

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 CCI 5:30pm Rural Fire Board Mtg 6pm	8	9	10	11
<i>Rippe returns Jan 7</i>						
12 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	13 Library Comm 6:30pm	14	15 Municipal Court P&R 7am CFC 5:15pm	16 Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm	17	18 Crab Feed (Fire) 4pm Cornelius
19 CITY OFFICES CLOSED	20 WC Diversity, Equity Event 6-8pm Virginia Garcia Beaverton Western WC Fire Task TBD Planning Comm 7pm	21	22 PSAC 7:30am	23 Sustainability 6pm	24	25 Annual Town Meeting POSTPONED
<i>Valfre out Jan 22 - Feb 8</i>						
26 Chamber Luncheon CITY COUNCIL 5:30 PM - WORK SESSION (B/C Appointments) 6:00 PM - URA WORK SESSION (Site B RFP) 6:30 PM - URA REGULAR MEETING 7:00 PM - REGULAR COUNCIL MEETING 8:30 PM - EXECUTIVE SESSION (Exempt Records) COMMUNITY AUDITORIUM	27 Tigard City Address 6pm HLB 6:30pm	28	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 CCI 5:30pm	4 Municipal Court Rural Fire Board Mtg 6pm	5 EDC Noon WA County Address 6pm	6 FGS&CC 1st Friday	8
<i>Valfre returns Feb 8</i>						
9 CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	10 Library Comm 6:30pm	11	12	13 B/C Annual Reception 5:30pm Social; 6pm Dinner FG Senior & Comm Center	14 Red Cross Blood Drive 1pm-6pm, Comm Aud	15 COUNCIL RETREAT 8:30am TBD
16 Planning Comm 7pm	17 North Plains Address 5:30pm Western WC Fire Task TBD	18	19 Municipal Court P&R 7am CFC 5:15pm	20 Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm	21	22
23 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	24 HLB 6:30pm	25	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 CCI 5:30pm	3	4 Municipal Court	5 EDC Noon	6 FGS&CC 1st Friday	7
8 NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting 03/16	9 Library Comm 6:30pm	10	11	12	13	14
<i>NLC Congressional Cities Conference Washington, DC</i>						
15 CITY COUNCIL 5:30 PM - WORK SESSION(S) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Chamber Luncheon Planning Comm 7pm TBD	16	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 NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting 04/13	23 HLB 6:30pm	24	25 PSAC 7:30am	26 Sustainability 6pm	27	28
29	30	31				

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*A place where families and businesses thrive.*

## CITY COUNCIL MEETING AGENDA

**MONDAY, JANUARY 27, 2020  
COMMUNITY AUDITORIUM  
1915 MAIN STREET**

- 5:30 PM CITY COUNCIL WORK SESSION (B/C Appointments)**
- 6:00 PM URBAN RENEWAL AGENCY WORK SESSION (Site B Redevelopment RFP)**
- 6:45 PM URBAN RENEWAL AGENCY REGULAR MEETING**
- 7:00 PM CITY COUNCIL REGULAR MEETING**
- 8:30 PM CITY COUNCIL EXECUTIVE SESSION (Exempt Records)**

**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, Council President

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](mailto: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](mailto: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**

**WORK SESSION: B/C APPOINTMENTS**

The City Council will convene in the Community Auditorium – Conference Room to conduct the above 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.

**6:00**

**URBAN RENEWAL AGENCY WORK SESSION:**

The Urban Renewal Agency Board 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 Board will take no formal action during the work session. *(Refer to separate agenda)*

- *Site B Land Redevelopment*

**6:45**

**URBAN RENEWAL AGENCY MEETING:**

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

**7:00**

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

(PowerPoint Presentation)  
 Gregory Robertson, Public Works  
 Director

7:10

5. A.
  - *NW Martin Road Project and Fernhill Road/Maple Street/Highway 47 Intersection Project by Renus Kelfkens, PE, Project Manager Washington County*

(PowerPoint Presentation)  
 Bryan Pohl, Community  
 Development Director

7:30

5. B.
  - *T2020 Status Update, Erin Wardell, Washington County, Principal Planner*

Michael Hall, Police Captain  
 Paul Downey, Administrative  
 Services Director  
 Jesse VanderZanden, City Manager

7:50

6. **CONTINUE PUBLIC HEARING AND SECOND 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)**

- |                                  |                    |  |
|----------------------------------|--------------------|--|
| Peter Truax, Mayor               | 7:55               | 7. <b><u>RESOLUTION NO. 2020-12 MAKING CITY COUNCIL LIAISON APPOINTMENTS TO ADVISORY BOARDS, COMMITTEES AND COMMISSIONS AND OTHER REPRESENTATIVE APPOINTMENTS AND REPEALING RESOLUTION NO. 2018-15</u></b> |
| City Councilors                  | 8:00               | 8. <b><u>CITY COUNCIL COMMUNICATIONS:</u></b>  |
| Jesse VanderZanden, City Manager | 8:15               | 9. <b><u>CITY MANAGER'S REPORT:</u></b>  |
| Peter Truax, Mayor               | 8:20               | 10. <b><u>MAYOR'S REPORT:</u></b>  |
|                                  | <b><u>8:25</u></b> | 11. <b><u>ADJOURNMENT:</u></b>   |

**NOTICE: PUBLIC HEARING FILE NO. 311-19-000028-PLNG  
(RE-DESIGNATE TWO PARCELS, LOCATED AT 2102 PACIFIC AVENUE AND 1919 ASH ST)**  
*This hearing has been re-scheduled to February 24, 2020: <https://www.forestgrove-or.gov/>*

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Jesse VanderZanden, City Manager

**8:30**

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

**In accordance with ORS 192.660(2)(f): To consider information or records that are exempt by law from public inspection.**

**EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.**

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

**9:30**

**ADJOURNMENT:**

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**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. Accept Community Forestry Commission Meeting Minutes of December 18, 2019.
- B. Accept Economic Development Commission Meeting Minutes of November 7 and December 7, 2019.
- C. Accept Library Commission Meeting Minutes of December 17, 2019.
- D. Accept Parks and Recreation Commission Meeting Minutes of December 18, 2019.
- E. Accept Planning Commission Meeting Minutes of December 16, 2019.
- F. Accept Public Safety Advisory Commission Meeting Minutes of October 23, 2019
- G. Accept Sustainability Commission Meeting Minutes of November 21, 2019.
- H. **RESOLUTION NO. 2020-13 ADOPTING CITY OF FOREST ECONOMIC DEVELOPMENT COMMISSION BYLAWS AND REPEALING RESOLUTION NO. 2008-30.**
- I. Accept Resignation on Economic Development Commission (Jill Verboort, Small Commercial, Term Expiring December 31, 2019).
- J. **RESOLUTION NO. 2020-14 MAKING REAPPOINTMENT TO COMMUNITY FORESTRY COMMISSION** (Reappointing Michael Howell, Term Expiring December 31, 2023).
- K. **RESOLUTION NO. 2020-15 MAKING REAPPOINTMENTS TO ECONOMIC DEVELOPMENT COMMISSION** (Reappointing Thomas Raabe, Financial Institution, and Jonathan Yawson, Large Manufacturer, Terms Expiring December 31, 2023).
- L. **RESOLUTION NO. 2020-16 MAKING REAPPOINTMENT TO LIBRARY COMMISSION** (Reappointing Elizabeth Beechwood, Term Expiring December 31, 2023).
- M. **RESOLUTION NO. 2020-17 MAKING REAPPOINTMENT TO PARKS AND RECREATION COMMISSION** (Reappointing Mackenzie Johnston Carey, At-Large, Term Expiring December 31, 2023).
- N. **RESOLUTION NO. 2020-18 MAKING REAPPOINTMENT TO SUSTAINABILITY COMMISSION** (Reappointing Kenneth Cobleigh, Agricultural, Term Expiring December 31, 2023).



**STAFF RECOMMENDATION:** Staff recommends City Council consider making the above-noted B/C appointments. Resolutions making the formal appointments will be considered at the next regular Council meeting.

**ATTACHMENTS:**  
B/C Applications

**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				
					# of Board Vacancies Positions/Representative					1 Vacancy	1 Vacancy	3 Vacancies Small Commercial Food/Beverage DT Retail	1 Vacancy	1 Vacancy	1 Vacancy	4 Vacancies (1 Rural)
# of Student Vacancies:					1 - Student		1 - Student		1 - Student		1 - Student		1 - Student		1 - PU Student	
B/C Applicants Interviewed:					BC	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC	URAC
1		Robin	Lindsley	A02/14								PC Appt			SC Reappt	
2		Thomas	Beck	A11/00								PC Reappt				
3		Dale	Smith	A01/12								PC Reappt				
4		Lowell	Greathouse	Retired Minister		CCI										
5		Julie	Danko	Project Manager VanderHouwen Saif	BC	CCI						PC	PAC		SC	URAC
6		Joel	Redwine	Private Investigator (Resides Rural)		CCI		EDC			P&R	PC	PAC		SC	URAC
7		Sarah (Morgan)	Knapp	Program Coord/Adjunct Professor						LC						
8		Tanya	Peterson	Realtor John L. Scott												URAC

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**Submission information**

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

Submitted by Visitor (not verified)

Fri, 11/29/2019 - 7:50pm

50.38.46.169

Robin

**First & Last Name**

Lindsley

**Street Address**

██████████ Hawthorne St

**Mailing Address, if different**

**City, State and Zip Code**

97116

**E-Mail Address**

██

**Telephone/Cell Phone Number**

████████████████

**Work Telephone Number**

**Employer**

Retired, Portland Public Schools

**Occupation/Profession**

Teacher, Instructor, COmmunity Advocate

**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?**

Robin

Create a city-wide awareness and support of sustainable practices to achieve a true Food

Secure community.

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

- Planning Commission (1st & 3rd Monday, 7pm) Seeking new appointment
- Sustainability Commission (4th Thursday, 6pm) Seeking reappointment

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

Lindsley

I believe I did not miss any meetings in 2019.

**Please indicate why you would like to be reappointed.**

There is still much to do to support a community of our size in achieving sustainable living.

**What specific topics interest you that relate to the board?**

I will continue to work on creating ways we can view food security as a base for efforts to become sustainable in all the many ways we can.

**Please type your name below as a signature.**

Robin Lindsley

**Date**

Fri, 11/29/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17741/submission/11611>

**Links**

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

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Submission information

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

Submitted by Visitor (not verified)

Fri, 09/27/2019 - 8:26am

71.236.224.218

**First & Last Name**

Thomas *Beck*

**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**

none

**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.**

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:**

Planning Commission (1st & 3rd Monday, 7pm)

**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.**

I am dedicated to making Forest Grove the best community in Oregon, and I enjoy the land use aspect of the Planning Commission. I am able to bring the history of past actions into our discussions. I also find the transportation issues important and I bring the aspect of a cyclist into our endeavors.

**What specific topics interest you that relate to the board?**

Sustainability, development of the downtown & commercial corridor, and transportation planning.

**Please type your name below as a signature.**

Thomas Beck

**Date**

Fri, 09/27/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17741/submission/10811>

**Links**

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



A place where families and businesses thrive.

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).

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

FIRST & LAST NAME DALE SMITH
ADDRESS BARNET ST.
CITY/ZIP FOREST GROVE, 97116
EMPLOYER / SCHOOL
CELLULAR / HOME PHONE
WORK PHONE
E-MAIL
OCCUPATION / PROFESSION RETIRED / SELF EMPLOYED

Reside in City Limits: [checked] Years residing in City: 12 YRS How did you hear of this opportunity:

Please rate the City's current performance: [checked] 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? Being a part of the growth of Forest Grove in a Sensible and Fair Direction

What contributions do you hope to bring to the board? Past service, interest in seeing Forest Grove grow sensibly and in the interest of its citizens

Educational background: Graduate Portland State Univ, Post graduate studies

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: DATE: 10-14-19

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Interviewed 01/13/20

6:00 PM

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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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Submission information

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

Submitted by Visitor (not verified)

Mon, 12/09/2019 - 11:48am

192.152.143.80

**First & Last Name**

Julie Danko

**Home Address**

██████████ 35th Avenue

**Mailing Address, if different**

**City, State and Zip Code**

Forest Grove, OR 97116

**E-Mail Address**

██

**Telephone/Cell Phone Number**

████████████████

**Employer**

VanderHouwen -SAIF

**Work Telephone Number**

████████████████████

**Occupation/Profession**

Program/Project 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?**

**Do you reside within the City limits?**

Yes

**Years residing in Forest Grove.**

4

**How did you hear of this opportunity?**

Online

**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 April/May)
- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Planning Commission (1st and 3rd Monday, 7pm)
- Public Arts Commission (3rd Thursday, 5pm)
- Sustainability Commission (4th Thursday, 6pm)
- Urban Renewal Advisory Committee (TBD)

**What specific topics interest you that relate to the board?**

I have a lot of interests in various boards listed above

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

Representation of the people, a heart to help and be a part of something bigger, ability to help keep topics on task, ability to parking lot items and create time to revisit at a later date, ability to stay on budget, ability to stay within the timeframe needed and ideas of process improvement and efficiency.

**List your educational experience:**

I graduated from Oregon State University with a degree in Business Administration with a focus in marketing and finance. I am also a certified Project Management Professional (PMP), Certified Scrum Master (CSM) and Agile Certified Professional (PMI-ACP).

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

I have volunteered with the FG Senior Center, with fostering litters of puppies with OFOSA, with local youth through OTFG, with homeless through ER and helped with hurricane relief/rebuilding in the South.

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

Yes

**Please type your name below as a signature.**

Julie Danko

**Date**

Mon, 12/09/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/11711>

**Links**

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

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Interviewed 01/13/20

6:10 PM

Canceled 12/16/19

Interview

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

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Submission information

Form: [Boards and Commissions Application](#) <sup>(1)</sup>

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 area)*

**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**

503-357-4249

**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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**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](mailto:aruggles@forestgrove-or.gov)



A place where families and businesses thrive.

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

<b>FIRST &amp; LAST NAME</b> Sarah (Morgan) Knapp	<b>CELLULAR / HOME PHONE</b> [REDACTED]
<b>ADDRESS</b> [REDACTED] Elm Street	<b>WORK PHONE</b> [REDACTED]
<b>CITY/ZIP</b> Forest Grove, OR 97116	<b>E-MAIL</b> [REDACTED]
<b>EMPLOYER / SCHOOL</b> McCall Center for Civic Engagement	<b>OCCUPATION / PROFESSION</b> Program Coord & Adjunct Professor

Reside in City Limits:  Years residing in City:  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? 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?  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:** 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

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

**Links**

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



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

**Members Absent:** Lance Schamberger

**Staff Liaison:** Dan Riordan – present

**Council Liaison:** Ron Thompson - present

**Student Advisor:** Declan Lynch - present

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**Call to Order and Role:** The December 18, 2019, meeting was called to order by Chair Nakajima at 5:35 pm.

**Citizen Communication:** None

**Minutes Approval:** David made a motion, seconded by Michael, to approve the November 20, 2019 minutes as presented. The motion passed unanimously.

**Action Items/Discussion:**

1. **Review and Discuss Bylaws Update** – The Commission began a discussion about possible revisions to the Commission's bylaws for consideration by City Council. Objectives include ensuring the bylaws contained in the City Code are consistent with the City's Development Code especially requirements pertaining to Register Trees and to clarify the Commission's role related to Tree City USA certification and the annual Arbor Day/Week celebration.
2. **Updated on Request for Removal of Register Oak Tree at 2291 14<sup>th</sup> Avenue** – Dan reported that the property owner had an independent certified arborist evaluate the tree. Based on the arborist's recommendations the property owner will hold off on seeking removal of the tree at this time.
3. **Follow-up on Temporary Tree Planting at 2036 Main Street** – Dan reported that he contacted the owner of Daniela's Gifts on Main to advise the owner that the Commission supports placing a decorative container where the street tree was removed and planting a tree as a temporary replacement. Dan also mentioned he contacted the City's Public Works Superintendent about the idea and he is also supportive of the idea.

