

CITY COUNCIL MONTHLY MEETING CALENDAR

Feb-20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	Municipal Court	5	6	7
Planning Comm 7pm		CCI 5:30pm	Rural Fire Board Mtg 6pm	EDC Noon	WA County Address 6pm	8
					FGS&CC 1st Friday	
Valfre returns Feb 8						
9	10	11	12	13	14	15
	CITY COUNCIL 5:30 PM - WORK SESSION: Council Retreat 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Library Comm 6:30pm		B/C Annual Reception 5:30pm Social- 6pm Dinner FG Senior & Comm Center	Red Cross Blood Drive 1pm-6pm, Comm Aud	COUNCIL RETREAT 8:30am, L&P
16	17	18	19	20	21	22
Planning Comm 7pm		North Plains Address 5:30pm	Municipal Court	Red Cross Blood Drive 1pm-6pm, Comm Aud		
			P&R 7am CFC 5:15pm	PAC 5pm (Canceled)		
23	24	25	26	27	28	29
	CITY COUNCIL 5:30 PM - WORK SESSION: Staff Succession Plan 6:15 PM - SWCEPC MEETING 7:00 PM - REGULAR COUNCIL MEETING 9:00 PM - EXECUTIVE SESSION: Exempt Records COMMUNITY AUDITORIUM	HLB 6:30pm				
	Chamber Luncheon, Cornelius Library (RSVP) Forest Grove & Cornelius State of Cities' Addresses		PSAC 7:30am	Sustainability 6pm		
Mar-20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Planning Comm 7pm		CCI 5:30pm	Municipal Court	Banks City Address 12:30pm	FGS&CC 1st Friday	
			Rural Fire Board Mtg 6pm	EDC Noon	NLC (Mayor, Rippe out)	
8	9	10	11	12	13	14
	NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting 03/16	Library Comm 6:30pm				
NLC Congressional Cities Conference Washington, DC (Mayor, Rippe)						
15	16	17	18	19	20	21
	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM		Municipal Court	Red Cross Blood Drive 1pm-6pm, Comm Aud		
	Chamber Luncheon Planning Comm 7pm TBD	Western WC Fire Task TBD	P&R 7am CFC 5:15pm	PAC 5pm		
22	23	24	25	26	27	28
	NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting 04/13	HLB 6:30pm			Red Cross Blood Drive 1pm-6pm, Comm Aud	
			PSAC 7:30am	Sustainability 6pm		
29	30	31				
Apr-20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Municipal Court			
			Rural Fire Board Mtg 6pm	EDC Noon	FGS&CC 1st Friday	
5	6	7	8	9	10	11
Planning Comm 7pm		CCI 5:30pm		Budget Committee Information Meeting 6:00 PM Comm Aud		
				PAC 5pm		
12	13	14	15	16	17	18
	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	Library Comm 6:30pm	Municipal Court	SWCEPC MEETING CEP Presentations 6:30 PM Comm Aud		
			P&R 7am CFC 5:15pm			
19	20	21	22	23	24	25
Chamber Luncheon			Red Cross Blood Drive 1pm-6pm, Comm Aud			
Planning Comm 7pm		Western WC Fire Task TBD	PSAC 7:30am	Sustainability 6pm		
26	27	28	29	30		
	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	HLB 6:30pm				
		JPACT Washington, DC (Mayor)				

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CITY COUNCIL MEETING AGENDA

**MONDAY, FEBRUARY 24, 2020
COMMUNITY AUDITORIUM
1915 MAIN STREET**

- 5:30 PM WORK SESSION (Staff Succession Planning Update)**
- 6:15 PM SOLID WASTE CEP ADVISORY COMMITTEE (CEPC) MEETING**
- 7:00 PM CITY COUNCIL REGULAR MEETING**
- 9:00 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

Malynda H. Wenzl, Council President
Timothy A. Rippe
Elena Uhing

Mariana Valenzuela
Adolph “Val” Valfre, Jr.
VACANCY

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

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

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

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

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

(PowerPoint Presentation)
Brenda Camilli, Human Resources
Manager
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

5:30

WORK SESSION: STAFF SUCCESSION PLANNING UPDATE

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

(PowerPoint Presentation)
Paul Downey, Administrative
Services Director
Bev Maughan, Executive Assistant
Jesse VanderZanden, City Manager

6:15

SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE (CEPC) MEETING

The Solid Waste Community Enhancement Program Advisory Committee (CEPC) will convene in the Community Auditorium. *(Refer to separate meeting agenda and packet)*

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 - 5
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:**

(PowerPoint Presentations)
Paul Downey, Administrative
Services Director

7:10

5. A.
 - 1) *City of Forest Grove Annual Financial Audit Report for Year Ending June 30, 2019; and*
 - 2) *Forest Grove Urban Renewal Agency (URA) Annual Financial Audit Report for Year Ending June 30, 2019, Brad Bingenheimer, Partner of Boldt, Carisle & Smith*

(PowerPoint Presentation)
Jeff King, Economic Development
Manager

7:30

5. B.
 - *Tourism Branding, Court Carrier, Tourism Consultant, and Holly Macfee, Lookout & Company, Branding Plan*

Dan Riordan, Senior Planner
Bryan Pohl, Community
Development Director
Paul Downey, Administrative
Services Director

8:00

6. **PUBLIC HEARING AND ORDER NO. 2020-02 REMANDING TO THE PLANNING COMMISSION FOR FURTHER CONSIDERATION RE-DESIGNATION OF TWO CITY-OWNED PARCELS, LOCATED AT 2102 PACIFIC AVENUE AND 1919 ASH STREET, FROM PUBLIC/INSTITUTIONAL TO TOWN CENTER TRANSITION; FILE NO. 311-19-000028-PLNG**

Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	8:10	7. <u>RESOLUTION NO. 2020-24 TRANSFERRING APPROPRIATIONS WITHIN THE GENERAL FUND FOR CITY COUNCILOR TRAVEL EXPENDITURES FOR THE FISCAL YEAR 2019-20</u>
Anna Ruggles, City Recorder Jesse VanderZanden, City Manager	8:20	8. <u>RESOLUTION NO. 2020-25 OF THE CITY COUNCIL AUTHORIZING TO FILL A CITY COUNCIL VACANCY, TERM EXPIRING NOVEMBER 2022</u>
City Councilors	8:25	9. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	8:45	10. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	8:50	11. <u>MAYOR'S REPORT:</u>
	<u>8:55</u>	12. <u>ADJOURNMENT:</u>

Jesse VanderZanden, City Manager	<u>9:00</u>	<u>EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.</u> 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. The executive session is subject to cancellation. The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session: In accordance with <u>ORS 192.660(2)(f)</u>: To consider information or records that are exempt by law from public inspection.
	<u>9:30</u>	<u>ADJOURNMENT:</u>

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Police Station Update) Meeting Minutes of January 13, 2020.
 - B. Approve City Council Work Session (Washington County Fire Task Force Recommendations) Meeting Minutes of January 13, 2020.
 - C. Approve City Council Work Session (B/C Reappointments/New B/C Appointment's) Meeting Minutes of January 27, 2020.
 - D. Approve City Council Regular Meeting Minutes of January 27, 2020.
 - E. Approve City Council Executive Session (Exempt Records) Meeting Minutes of January 27, 2020.
 - F. Accept Historic Landmarks Board Meeting Minutes of December 17, 2019.
 - G. Accept Library Commission Meeting Minutes of January 17, 2020.
 - H. Accept Parks and Recreation Commission Meeting Minutes of January 15, 2020.
 - I. Accept Public Safety Advisory Commission Meeting Minutes of December 4, 2019.
 - J. Accept Sustainability Commission Meeting Minutes of December 12, 2019.
 - K. Endorse New Liquor License Application (Off-Premises Sales) for 7 Star Convenience Store #2, 3034 Pacific Avenue, Suite B (Applicant: Amritpal Singh)
 - L. **Endorse Liquor License Renewal Applications for Year 2020:**
 - 1) A-Framer's Touch, 1920 21st Avenue, Limited On-Premises Sales/Off-Premises Sales
 - 2) Bi-Mart, 3225 Pacific Avenue, Off-Premises Sales
 - 3) Bites Restaurant, 2014 Main Street, Full On-Premises Sales
 - 4) Blackdog Bar & Grill, 2835 19th Avenue, #900, Full On-Premises Sales
 - 5) Bon Appetit @ Pacific University, 2043 College Way, Limited On-Premises Sales
 - 6) Boxer's Pub N Grub, 1919 Pacific Avenue, Full On-Premises Sales
 - 7) Buffet Dynasty, 2834 E Pacific Avenue, Limited On-Premises Sales
 - 8) Circle Inn, 3007 Pacific Avenue, Full On-Premises Sales
 - 9) Coaster's Deli & Pub, 1918 Main Street, Full On-Premises Sales/Off-Premises Sales
 - 10) Cornerstone Pub & Grill, 2307 Pacific Avenue, Off-Premises Sales/Limited On-Premises Sales
 - 11) Elks Lodge #2440, 2810 Pacific Avenue, F-CLU Full-On Premises Sales
 - 12) FG Sushi, 1905 Birch Street, Limited On-Premises Sales
 - 13) Forest Grove Liquor Store, 3130 Pacific Avenue, Off-Premises Sales

- 14) Forest Grove Senior and Community Center, 2037 Douglas Street, Limited On-Premises Sales
- 15) Godfather's Pizza/Players Pub, 2834 Pacific Avenue, Full On-Premises Sales
- 16) Hello Market, 1917 19th Avenue, Off-Premises Sales
- 17) Jade Green Palace, 3018 Pacific Avenue, Full On-Premises Sales
- 18) La Sierra Cantina & Mexican Restaurant, 2331 Pacific Avenue, Full On-Premises Sales
- 19) Mama Jiah's Market, 2248 Main Street, Off-Premises Sales
- 20) Mandarin China Restaurant, 2338 Pacific Avenue, Limited On-Premises Sales
- 21) Mini Mart 2705 Pacific Avenue, Off-Premises Sales
- 22) Pac Thai, 1923 Pacific Avenue, Limited On-Premises Sales
- 23) Plaid Pantry #20, 2436 19th Avenue, Off-Premises Sales
- 24) Plaid Pantry #99, 2901 Thatcher Avenue, Off-Premises Sales
- 25) Prime Time Sports Bar & Restaurant, 4450 Pacific Avenue, Full On-Premises Sales
- 26) Rainbow Lanes, 2748 19th Place, Full On-Premises Sales
- 27) Ridgewalker Brewing Event Center, 1822 21st Avenue, Full On-Premises Sales
- 28) Ridgewalker Brewing, 1921 21st Avenue, Brewery/Full On-Premises Sales
- 29) Safeway Store #406, 2836 Pacific Avenue, Off-Premises Sales
- 30) SAWA, 2036 Main Street, Suite B, Full On-Premises Sales
- 31) Shriji Food Mart / FG Arco, 2710 19th Avenue, Off-Premises Sales
- 32) Smoke 4 Less, 3010 A-C Pacific Avenue, Off-Premises Sales
- 33) Super Mercado La Montana, 1905 Mt View Lane, Suite 100, Off-Premises Sales
- 34) The Masonic Grand Lodge of Oregon, 2300 Masonic Way, Full On-Premises Sales
- 35) Urban Decanter, 2030 Main Street, Suite B, Full On-Premises Sales/Off-Premises Sales
- 36) US Market 399, 3712 Pacific Avenue, Suite A, Off-Premises Sales
- 37) Waltz Brewing, 1900 A Street, Brewery

