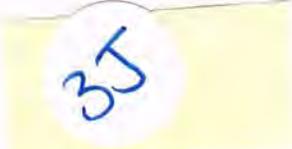
City Charter, § 11, and Council Rules of Procedure, § 3.1, provides that the Council shall adopt a resolution at the first meeting in January setting its regular Council meeting dates for the year. The regular Council meetings shall be held on the second and fourth Monday of each month unless otherwise stated in the attached resolution. The Council normally holds one meeting in March due to the National League of Cities Conference and one meeting in the months of July, August and December.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the attached resolution setting the Council's regular meeting calendar for the year.

ATTACHMENT(s):

Resolution and Exhibit A



RESOLUTION NO. 2020-01

**RESOLUTION DESIGNATING CITY OF FOREST GROVE
CITY COUNCIL MEETINGS FOR YEAR 2020**

WHEREAS, Pursuant to Council Rules, Section III(1), the City Council must adopt a resolution at the first meeting of each year designating its meeting dates for the year.

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

Section 1. That the Regular Meetings of the City Council of Forest Grove shall be held on the second and fourth Monday of each month (unless Monday is a City holiday, the meeting will be held Tuesday) during the Year 2020 as follows:

January	Monday, 13 th	&	Monday, 27 th
February	Monday, 10 th	&	Monday, 24 th
March			Monday, 16 th
April	Monday, 13 th	&	Monday, 27 th
May	Monday, 11 th	&	Tuesday, 26 th
June	Monday, 8 th	&	Monday, 22 nd
July	Monday, 13 th		
August	Monday, 10 th		
September	Monday, 14 th	&	Monday, 28 th
October	Monday, 12 th	&	Monday, 26 th
November	Monday, 9 th	&	Monday, 23 rd
December	Monday, 14 th		

Section 2. That Work Sessions, Special Meetings, Emergency Meetings, Executive Sessions, and Adjourned Meetings may be scheduled during the year at the discretion of the Mayor.

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

PRESENTED AND PASSED this 13th day January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>3. K.</u>
MEETING DATE:	<u>01/13/2020</u>
FINAL ACTION:	<u>RESO 2020-02</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 13, 2020*

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

SUBJECT TITLE: *City Council Vacancy Appointment*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

BACKGROUND:

Pursuant to City Charter § 31, there currently exists a vacancy on City Council brought about by the death of Thomas L. Johnston on October 14, 2019.

The Council interviewed seven candidates, conducted deliberations on the slate of candidates and casted individual ballots at the Council meeting held on December 9, 2019. Pursuant to City Charter § 32, the Council voted unanimously to appoint Mariana E. Valenzuela as City Councilor to fill the remainder of the appointed term of office expiring November, 2022.

The Oath of Office will be administered by the City Recorder at the Swearing-In Ceremony, which will be held Monday, January 13, 2020, at 5:00 p.m. in the Community Auditorium.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the attached resolution enacting the above-noted Council appointment.

ATTACHMENT(s):

Resolution

3K

RESOLUTION NO. 2020-02

**RESOLUTION APPOINTING MARIANA E. VALENZUELA
TO FILL VACANCY ON FOREST GROVE CITY COUNCIL,
APPOINTED TERM OF OFFICE EXPIRING NOVEMBER, 2022**

WHEREAS, pursuant to City Charter § 31, there currently exists a vacancy on City Council brought about by the death of Thomas L. Johnston on October 14, 2019; and

WHEREAS, the City Council vacancy application period was duly-noticed in the *NewsTimes* on November 6, 13, and 20, 2019; and

WHEREAS, the Council interviewed seven candidates in Work Session held on December 9, 2019, and conducted deliberations on the slate of candidates and casted individual ballots at the regular Council meeting also held on December 9, 2019.

WHEREAS, pursuant to City Charter § 32, the City Council voted unanimously to appoint Mariana E. Valenzuela as City Councilor to fill the remainder of the appointed term of office expiring November, 2022; and

WHEREAS, the Oath of Office will be administered on Monday, January 13, 2020.

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

Section 1. Pursuant to City Charter § 32, the City Council hereby appoints MARIANA E. VALENZUELA, as City Councilor to fill the remainder of the appointed term of office expiring November, 2022.

Section 2. The above-named person shall take and hold office as Forest Grove City Councilor after the Oath of Office is administered, effective January 13, 2020.

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. L. – 3. S.

MEETING DATE: 01/13/2020

FINAL ACTION: RESO 2020-03 to
RESO 2020-10

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *January 13, 2020*

SUBJECT: *Making Reappointments to Various B/C*

BACKGROUND:

City Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service. Pursuant to § 14.6, unless required by state law, B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms.

The Council Subcommittees interviewed B/C applicants for reappointment consideration on November 25, 2019. The Council collectively concurred to make the following B/C reappointments at the work session held on December 16, 2019:

Applicant Name	Appointed	B/C Position
David Andersen	A06/15; A02/15	BC; CCI
Tom Cook	A03/18 A12/16	BC; CCI
Kristen Tangen	A01/19	CCI (interviewed 01/19)
Ashley Terry	A11/18	CCI HS Student
Mark Nakajima	A07/09	CFC
Jen Warren	A03/12	CFC
Declan Lynch	A12/18	CFC HS Student
Howard Sullivan	A05/13	EDC Chamber
Pamela Bailey	A08/09	LC
Valyrie Ingram	A05/17	LC
Tammi McLaughlin	A11/18	P&R
Dana Eytzen	A08/0	PAC
Emily Lux	A09/14	PAC
Linda Stites Taylor	A01/08	PAC
Johanna Peeters Weem	A10/18	SC HS Student

The following B/C resignations were received and seats declared vacant:

- Matthew Stone, CCI, Appointed 01/2018, Term Expires January 31, 2020

- Larissa Whalen Garfias, HLB, Appointed 02/2016, Term Expires December 31, 2020
- Jon Youngberg, LC, Appointed 01/2012, Term Expired December 31, 2019
- Jayne Cravens, PSAC, Appointed 11/2016, Term Expires December 31, 2021
- Jacob Rose, SC, Appointed 12/2018, Term Expires 12/31/2022

B/C Annual Recognition Reception: The date is scheduled for Thursday, February 13, 2020, 5:30 p.m., location to be determined. This is a time and place for Council to present Certificates of Appreciation to outgoing members and welcome newly-appointed members. No other business will be conducted. In accordance with the newly-adopted Council Rules, the B/C Chairs will submit an Annual Report to the Council listing the B/C's major activities for the year and objectives for the coming year. The Annual Reports will be scheduled as Presentations on a Council Meeting Agenda for 2020.

STAFF RECOMMENDATION: Staff recommends City Council consider approving the attached resolutions making the above-noted reappointments. If Council desires not to make reappointment(s), Council may remove item(s) from the Consent Agenda and item(s) will be discussed and acted upon separately.

ATTACHMENTS:

B/C Resignations

Resolutions & B/C Reappointment Applications

RESOLUTION NO. 2020-03

**RESOLUTION MAKING REAPPOINTMENTS
CITY OF FOREST GROVE BUDGET COMMITTEE**

WHEREAS, pursuant to state law, ORS 294, the City of Forest Grove has established the Budget Committee, three-year (3) term expiring December 31st; and

WHEREAS, Council Rules of Procedure § 14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C), which was recently amended pursuant to Resolution No. 2019-20; and

WHEREAS, as required by state law, Budget Committee members shall be voting members and shall serve three (3) year terms; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service; and

WHEREAS, the following members reapplied and were interviewed by Council in work session held November 25, 2019.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Budget Committee for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>Term Expires:</u>
Andersen	David	December 31, 2022
Cook	Tom	December 31, 2022

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Mon, 10/28/2019 - 1:18pm

50.38.45.194

First & Last Name

David Andersen

Street Address

█ 36th Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

Employer

self employed

Occupation/Profession

entrepreneur

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

- Budget Committee (3-4 times in May)

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

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

3

Please indicate why you would like to be reappointed.

Budget committee - After serving for a few years now, I think I have a good handle on the city's budgeting process and believe I can add value in the review process.

CCI - This committee is a good match for my interests and abilities. I enjoy the opportunity to work with a wide variety of city staff, public servants, and the public.

What specific topics interest you that relate to the board?

Budget - ensuring that taxes are being spent in a wise, prudent and appropriate manner.

CCI - encouraging wider involvement of community members in city plans and programs

Please type your name below as a signature.

David B Andersen

Date

Mon, 10/28/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11191>

Links

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

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information
Form: [Boards and Commissions Reappointment Application](#) [1]
Submitted by Visitor (not verified)
Thu, 11/14/2019 - 5:21pm
67.170.168.129

First & Last Name

Tom Cook

Street Address

██████ Limpus Lane

Mailing Address, if different

City, State and Zip Code
Forest Grove, Oregon 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

Employer

Retired

Occupation/Profession

Retired Navy Chaplain

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

- Budget Committee (3-4 times in May)

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

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

I attended all of the budget meetings.

However, due to several surgeries, I was unable to attend 2 CCI meetings.

Please indicate why you would like to be reappointed.

Budget Committee: After serving one term...I am becoming better aware of the budget process and the needs of the committee.

CCI: This would also be my second term on CCI. I believe that the committee needs continuity and experience. I currently serve as the secretary.

What specific topics interest you that relate to the board?

Budget: I have interest in the financial aspect of the city.

CCI: To discover ways to engage the community of Forest Grove in all its various groups.

Please type your name below as a signature.

Tom Cook

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11431>

Links

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

RESOLUTION NO. 2020-04



**RESOLUTION MAKING REAPPOINTMENTS
CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT**

WHEREAS, pursuant to Resolution Nos. 1991-13; 1991-57; 2014-65; and 2017-62, the City of Forest Grove has established the Committee for Community Involvement, term expiring January 31st; and

WHEREAS, Council Rules of Procedure § 14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C), which was recently amended pursuant to Resolution No. 2019-20; and

WHEREAS, pursuant to Council Rules of Procedure § 14.6, unless required by state law, all members shall be voting members and shall serve four (4) year terms. Student member shall be a voting member and shall serve a two (2) year term; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service; and

WHEREAS, the following members reapplied and were interviewed by Council in work session held November 25, 2019.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
Andersen	David		January 31, 2024
Cook	Tom		January 31, 2024
Tangen	Kristen		January 31, 2024
Terry	Ashley	Student Advisory	January 31, 2022

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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Reapplied & Interviewed

11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Mon, 10/28/2019 - 1:18pm

50.38.45.194

First & Last Name

David Andersen

Street Address

█ 36th Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

Employer

self employed

Occupation/Profession

entrepreneur

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

- Budget Committee (3-4 times in May)

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

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

3

Please indicate why you would like to be reappointed.

Budget committee - After serving for a few years now, I think I have a good handle on the city's budgeting process and believe I can add value in the review process.

CCI - This committee is a good match for my interests and abilities. I enjoy the opportunity to work with a wide variety of city staff, public servants, and the public.

What specific topics interest you that relate to the board?

Budget - ensuring that taxes are being spent in a wise, prudent and appropriate manner.

CCI - encouraging wider involvement of community members in city plans and programs

Please type your name below as a signature.

David B Andersen

Date

Mon, 10/28/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11191>

Links

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

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 5:21pm

67.170.168.129

First & Last Name

Tom Cook

Street Address

██████ Limpus Lane

Mailing Address, if different

City, State and Zip Code

Forest Grove, Oregon 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Work Telephone Number

Employer

Retired

Occupation/Profession

Retired Navy Chaplain

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

- Budget Committee (3-4 times in May)

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

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

I attended all of the budget meetings.

However, due to several surgeries, I was unable to attend 2 CCI meetings.

Please indicate why you would like to be reappointed.

Budget Committee: After serving one term...I am becoming better aware of the budget process and the needs of the committee.

CCI: This would also be my second term on CCI. I believe that the committee needs continuity and experience. I currently serve as the secretary.

What specific topics interest you that relate to the board?

Budget: I have interest in the financial aspect of the city.

CCI: To discover ways to engage the community of Forest Grove in all its various groups.

Please type your name below as a signature.

Tom Cook

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11431>

Links

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

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Wed, 09/25/2019 - 7:35pm

50.53.160.136

First & Last Name

Ashley Terry

Street Address

Doubletree St

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

(new email address)

Telephone/Cell Phone Number

Work Telephone Number

Employer

None

Occupation/Profession

Student

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

Yes

If so, which grade level and school do you attend?

12th grade at Forest Grove High School

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

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

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

I have missed two CCI meetings in the past 12 months.

Please indicate why you would like to be reappointed.

I would like to be reappointed because I enjoy being a part of a committee that allows for open discussions about community issues. I have learned a lot about how the City of Forest Grove functions, and the part that Boards and Commissions play in that role. I feel that the other members of CCI have valuable experience that I can also learn from. I look forward to continuing to work with them inside, or outside of CCI.

What specific topics interest you that relate to the board?

I am most interested in how to increase student involvement in the Forest Grove Community. I fear that my high school peers spend too much time worrying about celebrity gossip, and not enough time paying attention to the current situation in their community. I am excited to help CCI increase student attendance at this year's ATM regarding the FG Police Department.

Please type your name below as a signature.

Ashley Terry

Date

Wed, 09/25/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/10791>

Links

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

3N

RESOLUTION NO. 2020-05

**RESOLUTION MAKING REAPPOINTMENTS
CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION**

WHEREAS, pursuant to Resolution Nos. 1992-23; 1998-16; 1998-56; and Ordinance No. 2009-04, City Code § 35.090-35.098, the City of Forest Grove has established the Community Forestry Commission, term expiring December 31st; and

WHEREAS, Council Rules of Procedure § 14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C), which was recently amended pursuant to Resolution No. 2019-20; and

WHEREAS, pursuant to Council Rules of Procedure § 14.6, unless required by state law, all members shall be voting members and shall serve four (4) year terms. Student member shall be a voting member and shall serve a two (2) year term; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service; and

WHEREAS, the following members reapplied and were interviewed by Council in work session held November 25, 2019.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
Nakajima	Mark		December 31, 2023
Warren	Jen		December 31, 2023
Lynch	Declan	Student Advisory	December 31, 2021

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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Reapplied & Interviewed
11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Fri, 11/15/2019 - 11:48am

184.12.135.78

First & Last Name

Mark Nakajima

Street Address

SW Reeher Place Outside of city limits

Mailing Address, if different

PO Box 308

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

[Redacted]

Telephone/Cell Phone Number

[Redacted]

Work Telephone Number

[Redacted]

Employer

Ace Hardware Forest Grove

Occupation/Profession

Manager

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Community Forestry Commission (3rd Wednesday, 5:15pm)

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

If I recall correctly 2.

Please indicate why you would like to be reappointed.

I have experience on the commission. I feel I contribute to the commission. I enjoy being on the commission.

What specific topics interest you that relate to the board?

Continuing and improving an urban forestry program in Forest Grove.

Please type your name below as a signature.

Mark Nakajima

Date

Fri, 11/15/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11471>

Links

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

Reapplied & Interviewed

11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 6:29pm

98.246.244.223

First & Last Name

Jen Warren

Street Address

█ Farm Way

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█ (new phone #)

Work Telephone Number

Employer

Oregon Department of Forestry

Occupation/Profession

Visitor Services Coordinator

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Community Forestry Commission (3rd Wednesday, 5:15pm)

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

June, July and August due to work schedule conflict. September due to new baby arriving a week prior.

Please indicate why you would like to be reappointed.

I would like to continue to use my communication skills to add value to the Forestry Commission.

What specific topics interest you that relate to the board?

Urban forestry, parks, and the appearance and quality of the city. One key concern I have is about ensuring that the city is able to achieve its tourism goals and meet its economic potential. I believe the appearance of the city is a key component to that issue.

Please type your name below as a signature.

Jen Warren

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11451>

Links

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

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 11:19pm

50.38.47.173

First & Last Name

Declan Lynch

Street Address

██████████ Strasburg Dr.

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Work Telephone Number

Employer

Student

Occupation/Profession

Student

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

Yes

If so, which grade level and school do you attend?

Junior at FGHS

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Community Forestry Commission (3rd Wednesday, 5:15pm)

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

In the last 12 months I was unable to attend 1 meeting.

Please indicate why you would like to be reappointed.

I would like to be reappointed so I could continue to serve my town and fellow citizens. I enjoy the board and I think I am a capable and valuable member of the board in my role as student adviser.

What specific topics interest you that relate to the board?

I have for a while been interested in both forestry and civil service so this board acts as a very interesting crossroads for me. I have taken the forestry class at the High school and have enjoyed that greatly.

Please type your name below as a signature.

Declan Lynch

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11461>

Links

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

RESOLUTION NO. 2020-06

**RESOLUTION MAKING REAPPOINTMENT
CITY OF FOREST GROVE
ECONOMIC DEVELOPMENT COMMISSION**

WHEREAS, pursuant to Resolution No. 2007-45, the City of Forest Grove has established the Economic Development Commission, term expiring December 31st; and

WHEREAS, Council Rules of Procedure § 14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C), which was recently amended pursuant to Resolution No. 2019-20; and

WHEREAS, pursuant to Council Rules of Procedure § 14.6, unless required by state law, all members shall be voting members and shall serve four (4) year terms. Student member shall be a voting member and shall serve a two (2) year term; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service; and

WHEREAS, the following member reapplied and was interviewed by Council in work session held November 25, 2019.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Sullivan	Howard	Chamber of Commerce	December 31, 2023

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Mon, 09/30/2019 - 3:14pm

74.36.4.6

First & Last Name

Howard Sullivan

Chamber

Street Address

██████████ Pacific Ave.

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

██████████ *(new phone number)*

Work Telephone Number

██████████

Employer

Forest Grove/Cornelius Chamber of Commerce

Occupation/Profession

Community Relations

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Economic Development Commission (1st Thursday, Noon)

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

11 months

Please indicate why you would like to be reappointed.

As the CEO/President of the Forest Grove/Cornelius, I believe that being a member of the Forest Grove Economic Development goes hand in hand with my job with the Chamber. Existing businesses of a community want to know where the next economic development area of a community will be located. My job is to be a conduit between the city and the existing businesses.

What specific topics interest you that relate to the board?

industrial land acquisition

Infrastructure

Balance between urban vs rural land

Please type your name below as a signature.

Howard Sullivan

Date

Mon, 09/30/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/10871>

Links

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

RESOLUTION NO. 2020-07

**RESOLUTION MAKING REAPPOINTMENTS
CITY OF FOREST GROVE LIBRARY COMMISSION**

WHEREAS, pursuant to Ordinance No. 1974-1040, the City of Forest Grove has established the Library Commission, term expiring December 31st; and

WHEREAS, Council Rules of Procedure § 14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C), which was recently amended pursuant to Resolution No. 2019-20; and

WHEREAS, pursuant to Council Rules of Procedure § 14.6, all B/C members shall be voting members and shall serve four (4) year terms. Student member shall be a voting member and shall serve a two (2) year term; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service; and

WHEREAS, the following members reapplied and were interviewed by Council in work session held November 25, 2019.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
Bailey	Pamela		December 31, 2023
Ingram	Valyrie		December 31, 2023

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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Reapplied & Interviewed
11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Sat, 10/19/2019 - 7:31pm

50.53.161.124

First & Last Name

Pamela Bailey

Street Address

█ Ash St.

Mailing Address, if different

City, State and Zip Code

Forest Grove, Oregon 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

Employer

Banks School District

Occupation/Profession

Teacher

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Library Commission (2nd Tuesday, 6:30pm)

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

0

Please indicate why you would like to be reappointed.

I believe that my years of experience on the library commission lead towards greater productivity and smoother operations. I've participated in some long term planning projects, and that has increased my appreciation for, and understanding of our library and our town. I'd like the opportunity to continue the work the library commission has been doing.

What specific topics interest you that relate to the board?

For the past few years we have been focused on making sure the library stays relevant in the 21st century, and doing outreach into the community in various ways, to learn what matters most to our patrons and the citizens of Forest Grove. Continuing this work is important to the library to the library commission.

Please type your name below as a signature.

Pamela Bailey

Date

Fri, 10/18/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11021>

Links

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

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 4:06pm

68.186.22.110

First & Last Name

Valyrie Ingram

Street Address

SW Bracken Dr Outside city limits

Mailing Address, if different

City, State and Zip Code

97113

E-Mail Address

Telephone/Cell Phone Number

Work Telephone Number

Employer

NA

Occupation/Profession

NA

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Fair

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

Please select which board(s) you would like to be considered for appointment:

- Library Commission (2nd Tuesday, 6:30pm)

- Parks and Recreation Commission (3rd Wednesday, 7am)

Not appointed to P&R
at this time (keep on file)

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

2-3

Please indicate why you would like to be reappointed.

I care about the library.

What specific topics interest you that relate to the board?

Community involvement

Please type your name below as a signature.

Valyrie Ingram

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11411>

Links

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

RESOLUTION NO. 2020-08**RESOLUTION MAKING REAPPOINTMENT
CITY OF FOREST GROVE
PARKS AND RECREATION COMMISSION**

WHEREAS, pursuant to Resolution No. 1974-733, the City of Forest Grove has established the Parks and Recreation Commission, term expiring December 31st; and

WHEREAS, Council Rules of Procedure § 14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C), which was recently amended pursuant to Resolution No. 2019-20; and

WHEREAS, pursuant to Council Rules of Procedure § 14.6, all B/C members shall be voting members and shall serve four (4) year terms. Student member shall be a voting member and shall serve a two (2) year term; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service; and

WHEREAS, the following member reapplied and was interviewed by Council in work session held November 25, 2019.

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

Section 1. That the following person is hereby reappointed to the City of Forest Grove Parks and Recreation Commission for the following term:

<u>Last Name:</u>	<u>First Name:</u>	<u>District:</u>	<u>Term Expires:</u>
McLaughlin	Tammi	NE	December 31, 2023

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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Reapplied & Interviewed
11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Thu, 10/24/2019 - 11:29am

73.37.28.236

First & Last Name

Tammi McLaughlin

Street Address

SW Pacific Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

Telephone/Cell Phone Number

Work Telephone Number

Employer

Retired

Occupation/Profession

Volunteer: President FG Lacrosse, Vikings Booster, Teacher

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Parks and Recreation Commission (3rd Wednesday, 7am)

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

One.

Please indicate why you would like to be reappointed.

I've served for just one year now. It took me about nine months of that year to feel like I had an understanding of the dynamic of this group and to feel like I could effectively offer personal insights and skills that are helpful and possibly impactful. I also have observed that I may be the only current member on the P/R commission that has not lived my entire life, or at least my entire adult life, in Forest Grove and surrounding areas. I believe that some of my "outsider" perspectives are helpfully representative of our current Forest Grove community.

What specific topics interest you that relate to the board?

Our city offers wonderful parks and facilities and I have enjoyed learning more about those. I am supportive of and excited about the work towards implementing the city parks master plan. I am particularly passionate about recreational opportunities for our community. I am anxious to see more city involvement in partnering with existing non profit groups to begin to have city presence in the offering of recreation opportunities. I understand the budget concerns of offering "more". It is my desire to have an impact on beginning to draw the non profit recreation groups into some sort of very low to no budget city partnership.

Please type your name below as a signature.

Tammi McLaughlin

Date

Thu, 10/24/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11131>

Links

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

38

RESOLUTION NO. 2020-09

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

WHEREAS, pursuant to Resolution Nos. 2006-06, 2014-70, and 2019-03, the City of Forest Grove established the Public Arts Commission, term expiring December 31st; and

WHEREAS, Council Rules of Procedure § 14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C), which was recently amended pursuant to Resolution No. 2019-20; and

WHEREAS, pursuant to Council Rules of Procedure § 14.6, all B/C members shall be voting members and shall serve four (4) year terms. Student member shall be a voting member and shall serve a two (2) year term; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service; and

WHEREAS, the following members reapplied and were interviewed by Council in work session held November 25, 2019.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Position:</u>	<u>Term Expires:</u>
Eytzen	Dana		December 31, 2023
Lux	Emily		December 31, 2023
Taylor	Linda		December 31, 2023

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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Reapplied & Interviewed

11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Thu, 11/14/2019 - 5:34pm

50.38.42.38

First & Last Name

Dana Eytzen

Street Address

█ NW PORTER RD *outside city limits*

Mailing Address, if different

City, State and Zip Code

FOREST GROVE, OR

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

Employer

Self

Occupation/Profession

Stay at home mom

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Public Arts Commission (2nd Thursday, 5pm)

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

1- I had just had a baby!

Please indicate why you would like to be reappointed.

I love this community and I think art is such an important aspect of any community. I have really enjoyed seeing and being part of the progress we as a community have made. It makes me proud.

What specific topics interest you that relate to the board?

All things art.

Please type your name below as a signature.

Dana Eytzen

Date

Thu, 11/14/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11441>

Links

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

Reapplied & Interviewed
11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Fri, 11/08/2019 - 12:52pm

66.154.176.35

First & Last Name

Emily Lux

Street Address

██████████ 16TH AVENUE

Mailing Address, if different

City, State and Zip Code

FOREST GROVE

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Work Telephone Number

Employer

Emily Lux Painting, Beaverton School District

Occupation/Profession

Artist, Educator

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Excellent

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

Please select which board(s) you would like to be considered for appointment:

Public Arts Commission (2nd Thursday, 5pm)

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

I believe I missed one. Possibly two.

Please indicate why you would like to be reappointed.

I feel fundamentally aligned with the mission(s) of the Public Arts Commission. My priority as a person, a professional, and as a community member is to provide the public maximum access to the arts and opportunities related to creative endeavors and exploration. The democratization of the arts is increasingly crucial as arts education in public schools has seen a marked decline in funding. My purpose for desiring to remain on this particular commission is to continue the work of recognizing and helping to eliminate the road blocks that prevent people from readily experiencing creative opportunities. "Art belongs everywhere, and to everyone": If this is the mission statement of the Public Arts Commission, how can we ensure that "all people" have equal access, and multiple, equitable opportunities? That question is why I am here, and why I am hoping to be accepted into an additional term.

What specific topics interest you that relate to the board?

- *Increased public access to the arts, in multiple forms and diverse opportunities
- *Continuation of fundraising for, and fulfilling calls for public art including ethically jurying, open and inclusive calls for art, conscientious placement, and safety/longevity considerations.
- *Increasing the diversity of arts access, including maximizing the range of age, race, and ethnicity of the populations who feel invited to participate
- *Supporting local artists and arts programming
- *Clarifying the arts identity of Forest Grove through public dialogue and exploration
- *Building awareness of arts opportunities-extending invitations and increasing publicity

Please type your name below as a signature.

Emily Lux

Date

Fri, 11/08/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11331>

Links

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

Reapplied & Interviewed

11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Thu, 09/26/2019 - 10:34am

24.21.122.219

First & Last Name

Linda Stiles Taylor

Street Address

██████████ Coho Circle *(new address)*

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

██ *(new email)*

Telephone/Cell Phone Number

██████████ *(new phone number)*

Work Telephone Number

Employer

All Together Now (self)

Occupation/Profession

Arts & Literacy Professional

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Good

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

Please select which board(s) you would like to be considered for appointment:

Public Arts Commission (2nd Thursday, 5pm)

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

0

Please indicate why you would like to be reappointed.

As a Commissioner focused on the inclusion of underserved members of Forest Grove (Latinos, children, elders, low-income individuals), and as a Spanish-speaker, I believe I bring an important perspective to our work. Examples of my recent involvement include facilitating outreach to schools, and Latinos of all ages, in our current "Art belongs everywhere and to everyone" contest campaign, and the two "Meet the Artist" events I hosted this summer- one with a Latinx artist & a feast from Michoacan, and the other geared to children ages 6-10, (with their adults). I want to insure that the "equity lens" that includes children and people of color in our Strategic Plan continues to grow and expand.

What specific topics interest you that relate to the board?

Expanding access to mini-grants, outreach in the schools, Farmer's Market and community, as well as "Meet the Artist" events have been, and would likely continue to be my primary focus.

Please type your name below as a signature.