4. Community Enhancement Program Project Ideas - The Commission reviewed the goals of the Community Enhancement Program and began a discussion about possible projects for funding during the 2020 cycle. One idea discussed by the Commission is a project to transition the Thatcher Park woods from firs to oaks.
5. Downtown Streetscape Design Concepts Request for Proposals – Dan reported that City will be releasing a request for proposals (RFP) in January for consulting assistance related to improving the downtown streetscape. The RFP will include design services for a shared use festival street on 21<sup>st</sup> Avenue west of College Way and general streetscape enhancements including street trees.
6. Street Tree Problem at 2020 Main Street – Dan advised the Commission that the Public Works Department would like to address the conflicts between the street tree at 2020 Main Street and underground utilities. The Public Works Department is interested in the Commission's thoughts regarding trimming the tree roots or possibly removing the tree. The Commission reached consensus that the problems should be addressed and trimming the roots under the supervision of a certified arborist is warranted. The Commission is not in opposition to removal of the tree if necessary.
7. Street Tree Planting for 19<sup>th</sup> Avenue Extension between D Street and C Street - The Commission discussed street tree planting as part of the 19<sup>th</sup> Avenue extension project between D Street and C Street. The Commission advised that the small trees should be planted on the east side of the street where utilities are present and medium size trees should be planted along the west side. The Commission also noted that smaller trees should be planted if more trees are desired and native species should be used. It was also noted the burlap around the root ball should be entirely removed.

**Liaison Update:**

**Member Update:**

**Next Meeting:** January 15, 2020, 5:30 pm at the City Auditorium.

**Meeting Adjournment:** David made a motion, seconded by Michael to adjourn the meeting at 6:36 pm. The motion passed unanimously.

Respectfully submitted,

Dan Riordan  
CFC Staff Liaison

**1. CALL TO ORDER:**

The meeting was called to order at 12:11 p.m. by EDC Vice-Chairman Javier Urenda.

**ROLL CALL: EDC MEMBERS PRESENT:** Brad Bafaro; Tim Budelman; Steve Krautscheid; Mark Nakajima; Tom Raabe; Guy Storms; Howard Sullivan; Javier Urenda; Jill Verboort;

**EDC MEMBERS ABSENT (EXCUSED):** Kevin Emerick; Jennifer Prickett; Jonathan Yawson; Jim Langstaat

**EDC MEMBERS ABSENT (UNEXCUSED):** Christopher Wilmeth, Kevin Yamada

**OTHERS PRESENT:** Rod Fuiten; Bruce McVean; Patrick Newton; Kailey Summers

**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Cassi Bergstrom, Permit Coordinator; Jeff King, Economic Development Manager; Jesse VanderZanden, City Manager

**2. CITIZEN COMMUNICATION:**

None

**3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:**

Howard Sullivan moved a motion to approve the meeting minutes from October 3, 2019. Brad Bafaro seconded. The motion passed unanimously.

**4. ADDITIONS/DELETIONS:**

None

**5. BUSINESS:**

**A. Chamber of Commerce Update, Howard Sullivan:**

Howard Sullivan provided a Chamber of Commerce update: FGHS held a Veteran's Day assembly that was very respectful and impressive. A Mercantile opened downtown as well as The Lazy Eye opening on Pacific Ave. Bella Donna's will be open soon. Junior Achievement is still in need of volunteer instructors. Jill Verboort explained her previous positive experience teaching the class. Planning update on the holiday parade for December 7<sup>th</sup> is coming along. Jeff King provided a hand out with winter/holiday activities called "Cool Yule".

**B. Council Update, Councilor Rippe:**

Councilor Rippe updated the EDC on a few items. The Urban Renewal Agency expanded its borders by a very small percentage to the North. There are applications for vacancies on various Boards and Commissions. If you know of anyone interested, please encourage them to apply.

**C. New Bylaw Template: Prep for December EDC review and vote, Jeff King:**

Jeff King updated on the proposed Bylaw Template that was given to the EDC members. This will be filled out and given to City Council for review. All Boards and Commissions will follow this current template. This will help to aide in consistency throughout all Boards and Commissions. Councilor Rippe added that the purpose for each Board or Commission has been clarified with this new template.

**D. Downtown Main Street Program Introduction, Jeff King:**

Jeff King discussed opportunities to build capacity and increase economic viability and prosperity in the downtown. A lot of positive progress has been made but long –term success is fragile. One tool to consider supporting the advance of downtown is the Main Street program. This is a program that provides assistance, training, and technical services to communities who want to strengthen, preserve and revitalize their historic downtown commercial districts. The City will be participating in the “Exploring” category With help from the Chamber of Commerce, City Council, EDC and various volunteers will determine if the program is viable and if it will aid in the continued improvements to our downtown district through this program. Under the exploring category the downtown business and organizations with the City as a partner will self-determine if they want to proceed to a full Main Street program. While there is a Main Street template, the effort is built from the ground up and can be adapted to meet Forest Groves’ specific. Another key point Mr. King made is that the City is not leading this effort but rather is a partner and can help as a facilitator

**E. Downtown business Panel: Adelante Mujeres, Daniella’s on Main, Rod Fuiten:**

Patrick Newton presented on his experience with owning a business and property in the downtown area of Forest Grove. He and his wife both enjoy living here and have been happy with the current improvements. He feels it’s very important to preserve the downtown area and ensure that main floor levels be strictly left for retail space, as there are not many left. Mr. VanderZanden added the importance of completing the parking study and making improvements in that direction to allow for more foot traffic for visitors coming to our town. He also mentioned the store front improvement grant has been a huge catalyst for improving the downtown.

Rod Fuiten spoke on the current tenants and the positive outlook he has had with renting space. The economy is good and continues to thrive in this area. He agrees with Patrick Newton on the importance of preserving the downtown are with more retail spaces. Jeff inquired if he had noticed any trends of why he’s has had such success in finding suitable tenants. Rod mentioned the importance of keeping rent affordable and competitive and to be where the local market is.

Kailey Summers spoke on the downtown area and the farmer’s market as well as Adelante Mujeres. She mentioned the resistance she originally encountered with downtown businesses to the farmer’s market has shifted completely. There is a renewed positive feeling and interest with downtown businesses and the farmer’s market. She continued with the importance of businesses collaborating together to build a stronger downtown. She added the importance of Adelante Mujeres investing in the local area from a rural and urban divide stand point. Adelante Mujeres continues to help start-up businesses with education and services to get them going. Mr. VanderZanden asked about the type and number of vendors they are seeing. Kailey responded they currently have 65 vendors with a trend of more vendors committing to longer season of time. They also had a wait list during a few of the sessions, which is a good indicator of the farmer’s markets success.

**6. STAFF AND BOARD MEMBER COMMUNICATIONS:**

None.

**7. ANNOUNCEMENT OF NEXT MEETING:**

Javier Urenda announced that the next meeting of the EDC will be on Thursday, December 5, 2019 at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

**8. ADJOURNMENT:**

Javier Urenda adjourned the meeting at 1:30 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: January 9, 2020

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**1. CALL TO ORDER:**

The meeting was called to order at 12:11 p.m. by EDC Vice-Chairman Javier Urenda.

**ROLL CALL: EDC MEMBERS PRESENT:** Brad Bafaro; Tim Budelman; Steve Krautscheid; Mark Nakajima; Tom Raabe; Guy Storms; Howard Sullivan; Javier Urenda; Jill Verboort;

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**COUNCIL LIAISON:** Councilor Rippe

**STAFF PRESENT:** Cassi Bergstrom, Permit Coordinator; Jeff King, Economic Development Manager; Jesse VanderZanden, City Manager

**2. CITIZEN COMMUNICATION:**

None

**3. APPROVAL OF ECONOMIC DEVELOPMENT COMMISSION MINUTES:**

Howard Sullivan moved a motion to approve the meeting minutes from October 3, 2019. Brad Bafaro seconded. The motion passed unanimously.

**4. ADDITIONS/DELETIONS:**

None

**5. BUSINESS:**

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**6. STAFF AND BOARD MEMBER COMMUNICATIONS:**

None.

**7. ANNOUNCEMENT OF NEXT MEETING:**

Javier Urenda announced that the next meeting of the EDC will be on Thursday, December 5, 2019 at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

**8. ADJOURNMENT:**

Javier Urenda adjourned the meeting at 1:30 p.m. by consensus.

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

Approved by the Forest Grove EDC:

Date: January 9, 2020

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*Library Commission approved minutes as amended on Jan 14, 2020.*

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

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday December 17, 2019.

**Members Present:** Pamela Bailey, Chair; Elizabeth Beechwood; Jon Youngberg; Kirsten Beier; Nickie Augustine; Valyrie Ingram;

**Members Absent:** Kathleen Poulsen, Vice-Chair (excused);

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Adolph "Val" Valfre

**Others:** Morgan Knapp

**2. ADDITIONS/DELETIONS to Agenda: None.**

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

**MOTION:** Elizabeth moved, seconded by Valyrie, to approve the Nov 19, 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 and Friends boards together received thanks and a plaque from the City Council for the Ginsburg Memorial Garden. The plaque they received will be installed on the south wall of the library by the PC area, looking out the windows toward the garden. Neil Poulsen's picture of the garden was added to the plaque just in time.

**b)** Starting early next year, the Foundation board wants to begin work on a big comprehensive plan for library floor space allocation plan, with library staff.

**c)** See the Library Foundation of Forest Grove's web site at: [www.fglf.org](http://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 cancelled their December board meeting.
- b) The Friends web site is at: [fglibraryfriends.org](http://fglibraryfriends.org).

**5c. COUNCIL LIAISON REPORT:** Adolph “Val” Valfre shared comments about the recent activities of the Forest Grove City Council:

- a) Busy holiday time around city. Tree lighting ceremony.
- b) B/C member renewals and interviews starting.
- c) New City Councilor, Mariana Valenzuela, chosen. She will be sworn in at the City Council meeting of Jan 13, 2020.
- d) Planning requests for state legislature.
- e) Attended nice holiday party at library last week,
- f) Intersection at 21<sup>st</sup> & Main – work and various safety and access improvements.
- g) Bond for Forest Grove new Police Department building considered, when to put on the ballot?

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

- a) Staffing changes at the library. Adriana is the new volunteer coordinator. Having to make adjustments for childbirth leaves over next few months. Interviewing for one or two more on-call positions (have one now). All five applicants are already in on-call positions at other libraries.
- b) “Move! Dance! Play!” weekly program started by Nathan has been very popular. Friends paid for some new equipment. Last week 120 people attended (55 kids, 65 caregivers) instead of the normal total of 40. This was not a problem. Held at 10:15AM on Wednesday mornings.
- c) Two “Escape Room” events are scheduled soon.
- d) Memory Café event also scheduled soon. Attendees just come and talk. Pacific Univ. is involved with these events. Some experts will attend. Last Tues of month.
- e) WCCLS has a variety of things in the works. Main item is next 5-year levy vote to be held in May 2020. Polling for levy is very positive.

**6. DISCUSSION OF ITEMS:**

- a) **Library Space Planning.** Colleen and some library staff attended workshop. Idea is how to reuse current areas of the library. No new building, etc. Learned specific steps to consider. Library staff will work on this. Will bring to Library Commission in 2020. We will hear much more about this in 2020.

Possible reconfiguring existing spaces, such as:

- \* Young adult area
- \* Area in front of fireplace

- \* The personal computer area
- \* 4-chair tables around the library. Usually not all four chairs are in-use.
- \* Item shelving. Possible down-sizing of collection.
- \* Possible coffee service area. Self-serve, honor coffee bar?
- \* Access – how to get to where you want in the library? Consider again whether the back door could be open during regular hours.

**b) Policy Reviews.** What's next with this effort, in 2020? Goal is to review all (eight) library policies in 2020, say one policy per month. Start in January. The City Council must approve any changes made to library policies.

**c) Bylaws Review.** The Library Commission reviewed the B/C Bylaws template (5 pages) and suggested changes to be made to it for it to become the Library Commission's Bylaws. Colleen will request a machine-readable file, and Pamela will edit it. Planning to approve the Bylaws document at our Jan 2020 Library Commission meeting, so that it can be presented and approved at a City Council meeting also in Jan 2020.

**d) City Council presentation.** Think about a Library Commission presentation to the City Council in 2020, at our Jan 2020 meeting.

**e) Strategic Plan Updates.** Library staff members will come to present to the Library Commission in 2020, on proposed updates to the four main pieces of the library's existing Strategic Plan. Will talk about details, accomplishments, future goals, etc. Listening Tour ideas are also considered part of this update to the Strategic Plan.

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tuesday January 14, 2020 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

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**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, DECEMBER 18, 2019  
COMMUNITY AUDITORIUM  
PAGE 1 OF 2**

1) **ROLL CALL:**

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

2) **CITIZEN COMMUNICATIONS:** None

3) **APPROVAL OF MINUTES:** The minutes of the November 20, 2019 meeting were approved.

4) **ADDITION/DELETIONS:** None

5) **OLD BUSINESS:**

- a) **Schematic Park Designs Presentation** – Presentation by Charles Bruker and Joselyn Bates from PLACE and Miklos Valdez from Councilor Heesacker.

- i) **Aquatic Center**

- (1) After the needs assessment was completed two concept designs emerged. The main focus of either design should be on renovations of the indoor areas.
- (2) Cost Estimates for today's market:
  - (a) Design 1 – Pool \$2.7 million, Outside area \$1.3 million = \$4 million
  - (b) Design 2 – Pool \$3.2 million, Outside area \$3.1 million = \$6.3 million

- ii) **North Lincoln Park**

- (1) Focus for the design is on engagement and exploration.
- (2) Access from the East is a big point for many.
- (3) A circular design incorporating nature play with rejuvenation of the central part of the park.
- (4) The restroom would be replaced with a four unit prefab.
- (5) People would like to see a non-fee splash pad area added. The water would flow into the storm water basin.
- (6) Northwest corner would be a less formal picnic table area.
- (7) Lincoln is a large park with lots of land to touch.
- (8) Cost Estimate for today's market: \$6.8 million

- iii) **Stites Park**

- (1) This park is 12 ½ acres and we would be touching 7.9 acres.
- (2) A major expansion which differs from the Master Plan as it includes adding the Community Gardens to the East side of the property.
- (3) The West side would remain a natural area.
- (4) The design includes a circular path, benches, a shelter and nature play areas.
- (5) The Stites family who donated the property visited the site and viewed the plans. They felt it was a wonderful tribute to their donation and they liked the plans.
- (6) The bridge on the property was installed by the Army Corp of Engineers over a small stream and it will remain. The work was done ahead of time to save on costs.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, DECEMBER 18, 2019  
COMMUNITY AUDITORIUM  
PAGE 2 OF 2**

- (7) The area would be accessible for maintenance and law enforcement. The vegetation would be beautiful but not inviting to the homeless.
  - (8) Cost Estimate for today's market: \$4.1 million
  - iv) **A.T. Smith Park**
    - (1) This area would be an event destination park, that would include a stage, amphitheater, garden, play area and restroom/storage space.
    - (2) A parking lot would be added along with an access corridor to service the house, which would be wide enough for a fire truck.
    - (3) Cost Estimate for today's market: \$3.5 million
  - b) This final presentation was accepted by the Parks & Recreation Commission and will move to the City Council for approval. "Without the dream, we have no plans".
- 6) **COMMISSIONER'S REPORTS:**
- a) **Ralph:**
    - i) Paul was inducted into the Forest Grove High School Athletic Hall of Fame.
- 7) **COUNCIL LIAISON REPORT:**
- a) Malynda:
    - i) The Council vacancy was filled last Monday and the new councilor will be sworn in January 13 at 4:30 p.m. She was a professor at Pacific and now works with Adelante Mujeres.
    - ii) The City employee buffet took place and the raffle prizes raised \$2500 to be donated to the Western Washington County Fire Department toy drive in Tom Johnston's name.
    - iii) The annual Town Hall meeting will be January 25 at 9:00 a.m. and focus on the Police Station needs.
    - iv) The Council retreat will take place in February.
    - v) The Boards and Commissions recognition dinner will be February 13 at 5:30 p.m. This year there will be no commission reports. The annual reports will be made at separate City Council meetings.
- 8) **STAFF REPORTS:**
- a) **Matt:**
    - i) The crew is busy with tree trimming and Gert is working with Public Works.
    - ii) The staff is getting certified in irrigation. This way we can come up with our own plans and save costs.
  - b) **Tom:**
    - i) At the February 10 City Council meeting PLACE will give a ½ hour presentation on the final designs.
    - ii) We will be receiving the complete bid package for Rogers Park and the project will go out to bid on January 6.
- 9) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, January 22, 2020 at 7:00 a.m.
- 10) **ADJOURNMENT:** The meeting was adjourned at 8:18 p.m.