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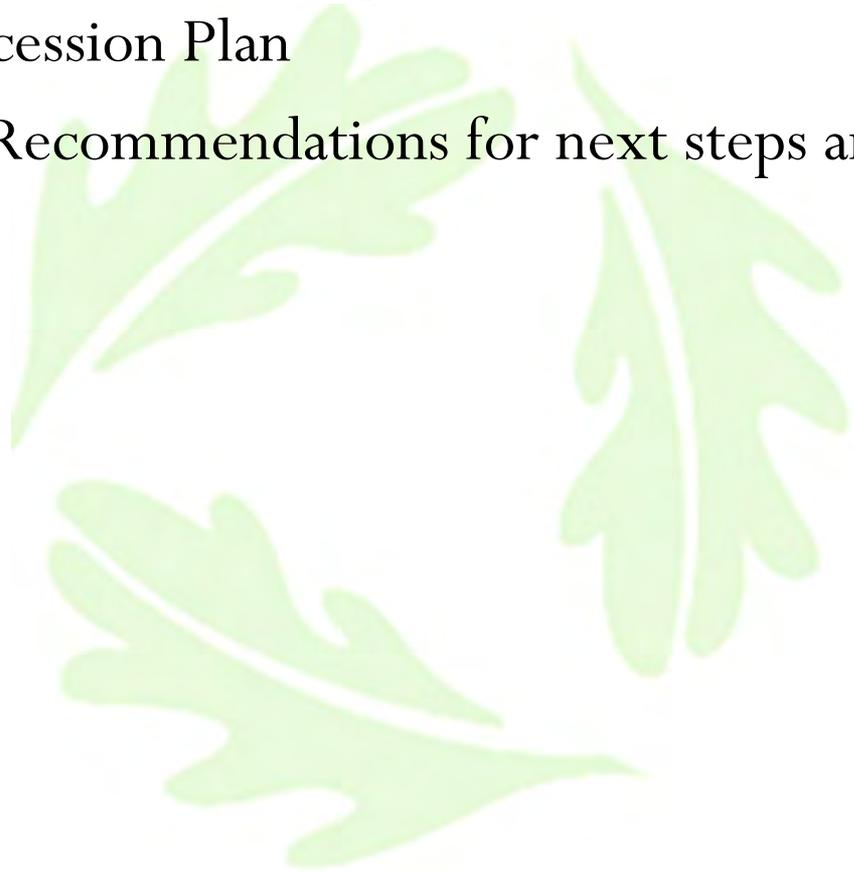


STAFF SUCCESSION PLANNING

Brenda Camilli, HR Manager
Paul Downey, Admin. Ser. Dir.

Purpose of Work Session

- Update Council on progress on Council Goal 2.12: Develop Staff Succession Plan
- Provide Recommendations for next steps and seek Council direction



Background

- Many facets to succession planning
 - Review organizational chart and promotional ladders
 - Evaluate employee retention and factors affecting tenure
 - Identify employees' career goals and plan/budget for training
 - Identify opportunities for cross training and job shadowing

Background

- City has relatively flat position hierarchy, which impacts promotion opportunities
- City has enjoyed long employment tenures and high retention, one factor has been Defined Benefit Plan
- 46 employees will be 55+ years old (potentially eligible to retire in 2020); 72 within the next five years. There are 167 FTE's in the City.
- City management supports promoting from within: 40 positions out of approximately 95 vacancies in the past 5 years (42%) were filled internally

Background

- Recruitment and Retention
 - Pay and Benefits
 - Polling of local gov't employees show retirement/pension and health insurance benefits rated higher than wages for Millennials
 - Employee survey results:
 1. Retirement plan named as a reason employees may consider leaving City's employment and one thing that would make the City a better place to work (8 comments)
 2. FG employees less positive than local gov't benchmarks on satisfaction with total benefits package (retirement, health insurance) (-5 gap)
 - All City peers are PERS except Tigard
 - City does not receive many applications from neighboring city employees

City's Retirement Plans

- In response to the employee survey and internal recruitment and retention analysis, the City is reviewing its retirement plans. The City currently maintains three retirement plans with different eligibility requirements and benefit structures:
 - Defined Benefit Plan
 - Defined Contribution Plan
 - PERS

Defined Benefit Plan

- Current eligibility:
 - All police officers and firefighters hired before February 1, 2016
 - IBEW members including new hires
 - Full-time AFSCME and non-represented employees hired before July 1, 2011
 - Full-time non-certified members of the FGPA (support staff) hired before July 1, 2012
- Except for new IBEW employees, the Defined Benefit (DB) Plan is a closed plan (no new members allowed).
- By closing the DB Plan to all new IBEW members, the Plan will eventually terminate. This will take decades.

Defined Contribution Plan

- Current eligibility for City employees:
 - All full-time AFSCME and non-represented employees hired on or after July 1, 2011
 - All full-time non-certified (support staff) members of the FGPA hired on or after July 1, 2012
 - All part-time AFSCME and non-represented employees regularly scheduled to work at least twenty (20) hours per week as of July 1, 2014
 - All part-time FGPA employees regularly scheduled to work at least twenty (20) hours per week hired as of July 1, 2016

PERS

- Public retirement system run by the State of Oregon. Benefits are determined by the employee's membership level in PERS: Tier 1, Tier 2, or OPSRP.
- Current eligibility for City employees:
 - Police officers and firefighters hired on or after February 1, 2016. Includes non-represented police officers and firefighters.

Recommendations

- Review and revise current format for employee goal setting and career goals
- Prepare managers and supervisors for implementation and to identify opportunities to prepare for future vacancies
- Evaluate opportunities for internal promotions when positions vacate
- Identify opportunities for cross-training and job shadowing

Recommendations

- Review City retirement benefits for potential to move existing employees on Defined Contribution Plan and all new employees to PERS (No impact to employees on Defined Benefit Plan)
 - Timing is good to consider this change with IBEW's contract currently open for bargaining.
 - Staff is requesting direction from Council to move forward in completing detailed analysis on potential of moving all current Defined Contribution and all future employees to PERS

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3A



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**City Council Work Session Minutes
Police Station**

**Monday, January 13, 2010
6:30 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:44 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Hall, Police Captain (in the audience); Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: POLICE STATION

Downey and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to provide an update on the current schematic design for the proposed Police Station and present revised estimated costs resulting from the schematic design and estimated bond rates as well as to determine if staff should proceed with the timeline of preparing the proposed ballot measure material to be submitted to voters in May 2020, Primary Election, noting Council must approve the Ballot Measure by February 24, 2020, Council Meeting in order to meet the County Election's March 21st filing deadline. Downey presented a PowerPoint presentation overview recapping the revised estimated costs resulting from the current schematic design for the proposed Police Station as noted below:

Construction Costs	\$16,800,000
Architect Fees Remaining	\$800,000
Furniture, Permits, SDCs	\$800,000
Transportation Development Tax (TDT)	\$1,200,000
Bond Issuance Costs	\$400,000
<hr/> Total Estimated Costs	<hr/> \$20,000,000

Downey advised staff is reviewing a transportation study that may result in the elimination of the TDT; however, staff proposes to keep the estimated costs at \$20 million. In conclusion of the above-noted staff report, Downey estimated that the first year costs of the bond is estimated to be \$155 based on an average \$230,000 assessed value, noting the assumed debt rate is \$0.64 per \$1,000 assessed value.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Downey and VanderZanden responded to various Council inquiries and scenarios pertaining to the current schematic design, estimated costs and estimated bond measure rates outlined above. Downey and VanderZanden also responded to various Council inquiries and concerns pertaining to the attendance data from the public forums held so far, if there was favorable response and if considerable public outreach has been successful; and consultant's polling and results of the 2019 Police Facility Bond Voter Survey, which projections indicated weak support for a bond measure in May 2020, and because there has not been sufficient public support data submitted to Council that indicates voter support in May, the bond request should be considered for submittal to voters perhaps at the earliest November 2020. In addition, there was Council discussion concerning the current lack of understanding of what a new police station would provide to the community and concerns that the measure could be in conflict with other upcoming money measures in May 2020, i.e., Metro and Washington County. In response to whether staff should proceed with preparing the ballot measure material for May 2020, Primary Election, Council collectively concurred to postpone the ballot measure proposal to a later date so that it would allow more time for a robust education campaign focusing on the reasons and needs for a new police station. In conclusion of the above-noted discussion, VanderZanden advised staff will continue its education campaign and work on the ballot measure material for future consideration, to which Council collectively concurred, noting the ballot measure would have greater success if the issues continue to be discussed.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 7:04 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



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**Council Work Session Minutes
Fire Task Force Recommendations**

**Monday, January 13, 2020
8:45 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 9:09 p.m.

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

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

2. WORK SESSION: WASHINGTON COUNTY FIRE TASK FORCE RECOMMENDATIONS

Fire Chief Kinkade and VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to give Council an overview of the Washington County Fire Task Force's recommendations. Chief Kinkade noted the presentation this evening is the same presentation that has been presented to the other four governing agencies. Kinkade introduced Rob Massar who gave a PowerPoint presentation overview of the Western Washington County Fire Task Force, which was established October 2018, with the goal of looking at potential governance models and providing a consensus proposal to the five governing agencies. The Task Force developed a set of Foundation Principles, which were adopted by all five governing agencies in April 2019, as the basis and criteria by which the Task Force would evaluate potential governance models. The Task Force also developed a rating matrix using the adopted Foundational Principles, which will serve as summary support and documentation of the Task Force organizational structure evaluation and recommendation. The Task Force studied three potential governance models: 1) Status Quo; 2) Fire Authority; and 3) Fire District. In conclusion of the above-noted report, Kinkade and Massar advised the Task Force unanimously recommended a Fire District governance model was the preferred organizational structure to be pursued as the next phase, and the other four agencies have supported the findings of the Task Force.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review the Task Force's findings and considerations used to evaluate the governance options for providing fire service in Western Washington County and the Total Organizational Structure Rating Matrix. Kinkade and Massar addressed various Council inquiries and concerns pertaining to the Fire District governance and operational

structure, noting as outlined in the flow chart, if a Fire District is pursued, a vote of the people must approve the District, i.e., with its own taxing and bonding authority and apportioned into five areas, with a five-member Board of Directors elected from each area, and capital equipment and taxing authority funded directly by one property tax, and personnel would be employed by the District, into a single, unified command structure, and all existing staff would be maintained. In conclusion of the above-noted discussion, Council collectively concurred with the next phase of the Task Force studying the legal and financial framework for pursuing a Fire District governance and reporting back to Council.

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

3. ADJOURNMENT

Mayor Truax adjourned the Council work session at 9:58 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**City Council Work Session Minutes
B/C Reappointments/New B/C Appointments**

**Monday, January 27, 2020
5:30 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:31 p.m.

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

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

2. COUNCIL WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B/C REAPPOINTMENTS/NEW B/C APPOINTMENTS)

Ruggles and VanderZanden reported City Council Rules of Procedures § 14.10 requires members to apply and be interviewed after every term to continue service. Ruggles reported at the conclusion of the B/C interviews noted below, Council was unable to conduct its deliberations due to timing, and so staff is asking Council to conduct its deliberations now so the selection process can be finalized.

Council Discussion:

Council collectively concurred to make the reappointments/new appointments as shown in **Bold:**

<i>Council conducted interviews on December 16, 2019:</i>			
Applicant Name	Appointed	B/C Position	Re-Appointment Status:
Robin Lindsley	A02/14	SC (New PC)	Reappointed to SC
Thomas Beck	A11/00	PC	Not selected for Reappointment
Dale Smith	A01/12	PC	Reappointed to PC
Joshua Hubel		CCI; EDC; P&R; PC; PAC; SC; URAC	Pending Appointment Confirmation

Council collectively concurred to not select Thomas Beck, who was appointed 11/2000, for reappointment; subsequently, creating a vacancy on the Planning Commission, term expiring 12/31/2023.