Linda Taylor

Date

Thu, 09/26/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/10801>

Links

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

RESOLUTION NO. 2020-10

**RESOLUTION MAKING REAPPOINTMENT
CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION**

WHEREAS, pursuant to Resolution Nos. 2013-69 and 2016-58, the City of Forest Grove established the Sustainability Commission, term expiring December 31st; and

WHEREAS, Council Rules of Procedure § 14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C), which was recently amended pursuant to Resolution No. 2019-20; and

WHEREAS, pursuant to Council Rules of Procedure § 14.6, all B/C members shall be voting members and shall serve four (4) year terms. Student member shall be a voting member and shall serve a two (2) year term; and

WHEREAS, Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service; and

WHEREAS, the following member reapplied and was interviewed by Council in work session held November 25, 2019.

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Sustainability Commission for the following term:

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Term Expires</u>
Peeters Weem	Johanna	Student Advisory	December 31, 2021

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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Reapplied & Interviewed
11/25/2019

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

Submission information

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

Submitted by Visitor (not verified)

Fri, 11/08/2019 - 3:17pm

50.38.108.165

First & Last Name

Johanna Peeters Weem

Street Address

SW Omega Drive (outside city limits)

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR, 97116

E-Mail Address

Telephone/Cell Phone Number

Work Telephone Number

Employer

NA

Occupation/Profession

Student

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

Yes

If so, which grade level and school do you attend?

10th grade at Forest Grove High School

Please rate the City's performance.

Good

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

Better communication/advertisement with the community by further utilizing social media and online resources. Focus on spreading information and getting all involved.

Improved accessibility to city involved subjects, and events.
Quicker responses to important things that happen in the community, and important issues that must be acted on.
Encouraging youth to be involved in the city through having student members of boards and commissions also serve on a youth commission (similar to that of Cornelius).
Focus on improving sustainability with programs that make sense to the city (ex. advertising Solar Panels as a possible improvement to citizens homes and power bills)

Please select which board(s) you would like to be considered for appointment:

Sustainability Commission (4th Thursday, 6pm)

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

All.

Please indicate why you would like to be reappointed.

I enjoy being a part of the work sustainability does, it is interesting to learn from people on the commission. I like knowing what is going on in my town and enjoy making a positive impact on my community. I like using my time and ideas to help the town, and environment.

What specific topics interest you that relate to the board?

Climate Change and The Environment. Inclusion, Diversity and Feminism. Science, Problem Solving, Government and Making a Positive Difference.

Please type your name below as a signature.

Johanna

Date

Fri, 11/08/2019

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/11341>

Links

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

Anna Ruggles

CCI 2/31/20

Subject: FW: CCI Resignation

From: Matthew Stone [mailto: [REDACTED]@m]

Sent: Friday, April 19, 2019 12:34 PM

To: David Andersen (a [REDACTED] <[REDACTED]>); Bryan Pohl <BPohl@forestgrove-or.gov>

Cc: Devon Downeysmith <[REDACTED]>; Ashley Terry <[REDACTED]>; Malynda Wenzl <mwenzl@forestgrove-or.gov>; Tom Cook [REDACTED]

Subject: CCI Resignation

Hello CCI Members,

I'm writing to let you know that I am resigning from my position on CCI effective immediately.

A lot has changed in the past few months and I'm having to step down from a few volunteer capacities to be able to stay on top of my current commitments.

For those wondering, I am no longer with Bank of the West and as of April 1, am back at school. I'm attending PCC and am in their Exercise Science program.

I'm excited for this new opportunity and where it will lead me. It is time for me to make sure I focus on me at this time.

I appreciate all of your efforts, your friendships, and your commitment to our community.

Please let me know if anything else is needed from me. Thank you for your understanding.

Respectfully,

Matthew R. Stone

[REDACTED] - cell

[REDACTED] - email

App'd 01/18

Anna Ruggles

HLB
12/31/20

From: James Reitz
Sent: Wednesday, December 11, 2019 8:13 AM
To: Anna Ruggles
Subject: FW: HLB Resignation

FYI.

From: Larissa [mailto:]
Sent: Tuesday, December 10, 2019 10:56 PM
To: James Reitz
Cc: [redacted]
[redacted]
Subject: HLB Resignation

Hi James,

I have accepted a board position with the International Dyslexia Association of Oregon. This is a huge passion project of mine and I am very excited to work on developing Spanish language materials about dyslexia for our Latino community. As much as I wish I could continue with the HLB and serve on both boards, I am certain that I will not have the bandwidth to do both things well. For that reason, I respectfully resign my position with the HLB effective immediately following our December meeting.

I am very grateful to have served on the HLB these past several years. I have learned much from you, my HLB colleagues, and the city counselors who have been part of this board. I am definitely looking to serve again in the future.

I will bring the HLB supplies I have to the next meeting and work with Kelsey to transfer the files I have to the HLB drop box. I will also be available for questions about prior projects.

Thank you again for the opportunity to have served on the HLB,
Larissa

Arpid 02/16

Anna Ruggles

L/C

From: Jon Youngberg [REDACTED] >
Sent: Wednesday, October 9, 2019 12:57 PM
To: Anna Ruggles
Cc: Colleen Winters
Subject: RE: B/C Recruitment Reapply by Friday, November 15, 2019, 5pm:

Hi Anna:

I've decided to not reapply for membership on the Forest Grove Library Commission and wanted you to know as early as possible.

While I will stay and serve through the rest of my term this year, I think that the Library Commission deserves someone with more energy, enthusiasm, and skills than I have. It's been fun, enjoyable, and educational, but I need to get out of the way for someone who can do a better job in the future.

Jon Youngberg – Library Commission

Sent from [Mail](#) for Windows 10

From: [Anna Ruggles](#)
Sent: Wednesday, September 25, 2019 5:53 PM
To: [Anna Ruggles](#)
Subject: B/C Recruitment Reapply by Friday, November 15, 2019, 5pm:

The City Council invites current boards and commissions (B/C) members with terms expiring at year-end to reapply during open recruitment.

B/C Recruitment - Reapply by Friday, November 15, 2019, 5pm:

To reapply, please submit [B&C Online Application](#) or PDF Application (attached).

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

Members must apply and be interviewed after every term to continue service. Members who fail to apply and attend a scheduled interview may forfeit the opportunity for reappointment. Once the assigned term of office is completed, the member is excused from the appointment, unless City Council reappoints the member for another term of service.

B/C applications are also available at City Hall, 2nd Floor, 1924 Council Street, 9am-5pm, or you may request one be mailed to you by calling/emailing City Recorder, 503.992.3235, aruggles@forestgrove-or.gov.

The City Council sincerely thanks you for your dedicated service and outstanding commitment! We hope you will consider reapplying!

Anna D. Ruggles, CMC, City Recorder

L/C
Term 12/31/19
Appt 01/12

Anna Ruggles

JAR

From: Timothy Rippe
Sent: Wednesday, October 23, 2019 5:19 PM
To: [REDACTED]
Cc: Jesse VanderZanden; Anna Ruggles; Janie Schutz; Michael W. Kinkade
Subject: RE: Ending role on PSAC as of Dec. 31, 2019.

Jayne,

I'd like to express my sincere appreciation for your willingness to take on the rather challenging role of chair of PSAC this past year. I know your heart and soul were in moving things forward in a positive and meaningful way. I honestly think you made some progress and given the opportunity could have done more. I myself have struggled with the commission since I was appointed to it in 2014. I am not sure of its future; at least in its present form. I am certain that the City and Council need public input on public safety issues. I am just not certain that the commission in its current form is the best option for achieving that.

Your service to the community is much appreciated! We will have a certificate acknowledging your service. If you would like it presented to you in person at a Council meeting, please let Anna and I know so we can arrange for that to happen.

Best wishes in your new employment!

Timothy A. Rippe
Councilor

City of Forest Grove
1924 Council Street
Forest Grove, Oregon 97116

Phone: 503-992-3200

trippe@forestgrove-or.gov

From: Jayne Cravens [REDACTED]
Sent: Wednesday, October 23, 2019 7:17 AM
To: Timothy Rippe; Anna Ruggles
Subject: Ending role on PSAC as of Dec. 31, 2019.

JAR
A 11/14
Team 12/31/21

Professional priorities will not let me continue in my role with the Public Safety Advisory Commission (PSAC) after the December 2019 PSAC meeting. I regret that I am unable to fulfill my entire term, which expires December 31, 2021.

I will be able to continue on PSAC for the rest of 2019.

Thank you for the opportunity to serve on this important resident advisory commission for these three years.

Jayne Cravens
[REDACTED] Forest Grove, Oregon

ARPTD 11/14
TSAC
Term EXP
12/31/21

Anna Ruggles

o/c

From: Elizabeth Stover
Sent: Thursday, October 24, 2019 3:44 PM
To: Paul Downey; Bev Maughan; Anna Ruggles
Subject: FW: Resignation from the FGSC

FYI

From: Jacob Rose [mailto:]
Sent: Thursday, October 24, 2019 9:32 AM
To: Elizabeth Stover < >; Nieves, Amber < >
Subject: Resignation from the FGSC

Hi Y'all,

It is with some regret that I must submit my resignation to the Forest Grove Sustainability Commission. However, I will continue to support my community beyond leaving the Commission. I have just begun to shift my efforts elsewhere.

After moving away for Forest Grove, I naturally have taken on other projects related to environmental justice and sustainability. I also understand the City Council's desire to make consistent the number of members to each Board & Commission. Additionally, I see the Commission moving towards projects that I am excited about--but can see redundancies in terms of skill-sets around the table.

To me the FGSC has been a place to collaborate with similarly-driven folks on meaningful project. I'm positive it will continue to be that for future Commissioners.

As a side note, I'm going on vacation for a while. But I will be sure to stop in every once and awhile once I get back in December.

Thank you both,

Jacob Rose

*App'd 12/18
o/c At-Large
TERM EXP
12/18/22*

34

Approved

PUBLIC ARTS COMMISSION
Thursday, November 21, 2019
Forest Grove City Library Rogers Room
Forest Grove, OR 97116
Page 1

MINUTES APPROVED BY THE PAC ON DECEMBER 19, 2019

Commission Members Present: Linda Taylor, Emily Lux (via telephone), Dana Eytzen, Michael Goetzke, Laura Frye, Amy Tracewell, Kathy Broom, and Kathleen Leatham. **Excused:** Pat Truax. **Staff Present:** Colleen Winters, Tom Gamble. **Council Liaison Present:** N/A. **Guest(s):** Kristin Ling and Raziah Roushan.

1. **CALL TO ORDER:** By Dana Eytzen at 5:00 pm.

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

3. **APPROVAL OF PAC MEETING MINUTES:** Linda Taylor motioned to approve the October meeting minutes as corrected, Michael Goetzke seconded. Motion carried unanimously.

4. **ADDITIONS/DELETIONS:** Deletions: Remove Mini-Grant Application: Mary Poppins for 4th Graders. Additions: Kristin Ling and Raziah Roushan to discuss the upcoming Travel public art collection.

5. DISCUSSION/DECISION ITEMS:

A. Mini-Grant Application: Mini-Grant Application: Mary Poppins for 4th Graders. Discussion. PAC will work with Jennifer Olson who submitted the mini-grant since this does not qualify for a mini-grant or sponsorship. Linda will talk to Theatre in the Grove about future funding.

Added Travel Public Art: Tualatin Valley Creates group wants to create a Travel public art collection, that will include four new art pieces in four different communities. They will work with partners to install the art works for 2-6 years. Their goal is to bring art to public while having the flexibility to move that art around to different locations. The estimate budget is \$15,000 for each art item. They want to work with Forest Grove PAC to determine the scope and location for each item. Call for Artists will be in January pending funding and the goal is to have all art installed by June 2020. They want to focus on using art as an economic driver (new development and/or locations that are underrepresented). There will be no upfront cost, but PAC would need to take care of remaining items base structure. Maintenance will be the responsibility of the PAC. Next steps are to schedule a time to walk the different sites the PAC has picked out.

B. Location of December Meeting: Green Grove Common House – 3900 Coho Circle, off 3351 NW Thatcher Rd. (Parking in front of the long, low out-building).

C. Strategic Plan Objectives Update:

- a. **Art Contest:** Sign-up Sheets – Passed around for sign-up.
- b. **Mural Festival:** Festival will take place in the summer of 2022. PAC will talk with local businesses (Planning on 5 businesses secured by Spring of 2020).
- c. **Outdoor Rotating Gallery** – Start install in 2021.
- d. **Annual Budget** – reviewed budget for approval at the next December meeting.

6. INFORMATION ITEMS:

A. Finance Report: Reviewed. Art Bizarre artists who did not participate will be removed from the report.

B. 3D & Glass Art Popup Show Update – Event went well; 4 out of 5 artists/vendors were happy with the event sales and foot traffic.

C. Banner Poles Call for Art Update – nothing to report

D. Stars in the Grove – PAC will be the recipient of the funds for 2020 and will help with the event. It will be held on Saturday – February 22, 2020.

7. COMMISSIONER COMMUNICATIONS: Emily: Walters Show December 3rd (Main opening); another showing will be on January 7th at the same location.

Laura: Messiah Sing-Along on Sunday, December 1, at 7:00PM.

8. STAFF COMMUNICATIONS:

● **Colleen:** N/A

● **Tom:** By-laws – PAC will get the template so we can review and adjust the amendable portions of the by-laws to match our needs.

9. COUNCIL LIAISON COMMUNICATIONS: N/A

10. ADJOURNMENT: Meeting adjourned by Dana Eytzen at 6:25 pm.
Respectfully Submitted by Emily Lux, as written by Michael Goetzke.

3V

Approved



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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM**

THURSDAY, SEPTEMBER 26, 2019 – 6:00 P.M.

MEETING MINUTES Approved by Commission on 10/24/19.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:02 PM.

Sustainability Commission Present:

Amber Nieves
Lilly Meek
Fallon Harris

Johanna Peeters Weem
Robin Lindsley

Absent, Excused: Jacob Rose, Kenneth Cobleigh, Tabitha Merten

Council Liaison: Elena Uhing; Absent, Excused

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

Guests: None.

1. COMMUNITY COMMUNICATIONS: None.

2. COMMISSIONER COMMUNICATIONS: Brian Schimmel reached out to Nieves and Harris about creating a public education/business awareness campaign regarding the food waste ordinance, as well as connecting with shelters to divert food to these organizations and out of the waste stream. Harris to work with staff to discuss the food waste ordinance.

October is National Farm to School Month. Nieves recommends a community school garden clean up event on the calendar in October. Tess O'Day is the community garden organizer and will provide the schedule to the Sustainability Commission. Harris to connect with O'Day to create a Facebook post. Nieves suggested writing press releases to recognize local champions in school gardens. Nieves will write the letter of proclamation for the Farm to School Bill.

3. CONSENT AGENDA: Nieves moved to approve the minutes, Peeters Weem second; unanimous.

4. ADDITIONS/DELETIONS: Remove Michelle Larkins Mini-Grant presentation.

5. MINI-GRANT REQUEST: Emily Miller, EJ Miller Fine Art. Eden Acres is the administrator of Emily Miller's grant, if awarded. Miller partnered with Oregon State Parks, Solve, and local fisheries to bring in materials from the Oregon coast; 900lbs is local, 100lbs will come from Hawaii. Harris recused herself from voting. Nieves moved to award \$500; no second. Peters Weem moved to award \$750, Lindsley second; unanimous.

Charlene Murdock can submit a revised grant application, if she desires.

6. **MINI-GRANT REQUEST:** Elena Parker, Run/Walk for Shelter. Only fundraiser for winter shelters in Forest Grove and Cornelius. Parker presented the event materials to the Commission. The previous year, the event raised \$3000, a lower than usual amount. This year, marketing is stronger. Harris moves to award \$1000, Lindsley second; unanimous.
7. **SOLAR ARRAY RESIDENTIAL INCENTIVES FOR COUNCIL:** Nieves reviewed notes from the Commission meetings and found consensus that the solar array on public land does not make fiscal sense and therefore the Commission does not support it. Members also disagree with the study by Bonneville Power Administration that hydropower is the most renewable form of energy. Nieves will write the recommendation for Council to incentivize residents on choosing renewable energy. Harris moves to support writing the letter, Peeters Weem second; unanimous.
8. **SUBCOMMITTEE MEETING:** Scheduled for 10/10/19. Discuss upcoming Litter Clean-Up Event. Commission wishes to create an event that is more interactive, educational, and family-oriented for community members. April 25, 2020 is the targeted date, and the subcommittee brainstormed potential booths of local organizations: Public Arts Commission, Clean Water Services, Eden Acres, Nana Cardoon, Roots and Shots, and the local schools. Next subcommittee meeting will discuss possible names, as well as determine mini-grant needs to support the event.
9. **NCL (WASHINGTON DC) RECOMMENDATION FOR JOHANNA PEETERS WEEM:** Peeters Weem would like to attend the NCL Washington DC trip. She needs to apply to be considered. Harris moves to support, Nieves second; unanimous.
10. **FREE FOOD MARKET:** Removed.
11. **COUNCIL LIAISON REPORT:** Removed.
12. **STAFF REPORT:** Staff is working with Washington County on the food waste ordinance. Police Facility schematic design is going well, and the City is looking at green roof options and energy incentives.
13. **FUTURE AGENDA TOPICS:**
 - Food Waste: Fallon Harris
 - Local Farm & School Collaborations: Lilly Meek and Robin Lindsley
 - Solar Panel Installation Expert: Jonie Blinkman, Auric Solar
 - Subcommittee Meeting Update: Amber Nieves and Fallon Harris
 - Mini-Grant for Litter Clean Up: Amber Nieves
14. **ADJOURNMENT:** Nieves adjourned the meeting at 7:24pm.

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

Approved by the Forest Grove Sustainability Commission: Date: 10/24/19



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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, OCTOBER 24, 2019 – 6:00 P.M.**

MEETING MINUTES Approved by Commission on 11/21/19.

CALL TO ORDER: Co-Chair Harris called the meeting to order at 6:01 PM.

Sustainability Commission Present:

Fallon Harris

Lilly Meek

Tabitha Merten

Johanna Peeters Weem

Robin Lindsley

Absent, Excused: Kenneth Cobleigh, Amber Nieves

Council Liaison: Elena Uhing

Staff: Elizabeth Stover, Program Coordinator

Guests: None

- 1. COMMUNITY COMMUNICATIONS:** None.
- 2. COMMISSIONER COMMUNICATIONS:** Jacob Rose resigned.
- 3. CONSENT AGENDA:** Harris moved to approve the minutes, Peeters Weem second; Lindsley abstains from voting, unanimous.
- 4. ADDITIONS/DELETIONS:** Solar panel presentation moved to December 12, 2019 meeting. Lindsley to add a quick review of neighborhood and backyard gardens to item #8: Local Farm & School Collaborations. Harris to add an update to the school garden mini-grant to item #7: Food Waste.
- 5. SOLAR PANEL PRESENTATION:** Moved to December 12, 2019 meeting.
- 6. MINI-GRANT REQUEST:** Moved to December 12, 2019 meeting.
- 7. FOOD WASTE & SCHOOL GARDEN GRANT UPDATE:** Students at Pacific University showed interest in doing educational outreach or project regarding food waste; however, the Food Waste Ordinance roll out will not coincide with the class terms at the university. Harris provided a list of books to Lindsley for the school gardens curriculum kits, a set of ten of each book will be ordered. Curriculum focuses on 1st and 3rd grades. Harris created an award for a 1st and a 2nd grade teacher for school gardens, Councilor Uhing suggested to invite the awardees to the Commission meeting to present them.

Eden Acres has a contract with the school district to pilot the 1st and 3rd grade curriculum. The kits are part of the curricular support the schools will get in addition to access to the school gardens. Pacific University, Forest Grove School District, and community volunteers and

coordinators help maintain the spaces to make sure they are ready for everyone. Councilor Uhing suggests putting a description on the City's website to promote the program.

- 8. LOCAL FARM AND SCHOOL COLLABORATIONS & REVIEW OF FOOD ACTION PLAN:** Four to five years ago, the Commission surveyed where people are gardening in their backyards. There was a 10% response rate, and responses were mapped. Lindsley piloted a project called South Hawthorne Neighborhood Garden and would like to replicate that to other areas of the city. The purpose is to feed hungry people, encourage fresh food consumption, and share gardening and food preservation skills and information.

Farm and school collaboration: Lindsley to write thank you notes to those who donated food to the gleaning program. To include a questionnaire and assess who is, could, or willing to sell to the food service providers of the district. Meek to ask Bon Appetit if they would be interested in a list of suppliers.

- 9. SUBCOMMITTEE MEETING:** The next meeting for the Earth Day Fair & Litter Clean Up is scheduled for 11/12/19. Group decided to write a mini-grant for \$500 and generate a list of items/resources needed. Next clean up event in April will be more interactive with booths, activities, scavenger hunt, and specific assigned areas to clean up.

- 10. COUNCIL LIAISON REPORT:** November meeting with Committee for Community Involvement (CCI): both commissions to provide a list of desired outcomes from the meeting.

- 10/26, 1pm – 4pm: 110th Anniversary of the library celebration
- 10/30, 8am: Adelante Open House to show and highlight new building
- 11/2, 6pm: Mayor's dinner and auction to benefit the Senior Center
- 11/10, 12:30pm: Elks Lodge Veterans dinner
- 11/14, 3:30pm: Update on the Council Creek Regional Trail at the Cornelius Library
- 11/21, 6pm – 8pm: Police Bond Open House in the Community Auditorium
- City Council is reviewing the city's vision statement and add a value statement; City to work with a consultant
- City's Communications Plan is underway with a consultant
- HUD approved 60 single family affordable housing in Washington County; Forest Grove to receive 6
- Bylaws for commissions will be in the Council rules; Sustainability Commission to make a decision in December regarding what their bylaws will look like
- Bella Donna to move into Maggie's Buns
- New mercantile gift shop in Patterson's
- New Mexican bakery on 19th Avenue
- OPB fall campaign on Forest Grove
- Five Stars Burgers moved to Cornelius
- At the library:
 - 10/29: Hiking Oregon History author talk
 - 11/9: Death Cafe
 - 11/16: Land of the Midnight Murder author talk
 - 12/3: Evening of Music with Outbound Traveler
 - 12/7: Wassail

11. STAFF REPORT: Peeters Weem to submit application for the NLC Washington DC trip by deadline. Finalize dates for November and December Commission meetings. November 21, and December 12: Merten moves and Harris second; unanimous.

12. FUTURE AGENDA TOPICS:

- November: CCI and Sustainability joint meeting
- December:
 - Peeters Weem: the Community Cupboard
 - Lindsley: Free food grant update
 - Recap November meeting
 - Solar panel presentation (guest)
 - Bylaws: Finalize

13. ADJOURNMENT: Harris adjourned the meeting at 6:58pm.

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

Approved by the Forest Grove Sustainability Commission: Date: 11/21/19

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Monthly Building Activity Report
November-19
2019-2020

Category	Period: November-18		Period: November-19	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	15	4,420,907.00	3	883,535.00
SFR Addition & Alt/Repair	6	90,850.00	5	42,846.00
MultiFamily New				
Multi Family Alterations/Repair/Additions				
Group Care Facility				
Commercial New			1	544,010.00
Commerical Addition				
Commercial Alt/Repair	4	571,058.00		
Industrial New	1	11,323,198.00		
Industrial Addition				
Industrial Alt/Repair	4	74,135.00	1	11,310.00
Gov/Pub/Inst (new/add)	2	492,800.00		
Signs	2	11,551.00	2	5,760.00
Grading	1			
Demolitions	6			
Total	41	\$16,984,499	12	\$ 1,487,461.00

Fiscal Year-to-Date

2018-2019		2019-2020	
Permits	Value	Permits	Value
185	\$48,362,522	106	\$14,768,681



Monthly Building Activity Report

December-19

2019-2020

Category	Period: December-18		Period: December-19	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	4	\$1,209,056	5	\$1,527,150
SFR Addition & Alt/Repair	1	\$89,000	6	\$86,332
MultiFamily New				
Multi Family Alterations/Repair/Additions				
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair			2	\$214,680
Industrial New	1	\$900,269		
Industrial Addition				
Industrial Alt/Repair	2	\$16,237	1	\$114,545
Gov/Pub/Inst (new/add)	3	\$231,395	1	\$3,850
Signs	1	\$3,800		
Grading	1			
Demolitions	3			
Total	16	\$2,449,757	15	\$1,946,557

Fiscal Year-to-Date

2018-2019		2019-2020	
Permits	Value	Permits	Value
201	\$50,812,279	121	\$16,715,238



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>01/13/2020</u>
FINAL ACTION:	<u>Second Reading ORD 2019-14 As Amended</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 13, 2020*

PROJECT TEAM: *James Reitz, AICP, Senior Planner
Bryan Pohl, Community Development Director
Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Public Hearing and Second Reading of an Ordinance to Amend the Forest Grove Code to Defer the Collection of Certain System Development Charges until Building Occupancy*

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:

System Development Charges (SDCs) are collected by various government agencies in order to offset the costs of development to local systems, such as street, water, and sewer networks. SDCs add to the construction expense of all new buildings, including affordable housing. Deferral of payment of these SDCs to building occupancy could aid in the financing of affordable housing projects.

BACKGROUND:

The first reading of the proposed ordinance occurred at the December 9, 2019, City Council meeting. Council approved a motion amending the proposed definition of Affordable Housing as noted below:

PROPOSED DEFINITION:

~~AFFORDABLE HOUSING. Housing constructed for renters or purchasers earning no more than 60% of median income and paying no more than 30% of total household income in rent or mortgage. Affordable housing is regulated as rent and income restricted through regulatory agreements with the U. S. Department of Housing and Urban Development (HUD) or the Housing Authority of Washington County.~~

AMENDED DEFINITION:

AFFORDABLE HOUSING. Housing constructed for renters earning no more than 60% area median income and purchasers of housing earning no more than 80% area median income. Affordable housing is regulated as rent and income restricted through regulatory agreements with federal, state and other public funders.

This amendment has been incorporated.

FISCAL IMPACT:

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

STAFF RECOMMENDATION:

Staff recommends City Council adopt the attached ordinance amending Forest Grove Code as described above.

ATTACHMENTS:

- Ordinance to Amend Forest Grove Code Chapter 50 (Exhibit A) and Chapter 151 (Exhibit B)

ORDINANCE NO. 2019-14

**ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES
CHAPTER 50, WATER SYSTEM DEVELOPMENT CHARGE, AND CHAPTER 151,
PARKS SYSTEMS DEVELOPMENT CHARGE, TO ALLOW THE DEFERRAL
OF PAYMENT OF WATER AND PARKS SYSTEMS DEVELOPMENT CHARGES
TO BUILDING OCCUPANCY; FILE NO. 311-19-000032-PLNG**

WHEREAS, the City and other agencies impose systems development charges on new buildings to help pay for the construction of sanitary sewers, water lines, parks, storm drainage facilities, and streets; and

WHEREAS, the City recognizes that these system development charges add to the construction expense of affordable housing; and

WHEREAS, the City collects both water and parks systems development charges, which are payable upon issuance of a building permit; and

WHEREAS, deferral of payment of these system development charges to building occupancy could aid in the financing of affordable housing projects; and

WHEREAS, notice of this proposal was published in the *Forest Grove News-Times* on December 4, 2019; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on December 9, 2019, and continue the hearing on January 13, 2020.

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

Section 1: The City Council hereby amends Forest Grove Code of Ordinances adopting the following text amendments to Forest Grove Code Chapter 50, Water System Development Charge, and Chapter 151, Parks System Development Charge, as set forth in Exhibits A and B.

Section 2: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED this 9th day of December, 2019, as amended.

PASSED the second reading this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

ORDINANCE NO. 2019-14
EXHIBIT A

(New text is indicated by redline/underlined and text being deleted is ~~strikethrough~~)

CHAPTER 50: WATER SYSTEM DEVELOPMENT CHARGE

§ 50.47 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AFFORDABLE HOUSING. Housing constructed for renters earning no more than 60% area median income and purchasers of housing earning no more than 80% area median income. Affordable housing is regulated as rent and income restricted through regulatory agreements with federal, state and other public funders.

§ 50.48 through § 50.51 Existing subsections shall be retained.

§ 50.52 COLLECTION OF CHARGE.

(A) The system development charge is payable upon issuance of a permit to connect to the water system. A building permit applicant constructing affordable housing as defined in § 50.47 may defer payment until occupancy. In cases where the deferral is granted, the system development charge shall be paid in full prior to the issuance of an occupancy permit.

(B) Unless deferral is granted under § 50.52(A), if connection is made to the water system without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.