3E



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**Planning Commission  
Community Auditorium  
1915 Main Street, Forest Grove, OR  
Monday, December 16<sup>th</sup>, 2019, 7:00 pm**

**1. CALL TO ORDER:**

Chair Tom Beck called the meeting to order at 7:04 p.m. Roll Call:

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

**Planning Commission Excused:** Commissioner Ginny Sanderson.

**Staff Present:** James Reitz, Senior Planner; Dan Riordan, Long Range Planner; Bryan Pohl, Community Development Director; Shannon Reynolds, Administrative Specialist.

**2. PUBLIC MEETING:**

**A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

**B. PUBLIC HEARING:**

**(1.) File No. 311-19-000030-PLNG – Site plan approval and design review of a proposed 18-unit apartment complex located at 2560 Hawthorne Street**

Chair Beck opened the quasi-judicial public hearing at 7:05 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no challenges from the audience.

Mr. Reitz gave a Power Point presentation, showing the location of the proposed 18-unit apartment complex along with an aerial view of the site and an elevation view of the architectural drawings. Mr. Reitz explained that this is the last lot to be developed within the Hawthorne Gardens subdivision, and the proposed apartments meet the density requirements. A neighborhood meeting was held by the applicant, and one neighbor was present.

Mr. Reitz went over some of the conditions of the application: Sidewalks being installed with curb/gutters; reduce the width of the driveway approach from 26 feet down to 20 feet; reduce to parking stall length in order to enlarge the landscape area accordingly.

Chair Beck suggested staff make a future development code amendment for reducing parking stall length requirements and requiring all lighting to be motion detected.

Commissioner Rojas inquired if this is affordable housing, and Mr. Reitz responded that these will be rented at marketable rate.

Vice Chair inquired if the 26<sup>th</sup> Avenue project to improve the road is being made a priority. Mr. Reitz asked the applicant, and they stated it is currently in design.

**CORRESPONDENCE:**

No correspondence was received.

**APPLICANT:**

**Melissa Slotemaker (AKS Engineering), 12965 SW Herman Rd #100, Tualatin, OR 97062:**

Ms. Melissa Slotemaker came forward, stating Mr. Reitz gave an accurate summary of the project. Ms. Slotemaker stated the conditions staff recommended are not a concern for the applicant. Open space provided is 50% of the site, and 20% is required.

Chair Beck suggested the pedestrian walkways through the parking lot be more distinguished as concrete pathways rather than painted lines when connecting all units.

Commissioner Nakajima inquired about outdoor space, and Ms. Slotemaker showed the balconies on the units being about 40 square feet.

**PROPONENTS:**

None.

**OPPONENTS:**

**Linda Monte, 2439 Hawthorne St, Forest Grove, OR 97116:**

Ms. Linda Monte came to the front, informing Commissioners that she did not receive a notification of the neighborhood meeting. Ms. Monte wants the Commissioners to consider the traffic speed on Hawthorne Street as many speed down the road and it is not enforced, the Code enforcement within the area is delinquent, and 26<sup>th</sup> Avenue improvements have been talked about for many years but nothing has happened.

**OTHER:**

None.

**REBUTTAL:**

**Melissa Slotemaker (AKS Engineering), 12965 SW Herman Rd #100, Tualatin, OR 97062:**

Ms. Slotemaker came to the front for rebuttal, stating she has the mailing and notice information within her packet for the neighborhood meeting they held and two mailings were returned.

Chair Beck closed the public hearing at 7:39 p.m.

**COMMISSIONER DISCUSSION:**

Chair Beck inquired if there were any concerns regarding the concrete pedestrian pathway being made a condition of the application, and there were none.

Vice Chair Ruder stated that the 26<sup>th</sup> Avenue improvements needs priority attention as well as the speed limit of 25 miles per hour being enforced on Hawthorne Street.

**Commissioner Rojas moved a motion to approve file number 311-19-000030-PLNG – Site plan approval and design review of a proposed 18-unit apartment complex located at 2560 Hawthorne Street with a condition requiring concrete pedestrian pathways connecting units. Vice Chair Ruder seconded the motion.**

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

**(2.) File No. 311-19-000028-PLNG – Comprehensive Plan Map and Zoning Map Amendments to re-designate and rezone two parcels located at 2102 Pacific Avenue and 1919 Ash Street from Public/Institutional to Town Center Transition**

Chair Beck opened the quasi-judicial public hearing at 7:43 p.m. and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no challenges from the audience.

Chair Beck read through the criteria for considering the zone change, and called for the staff report.

Senior Planner James Reitz disclosed that the applicant for the City is Paul Downey, Administrative Services Director. Mr. Reitz gave a Power Point presentation showing the vicinity and tax lots affected by the zone change. The purpose of the zone change is for the proposed new police station. The water quality facility located within the vicinity will go away, and storm water will be drained to the new Hawthorne Street water quality facility constructed over the summer.

Mr. Reitz went over the parking standards required for a police station, which zoned as Institutional would need to comply with off-street parking requirements resulting in a surface parking area of about 60 spaces. Town Center Transition zoning does

not have a minimum parking requirement for non-residential uses. The police station will come back to the Planning Commission as a conditional use permit to discuss the parking requirement further. The preferred approach is to go forward with the zone change in order to eliminate the minimum parking requirement within an Institutional zone allowing for more flexibility.

Chair Beck voiced his concerns about the lack of parking and the city changing zones to allow fewer parking spaces. He believes there is a cleaner way to solve the parking requirement for the police station rather than just changing the zone in order to not create a poor public perception.

Vice Chair Ruder wondered if a code amendment would make more sense than a zone change in order to define parking requirements for a police station.

**CORRESPONDENCE:**

No correspondence was received.

**APPLICANT:**

**Paul Downey, Admin Services Director, 1924 Council St, Forest Grove, OR 97116:**

Mr. Paul Downey came to the front, explaining that he is the project manager for the proposed police station project. He explained that the purpose is to allow flexibility within the zone. Mr. Downey showed a preliminary design of the proposed structure and how it will be oriented on the lot. The Transportation Development tax (TDT) rate is very high for a police station, and the rate is set by Washington County. The city is trying to save money by reducing the area of the police station.

Mr. Downey showed the parking area proposed, explaining that there will be 32 secured parking spots for police cars, whereas the current facility only has 13 spaces. The proposed design creates more parking spaces on the block than what is currently available now, bringing the total to 90 spaces.

Chair Beck has some concern that the project will not go forward, and Mr. Downey explained that the city hopes to have the land use application approved prior to the May 2020 bond being voted on so that construction can begin shortly after so as to not waste any time or money.

Chair Beck closed the public hearing at 8:16 p.m.

**PROPONENTS:**

None.

**OPPONENTS:**

None.

**OTHER:**

None.

**COMMISSIONER DISCUSSION:**

Chair Beck suggested a text amendment with a parking ratio defined specifically towards police stations is the more correct way to resolve this, and Commissioners agreed. Mr. Reitz stated that doing a text amendment will take time. Commissioner Nakajima stated that making the zone Institutional with a parking ratio text amendment for that specific zone will be more transparent in the public eye. The majority of the block is already zoned Institutional, and the designation will still allow construction of a new police facility. Chair Beck reiterated that the Institutional zone can be worked with in order to provide the appropriate number of parking spaces for the police station.

The Planning Commission concluded that it would be more logical to amend the Comprehensive Plan map and Zoning map to re-designate the parcels at 2137 and 2129 19<sup>th</sup> Avenue as Public/Institutional than to approve the requested amendment suggested by city staff.

**Vice Chair Ruder moved a motion to recommend to City Council file number 311-19-00028-PLNG – Comprehensive Plan Map and Zoning Map Amendments to re-designate and rezone two parcels located at 2137 19<sup>th</sup> Avenue and 2129 19<sup>th</sup> Avenue from Town Center Transition to Public/Institutional, and a text amendment be crafted specifically for parking ratios within that zone. Commissioner Rojas seconded the motion.**

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

**C. ACTION ITEMS:**

None.

**D. WORK SESSION ITEMS:**

None.

**3. BUSINESS MEETING:**

**A. APPROVAL OF MINUTES:**

Vice Chair Ruder moved to approve the minutes of the December 2<sup>nd</sup>, 2019 meeting. Commissioner Nakajima seconded. Motion passed 5-0.

**B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:**

None.

**C. DIRECTOR'S REPORT:**

Senior Planner Dan Riordan informed Commissioners that the applicant for Stafford Land Company submitted an appeal of Planning Commission's decision regarding the rear yard setback adjustment for the decks within Gales Creek Terrace planned development.

Senior Planner James Reitz informed Commissioners that the next meeting will include a driveway variance for Old Trapper.

Mr. Riordan stated that he is working on a Neighborhood Mixed Use zone text amendment and working with property owners.

- D. **ANNOUNCEMENT OF NEXT MEETING:**  
The next meeting is scheduled for January 21<sup>st</sup>, 2020.
  
- E. **ADJOURNMENT:**  
The meeting was adjourned at 8:20 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=C.Bergstrom@forestgrove.or.gov  
Reason: I am the author of this document.  
Location: not signing location here  
Date: 2020.01.22 08:51:58  
Cassi Bergstrom v.00000000.00000000.00000000

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Cassi Bergstrom  
Planning Commission Coordinator

3F

Approved

PUBLIC SAFETY COMMISSION  
Forest Grove Fire Department  
1919 Ash St.  
October 23<sup>rd</sup>, 2019

**Minutes approved by Public Safety Advisory Commission on 12-4-2019**

**1. ROLL CALL**

Meeting called to order by Jayne Cravens.

**Members Present:** Anne Niven, Glenn VanBlarcom, Jayne Cravens, Jeffrey Boivin and Tom Epler

**Members Absent:** Drue Garrison

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

**Others Present:** Dave Nemeyer and Janie Schutz

**2. INTRODUCTIONS**

Self-Introductions were made.

**3. CITIZEN COMMUNICATIONS:**

**4. APPROVAL OF MINUTES-**

**MOTION TO APPROVE AUGUST MEETING MINUTES.** Moved by Glenn VanBlarcom, seconded by Jeffrey Boivin. **Unanimous.**

**5. ADDITIONS/DELETIONS:** Jayne Cravens announced her resignation due to her full time job. The December meeting will be her last meeting.

**6. STAFF REPORTS**

**Police Department-** \*report covered in police facility project\*

**Fire Department** – The passing of Councilor Johnston is something the department has been working through.  
The department, along with other agencies in Washington County, has received a 2.9 million dollar grant for SCBA's and will work with local agencies to agree on one manufacturer. A SAFER grant to hire an additional firefighter has also been granted.  
New volunteers Spring Academy 2020- 17 applicants.  
On October 12<sup>th</sup>, the annual Open House occurred. Attendance was a bit down this year, but there was still a good turnout.  
The department's drone is now in operation. It has been used three times.  
The new rescue unit is going through a few finishing touches before being put in service.  
On the 11<sup>th</sup> of October, two firefighters were injured in a garage collapse. One with a sprained ankle and the other with a concussion.

**City Council-** Councilor Rippe announced that the Council is working to fill the late Tom Johnston's council seat. He expects the process to be done in January.

A couple of resolutions have been passed codifying the seasonal and severe weather shelters. The council authorized the City Manager to execute an IGA with emergency medical services.

Councilor Rippe went on to discuss improvements happening at various other intersections and crosswalks. David Hill and Thatcher, Martin and 47, Maple and 47, Elm and 47, and Oak at 47. The Safeway/Goodwill problem area will be redesigned.

The Council will be soon reviewing applications for citizen advisory groups. Jayne encouraged the group to network to have people apply.

7. **NEW BUSINESS**

**Police Facility Project-** Chief Schutz presented an educational video on the new police facility and took questions. There will be an upcoming public meeting on November 21<sup>st</sup> to discuss this project and the annual town meeting will also focus on the new building. Chief Schutz also provided a 'commonly asked questions' document. Roundtable discussion regarding the current facility and the plans for the new facility.

**2020 Citizen Survey-** Jayne Cravens asked the City to add questions about pedestrian safety to the City survey. There was not a single question about people's perception of bike lanes. The group agreed that they will suggest adding additional questions about pedestrian safety to next year's survey.

**MOTION TO CHANGE BIKE LINES TO PEDESTRIAN SAFETY AND BICYCLE SAFETY ON THE CITIZEN SURVEY.** Moved by Jayne Cravens, seconded by Anne Niven. **Unanimous.**

8. **ANNOUNCEMENT OF NEXT MEETING** –December 4<sup>th</sup>, 2019 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant

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Approved  
CITY OF FOREST GROVE  
SUSTAINABILITY COMMISSION  
COMMUNITY AUDITORIUM  
CONFERENCE ROOM

THURSDAY, NOVEMBER 21, 2019 – 6:00 P.M.

**MEETING MINUTES Approved by Commission on 12/12/19.**

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**CALL TO ORDER: Chair Nieves called the meeting to order at 6:04 PM.**

**Sustainability Commission Present:**

Fallon Harris	Johanna Peeters Weem
Lilly Meek	Robin Lindsley
Tabitha Merten	Ken Cobleigh
Amber Nieves	

**Absent, Excused:** Devon Downeysmith (CCI)

**Council Liaison:** Elena Uhing

**Staff:** Elizabeth Stover, Program Coordinator

**Guests:** Pam Sprague

**1. INTRODUCTIONS.**

**2. COMMUNITY COMMUNICATIONS:** None.

**3. COMMISSIONER COMMUNICATIONS:** Lindsley asked how can the Sustainability Commission help sustain school gardens and achieve a food secure Forest Grove and Cornelius?

**4. CONSENT AGENDA:** #7: Change to “a set of 10 of each book *will be* ordered”, and add “City” before “website”. Change the meeting lead from Nieves to Harris. #8: Change to read “...feed hungry people...” and “...sharing gardening and food preservation skills and information.” #9: Add title of the event, “Earth Day Fair & Litter Clean Up”. #10: Spell out “Committee for Community Involvement”. Nieves moved to approved, Harris second.

**5. ADDITIONS/DELETIONS:** Councilor Uhing to add an outline prior to starting the discussion between Sustainability Commission and CCI.

**6. SUSTAINABILITY COMMISSION AND COMMITTEE FOR COMMUNITY INVOLVMENT COLLABORATION:** Councilor Uhing opened with a brief background and history on the Latino Summit – two Summits were held; how will the third Summit be designed. The next Summit should incorporate the City’s vision for sustainability and diversity, equity, and inclusion (DEI).