<i>Council Subcommittee 1 conducted interviews on January 13, 2020:</i>		
Applicant Name	B/C Position	New B/C Appointment Status:
Lowell Greathouse	CCI	Appointed to CCI, Term 01/31/2020
Julie Danko	BC; CCI; PC; PAC; SC; URAC	Appointed to PC, Term 12/31/2023
Joel Redwine	CCI; EDC; P&R; PC; PAC; SC; URAC	Appointed to PC, Term 12/31/2021

<i>Council Subcommittee 2 conducted interviews on January 13, 2020:</i>		
Applicant Name	B/C Position	New B/C Appointment Status:
Sarah (Morgan) Knapp	LC	Appointed to LC, 12/31/2023
Tanya Peterson	URAC	Pending Appointment Confirmation

In conclusion of the above-noted discussion, Ruggles advised the resolutions making the above-noted appointments will be considered at the next regular Council meeting, Consent Agenda.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 5:57 p.m.

Respectfully submitted,

 Anna D. Ruggles, CMC, City Recorder



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Monday, January 27, 2020
City Council Regular Meeting Minutes **7:00 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Michael Hall, Police Captain; Bryan Pohl, Community Development Director; Gregory Robertson, Public Works Director; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS:

Beth Genly, Forest Grove, submitted written testimony, and addressed Council proposing the Council and Sustainability Commission publicly and clearly define the city's energy policy priorities for Forest Grove's economic and environmental health, noting in her views these priorities should feature: 1) Protecting clean air and clean water and 2) Achieving zero carbon emissions by 2030.

Chris Genly, Forest Grove, submitted written testimony, and addressed Council proposing that once the missions of the Sustainability Commission is provided for a sustainability environment, he is proposing adopting legislation prohibiting the installation of fossil fuel infrastructure in new major construction and rehabilitation and setting a goal of zero carbon emissions by 2050 (similar to Brookline, Massachusetts).

3. CONSENT AGENDA:

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

- A. Accept 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. ITEM REMOVED**
- 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).

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to approve the Consent Agenda as amended. **ABSENT:** Councilor Valfre. **MOTION CARRIED 6-0 by voice vote.**

3. H. RESOLUTION NO. 2020-13 ADOPTING CITY OF FOREST ECONOMIC DEVELOPMENT COMMISSION BYLAWS AND REPEALING RESOLUTION NO. 2008-30.

Wenzl removed Item 3. H. for separate discussion, noting she has concerns that EDC is proposing to reduce its membership from 19 members to 15 members, which the uniformity for all Boards/Commissions was established as no more than nine members. Wenzl explained that EDC is struggling to maintain its attendance for the last nine months at least (occurring to minutes), noting she is not opposed but she would like to readdress EDC's membership status in one year if attendance does not improve.

MOTION: Councilor Wenzl moved, seconded by Councilor Rippe, to approve Items 3. H. as presented and readdress EDC's membership status in one year.
ABSENT: Councilor Valfre. **MOTION CARRIED 6-0 by voice vote**

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

5. **PRESENTATIONS:**

5. A. NW Martin Road Project and Fernhill Road/Maple Street/Highway 47 Intersection Project
Robertson introduced Renus Kelfkens, PE, Project Manager Washington County, who presented a PowerPoint presentation overview pertaining to the following projects:

Martin Road/Hwy 47 Intersection:

- Upgrade Martin Road/Hwy 47 Intersection with a Roundabout
- Widen Martin Road for 2,700 feet north of Hwy 47
- Replace culverts at Council Creek

Maple Street/Hwy 47 Intersection Update:

- 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

In conclusion of the above-noted presentation, Kelfkens addressed various Council concerns pertaining to improving safety for all users, such as pedestrian crossings, lighting and bike lanes.

5. B. T2020 Status Update

Pohl introduced Erin Wardell, Washington County, Principal Planner, who presented a PowerPoint presentation overview pertaining to the TV Highway Corridor objectives; project overview; and schedule. In addition, Wardell presented an overview on T2020 Connection, noting Metro Council is considering a November, 2020, ballot measure to fund regional transportation projects and programs, noting TV Highway emerged as a high priority corridor. Wardnell noted the work will inform T2020 process, but will move forward with or without T2020. Wardnell recapped, noting the next steps include: Conduct public engagement and document community input; refinement of project list; phasing and delivery strategy; and continue to work with Metro and partner agencies to develop TV Highway proposal for T2020 funding measure. In conclusion of the above-noted presentation, Wardell addressed various Council concerns pertaining to improving safety for all users, such as better pedestrian crossings, upgraded bus stops, lighting and bike lanes.

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)

The first reading of Ordinance No. 2020-01 by title occurred at the Council meeting of January 13, 2020.

Staff Report:

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

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of January 13, 2020, and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of January 13, 2020.

VanderZanden read Ordinance No. 2020-01 by title for second reading.

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valenzuela, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Valfre. MOTION CARRIED 6-0.

- 7. 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

Staff Report:

Mayor Truax reported pursuant to Council Rules of Procedures, § 14.8, the Mayor shall appoint a Council Liaison to any boards, committees and commissions (B/C), excluding Budget Committee and Planning Commission, 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. In addition, Council Rules of Procedures, § 14.9, provides that the City Manager shall appoint a staff member as liaison to any B/C. In conclusion of the report, Mayor Truax advised he is recommending approving the proposed resolution, as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-12.

Mayor Truax read Resolution No. 2020-12 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to adopt 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.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Rippe, Thompson, Valenzuela, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Valfre. MOTION CARRIED 6-0.

8. CITY COUNCIL COMMUNICATIONS:

Rippe briefed Council on the Council Creek Corridor, noting Portland and Western Railroad has issued Notice of Intent to abandon rail service from Hillsboro to Forest Grove. Rippe reported attending Public Safety Advisory Commission (PSAC) meeting, noting PSAC is revising its bylaws and elected its officers. In addition, Rippe reported attending various community-related events and reported on upcoming meetings he was planning to attend.

Thompson reported attending Ride Connection meeting and provided an update on next fiscal year's funding plan for west-end connection. In addition, Thompson reported on upcoming meetings he was planning to attend.

Uhing reported attending Sustainability Commission meeting, noting SC is working on its 2020 work plan. Uhing asked VanderZanden about the possibility of scheduling a

presentation from the Code Enforcement officer, to which VanderZanden concurred. In addition, Uhing reported on upcoming meetings she was planning to attend.

Valenzuela reported she is excited to begin working with her assigned citizen advisory boards. In addition, Valenzuela reported on community-related matters of interest.

Valfre was absent.

Wenzl reported Committee for Community Involvement held a special meeting on Monday, January 20, 2020, and postponed the Annual Town Meeting to spring. Wenzl reported Parks and Recreation Director is presenting at the next Council meeting the Park Facilities Schematic Design for Stites Park, North Lincoln Park, A. T. Smith Park and the Aquatic Center. In addition, Wenzl reported on upcoming meetings she was planning to attend.

9. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. VanderZanden reported the Tourism Advisory Committee met and interviewed four finalist for the Branding Update Request for Quotes. In addition, VanderZanden reported on various upcoming meetings and updates on department-related activities and projects.

10. MAYOR'S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related matters of interest and meetings he attended, upcoming community-related events, and upcoming meetings and events he was planning to attend.

11. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 8:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3E



A place where families and businesses thrive.

Monday, January 27, 2020
City Council Executive Session Minutes **8:30 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Executive Session to order at 8:50 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(F) to consider information or records that are exempt by law from public inspection.

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 9:20 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Members Present: Jennifer Brent, George Cushing, Larissa Whalen Garfias, Kelsey Trostle, Holly Tsur, Bill Youngs
Member Absent: Mark Fischer
Staff Present: James Reitz
Citizens Present: 05 (Gary Eddings, Melody Haveluck, and the grant applicants)

1. **Call to Order:** Tsur opened the meeting at 6:36 p.m.

2. **Citizen Communication:**

3. **Action Items / Discussion:**

A. Preservation Grant Requests: Tsur noted that there was only \$1,000 left and that it could go all to one applicant, or 50/50, or any other division to be determined. Because two requests had been submitted and both requested the maximum grant amount, the Board opted to review both applications before determining how to make the award.

Tsur asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Youngs advised that he knew the owners of 2303 15th Avenue but would not have any bias toward them. He also knows their contractor and would have no bias toward them either. There were no challenges from the audience.

- i. **“King-Stanley” House at 2303 15th Avenue (Washington County Tax Lot 1S306BD14400). Applicants: Amber King and Chris Stanley. File Number 311-19-000031-PLNG.** Amber King and Chris Stanley were present to discuss their window project. They said they had originally looked at replacing the windows, but after research and advice from staff they decided to repair what they have instead. Cushing and staff had previously inspected the windows and determined that they were prime for repair. Ms. King and Mr. Stanley then contacted an additional contractor and were given a bid to repair the windows at a competitive price compared to replacement. Ms. King said that at this time seven of the double-hung windows would be repaired; the other windows would be done later.

Tsur asked about the single bid submitted to repair the windows, but Cushing noted that two other bids had been submitted for replacement; thus, the requirement that at least two bids be submitted was fulfilled.

Cushing/Whalen Garfias to approve the grant request. Motion carried unanimously.

Ms. King and Mr. Stanley had a non-related question for the Board re installing interior cornice trim on a four-square style house. Youngs - in his capacity as an architect - advised that interior cornice trim was not common in that style, but that it would be perfectly acceptable.

- ii. **William and Ida Coon House at 1622 Ash Street (Washington County Tax Lot 1S306BC08300). Applicant: Mark Bailey. File Number 311-19-000000-PLNG.** Mark Bailey was present to discuss his seismic upgrade project. This project would be somewhat different from what the Board has seen previously, as it would use exterior tie-downs from the foundation to the house, and they may be somewhat visible. He said he has a geology degree, so he is familiar with the need for earthquake preparedness. He also noted that he already has earthquake insurance, but that the premium would be reduced once this project is complete.

Mr. Bailey said that the contractor he selected was very familiar with this method. The contractor proposed to remove the bottom few layers of clapboard siding, attach flat

plate connectors from the foundation to the house's framing, and then replace the clapboards. He said that a few inches of the connectors might show below the clapboards but they would be hidden by the front porch or behind shrubbery, except in the back yard. The amount that would be exposed would depend on the foundation height after removing the clapboards. Mr. Bailey chose this contractor because the other bidder would only cut the clapboards, which would then need to be repaired.

When asked why the connections could not be made on the interior, Mr. Bailey replied that the basement had been finished, rendering it financially infeasible to work from the inside.

Cushing/Whalen Garfias to approve the grant request. Motion carried unanimously.

Deliberation: It was noted that the costs of each project were similar and both projects (window repair and seismic upgrades) were very high on the Board's list of recommended projects. **Cushing/Youngs to award each project \$500. Motion carried unanimously.**

- B. 2020 Work Plan:** Tsur began the discussion by reviewing the proposed projects as listed in the Implementation Plan.

Reitz recommended not starting development of downtown business district design guidelines until after the district was approved, which likely won't happen until late in the year. He also noted that a new SHPO grant would be needed to hire a consultant to work on the guidelines, and our next grant cycle won't begin until 2021. He said we still have a good supply of tour maps for the three districts, as he had just done a reprint of the Clark District brochure.

Tsur said that alternate funding sources should be a large-scale project; the Board concurred.

Review of the website should be moved from an ongoing project to a small-scale project, as very little attention had been paid to our pages since the City updated the entire website. This project could include a mailing to building owners to request their review of the website information for corrections or additions. It was also noted that the Board needs to check all general information on the site and verify that all the links are working. This work could start in February or March.

The Implementation Plan plans also includes a recommendation to host a nationally-known speaker such as Donovan Rypkema, who specializes in preservation economics. Reitz noted that speakers aren't free, but if several local cities banded together to share the expense, it might be possible at some point in the future.