(C) The City Manager or designee shall collect the applicable system development charge from the applicant prior to issuance of a permit that allows connection to the water system, or prior to issuance of a permit for occupancy if a deferral is granted under § 50.52(A).

(D) Unless a deferral is granted under § 50.52(A), the City Manager or designee shall not allow a connection to the water system until the charge has been paid in full, or until provisions for financing installment payments for certain eligible projects has been made pursuant to division (E) below. If a deferral is granted, the City Manager or designee shall not allow issuance of an occupancy permit until the charge has been paid in full.

(E) Existing subsection shall be retained.

§ 50.53 through § 50.54 Existing subsections shall be retained.

§ 50.55 PROHIBITED CONNECTION.

No person, firm, or corporation shall connect to the water system of the city unless the SDC has been paid. If a person, firm or corporation has been granted a deferral under § 50.52(A), they may connect to the water system, but may not allow occupancy until the SDC has been paid.

§ 50.56 through § 50.99 Existing subsections shall be retained.

ORDINANCE NO. 2019-14
EXHIBIT B

(New text is indicated by redline/underlined and text being deleted is ~~strikethrough~~)

CHAPTER 151: PARKS SYSTEM DEVELOPMENT CHARGE

§ 151.025 Existing subsection shall be retained.

§ 151.026 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AFFORDABLE HOUSING. Housing constructed for renters earning no more than 60% area median income and purchasers of housing earning no more than 80% area median income. Affordable housing is regulated as rent and income restricted through regulatory agreements with federal, state and other public funders.

§ 151.027 Existing subsection shall be retained.

§ 151.028 COLLECTION.

(A) A system development charge for park acquisition and development shall be paid prior to receiving a building permit or manufactured home setup fee. A building permit applicant constructing affordable housing as defined in § 151.026 may defer payment until occupancy. In cases where the deferral is granted, the system development charge shall be paid in full prior to the issuance of an occupancy permit.

(B) Unless deferral is granted under § 151.028(A), if the project is a residential or multi-family dwelling, an application may be made to the city to pay the parks system development charge in installment payments for a period not to exceed ten years. Fifteen percent of the system development charge due shall be paid upon application submission. The terms of financing arrangement shall be set by Council resolution.

(C) Existing subsection shall be retained.

(D) Existing subsection shall be retained.

§ 151.029 through § 151.031 Existing subsections shall be retained.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>01/13/2020</u>
FINAL ACTION:	<u>First Reading ORD 2020-01</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 13, 2020*

PROJECT TEAM: *Michael Hall, Police Captain
Sue Hudson-Rau, Municipal Court Supervisor
Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Public Hearing and First Reading of Ordinance Amending Code Chapters 70, 73, 74 and 91*

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

BACKGROUND:

The City Code Title VII, Traffic Code, authorizes enforcement of traffic and vehicle regulations within the City. The existing code provisions do not adequately address the ability to enforce and administer the Code in relation to vehicles with expired registration on public property and unpaid parking citations (immobilization). This ordinance is similar to other neighboring cities.

PROPOSAL:

The proposed code amendments were edited and reviewed by the City Attorney and consist of the following:

- Amending §70.02, updating definition of “vehicle” to match the definition contained in ORS.
- Adding §73.003(B), enforcement provisions for vehicles parked on a public street or public property while having no vehicle license registration plates and vehicle registrations that have expired more than 30 days.
- Amending §73.055, enforcement provisions for immobilizing, impounding and releasing vehicles for unpaid parking citations and specifying fees are set by Council resolution.
- Adding new §73.056, tamper with or damaging an immobilization device. The fees are currently set by Council resolution but the code lacked the provisions for assessing fees and the disposition of immobilized or impounded vehicles in a consistent manner.
- Amending §74.04(2), towing without notice. The City Attorney advised that the City cannot tow without notice just because the driver was arrested, there must also be concerns regarding the placement of the vehicle (2005 case). This addresses the City Attorney’s concerns.

- The existing language pertaining to §91.999 (Penalties) was renumbered to coincide with pertinent code provisions within the Code.

FISCAL IMPACT:

None. No new penalties were added.

STAFF RECOMMENDATION:

Adopt the ordinance amending the Forest Grove Code as described above.

ATTACHMENTS:

- Ordinance; Exhibit A



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NOTICE OF PUBLIC HEARING FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing **Monday, January 13, 2020**, at **7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to review the following:

PROPOSAL: Amendments to Forest Grove Code Chapter 73, Parking Regulations. The proposed amendments are amending definitions and parking regulations pertaining to immobilizing and impoundment of vehicles.

The hearing is open to the public and interested parties are encouraged to attend. A copy of the staff report and proposed ordinance is available before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing, emailed to aruggles@forestgrove-or.gov, or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116. For further information, please contact the City Recorder's Office, 503.992.3235.

###

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

FG News-Times 12/04/2019

Hearing rescheduled Council Meeting 12/09/19 to 01/13/20

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FIRST READING:



ORDINANCE NO. 2020-01

**ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES
TITLE VII (TRAFFIC CODE), §70.02 (DEFINITIONS); §73.003 (PROHIBITED
PARKING); §73.021 (FAILURE TO COMPLY WITH PARKING CITATION);
§73.055-73.056 (IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES);
AND §74.03-74.11 (ABANDONED VEHICLES)**

WHEREAS, City Code of Ordinances, Title VII, Traffic Code, authorizes enforcement of specified traffic and vehicle regulations within the City; and

WHEREAS, the existing code provisions in Chapters 70 (General Provisions), 73 (Parking Regulations) and 74 (Abandoned and Discarded Vehicles) do not adequately address the ability to enforce and administer the Code in relation to vehicles with expired registration on public property and unpaid parking citations (immobilization); and

WHEREAS, the proposed code amendments consist of updating the definition of “vehicle” as contained in Oregon Vehicle Code, ORS 801.590; adding enforcement provisions for vehicles parked on a public street or public property while having no vehicle license registration and vehicle registrations that have expired more than 30 days (new subsection 73.003(B)); and enforcement provisions for immobilizing, impounding and releasing vehicles (amending subsection 73.055-73.056); and

WHEREAS, the proposed code amendments have no fiscal impact to the City and no new penalties are proposed; existing language pertaining to §91.999 (Penalties) was renumbered to coincide with pertinent code provisions within the Code; and

WHEREAS, the City Council held a duly-noticed Public Hearing on January 13 and continued the Public Hearing to January 27, 2020.

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

Section 1. The City Council hereby amends the Forest Grove Code of Ordinances Title VII (Traffic Code), §70.02 (Definitions); §73.003 (Prohibited Parking); §73.021 (Failure to Comply with Parking Citation); §73.055-73.056 (Immobilization and Impoundment of Vehicles); and §74.03-74.11 (Abandoned Vehicles), as set forth in Exhibit A.

Section 2. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portions hereof are hereby repealed to the extent of such inconsistency or conflict.

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

PRESENTED AND PASSED this 13th day of January, 2020.

PASSED the second reading this 27th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of January, 2020.

Peter B. Truax, Mayor

ORDINANCE NO. 2020-01
EXHIBIT A

(New text is indicated by redline/underling and text being deleted is ~~strikethrough~~)

§ 70.02 DEFINITIONS.

VEHICLE. ~~Any~~ Every device in, upon or by which persons or property is or may be transported upon a street, including all vehicles that are propelled or powered by any means ~~other than human power.~~

§ 73.003 PROHIBITED PARKING.

No person shall park a vehicle:

(A) Existing subsection shall be retained.

(B) On a public street or public property while having no license registration plates, expired registration, displaying expired registration stickers or expired temporary registration permit that have been expired by thirty (30) days or more.

~~(B)~~ Existing subsection (B) et seq. shall be retained and relettered as (C) et seq.

(C) Upo On a public street or public property for more than 72 consecutive hours without written authorization of the City Manager or designee;

~~(D)~~ Existing subsection (D) et seq. shall be retained and relettered as (E) et seq.

~~(E)~~ Existing subsection (E) et seq. shall be retained and relettered as (F) et seq.

~~(F)~~ Existing subsection (F) et seq. shall be retained and relettered as (G) et seq.

~~(G)~~ Existing subsection (G) et seq. shall be retained and relettered as (H) et seq.

~~(H)~~ Existing subsection (H) et seq. shall be retained and relettered as (I) et seq.

§ 73.021 FAILURE TO COMPLY WITH PARKING CITATION ATTACHED TO PARKED VEHICLE.

(A) Existing subsection shall be retained.

(B) The vehicle is subject to impoundment or immobilization as prescribed in § ~~73.055 (E)~~ if three or more unpaid parking citations exist against the vehicle and the most recent citation has not been paid within the ten-day limit.; ~~and~~

~~(C) After impoundment if the outstanding parking citations and other fees and charges are not paid, the vehicle will be disposed of in the same manner prescribed in §§ 74.10 through 74.12.~~

IMMOBILIZING AND IMPOUNDING VEHICLES

§ 73.055— IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES.

~~(A) When a vehicle is placed in a manner or location which an Enforcement Officer reasonably believes constitutes an obstruction to traffic or hazard, the Officer may order the owner or operator thereof to move the vehicle. If the vehicle is~~

unattended, the Officer may cause the vehicle to be towed and stored at the owner's expense.

(A) When an Enforcement Officer observes a vehicle parked on a public street or public property with three or more unpaid parking citations outstanding against the vehicle on which the Forest Grove Municipal Court has issued an Immobilization Order, the Officer may immobilize the vehicle and assess an immobilization fee set by Council resolution. An immobilized vehicle shall not be released until all outstanding parking fines and fees have been paid. A release made after business hours is subject to an After-Hours release fee set by Council resolution.

~~(B) When an Enforcement Officer observes a parked vehicle with three or more unpaid violations outstanding against the vehicle, the Officer may impound or immobilize the vehicle. If after immobilization, the parking fines and fees remain unpaid or no contact is made with the City within 24 hours the vehicle may be impounded at the owner's expense. An impounded or immobilized vehicle shall not be released until all outstanding fines and charges fees have been paid.~~

(C) Existing subsection shall be retained.

~~(D) Stolen vehicles may be towed from public or private property and stored at the owner's expense.~~

(DB) The disposition of a vehicle impounded and stored under authority of this section shall be in accordance with §§ 74.07 through 74.12. towing, impoundment, and/or storage of vehicles under this section shall be done consistent with §§ 74.01 and 74.02 and the statutory provisions adopted thereby.

(E) Existing subsection shall be retained.

§73.056 TAMPERING WITH OR DAMAGING AN IMMOBILIZATION DEVICE

It shall be unlawful for any person to remove or attempt to remove, destroy, damage, deface, tamper or in any way impair the usefulness of the immobilization device. A person who violates this subsection is liable for the cost of repair and an immobilization device damage fee set by Council resolution.

§ 74.03

...O.R.S. 98.830 (2013)

§ 74.04

(A)

(1) Constitutes a hazard or obstruction to motor vehicle traffic; or

(2) The vehicle was in possession of a person taken into custody by an Officer and no other reasonable disposition of the vehicle is available and the vehicle constitutes a hazard or obstruction, or is a target for vandalism or theft; or

(3) The vehicle has been reported stolen; or

~~(34)~~ Existing subsection (3) et seq. shall be retained and relettered as (4) et seq.

~~(45)~~ Existing subsection (4) et seq. shall be retained and relettered as (5) et seq.

(B) Existing subsection shall be retained.

§ 74.05

(A) ...under provisions of §§ 73.055, 74.02 through and 74.04

(B) Existing subsection shall be retained.

§ 74.07

(A) ...pursuant to §§ 73.0505, 74.02 or 74.04

(B)

(1) ...pursuant to §§ 73.055, 74.02 or 74.04;

(C) Existing subsection shall be retained.

§ 74.08

(A) Existing subsection shall be retained.

(B) ...pursuant to §§ 73.055, 74.02 or 74.04

(C) Existing subsection shall be retained.

(D) Existing subsection shall be retained.

(E) Existing subsection shall be retained.

(F) ...pursuant to §§ 73.055, 74.02 or 74.04 shall have a lien on the vehicle or trailer, in accordance with O.R.S. 87.152 ~~(2013)~~

(G) Existing subsection shall be retained.

§ 74.09

~~(A) If the required towing and storage charges have been paid, t~~The vehicle or trailer shall be immediately released to the owner(s) or person(s) entitled to lawful possession thereof upon proof a person with valid driving privileges will be operating the vehicle, proof of valid insurance, proof of payment of any outstanding parking fines and fees and proof all towing and storage charges are paid., ~~and administrative fees and outstanding parking tickets are paid to the city, if towing and storage charges and administrative fees and outstanding parking tickets have not been paid, a vehicle or trailer will not be released, except upon order of the Municipal Court.~~

(B) (1) ... pursuant to §§ 73.055, 74.02 and 74.04

§ 74.10

(A) ... pursuant to §§ 73.055, 74.02 or 74.04

(1) ... provided in O.R.S. 87.192 ~~(2013)~~ and O.R.S. 87.196 ~~(2013)~~

(B) Existing subsection shall be retained.

(C) Existing subsection shall be retained.

§ 74.11

(A) ...pursuant to §§73.055, 74.02, 74.04, or 74.31 and ... issued under O.R.S. 819.480 ~~(2013)~~

(B) Existing subsection shall be retained.

(C) Existing subsection shall be retained.

(D) ...provide the person or ~~t~~Iow ~~e~~Company ...as provided in O.R.S. 819.210 ~~(2013)~~.

(E) Existing subsection shall be retained.

§ 91.999

(A) Existing subsection shall be retained.

(B) Existing subsection shall be retained.

(C) Existing subsection shall be retained.

(D) Existing subsection shall be retained.

(E) (1) ...person-in-charge and/or owner violating nuisance code provisions § § 91.001 through 91.014

(2) ... under the terms of §§ 91.001 through 91.014014



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>01/13/2020</u>
FINAL ACTION:	<u>ORDER 2020-01</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *January 13, 2020*

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

SUBJECT TITLE: *Public Hearing and Order No. 2020-01 to Consider an Appeal to Planning Commission Action for an Adjustment of Up to 20 Percent to Rear Yard Setbacks Within the Gales Creek Terrace Planned Residential Development*

ACTION REQUESTED:

<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Order	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Informational
------------------------------------	---	-------------------------------------	--	--

X all that apply

ISSUE STATEMENT: On November 18, 2019, the Planning Commission considered an application submitted by Gales Creek Terrace LLC (Applicant) to allow adjustments of up to 20% affecting certain lots within the Gales Creek Terrace Planned Residential Development (Development). The Planning Commission considered several motions pertaining to the adjustments. Each motion failed on tied 3 to 3 votes. As a result the Planning Commission did not render a decision. Subsequently, on December 4, 2019, Gales Creek Terrace LLC filed a timely appeal of the Planning Commission’s action to allow City Council consideration of the adjustment request.

BACKGROUND: City Council adopted Order 2014-06 approving the Gales Creek Terrace Planned Residential Development generally located west of D Street and south of Pacific Avenue. The development includes 197 homes on 186 lots in an area zoned Residential Multifamily High (RMH).

Order 2014-06 established building setbacks for individual lots. The established rear yard setback is either 12-feet or 15-feet depending on location within the development. Lots with 15-foot rear yards are those near the urban growth boundary along the southern edge of the development.

On September 26, 2019, the Applicant submitted to the City an application for 20% adjustments to the rear yard setbacks of some lots within the Development. The Applicant sought approval of the adjustments to allow encroachment of decks over 3-feet in height into certain rear yards. If approved, the adjustments would allow decks constructed 3-foot or higher above grade to encroach 2.4-feet into lots with required 12-foot rear yards and 3-feet into lots with required 15-foot rear yards. Ordinarily, an adjustment of 10% to 20% of the setback, height or lot coverage standard is processed administratively by staff. The Forest Grove Development Code, however, grants authority to elevate an administrative application to the Planning Commission for consideration if

there is potential for neighborhood or community concern and to provide greater notice than would otherwise be required by the Code. This application was elevated to the Planning Commission due to neighborhood concerns about the Development. In addition, the Development was approved as a planned development which requires Planning Commission review. As noted above, building setbacks are established as part of the preliminary planned development approval. Since the adjustment request modifies the planned development approval, reviewing the proposal under the same process as original approval is warranted.

The Planning Commission held a Public Hearing on the adjustment request on November 18, 2019. The Planning Commission considered several motions to approve some or all of the requested adjustments based on lot locations. All motions failed on tied 3 – 3 votes. Since the Planning Commission deadlocked the applicant is appealing the Planning Commission's action to City Council to allow for Council consideration and action on the request.

Under the Forest Grove Development appeals of Planning Commission actions are conducted on the record meaning the Council's decision must be based on information addressing the approval criteria provided to the Planning Commission. In addition, Council may limit review to only those issues identified by the applicant in the applicant's appeal petition. The record of the Planning Commission's proceedings is attached for Council review.

The record includes the staff report to the Planning Commission containing findings of fact and conclusions providing the basis for approval of the requested adjustments. The record demonstrates the requested adjustments meet the approval criteria. In general, the adjustments, as proposed, are modest and will not significantly detract from the livability or appearance of the residential area, the adjustments will not reduce the useable at-grade rear yard space given the topography of the site, and allowing deck encroachments above grade will not alter the overall scale or bulk of the homes constructed at Gales Creek Terrace. Although the decks could affect privacy on neighboring lots, depending on building orientation and location in the Development, this would be expected in a high density residential area and would be possible without the decks where windows are present.

STAFF RECOMMENDATION: Staff recommends the City Council approve Order 2020-01, granting the 20% adjustments to established rear yard setbacks at Gales Creek Terrace to allow:

- 2.4-foot deck encroachment on certain lots with a 12-foot rear yard, and
- 3-foot deck encroachment on certain lots with a 15-foot rear yard.

ATTACHMENT(s):

- A. PowerPoint Presentation for City Council Hearing, January 13, 2020
- B. Order No. 2020-01
- C. Appeal Application, Gales Creek Terrace LLC, December 4, 2019
- D. Notice of Planning Commission Decision and Planning Commission Findings 2019-13
- E. Planning Commission Minutes, November 18, 2019
- F. Planning Commission Public Hearing Sign-In Sheet, November 18, 2019
- G. Planning Commission PowerPoint Presentation, November 18, 2019
- H. Planning Commission Staff Report, November 8, 2019
- I. Adjustment Application, Gales Creek Terrace LLC, September 26, 2019



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NOTICE OF PUBLIC HEARING FOREST GROVE CITY COUNCIL APPEAL OF PLANING COMMISSION ACTION

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, January 13, 2020**, at **7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, to review the following request.

Request: Appeal of the Planning Commission’s action pertaining to adjustments of up to 20% to allow encroachment of decks more than three feet above grade into required yards in the Gales Creek Terrace Planned Residential Development. If approved, the adjustments would allow encroachments of 2.4 feet on some lots with a 12 foot rear yard or 3 feet on some lots with a 15 foot rear yard. The Planning Commission considered several motions to approve some or all of the requested adjustments. All motions failed on a 3-3 vote and therefore the requests were not approved.

The appeal petition identifies the following adjustment criterion for review by the City Council:

- 17.2.120(B)(2): Granting the adjustment will be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified.
- 17.2.120(B)(3): If in a residential zone, the adjustment will not significantly detract from the livability or appearance of the residential area.

Location: Gales Creek Terrace Planned Residential Development located generally west of D Street and south of Pacific Avenue

Appellant: Gales Creek Terrace, LLC (Morgan Will)

File Number: 311-19-000034-PLNG

At this time and place specified above, the City Council will consider the applicant’s appeal based on the record as allowed by Forest Grove Development Code §17.1.640(B). Only issues in the record, whether raised in writing or orally shall be raised before City Council and the hearing may be limited only to those issues raised in the filed appeal petition. Notice of the appeal hearing is provided to all parties who participated in the initial hearing and requested notice. Written notice of the City Council’s decision on the appeal will be provided to all parties participating the proceeding within seven days of the City Council’s decision. The decision of the City Council on an appeal is the City’s final decision on this matter. Information pertaining to this request may be obtained from Senior Planner Daniel Riordan, Community Development Department, 1924 Council Street, 503.992.3226, 9 am - 5 pm, driordan@forestgrove-or.gov.

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Instructional Note: Only read text in **blue**.

1. Opening the Public Hearing

The Public Hearing on [File No.311-19-000034-PLNG] is called to order.

2. Testimony

Members of the public may present oral or written testimony. If you wish to speak and you have not signed-in, please sign-in with the City Recorder. I will recognize those people wishing to speak. Please state both your name and address for the record when you come to the podium, as the hearing will be taped. Please keep testimony concise and to the point. Also, any questions of staff, the applicant or the City Council should be addressed through me (presiding officer). Written testimony may be submitted to the City Recorder.

3. Conduct of Hearing

The hearing tonight will be conducted On-The Record as follows:

- a. Staff Report
- b. Additional Correspondence
- c. Public Testimony in the Following Order:
 - i. Applicant/Appellant
 - ii. Testimony in Support of the Application
 - iii. Testimony Opposing the Application
 - iv. Neutral Testimony
 - v. Rebuttal (if any) by the Appellant
- d. Close the Public Testimony. After the record is closed for testimony, no other testimony comments will be heard from anyone unless the City Council has a specific question.
- e. Questions for Staff, if any, from the City Council
- f. Discussion by the City Council

The City Council may make a final decision tonight or the matter may be continued to a time and date certain in the future. If the matter is continued to a time and date certain in the future, this will be the only notice of that date you receive.

4. Criteria

The criteria that apply to the application in this case are listed in the staff report. These are the criteria the City Council must use to reach a decision. If you testify, please make

sure your testimony is directed toward these criteria or other criteria in the City's Comprehensive Plan or Development Code that you think apply to the decision. Also, please describe how your comments relate to the criteria.

Again, a decision on this application must be based on these criteria. Despite the importance of other issues or concerns, the City Council can only base its decision on whether the evidence shows the application meets the criteria.

5. Raise It or Waive It

Please note, failure to raise an issue in the record with sufficient specificity to allow the City Council and the parties an opportunity to respond to the issue precludes an appeal to the Land Use Board of Appeals on that issue.

Similarly, failure to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the City Council to respond to the issue in the record precludes an action for damages in circuit court.

6. Disclosure

Do any members of the City Council need to disclose any ex-parte contacts, bias, or conflicts of interest? If so, please indicate the nature and extent of the contact, bias or conflict and indicate whether you intend to participate in or abstain from the hearing.

Does anyone in the audience wish to challenge a City Councilor's impartiality?

7. Staff Report

X will now present the Staff Report.

8. Correspondence (question for staff)

Is there additional correspondence beyond those items included in the Staff Report?

9. Public Testimony

- a. The Applicant/Appellant may now present the proposal.
- b. Does anyone wish to speak in favor of the application (appeal)?
- c. Does anyone wish to speak against the application? (appeal)?
- d. Does anyone have neutral testimony? (appeal)?

e. Does the applicant wish to provide rebuttal?

10. Close Hearing

The public testimony portion of the hearing is now closed. [Gavel]

11. Staff Response to Testimony

Does staff need to respond to any questions or issues raised by the testimony?

Does the City Council have any questions of staff?

12. Council Deliberation

Is there any discussion by the City Council?

13. Motion and Decision

SUMMARY: The questions before the City Council is –

- A. Does the Council wish to approve ORDER 2020-01, granting the 20% adjustments to the established rear yard setbacks at Gales Creek Development to allow:
- 2.4' deck encroachment on certain lots with a 12' rear yard, and
 - 3' deck encroachment on certain lots with a 15' rear yard.

OPTIONS: The Council could take one of following actions:

1. Approve all the adjustments as requested;
2. Grant only 2.4' deck encroachment on lots with a 12' rear yard as requested;
3. Grant only 3' deck encroachment on lots with a 15' rear yard as requested;
4. Grant adjustments on certain identified lots;
5. Deny the request.

Note 1: If there are any amendments to the proposed ORDER, the Mayor asks for a motion to amend; if yes, read amendment in full, ask for a second to amend and City Council votes on the amendment.

Note 2: It is not necessary to hold the record open on request. The City Council may decide to do so, but it is not required.

Note 3: If you wish to continue the matter, the Mayor should announce the time and date of the continued hearing to avoid having to publish notice.

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GALES CREEK TERRACE

ADJUSTMENT TO REAR YARD SETBACKS

DAN RIORDAN, Senior Planner

HEARING PURPOSE

City Council consideration of an appeal petition submitted by Gales Creek Terrace LLC.

The applicant is appealing the Planning Commission's action related to requested adjustments to the rear yard setbacks affecting some lots in the Gales Creek Terrace Development.

HEARING PURPOSE

If approved, the adjustments would allow encroachment of decks constructed more than 3-feet above grade into certain rear yards within the development.

HEARING PURPOSE

Deck encroachments would be:

2.4-feet on lots with a required 12 foot rear yard, or

3-feet on lots with a required 15 foot rear yard.

GALES CREEK TERRACE

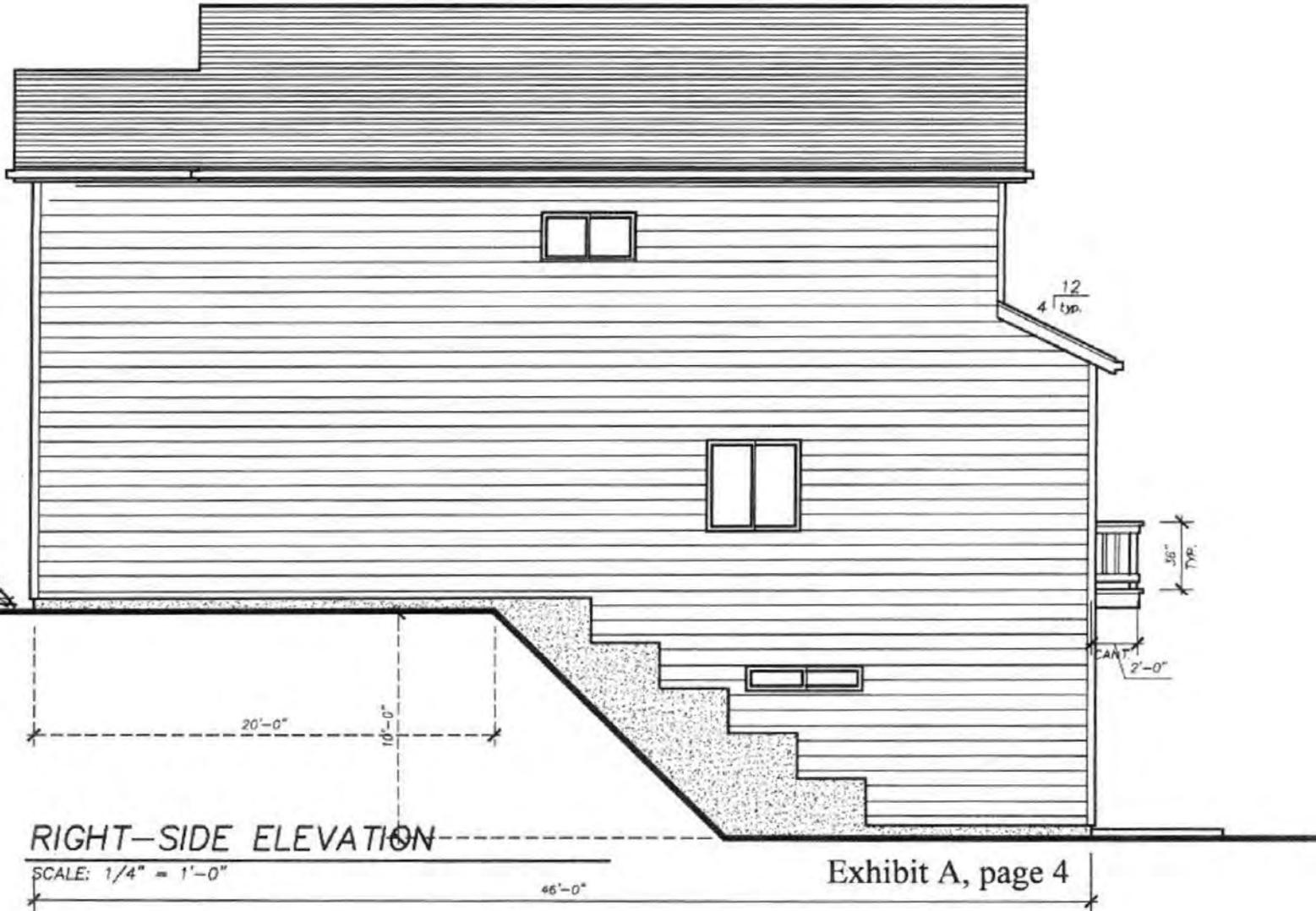


LEFT-SIDE ELEVATION

SCALE: 1/4" = 1'-0"

Exhibit A, Page 2

GALES CREEK TERRACE



GALES CREEK TERRACE

2

GCT 20% Adjustment to Rear Setback to Decks over 3' in Height



Created 9/26/2019

HEARING PURPOSE

This appeal hearing is on the record, meaning a decision must be based on information addressing the approval criteria provided to the Planning Commission.