Harris and Nieves requested more background on previous Summits. Sprague provided an explanation that CCI did not have plans to develop the next Summit per Councilor Wenzel’s request to hold while the City’s DEI plans were finalized. CCI members recognize they do not

have the expertise to facilitate a meeting with sensitive topics. CCI would like more feedback as to what the City's DEI plans are, as well as the City's desires for the next Summit's purpose and outcome. Councilor Uhing agreed that a professional facilitator is necessary.

Councilor Uhing states the City would like the next Summit to launch an ongoing conversation, not a one-off event. Sprague would like to understand the City's goals in order to meet those expectations. Ideas offered were training for civic engagement for underrepresented groups within the community, Centro Cultural as a potential facilitator, and a need to be more inclusive than just one community group.

- Sprague to connect with Downeysmith to find more documentation regarding previous Summits, if available, and to reach out to Stephanie Stokamer at Pacific University regarding facilitation.
- Stover to check with Pacific and staff to see who put on the first Summit.
- Downeysmith to attend the next joint meeting.
- Councilor Uhing to take information back to the Council and brainstorm.
- Schedule another joint meeting between Sustainability and CCI.
- Define roles within the two groups.
- Next joint meeting in February.
- Add Summit to the Sustainability Work Plan, per Nieves.

Lindsley suggested inviting: Stacey Metzger, Celeste Goulding, Brian Schimmel, Jesse VanderZanden, Bryan Pohl, Stephanie Stokamer, seniors groups, and Adelante Chicas Youth Development group.

**Summarized:** The groups would like to work on data gathering regarding past Summits, find and review any Results Reports, and hear from the City Council what their ultimate goal is for the next Summit.

## 7. COUNCIL LIAISON REPORT:

- Police Facility Open House, 11/21/19.
- Pitchfork Communications working on Communications Plan.
- Site B RFIs in progress.
- Cortland Carrier, Tourism consultant, is connecting with the community for input in the tourism branding process.
- CEP tonnage was more than anticipated and funding was not reduced – \$97,000 this year.
- TV Highway improvement plan is moving forward.
- CCI's Annual Town Meeting is Jan. 25, 8:30am – noon.
- Bella Donna Bistro is going into Maggie's Buns' former space.
- Upstairs Yoga & Wellness Café is open.
- Holiday Wassail party at the Library, Saturday, Dec. 7, 1pm – 4pm.
- First OPB radio marketing campaign in progress.
- Adelante Mujeres worked with the City to facilitate the opening of a new Mexican bakery on 19<sup>th</sup> Avenue.
- New flooring company on 25<sup>th</sup> Avenue.

- New food carts are open.
- Aquatic Center is continuing classes regarding safety for children who are home alone and babysitting training.

**8. STAFF REPORT:** None.

**9. FUTURE AGENDA TOPICS:**

- December:
  - Peeters Weem: the Community Cupboard
  - Earth Day Fair & Litter Clean Up mini-grant
  - Lindsley: Free food grant update
  - Solar panel presentation (guest)
  - Bylaws: Finalize

**10. ADJOURNMENT:** Nieves adjourned the meeting at 7:44pm.

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

Approved by the Forest Grove Sustainability Commission:   Date: 12/12/19

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>3. H.</u>
MEETING DATE:	<u>01/27/2020</u>
FINAL ACTION:	<u>RESO 2020-13</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Jeff King, Economic Development Manager*

**MEETING DATE:** *January 27, 2020*

**SUBJECT TITLE:** *Resolution Approving EDC's Bylaws*

**ACTION REQUESTED:**

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

*X all that apply*

---

**ISSUE STATEMENT:** The City Council has implemented a plan that standardizes the bylaws of City of Forest Grove Boards and Commissions. The Forest Grove Economic Development Commission (FGEDC) is submitting the attached set of Bylaws for approval.

**BACKGROUND:** The FGEDC has been assigned to advise and make recommendations to Council on economic development policy and issues that supports advancing the economy and prosperity.

As part of the process in 2019, the FGEDC unanimously reduced the number of board members from 19 to 15. This was done to streamline and increase the efficiency of the FGEDC. Positions that were eliminated were other local or state agencies, were redundant or were not part of the core mission of the FGEDC. Eliminated were: Utility: Forest Grove Light and Power or Verizon; Residential Developer, Citizen At Large and Workforce Development, which was changed to liaison only. After previous meeting discussions, the FGEDC voted to eliminate these positions at their October 3, 2019 meeting. The FGEDC in their meeting held on December 5, 2019, approved unanimously the attached Bylaws that defines the duties and responsibilities of the Commission.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached Resolution.

**ATTACHMENT(s):**

Resolution & Exhibit A Bylaws



**RESOLUTION NO. 2020-13**

**RESOLUTION ADOPTING CITY OF FOREST GROVE  
ECONOMIC DEVELOPMENT COMMISSION BYLAWS  
AND REPEALING RESOLUTION NO. 2008-30**

**WHEREAS**, the Economic Development Commission was established by Resolution No. 2007-45, which was adopted by the City Council on July 9, 2007; and

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

**WHEREAS**, as set forth in §14.15, each B/C is required to adopt by Council Resolution new Bylaws or rules of procedures following a standard template provided by the City; and

**WHEREAS**, the Commission reviewed and combined its existing Bylaws to form to the new Bylaw template; and

**WHEREAS**, the Commission reviewed and unanimously approved the newly-revised Bylaws (Exhibit A) at its meeting held on December 5, 2019; and

**WHEREAS**, the Bylaws (Exhibit A) prescribe the Commission's duties and responsibilities and provide for all matters directly concerning economic development policy and issues that supports advancing the economy as well as re-establishing its existing membership.

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

**Section 1.** The City Council hereby accepts and adopts the City of Forest Grove Economic Development Commission Bylaws (Exhibit A).

**Section 2.** Resolution No. 2008-30 is hereby repealed in its entirety.

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor



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## **FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION ADOPTED BYLAWS**

**Section 1:** **Name:** Forest Grove Economic Development Commission (herein referred to as FGEDC)

**Section 2:** Established by Council Resolution No. 2007-45, July 9, 2007.

**Section 3: Purpose**

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The B/C is directly responsible to the Council.
2. Advise and make recommendations to City Council on economic development policy and issues that supports advancing the economy and prosperity.

**Section 4: Powers and Responsibilities/Objectives**

1. To develop and promote an economic development strategic plan.
2. To provide oversight and review of economic development marketing strategies and products.
3. To enhance communication and understanding of economic development strategies, and build relationships between the Forest Grove public sector, community, and business community.
4. To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.
5. To encourage connections and coordination with other regional, state and national organizations working for the benefit of economic growth and enhancement of the Forest Grove area economy.
6. To respond to additional matters relating to economic development as requested by the City Council.
7. Advise and make recommendations to City Council on economic development policy and issues that supports advancing the economy and prosperity.

**Section 5: Organization and Structure**

1. Membership:

- a. Members of the B/C shall be composed of 15 members and one student member who shall be appointed by City Council.
- b. Five (5) members may reside outside of corporate limits of the city.
- c. Members shall have a significant interest and background in business and economic development in the City, cover a diverse balance of sectors and geographic areas and represent the private-for-profit; not-for-profit and public sectors. The FGEDC membership shall consist of:

**Public & Non-Profit Members**

- 1. Forest Grove Chamber of Commerce
- 2. Pacific University (Higher Education)
- 3. Public Schools: Forest Grove School District
- 4. Latino Community Representative

**Private Business Members**

- 5. Large Manufacturer-Technology
- 6. Small Manufacturer/Traded Sector Entrepreneur
- 7. Food/Beverage Processor
- 8. Wood Product/Ag-related Business
- 9. Health/Medical Care
- 10. Industrial/Commercial Broker
- 11. Commercial/industrial Property Owner
- 12. Large Commercial/Retail Business
- 13. Small Commercial/Retail Business
- 14. Financial Institution
- 15. Downtown Retail Business

**Student Member**

- 16. Student Member

- d. An Alternate to each member may be selected. The Alternate member shall have a voice in all actions but shall have no vote, unless a regular member of the B/C is absent or is not participating due to a conflict of interest; in no case shall both the regular member and Alternate have a vote on the same motion.
  - e. Members are required to attend training courses as assigned and approved by City Council.
  - f. An individual member may not act in official capacity.
  - g. The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
  - h. B/C members serve without compensation.
2. Terms of Office:
- a. B/C members shall be voting members and shall serve four (4) year terms.
  - b. Student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.

- c. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d. 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.
- e. B/C members must apply during open recruitment and be interviewed by City Council after each term to continue service. B/C members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f. Members may not serve on more than two (2) B/C at the same time.
- g. Appointments to vacant positions shall be filled by City Council for the unexpired term.

3. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year.

The Chair may not serve more than 48-consecutive months.

4. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(1) Chair shall:

- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
- b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
- c. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
- d. The agenda shall follow a standard template provided by the City.
- e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
- f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.
- g. The Chair shall submit and present an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

## Section 6: Meeting Procedures and Quorum

### 1. Meetings:

- a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
- b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.
- c. The B/C meeting agenda and packet shall be distributed to the B/C at least five (5) days prior to the meeting.
- d. All meetings are open to the public. Anyone wishing to speak to the B/C may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
- e. The student member may provide a report at every meeting.
- f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- g. Special meetings may be called by a vote of the B/C at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more B/C members.
- h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

### 2. Minutes:

- a. The B/C may appoint a secretary at the first regularly scheduled B/C meeting of each year to take the B/C meeting minutes.
- b. Written minutes are required for all meetings.
- c. The minutes shall follow a standard template provided by the City.
- d. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
- e. Staff may take minutes if the B/C requests the City to do so.
- f. Staff shall review the minutes to assure compliance with state law.
- g. Staff shall post the B/C approved minutes to the website as soon as possible.

### 3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the staff liaison prior to the regular meeting to report an absence.

- c. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.
  - d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
- 4. Quorum:  
Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
- 5. Voting and Decision Making:
  - a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
  - b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
  - c. The B/C shall operate in the general public interest serving the community as a whole. The B/C shall serve no special interest(s) or endorse any commercial product or enterprise.
- 6. Conflicts of Interest and Ethics Law:
  - a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
  - b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
  - c. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
- 7. Role of Council Liaison:
  - a. The Council liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.
  - b. Council Liaison's role is to collaborate between the City Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
  - c. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the B/C.
- 8. Role of Staff Liaison:
  - (1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.
  - (2) The staff liaison shall:
    - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
    - b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.

- c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
- d. Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
- e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
- f. Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

9. Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

10. Amending Bylaws:

- a. A majority of all members must vote affirmatively to modify the B/C bylaws on at least two separate readings at two separate meetings.
- b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
- c. All bylaws or rules, including changes, must be approved by the City Council.
- d. Bylaws shall follow a standard template provided by the City.



*A place where families and businesses thrive.*

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	3. I. – 3. N.
MEETING DATE:	01/27/2020
FINAL ACTION:	RESO 2020-14 to RESO 2020-18

**CITY COUNCIL MEMORANDUM**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

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

**DATE:** *January 27, 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 collectively concurred to make the following B/C reappointments at the work session held on January 13, 2020:

<b>Applicant Name</b>	<b>Appointed</b>	<b>B/C Position</b>
Michael Howell	A02/16	CFC
Thomas Raabe	A09/16	EDC Financial Institution
Jonathan Yawson	A09/18	EDC Large Manufacturer
Elizabeth Beechwood	A02/16	LC
Mackenzie Johnston Carey	A02/16	P&R At-Large
Kenneth Cobleigh	A01/18	SC Agricultural

The following B/C resignation was received and seat declared vacant:

- Jill Verboort, EDC Small Commercial, Appointed 11/2018, Term Expires 12/31/2019

**B/C Annual Recognition Reception:** The date is scheduled for Thursday, February 13, 2020, 5:30 p.m., at the Forest Grove Senior and Community Center. 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 Resignation

Resolutions & B/C Reappointment Applications

3-L

EDC A 11/18  
Small Commercial  
Term Exp 12/31/19

**Anna Ruggles**

---

**From:** Anna Ruggles  
**Sent:** Monday, January 13, 2020 2:05 PM  
**To:** 'Jill Verboort'  
**Cc:** Jeffrey King  
**Subject:** RE: EDC Resignation

Hi Jill,

I/we are sorry to hear. You will be greatly missed. Your resignation will be effective immediately. If you would like to receive an invitation to attend our Annual Boards & Commissions Recognition Reception on February 13th, please let me know; otherwise, we can mail your Certificate of Appreciation instead.

Best wishes to you!

Anna D. Ruggles, CMC, City Recorder  
1924 Council Street, 2<sup>nd</sup> Floor  
P. O. Box 326  
Forest Grove, OR 97116-0326  
Direct Line: 503.992.3235  
E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)  
<https://www.forestgrove-or.gov/>

**From:** Jill Verboort [mailto: ]  
**Sent:** Saturday, January 11, 2020 2:42 PM  
**To:** Jeffrey King <jking@forestgrove-or.gov>  
**Cc:** Anna Ruggles <aruggles@forestgrove-or.gov>  
**Subject:** EDC interview

Hello,

I've decided to rescind my application for the EDC committee this term. I have a conflict on Thursday's.

Thank you,  
Jill

Sent with BlackBerry Work  
([www.blackberry.com](http://www.blackberry.com))

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**RESOLUTION NO. 2020-14**

**RESOLUTION MAKING REAPPOINTMENT  
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 31<sup>st</sup>; 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 January 13, 2020.

**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>
<b>Howell</b>	<b>Michael</b>		<b>December 31, 2023</b>

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor



A place where families and businesses thrive.

Reapplied & Interviewed

01/13/2020

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).

Grid of checkboxes for various boards and commissions including Budget Committee, Parks & Recreation Commission, etc.

Personal information fields: FIRST & LAST NAME (Michael Howell), ADDRESS (Willamina ave), CITY/ZIP (Forest Grove 97116), EMPLOYER / SCHOOL (Howell Tree Farm), OCCUPATION / PROFESSION (Farm manager)

Reside in City Limits: [checked] Years residing in City: [6] How did you hear of this opportunity: [ ]

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? 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? [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: [ ] DATE: 12-28-2019



**RESOLUTION NO. 2020-15**

**RESOLUTION MAKING REAPPOINTMENTS  
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 31<sup>st</sup>; 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 and/or application considered by Council in work session held January 13, 2020.

**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>
<b>Raabe</b>	<b>Thomas</b>	<b>Financial Institution</b>	<b>December 31, 2023</b>
<b>Yawson</b>	<b>Jonathan</b>	<b>Large Manufacturer</b>	<b>December 31, 2023</b>

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor

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Reapplied & Interviewed  
01/13/2020

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 - 3:43pm

76.191.89.2

**First & Last Name**

Thomas Raabe

*Premier Community Bank  
2811 15th Ave*

**Street Address**

██████ NW Blacktail Drive

**Mailing Address, if different**

**City, State and Zip Code**

Portland, OR 97229

**E-Mail Address**

██

**Telephone/Cell Phone Number**

██████████

**Work Telephone Number**

██████████ *(new phone number)*

**Employer**

Heritage Bank

**Occupation/Profession**

Senior Vice President

**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.**

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>

RESOLUTION NO. 2020-16



**RESOLUTION MAKING REAPPOINTMENT  
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 31<sup>st</sup>; 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 January 27, 2020.

**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>
<b>Beechwood</b>	<b>Elizabeth</b>		<b>December 31, 2023</b>

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor

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

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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>



**RESOLUTION NO. 2020-17**

**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 31<sup>st</sup>; 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 January 13, 2020.