Attendance at a conference or other Board-training events will be kept as an ongoing project as funding is available for that.

Reitz will revise the 2020 Work Plan as discussed, for final review and adoption at the next meeting.

- C. January - June 2020 Editorial Calendar:** Trostle began the discussion by observing that Whalen Garfias was stepping down from the Board; as she had been the primary force on the photo contest we'll need someone else to take the lead. Brent volunteered to do so. Whalen Garfias will send everything she has to Brent. Youngs will work on the posters and provide additional technical support. While the photo contest will be the Board's primary outreach project for the next few months, Cushing volunteered to take lead on the small house project in the summer.

For the May-June calendar, a recap of the year's accomplishments could be used for both a *News-Times* article as well as the FHFG's *Friendly Gazette*.

It was noted that the Board's annual report has been tentatively scheduled for the May 11 City Council meeting in conjunction with the National Historic Preservation Month proclamation and the Stewart Award.

Tsur said she was working on the year-end report and Board members offered up a couple of suggestions for it as well. One of the items to be included was our effort to be more culturally diverse, including a photo contest poster in Spanish as well as working on developing a Spanish-language preservation grant application form.

Trostle will revise the calendar as discussed, for final review and adoption at the next meeting.

- D. **Alternative Funding Sources:** Youngs reported that he was continuing to research grant opportunities, but to date he had not identified any to which the Board should apply.
- E. **Photo Contest:** Discussion of this topic occurred during the Editorial Calendar discussion above.

4. Old Business/New Business:

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of November 26 were approved with minor corrections.**
- B. FHFG Report. Gary Eddings reported that the editor of the *Friendly Gazette* was stepping down, so there would not be a January edition. They are looking at options as to how - or if - to continue the newsletter. He further reported that they presented two historic house plaques this week and are developing more specific eligibility criteria for which buildings should be plaqued. The Friends are also working on photo Christmas cards.
- C. Staff Update. Reitz reviewed the very full January meeting agenda and noted that he would be on vacation then. He did not know who would be attending in his absence.
- D. January 28 17 Agenda: Downtown district (consultant to attend), alternative funding, editorial calendar, photo contest, annual report, 2020 work plan, officer elections.

5. Adjournment: The December 17, 2019 meeting adjourned at 8:46 p.m.

These minutes respectively submitted by George Cushing, Secretary

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Library Commission approved minutes as amended on February 12, 2020.

- 1) **CALL TO ORDER AND ROLL CALL:** Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday, January 17, 2020.

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

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

Staff: Colleen Winters, Library Director

Council Liaison: Adolph "Val" Valfre

Others: Jon Youngberg; Morgan Knapp

- 2) **ADDITIONS/DELETIONS to Agenda:** Added: Review Meeting Schedule

- 3) **APPROVE LIBRARY COMMISSION MEETING MINUTES OF DEC. 17, 2019:**

MOTION: Valyrie Ingram moved, seconded by Nickie Augustine, to approve the December 17, 2019 minutes as amended. **MOTION CARRIED** by all.

- 4) **CITIZEN COMMUNICATIONS:** None

- 5) **ELECTION OF OFFICERS:**

MOTION: Valyrie Ingram moved, seconded by Kirsten Beier, to elect the officers for 2020 as Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Elizabeth Beechwood, Secretary. **MOTION CARRIED** by all.

- 6) **INFORMATIONAL ITEMS:**

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

- 1. There was no Foundation meeting January – no news to report

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

1. Friends held their annual goal-setting retreat—Strategic Plan and raising funds are top priorities. They will continue to support the library's Cultural Education, recruit/retain Board volunteers, and enhance the presence of the Library in the community with social media.
2. Friends semi-annual newsletter proposed to include Foundation & Library news. Colleen will work w/staff on how to centralize information.
3. Estate of Harold Hodge donated 50 boxes of books so far with more to come for the fall book sale

c) **COUNCIL LIAISON REPORT:** Adolph "Val" Valfre shared comments about the recent activities of the Forest Grove City Council:

1. New City Councilor, Mariana Valenzuela, was sworn in Jan 13th.
2. New police station packages are available online at the city website.
3. There was consensus to create a new fire district in Forest Grove.
4. Attended People for Libraries on January 11th – Committee is supportive
5. January 25th – All Town Meeting 9am in the Community Auditorium

d) **LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:

1. On-call staff was hired: Lilly Hawley
2. Space planning continues
3. Presidents Day, February 17th, will be an In-service Day for staff
4. Census Taker Recruitment – public libraries in Oregon have been instructed to provide space for recruiting. Jim Jatkevicius and Bob Abbey will attend training and find out expectations.
5. WCCLS Committees – Colleen and Robyn will assist in evaluating committee structure
6. Cultural Series: Jan. 21st – Slow Rise Bakery, (4) Memory Cafes will be offered with Washington County's DAVs supporting.

7) SCHEDULE CITY COUNCIL PRESENTATION:

It was discussed and decided that Pamela Bailey, Chair, will present 2019 library highlights to the City Council on either April 13th or 27th.

8) APPROVAL OF BYLAWS

Valyrie Ingram moved, seconded by Elizabeth Beechwood, to approve the Library Commission Bylaws as amended. **MOTION CARRIED** by all.

9) REVIEW MEETING SCHEDULE

Monthly Library Commission Meetings will be held on the 2nd Wednesday of each month, beginning February 2020, at 6:30pm, in the Rogers Room.

10) POLICY REVIEW PLAN

Commission will review one policy each month during regular meetings. Colleen will email policy to commissioners and commissioners will review and be ready to discuss at the next meeting. Materials Selection will be reviewed at February meeting. Pamela Bailey, Chair, suggests that after this review, policies be reviewed every 5 years, unless necessary.

11) LIBRARY MEMORIALS

The Library does not have a policy regarding memorials. Commission, Foundation, and Friends will have separate conversations regarding this and all three groups will come together to establish a policy at a later time.

12) ANNOUNCEMENT OF NEXT MEETING

The next Library Commission meeting will be held on Wednesday, February 12th at 6:30 PM in the library's Rogers Room.

13) ADJOURNMENT

Hearing no further business, Chair Bailey adjourned the meeting at 8:15 PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director
Elizabeth Beechwood, Secretary

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**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JANUARY 15, 2020
COMMUNITY AUDITORIUM
PAGE 1 OF 3**

1) **ROLL CALL:**

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

2) **CITIZEN COMMUNICATIONS:** None

3) **APPROVAL OF MINUTES:** The minutes of the December 18, 2019 meeting were approved.

4) **ADDITION/DELETIONS:** None

5) **ELECTION OF OFFICERS:**

- a) **Chair** – Paul Waterstreet
- b) **Vice Chair** – Brad Bafaro

6) **MEETING DATES 2020:**

- a) Third Wednesday each month at 7:00 a.m.
- b) Special meetings as needed.

7) **OLD BUSINESS:**

a) **Schematic Park Process**

- i) The Consultants did a good job and the audience clapped at the end of their presentation.
- ii) The next step is a presentation to the City Council.
 - (1) It will take place on February 10 and last about twenty minutes.
 - (2) The focus will be on the input from the public and partners.
 - (3) The Council then prepares a resolution to accept the findings.

b) **Eastside Park Scope of Services**

- i) The City has signed a contract with PLACE to do an analysis of the need for services specifically on the Eastside.
 - (1) They will take in the demographic information for the residents to be served on the Eastside.
 - (2) The 2016 Master Plan adopted community makeup with information from the census.
 - (3) Partners/Stakeholders would include the City of Forest Grove, the Forest Grove School District, Clean Water Services, the City of Cornelius and the managers of Rose Grove Mobile Home Park.
 - (4) This could be an opportunity for joint collaboration that would serve both cities and the school district.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JANUARY 15, 2020
COMMUNITY AUDITORIUM
PAGE 2 OF 3**

8) NEW BUSINESS:

a) Winter Program Aquatics

- i) This is one of the busier times of the year at the pool with all our regular programs plus three swim teams practicing and holding meets.
- ii) Lessons bring in about 40% of the pools revenue.

b) Metro Funding

- i) Region passed Metro greenspace funding. This is the third one where we will get a local share component. Metro staff has not yet outlined the steps.
- ii) The City bought property the last two times: the Thatcher Woods/Loomis property in 1995 and the property adjoining Stites Park in 2006. The Stites donation was land-locked so this was an important purchase.
- iii) We do have options for projects such as the purchase of property on David Hill Road.

c) Council Creek Regional Trail

- i) The Trail Master Plan and Regional Trail Plan conversation has been ongoing for ten years.
- ii) Hillsboro Hatfield center to Forest Grove is part of the East/West portion.
- iii) The cities of Forest Grove, Cornelius and Hillsboro along with Washington County and Metro are all players interested in this.
- iv) The alignment is on the rail line owned by ODOT but Pacific Western holds the lease.
- v) Trimet and Washington County transportation department will do a business analysis of the rail line. There have been no trains on it for six to seven years. If the railroad abandons the rail line a huge hurdle would be gone.
- vi) Our engineering office has led this proposal.

9) COMMISSIONER'S UPDATES/REPORTS:

a) Howard:

- i) Stars in the Grove auditions are taking place and the show will be February 22.
- ii) January 23 at 11:30 a.m. there will be a Bonamici Ridgewalker Event focusing on the "Digital Divide".
- iii) January 31 the Chamber Business Education will meet at Diversity Café.
- iv) The Ingram family made a donation to build a driving range and outdoor batting cage for baseball and softball at the high school.

10) COUNCIL LIAISON REPORT:

a) Malynda:

- i) The Annual Town Hall meeting will be January 25. The focus will be on the police station facility with information on the needs for the current facility or a new one, including costs. The department directors will give short statements and highlight their accomplishments. Food and beverages will be provided by BJ's, Panadera and Slow Rise bakery. The meeting will be streamed and shown at the library as well as on Facebook Live.
- ii) The Boards and Commissions dinner is February 13.
- iii) February 15 is the Council Retreat. There will be a new format this year. A consultant has been hired to talk to everyone, hoping to find overlapping themes. Council will also focus on how to engage commissions and encourage community members to get involved.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JANUARY 15, 2020
COMMUNITY AUDITORIUM
PAGE 3 OF 3**

11) STAFF REPORTS:

a) Tom:

- i) The contract for Anna & Abby's Yard will go out to bid in about a week and a half.
- ii) The Parks crew is helping Light & Power with trimming the street trees. There is only one worker in the parks right now.
- iii) Matt will be out for a few days.

12) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, February 19, 2020 at 7:00 a.m.

13) ADJOURNMENT: The meeting was adjourned at 7:57 a.m.

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Approved

PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
December 4th, 2019

Minutes approved by Public Safety Advisory Commission on January 22nd, 2020

1. ROLL CALL

Meeting called to order by Jayne Cravens.

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

Members Absent: Drue Garrison and Jeffrey Boivin

Liaisons Non-Voting Representatives Present: Tim Rippe, Kevin Noreen 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 NOVEMBER MEETING MINUTES. Moved by Glenn VanBlarcom, seconded by Anne Niven. **Unanimous.**

5. ADDITIONS/DELETIONS: This is Jayne Cravens last meeting. At the next meeting, election of officers, bylaws discussion and 2020 calendar should be on the agenda.

6. STAFF REPORTS

Police Department- Chief Schutz briefed the group on the recent police memorandum.

The department entered into an agreement with Washington County Sheriff's office for shift coverage between the hours of 3am and 7 am until further notice. One of the reasons behind this is that there are nine sworn bodies that are non-deployable right now.

There is an upcoming annual town hall meeting that will cover the new police facility.

Chief Schutz is working with the News Times to do a story on homeless/transient individuals in Forest Grove.

What is the biggest confusion with the new facility? Lack of understanding on the importance of why the department needs evidence (room to keep evidence) and additional room (holding cells).