Council may limit review to only those issues identified by the applicant in the applicant's appeal petition.

BACKGROUND

Adjustments are typically processed by staff.

However, the Code grants authority to the CD Director to elevate an application to the PC if there is potential for neighborhood or community concern.

Also, setbacks for GCT were established as part of original planned development approval.

Since there has been neighborhood concern and the adjustment changes the original approval, this request was elevated to the PC for a decision.

BACKGROUND

On November 18, 2019, the Planning Commission held a public hearing on the adjustment request.

One person testified at the hearing as an opponent.

BACKGROUND

While not necessarily opposed to the decks testimony heard included:

- Whether a similar request has been approved in the past;
- That the developer has not had a good relationship with the neighborhood; and
- The decks could result in more noise in the area.

BACKGROUND

At the close of the hearing the Planning Commission considered several motions to grant all or some of the adjustments.

Each motion failed on a tied 3 – 3 vote.

Since the Planning Commission deadlocked the request was not approved.

APPEAL REASONS

The applicant identifies the following general issues as the basis for the appeal:

- ❑ The Planning Commission deadlocked and was unable to find that the requested adjustment would meet the approval criteria:

To not significantly detract from the livability or appearance of the residential area; and

Be consistent with the purpose of the affected zoning district or meet or exceed the standard to be modified.

APPEAL REASONS

The applicant's appeal petition also identifies six specific reasons for the appeal request.

This information is included with the written materials provided to Council for review.

APPROVAL CRITERIA

The adjustment approval criteria include:

- ✓ The requested adjustment is from 10% to 20% of the setback, height, or lot coverage standard.
- ✓ Granting the adjustment will be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified.

APPROVAL CRITERIA

- ✓ If in a residential zone, the adjustment will not significantly detract from the livability or appearance of the residential area.
- ✓ If more than one adjustment is requested, the cumulative effect of the adjustment shall result in a project which is consistent with the overall purpose of the zone.
- ✓ Any impact resulting from the adjustment are mitigated to the extent practical.

STAFF FINDINGS

- ✓ The proposed rear yard setback modifications qualify for an adjustment under the Development Code.
- ✓ The adjustments do not reduce the useable at-grade rear yard space. Therefore, granting the adjustment meets the purpose of the setback standard to be modified.

STAFF FINDINGS

- ✓ Allowing deck encroachments above grade will not alter the overall scale or bulk of the homes constructed at Gales Creek Terrace.
- ✓ As such, the adjustment will not significantly detract from the livability or appearance of the residential zone.
- ✓ Only one adjustment is requested per affected lot. Therefore, granting the adjustment will not have cumulative impacts.

STAFF FINDINGS

- ✓ Impacts from granting from the adjustments are minor. Privacy on neighboring lots could be impacted depending on building orientation and location in the development.
- ✓ This would be expected in a high density residential area and is possible without the decks where windows are present.
- ✓ Mitigating such impacts are not practical.

STAFF RECOMMENDATION

City Council approve Order 2020-01, granting the 20% adjustments to the established rear yard setbacks at GCT to allow:

- 2.4' deck encroachment on certain lots with a 12' rear yard, and
- 3' deck encroachment on certain lots with a 15' rear yard.

ORDER NO. 2020-01**ORDER CONSIDERING AN APPEAL OF PLANNING COMMISSION ACTION;
GRANTING AN ADJUSTMENT OF UP TO 20 PERCENT TO REAR YARD
SETBACKS WITHIN THE GALES CREEK TERRACE PLANNED RESIDENTIAL
DEVELOPMENT; FILE NUMBER 311-19-000034-PLNG**

WHEREAS, City Council adopted Order 2014-06, approving the Gales Creek Planned Residential Development (Development); and

WHEREAS, Order 2014-06 established building setbacks including rear yard setbacks throughout the Development; and

WHEREAS, on September 26, 2019, Gales Creek Terrace LLC (Applicant), submitted to the City an application for 20% adjustments to the rear yard setbacks for certain lots in the Development; and

WHEREAS, the Applicant sought approval of the adjustments to allow encroachment of decks over 3-feet in height into certain rear yards; and

WHEREAS, the Director elevated the application to the Planning Commission for a decision as authorized by Forest Grove Development Code §17.1.510; and

WHEREAS, the Planning Commission held a Public Hearing on this application on November 18, 2019; and

WHEREAS, the Planning Commission considered the application, staff report and public testimony presented during the public hearing; and

WHEREAS, the Planning Commission deliberated and considered several motions pertaining to the request; and

WHEREAS, all motions considered by the Planning Commission failed on a 3-3 vote; and

WHEREAS, since all Planning Commission motions failed the application was not approved; and

WHEREAS, the Applicant filed a timely appeal of the Planning Commission's action on December 4, 2019; and

WHEREAS, the City Council held a Public Hearing on the record on January 13, 2020; and

WHEREAS, the City Council considered the Applicant's appeal petition dated December 4, 2019, and the findings of fact and conclusions contained in the record for the Planning Commission proceedings dated November 18, 2019.

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

Section 1. Based on the evidence in the record including the Applicant's appeal petition dated December 4, 2019, and the findings of fact included in staff report dated November 8, 2019, the City Council hereby approves the Applicant's request for 20 percent adjustments to allow decks constructed three feet or more above grade to encroach either 2.4-feet or 3-feet into required 12-foot and 15-foot rear yards respectively for those lots within the Gales Creek Terrace Planned Residential Development highlighted on Exhibit A.

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

PRESENTED AND PASSED the 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED BY THE MAYOR the 13th day of January 2020.

Peter B. Truax, Mayor

EXHIBIT A

GCT 20% Adjustment to Rear Setback to Decks over 3' in Height



Created 9/26/2019

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RECEIVED

DEC 04 2019

City of Forest Grove

Land Use Application

311-19-000034-PLNG

FILE No. 1303-1.98a

APPLICATION FOR:

Site Plan Approval

Conditional Use

Variance

Appeal to PC Findings & Decision No. 2019-13

Establish a Planned Development:

PRD CPD PID

Comprehensive Plan Amendment:

Text Map

Zoning Ordinance Amendment:

Text Map

Land Division:

Subdivision Partition

Tentative Plat Final Plat

Other: Adjustment

RECEIVED

DEC 04 2019

City of Forest Grove

APPLICANT:

Name: Gales Creek Development, LLC

Address: 8840 SW Holly Ln

City: Wilsonville

State: OR Zip 97070

Phone: 503.305.7647 Fax _____

Email: morgan@stafordlandcompany.com

PROPERTY DESCRIPTION:

Site Address: Gales Creek Terrace (PRD-14-00181)

Map and Tax Lot #: 7200 15 401AA and 400, 401, 300 15401
(Please attach legal description)

Total Acres or Square Feet: _____

Acres: ~ 25 acres

Sq. Ft: _____

PROPERTY OWNERS:

Name: Same as applicant

Address: _____

City: _____

State: _____ Zip _____

Phone: _____ Fax _____

Email: _____

PROPERTY USE DESCRIPTION:

Existing Land Use: Vacant

Existing Zone: RHM

Proposed Zoning: _____

(if applicable)

Proposed Use: Residential

ADDITIONAL INFORMATION:

In order to expedite and complete the processing of this application, the Planning Division requires that all pertinent material required for review be submitted at the time application is made. If the application is found to be incomplete, review and processing of the request will not begin until the application is made complete. The submittal requirements relative to this application may be obtained from the specific sections of the Zoning or Land Division Ordinances pertaining to this application and from Planning Division staff. Pre-application conferences with Planning Division staff are encouraged. If there are any questions as to submittal requirements, contact the Planning Division prior to formal submission of the application. In submitting this application, the applicant should be prepared to give evidence and information which will justify the request. *The filing fee must be paid at the time of submission. This fee in no way assures approval and is non-refundable.*

Continued

I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application.

Applicants Signature *[Signature]* Date 12/4/19

Property Owner's Signature *[Signature]* Date 12/4/19

For Office Use:		Receipt Number <u>10627</u>
RECEIVED	Received by <u>DEC 04 2019</u> Date _____	Application Number <u>311-19-000034-PLNG</u>
Fee Paid <u>\$443</u> Date <u>12/4/19</u>	City of Forest Grove	File Number <u>1303-1.98a</u>
Received 2-07 pm 12/4/19 <i>[Signature]</i>		



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City of Forest Grove Planning Division

1924 Council Street
 Forest Grove, OR 97116
 503-992-3226
 Fax: 503-992-3202
 planning@beta.or.us

Transaction Receipt

311-19-000034-PLNG

IVR Number: 311071459843

Receipt Number: 10627

Receipt Date: 12/5/19

www.forestgrove-or.gov/city-hall/community-development

Worksite address: 1548 - 1548 19TH AVE, FOREST GROVE, OR 97116-2301

Parcel: 1S401AA07200

Fees Paid

Transaction date	Units	Description	Account code	Fee amount	Paid amount
12/5/19	1.00 Ea	Appeal of Planning Commission decision fee Fee Notes: Flat fee.	1003100-4541	\$443.00	\$443.00

Payment Method: Check number: 2285	Payer: GALES CREEK DEVELOPMENT LLC	Payment Amount:	\$443.00
------------------------------------	------------------------------------	-----------------	----------

Cashier: Shannon Reynolds

Receipt Total:

\$443.00

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APPEAL PETITION

Applicant/Owner: Gales Creek Development, LLC

Date: December 4, 2019

Subject: Appeal to Forest Grove City Council of the Planning Commission Decision dated November 18, 2019 and signed November 20, 2019
City File Number: 311-19-000026-PLNG

Petition for Appeal:

The Forest Grove Planning Commission held a public hearing on November 18, 2019 to consider a request by Owner/Applicant Gales Creek Terrace, LLC to adjust rear yard setback standards in the Gales Creek Terrace Planned Residential Development (“GCT”). The record for the proceedings below is contained and set forth in City File Number 311-19-000026-PLNG/ Planning Commission Findings and Decision Number 2019-13. The Planning Commission deliberated and considered several motions related to the adjustment requests, all of which failed on 3-3 votes. The Planning Commission denied the application based on the failure of a majority of the members to affirmatively approve the adjustment requests. Pursuant to Section 17.1.640 of the Forest Grove Development Code, Owner/Applicant Gales Creek Terrace, LLC requests the Forest Grove City Council to hear and consider an appeal of the Planning Commission’s decision concerning City File Number 311-19-000026-PLNG/ Planning Commission Findings and Decision Number 2019-13, and adopt the analysis, findings, and recommendation to approve the requested setback variances contained in the Planning Director’s report dated November 8, 2019.

Standing to Appeal:

Gales Creek Terrace, LLC has standing to request this appeal pursuant to Section 17.1.640(A) because it was the applicant in the underlying matter and appeared before the Planning Commission at the public hearing on November 18, 2019.

Timeliness of Appeal:

Section 17.1.640 states that a party may appeal a Type III decision by the Planning Commission within 14 calendar days after the written notice of decision is provided to the parties.

The Planning Commission issued written Notice of Decision in City File Number 311-19-000026-PLNG on November 20, 2019.

The last day that a party may file an appeal is December 4, 2019.

Background:

The Forest Grove City Council approved GCT on November 24, 2014 (Order 2014-06). GCT contains 186 lots that will support 157 single-family detached, 20 single-family attached, and 20 duplex dwelling

units. Section 17.3.130 of the Forest Grove Development Code specifies that the standard rear yard setback is “two feet for every three feet in building height at the eave line, whichever is greater.” The land use plan the City Council approved for GCT specified that the rear yard setback for the southern tier of lots that abut the Urban Growth Boundary lots should be fifteen (15) feet, and that rear yard setbacks for all other lots should be twelve (12) feet.

Gales Creek Terrace, LLC, the current owner of GCT and the Applicant in this matter, commenced construction of Phase 1 of the project in September 2018 and expects to record a plat for Phase 1 before the end of 2019.

Nature of the Request:

Gales Creek Terrace, LLC requested the Planning Director to grant a twenty percent (20%) adjustment to the rear setback standard for all lots in the GCT development for decks over three (3) feet in height pursuant to Section 17.2.120 of the Forest Grove Development Code. The requested adjustment would allow decks over three (3) feet high to extend up to 2’ 4” into the rear yard setback on lots the development plan proscribed a 12-foot setback, and up to 3’ 0” into the rear yard setback on lots the development plan proscribed a 15-foot setback.

Ordinarily, a request for an adjustment made pursuant to Section 17.2.120 is processed as a Type II land use decision that is issued by the Planning Director. However, the Planning Director elected to process the adjustment request as a Type III matter before the Planning Commission because the application requested to adjust standards the Planning Commission originally approved through a Type III process.

In a report dated November 8, 2019, the Planning Director concluded that the application demonstrated compliance with all of the Adjustment Review Criteria set forth in Section 17.2.120 and recommended that the Planning Commission approve the requested 20% adjustment to the rear yard setback requirements on all lots in the GCT development for decks that exceed a height of three feet.

Planning Commission Decision:

The Planning Commission held a public hearing on the application on November 18, 2019.

With respect to Applicant’s request for a 20% reduction in the rear yard setback for lots with an existing 12-foot setback standard, several members of the Planning Commission rejected the Planning Director’s analysis, findings, and recommendation to approve the requested adjustment; and concluded that they were unable to find that the requested adjustment would “not significantly detract from the livability or appearance of the residential area” as required by Section 17.2.120(B)(3) of the Development Code. The Development Code does not define the term “livability,” but several members of the Planning Commission interpreted “livability” to include negative visual and privacy impacts that might conceivably affect “future” residents on adjacent properties within the GCT development and existing residents on adjoining properties. The Planning Commission failed to approve the adjustment request because a majority of members declined to find that the setback adjustments Applicant requested for lots with an existing 12-foot rear yard setback would not result in negative visual and privacy impacts that would affect neighboring properties within and outside the development.

With respect to Applicant’s request for a 20% reduction in the rear yard setback requirement for lots with an existing 15-foot setback standard, i.e., lots with rear yards that abut the Urban Growth

Boundary, several members of the Planning Commission again rejected the Planning Director's analysis, findings, and recommendation to approve the requested adjustment. The Commissioners that voted to deny the application concluded that they were unable to find that the requested adjustment would "be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified" as required by Section 17.2.120. The Planning Commission failed to approve the adjustment request because a majority of members failed to find that the setback adjustments Applicant request for lots with an existing 15-foot rear yard setback would not meet the purpose of the setback standard a previous Planning Commission set for the GCT project, which was to "separate the buildings from the rear property line."

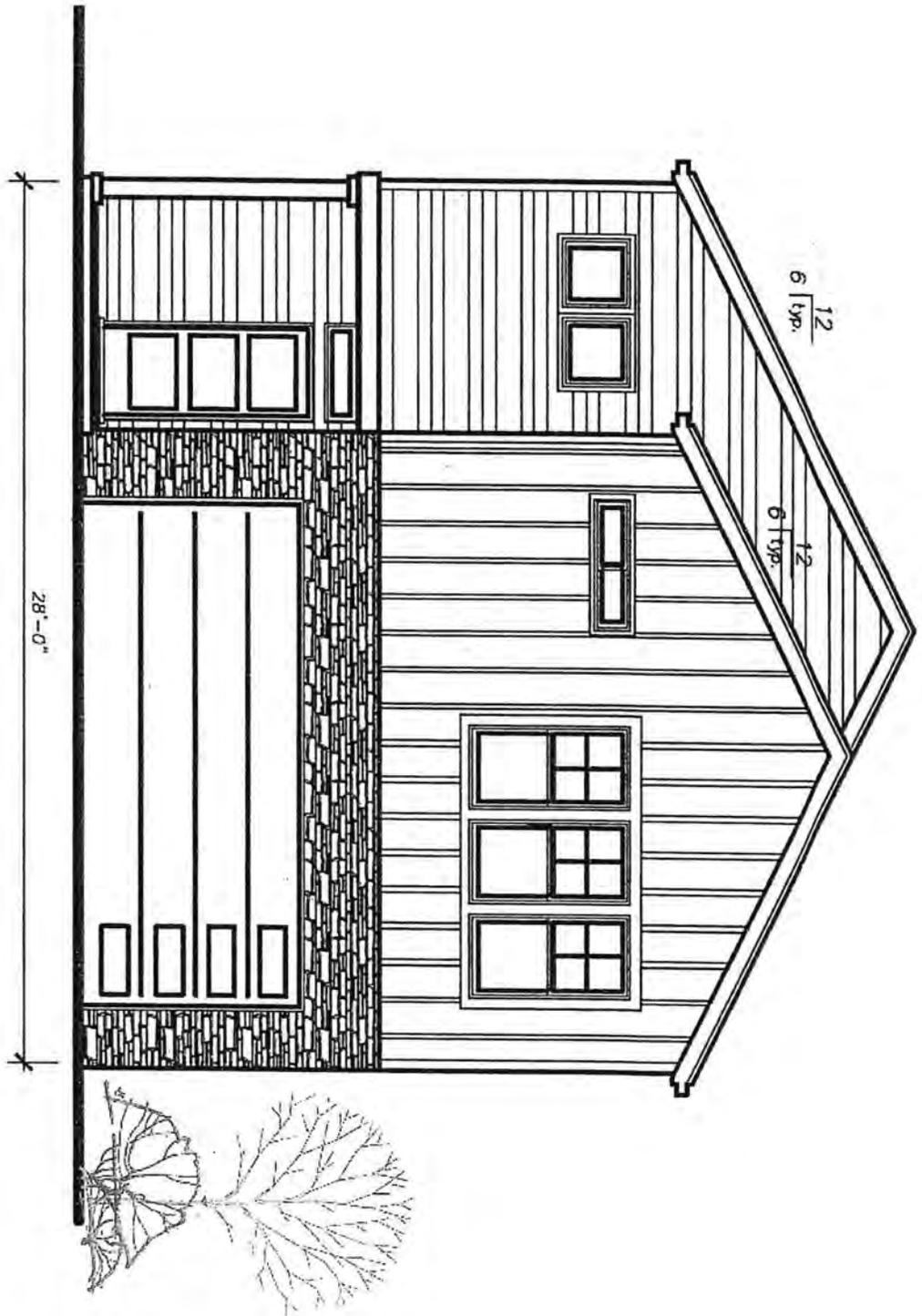
Specific Issues Subject to Appeal:

The City Council should adopt the analysis, findings, and recommendation to approve the requested setback variances contained in the Planning Director's report dated November 8, 2019 based on the following issues and consideration:

1. The lots that are the subject of the adjustment requests are steeply sloped. The living room and kitchen portions of the affected dwellings are located at the street level. In many instances, the rear elevations of homes constructed on the affected lots may be 8 to 12 feet below the street grade. This condition makes access to rear yard difficult from the front of the homes. One of the primary purposes of the adjustment request is to provide future residents with more functional outdoor living space adjacent to the active parts of the homes that are located in rear portions of the dwellings. As the Planning Director's report acknowledges, the record contains evidence that supports a finding that concludes the proposed adjustments comply with Section 17.2.120(2) because the ability to provide and maximize functional interior living spaces within dwelling units is a key component of purposes and intent of RMH Zone and the adjustments that were previously approved for the project.
2. The requested adjustments will allow for construction of stairways that will provide direct access to the rear lot area. This will permit and promote functional uses of outdoor living space and make the individual dwelling units the community in general more livable. The record contains evidence that supports a finding that concludes the proposed adjustments comply with Section 17.2.120(2) because the ability to provide and maximize functional outdoor living spaces is a key component of purposes and intent of RMH Zone and the adjustments that were previously approved for the project.
3. The Planning Director's report and testimony offered during the hearing made it clear that the site is in a high-density residential development and windows of the upper level and street level will give occupants the ability to see adjacent yards regardless of the adjustment request. The Planning Director's report acknowledged and considered these facts on Page 6 of the November 8, 2019 Report. The Typical Lot Cross Section demonstrates that additional deck space that may result from the requested setback adjustment would be no more intrusive into neighboring yards than the views residents will have from windows that will be located on the rear elevations of the dwellings. Significant to this discussion, several Planning Commissioners that supported approval of the requests stated on the record that decks constructed on the rear elevations of dwellings would not diminish "livability" in the community any more than windows

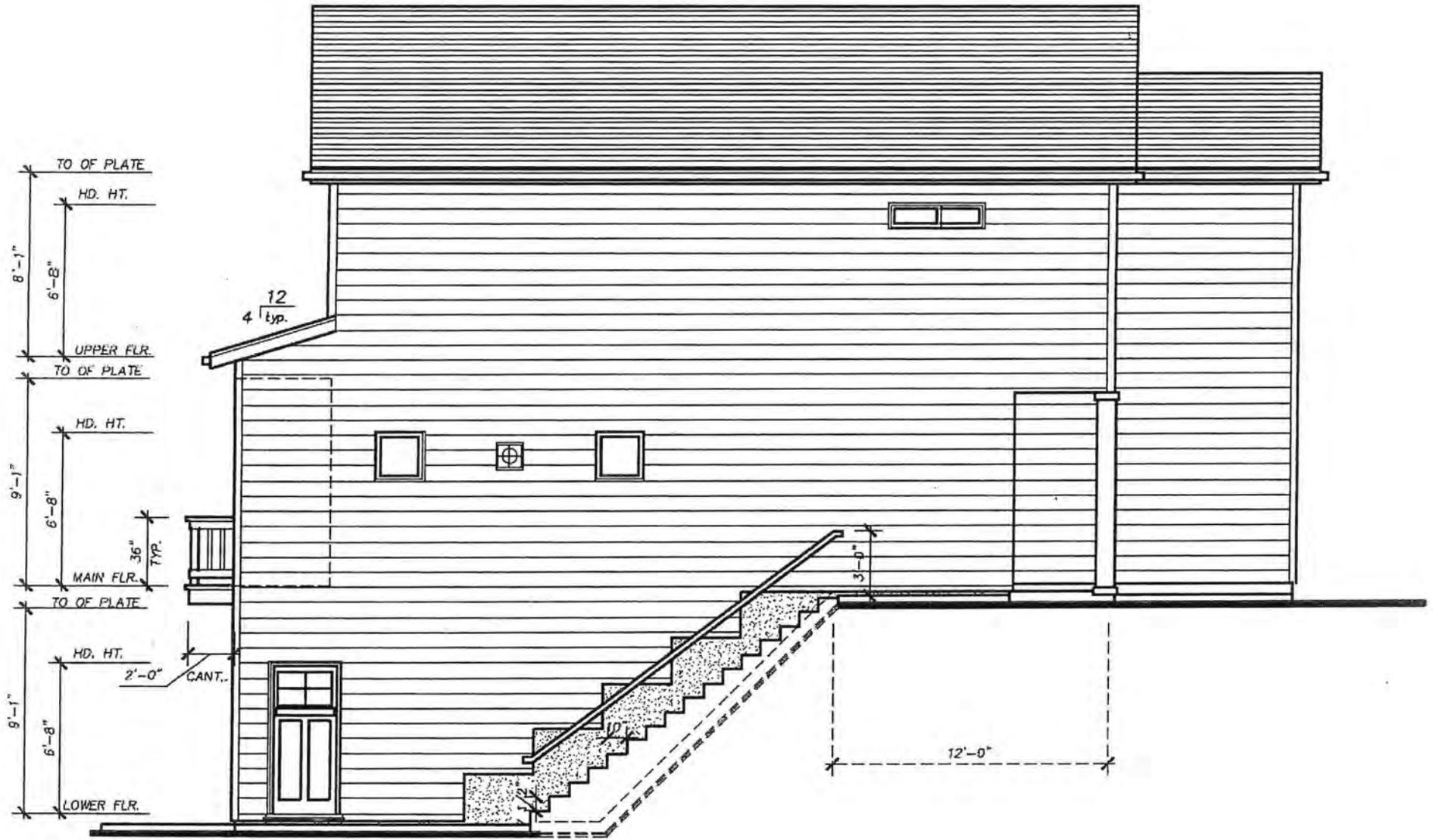
that will be present on the rear elevations of each home that will be constructed. The record contains evidence that supports a finding that concludes the proposed adjustments will “not significantly detract from the livability or appearance of the residential area” as required by Section 17.2.120(3).

4. Several Planning Commission members expressed concern that decks constructed within the extended setback area could generate noise and disruptions that would have a negative impact on livability. In response, another Planning Commissioner noted on the record that owners were free to construct decks less than 3 feet high all the way to the property line, that activities arising from normal uses in back yards could be expected to generate the same levels of noise as an exterior deck that extended an additional 2’ 4” into the setback, or even noise emanating from an open window resulting from normal and common activities within a dwelling. The record contains evidence that supports a finding that concludes the proposed adjustments will “not significantly detract from the livability or appearance of the residential area” as required by Section 17.2.120(3).
5. Planning Commissioners who opposed the setback adjustment requested for lots with an existing 12-foot setback incorrectly assumed that their opposition meant that no decks would or could be constructed on the rear portions of the affected lots. This assumption was incorrect. Nothing in the original approval for GCT prohibits the construction of exterior decks on the rear elevations of homes to address perceived or anticipated privacy or noise considerations. During the hearing Applicant advised the Planning Commission that it would be possible to construct a covered exterior deck within a “cut-out” portion on the rear elevation of affected homes that would be entirely within the current setback. An example plan set that includes an exterior deck within a “cut-out” portion of the rear building elevation and further clarifies Applicant’s testimony during the hearing is attached as [Exhibit A](#). It is axiomatic that an exterior deck constructed within a “cut-out” on a rear building wall within approved building envelop will generate noise levels that are common in residentially zoned areas. It is also axiomatic that if an existing deck is permitted to intrude an additional a 2’ 4” into a rear setback area that it will not substantially increase the levels or types of noise that exterior decks in residential areas may reasonably be expected to generate. Likewise, there is no basis to conclude that visual impacts will be any greater, or privacy of adjoining property owners will be more significantly affected. For the reasons stated in the Planning Directors report, the record contains sufficient evidence to conclude that the requested adjustment will “not significantly detract from the livability or appearance of the residential area” as required by Section 17.2.120(B)(3).
6. Planning Commissioners that supported approval specifically noted on the record that the application did not request an adjustment for existing dwellings that are adjacent to other existing dwellings. To the contrary, as the Commissioner correctly noted, the requests concern new dwellings and prospective buyers will have ample opportunities see the site conditions and make their own independent decisions if they wish to purchase homes in GCT based on the living conditions they observe. This rationale supports the Planning Director’s conclusions and findings that the requested adjustments do “not significantly detract from the livability or appearance of the residential area” as required by Section 17.2.120(B)(3).