**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>
<b>Johnston Carey</b>	<b>Mackenzie</b>	<b>At-Large</b>	<b>December 31, 2023</b>

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor

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

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**Submission information**

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

Submitted by Visitor (not verified)

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

24.21.32.228

**First & Last Name**

Mackenzie Johnston Carey

**Street Address**

█ Camino Dr (new address)

**Mailing Address, if different**

**City, State and Zip Code**

Forest Grove, OR 97116

**E-Mail Address**

█

**Telephone/Cell Phone Number**

█

**Work Telephone Number**

**Employer**

RE/MAX equity group

**Occupation/Profession**

Real Estate 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.**

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:**

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

**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>



**RESOLUTION NO. 2020-18**

**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 31<sup>st</sup>; 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 application considered by Council in work session held January 13, 2020.

**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>
<b>Cobleigh</b>	<b>Kenneth</b>	<b>Agricultural</b>	<b>December 31, 2023</b>

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> 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)

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**

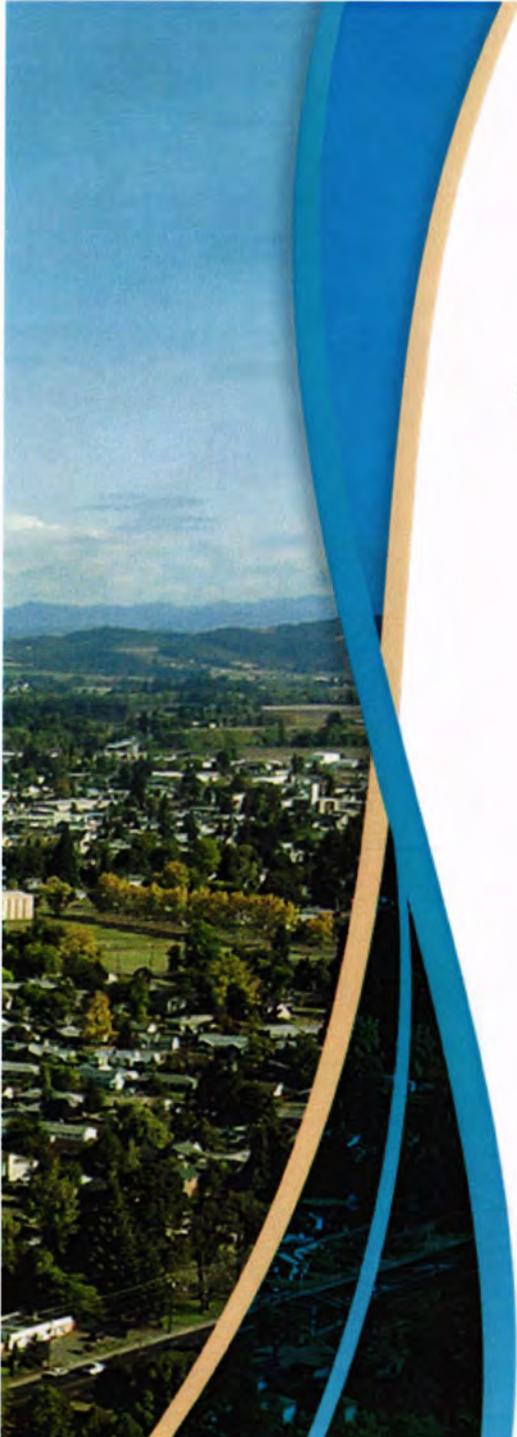
Tue, 11/26/2019

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

**Links**

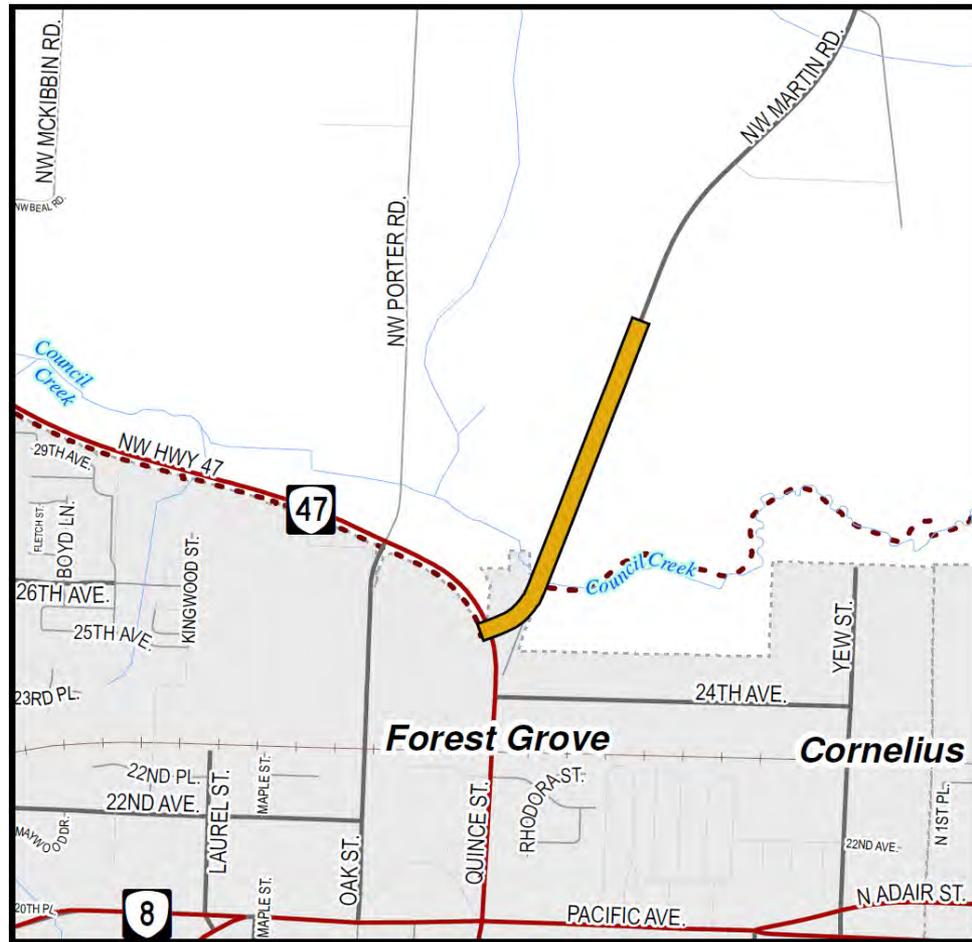
[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>



# Martin Road Project update

Forest Grove City Council  
Jan. 27, 2020 (Revised)

# Vicinity map

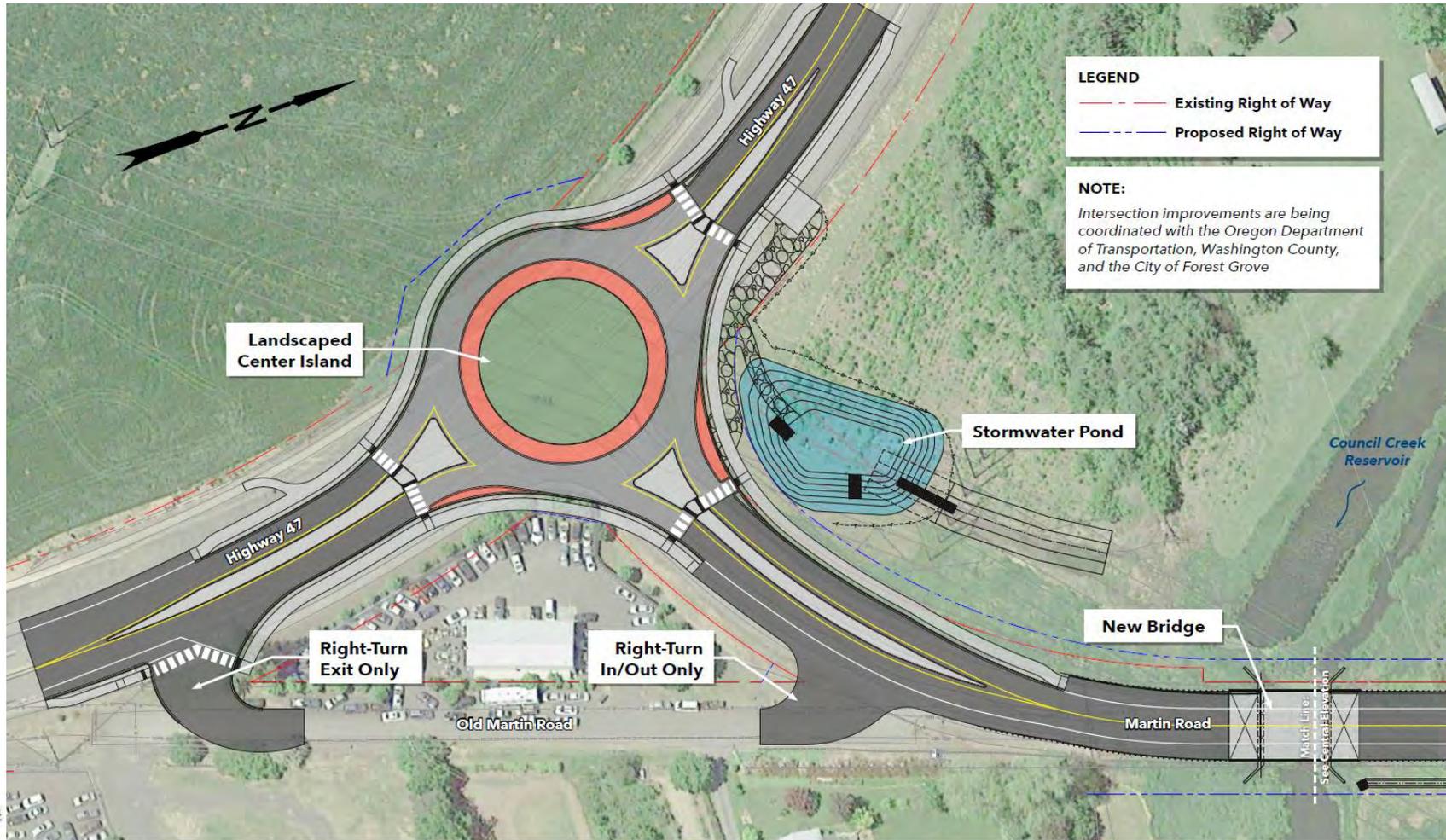




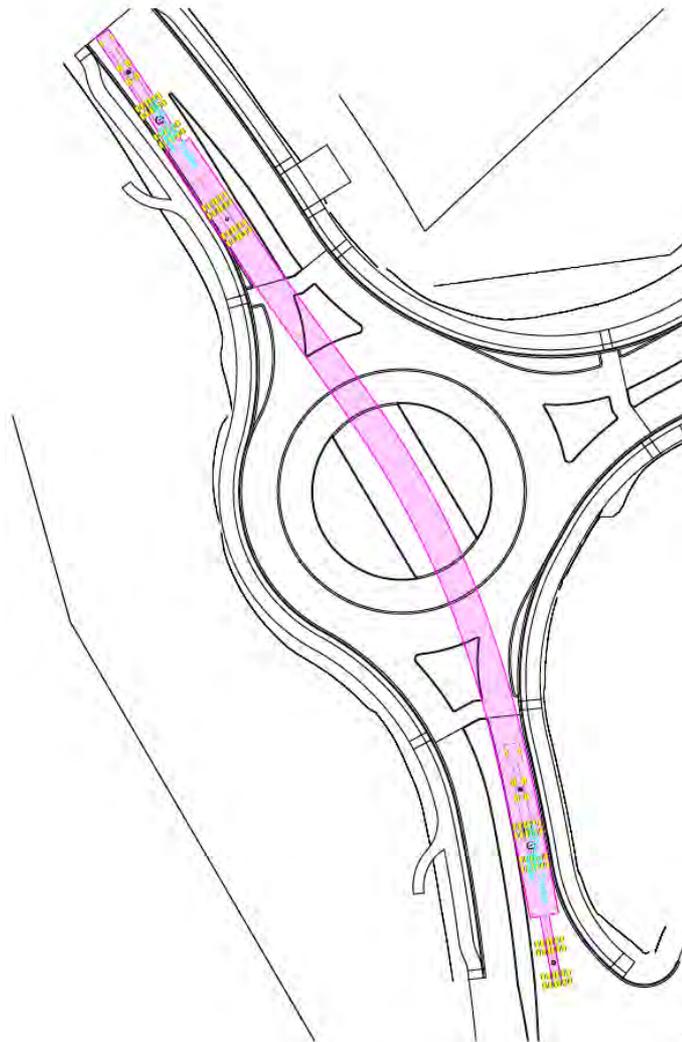
# Project scope

- Upgrade the Martin Road/Hwy 47 intersection with a roundabout
- Widen Martin Road for 2700 feet north of Hwy 47
- Replace culverts at Council Creek

# Martin Road/Hwy 47 intersection

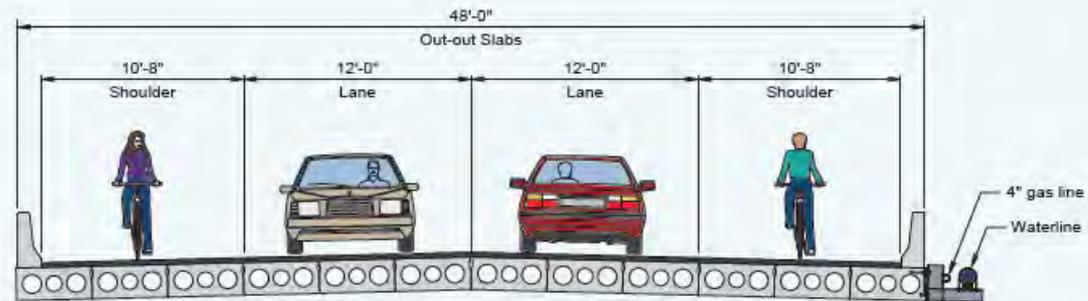


# Over-dimensional vehicle cut-through

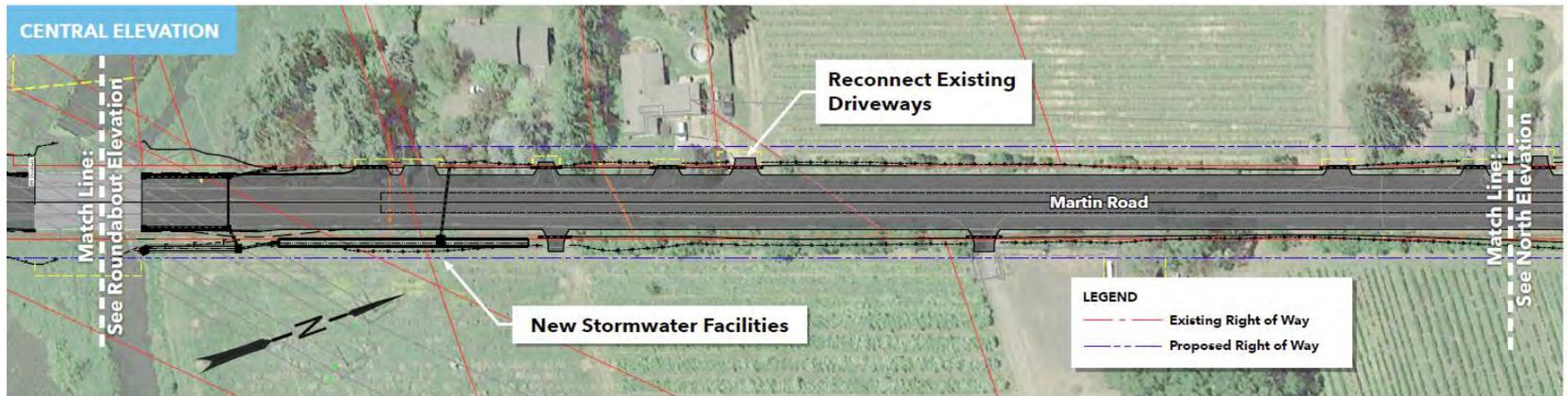


# Bridge over Council Creek

## Bridge



# Widening north of Hwy 47





# Schedule

- Public open house: summer 2020
- Commence right-of-way acquisition: spring 2020
- Bid: winter 2021
- Meet the contractor open house: spring 2021
- Commence construction: spring 2022