Fire Department – There were a number of crashes, two of them fatalities. A gentleman who was recently electrocuted, made a full recovery. The

Gales Creek house has all four beds occupied. The light parade is this weekend. One firefighter is still out due to an injury sustained in a collapsed structure. SAFER grant interviews will be conducted next week.

City Council- There have been eight applications to fill Tom Johnston's vacancy. Interviews on Monday will be during a work session and then a public vote will follow at the normal meeting. The appointment will occur in January. The process involving the new police facility is at the stage where the architectural firm has sent the project out to another party to do the cost estimates. The architectural firm received those back, but will need to go through each line item to confirm.

Council will receive presentations on the Goodwill/Safeway access, as well as the 21st and Main Street enhancement.

The Western Washington County Task Force will present general recommendations to all five agencies by the end of January.

7. **NEW BUSINESS**

Youth Homeless Presentation- Homeplate is a nonprofit organization based in Washington County (Beaverton, Hillsboro and Aloha) focusing on homeless youth.

A presentation was projected to the group regarding the safety issues that homeless youth face.

A lot of youth do not feel safe in shelters (with adults). Hyperthermia is also an issue. Roundtable discussion regarding outreach.

8. **ANNOUNCEMENT OF NEXT MEETING** – January 22nd, 2020 at Forest Grove Fire Department.

9. **ADJOURN**

Recorded & submitted by Kara Finn, Administrative Assistant



A place where families and businesses thrive.

CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM

THURSDAY, DECEMBER 12, 2019 – 6:00 P.M.

MEETING MINUTES Approved by Commission on January 23, 2020.

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

Sustainability Commission Present:

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

Absent, Excused: Lilly Meek

Council Liaison: Elena Uhing, Absent and Excused

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

Guests: Jonie Blinman and Ben Bekker, Auric Energy

1. **COMMUNITY COMMUNICATIONS:** None.
2. **COMMISSIONER COMMUNICATIONS:** Harris reports that in the spring, community gardens will be lacking community service hours to get the work done. Looking to the Commission for suggestions how to support these efforts after March. School gardens are still taking seed campaign donations. Lindsley: Food Web seed swap is February 29, at Saint Bede. Nieves: PlanetCon is on January 12. Cobleigh: Returning to college to pursue a degree in Botany and Land Management; his studies will not interfere with his role on the Commission.
3. **CONSENT AGENDA:** Lindsley: Change “and” to “an”. Nieves moved to approve the minutes, Harris second; unanimous.
4. **ADDITIONS/DELETIONS:** Delete #8, Free Food Grant. Nieves moved to approve the minutes, Harris second; unanimous.
5. **SOLAR PANEL PRESENTATION:** Jonie Blinman and Ben Bekker from Auric Energy provided a video and PowerPoint presentation to the Commission, discussing:
 - Credentials of the presenters, history of the company, case studies, cost comparisons, and Oregon Department of Energy (ODOE) rebates.
 - Lifetime of a solar cell.
 - Upcoming technology.
 - How families fund solar panels.
 - How to sell to landlords to benefit renters.
6. **MINI-GRANT REQUEST:** Sustainability Commission Earth Day Fair & Litter Clean Up event: requesting \$500. Nieves moved to approve, Cobleigh second; unanimous.

7. **COMMUNITY CUPBOARD:** Peeters Weem presented. Community Cupboard is a free resource at the high school for students in need of food or hygiene products. Sixty percent of students at the high school are on the free or reduced lunch program. Started by Lyndi Stone from Pacific University and supported by the high school's Associated Student Body. The Cupboard is funded through private and business donations and food drives. The grand opening was on 12/12/19. It is being discussed how to keep the funding sustainable.

8. **FREE FOOD GRANT:** Deleted.

9. **BYLAWS:** Nieves completed the Sustainability Commission bylaws based on input from previous meetings. Harris offered to meet with Peeters Weem to discuss the language in the bylaws. Harris moves to approve, Merten second; unanimous.

10. **COUNCIL LIAISON/STAFF REPORT:** Presented by Paul Downey, Finance Director.

- Council appointed a new City Councilor, Mariana Valenzuela, who will be sworn in on January 13, 2020.
- Boards and Commissions (B&C):
 - B&C interviews are ongoing; annual reception is February 13.
 - There are discussions regarding the future of the Public Safety Advisory Commission (PSAC).
 - New B&C applicants will be contacted in January.
- Metro revised solid waste allocation, to 99,000 lbs from 75,000 lbs.
 - Looking at a Cornelius location for a west side transfer station.
 - Starting a community engagement program for this proposed location.
 - This transfer station would have a range of services that are not offered at the current Forest Grove facility.
- Open House for the Police Station Facility was on November 21; public engaged with the architects and staff regarding the facility.
- Annual Town Meeting will be January 25, 2020.

11. **FUTURE AGENDA TOPICS:**

- Nieves to write a letter to Council summarizing the Light & Power and Auric Energy presentations. Commission to review and discuss.
- "Did You Know..." articles to advertise and educate on incentives and programs offered.
- Sustainability Commission Work Plan review.
- Cobleigh status update on CEP mini-grants.
- Discuss materials from Devon Downeysmith regarding Latino Summit.

12. **ADJOURNMENT:** Nieves adjourned the meeting at 7:31 pm.

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

Approved by the Forest Grove Sustainability Commission: Date: 01/23/2020



<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>3K-3L</u>
MEETING DATE:	<u>02/24/2019</u>
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *February 24, 2020*

SUBJECT TITLE: *Liquor License New Application & Annual Renewal Applications for 2020*

BACKGROUND:

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

The OLCC has also notified the City of the eligible liquor licenses seeking renewal for 2020. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of liquor license renewal application(s).

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

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

STAFF RECOMMENDATION:

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



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 312

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: 7 Star Convenience Store #2

BUSINESS LOCATION ADDRESS: 3034 Pacific Avenue, Suite B

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: BL-30094

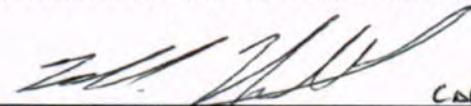
1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)



 Chief of Police/Designee

2/17/2020

 Date

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LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) 7 Star Convenience Store #2			
6. Does the business address currently have an OLCC liquor license?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
7. Does the business address currently have an OLCC marijuana license?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 3034 Pacific Ave Ste B			
City Forest Grove	State or	Zip Code 97116	
9. Phone Number of the Business Location 5036029868		10. Email Contact for this Application [REDACTED]	
11. Contact Person for this Application Amritpal Singh		Phone Number [REDACTED]	
Contact Person's Mailing Address (if different)	City	State	Zip Code

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

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

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

Applicant Signature(s)

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

[REDACTED SIGNATURE]

(Applicant#1)

(Applicant #2)

(Applicant#3)

(Applicant #4)



LIQUOR LICENSE APPLICATION

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

License Applied For:	CITY AND COUNTY USE ONLY	
<input type="checkbox"/> Brewery 1st Location	Date application received and/or date stamp:	
<input type="checkbox"/> Brewery 2nd Location		
<input type="checkbox"/> Brewery 3rd Location		
<input type="checkbox"/> Brewery-Public House 1st Location		
<input type="checkbox"/> Brewery-Public House 2nd Location		
<input type="checkbox"/> Brewery-Public House 3rd Location		
<input type="checkbox"/> Distillery		Name of City or County:
<input type="checkbox"/> Full On-Premises, Commercial		_____
<input type="checkbox"/> Full On-Premises, Caterer		Recommends this license be:
<input type="checkbox"/> Full On-Premises, Passenger Carrier		<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Other Public Location		By: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club		Date: _____
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club		
<input type="checkbox"/> Grower Sales Privilege 1st Location		
<input type="checkbox"/> Grower Sales Privilege 2nd Location		
<input type="checkbox"/> Grower Sales Privilege 3rd Location		
<input type="checkbox"/> Limited On-Premises		
<input checked="" type="checkbox"/> Off-Premises	Date application received:	
<input type="checkbox"/> Off-Premises with Fuel Pumps	1/29/20	
<input type="checkbox"/> Warehouse	By: Jan Z	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	License Action(s):	
<input type="checkbox"/> Winery 1st Location	CLO CTN Address Correction	
<input type="checkbox"/> Winery 2nd Location		
<input type="checkbox"/> Winery 3rd Location		
<input type="checkbox"/> Winery 4th Location		
<input type="checkbox"/> Winery 5th Location		

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

Baba Deep Singh Inc 8

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)

7 Star Convenience Store #2

4. Business Address (Number and Street Address of the Location that will have the liquor license)

3034 Pacific Ave Ste B

City

Forest Grove

County

Washington

Zip Code

97116



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Baba deep Singh INC 8 Phone: 503-602-9868

Trade Name (dba): 7 Star Convenience Store #2

Business Location Address: 3034 Pacific Ave STE B

City: forest Grove ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 6am to 10pm
Monday 6am to 10pm
Tuesday 6am to 10pm
Wednesday 6am to 10pm
Thursday 6am to 10pm
Friday 6am to 10pm
Saturday 6am to 10pm

Outdoor Area Hours:

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

The outdoor area is used for:

- Food service
Alcohol service
Enclosed, how

The exterior area is adequately viewed and/or supervised by Service Permittees. (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain:

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

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

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

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

Applicant Signature: Date: 1/28/20



OREGON LIQUOR CONTROL COMMISSION CORPORATION QUESTIONNAIRE

1633424-97 Exp 1/21

Please Print or Type

Corporation Name: Baba Deep Singh Inc 8 Year Incorporated: 1

Trade Name (dba): 7 Star Convenience Store #2

Business Location Address: 3034 Pacific Ave Ste B

City: Forest Grove ZIP Code: 97116

List Corporate Officers:

<u>Amritpal Singh</u>	<u>President</u>
(name)	(title)
<u>Jaspal Singh</u>	<u>Secretary</u>
_____	_____
_____	_____

List Board of Directors:

Amritpal Singh

(name)

Jaspal Singh

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

<u>Stockholders:</u>	<u>Number of Shares Held:</u>	Number of Stock Shares:
<u>Amritpal Singh</u>	<u>500</u>	Issued: <u>1000</u> Unissued: _____ Total Shares Authorized to Issue: <u>1000</u>
<u>Jaspal Singh</u>	<u>500</u>	
_____	_____	
_____	_____	

Server Education Designee: _____ DOB: _____
(See Liquor License Application Guide for more information)

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

Officer's Signature: [Redacted] (name) President (title) Date: 1/28/20



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.1

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: A Framer's Touch

BUSINESS LOCATION ADDRESS: 1920 21st Avenue

LIQUOR LICENSE TYPE: Limited Off-Premises & On-Premises

CITY BUSINESS LICENSE: 20124

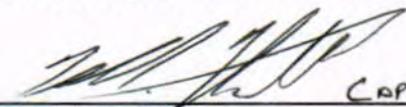
1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales	X	L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES	X	LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
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		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.2

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Bi-Mart #635

BUSINESS LOCATION ADDRESS: 3225 Pacific Avenue

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20270

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
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		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.3

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Bites Restaurant

BUSINESS LOCATION ADDRESS: 2014 Main Street

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 20934

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

APPLICABLE CRIMINAL RECORDS CHECK:

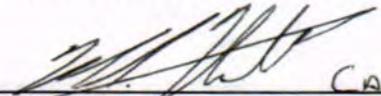
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.4

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Blackdog Bar & Grill

BUSINESS LOCATION ADDRESS: 2835 19th Avenue, Suite 900

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 21167

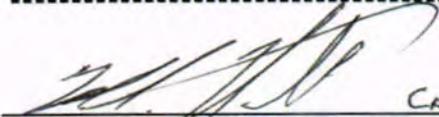
1. TYPE OF LICENSE:		2. LICENSE FEE:	
X	F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
	F-CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location	SEG – Special Event Grower	X \$ 35.00 Annual Renewal
	TSL – Temporary Sales License	SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House		\$ No Charge: Temp Annual Use
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		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE
 SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL
 REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.5