" MODERN FARM "
FRONT ELEVATION
SCALE: 1/4" = 1'-0"

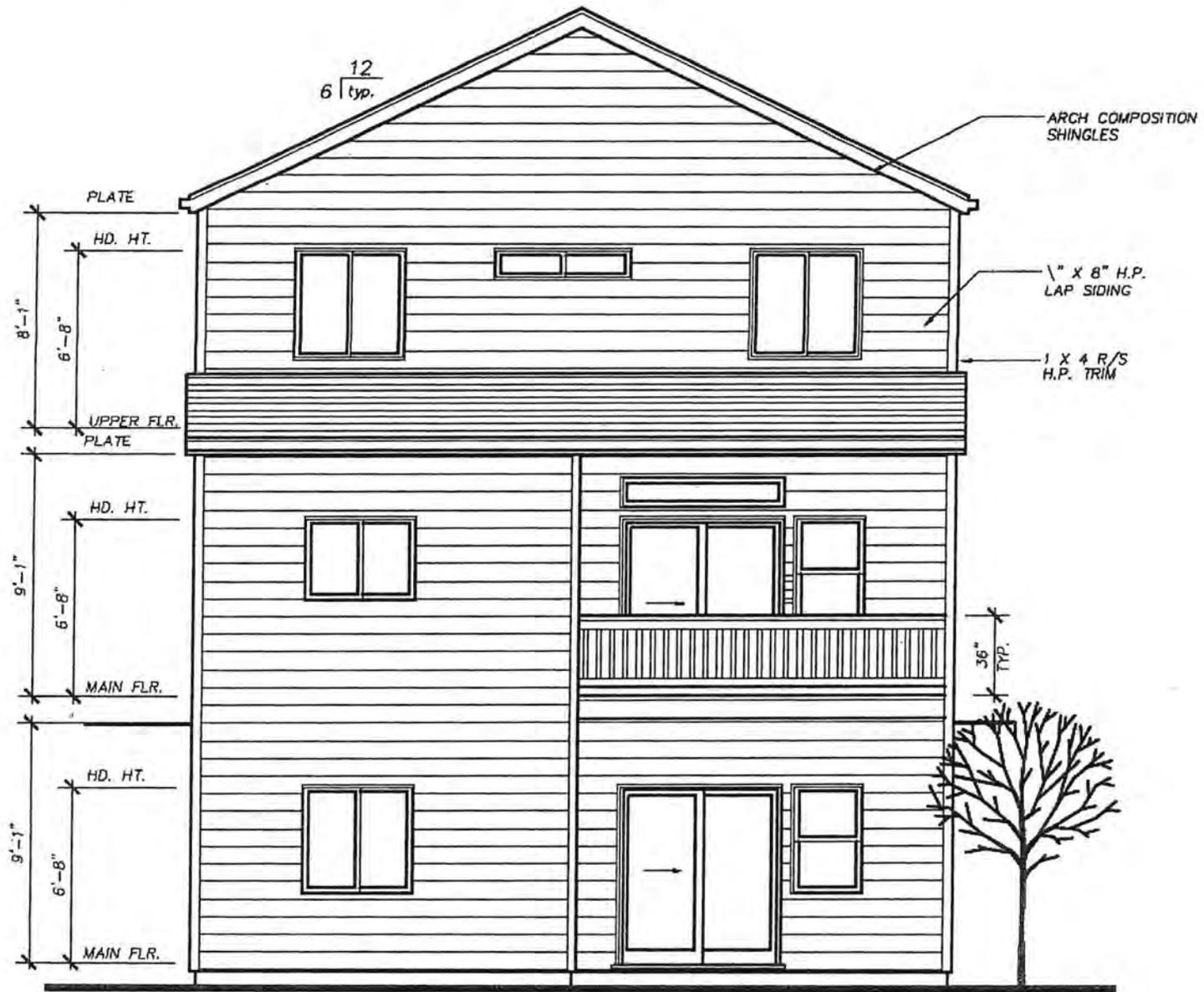
Exhibit A, page 1



LEFT-SIDE ELEVATION

SCALE: 1/4" = 1'-0"

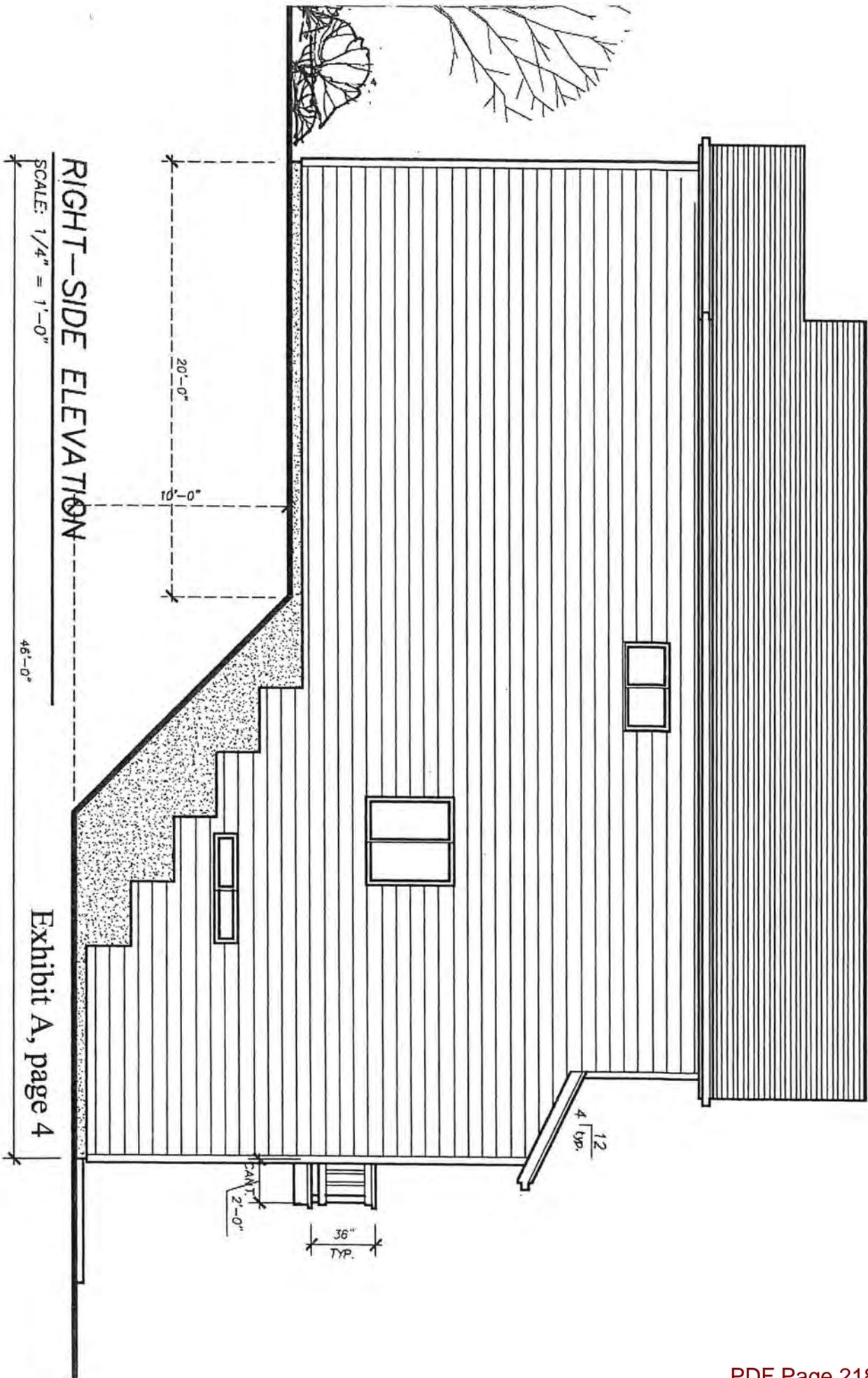
Exhibit A, Page 2



REAR ELEVATION

Exhibit A, page 3

SCALE: 1/4" = 1'-0"



NOTICE OF DECISION

TO: Affected Parties

FROM: Dan Riordan, Senior Planner 

DATE: November 18, 2019

RE: Request for 20% Adjustments to Rear Yard Setbacks Affecting Certain Lots in the Gales Creek Terrace Planned Residential Development

City File Number: 311-19-000026-PLNG

This is your notice that on November 18, 2019, the Forest Grove Planning Commission considered an applicant initiated request for 20% adjustments to the rear yard setbacks affecting certain lots in the Gales Creek Terrace Planned Residential Development.

The Planning Commission reviewed the application, staff report and public testimony presented at the public hearing. The Planning Commission considered several motions pertaining to the request. All motions made failed on a tie vote (3 ayes to 3 nays). Since the motions failed the adjustment request was not approved.

The Planning Commission's findings and decision are enclosed for your information. The Planning Commission decision is appealable to the Forest Grove City Council. The appeal must be filed with Forest Grove City Community Development Department within fourteen (14) calendars from the date the enclosed decision was signed. The appeal must be in writing and must identify the specific issues in the record being appealed. The appeal filing fee is \$443 payable to the City of Forest Grove.

If the Planning Commission's decision is appealed, the City Council will conduct an appeal hearing on the record. Only issues in the record, whether raised orally or in writing, shall be raised before the City Council and the hearing may be limited only to those issues raised in the appeal petition. If the Planning Commission decision is not appealed it will become the City's final local decision upon expiration of the fourteen (14) day appeal period.

Please contact me at driordan@forestgrove-or.gov or (503) 992-3226 if you have any questions.

Planning Commission Findings and Decision Number 2019-13

To Not Approve Adjustments to Established Rear Yard Setbacks for Certain Lots in the Gales Creek Terrace Planned Residential Development

File Number 311-19-000026-PLNG

WHEREAS, City Council adopted Order 2014-06, approving the Gales Creek Planned Residential Development (Development); and

WHEREAS, Order 2014-06 established building setbacks including rear yard setbacks throughout the Development; and

WHEREAS, on September 26, 2019, Gales Creek Terrace LLC (Applicant), submitted to the City an application for 20% adjustments to the rear yard setbacks for 95 lots in the Development; and

WHEREAS, the Applicant sought approval of the adjustments to allow encroachment of decks over 3-feet in height into certain rear yards; and

WHEREAS, the Director elevated the application to the Planning Commission for a decision as authorized by Forest Grove Development Code §17.1.510; and

WHEREAS, notice of the Planning Commission public hearing was mailed to property owners and residents within 300 feet of the affected area on October 29, 2019; and

WHEREAS, the Planning Commission held a public hearing on this application on November 18, 2019; and

WHEREAS, the Planning Commission considered the application, staff report and public testimony presented during the public hearing; and

WHEREAS, the Planning Commission deliberated and considered several motions pertaining to the request; and

WHEREAS, all motions considered by the Planning Commission failed on a 3-3 vote; and

WHEREAS, since all motions failed the application is not approved.

NOW THEREFORE, The City of Forest Grove Planning Commission does hereby decide not to approve the application for 20% adjustments to the rear yard setbacks for certain lots in the Gales Creek Terrace Planned Residential Development making the following specific findings in support of this decision:

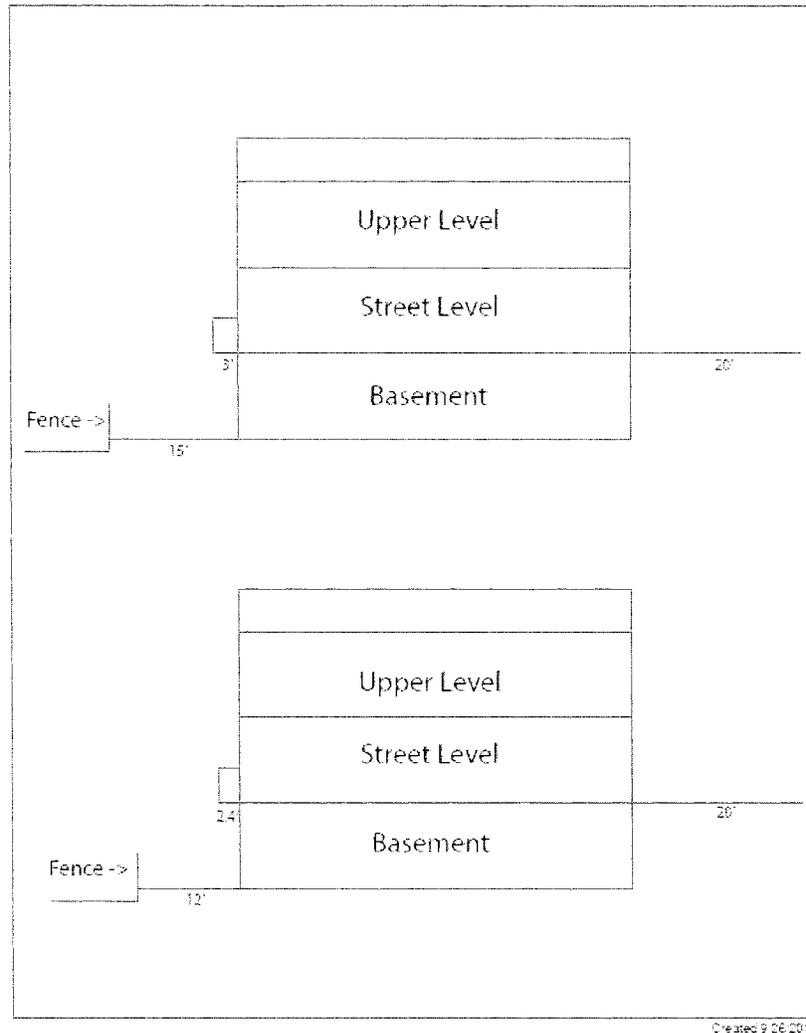
Finding: The applicant requests approval of a 20% adjustment to the rear yard setback standard for certain lots in the Development as indicated below:

GCT 20% Adjustment to Rear Setback to Decks over 3' in Height



Finding: The adjustment would allow encroachment of decks over 3-feet in height in required rear yards on certain lots with 12-foot and 15-foot rear yards established by the Development approval as indicated below:

Typical Lot Cross Section



Finding: The Planning Commission deliberated about whether the adjustment request meets the adjustment review criterion found in Development Code §17.2.120(B)(3) which states: “If in a residential zone, the adjustment will not significantly detract from the livability or appearance of the residential area.” As the written record indicates, the Forest Grove Development Code does not include a definition for the word “livability.” This allows discretion to the Planning Commission to interpret the term. The record indicates the Planning Commission interpreted factors affecting livability to mean negative visual and privacy impacts affecting future residents on neighboring properties within the development and existing residents adjacent to the development site. Information included in the record indicates the development elevation ranges from about 205 feet on the north to 180 feet on the south. Combined with the compact lots in the Development a majority of the Planning Commission could not find that the deck encroachments would not result in negative visual and privacy impacts to neighboring properties given topography and proximity of the homes constructed to neighboring lots.

Finding: Testimony in the record indicates decks three feet above grade are part of the building and are therefore subject to the building setback standards. A majority of the Planning Commission could not find that the neighboring properties would not be negatively impacted by allowing a building setback and placement of decks as close as 9.6-feet on lots with a required 12-foot rear yard and as close as 12-feet on lots with a required 15-foot required rear yard. This determination is based on reduction of privacy throughout the development and neighboring properties adjacent to the development on 18th Avenue. The Commission discussed that the reduction of privacy from the decks is compounded due to the sloping topography of the development site. Information included in the record indicates the development elevation ranges from about 205 feet on the north to 180 feet on the south.

Finding: The Planning Commission deliberated about limiting decks lengths to reduce potential negative privacy and visual impacts. After deliberation, a majority of the Planning Commission did not conclude that limiting deck lengths would adequately mitigate potential privacy and visual impacts given the sloping topography of the development site and general proximity of homes constructed to neighboring lots. Therefore, the Planning Commission did not determine that the requested adjustments would meet review criterion §17.2.120(B)(5) which states "Any impacts resulting from the adjustment are mitigated to the extent practical."

Finding: The Commission discussed approving the requested 3-foot deck encroachment on lots with a 15-foot rear yard. The Planning Commission discussed that the 15-foot rear yard standard is the minimum allowed by the Code and further reduction of the rear yard above grade does not meet the purpose of the setback standard as interpreted by the Planning Commission which is to separate the buildings from the rear property line. Therefore, the Commission did not find that the requested adjustment would meet review criterion 17.2.120(B)(2) which states: "Granting the adjustment will be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified."

Finding: At the conclusion of the November 18, 2019 public hearing, the Planning Commission considered several motions to approve the requested adjustments:

Motion: Grant approval of the adjustments as requested by the applicant. Planning Commission vote: 3-3.

Motion: Grant approval of the adjustments as requested by the applicant except for the lots with frontage on Dee Court and 18th Avenue that could impact properties adjacent to the development site. Planning Commission vote 3-3.

Motion: Grant approval of the adjustment only for lots with 15-foot rear yards along the pedestrian pathway adjacent to the urban growth boundary. Planning Commission vote 3-3.

Since the Planning Commission deadlocked on a 3-3 vote, none of the motions passed and the adjustment request is not approved.



TOM BECK, Chair



Date

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1. CALL TO ORDER:

Chair Tom Beck called the Work Session to order at 6:15 p.m. Roll Call:

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

Planning Commission Excused: None.

Staff Present: Community Development Director Bryan Pohl; James Reitz, Senior Planner; Dan Riordan, Senior Planner; Cassi Bergstrom, Planning Commission Coordinator

2. WORK SESSION ITEMS:

A. NEIGHBORHOOD MIXED USE ZONE DISCUSSION:

Community Development Director Bryan Pohl gave a Power Point presentation giving the background on the Neighborhood Mixed Use (NMU) zones and where they were located, along with the history of the Gales Creek NMU zone and City Council's denial of the most recent application. The NMU zone was created in 2014 as part of the Comprehensive Plan implementation funded by the Transportation and Growth Management (TGM) Grant. The NMU zone is intended to be a commercial designation located near residential areas to serve pedestrian and bicycle traffic within the 'Village Center' design.

Mr. Pohl went on to say that the Development Code does not have a definition for the 'Village Center' concept, which allows for flexibility with developers but can pose a problem when reviewing an application for a single property within the NMU zone.

There are four properties within Forest Grove zoned NMU: David Hill (West) at 29 acres with six parcels; Gales Creek at 6.7 acres with multiple parcels and a bisecting street proposal; David Hill (East) at 26 acres and two parcels; and Davidson property at 25 acres with two parcels.

A meeting with City Council held on September 23rd, 2019. Mr. Pohl summarized where Councilors said they wanted the Commissioners to consider for these Development Code revisions: Make no code changes; Amend to define Village Center; Change all NMU zones to an alternative zone; or amend the zone definition

to consider viable parcels that could be built out as NMU zones when designating the zoning.

A letter from a property owner located within the NMU zone at Gales Creek was emailed to Commissioners prior to the work session.

COMMISSIONER DISCUSSION:

Chair Beck opened to floor for discussion; Mr. Pohl and Mr. Riordan responded to various Commissioner questions and scenarios pertaining to the four areas currently zoned NMU. Commissioner Nakajima suggested the NMU zone be more precisely defined to only allow acreage no less than 10 acres to construct a 'Village Center', which would exclude the Gales Creek property as it is only a 6.7 acre site.

Discussion was held regarding the definition of 'Village Center', but Commissioners hesitated to strictly define it due to the fact it will limit what a developer can construct within the NMU zone. Commissioners agreed the 'Village Center' should encompass a minimum 10 acres of site area with multiple, smaller commercial opportunities oriented towards a single developer. Commissioners agreed that the Gales Creek site will need to be rezoned to a designation that works better for that area, and the 'Village Center' will need to encompass both commercial and residential with the definition to be more clearly defined yet not restricting. Chair Beck would like some more direction from Council on what the Planning Commission's next step should be.

Commissioners took no formal action nor made any formal decisions during the work session. The work session was adjourned at 6:55 p.m.

3. PUBLIC HEARING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level

Chair Beck opened the quasi-judicial public hearing at 7:05 p.m., reading the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no challenges from the public. He called for the staff report.

Dan Riordan, Long Range Planner, gave the staff report. Mr. Riordan stated that adjustments are not typically brought to the Planning Commission, but since this is a twenty percent adjustment for multiple lots within the Gales Creek Terrace

Planned Development. The Community Development Director determined that it needed to be elevated to a Type III application submittal since the project has been controversial and the building setbacks were established as part of the original project approval. The adjustment is an encroachment into the rear yard affecting 95 lots within Gales Creek Terrace. The decks will encroach 2 feet 4 inches to 3 feet from the second level of the home to allow for more livability space off the rear portion of the houses. Mr. Riordan showed the lots affected and the deck placement on the Power Point slides, stating the privacy impacts of the adjustment would be minor. Staff recommended approval of the twenty percent adjustment as it meets the adjustment approval criteria and is consistent with development allowed in the high density zone.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

Morgan Will, Stafford Land Company, 8840 SW Holly Ln, Wilsonville 97070:

Mr. Morgan Will from the developer Stafford Land Company came to the front and gave a summary of why the encroachment of the decks will be necessary for the livability of the high density houses. Mr. Will went through the lots showing where the decks will overlook. Commissioners questioned the use of a deck that small, and Mr. Will responded that the decks will allow for an open space to store a few patio chairs and possibly a barbeque, basically an extension of the living room. Decks can possibly be partially recessed into the house to create more square footage than just the 2-3 foot adjustment.

Commissioner Nakajima inquired as to why the adjustment was not part of the original planned development submittal, and Mr. Will explained that the plans were preliminary and the grade of the area forced some of the houses to have a daylight basement so the deck would be well over 36 inches high at street level, causing a need for a permit and meeting the minimum setback requirements.

PROPOSERS:

None.

OPPONENTS:

John Schrag, 43578 SW Hiatt Rd, Forest Grove, OR 97116:

Mr. John Schrag came to the front, telling Commissioners that he is the caretaker of his mom's estate located at 1810 D Street which borders the Gales Creek Terrace development. Mr. Schrag inquired with city staff if a request like this has been made in the past and what the result of that request was. Mr. Reitz stated a deck adjustment/variance was applied for in the past of a very large deck in the rear yard, but was denied because of the privacy of the downhill neighbors.

Mr. Schrag stated he is not necessarily opposed to the decks, but the developer has not had a good relationship with the existing neighboring properties. This

proposal will be a monetary benefit to the developer, and the decks could cause a potential disturbance of noise in the area. The city should consider what the developer has done to benefit the neighboring community.

OTHER:

None.

REBUTTAL:

Bryan Cavaness, Stafford Land Company, 8840 SW Holly Ln, Wilsonville 97070:

Mr. Bryan Cavaness with Stafford Land Company came to the front, and reiterated what Mr. Will had said prior. Mr. Cavaness stated there will not be extensive use of the decks, but it provides an open space for the homeowner. The intent is to provide some opening to the outside, and the privacy issue exists with the windows that are located on the rear of the house already.

Mr. Morgan Will came to the front to explain to the Commissioners which houses will need the adjustment for the decks, and explained that Stafford Land Company is the development company and not the home building company. Currently there are two homebuilders in the first phase.

Chair Beck closed the public hearing at 7:40 p.m.

COMMISSIONER DISCUSSION:

Chair Beck opened up the floor for discussion.

Commissioners discussed the privacy issues that could occur with the decks, as they may overlook the neighboring property. Commissioners deliberated on whether the adjustment criterion found in Development Code §17.2.120(B)(3) meets the proposal of the 3-foot deck encroachment, determining if the livability is not negatively affected regarding the neighboring properties.

Chair Beck was in favor of allowing the adjustment on the lower lots (gold color) where the rear deck faces the pathway, but the upper lots (brown color) he is not in favor of allowing the adjustment as it affects the livability of the neighboring properties.

Commissioner Sanderson was in favor of allowing all the lots, with the exception of three lots on Dee Court/18th Avenue. These new houses will be purchased with the knowledge of a deck encroachment so the livability is not affected. The three lots off Dee Court could potentially affect existing homeowners which is why they should be omitted.

Chair Beck recommended a straw vote to see where Commissioners were at:

Commissioner Rojas suggested approval of file number 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level with the exception of the three lots at Dee Court. Vice Chair Ruder seconded the recommendation.

Commissioners Sanderson, Nakajima, and Rojas were in favor. Chair Beck, Vice Chair Ruder, and Commissioner Smith were not in favor. Vote split 3-3.

Commissioner Nakajima recommended to approve file number 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level with the exception of all the upper (brown) lots. Vice Chair Ruder seconded the recommendation.

Chair Beck, Vice Chair Ruder, and Commissioner Smith were in favor. Commissioner Sanderson, Rojas and Nakajima were not in favor. Vote 3-3.

Final Motions:

Commissioner Nakajima moved a motion to approve file number 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level with the exception of all the upper (brown) lots. Vice Chair Ruder seconded the motion.

Roll Call Vote: AYES: Chair Beck; Vice Chair Ruder; and Commissioner Smith. NOES: Commissioners Sanderson, Nakajima, and Rojas. ABSENT: None. MOTION TIED 3-3.

Commissioner Nakajima moved a motion to approve file number 311-19-000026-PLNG – Adjustment of 20% to the rear yard setback within the Gales Creek Terrace Planned Residential Development for decks more than three feet above ground level with the exception of the 3 lots at Dee Court. Vice Commissioner Sanderson seconded the motion.

Roll Call Vote: AYES: Commissioners Sanderson, Nakajima, and Rojas. NOES: Chair Beck; Vice Chair Ruder; and Commissioner Smith. ABSENT: None. MOTION TIED 3-3.

Due to a tie, the motion fails.

C. ACTION ITEMS:

None.

4. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Commissioner Smith moved to approve the minutes of the October 7th, 2019 meeting. Commissioner Nakajima seconded. Motion passed 6-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Mr. Pohl stated that a design review and site plan approval for a proposed 18-unit apartment structure will be coming to the Commission next meeting, as well as the re-zoning of the property near the Forest Grove fire station and library to prepare for the potential construction of a new police station.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting will be held on December 16th, 2019.

E. ADJOURNMENT:

The meeting was adjourned at 8:02 p.m.

Respectfully submitted by:

Cassi Bergstrom
Planning Commission Coordinator

PUBLIC HEARING SIGN-UP SHEET

Date: 11/18/2019

Agenda Item No.: 2.C.(1.)

Subject: File No. 311-19-000026-PLNG – An adjustment of up to 20% to rear yard setbacks affecting 95 of 197 lots located in Gales Creek Terrace subdivision

Please Print Clearly

PROPOSERS:

Name

W. Morgan Cavaness - Development
W. Morgan

Mailing Address

8340 SW Holly Ln Wilsonville OR 97070

OPPOSERS:

Name

John Schrag

Mailing Address

43578 SW Hiatt Rd Forest Grove 97116

OTHER:

Name

Mailing Address

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GALES CREEK TERRACE

ADJUSTMENT TO REAR YARD SETBACKS

DAN RIORDAN, Senior Planner

11/18/19

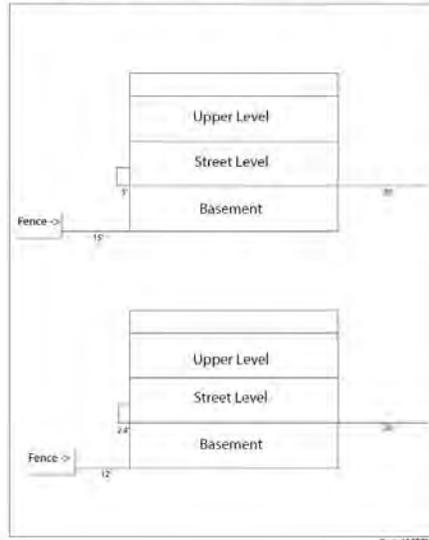
REQUEST

Planning Commission consideration of a request for:

- ❑ 20% adjustment to the rear yard setback for decks above three feet above ground for certain lots at the Gales Creek Terrace Planned Residential Development.
- ❑ If approved, the adjustment would allow a 2.4' encroachment into rear yards for some lots with a 12' rear yard and 3' encroachment into the rear yards for some lots with a 15' rear yard

GALES CREEK TERRACE

Typical Lot Cross Section



3



GALES CREEK TERRACE

GCT 20% Adjustment to Rear Setback to Decks over 3' in Height



4



PROCESS

- ❑ Adjustments are typically processed by staff.
- ❑ However, the Code grants authority to the CD Director to elevate an application to the PC if there is potential for neighborhood or community concern.
- ❑ Also, setbacks for GCT were established as part of original planned development approval.
- ❑ Since there has been neighborhood concern and the adjustment changes the original approval, this request is being elevated to the PC for a decision.

5



APPROVAL CRITERIA

Development Code Section 17.2.120:

- ✓ The requested adjustment is from 10% to 20% of the setback, height, or lot coverage standard.
- ✓ Granting the adjustment will be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified.

6



APPROVAL CRITERIA

- ✓ If in a residential zone, the adjustment will not significantly detract from the livability or appearance of the residential area.
- ✓ If more than one adjustment is requested, the cumulative effect of the adjustment shall result in a project which is consistent with the overall purpose of the zone.
- ✓ Any impact resulting from the adjustment are mitigated to the extent practical.

7



FINDINGS

- ✓ The proposed rear yard setback modifications do not exceed 20% of the setbacks established by the GCT approval and qualify for an adjustment under the Development Code.
- ✓ The adjustments do not reduce the useable at-grade rear yard space. Therefore, granting the adjustment meets the purpose of the setback standard to be modified.