# Maple Street/Hwy 47 Intersection Project update

Forest Grove City Council  
Jan 27, 2020





# Traffic analysis

- Four alternatives analyzed:
  - Existing two-way stop control with right-turn lanes
  - Traffic signal
  - Single-lane roundabout
  - Restricted crossing u-turn (R-cut) intersection

# Traffic signal concept



# Traffic signal concept



# Roundabout concept



# Roundabout concept



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# TV Highway Corridor

Forest Grove City Council  
January 27, 2020



# Objectives

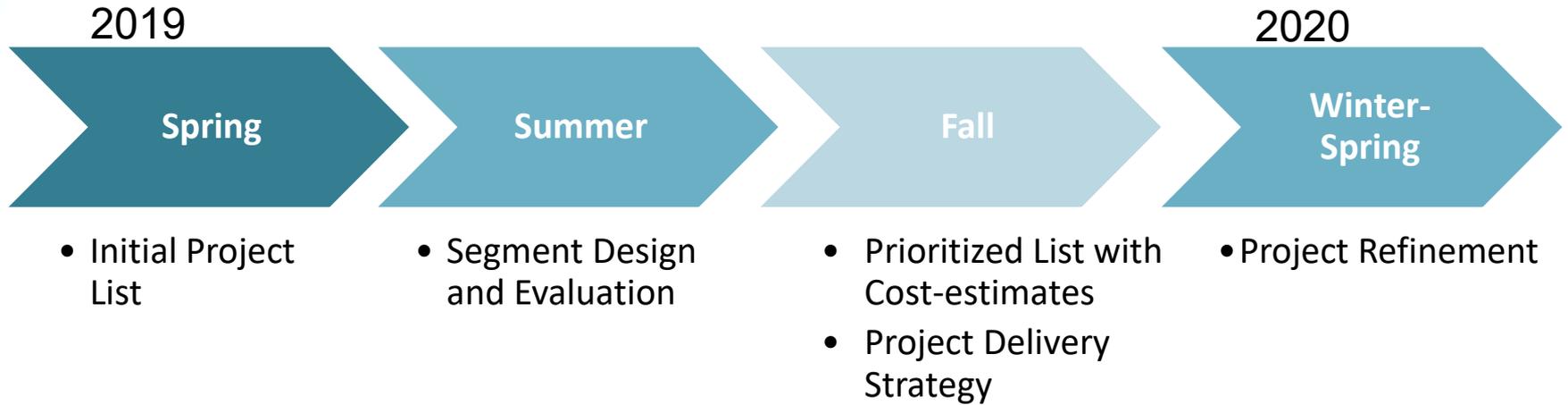
- Introduce the project
- Share corridor needs and opportunities
- Gather input on priorities
- Share next steps

# Project overview

- Funded by \$500K Metro grant
- Develop corridor vision
- Prioritized list of cost-estimated projects
- Project delivery strategy



# Schedule





# T2020 Connection

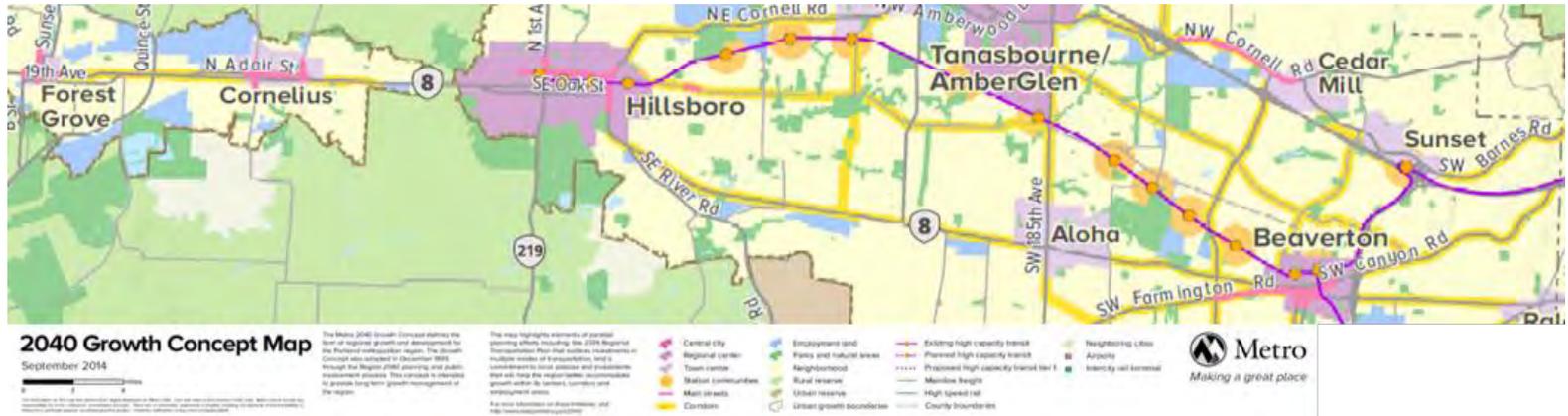
- Metro Council is considering a November 2020 ballot measure to fund regional transportation projects and programs
- TV Highway emerged as a high priority corridor
- This work will inform T2020 process, but will move forward with or without T2020

# Building on past projects and outreach

- Beaverton Canyon Road Safety / Complete Corridor Project
- Beaverton Active Transportation Plan
- Beaverton Downtown Design Project
- Cornelius Town Center Plan and Urban Renewal Plan
- Forest Grove TV Highway Improvement Plan (just getting underway)
- Hillsboro Transportation System Plan
- South Hillsboro Focus Area Plan
- TV Hwy Corridor Plan
- Aloha-Reedville Livable Community Plan
- Aloha Tomorrow
- Moving Forward TV Highway

# Corridor vision (working draft)

*A corridor where all people and goods can travel safely and reliably to support our growing communities*





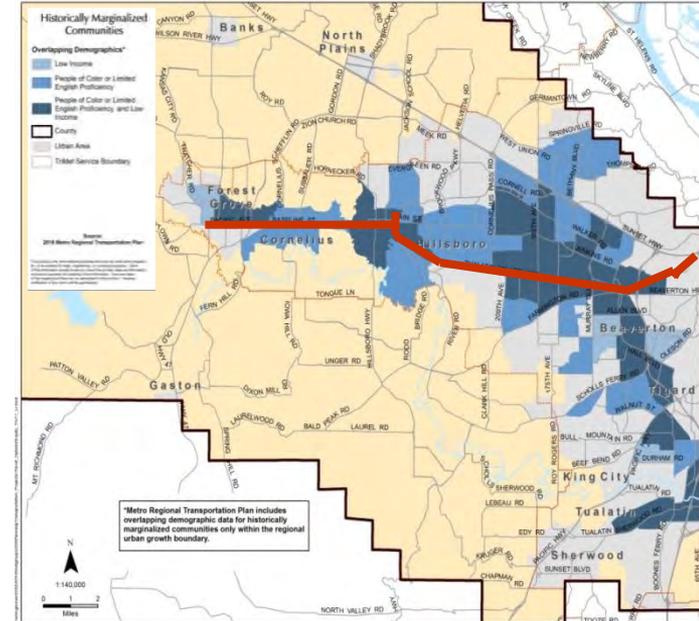
# Corridor needs and opportunities

# Support communities of color and low-income populations

- 45% of the people living near TV Highway are living in poverty
- Hispanic/Latino residents are the dominant people of color group
- Line 57 ranks 10th in the TriMet system for serving communities of concern, access to jobs, housing and social services.

## Opportunity

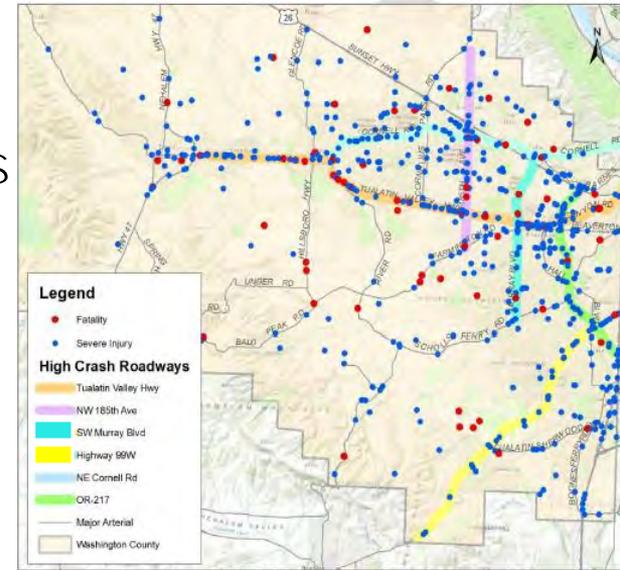
- Provide safe access to transit and improve travel time and reliability.



# Improve safety for all users

## High-crash corridor

- A total of 115 fatal and serious injury crashes including 10 pedestrian fatalities between 2013 and 2017.
- Approximately 72% of all pedestrian crashes occur within 250 feet of an existing bus stop.
- Approximately 82% of rated ADA ramps are considered to be in poor condition.



## Opportunity

- Better pedestrian crossings, upgraded bus stops, lighting, bike lanes, and sidewalks that improve comfort and visibility.

# Make it easier to get around

## Challenges

- Transit travel time is more than twice that of auto
- TV Hwy 35-40K vehicles/day
- North-south volumes to grow 40% by 2040
- 32% of bike lanes are missing or substandard discouraging regular use



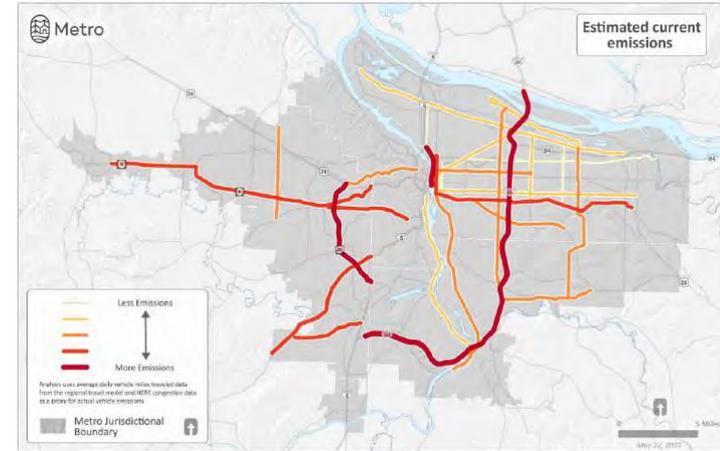
## Opportunity

- Address major bottlenecks, complete bike and walk network, implement smart signals and technology to improve travel time and reliability for cars, trucks and buses.

# Protect clean air

## Challenge

- About 29% of TV Highway lacks sidewalks needed to reach transit stops
- Transit riders on TV Highway are experiencing a combined 770 hours of delay every day



## Opportunity

- Priority transit investments could result in 3x increase in transit ridership by 2040

*8,600 people board transit service (Lines 57 & 58) along the corridor every day.*

# Support Livability, Growth, & Economic Opportunity

## Challenge

- Preserve regional and freight mobility
- TV Hwy is difficult to cross and creates a barrier in connecting surrounding communities.
- Future traffic growth will impact neighborhoods as people try to avoid congestion.



## Opportunity

- Provide **a road that brings people together, improves people's travel options and supports a more livable and vibrant corridor.**

# TV HIGHWAY CORRIDOR PROJECT

## Opportunities

AUGUST 2019

### Forest Grove

- Enhanced midblock pedestrian crossings, lighting, street trees, ADA ramp upgrades, and sidewalk widening/infill between Hwy 47 and Yew Street

### Cornelius

- Sidewalk infill and pedestrian crossings between Yew Street and 345th Avenue

### Cornelius/Rural

- Complete street-type boulevard between 330th and 345th Avenues with 4, 11' travel lanes, center planted median, protected cycle-tracks, sidewalks and bus pull-outs

### Hillsboro

- Downtown Hillsboro Transit Center and street two-way conversion

### Hillsboro

- Enhanced midblock pedestrian crossings, upgraded intersections, bus stop improvements, lighting, street trees, ADA ramp upgrades, and sidewalk widening/infill between SW 17th Avenue and Cornelius Pass Road

### Aloha

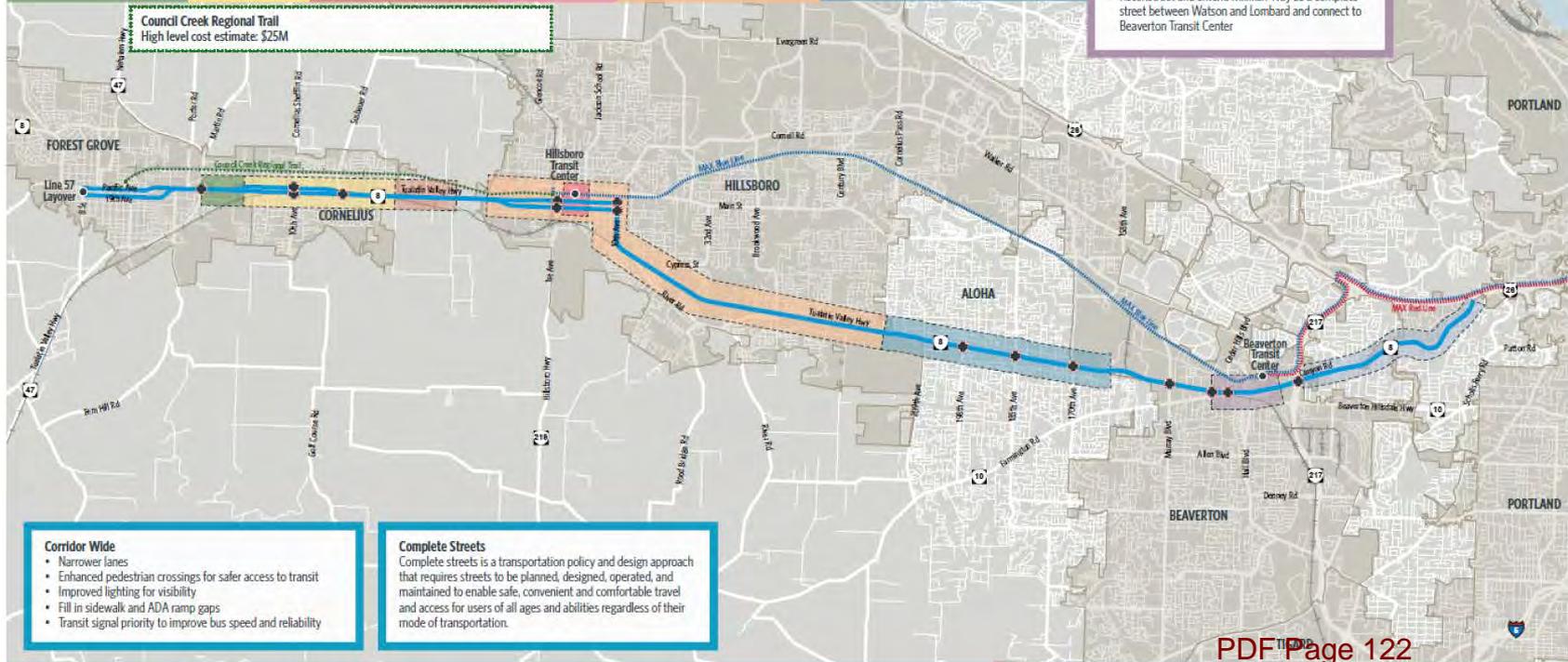
- Complete street and enhanced transit between Cornelius Pass Road and 160th Avenue
- Raised median at warranted locations
- Pedestrian-scale lighting
- Protected and separated bike lanes and improved sidewalks
- Transit priority treatments
- Bus stop enhancements