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Bon Appétit Management Company @ Pacific University

BUSINESS LOCATION ADDRESS: 2043 College Way, Washburne Room

LIQUOR LICENSE TYPE: Limited On-Premises

CITY BUSINESS LICENSE: 21284

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police / or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.4

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Boxer's Pub N Grub

BUSINESS LOCATION ADDRESS: 1919 Pacific Avenue

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 20261

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

APPLICABLE CRIMINAL RECORDS CHECK:

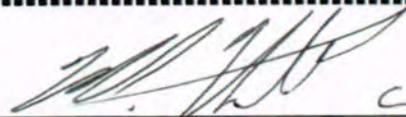
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)


J. F. Schutz, Chief of Police/Designee

2/6/2020
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.7

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Buffet Dynasty

BUSINESS LOCATION ADDRESS: 2834 E Pacific Avenue

LIQUOR LICENSE TYPE: Limited On-Premises

CITY BUSINESS LICENSE: 20888

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.8

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Circle Inn Tavern

BUSINESS LOCATION ADDRESS: 3007 Pacific Avenue

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 20094

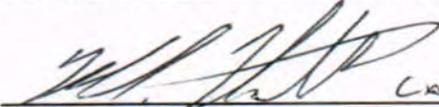
1. TYPE OF LICENSE:		2. LICENSE FEE:	
X	F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
	F-CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

 CAPTAIN

Chief of Police/or Designee

2/6/2020

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.1.9

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Coaster's Deli & Pub

BUSINESS LOCATION ADDRESS: 1918 Main Street

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 21234

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input checked="" type="checkbox"/>	F-COM – Full On-Premises Sales	<input type="checkbox"/>	L – Limited On-Premises Sales
<input type="checkbox"/>	F-CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/>	O – Off-Premises Sales
<input type="checkbox"/>	F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/>	SEW – Special Event Winery
<input type="checkbox"/>	F-PL – Full On-Premises Public Location	<input type="checkbox"/>	SEG – Special Event Grower
<input type="checkbox"/>	TSL – Temporary Sales License	<input type="checkbox"/>	SED – Special Event Distillery
<input type="checkbox"/>	BP – Brewery Public House	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	FULL ON-PREMISES SALES	<input type="checkbox"/>	LIMITED ON-PREMISES SALES
<p>Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>		<input type="checkbox"/>	OFF-PREMISES SALES
		<p>Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.</p>	
		BREWERY – PUBLIC	
		<p>Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3 L10

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Cornerstone Pub & Grill

BUSINESS LOCATION ADDRESS: 2307 Pacific Avenue

LIQUOR LICENSE TYPE: Off-Premises & Limited On-Premises

CITY BUSINESS LICENSE: 20058

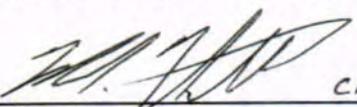
1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales	X	L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

 CAPTAIN

 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3-L-11.

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Elks Lodge #2440

BUSINESS LOCATION ADDRESS: 2810 Pacific Avenue

LIQUOR LICENSE TYPE: F-CLU Full-On Premises

CITY BUSINESS LICENSE: 20320

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

APPLICABLE CRIMINAL RECORDS CHECK:

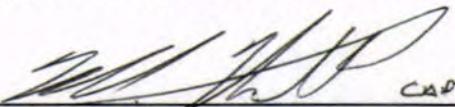
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L-12

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: FG Sushi

BUSINESS LOCATION ADDRESS: 1905 Birch Street

LIQUOR LICENSE TYPE: Limited On-Premises

CITY BUSINESS LICENSE: 20181

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

APPLICABLE CRIMINAL RECORDS CHECK:

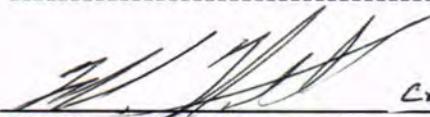
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Captain
Chief of Police/or Designee

2/11/2020

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L13

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Forest Grove Liquor Store

BUSINESS LOCATION ADDRESS: 3130 Pacific Avenue

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20148

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

.....
APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

.....
RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

.....

CAPTAIN
Chief of Police/or Designee

2/5/2020
Date



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>3.2.14</u>
MEETING DATE:	_____
FINAL ACTION:	_____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Forest Grove Senior & Community

BUSINESS LOCATION ADDRESS: 2037 Douglas St

LIQUOR LICENSE TYPE: Limited On-Premises

CITY BUSINESS LICENSE: 20006

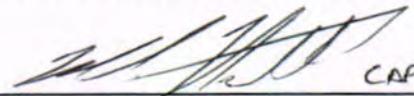
1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales	X	L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE
 SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL
 REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3 L-15

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Godfather's Pizza/Players Pub

BUSINESS LOCATION ADDRESS: 2834 Pacific Avenue, Suite A

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 20017

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

APPLICABLE CRIMINAL RECORDS CHECK:

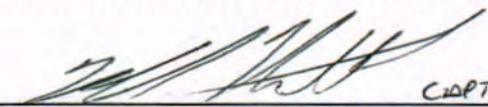
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.1.16

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Hello Market

BUSINESS LOCATION ADDRESS: 1917 19th Avenue

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20084

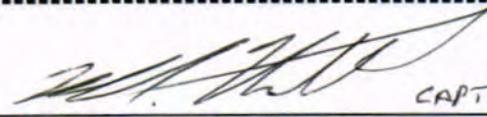
1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F- CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
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		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)



 CAPTAIN
 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.2.18

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: La Sierra Cantina & Mexican Restaurant

BUSINESS LOCATION ADDRESS: 2331 Pacific Avenue

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 20083

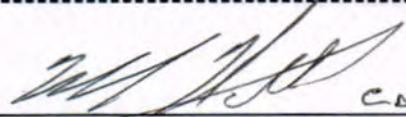
1. TYPE OF LICENSE:		2. LICENSE FEE:			
<input checked="" type="checkbox"/>	F-COM – Full On-Premises Sales	<input type="checkbox"/>	L – Limited On-Premises Sales	<input type="checkbox"/>	\$100.00 New Application
<input type="checkbox"/>	F-CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/>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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)



 Captain
 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L-19

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Mama Jiah's Market

BUSINESS LOCATION ADDRESS: 2248 Main Street

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20052

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 31.20

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Mandarin China Restaurant

BUSINESS LOCATION ADDRESS: 2338 Pacific Avenue

LIQUOR LICENSE TYPE: Limited On-Premises

CITY BUSINESS LICENSE: 20149

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L-21

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Mini Mart

BUSINESS LOCATION ADDRESS: 2705 Pacific Avenue

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20070

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.22

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Pac Thai

BUSINESS LOCATION ADDRESS: 1923 Pacific Avenue

LIQUOR LICENSE TYPE: Limited On-Premises

CITY BUSINESS LICENSE: 20253

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

APPLICABLE CRIMINAL RECORDS CHECK:

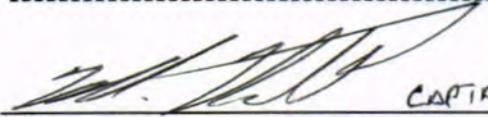
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.23

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Plaid Pantry #20

BUSINESS LOCATION ADDRESS: 2436 19th Avenue

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20153

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Chief of Police/or Designee

2/6/2020
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3L.24

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Plaid Pantry #99

BUSINESS LOCATION ADDRESS: 2901 Thatcher Road

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20170

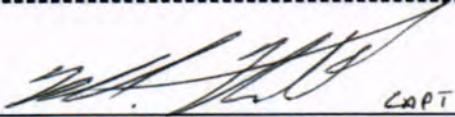
1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)



 CAPTAIN
 Chief of Police/or Designee

2/5/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.25

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Prime Time Sports Bar & Restaurant

BUSINESS LOCATION ADDRESS: 4450 Pacific Avenue

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 20112

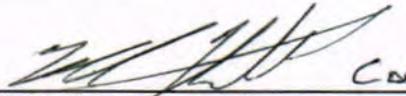
1. TYPE OF LICENSE:		2. LICENSE FEE:	
X	F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE
 SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL
 REJECT APPLICATION (Memorandum Required)



Chief of Police/or Designee

2/6/2020

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.26

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Rainbow Lanes

BUSINESS LOCATION ADDRESS: 2748 19th Place

LIQUOR LICENSE TYPE: F-COM Full On-Premises

CITY BUSINESS LICENSE: 20177

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

CAPTAIN
Chief of Police/or Designee

2/17/2020
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.1.27

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Ridgewalker Brewing Event Center

BUSINESS LOCATION ADDRESS: 1822 21st Avenue

LIQUOR LICENSE TYPE: F-PL Full On-Premises Sales

CITY BUSINESS LICENSE: 20948

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

Chief of Police/or Designee

2/6/2020
Date

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.28

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Ridgewalker Brewing

BUSINESS LOCATION ADDRESS: 1921 21st St

LIQUOR LICENSE TYPE: F-COM Full-On Premises/Brewery Public House

CITY BUSINESS LICENSE: 20948

1. TYPE OF LICENSE:		2. LICENSE FEE:	
X	F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location	SEG – Special Event Grower	X \$ 35.00 Annual Renewal
	TSL – Temporary Sales License	SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House		\$ No Charge: Temp Annual Use
X	FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES	OFF-PREMISES SALES
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		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

 CAPTAIN
Chief of Police/or Designee

2/6/2020
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3 L.29

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Safeway Store #0406

BUSINESS LOCATION ADDRESS: 2836 Pacific Avenue

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20078

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/11/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3 L.30

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: SAWA

BUSINESS LOCATION ADDRESS: 2036 Main Street, Suite B

LIQUOR LICENSE TYPE: Full On-Premises Sales

CITY BUSINESS LICENSE: 21213

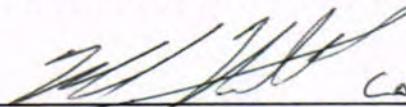
1. TYPE OF LICENSE:		2. LICENSE FEE:		
<input checked="" type="checkbox"/>	F-COM – Full On-Premises Sales	<input type="checkbox"/>	L – Limited On-Premises Sales	\$100.00 New Application
<input type="checkbox"/>	F-CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/>	O – Off-Premises Sales	\$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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

 CAPTAIN

Chief of Police/or Designee

2/6/2020

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3L31

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Shriji Food Mart / FG Arco

BUSINESS LOCATION ADDRESS: 2710 19th Avenue

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20271

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



Chief of Police/or Designee

2/17/2020

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.32

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Smoke 4 Less

BUSINESS LOCATION ADDRESS: 3010 Pacific Ave, Suite A

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20745

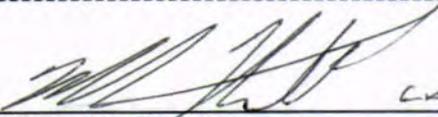
1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
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		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE
 SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL
 REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

2/6/2020

 Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L33

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Super Mercado La Montana

BUSINESS LOCATION ADDRESS: 1905 Mountain View Lane, Suite 100

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 20063

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X OFF-PREMISES SALES
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		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

.....
APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

.....
RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

.....