8



FINDINGS

- ✓ Allowing deck encroachments above grade will not alter the overall scale or bulk of the homes constructed at Gales Creek Terrace.
- ✓ As such, the adjustment will not significantly detract from the livability or appearance of the residential zone.
- ✓ Only one adjustment is requested per affected lot. Therefore, granting the adjustment will not have cumulative impacts.

9



FINDINGS

- ✓ Impacts from granting from the adjustments are minor. Privacy on neighboring lots could be impacted depending on building orientation and location in the development.
- ✓ This would be expected in a high density residential area and is possible without the decks where windows are present.
- ✓ Mitigating such impacts are not practical.

10



STAFF RECOMMENDATION

The Planning Commission approve the 20% adjustments to the established rear yard setbacks at GCT to allow:

- 2.4' deck encroachment on certain lots with a 12' rear yard, and
- 3' deck encroachment on certain lots with a 15' rear yard.





Rear Yard Setback Adjustment Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE: November 8, 2019

HEARING DATE: November 18, 2019

LAND USE REQUESTS: Approval of 20% adjustments to the rear yard setback for decks above three feet above ground for certain lots at the Gales Creek Terrace Planned Residential Development. If approved, the adjustment would allow a 2.4-foot encroachment into rear yards for some lots with a 12-foot rear yard and a 3-foot encroachment into rear yard for some lots with a 15-foot rear yard.

FILE NUMBER(S): 311-19-000026-PLNG

PROPERTY LOCATION: 1548 19th Avenue, 1844 C Street, and 1336 Pacific Avenue

LEGAL DESCRIPTION: Washington County Tax Lots: 1S40000400, 1S4010000401, 1S4010000500

OWNER/APPLICANT(S) Applicant:
Gales Creek Terrace LLC
8840 SW Holly Ln.
Wilsonville, OR 97070

Applicant Representative: Morgan Will

Property Owner:
Gales Creek Terrace LLC
8840 SW Holly Ln.
Wilsonville, OR 97070

COMPREHENSIVE PLAN MAP AND ZONING MAP DESIGNATIONS: High Density Residential (HDR)
Residential Multifamily High (RMH)

APPLICABLE STANDARDS AND CRITERIA: City of Forest Grove Development Code:
§17.2.120 (Adjustment)

REVIEWING STAFF: Daniel Riordan, Senior Planner

RECOMMENDATION: Based on the information provided in the application and the analysis, findings and conclusions contained in the staff report, staff recommends the Planning Commission approve the 20% adjustments to the established rear yard setback for certain lots in the Gales Creek Terrace Planned Residential Development as shown on Exhibit A.

I. REVIEW PROCESS

This review is for adjustments to the rear yard building setback standard to allow construction of decks more than three feet above ground on certain lots in the Gales Creek Terrace Planned Residential Development. If approved, the adjustment would affect 98 out of 197 homes in the Gales Creek Terrace development.

Ordinarily, an adjustment from 10% to 20% of the setback, height or lot coverage standard is processed as a Type II (Limited Land Use Decision) permit. Type II permits are reviewed administratively by staff and required notice is provided to property owners and residents within 300 feet of the subject property (Development Code §17.1.515 and §17.1.530).

Under Forest Grove Development Code §17.1.510, the Community Development Director has authority to elevate a Type II application to the Type III (Quasi-Judicial Land Use Decisions) process if in the opinion of the Director, there is potential for neighborhood or community concern about a proposal. Given the level of neighborhood interest expressed during the original Gales Creek Terrace approval process, that continues today, the Director decided to elevate this application to the Type III process. This provides an opportunity for a Planning Commission public hearing on this application.

In addition to the level of interest expressed by the neighborhood, the Gales Creek Development was approved as a planned development. Under Forest Grove Development Code §17.4.215(I) building setbacks are established as part of the preliminary development plan approval. Under Forest Grove Development Code §17.1.605 (Type III Applications and Approval Criteria) preliminary plan approval for a planned development is a Type III process. Since this adjustment request modifies the planned development approval, reviewing the proposal under the same process as the original approval is warranted.

II. LAND USE HISTORY

The Gales Creek Terrace Planned Residential Development was approved by City Council on November 24, 2014 (Order 2014-06). The Gales Creek Terrace development includes 197 homes on 186 over to be built in three to four phases. The project includes single family detached, single family attached, and duplex units. A grading permit for the first project phase was issued on September 19, 2018. A structural permit for construction of retaining walls was issued on February 26, 2019. So far, the developer has completed initial grading and substantially completed public improvements including 18th Avenue and 19th Avenue, and Phase 1 retaining walls.

The land use approval established building setbacks throughout the development including rear yard setbacks. The approval establishes a 12 foot rear yard setback throughout most of the development. The approved rear yard setback for the southern tier along the urban growth boundary is 15 feet. The standard rear yard setback under the Forest Grove Development Code §17.3.130 (Residential Development Standards), Table 3-7 (Setback Requirements) is "15 feet or two feet for every three feet in building height at the eave line, whichever is greater."

III. PROJECT DESCRIPTION AND ANALYSIS

The Gales Creek Terrace Planned Residential Development includes 20 duplex, 20 attached single family and 157 detached single family homes on a variety of lot sizes. Lots range in size from about 1,900 square feet to about 3,400 square feet. The largest lots are generally along the south edge of the project near the urban growth boundary. As noted above, the land use approval for the project established a rear yard setback of 12 feet throughout most of the development. The approved rear yard setback for the southern tier of lots along the urban growth boundary is 15 feet. The established front yard setback is 11 feet for the dwelling and 20 feet to a garage. Interior side yard setback is 3 feet from a building to the side property line. The side yard setback for lots where the side yard is on the side of a dwelling adjacent to one of the site's exterior property boundary lines is 5 feet.

The applicant requests 20% adjustments to the approved rear yard setbacks to allow for decks built more than 3 feet above ground only on certain lots with 12 foot and 15 foot rear yard setbacks as describe in Exhibit A and shown below. If approved by the Planning commission, the adjustments will allow a 2.4-foot deck encroachment into the 12 foot rear yard setback area and a 3-foot deck encroachment into the 15 foot rear yard setback area on certain lots as described in Exhibit A and shown below. The encroachments are above ground level and will not reduce the amount of useable yard space.

GCT 20% Adjustment to Rear Setback to Decks over 3' in Height



IV. SITE EXMINATION

The Gales Creek Terrace development site is located west of downtown Forest Grove adjacent to the urban growth boundary. The project area is generally west of D Street, south of Pacific Avenue and north of the Gales Creek 100-year floodplain boundary.

The development area is characterized by topography that slopes from Pacific Avenue towards Gales Creek and the Gales Creek floodplain. The highest elevation of the Gales Creek Terrace development site is about 235 feet near Pacific Avenue in the north and about 185 feet along the urban growth boundary to the south. The southern half of the development site closest to the urban growth boundary exhibits the steepest slopes in the project area. In this area, the elevation ranges from 225 feet in the north to 185 feet along the urban growth boundary. In this area, the characteristic slope is about 13.5%.

The Gales Creek Terrace project area is approximately 47 gross acres, in its entirety, including land outside of the urban growth boundary. About one-half of the area (25 gross acres) is within the urban growth boundary and is where development will occur. The net developable area after deducting rights-of-way, open space and of the site is approximately 13.2 acres.

The table below shows the Comprehensive Plan designations, zone districts and land uses for the Gales Creek Terrace site and surrounding area. The Gales Creek Terrace site is adjacent to an established residential neighborhood to the east that was generally developed in the mid-20th Century. The area to the north is largely institutional. This area includes Tom McCall Upper Elementary School and Forest View Cemetery. The area to the west is characterized by single family homes on acreage lots. The area to the south is outside the urban growth boundary and is undevelopable. This area includes Gales Creek and the Gales Creek floodplain.

Existing Comprehensive Plan Designation and Zoning of Site and Area

LOCATION	COMPREHENSIVE PLAN DESIGNATION	ZONE DISTRICT	LAND USE
Site	HDR	RMH	Being Developed for Single Family Detached, Single Family Attached and duplex homes
North	Public	INST	Middle School
South	EFU	EFU	Gales Creek Floodplain
East	HDR MDR	RMH RML	Single Family Dwellings
West	A-Medium B-Standard	R-7 R-5	Single Family Dwellings

V. APPROVAL CRITERIA AND FINDINGS

To approve the adjustment request, the Planning Commission must find that the adjustment review criteria contained in Development Code §17.2.120 have been met. The applicant has the burden of proof demonstrating the criteria have been met.

Forest Grove Development §17.2.120 – Adjustment Review

Development Code §17.2.120 *Adjustment Review Criteria* requires that the Commission find that the proposal complies with the following criteria for a Type II adjustment:

- 1. The requested adjustment is from 10% to 20% of the setback, height, or lot coverage standard.***

Applicant's Response: The request is for a 20% adjustment to the setback, within the range allowed, meeting this criterion.

Staff Analysis: The requested adjustment is 20% of the rear yard setback established by the Gales Creek Terrace Planned Residential Development Approval (Order 2014-06). The requested adjustment is between 10% and 20% of the setback coverage standard therefor, this criterion applies.

Finding: The requested adjustment is 20% of the established rear yard for certain lots in the Gales Creek affecting lots with 12 foot and 15 foot rear yards. The requested adjustment is between 10% and 20% of the setback coverage standard. Therefore, Criterion 1 is met.

- 2. Granting the adjustment will be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified.***

Applicant's Response: This site is a planned development in the RMH zone. The purpose of residential zones is described in Section 17.3.100 of the code, where it states "the residential zones are intended to protect the livability of existing and future residential neighborhoods." Approval of the requested adjustment will allow decks in the rear yard above 3' in height which will enhance livability of the residents of this future neighborhood, which is consistent with the purpose of the code, thus this criterion is met.

Staff Analysis: The Gales Creek Terrace development site is zoned for residential development. As the applicant notes, §17.3.100 states: "the residential zones are intended to protect the livability of existing and future residential neighborhoods." Neither Development Code §17.3.100 nor Article 12 (Definitions) defines livability. As such, the Planning Commission must determine whether granting the adjustment is consistent with protecting the livability of existing and future residential neighborhoods. This is addressed further under Criterion 3 below.

The Gales Creek Terrace site is zoned Residential Multifamily High (RMH). The purpose of the RMH zone is to allow residential development at densities ranging from 16.22 units per net acre and 23.32 dwellings per net acre. As stated in Development Code §17.3.100, the regulations for the residential zones are intended to protect the livability of existing and future residential neighborhoods by encouraging

primarily residential development with compatible non-residential development at appropriate locations and at an appropriate scale. Granting the requested 20% adjustments to allow deck three feet above ground will not change the scale of the single family homes allowed by the Gales Creek Terrace approval. In addition, granting the adjustment will still allow for building separation characteristic of housing types allowed within the Residential Multifamily Housing zone including housing types with more bulk such as apartment buildings. As such, granting the adjustments is consistent with the purpose of the affected zoning district which is to allow for high density residential development. In addition, granting the adjustment meets the purpose of the standard to be modified which is to provide building separation.

Finding: The requested adjustment to the established rear yard setbacks for certain lots at the Gales Creek Terrace development is consistent with the purpose of the RMH zone and meets the purpose of the rear yard setback standard for the reasons stated above. Therefore, Criterion 2 is met.

3. *If in a residential zone, the adjustment will not significantly detract from the livability or appearance of the residential area. If in a commercial or industrial zone, the adjustment will be consistent with the desired character of the area.*

Applicant Response: The adjustment is in a residential zone and will affect the rear yards, thus from the street it will not detract from the appearance of the neighborhood. The building setbacks will not change, so a deck encroachment into the rear yard of 2.4' or 3' respectively, will not significantly impact livability either. The adjustment is minor, therefore this criterion does not apply.

Staff Analysis: The project site is located in a residential zone: Residential Multifamily High (RMH). As such the Planning Commission must consider whether the proposed encroachment will significantly detract from the livability or appearance of the residential area. Both "livability" and "significant" are subjective terms not specifically defined in the Development Code. However, guidance for addressing livability is found in the Conditional Use Section of the Development Code (§17.2.220(C)). Under this Code provision, factors detracting from livability include significant adverse impacts on nearby land due to noise, glare from lights, late-night operations, odors, and litter and privacy and safety issues.

The proposed above grade deck encroachment into the rear yard will not have impacts on neighboring properties due to noise, glare from lights, late night operations, odor, litter or safety.

The only potential impact from the encroachment might be impacts to privacy on adjacent lots depending on orientation of the lots, lot location and topography. Given the topography of the Gales Creek Terrace development site such privacy impacts as those noted above are possible with or without the deck encroachment depending on building design and window locations. Furthermore, the Gales Creek Terrace project site is located within a high density residential zone. Given the development density, lot dimensions and housing types allowed in the Residential Multifamily Housing zone as described in Development Code §17.3.130 (Residential Development Standards) there will be less privacy generally compared to lower density residential districts with larger lots.

Finding: The proposed 20% adjustment to the rear yard setback for decks built more than 3 feet above grade constituting a 2.4 foot encroachment on certain lots with a 12 foot rear yard and 3 foot encroachment on certain lots with a 15 foot rear yard will not significantly detract from the livability or appearance of the residential area for the reasons stated above. Therefore, Criterion 3 is met.

4. If more than one adjustment is requested, the cumulative effect of the adjustment shall result in a project which is consistent with the overall purpose of the zone.

Applicant Response: Only one adjustment is requested, therefore this criterion does not apply.

Staff Analysis: As noted by the applicant, only one adjustment is requested based on lot type. Therefore, this criterion does not apply to this request.

Finding: The request for a 20% adjustment to the rear yard setback for certain lots in the Gales Creek Terrace development. Since only one adjustment is requested Criterion 4 does not apply.

5. Any impact resulting from the adjustment are mitigated to the extent practical.

Applicant Response: There are no impacts resulting from the adjustment, therefore this criterion does not apply and no mitigation is required.

Staff Analysis: Impacts from granting the adjustment request appear minor and would only affect privacy depending building orientation and location with the Gales Creek Terrace Development. Requiring mitigation is not practical given the density allowed under Development Code §17.3.130 (Residential Development Standards) and the Gales Creek Terrace approval (Order 2014-06).

Finding: Impacts resulting from granting the adjustment are minor and requiring mitigation is not practical. Therefore, no mitigation is required.

VI. ALTERNATIVES

The Planning Commission may:

1. Approve the application as submitted if the Planning Commission finds the review criteria of Development Code §17.2.120 have been met;
2. Continue deliberations to a date certain; or
3. Deny this request if the Commission finds the review criteria of Development Code §17.2.120 have not been met.

VII. RECOMMENDATION

Based on the information provided in the application and the analysis, findings and conclusions above, staff recommends the Planning Commission approve a 20% adjustment to the established rear yard setback for certain lots in the Gales Creek Terrace Planned Residential Development as shown on Exhibit A.

VIII. LIST OF EXHIBITS

The following exhibits were received, marked, 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 Application and Applicant's Narrative



A place where families and businesses thrive.

EXHIBIT A

Land Use Application

APPLICATION FOR:

- Site Plan Approval
Conditional Use
Variance
Appeal to

Establish a Planned Development:

- PRD
CPD
PID

Comprehensive Plan Amendment:

- Text
Map

Zoning Ordinance Amendment:

- Text
Map

Land Division:

- Subdivision
Partition
Tentative Plat
Final Plat

Other: Adjustment

APPLICANT:

Name: Gales Creek Development, LLC
Address: 8840 SW Holly Ln
City: Wilsonville
State: OR Zip: 97070
Phone: 503-305-7647 Fax:
Email: morgun@staffordlandcompany.com

PROPERTY DESCRIPTION:

Site Address: Gales Creek Terrace (PRD-14-00181)
Map and Tax Lot #: 7200 & 5401AA and
(Please attach legal description) 400,401,500 13401
Total Acres or Square Feet:
Acres: ~ 25 acres
Sq. Ft.:

PROPERTY OWNERS:

Name: Same as Applicant
Address:
City:
State: Zip:
Phone: Fax:
Email:

PROPERTY USE DESCRIPTION:

Existing Land Use: Vacant
Existing Zone: RM1A
Proposed Zoning:
(if applicable)
Proposed Use: Residential

ADDITIONAL INFORMATION:

In order to expedite and complete the processing of this application, the Planning Division requires that all pertinent material required for review be submitted at the time application is made. If the application is found to be incomplete, review and processing of the request will not begin until the application is made complete. The submittal requirements relative to this application may be obtained from the specific sections of the Zoning or Land Division Ordinances pertaining to this application and from Planning Division staff. Pre-application conferences with Planning Division staff are encouraged. If there are any questions as to submittal requirements, contact the Planning Division prior to formal submission of the application. In submitting this application, the applicant should be prepared to give evidence and information which will justify the request. The filing fee must be paid at the time of submission. This fee in no way assures approval and is non-refundable.

Continued

I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application.

Applicants Signature Morgan Willet Date 9/20/19

Property Owner's Signature [Signature] Date 9/20/19

For Office Use:	
Received by _____ Date _____	Receipt Number _____
Fee Paid _____ Date _____	Application Number _____
	File Number _____

ADJUSTMENT NARRATIVE

Gales Creek Terrace (GCT)
(PRD-14-00181)

Applicant/Owner
Gales Creek Development, LLC
8840 SW Holly Lane
Wilsonville, OR 97070
503-305-7647

Applicant's Representative
Morgan Will
morgan@staffordlandcompany.com

Date: September 25, 2019

Summary:

The Applicant is requesting a Type II 20% Adjustment to the rear yard setback for decks built more than 3-feet above the ground only. The approval of Gales Creek Terrace (PRD-14-00181) requires a 12-foot setback on some lots and 15-foot setback on others. Approval of the adjustment requested would allow 2.4' encroachment of a deck into the 12-foot rear yard setbacks and 3' encroachment of a deck into the 15-foot rear yard setbacks, respectfully. Approval would have no effect on the building setback. The lots where the adjustment would apply are the downhill lots shown on the preliminary plat sheets P301 and P302 dated 10/16/14 as Lots 11-34, 40-47, 68-77, 88-120, 130-144, and 171-178. (Note: Lot numbering on the phased final plat may differ.)

Section 17.1.510

If, in the opinion of the Director, there is potential for neighborhood or community concern about a proposal, the applicant or the Director may elevate a Type II application to the Type III process to provide greater notice and opportunity to participate than would otherwise be required by this Code.

Although Section 17.1.510 grants authority to the Community Development Director to elevate a Type II application to a Type III process, the applicant finds no potential for neighborhood or community concern about this proposal, because the lots where the setback encroachment will occur when this adjustment is approved, are internal to the project and will have no impact on the neighborhood or the community. It also only affects the decks, not the buildings so there is no significant change to the character of the development or scale of the dwellings on the lots.

Section 17.2.100 PURPOSE.

The adjustment process provides a mechanism by which the Director may make limited modifications to yard setback, height and lot coverage standards. Adjustment reviews provide limited flexibility for unusual situations if the proposed development continues to meet the intended purpose of the regulations.

This request for an adjustment to allow 2.4' and 3' encroachment of decks into some rear yards is a limited modification of the setback because it only applies to decks on some lots. The request is for daylight basement lots, which is an unusual situation since most lots are on flat ground. The intent of

the setback was that the building create a rear yard, and since the setback applies to decks over 3', it will mostly apply to second story decks and not impact the rear yard. This request meets the purpose of an adjustment described in this code.

Section 17.2.110 PROCEDURE.

- A. Requests for changes of less than 10% of the setback, height or lot coverage standard shall follow the Type I process.***
- B. Requests for changes from 10% to 20% of the setback, height or lot coverage standard shall follow the Type II process.***
- C. Requests for changes to standards other than setback, height or lot coverage, or which are for more than 20% of the setback, height or lot coverage standard are processed as variances under § 17.2.700.***

This request for an adjustment to the setback for decks over 3' in height is for a 20% reduction and will thus follow a Type II process. The request is not a variance because it is not for a change of more than 20%.

Section 17.2.120 REVIEW CRITERIA.

- A. Type I Adjustment Process.***
 - 1. The requested adjustment is for less than 10% of the setback, height or lot coverage standard; and***
 - 2. Granting adjustment shall be consistent with the purpose of the affected zoning.***
- B. Type II Adjustment Process.***
 - 1. The requested adjustment is from 10% to 20% of the setback, height or lot coverage standard;***
 - 2. Granting the adjustment will be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified;***
 - 3. If in a residential zone, the adjustment will not significantly detract from the livability or appearance of the residential area. If in a commercial or industrial zone, the adjustment will be consistent with the desired character of the area;***
 - 4. If more than one adjustment is requested, the cumulative effect of the adjustments shall result in a project which is consistent with the overall purpose of the zone; and***
 - 5. Any impacts resulting from the adjustment are mitigated to the extent practical.***

This request meets the review criteria under section 17.2.120(B)1-5 above.

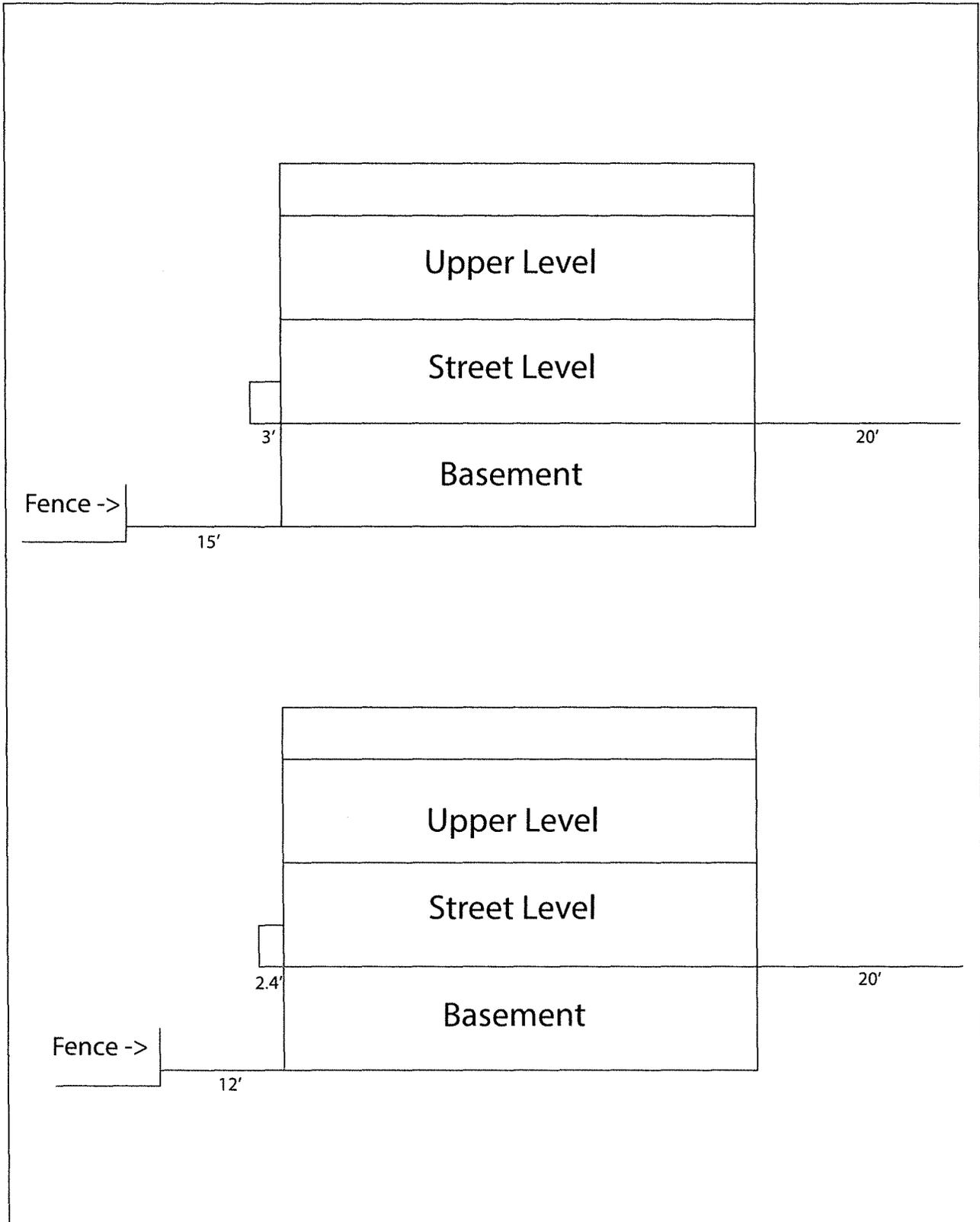
- 1) The request is for a 20% adjustment to the setback, within the range allowed, meeting this criterion.
- 2) This site is a planned development in the RHM zone. The purpose of residential zones is described in Section 17.3.100 of the code, where it states, "the residential zones are intended to protect the livability of existing and future residential neighborhoods." Approval of the requested adjustment will allow decks in the rear yard above 3' in height which will enhance livability of the residents of this future neighborhood, which is consistent with the purpose of the code, thus this criterion is met.
- 3) The adjustment is in a residential zone and will affect the rear yards, thus from the street it will not detract from the appearance of the neighborhood. The building setback will not change, so a deck encroachment into the rear yard of 2.4' or 3' respectively, will not significantly impact livability, either. The adjustment is minor, therefore this criterion is met.
- 4) Only one adjustment is requested, therefore this criterion does not apply.
- 5) There are no impacts resulting from the adjustment, therefore this criterion does not apply and no mitigation is required.

GCT 20% Adjustment to Rear Setback to Decks over 3' in Height



Created 9/26/2019

Typical Lot Cross Section





Rear Yard Setback Adjustment Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE: November 8, 2019

HEARING DATE: November 18, 2019

LAND USE REQUESTS: Approval of 20% adjustments to the rear yard setback for decks above three feet above ground for certain lots at the Gales Creek Terrace Planned Residential Development. If approved, the adjustment would allow a 2.4-foot encroachment into rear yards for some lots with a 12-foot rear yard and a 3-foot encroachment into rear yard for some lots with a 15-foot rear yard.

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Residential Multifamily High (RMH)

APPLICABLE STANDARDS AND CRITERIA: City of Forest Grove Development Code:
§17.2.120 (Adjustment)

REVIEWING STAFF: Daniel Riordan, Senior Planner

RECOMMENDATION: Based on the information provided in the application and the analysis, findings and conclusions contained in the staff report, staff recommends the Planning Commission approve the 20% adjustments to the established rear yard setback for certain lots in the Gales Creek Terrace Planned Residential Development as shown on Exhibit A.

I. REVIEW PROCESS

This review is for adjustments to the rear yard building setback standard to allow construction of decks more than three feet above ground on certain lots in the Gales Creek Terrace Planned Residential Development. If approved, the adjustment would affect 98 out of 197 homes in the Gales Creek Terrace development.

Ordinarily, an adjustment from 10% to 20% of the setback, height or lot coverage standard is processed as a Type II (Limited Land Use Decision) permit. Type II permits are reviewed administratively by staff and required notice is provided to property owners and residents within 300 feet of the subject property (Development Code §17.1.515 and §17.1.530).

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In addition to the level of interest expressed by the neighborhood, the Gales Creek Development was approved as a planned development. Under Forest Grove Development Code §17.4.215(I) building setbacks are established as part of the preliminary development plan approval. Under Forest Grove Development Code §17.1.605 (Type III Applications and Approval Criteria) preliminary plan approval for a planned development is a Type III process. Since this adjustment request modifies the planned development approval, reviewing the proposal under the same process as the original approval is warranted.

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The applicant requests 20% adjustments to the approved rear yard setbacks to allow for decks built more than 3 feet above ground only on certain lots with 12 foot and 15 foot rear yard setbacks as describe in Exhibit A and shown below. If approved by the Planning commission, the adjustments will allow a 2.4-foot deck encroachment into the 12 foot rear yard setback area and a 3-foot deck encroachment into the 15 foot rear yard setback area on certain lots as described in Exhibit A and shown below. The encroachments are above ground level and will not reduce the amount of useable yard space.

GCT 20% Adjustment to Rear Setback to Decks over 3' in Height



IV. SITE EXMINATION

The Gales Creek Terrace development site is located west of downtown Forest Grove adjacent to the urban growth boundary. The project area is generally west of D Street, south of Pacific Avenue and north of the Gales Creek 100-year floodplain boundary.