### Beaverton

- Complete street along Hall Blvd, Watson Ave, and Canyon Rd, cycle track or shared use path, pedestrian scale lighting, intersection improvements and wayfinding
- Construct at-grade rail crossing safety improvements at six intersections in downtown Beaverton to establish Rail Road Quiet Zone to mitigate noise impacts
- Construct improvements to enhance parallel bike routes on Broadway and Millikan
- Reconstruct and extend Millikan Way as a complete street between Watson and Lombard and connect to Beaverton Transit Center

### OR217 to US26

- Study opportunities for center median, protected cycle-tracks, sidewalk infill, pedestrian crossings and bus pull-outs



### Corridor Wide

- Narrower lanes
- Enhanced pedestrian crossings for safer access to transit
- Improved lighting for visibility
- Fill in sidewalk and ADA ramp gaps
- Transit signal priority to improve bus speed and reliability

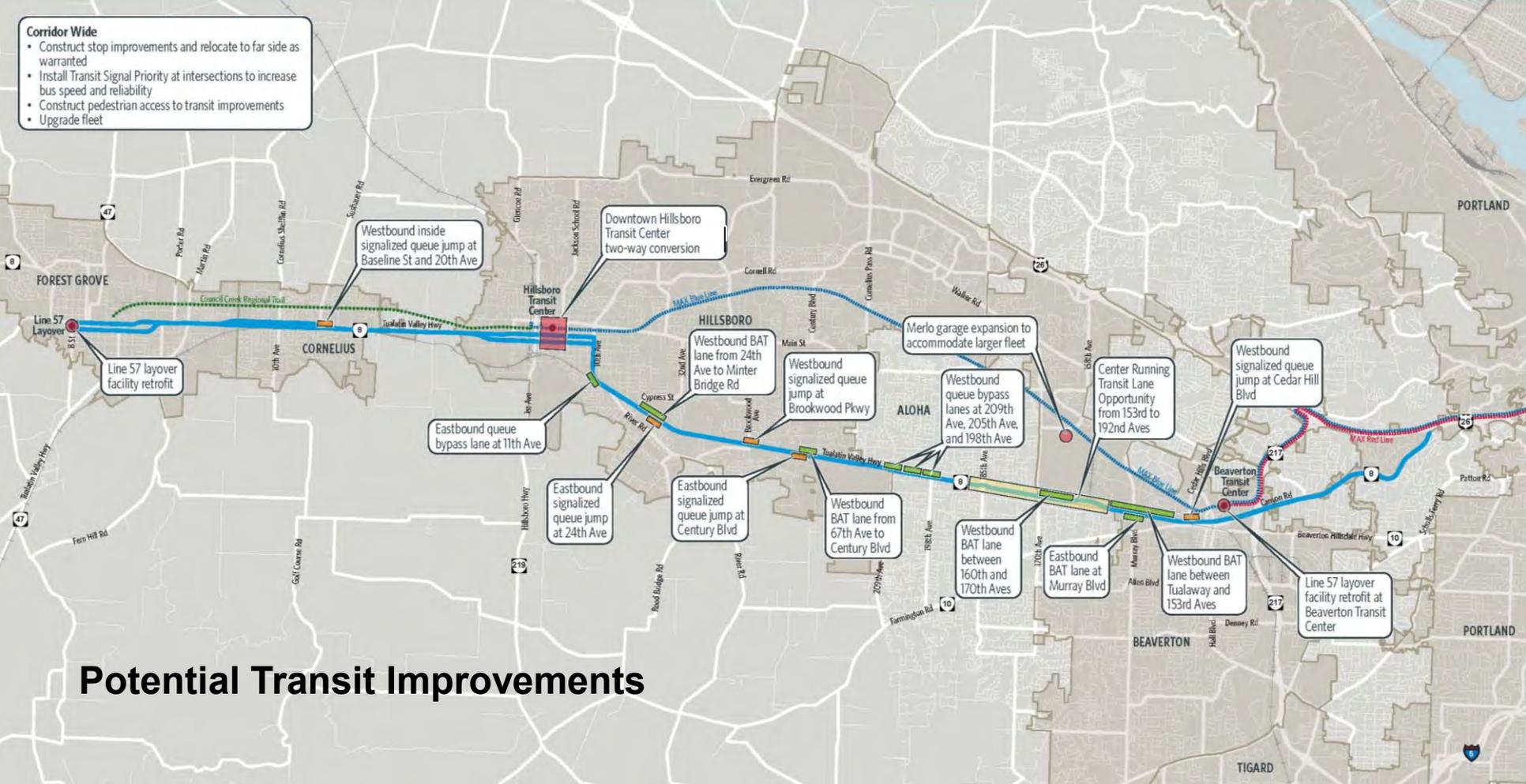
### Complete Streets

Complete streets is a transportation policy and design approach that requires streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation.



### Corridor Wide

- Construct stop improvements and relocate to far side as warranted
- Install Transit Signal Priority at intersections to increase bus speed and reliability
- Construct pedestrian access to transit improvements
- Upgrade fleet



# Potential Transit Improvements



### Legend:

- OR 8 Corridor
- Facility Improvements
- BAT Lanes/Queue Bypass Lanes
- Signalized Queue Jumps
- Center Lane Operation Opportunity



# Next steps

- Conduct public engagement and document community input
- Refinement of project list, phasing and delivery strategy
- Continue to work with Metro and partner agencies to develop TV Highway proposal for T2020 funding measure



# Discussion & Questions

# Thank you!



Erin Wardell, Principal Planner  
[erin\\_wardell@co.washington.or.us](mailto:erin_wardell@co.washington.or.us)

503-846-3876



**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 13<sup>th</sup> day of January, 2020.

**PASSED** the second reading this 27<sup>th</sup> day of January, 2020.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> 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~~ow e~~C~~ompany ... 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 91.014 014



*A place where families and businesses thrive.*

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>01/27/2020</u>
FINAL ACTION:	<u>RESO 2020-12</u>

**CITY COUNCIL STAFF REPORT**

---

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *January 27, 2020*

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

**SUBJECT TITLE:** *City Council Liaison Appointments*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

---

**ISSUE STATEMENT:**

The City Council has provided for 10 appointed Boards, Committees and Commissions (B&C): Committee for Community Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission; Public Arts Commission, Public Safety Advisory Commission; Sustainability Commission; and Urban Renewal Advisory Committee. Budget Committee and Planning Commission do not have an assigned Council liaison pursuant to ORS.

Council Rules of Procedure, Section 14.8, provides that the Mayor shall appoint a Council liaison to any boards, committees and commissions (B/C) every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor. The assigned appointments are based upon individual Councilor's interest and time availability. Council Liaisons shall be non-voting. The Council Liaison's role is to collaborate between the Council and B/C to assure each group's collective interest is accurately and effectively represented to the other.

Council Rules of Procedure, Section 14.9, provides that the City Manager shall appoint a staff member as liaison to any B/C. Staff Liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process.

**STAFF RECOMMENDATION:**

Attached is a proposed Resolution, along with Exhibit A, for consideration. Upon approval of the attached Resolution and Exhibit A, the City Recorder will notify staff and agencies of the Council Liaison Appointments.

**ATTACHMENT(s):**

Resolution and Exhibit A



**RESOLUTION NO. 2020-12**

**RESOLUTION MAKING CITY COUNCIL LIAISON APPOINTMENTS  
TO ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS  
AND OTHER REPRESENTATIVE APPOINTMENTS  
AND REPEALING RESOLUTION NO. 2018-15**

**WHEREAS**, The City of Forest Grove City Council has provided for 10 City Council appointed Liaison Boards: Committee for Community Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission; Public Arts Commission, Public Safety Advisory Commission; Sustainability Commission; and Urban Renewal Advisory Committee; and

**WHEREAS**, Council Rules of Procedure, Section 14.8, provides that the Mayor shall appoint a Council liaison to any boards, committees and commissions (B/C) every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor; and

**WHEREAS**, Council Rules of Procedure, Section 14.9, provides that the City Manager shall appoint a staff member as liaison to any B/C. Staff Liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process.

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

**Section 1.** That the following Council Liaisons are appointed to the advisory boards, committees, or commissions and other representative appointments as outlined in Exhibit A.

**Section 2.** That the following Staff Liaisons are hereby appointed to the advisory boards, committees, or commissions and other representative appointments as outlined in Exhibit A.

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Peter B. Truax, Mayor

## CITY COUNCIL LIAISON ADVISORY BOARDS, COMMITTEES AND COMMISSIONS

Committee For Community Involvement (CCI)	Malynda Wenzl, Council Liaison Staff: Community Development
Community Forestry Commission (CFC)	Ronald Thompson, Council Liaison Staff: Community Development
Economic Development Commission (EDC)	Timothy Rippe, Council Liaison Staff: Economic Development
Historic Landmarks Board (HLB)	Peter Truax, Council Liaison Staff: Community Development
Library Commission (LC)	Adolph "Val" Valfre, Council Liaison Staff: Library
Parks and Recreation Commission (P&R)	Malynda Wenzl, Council Liaison Staff: Parks and Recreation
Public Arts Commission (PAC)	Mariana Valenzuela, Council Liaison Staff: Library Parks and Recreation
Public Safety Advisory Commission (PSAC)	Timothy Rippe, Council Liaison Staff: Fire Department Police Department
Sustainability Commission (SC)	Elena Uhing, Council Liaison Staff: Administrative Services

## CITY COUNCIL OTHER REPRESENTATIVE APPOINTMENTS

Chamber of Commerce	Timothy Rippe, Councilor Staff: City Manager
Community Development Block Grant Policy Advisory Board (PAB)	Adolph "Val" Valfre, Councilor Staff: Public Works
Forest Grove Rural Fire Protection District (FGRFPD)	Malynda Wenzl, Councilor Staff: Fire Department
Forest Grove Senior and Community Center (FGSC&C)	Ronald Thompson, Councilor Staff: Administrative Services
Joint Water Commission (JWC) Executive Committee	Peter Truax, Mayor Rod Fuiten, Citizen Carl Heisler, Citizen
Joint Water Commission (JWC) Management Committee	City Manager
Joint Water Commission (JWC) Operations Committee	Public Works Director
Metro Policy Advisory Committee (MPAC)	Peter Truax, Mayor Staff: Community Development
Regional Water Providers Consortium Board (RWPC-CB)	Peter Truax, Mayor Staff: Public Works
Ride Connection	Ronald Thompson, Councilor Staff: Community Development
Sister City Committee	Timothy Rippe, Councilor Staff: City Recorder
Washington County Consolidated Communications Agency (WCCCA)	Peter Truax, Mayor
Washington County Coordinating Committee (WCCC)	Peter Truax, Mayor Staff: Community Development Public Works
Washington County Public Safety Coordinating Council (PSCC)	Timothy Rippe, Councilor



## URBAN RENEWAL AGENCY MEETING AGENDA

**MONDAY, JANUARY 27, 2020  
COMMUNITY AUDITORIUM  
1915 MAIN STREET**

**6:00 PM URBAN RENEWAL AGENCY WORK SESSION (Site B Redevelopment RFP)**

**6:45 PM URBAN RENEWAL AGENCY REGULAR MEETING**

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Timothy A. Rippe  
Ronald C. Thompson  
Elena Uhing

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

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

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

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

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

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

**FOREST GROVE URBAN RENEWAL AGENCY AGENDA**  
**JANUARY 27, 2020**  
**Page 2 of 2**

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

**6:00**

**URBAN RENEWAL AGENCY (URA) WORK SESSION:**  
**(Site B Redevelopment Request for Proposals)**

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

**6:45**

1. **URBAN RENEWAL AGENCY MEETING:** Roll Call
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:**
  - A. Approve Urban Renewal Agency Regular Meeting Minutes of October 28, 2019.
  - B. Approve Urban Renewal Agency Work Session (Draft RFP Site B Land Development) Meeting Minutes of November 25, 2019.

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** None

**6:50**

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

6. **URA RESOLUTION NO. 2020-01 AMENDING STOREFRONT IMPROVEMENT GRANT PROGRAM ELIGIBILITY AREA TO INCLUDE PROPERTY NORTH OF 21<sup>ST</sup> AVENUE BETWEEN MAIN STREET AND COLLEGE WAY**

**6:55**

7. **ADJOURNMENT:**



- Attracts a mix of uses including retail
- May contain a mix of housing types. If housing is proposed, preference will be given to projects with 10% of the housing affordable to households with incomes not exceeding 60% of Washington County's median household income.

The stated vision is consistent with the Urban Renewal Plan purpose, goals and objectives including:

- Plan Goal Vibrant Town Center.
- Minimize financial risk to the Urban Renewal Agency and City.
- Increase the taxable value of property benefitting all overlapping taxing districts.
- Encourage private investment and job creation
- Promote construction of needed housing

### **Agency Participation**

One measure of success of the urban renewal program is stimulating private investment within the urban renewal area to improve use of land and increase the taxable value of property within the City. The lack of a desired project may be due to several factors:

- Limited or no available private financing for desired development
- High degree of financial risk perceived by lenders and developers
- Risk/reward relationship is out of balance
- Project includes significant public benefits without commensurate private financial return
- The cost to construct the project exceeds the market value of the project.

Until the Agency's debt obligations are met there are limited resources available to influence the development program. Possible incentives include:

Donating or selling the land to a redeveloper at below market cost. The reduction in land cost should be based on the fair reuse value of the property taking into account the estimated value of the public benefit provided by the development.

Affordable housing density bonus. The density bonus does not come without a cost since more housing means more required parking which is an added cost to the project.

Remaining system development charge credits of \$5,000 to \$10,000.

The Agency's limited resources could be supplemented by other project partners such as Oregon Housing and Community Services, Washington Housing Agency, or Metro.

As an alternative to providing financial participation Site B could be sold outright for a project that is consistent with the zoning of the property. Proceeds from the sale of the property could be used to fund other Agency initiatives consistent with the Urban Renewal Plan. Proceeds could also be used

to purchase other property from willing sellers for redevelopment in the future when the Agency has more revenue available.

## **Development Program**

Site B is zoned Town Center Transition (TCT). The Town Center Transition zone is established to increase employment and housing opportunities in close proximity to the Town Center Core. A mix of retail, office, light industrial and residential uses are allowed on the TCT zone, but ground floor retail uses are permitted but not required. Consistent streetscape improvements such as street lighting, street trees and sidewalks will link the Town Center Transition zone with the Town Center Core.

The TCT zone allows a variety of uses outright including:

- Housing
  - Single Family Attached
  - Duplexes
  - Apartments
- Civic/Institutional
- Commercial
  - Hotel
  - Restaurants and Drinking Establishments
  - Indoor Entertainment
  - General Retail (grocery store, hardware store, jewelry store, pet products, etc.)
  - Personal services (bank, credit union, insurance, copy centers, etc.)
  - Office
- Limited Light Industrial

## **Housing**

In early December Metro approached City staff about potential sites for housing development using the Metro housing bond. Site B was discussed. Metro staff indicated it might be too small for a cost-effective affordable housing project. At just under one acre Site B could yield 38 units. With an affordable housing density bonus the site could yield up to 58 units. Site B is not high capacity transit so residents would likely have or need an automobile. About 72 parking spaces would be required for 58 housing units. As such, area devoted to parking would take-up about 40% of the site. Tuck under parking would increase project cost and would require additional public participation to offset this cost.