Chief of Police/or Designee

2/6/2020

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.34

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: The Masonic Grand Lodge of Oregon

BUSINESS LOCATION ADDRESS: 2300 Masonic Way

LIQUOR LICENSE TYPE: F-CLU Full-On Premises

CITY BUSINESS LICENSE: 20321

1. TYPE OF LICENSE:		2. LICENSE FEE:	
<input type="checkbox"/>	F-COM – Full On-Premises Sales	<input type="checkbox"/>	L – Limited On-Premises Sales
<input type="checkbox"/>	F-CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/>	O – Off-Premises Sales
<input checked="" type="checkbox"/>	F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/>	SEW – Special Event Winery
<input type="checkbox"/>	F-PL – Full On-Premises Public Location	<input type="checkbox"/>	SEG – Special Event Grower
<input type="checkbox"/>	TSL – Temporary Sales License	<input type="checkbox"/>	SED – Special Event Distillery
<input type="checkbox"/>	BP – Brewery Public House	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	FULL ON-PREMISES SALES	<input type="checkbox"/>	LIMITED ON-PREMISES SALES
<p>Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>		<p>Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.</p>	
		BREWERY – PUBLIC	
		<p>Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.</p>	

APPLICABLE CRIMINAL RECORDS CHECK:

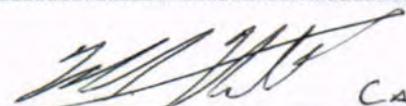
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



Chief of Police/or Designee

2/6/2020

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.35

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Urban Decanter

BUSINESS LOCATION ADDRESS: 2030 Main Street, Suite B

LIQUOR LICENSE TYPE: Off-Premises & F-COM Full-On Premises

CITY BUSINESS LICENSE: 20000

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

APPLICABLE CRIMINAL RECORDS CHECK:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



Chief of Police/or Designee

2/5/2020

Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 32-36

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: US Market 399

BUSINESS LOCATION ADDRESS: 3712 Pacific Avenue, Suite A

LIQUOR LICENSE TYPE: Off-Premises

CITY BUSINESS LICENSE: 21197

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	X	O – Off-Premises Sales	\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery	\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location		SEG – Special Event Grower	X \$ 35.00 Annual Renewal
TSL – Temporary Sales License		SED – Special Event Distillery	\$ 20.00 Event License
BP – Brewery Public House			\$ No Charge: Temp Annual Use
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		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)


J. F. Schutz, Chief of Police/Designee

2/6/2020
Date



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3.L.37

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Waltz Brewing

BUSINESS LOCATION ADDRESS: 1900 A Street

LIQUOR LICENSE TYPE: Brewery - Public House

CITY BUSINESS LICENSE: 20809

1. TYPE OF LICENSE:		2. LICENSE FEE:	
F-COM – Full On-Premises Sales	L – Limited On-Premises Sales		\$100.00 New Application
F-CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales		\$ 75.00 Change of License
F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery		\$ 35.00 Temporary Sales
F-PL – Full On-Premises Public Location	SEG – Special Event Grower	X	\$ 35.00 Annual Renewal
TSL – Temporary Sales License	SED – Special Event Distillery		\$ 20.00 Event License
X BP – Brewery Public House			\$ No Charge: Temp Annual Use
FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES		OFF-PREMISES SALES
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	X BREWERY – PUBLIC		
	Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

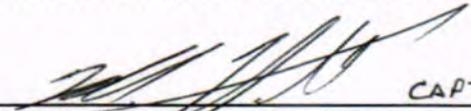
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



Chief of Police/or Designee

2/5/2020

Date

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The Tourism Plan

Building the Foundation for Future Success

The Forest Grove 6 Pillars of Tourism



The Tourism Plan Building Blocks- Forest Grove



Our Tourism Advisory Committee Members

Court Carrier- Consultant, Tourism	Carolyn McCormick- WCVA (Ad-Hoc)
Jeff King – Forest Grove Economic Development	Howard Sullivan- FG /Cornelius Chamber
Jennifer Prickett- GM, McMenamins Grand Lodge	Tina Rust- Regional Director, Best Western Hotel
Charlene Murdock- Nana Cardoons, Chef/Owner	Lois Hornberger- Retired Chamber and Pac. Univ.
Carl Switzer- Washington County Parks Director	Mary Jo Morelli- Sojourn FG- Tours/History
Jill Thornton- Pacific U. Events and Conferences	Kymberli Contreras- Adelante Mujeres
Laurine Apolloni- Apolloni Winery	Rob Foster- Retired, Active Cyclist
Kristen Ling- A Framers Touch Gallery	Steve Vuylsteke- SakeOne Brewery
Nikki DeBuse- Pamplin Media, Publisher	Thomas Gilstrap- Bites, Pac Thai, Kafe'
Sydney McMurry- Sales Manager- McMenamins	Harry Dalgaard- Retired, Avanti Destinations

Additional Progress Already Made:

1. Website and Social Media Company contracted for; Anvil Media, Kent Lewis- President, Mike Terry- VP
2. Event and Festival Weekend Extensions being worked on; Taste Local- N. Willamette Valley Winemakers (Spring Break), Pacific Rim Festival (August), Concours d' Elegance (July), and Corn Roast/Sidewalk Chalk Art Festival (September)
3. Bids for IAAF WorldTrack and Field Teams, World Disc Golf Championships, Half Ironman, Hagg Lake Triathlon

Transitioning to a new Brand



+Lookout & Co.=

It is with great pleasure I introduce you to Holly Macfee, Principal from Lookout & Company, our new Branding Agency.

It has been my privilege to follow her career at Travel Oregon for years, and observe her professional consulting and branding expertise with top Tourism, Hospitality, Wine, and Recreation clients since 2014. I can assure you we are going to be very pleased to have Holly Macfee assist our Tourism efforts with her extensive expertise! Please Welcome Holly Macfee.

Court Carrier- Consultant, Forest Grove Tourism
2417 Pacific Avenue, Forest Grove, OR 97116
971-404-7864 or ccarrieriv@gmail.com

2/24/20



FOREST GROVE BRAND DEVELOPMENT Presentation

RFP for Brand Development

22 JANUARY 2020 | LOOKOUT

MEET YOUR TEAM

Holly Macfee, Principal at Lookout, a destination branding and marketing agency based in Portland, Oregon. Lookout focuses on helping destinations and craft food and beverage clients define their unique offerings and communicate that experience to the world through branding, strategic planning and breakthrough marketing campaigns. Holly's work includes some of Oregon's top names in tourism, wineries and hospitality. Recent clients include: Oregon Wine Board, Oregon Coast Visitors Association, Cannon Beach, Seaside, Rogue Valley Vintners, ORLA, Travel Southern Oregon, Domaine Drouhin, Travel Oregon, and Travel Salem. Lookout's work with destinations was awarded the top honor "Best Overall Campaign" twice in the past 4 years at the Oregon Governor's Conference on Tourism.

Through 2014, Holly served as VP Global Brand Strategy for Travel Oregon. During her 10-year tenure, she helped shape Oregon's voice as a destination, twice winning best overall campaign in the country from the US Travel Association, including the 7 Wonders of Oregon.

Prior to Travel Oregon, Holly worked for 16 years for the Walt Disney Company's theme parks and film division in marketing and brand strategy.

Dani Guralnick, Art Direction, Design, has worked at several advertising agencies, including the legendary Wieden+Kennedy. There, she worked with such giants as Coca-Cola, Nike, Target, Starbucks, Travel Oregon and other brands, both large and small. After 10 years with W+K, Dani established her own design consultancy where her years of brand and marketing experience make collaboration with clients meaningful and easy. With Lookout, Dani has designed beautiful, differentiated brands for Seaside, Grants Pass, Oregon Coast Visitor Association, Willamette Valley Visitors Association, Oregon Wine Board and more.

Andrew Dickson, Writer & Creative Strategist, is a copywriter, performer and well-known storyteller (hosting the local The Moth shows) in Portland, Oregon. Dickson honed his craft at Wieden + Kennedy, running their experimental advertising school, 12, and working on big brands like Old Spice (yes, *that* campaign), Starbucks and creating the 7 Wonders of Oregon Campaign with Holly. Recent work includes Danner Boots, Apple, Seaside, and the Oregon Coast Visitor Association.





- We're experts in your greatest assets - CULINARY / OUTDOORS / HERITAGE-CULTURE
- Selective - only a few clients at a time. 100% attention
- 25 years of brand strategy, leading creative campaign development, destination marketing planning; branded 25+ destinations
- Destination/product development expert - big picture, wayfinding, translating brands to place
- Connections with client roster & long relationships - from Oregon Wine Board, Travel Oregon, Travel Portland, chefs & events, regional & state tourism partners, private & public
- We listen with curiosity and an open mind; experienced at bringing disparate points of view together
- We thrive on helping towns like Forest Grove celebrate and share exactly who you are, with a brand that **tells your unique story**, to attract the **right kind of people** who will appreciate what you have to offer and **help Forest Grove thrive over the long term**
- Brand activation toolkit



CLIENTS

IN WINE, TOURISM, HOSPITALITY, CULINARY:



TRAVEL OREGON
Approx. \$15 million per year (just marketing)

WVVA - RDMO
Will. Valley Visitors Association

MT HOOD TERRITORY - DMO
Clack. County Tourism

DUNDEE

WILSONVILLE

CANBY

NEWBERG

MCMINNVILLE



The Marketing FUNNEL - Canby example

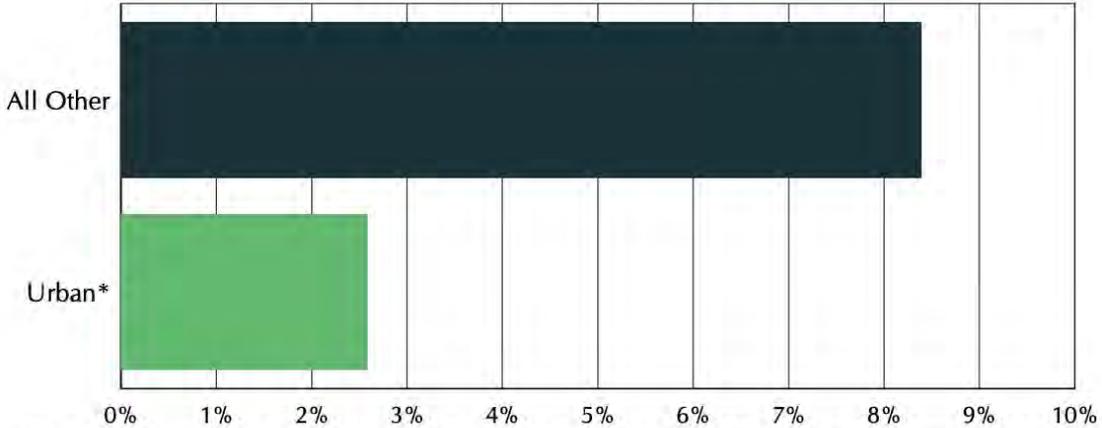
Travel Oregon gets visitors to the state \$\$\$

Strong Regional & Local association attracts visitors to this area \$\$

Local towns lure visitors to your town \$

Tourism is Economic Development – especially in rural Oregon

Travel Generated Employment
as a Percent of Total Employment (2017)



*The urban counties are Clackamas, Lane, Marion, Multnomah, and Washington. The most current data is for 2017.