The development area is characterized by topography that slopes from Pacific Avenue towards Gales Creek and the Gales Creek floodplain. The highest elevation of the Gales Creek Terrace development site is about 235 feet near Pacific Avenue in the north and about 185 feet along the urban growth boundary to the south. The southern half of the development site closest to the urban growth boundary exhibits the steepest slopes in the project area. In this area, the elevation ranges from 225 feet in the north to 185 feet along the urban growth boundary. In this area, the characteristic slope is about 13.5%.

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The table below shows the Comprehensive Plan designations, zone districts and land uses for the Gales Creek Terrace site and surrounding area. The Gales Creek Terrace site is adjacent to an established residential neighborhood to the east that was generally developed in the mid-20th Century. The area to the north is largely institutional. This area includes Tom McCall Upper Elementary School and Forest View Cemetery. The area to the west is characterized by single family homes on acreage lots. The area to the south is outside the urban growth boundary and is undevelopable. This area includes Gales Creek and the Gales Creek floodplain.

Existing Comprehensive Plan Designation and Zoning of Site and Area

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East	HDR MDR	RMH RML	Single Family Dwellings
West	A-Medium B-Standard	R-7 R-5	Single Family Dwellings

V. APPROVAL CRITERIA AND FINDINGS

To approve the adjustment request, the Planning Commission must find that the adjustment review criteria contained in Development Code §17.2.120 have been met. The applicant has the burden of proof demonstrating the criteria have been met.

Forest Grove Development §17.2.120 – Adjustment Review

Development Code §17.2.120 *Adjustment Review Criteria* requires that the Commission find that the proposal complies with the following criteria for a Type II adjustment:

- 1. The requested adjustment is from 10% to 20% of the setback, height, or lot coverage standard.***

Applicant's Response: The request is for a 20% adjustment to the setback, within the range allowed, meeting this criterion.

Staff Analysis: The requested adjustment is 20% of the rear yard setback established by the Gales Creek Terrace Planned Residential Development Approval (Order 2014-06). The requested adjustment is between 10% and 20% of the setback coverage standard therefor, this criterion applies.

Finding: The requested adjustment is 20% of the established rear yard for certain lots in the Gales Creek affecting lots with 12 foot and 15 foot rear yards. The requested adjustment is between 10% and 20% of the setback coverage standard. Therefore, Criterion 1 is met.

- 2. Granting the adjustment will be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified.***

Applicant's Response: This site is a planned development in the RMH zone. The purpose of residential zones is described in Section 17.3.100 of the code, where it states "the residential zones are intended to protect the livability of existing and future residential neighborhoods." Approval of the requested adjustment will allow decks in the rear yard above 3' in height which will enhance livability of the residents of this future neighborhood, which is consistent with the purpose of the code, thus this criterion is met.

Staff Analysis: The Gales Creek Terrace development site is zoned for residential development. As the applicant notes, §17.3.100 states: "the residential zones are intended to protect the livability of existing and future residential neighborhoods." Neither Development Code §17.3.100 nor Article 12 (Definitions) defines livability. As such, the Planning Commission must determine whether granting the adjustment is consistent with protecting the livability of existing and future residential neighborhoods. This is addressed further under Criterion 3 below.

The Gales Creek Terrace site is zoned Residential Multifamily High (RMH). The purpose of the RMH zone is to allow residential development at densities ranging from 16.22 units per net acre and 23.32 dwellings per net acre. As stated in Development Code §17.3.100, the regulations for the residential zones are intended to protect the livability of existing and future residential neighborhoods by encouraging

primarily residential development with compatible non-residential development at appropriate locations and at an appropriate scale. Granting the requested 20% adjustments to allow deck three feet above ground will not change the scale of the single family homes allowed by the Gales Creek Terrace approval. In addition, granting the adjustment will still allow for building separation characteristic of housing types allowed within the Residential Multifamily Housing zone including housing types with more bulk such as apartment buildings. As such, granting the adjustments is consistent with the purpose of the affected zoning district which is to allow for high density residential development. In addition, granting the adjustment meets the purpose of the standard to be modified which is to provide building separation.

Finding: The requested adjustment to the established rear yard setbacks for certain lots at the Gales Creek Terrace development is consistent with the purpose of the RMH zone and meets the purpose of the rear yard setback standard for the reasons stated above. Therefore, Criterion 2 is met.

3. *If in a residential zone, the adjustment will not significantly detract from the livability or appearance of the residential area. If in a commercial or industrial zone, the adjustment will be consistent with the desired character of the area.*

Applicant Response: The adjustment is in a residential zone and will affect the rear yards, thus from the street it will not detract from the appearance of the neighborhood. The building setbacks will not change, so a deck encroachment into the rear yard of 2.4' or 3' respectively, will not significantly impact livability either. The adjustment is minor, therefore this criterion does not apply.

Staff Analysis: The project site is located in a residential zone: Residential Multifamily High (RMH). As such the Planning Commission must consider whether the proposed encroachment will significantly detract from the livability or appearance of the residential area. Both "livability" and "significant" are subjective terms not specifically defined in the Development Code. However, guidance for addressing livability is found in the Conditional Use Section of the Development Code (§17.2.220(C)). Under this Code provision, factors detracting from livability include significant adverse impacts on nearby land due to noise, glare from lights, late-night operations, odors, and litter and privacy and safety issues.

The proposed above grade deck encroachment into the rear yard will not have impacts on neighboring properties due to noise, glare from lights, late night operations, odor, litter or safety.

The only potential impact from the encroachment might be impacts to privacy on adjacent lots depending on orientation of the lots, lot location and topography. Given the topography of the Gales Creek Terrace development site such privacy impacts as those noted above are possible with or without the deck encroachment depending on building design and window locations. Furthermore, the Gales Creek Terrace project site is located within a high density residential zone. Given the development density, lot dimensions and housing types allowed in the Residential Multifamily Housing zone as described in Development Code §17.3.130 (Residential Development Standards) there will be less privacy generally compared to lower density residential districts with larger lots.

Finding: The proposed 20% adjustment to the rear yard setback for decks built more than 3 feet above grade constituting a 2.4 foot encroachment on certain lots with a 12 foot rear yard and 3 foot encroachment on certain lots with a 15 foot rear yard will not significantly detract from the livability or appearance of the residential area for the reasons stated above. Therefore, Criterion 3 is met.

4. If more than one adjustment is requested, the cumulative effect of the adjustment shall result in a project which is consistent with the overall purpose of the zone.

Applicant Response: Only one adjustment is requested, therefore this criterion does not apply.

Staff Analysis: As noted by the applicant, only one adjustment is requested based on lot type. Therefore, this criterion does not apply to this request.

Finding: The request for a 20% adjustment to the rear yard setback for certain lots in the Gales Creek Terrace development. Since only one adjustment is requested Criterion 4 does not apply.

5. Any impact resulting from the adjustment are mitigated to the extent practical.

Applicant Response: There are no impacts resulting from the adjustment, therefore this criterion does not apply and no mitigation is required.

Staff Analysis: Impacts from granting the adjustment request appear minor and would only affect privacy depending building orientation and location with the Gales Creek Terrace Development. Requiring mitigation is not practical given the density allowed under Development Code §17.3.130 (Residential Development Standards) and the Gales Creek Terrace approval (Order 2014-06).

Finding: Impacts resulting from granting the adjustment are minor and requiring mitigation is not practical. Therefore, no mitigation is required.

VI. ALTERNATIVES

The Planning Commission may:

1. Approve the application as submitted if the Planning Commission finds the review criteria of Development Code §17.2.120 have been met;
2. Continue deliberations to a date certain; or
3. Deny this request if the Commission finds the review criteria of Development Code §17.2.120 have not been met.

VII. RECOMMENDATION

Based on the information provided in the application and the analysis, findings and conclusions above, staff recommends the Planning Commission approve a 20% adjustment to the established rear yard setback for certain lots in the Gales Creek Terrace Planned Residential Development as shown on Exhibit A.

VIII. LIST OF EXHIBITS

The following exhibits were received, marked, 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 Application and Applicant's Narrative



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EXHIBIT A

Land Use Application

APPLICATION FOR:

- Site Plan Approval
Conditional Use
Variance
Appeal to

Establish a Planned Development:

- PRD
CPD
PID

Comprehensive Plan Amendment:

- Text
Map

Zoning Ordinance Amendment:

- Text
Map

Land Division:

- Subdivision
Partition
Tentative Plat
Final Plat

Other: Adjustment

APPLICANT:

Name: Gales Creek Development, LLC
Address: 8840 SW Holly Ln
City: Wilsonville
State: OR Zip: 97070
Phone: 503-305-7647 Fax:
Email: morgun@staffordlandcompany.com

PROPERTY DESCRIPTION:

Site Address: Gales Creek Terrace (PRD-14-00181)
Map and Tax Lot #: 7200 15401AA and
(Please attach legal description) 400,401,500 15401
Total Acres or Square Feet:
Acres: ~ 25 acres
Sq. Ft.:

PROPERTY OWNERS:

Name: Same as Applicant
Address:
City:
State: Zip:
Phone: Fax:
Email:

PROPERTY USE DESCRIPTION:

Existing Land Use: Vacant
Existing Zone: RM1A
Proposed Zoning:
(if applicable)
Proposed Use: Residential

ADDITIONAL INFORMATION:

In order to expedite and complete the processing of this application, the Planning Division requires that all pertinent material required for review be submitted at the time application is made. If the application is found to be incomplete, review and processing of the request will not begin until the application is made complete. The submittal requirements relative to this application may be obtained from the specific sections of the Zoning or Land Division Ordinances pertaining to this application and from Planning Division staff. Pre-application conferences with Planning Division staff are encouraged. If there are any questions as to submittal requirements, contact the Planning Division prior to formal submission of the application. In submitting this application, the applicant should be prepared to give evidence and information which will justify the request. The filing fee must be paid at the time of submission. This fee in no way assures approval and is non-refundable.

Continued

I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application.

Applicants Signature Morgan Willet Date 9/20/19

Property Owner's Signature [Signature] Date 9/20/19

For Office Use:	
Received by _____ Date _____	Receipt Number _____
Fee Paid _____ Date _____	Application Number _____
	File Number _____

ADJUSTMENT NARRATIVE

Gales Creek Terrace (GCT)
(PRD-14-00181)

Applicant/Owner
Gales Creek Development, LLC
8840 SW Holly Lane
Wilsonville, OR 97070
503-305-7647

Applicant's Representative
Morgan Will
morgan@staffordlandcompany.com

Date: September 25, 2019

Summary:

The Applicant is requesting a Type II 20% Adjustment to the rear yard setback for decks built more than 3-feet above the ground only. The approval of Gales Creek Terrace (PRD-14-00181) requires a 12-foot setback on some lots and 15-foot setback on others. Approval of the adjustment requested would allow 2.4' encroachment of a deck into the 12-foot rear yard setbacks and 3' encroachment of a deck into the 15-foot rear yard setbacks, respectfully. Approval would have no effect on the building setback. The lots where the adjustment would apply are the downhill lots shown on the preliminary plat sheets P301 and P302 dated 10/16/14 as Lots 11-34, 40-47, 68-77, 88-120, 130-144, and 171-178. (Note: Lot numbering on the phased final plat may differ.)

Section 17.1.510

If, in the opinion of the Director, there is potential for neighborhood or community concern about a proposal, the applicant or the Director may elevate a Type II application to the Type III process to provide greater notice and opportunity to participate than would otherwise be required by this Code.

Although Section 17.1.510 grants authority to the Community Development Director to elevate a Type II application to a Type III process, the applicant finds no potential for neighborhood or community concern about this proposal, because the lots where the setback encroachment will occur when this adjustment is approved, are internal to the project and will have no impact on the neighborhood or the community. It also only affects the decks, not the buildings so there is no significant change to the character of the development or scale of the dwellings on the lots.

Section 17.2.100 PURPOSE.

The adjustment process provides a mechanism by which the Director may make limited modifications to yard setback, height and lot coverage standards. Adjustment reviews provide limited flexibility for unusual situations if the proposed development continues to meet the intended purpose of the regulations.

This request for an adjustment to allow 2.4' and 3' encroachment of decks into some rear yards is a limited modification of the setback because it only applies to decks on some lots. The request is for daylight basement lots, which is an unusual situation since most lots are on flat ground. The intent of

the setback was that the building create a rear yard, and since the setback applies to decks over 3', it will mostly apply to second story decks and not impact the rear yard. This request meets the purpose of an adjustment described in this code.

Section 17.2.110 PROCEDURE.

- A. Requests for changes of less than 10% of the setback, height or lot coverage standard shall follow the Type I process.***
- B. Requests for changes from 10% to 20% of the setback, height or lot coverage standard shall follow the Type II process.***
- C. Requests for changes to standards other than setback, height or lot coverage, or which are for more than 20% of the setback, height or lot coverage standard are processed as variances under § 17.2.700.***

This request for an adjustment to the setback for decks over 3' in height is for a 20% reduction and will thus follow a Type II process. The request is not a variance because it is not for a change of more than 20%.

Section 17.2.120 REVIEW CRITERIA.

- A. Type I Adjustment Process.***
 - 1. The requested adjustment is for less than 10% of the setback, height or lot coverage standard; and***
 - 2. Granting adjustment shall be consistent with the purpose of the affected zoning.***
- B. Type II Adjustment Process.***
 - 1. The requested adjustment is from 10% to 20% of the setback, height or lot coverage standard;***
 - 2. Granting the adjustment will be consistent with the purpose of the affected zoning district or meet or exceed the purpose of the standard to be modified;***
 - 3. If in a residential zone, the adjustment will not significantly detract from the livability or appearance of the residential area. If in a commercial or industrial zone, the adjustment will be consistent with the desired character of the area;***
 - 4. If more than one adjustment is requested, the cumulative effect of the adjustments shall result in a project which is consistent with the overall purpose of the zone; and***
 - 5. Any impacts resulting from the adjustment are mitigated to the extent practical.***

This request meets the review criteria under section 17.2.120(B)1-5 above.

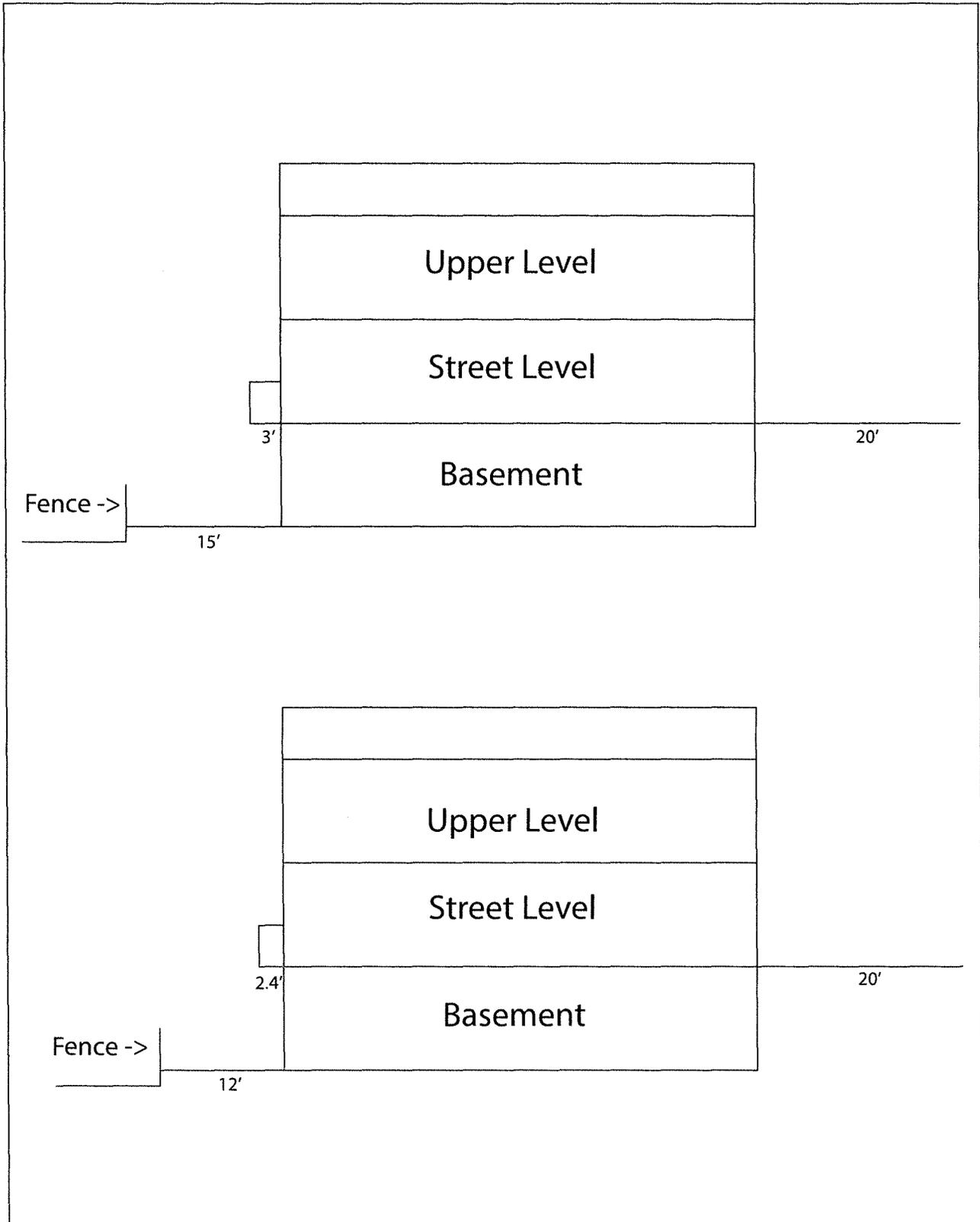
- 1) The request is for a 20% adjustment to the setback, within the range allowed, meeting this criterion.
- 2) This site is a planned development in the RHM zone. The purpose of residential zones is described in Section 17.3.100 of the code, where it states, "the residential zones are intended to protect the livability of existing and future residential neighborhoods." Approval of the requested adjustment will allow decks in the rear yard above 3' in height which will enhance livability of the residents of this future neighborhood, which is consistent with the purpose of the code, thus this criterion is met.
- 3) The adjustment is in a residential zone and will affect the rear yards, thus from the street it will not detract from the appearance of the neighborhood. The building setback will not change, so a deck encroachment into the rear yard of 2.4' or 3' respectively, will not significantly impact livability, either. The adjustment is minor, therefore this criterion is met.
- 4) Only one adjustment is requested, therefore this criterion does not apply.
- 5) There are no impacts resulting from the adjustment, therefore this criterion does not apply and no mitigation is required.

GCT 20% Adjustment to Rear Setback to Decks over 3' in Height



Created 9/26/2019

Typical Lot Cross Section





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CITY RECORDER USE ONLY:

AGENDA ITEM #: 9.
MEETING DATE: 01/13/2020
FINAL ACTION: RESO 2020-11

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: January 13, 2020

PROJECT TEAM: Anna Ruggles, CMC, City Recorder

SUBJECT TITLE: Council President Election

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

ISSUE STATEMENT:

Pursuant to City Charter, § 9, Council President, and Council Rules, § 4.2, *at the first meeting of each year* (as opposed to every election), the Council must elect a President from its membership. The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform mayoral duties. In the absence of the Mayor and Council President at a meeting where a quorum is present, the Councilmember with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned. Councilors Ronald Thompson elected 2002; Elena Uhing elected 2004; Malynda Wenzl elected 2014; Timothy Rippe elected 2016; and Adolph “Val” Valfre appointed 2017. Mariana Valenzuela will be appointed January 13, 2020.

NOMINATION PROCESS:

As noted above, Council *shall elect* a Council President. To facilitate this process, attached is Nomination Form. Prior to any motion, the Nomination Form will be distributed to the Council. Councilors can nominate themselves or another Councilor. If one Councilor receives a majority of Councilor nominations, the Council is at liberty to make a motion and a second to pass a resolution electing the Council President. In the event of multiple nominations and no majority, the nominations with the top two amount of nominations will be placed on a ballot and distributed to Council for a vote. Pending the vote, as above, the Council is then at liberty to move and second a resolution electing a Council President.

SUGGESTED MOTION:

I move to elect _____ as City Council President for 2020. The motion must be seconded and voted on.

Attachment(s):

- Nomination Form
- Draft Resolution

NOMINATION FORM: COUNCIL PRESIDENT 2020

Nominate Yourself or Someone Else

Select Only One

		Rippe	Thompson	Uhing	Valenzuela	Valfre	Wenzl	Mayor Truax	TOTAL PTS:
<i>Councilors: Last Name, First Name (Alpha Order)</i>									
Timothy	Rippe								
Ronald	Thompson								
Elena	Uhing								
Mariana	Valenzuela								
Val	Valfre								
Malynda	Wenzl								

RESOLUTION NO. 2020-11

RESOLUTION ELECTING CITY COUNCIL PRESIDENT

WHEREAS, pursuant to City Charter, § 9, Council President, and Council Rules of Procedure, § 4.2, at the first meeting of each year, the Council must elect a President from its membership; and

WHEREAS, the Council President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform mayoral duties; and

WHEREAS, the Council held Council President Nominations at the Council meeting of January 13, 2020.

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

Section 1. That COUNCILOR _____ is hereby elected as Council President.

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

PRESENTED AND PASSED this 13th day of January, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of January, 2020.

Peter B. Truax, Mayor

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CITY MANAGER'S REPORT TO COUNCIL

January 10, 2020

UPCOMING EVENTS:

- January 25: Annual Town Meeting, 9 to 12 noon, Community Auditorium
- February 13: B&C Annual Dinner, 5:30 pm, TBD
- February 15: Council Retreat, 8:30 am, TBD
- February 22: Stars in the Grove, 7 pm, FGHS, benefits Public Arts Commission
- February 24: State of the City Address, 11:30 am, Cornelius Library during Chamber Lunch (RSVP)

CITY MANAGER:

- FG High School Student newspaper student editor requested City to purchase ad in a special printed edition in January; ad will solicit student representatives for Boards and Commissions.
- Council Creek Regional Corridor/Trail: there have been some very recent and very significant advancements in this project. P&W is planning to request abandonment of the rail line from Hillsboro to Forest Grove from the federal Surface Transportation Board in February, 2020. ODOT has responded to the letter stating no objection to the abandonment. In addition, JPACT recently recommended \$1.3M for a feasibility study for the Corridor/Trail for FY21-24. The recent Regional Funding Measure Task Force **recommendation to Metro Council for "Tier 1" corridors also includes \$25-\$38M** in potential funding for construction of that same trail segment. PNWR owns the track and appurtenances and the State of Oregon owns the underlying real estate. The line has not carried traffic for more than three years and so the abandonment should be eligible for the abbreviated exempt process and may be uncontested. PNWR cites the interest in the ROW for trail use as one of the justifications for abandonment.

ADMINISTRATIVE SERVICES:

- Communications Plan/Policies: The consultant has inventoried existing communications, interviewed staff, and is preparing recommendations that center on a communications team, employee roles and responsibilities, policies and procedures, goals, audiences, style guidelines, and strategies. A draft plan is expected in February with a possible Council work session in February-March.
- Budgeting Software: Software that will do labor costing, budgeting, and have a functional online budget **book has been purchased. Staff's intent is to have the software or major portions of it ready for the** upcoming budget process. A kick-off meeting to layout the implementation process and timeline was held on January 9, 2020.
- Requests for Proposals: City staff from different departments are working together on several requests for proposals to address City Council objectives or operational needs. Status:

Being Developed

- a. Site B Development RFI (URA)
- b. L&P GIS Data Conversion
- c. Festival Street Concept Plan (URA) - to be issued January 20-24, 2020

Advertised

- d. Oak Street Area Concept Plan – Proposals due February 13, 2020
- e. Public Works Pole Building – Bids due February 11, 2020

Proposals Received

- f. Outside Mailing Service for Utility Bills – notice of selected vendor sent
- g. Branding Update Request for Quotes – finalist interviews week of January 13-17
- h. Watershed Management Services – being reviewed

- Negotiations: City has received notice from the International Brotherhood of Electrical Workers (IBEW) requesting to begin contract negotiations for the expiring labor agreement for the Light & Power Department employees covered by its bargaining contract with the City.
- Current Recruitments: 2 Police Officer Positions, Firefighter, Bilingual Administrative Specialist – Municipal Court.

COMMUNITY DEVELOPMENT/URBAN RENEWAL AGENCY:

- The second URAC meeting has been scheduled for January 30, 2020. Election of officers should take place at that meeting, as well as a discussion of the Site B RFP.
- CCI met again to finalize plans for the Annual Town Meeting. As a reminder, the theme this year is the proposed police facility. The ATM will take place on January 25, 2020.
- On January 14, at 6 pm, CD staff is holding a neighborhood meeting with property owners in the Gales Creek and Thatcher Road area to discuss potential direction for the NMU zone at that intersection. A letter was sent to these property owners on December 18. As of this writing, staff has received no contact from any of the owners.

ECONOMIC DEVELOPMENT:

- **Made contact with and assisting entrepreneur looking to open a Papa John's pizza shop.**
- Working with a developer now likely to purchase the 35 acre TTM site. Project would include one light industrial company that is moving from Portland and expanding. Additional land will be prepared for other future industrial users.
- Worked with Forest Grove City Club and Chamber resulting in a successful Holiday in the Grove and Light Parade on Saturday, December 7. Downtown was busy all day, businesses did well and parade appeared to have the largest attendance yet.
- Held individual meetings with downtown businesses to discuss the possibility of exploring the Main Street Program.
- Continued making progress in Employment Lands Site Readiness Tool Kit grant project to help support industrial land development on site owned by Woodfold.

ENGINEERING AND PUBLIC WORKS:

- Community Development Block Grant (CDBG) Application: A CDBG application is being prepared for curb, sidewalk, storm sewer and paving **improvements to 'D' St. between Pacific and 18th Ave.**
- Sunset Drive Trash Bin Placement: The City has received complaints about trash bins in dedicated and striped bike lanes. After working with Waste Management, the most recent check yielded 100% compliance with no encroachments on the bike lanes observed.
- 23rd/Goff/E Street - Crosswalk upgrades: The rectangular rapid flashing beacons were installed by Washington County on December 26 and are now operational.
- Martin Rd. / Maple / Fernhill and Highway 47 Intersection Improvements: Washington County representatives will update City Council on the project status at the January 27, 2020 meeting.
- Thatcher Rd. and Gales Creek Rd. Intersection Improvements: Washington County recently provided updated information and now anticipates 30% review drawings by the end of January.
- All Roads Transportation Safety Program (ARTS): The Oregon Department of Transportation issued a Notice to Proceed on December 31, 2019 for the installation of reflectorized back plates to nearly all of **the traffic signal heads along the City's couplet. Additionally, the existing pedestrian signals at the intersection of Elm St. and Pacific Ave. will be replaced with pedestrian countdown signal heads.** The Engineering Division will manage, design, and deliver the project. The City anticipates starting this project in FY 20-21. Per the Local Agency Agreement (LLA) with ODOT, the City has 10 years to complete this project and will be reimbursed for approved project costs.

- 19th Avenue: Finalizing design and preparing to bid for construction, with anticipation to complete construction in the spring of 2020.
- 21st Ave./Main St. Intersection: staff is finalizing design and readying the bid documents. Staff intends to **"bundle" this with another project to attract more bidders and potentially get a better price.**
- Pacific Ave. / Safeway/Goodwill Access Study: Per Council comments, staff working to finalize design and ready bid documents. City may elect to include this with the 21st Ave/Main St. bundle.
- Watershed: The Request for Proposals (RFP) for Watershed Management Services is now out for advertisement. The deadline to receive proposals is January 9.
- Water Management Conservation Plan Update: Working with consultants to **update the City's Water Management Conservation Plan (WMCP)**, which was last updated in 2010.
- **Water Infrastructure Risk & Resiliency Assessment: America's Water Infrastructure Act of 2018** requires utilities to conduct a Risk and Resilience Assessment. Before June 30, 2021, and December 30, 2021, the City must submit a letter to EPA confirming that the Risk and Resiliency Assessment and the Emergency Response Plan have been completed, respectively, for drinking water. In 2020, the City will be working with West Yost to identify the scope, schedule and budget for this work.
- Douglas St. Storm Sewer Extension: Storm sewer extension project between 14th and 16th is currently in the design process, with anticipation of construction in summer of this year.
- CWS Sanitary Sewer Rehab: CWS contractor, Landis and Landis, is halfway complete with this project.