During the November 25<sup>th</sup> work session, the Board discussed requiring a housing project to include at least 30% of the units affordable to households earning no more than 60% of the Washington County median income.

## **Non-Residential Uses**

As described above, the TCT zone allows a variety of non-residential uses. Within the TCT zone ground level retail is allowed but not required. Allowed commercial uses include hotels, restaurants and drinking establishments, indoor entertainment, office, general retail and personal services. General retail generally includes uses such as grocery stores, hardware stores, jewelry stores, pet products and the like. Personal services generally includes include banks, credit unions, insurance, copy centers and similar uses. The TCT zone also allows some civic/institutional uses.

**FISCAL IMPACT:** The fiscal impact to the Agency is largely dependent on the desired redevelopment program. The Agency has limited resources available to influence redevelopment especially factors that could increase project costs. Agency resources could be increased by selling the property outright for a project consistent with the zoning with no additional Agency money provided.

## **Questions for Board Discussion**

Staff has identified the following questions for Board discussion during the January 27<sup>th</sup> work session:

- Should any uses, such as housing, be mandatory?
- What type of housing should be allowed: duplexes, townhouses, apartments?
- Are there any allowed uses that should be prohibited at Site B?
- Should ground level retail be required? What type of commercial should be allowed?
- Should mixed-use be required? Could the mix of uses be vertical or horizontal?
- What resources is the Board willing to consider committing to the project?

# Site B RFP Work Session

Project Team:

Jesse VanderZanden  
Paul Downey  
Bryan Pohl  
Jeff King  
Dan Riordan



# PURPOSE

Establish final Board consensus of goal, objectives, and vision for redevelopment of Site B prior to releasing the Request for Proposals.

The Board held a work session on the RFP on the Site B RFP on November 25, 2019.

# DRAFT RFP

The objectives contained in the draft RFP were largely based on:

- ✓ The goals contained in the Urban Renewal Plan which governs permissible use of Agency funds
- ✓ Zoning of the site (Town Center Transition) which establishes permissible uses.

# DRAFT RFP

The objectives contained in the draft RFP were largely based on:

- ✓ Site context and characteristics including location and site size.
- ✓ Limited financial resources available to the Agency for direct financial participation.

# DRAFT RFP

The stated vision for redevelopment of Site B identified in the RFP include:

- ✓ Enhance the downtown and adjacent neighborhood.

Site B is in a transition area between the commercial core to the east and residential neighborhood to the west and north.



# DRAFT RFP

The stated vision for redevelopment of Site B identified in the RFP include:

- ✓ Maximize taxable assessed value

This is consistent with Urban Renewal Plan to minimize financial risk to the Urban Renewal Agency and the City and increasing the taxable value of property benefitting all overlapping taxing districts affected by the Urban Renewal Plan

# DRAFT RFP

The stated vision for redevelopment of Site B identified in the RFP include:

- ✓ Encourage new investment and development that brings people downtown

This is consistent with Urban Renewal Plan objective of a vibrant downtown.

# DRAFT RFP

The stated vision for redevelopment of Site B identified in the RFP include:

- ✓ Provide tangible benefit to the urban renewal area and the City.

Tangible benefit can be defined several ways including needed retail, services, housing and/or employment. Affordable housing is addressed under use of Site B.

The Board should clearly define tangible benefit for purposes of the RFP and development program for Site B.

# DRAFT RFP

The stated vision for redevelopment of Site B identified in the RFP include:

- ✓ Provide a transition between the downtown and residential and commercial area to the west of Site B.

This can be achieved by scale of development and use of the site. Scale can be addressed through height, setbacks, architecture.

Staff is seeking Board direction on what a desirable transition looks like.

# AGENCY PARTICIPATION

Tools available to the Agency to influence the development program include:

- Donating or selling the land to a redeveloper at or below market cost.
- Affordable housing density bonus. An additional 20 units per acre is possible in the Town Center if units are set-aside as being affordable. This does not come without a cost since more housing requires more off-street parking which is an added cost to the project.
- Remaining System Development Charge (SDC) credits of about \$5,000 to \$10,000.
- Vertical Housing Development Zone property tax exemption.

# AGENCY PARTICIPATION

As an alternative to providing financial participation to a project, Site B could be sold outright for a project that is consistent with the zoning of the property.

Proceeds from the Sale of the property could be used to fund other Agency initiatives consistent with the Urban Renewal Plan.

Proceeds could also be used to purchase other property from willing sellers for redevelopment in the future when the Agency has more revenue available and capacity to bond.

# USE OF SITE B

Site B is zoned Town Center Transition (TCT)

The TCT zone allows a variety of uses

USE CATEGORY	TC - Core	TC - Transition
<b>RESIDENTIAL</b>		
Household Living	L <sup>[1]</sup>	L <sup>[1]</sup>
Group Living	p <sup>[1]</sup>	P
Transitional Housing	N	C
Home Occupation	L <sup>[2]</sup>	L <sup>[2]</sup>
Bed and Breakfast	C <sup>[2]</sup>	P
<b>CIVIC / INSTITUTIONAL</b>		
Basic Utilities	P	P
Major Utility Transmission Facilities	C	C
Colleges	C	C
Community Recreation	N	P
Cultural Institutions	P	P
Day Care	P	P
Emergency Services	C	C

USE CATEGORY	TC - Core	TC - Transition
<b>COMMERCIAL</b>		
Commercial Lodging	L <sup>[4]</sup>	L <sup>[4]</sup>
Eating and Drinking Establishments	p <sup>[5]</sup>	p <sup>[5]</sup>
Entertainment – Oriented:		
- Major Event Entertainment	N	C
- Outdoor Entertainment	N	N
- Indoor Entertainment	P	P
General Retail:		
- Sales – Oriented	P	P
- Personal Services	P	P
- Repair – Oriented	P	P
- Bulk Sales	L <sup>[6]</sup>	L <sup>[6]</sup>
- Outdoor Sales	N	N
- Animal – Related	N	N
Medical Centers	N	C/P <sup>[7]</sup>
Motor Vehicle Related:		
- Motor Vehicles Sale / Rental	N	C <sup>[13]</sup>
- Motor Vehicle Servicing / Repair	N	C <sup>[14]</sup>
- Motor Vehicle Fuel Sales	N	C <sup>[15]</sup>
Non-Accessory Parking	N	C
Office	L <sup>[3]</sup>	P
Self-Service Storage	N	N

# HOUSING AT SITE B

In early December Metro approached City staff about potential sites for housing using the Metro housing bond. Site B was discussed.

Metro staff indicated Site B might be too small for a cost-effective affordable housing project.

At just under one-acre Site B could yield 38 units. With the density bonus Site B could yield up to 58 units. 72 parking spaces would be required for 58 units.

During the November 25<sup>th</sup> work session, the Board discussed requiring a housing project to include at least 30% of the units affordable to households earning no more than 60% of the Washington County median income.

# NON-RESIDENTIAL AT SITE B

The TCT zone allows a variety of non-residential uses.

Ground level retail is allowed but not required.

Allowed commercial uses include hotels, restaurants and drinking establishments, indoor entertainment, office, general retail and personal services.

General retail includes grocery store, hardware store, jewelry store, pet products, etc.

Personal services include banks, credit unions, insurance, copy centers, etc.

The TCT zone also allows some civic/institutional uses.

# QUESTIONS FOR THE BOARD

Should any uses, such as housing, be mandatory?

What type of housing should be allowed: duplexes, townhouses, apartments?

Are there any allowed uses that should be prohibited at Site B?

Should ground level retail be required? What type of commercial should be allowed?

Should mixed-use be required? Could the mix of uses be vertical or horizontal?

What resources is the Board willing to consider committing to the project?

**THE END**

3A



**Monday, October 28, 2019**  
**Urban Renewal Agency Meeting Minutes** **9:15 p.m., Community Auditorium**

**Minutes are unofficial until approved by the Urban Renewal Agency.**

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

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 9:46 p.m.

**ROLL CALL: URA DIRECTORS PRESENT:** Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Peter Truax, Director Chair. **URA DIRECTORS VACANCY:** 1.

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

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:**

- A. Approve Urban Renewal Agency Executive Session (Real Property) Meeting Minutes of September 23, 2019.
- B. Approve Urban Renewal Agency Regular Meeting Minutes of September 23, 2019.

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

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

**5. PRESENTATIONS:** None.

**6. URA RESOLUTION NO. 2019-09 APPROVING AN AMENDMENT TO THE FOREST GROVE URBAN RENEWAL PLAN TO ADD TERRITORY OF LESS THAN ONE PERCENT TO THE FOREST GROVE URBAN RENEWAL AREA BOUNDARY**

**Staff Report:**

Riordan presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is approving an amendment to the Forest Grove Urban Renewal Plan to add the territory north of 21<sup>st</sup> Avenue, between Main Street and College Way, to the Forest Grove Urban Renewal Area as outlined in

Exhibit A. Riordan presented a PowerPoint presentation overview showing the current Urban Renewal Area and URA proposed addition, noting the addition would allow the buildings on 21<sup>st</sup> Avenue, between Main Street and College Way, to be eligible to participate in the Storefront Improvement Program and complement the streetscape project. In conclusion of the above-noted staff report, Riordan advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting based on \$120,000 taxable assessed value the taxable increment revenue is about \$60 per year to start.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2019-09.

VanderZanden read URA Resolution No. 2019-09 by title.

**MOTION:** Director Wenzl moved, seconded by Director Rippe, to adopt URA Resolution No. 2019-09 Approving an Amendment to the Forest Grove Urban Renewal Plan to Add Territory of Less Than One Percent to the Forest Grove Urban Renewal Area Boundary.

**Board of Directors Discussion:**

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

**ROLL CALL VOTE:** AYES: Directors Rippe, Thompson, Uhing, Valfre, Wenzl, and Director Chair Truax. NOES: None. DIRECTOR VACANCY: 1. MOTION CARRIED 6-0.

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 9:55 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder



**Minutes are unofficial until approved by the Urban Renewal Agency.**

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

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 9:30 p.m.

**ROLL CALL: URA DIRECTORS PRESENT:** Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Peter Truax, Director Chair.  
**URA DIRECTORS VACANCY:** 1.

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

**2. WORK SESSION: DRAFT REQUEST FOR PROPOSAL SITE B LAND DEVELOPMENT**

Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to seek Board consensus to release the Request for Proposals (RFP) soliciting redevelopment of the Times Litho Site B, noting the 0.96 acre site is located in downtown at the corner of Pacific Avenue and B Street. Downey reported the site has been cleared and is ready for development, noting the market value appraisal of the site was \$370,000. In addition, Downey and VanderZanden presented a PowerPoint presentation overview of the draft RFP and proposed timelines, noting the request is soliciting proposals from qualified development teams for the land purchase, design, financing and construction of the redevelopment of Site B, noting the project objectives for the site are identified in the draft RFP and are consistent with the Comprehensive Plan designation and policies for the Town Center.

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the vision and project objectives as outlined in the draft RFP and if the incentive density for affordable housing units could be increased higher than 10 percent, to which Director Chair Truax advised, and staff concurred, the site is zoned Town Center Transition, consistent with the Comprehensive Plan designation, which

allows the 10 percent incentive density for affordable housing units. In addition, Downey and VanderZanden responded to various concerns and inquiries pertaining to the draft RFP and proposed timelines, noting the following factors create a favorable window of opportunity: 1) the successful completion and lease-up of the Jesse Quinn; 2) strong demand for mixed-use projects in the suburbs; 3) financial and other non-bank organizations investing and making capital available for such projects; 4) the establishment of the Urban Renewal Advisory Committee (URAC) to assist in the public process; and 5) the economy remains strong. In conclusion of the above-noted discussion, VanderZanden advised staff will finalize the RFP and proceed with solicitation, noting the URAC will review all proposals, interview selected proposers, and make a recommendation to the URA Board at a later date.

The URA Board took no formal action nor made any formal decisions during the work session.

**3. ADJOURNMENT:**

Director Chair Truax adjourned the URA work session meeting at 10:41 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>01/27/2020</u>
	<u>URA RESO</u>
FINAL ACTION:	<u>2020-01</u>

**URBAN RENEWAL AGENCY STAFF REPORT**

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**TO:** *Urban Renewal Agency Board of Directors*

**FROM:** *Jesse VanderZanden, Executive Director*

**MEETING DATE:** *January 27, 2020*

**PROJECT TEAM:** *Daniel Riordan, Senior Planner*

**SUBJECT TITLE:** *Resolution Amending the Storefront Improvement Grant Program Eligible Area to Include Property North of 21<sup>st</sup> Avenue Between Main Street and College Way*

**ACTION REQUESTED:**

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

**ISSUE STATEMENT:** On October 28, 2019, the Board adopted Resolution 2019-09 amending the boundary of the Forest Grove Urban Renewal Area to include territory north of 21<sup>st</sup> Avenue between Main Street and College Way in downtown Forest Grove. If the Board desires to fund storefront improvement projects in this area the resolution establishing the Storefront Improvement Grant Program should be amended for consistency with the urban renewal boundary change.

**BACKGROUND:** In 2016, the Board adopted URA Resolution 2016-05 establishing the Storefront Improvement Grant Program (Program). URA Resolution 2016-05 was subsequently amended by URA Resolution 2018-02 to clarify program intent and to add design assistance as an eligible project expense. Both resolutions included a map showing the specific area where storefront projects are eligible for Program funding. The map included with URA Resolution 2018-02 should be amended for consistency with the recent urban renewal area boundary amendment and to clarify that the area added to the urban renewal boundary is eligible for Program funding.

**FISCAL IMPACT:** The fiscal impact to the Agency is indeterminate. Fiscal impact, if any, would be the result of funding eligible projects and the Program budget established through the annual budget process.

**STAFF RECOMMENDATION:** Staff recommends the Board approve URA Resolution 2020-01 amending the Storefront Improvement Grant Program eligible area map to include the area added to the urban renewal boundary north of 21<sup>st</sup> Avenue between Main Street and College Way.

**ATTACHMENT(s):** URA Resolution 2020-01

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**URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE, OREGON**

**URA RESOLUTION NO. 2020-01**

**RESOLUTION AMENDING THE STOREFRONT IMPROVEMENT GRANT PROGRAM  
ELIGIBILITY AREA TO INCLUDE PROPERTY NORTH OF 21<sup>ST</sup> AVENUE  
BETWEEN MAIN STREET AND COLLEGE WAY**

**WHEREAS**, the Urban Renewal Agency of the City of Forest Grove (Agency) adopted Resolution 2016-05 establishing the Storefront Improvement Grant Program (Program); and

**WHEREAS**, the Agency subsequently adopted Resolution 2018-02 amending the Program to clarify intent and adding design assistance funding guidelines; and

**WHEREAS**, The Agency also adopted Resolution No. 2019-09, amending the boundary of the Forest Grove Urban Renewal Area to include territory north of 21<sup>st</sup> Avenue between Main Street and College Way; and

**WHEREAS**, The Urban Renewal Agency Board of Directors desire to amend Resolution 2018-02, Exhibit B, to include the territory added to the Urban Renewal Area into the Program funding eligibility area.

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE RESOLVES AS FOLLOWS:**

**Section 1.** Resolution No. 2018-02, Exhibit B, is hereby amended to include the area north of 21<sup>st</sup> Avenue between Main Street and College Way into the Storefront Improvement Grant Program eligibility area as shown on Exhibit A.

**Section 2.** This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Jesse VanderZanden  
Urban Renewal Agency Executive Director

\_\_\_\_\_  
Peter B. Truax  
Urban Renewal Agency Chair

EXHIBIT A