POLICE:

- Officers McGann, Garvin, Plumeau, and Scott were home from the academy for two weeks during Christmas break. All of the recruit officers were assigned to Field Training Officers and participated in field training during this time. Officer McGann will be graduating from the academy on January 17 and will resume field training to be operational by early April 2020. Officers Garvin, Plumeau and Scott are on track to graduate February 14 and should be operational by late June 2020.
- Officer Colasurdo attended a Defensive Tactics Instructor School in Bend.
- Records Technician Carol Lorenz went to an advanced notary class.
- The department conducted a mass training of **its Field Training Officers for the new "ADORE" software** program. This program will enhance the ability to track, supervise, and manage field training.
- Community Outreach: COS Quinsland **represented FGPD at Westside Crime Prevention Coalition's** Landlord Forum; attended a meeting with other Outreach Specialists from Beaverton, Hillsboro, Tigard, and WCSO to discuss joint projects and programs; conducted a safety update at the monthly Community Partnership Organization meeting; hosted Cocoa with a Cop as part of the Holiday in the Grove event in downtown Forest Grove and assisted with FGPD and Cornelius Police annual Shop with a Cop event.
- Code Enforcement: Issued 44 parking citations; 1 written warning; 1 in-process abatement; 3 vehicle impounds; 2 vehicle boots; 4 reports and 3 supplemental reports.

PARKS & REC:

- The Aquatic Center hosted several special swims and programs over the winter holiday break. Additional public swims were held each afternoon. The Center also hosted a class for younger children that focused on being home alone. That class was full and had a 10-student waiting list. Aquatic staff is evaluating dates and time for that group of students.
- The winter swimming lesson program had an excellent registration for the first session which began January 4. Staff had to add classes for some levels on both Saturday and Monday/Wednesday classes.
- The Recreation Commission accepted the study results from the design process conducted by the consultant team and staff at its commission meeting on December 18, 2019. Final designs were accepted for AT Smith, North Lincoln Park, Stites Park and the Aquatic Center. The meeting was attended by both

interested community members and partners who participated in the process that began in April 2019. The item has been added to the City Council agenda for February 10, 2020.

LIBRARY:

- The library received a Ready To Read (R2R) Grant from the Oregon State Library. This year's grant was for \$4,032. To meet our outcome of young children developing the six early literacy skills by time they start kindergarten, library staff will engage in extra outreach at locations throughout our community, and will distribute grant purchased books at each outreach visit.
- Fifty persons attended the first 2020 Cultural Series program by Matt Reeder who has written several books on hiking in Oregon. When attendees were asked how they heard about the program, the most popular answer was the City's utility bill.
- Lily Hawley will join the library staff as an on-call Adult Service Librarian. Lily also currently works at the Tualatin and OHSU libraries.
- Library staff is working with a representative from Census 2020 to schedule hiring recruiters.
- Upcoming Events:
 - Saturday, January 11, 2020: The Friends of the Library Strategic Planning retreat at Telvet Coffee.
 - Saturday, January 11, 2020, 2 pm at City Library: Public Arts Commission reception to honor the winners of their first Art Contest which received 128 submissions.
 - Saturday, January 18, 1-4 pm at the Forest Grove City Library, join the Forest Grove Teen Library Council for a magical afternoon filled with Harry Potter-themed games, trivia, costume contests, and refreshments straight out of Hogsmeade! This is a family-friendly event.
 - Tuesday, January 21, 2020, 6:30 pm, Library Rogers Room: The next Cultural Series event will feature Dave Ferrier, owner of Slow Rise Bakehouse, for a hands-on exploration of whole grains. Attendees will create their own whole grain concoctions which Dave has volunteered to bake.
 - Wednesday, January 22, 2020, 6:30 pm, Library Rogers Room: B.E.A.R. Month Oregon Shadow Theatre Performance of Jack and the Dragon.
 - Tuesday, January 28, 1 to 2:30 pm, Library Rogers Room: Memory Cafe
 - Saturday, February 1, 2 pm, Medicare 101 with Donna Delikat from [Oregon Senior Health Insurance Benefits Assistance Program](#) (SHIBA). Registration required, contact 503-992-3337.
 - Saturday, February 22, 2020, 7 pm, FG High School: Stars in the Grove Community Variety Show, benefits go to Public Arts Commission.

LIGHT & POWER:

- Crews have completed replacement of multiple poles in the 1700 & 1800 blocks of Birch Street. Along with the poles, conductor, transformers and all associated hardware was also replaced. Crews are now performing similar work with pole replacements in the 1200 to 1500 blocks of Cedar Street. These areas were identified in need of upgrades per our line inspection program.
- Work continues on replacing failing high voltage underground cables serving multiple buildings at a senior living complex on Quince Street. Crews are close to finishing the boring of new conduits and cable replacement will began soon. This complex has seen several problems with failing cables.
- Engineering design work is well underway for our Filbert to Thatcher Substation new transmission line and also the associated substation upgrades that go along with the project. 30% design is expected by the beginning of February.

COUNTY-WIDE:

WCCLS:

- In December, the Washington County Board of Commissioners approved the distribution of WCCLS "Pool Two" funds. Forest Grove will receive \$24, 209.

- WCCLS is scheduled to present March 16 to City Council regarding the May operational levy.

JWC:

- The JWC funded and owns the billing flow meter at the 10th Street Water Distribution Flow Control Facility. The flow meter has been standardized with all other JWC billing flow meters.
- JWC: Construction of improvement and expansion work is substantially complete. Currently working on 2020 budget, including 5-year CIP. Emergency / Backup Intertie to JWC North Transmission Line: **Working with JWC on an agreement for design and lease of a connection to the JWC 72" north transmission line near Heather St. and Mountain View Ln.**

WCCCA: No update.

CONSTRUCTION PROJECTS IN FOREST GROVE:

NAME	LOCATION	DESCRIPTION	LAND USE PERMIT STATUS	BLDG PERMIT STATUS	CONST. STATUS
Kidd Court	22 nd Place	Subdivision 7 units	Approved	4 permits issued	Under Construction
Silverstone	David Hill Rd	Subdivision (200 lots)	Approved	188 lots issued	Under construction
Gales Creek Terrace	Pacific Ave/19 th Ave	Subdivision (197 lots)	Approved	Model home issued	Under construction
Green Grove	Thatcher Rd	Co-Housing (9 lots)	Approved	6 lots issued	Under construction
Smith Orchard	Gales Way and B Street	Subdivision (8 lots)	Approved	2 lots issued	Under construction
Sunset Crossing	Sunset Ave	Subdivision (33 lots)	Approved	31 lots issued	Under Construction
MGC Pure Chemicals of America	Elm St	Industrial New (45,817 sf total)	Approved	Temporary Cert of Occupancy issued	Ribbon Cutting April 13, 2020
Wauna Credit Union	Pacific/Hwy 47	Commercial New	Approved	Permit Issued	Ribbon Cutting held Dec. 5
Nectar Marijuana Dispensary	Pacific Avenue /Oak Street	Commercial/Tenant Improvement	Approved	Permit Issued	Under construction
Rose Grove Park Expansion	Pacific Avenue	Manufactured Home Park	Approved	Grading permit issued	Under construction
Green Apartments	19 th Avenue	Apartments (9 units)	Approved	N/A	N/A
FG High School Batting Cages/Golf Driving Range	1549 Hartford Drive	Institution New	Approved	Permits issued	Under construction
Hawthorne Gardens Apartments	2560 Hawthorne St	Apartments (18 units)	In Review	N/A	N/A

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In an effort to meet this objective, the Western Washington County Task Force was created in 2018 and Mayor Truax and Councilor Rippe were appointed as the City's representatives. The goal of the Task Force was to evaluate potential governance models and provide recommendations to the five governing boards. The potential governance models considered by the Task Force were:

1. Status Quo: continue with current system of four individual IGAs
2. Fire Authority: establish a comprehensive IGA that forms a fire authority
3. Fire District: establish a Fire District that covers the five participating agencies

With the assistance of former Assistant Washington County Administrator Don Bohn, the group developed a set of Foundational Principles to assist in evaluating the governance models. The Foundational Principles were reviewed at a work session with the City Council on April 8, 2019. On April 22, 2019, the Forest Grove City Council unanimously adopted Resolution 2019-19, which "supports and endorses the Western Washington County Fire Task Force document Foundational Principles" and applauded the "Task Force's work thus far and encouraged an objective and impartial review of the governance options listed".

The Foundational Principles were used to evaluate the three governance models. A third-party consultant, Rob Massar, former Deputy Administrator for Washington County, was hired to construct an objective and informed process and assist the Task Force in considering the three governance options. From April 2019-June 2019 the task force developed a rating matrix using the adopted Foundational Principles to evaluate, compare and contrast how well the three governance models addressed the Foundational Principles.

From July 2019 until September 2019 the three governance models were evaluated and scored using the matrix. In October 2019 Rob Massar provided a spreadsheet of the scoring done by each agency. The consensus of the Western Washington County Task Force was the fire district model was the preferred organizational structure.

The same PowerPoint Presentation is being provided to all five governing agencies. The presentation was provided in December 2019 to the Cornelius Rural Fire Protection District, the Gaston Rural Fire Protection District, and the Forest Grove Rural Fire Protection District. On January 6, 2020, the presentation was provided to the Cornelius City Council at a work session. All four of these agencies supported the findings of the Fire Task Force.

FISCAL IMPACT:

There is no fiscal impact.

STAFF RECOMMENDATION:

This Work Session is for information only.

ATTACHMENT(s):

- Foundational Principles
- Western Washington County Fire Task Force PowerPoint



Western Washington County Fire Task Force

FOUNDATIONAL PRINCIPLES APPROVED BY FIRE TASK FORCE FEBRUARY 19, 2019

Service to the Community

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

Governance and Identity

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

Operationally Effective and Responsive

- The fire and rescue system provides coordinated and comprehensive response throughout the unified service area.
- The fire and rescue system is managed to optimize resource deployment and ensure consistent and appropriate response capabilities.
- In coordination with other emergency management agencies, the fire and rescue system will be prepared and equipped to respond during disaster related events.

Professional

- The fire and rescue system attracts and retains a qualified and professional workforce.
- The fire and rescue system provides standardized and regular training and development opportunities.
- The fire and rescue system actively recruits, engages and trains volunteers and provides opportunities for advancement.

Fiscally Responsible

- The fire and rescue system will exemplify operational excellence in a fiscally responsible manner.
- The fire and rescue system will procure and maintain the resources necessary for unified deployment and response.
- The fire and rescue system will be funded by an equitable finance strategy that can accommodate current and future service demands.
- The fire and rescue system will be supported by viable, sustainable and stable funding.

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Western Washington County Fire Task Force

- **Task Force established October, 2018, with the goal of looking at potential governance models and provide a consensus proposal to the five governing boards.**
 - Tim Rippe – Forest Grove
 - Jef Dalin – Cornelius
 - Cleo Howell – Forest Grove Rural Fire Protection District
 - Wes VanDyke – Cornelius Rural Fire Protection District
 - Michael Pedemonte – Gaston Rural Fire Protection District
- **The potential governance models identified by the group are:**
 - Continue with current system of individual IGA's (Status Quo)
 - Establish a comprehensive IGA that forms a fire authority (Fire Authority)
 - Form A Western Washington County Fire District (Fire District)

Western Washington County Fire Task Force

November 2018 – March 2019

- Task force developed a set of foundational principles as the basis and criteria by which the Task Force will evaluate potential governance models
- Foundational principles:
 - Service to the Community
 - Governance and Identity
 - Operationally Effective and Responsive
 - Professional
 - Fiscally Responsible



Western Washington County Fire Task Force

FOUNDATIONAL PRINCIPLES

APPROVED BY FIRE TASK FORCE FEBRUARY 19, 2019

Service to the Community

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

Governance and Identity

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

Operationally Effective and Responsive

- The fire and rescue system provides coordinated and comprehensive response throughout the unified service area.
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- The fire and rescue system attracts and retains a qualified and professional workforce.
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Fiscally Responsible

- The fire and rescue system will exemplify operational excellence in a fiscally responsible manner.
- The fire and rescue system will procure and maintain the resources necessary for unified deployment and response.
- The fire and rescue system will be funded by an equitable finance strategy that can accommodate current and future service demands.
- The fire and rescue system will be supported by viable, sustainable and stable funding.

- Foundational principles adopted by all five agencies' governing boards in April 2019

Western Washington County Fire Task Force

April 2019 – June 2019

- Task force developed an rating matrix using the adopted foundational principles
- Rating matrix developed to evaluate, compare and contrast how well the 3 governance models address the adopted foundational principles
- Rating Matrix will serve as summary support and documentation of the Task Force organizational structure evaluation and recommendation

WESTERN WASHINGTON COUNTY FIRE TASK FORCE

ORGANIZATION STRUCTURE RATING MATRIX

Foundational Principle/Criteria	Governance Model		
	Status Quo	Fire Authority	Fire District
GOVERNANCE AND IDENTITY			
Locally governed and managed			
Services/Service levels set by community/stakeholders served			
Reflects Community Values and Spirit			
OPERATIONALLY EFFECTIVE AND RESPONSIVE			
Provides system-wide coordinated and comprehensive response			
Optimize resource deployment			
Ensure consistent and appropriate response capabilities			
Prepared and equipped to respond during disaster related events			
Administrative efficiency (i.e.. Budgeting, insurance, records mgmt., HR)			
PROFESSIONAL			
System attracts and retains a qualified and professional workforce			
System provides standardized and regular training and development			
System actively recruits, engages, trains volunteers and provides opportunities for advancement			
FISCALLY RESPONSIBLE			
System is funded equitably			
Funding is stable			
Funding is sustainable			
Funding is able to procure and maintain resources necessary for unified deployment and response			
Funding is able to accommodate current and future growth in service demands			
Total Organizational Structure Rating			
Rating			
1- Organizational Structure is not able to address criteria			
2- Organizational Structure can only minimally address criteria			
3 - Organizational Structure can somewhat address criteria			
4- Organizational Structure can mostly address criteria			
5- Organizational Structure can fully address criteria			

Western Washington County Fire Task Force

July 2019 – September 2019

- Task force studied the three governance models to understand their structures and evaluate each models fit for Western Washington County using the adopted Foundational Principles.
 - Status Quo
 - Fire Authority
 - Fire District
- A summary analysis and potential financial impact per household is provided in the following slides.

GOVERNANCE MODEL: STATUS QUO

G GOVERNANCE EXAMPLE

Consists of 27 elected officials: 2 City Councils and 3 Rural Boards.

Chief reports to 2 City Managers and 3 Rural Boards.

Consists of 6 separate IGAs.

O OPERATIONAL EXAMPLE

Single command structure.

Cannot transfer staff between stations to meet need.

Employees employed by individual agencies.

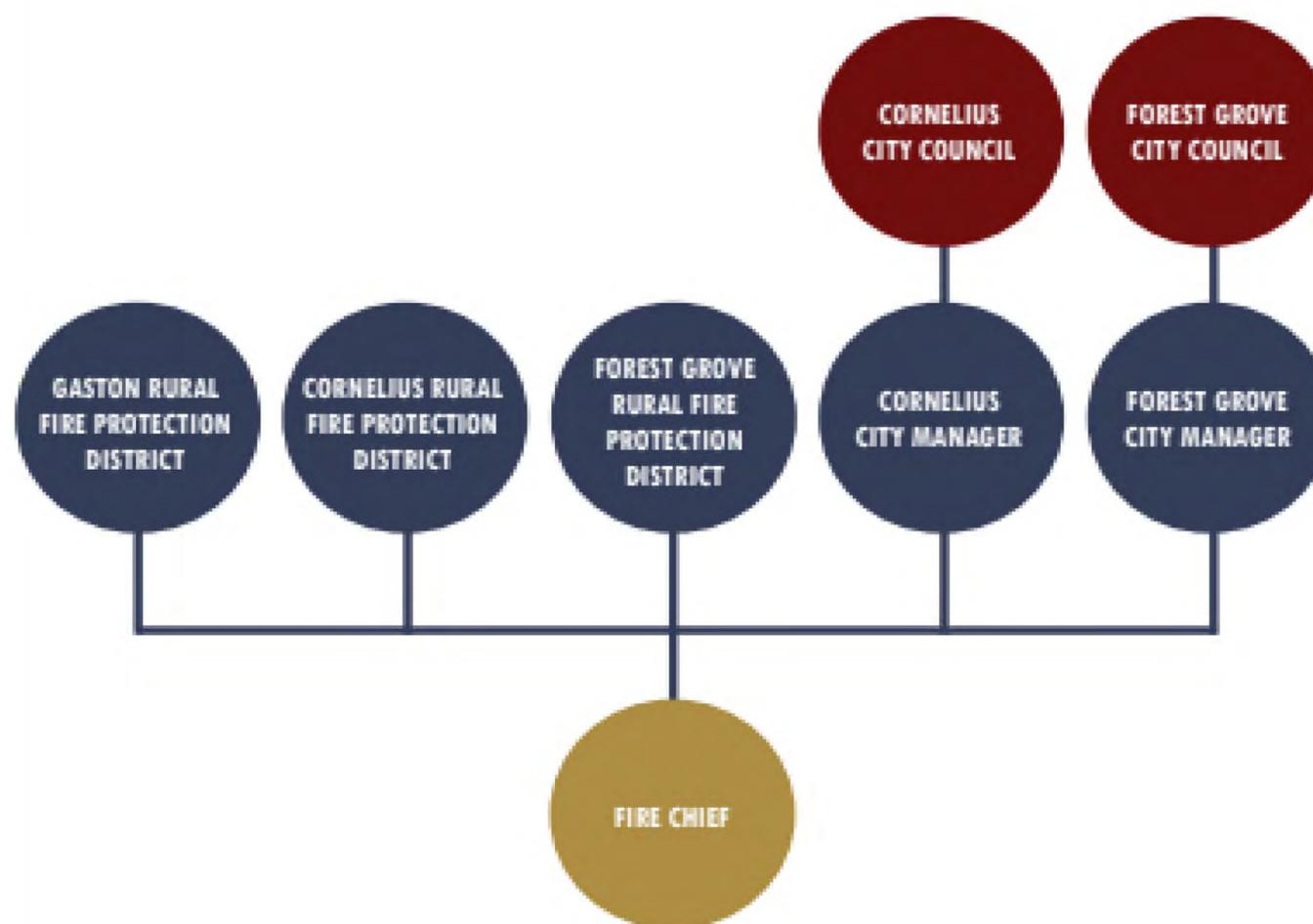
Volunteers employed by individual agencies.

P PROFESSIONAL EXAMPLE

Three separate union contracts.

Rules and terms of each contract different.

Cannot assign staff to stations.



F FINANCIAL EXAMPLE*

Five separate budgets approved by 5 entities.

Funded by five separate property tax rates.

Funded by four separate levies; each on different cycle.

Capital equipment funded by complex shared agreements.

*SEE APPENDIX A

GOVERNANCE MODEL: FIRE AUTHORITY

G GOVERNANCE EXAMPLE

Authority is a legal, separate, unified entity.

Authority consists of member agencies.

Authority does not have taxing or bonding authority.

Governed by a Board of Directors.

Directors are appointed by the member agencies.

Each member agency would have an IGA with the Authority.

The IGA would be the same for all member agencies.

Fire Chief reports directly to the Board.

O OPERATIONAL EXAMPLE

All personnel employed by Authority.

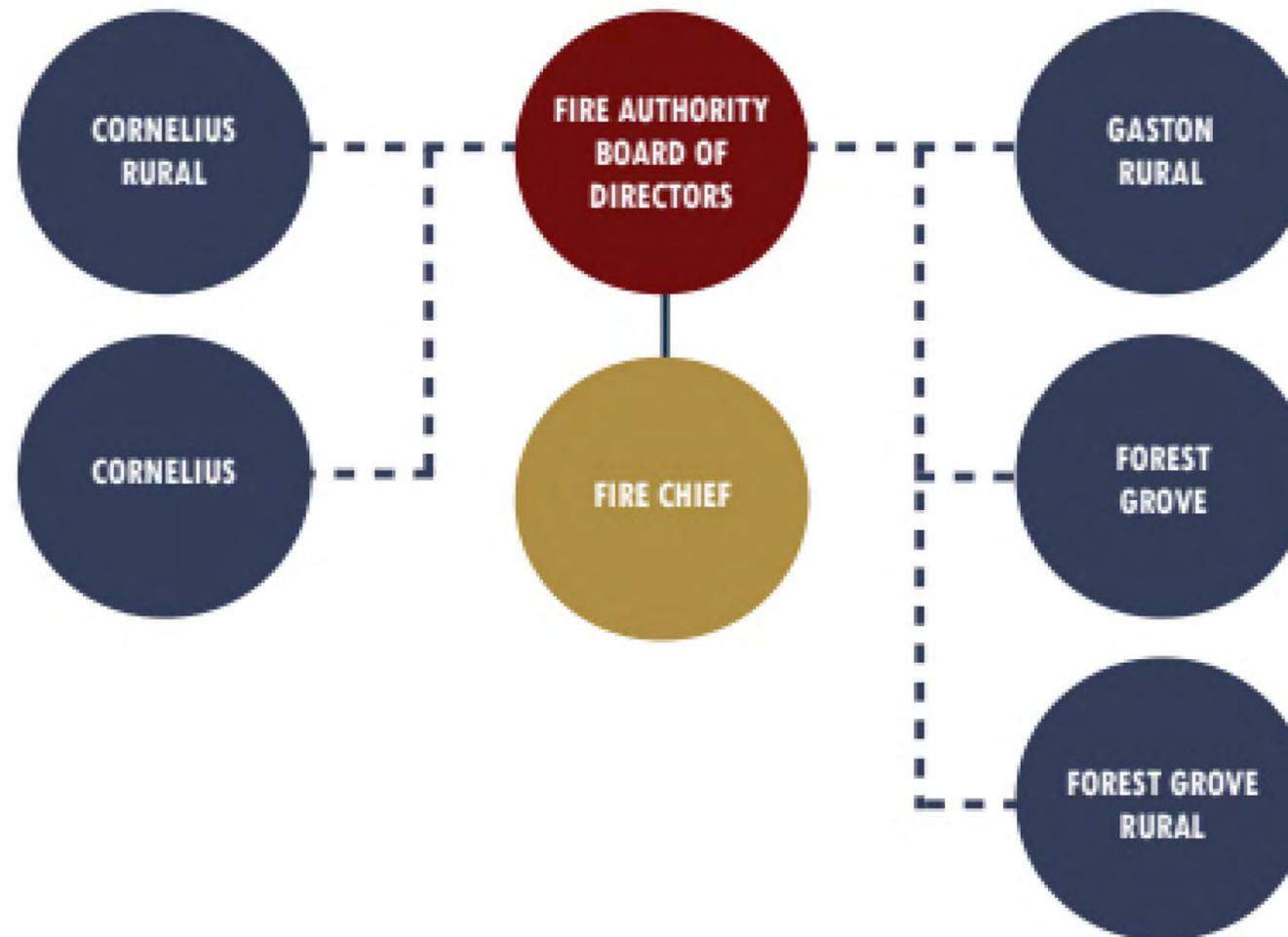
Personnel transferred between stations based on need.

Single, unified command structure.

P PROFESSIONAL EXAMPLE

One union contract with Authority.

All staff maintained.



F FINANCIAL EXAMPLE*

Authority does not have taxing authority.

Authority funded by member agencies.

Authority has a funding formula determined by Board of Directors.

Funding formula determines annual amount owed to Authority by member agencies.

Annual amount sent to member agencies and included in their budgets.

Annual amount paid by member agency general fund or operating levy.

Authority could not levy for operations or bond for capital projects.

Capital equipment included in funding formula.

*SEE APPENDIX A

GOVERNANCE MODEL: FIRE DISTRICT

G GOVERNANCE EXAMPLE

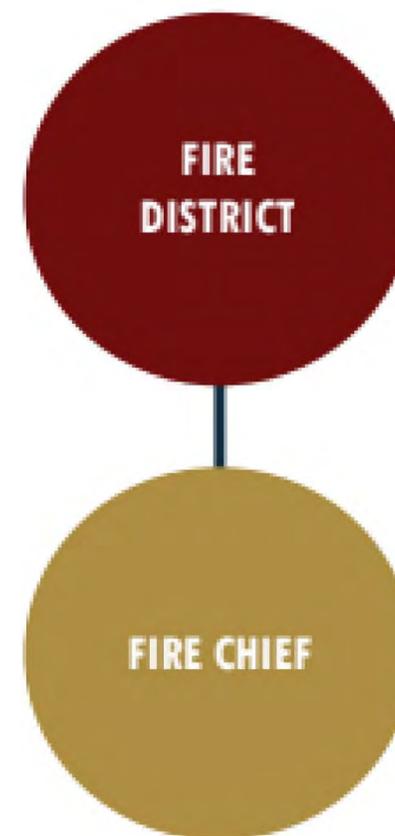
- District is a legal, separate, unified entity.
- District created by vote of the people.
- District has taxing and bonding authority.
- District apportioned into 5 areas.
- District has a 5 member Board of Directors.
- 1 Director elected from each area.

O OPERATIONAL EXAMPLE

- All personnel employed by District.
- Personnel transferred between stations based on need.
- Single, unified command structure.

P PROFESSIONAL EXAMPLE

- One union contract with District.
- All staff maintained.



F FINANCIAL EXAMPLE*

- District has taxing authority.
- District funded directly by one property tax.
- Tax would be approximately \$2/\$1,000 assessed value.
- Capital equipment funded by property tax.
- Future capital projects could be funded by one bond.

*SEE APPENDIX A

GOVERNANCE MODEL FINANCIAL IMPACT

Estimated cost of Fire Service for an average value home in 2018-19 under the three governance models

Agency	Current Model	Fire Authority (A)	Fire District (B)
City of Forest Grove	\$610	\$530	\$530
City of Cornelius	\$550	\$530	\$530
Cornelius Rural FPD (B)	\$305	\$530	\$530
Forest Grove Rural FPD	\$345	\$530	\$530
Gaston Rural FPD	\$475	\$530	\$530

(A) - Assumes an equitable allocation of Fire Service cost using Assessed Value as the basis for cost allocation
(B) – Assumes full taxing authority was levied in 2018-19

Western Washington County Fire Task Force

October 2019

- Task Force unanimously recommends a Fire District governance model be pursued to the next phase.

WESTERN WASHINGTON COUNTY FIRE TASK FORCE ORGANIZATION STRUCTURE RATING MATRIX			
Principle/Criteria	Goverance Model		
	Status Quo	Fire Authority	Fire District
GOVERNANCE AND IDENTITY			
Locally governed and managed	23	18	18
Services/Service levels set by community/stakeholders served	14	14	17
Reflects Community Values and Spirit	20	19	20
Total	57	51	55
OPERATIONALLY EFFECTIVE AND RESPONSIVE			
Provides system-wide coordinated and comprehensive response	14	17	24
Optimize resource deployment	11	18	25
Ensure consistent and appropriate response capabilities	13	19	24
Prepared and equipped to respond during disaster related events	15	17	21
Administrative efficiency (i.e.. Budgeting, insurance, records mgmt., HR)	12	16	25
Total	65	87	119
PROFESSIONAL			
System attracts and retains a qualified and professional workforce	16	19	24
System provides standardized and regular training and development	19	21	24
System actively recruits, engages, trains volunteers and provides opportunities for advancement	17	21	24
Total	52	61	72
FISCALLY RESPONSIBLE			
System is funded equitably	17	18	25
Funding is stable	14	13	24
Funding is sustainable	13	13	23
Funding is able to procure and maintain resources necessary for unified deployment and response	11	15	24
Funding is able to accommodate current and future growth in serv ice demands	11	13	23
Total	66	72	119
	Status Quo	Fire Authority	Fire District
Total Organizational Structure Rating	240	271	365

Western Washington County Fire Task Force

Next Steps

- **Pending agency governing boards acceptance of the Task Force recommendation:**
 - The Task Force will refine the legal and financial framework for a proposed Fire District
 - Form additional working groups as deemed necessary
 - Develop a public outreach plan including a town hall
 - Identify any significant barriers to implementation
 - Loop back to all agency governing boards with update and proposed action