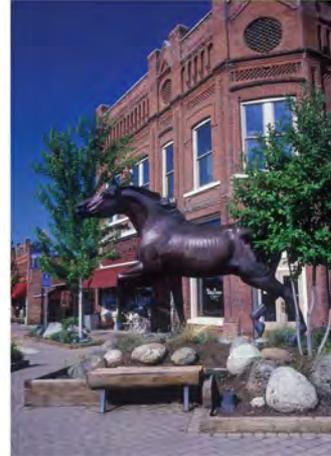
Source: Dean Runyan Associates, Bureau of Economic Analysis

IMPLICATIONS

- Tourism is big business
- Tourism is a growth industry
- Tourism brings export dollars, which have a multiplier effect
- Tourists dollars support businesses and amenities that benefit locals
- Tourism industry can be tapped into at a state, regional, and county level
- Visitor spend can increase with targeted approach

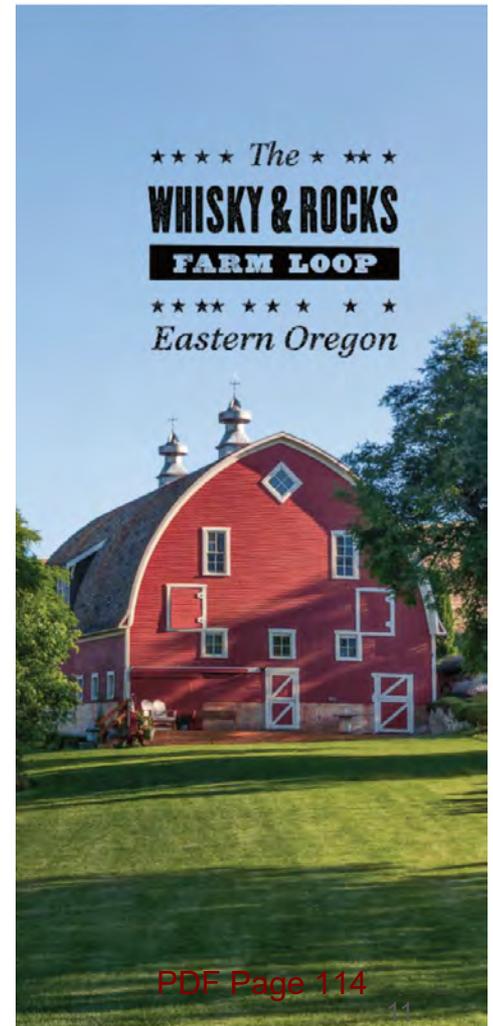
CASE STUDIES

Looking at a destination's best assets & building a roadmap: Eastern Oregon



AGRITOURISM

- Add sign system to individual agritourism businesses easily visible from the road
- On farm experience + linkage to downtown



EASTERN OREGON

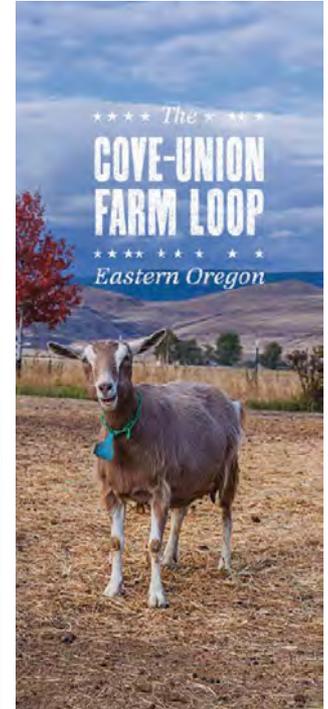
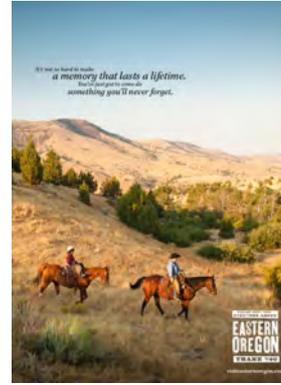
9 touring maps

Wayfinding

Ad campaign - tv, print, digital

Collateral & event banners

The campaign plays off the remote, vast beauty of the region and the opportunity to experience a way of life almost forgotten in our urban, hectic culture.



OREGON WINE BOARD BRANDING & OREGON WINE MONTH CAMPAIGN

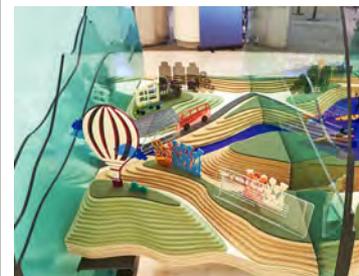
The Oregon Wine Board hired Lookout to imagine a bold new brand for their programming, that would embrace our spirit of rugged individualism, evoke the artistry and high quality of our wines, and stand out in the chaotic retail environment. The positioning “Wild Sophisticated. Properly Oregonian” was paired with a reversed out upside down (we drank it all!) wine bottle against a striking Pinot Noir hued background. Lookout continues to run this campaign each year for OWB, and also recently designed the brand materials for their national consumer and trade events program.



WILLAMETTE VALLEY WINE & WONDERS

The Willamette Valley Visitors Association hired Lookout to create a groundbreaking Oregon Wine Country installation at the San Jose Airport. At right, is the 14 foot Pinot Noir bottle in the Alaska terminal (it now can be seen at PDX). This Willamette Valley exhibit and campaign won the top prize at this year's Oregon Governor's Conference on Tourism **"Best Overall Campaign."**

The wine bottle, shaped like a Pinot Noir bottle, measures 14 feet long and 5.5 feet high. It features 4 stories between the "layers" of the bottle representing scenes of the vineyards, soils, harvest, and local recreation.



CASE STUDY

SEASIDE

What problem(s) are we trying to solve?

SEASIDE

People assume Seaside, Oregon is just a beach town.
We need to show them that it's so much more



by showcasing the diverse natural beauty
within a short distance of the coast.



Search Seaside

PLAN YOUR VISIT DISCOVER SEASIDE SOCIAL & MEDIA RESOURCES

FIND ROOM RATES & AVAILABILITY

Seaside is Fantastic in the Fall



There are still plenty of warm days left this season and this time of year in Seaside you can find great sunset-watching along the Prom, marshmallow roasts on the beach, and lots of opportunity for hiking, biking and paddling for nature lovers. We encourage you to explore our list of 30 Things to Do in Seaside (below) as well as the full [Calendar of Events](#) on our website. Our staff at the Seaside Visitors Bureau can help you find a room, recommend a restaurant, or help you locate all the fun attractions around town. Call us at (503) 738-3097.

Oregon's North Coast Offers Family Fun, Romance, Adventure

The beach brings out the kid in all of us & Oregon's North Coast is the place to play!

It's time to make those beach getaway plans for some family fun, an adventurous outing with friends, or a romantic getaway with a loved one. We've put together some short videos for inspiration—the rest is up to you! How about a bonfire on the beach, dinner overlooking the ocean, strolling on the Prom at sunset, or feeding the seals at the Seaside Aquarium? Or maybe hiking to the viewpoint on Tillamook Head, paddling up the Necanicum River, or taking surf lessons from the experts is more your speed. Explore Oregon's North Coast—nature's playground. Request your hard copy of the Seaside Visitor Guide or flip through a digital copy of the magazine today and get started planning your beach getaway. See you in Seaside!



Seaside Treasure Quest V Contest has Now Ended



We've tested your sleuthing skills and your creativity and you have risen to the challenge for five years in a row. Our Treasure Quest clues have helped visitors navigate Seaside from some unique perspectives. Questers have shared with us how much fun they have discovering parts of



Search Seaside

PLAN YOUR VISIT DISCOVER SEASIDE SOCIAL & MEDIA RESOURCES

FIND ROOM RATES & AVAILABILITY

30 Things to Do

30 THINGS TO DO IN SEASIDE

A visit to Seaside, Oregon is more than just a day at the beach! Here are 30 ideas for you as you enjoy Seaside!

Walk the oceanfront Promenade, feed the seals, browse the shops on Broadway, savor regional cuisine, visit the Oregon Coast's largest arcade or hike the rainforest. A visit to Seaside, Oregon, is more than just a day at the beach! Click to download a list of 15 Summer Things to Do.

1 - Walk the Prom



Seaside's 1.5-mile oceanfront Promenade and its famous automobile Turnaround at the beach are among Oregon's most famous landmarks. Dating from the 1920s, the Prom is the perfect place for a morning jog, a casual walk, a bicycle ride or just enjoying Seaside's best people-watching. Take in the spectacular panoramic views of the Pacific Ocean, beachgrass-covered dunes and the rainforest-covered Tillamook Head as you stroll past oceanfront homes and resorts.

Trace the footsteps of famed explorers Lewis and Clark with a visit to their reconstructed salt-making camp or visit a family favorite, the Seaside Aquarium, a classic coastal attraction here for over 70 years. Both attractions are just steps away from the Prom. The Turnaround and the Prom both offer convenient oceanfront access and views for wheelchairs and strollers.

2 - Feed the Seals



Seaside's seals have been entertaining visitors for over 70 years at the Seaside Aquarium. Each of the seals has developed its own splashy or noisy routine to encourage you to toss a bit of chopped fish its direction. The aquarium also features live displays of Northwest marine life and a hands-on discovery center for kids.





Seaside. More than Just a Day at the Beach



Welcome to Seaside. Star of Surf and Sand!



It's easy to Seaside.

Strategy:

When you know how to do something, it's second nature. But when you're new to a place or an activity, it can be hard to know where or how to get started.

Seaside has so much to offer. Some of it is quite obvious, there's no real trick to eating saltwater taffy. But harvesting razor clams is another story. You need to know when, how and where to get what you need.

Given that a lot of what we want to promote in Seaside is a little harder to find or off the beaten path, a "how to" campaign could be a really helpful way to introduce visitors to things they hadn't necessarily planned on doing.

We can also have some fun by explaining how to do the more obvious things in Seaside, like riding the carousel or eating saltwater taffy, which will give the campaign a nice bit of wit and humanity.

The takeaway is we want you here in Seaside and we'll make it easy to enjoy yourself.]

Manifesto:

Some places guard their secrets. They shun tourists, discourage newcomers, and do their best to stay out of the travel section of the New York Times.

Seaside is not that kind of place. It's wonderfully warm and welcoming. Sure, tourism is a big part of the economy and always has been. But it's more than that.

Seaside is where Lewis and Clark were welcomed by locals and found not just food, but the salt to make their food last through the winter. It's where at the turn of the century a train brought families to and from Portland for the day or the entire summer. These days, Seaside welcomes tournaments and races, family reunions and bachelorette parties, and so many conferences the Convention Center might get an expansion.

And aside from a secret surf spot or two, the locals are eager to share the secrets of Seaside. Ask around and you'll learn about logging roads with miles of mountain bikes and sweeping vistas. You'll hear different opinions on where to put your kayak or canoe in, and which ways to paddle to best experience the rivers and estuary. When you visit the aquarium ask if Keith is around, and you're liable to get a personal tour of his favorite exhibits and where each fish was found.

Seaside is a place that wants its visitors to experience all it has to offer. Much of it is right there on Broadway, like the saltwater taffy and bumper cars that have been loved for generations. And as for the harder to find stuff, the clamming spots and hiking trailheads and exciting new spots to eat and drink, a local will gladly and clearly show you the way. Either way...

It's easy to Seaside.

Sample lines:

HOW TO EAT SALTWATER TAFFY IN SEASIDE

Go downtown.

Walk into almost any establishment

Pick out your favorite flavors

Hand the cashier a few coins

Unwrap

Eat

Repeat as necessary

HOW TO FLY A KITE IN SEASIDE

Buy a kite.

Go the beach.

Fly it.

Remember to occasionally stop smiling so your mouth doesn't hurt later.

HOW TO HARVEST RAZOR'S CLAMS IN SEASIDE

Stop at Truckee's just north of Avenue U on the 101

Rent gear, buy permit and

soak up their wisdom and expertise.

Go to the beach an hour before low tide.

Looks for dimples in the sand

When you see one use your shovel or clam gun to get that clam before it digs too deep!

Harvest up to 15 Razor Clams

Pan fry in butter

Eat

HOW TO GET AN EPIC VIEW OF TILLAMOOK HEAD IN SEASIDE

Take the prom all the way south

Head south on Ocean Vista Drive, hugging the Cove as you travel up

Stop to watch the surfers

Enter the trailhead and take a commemorative picture

Start hiking

There! You see it, through the trees?

Keep going. You'll see even better up ahead a little bit.

Pretty awesome, huh?

HOW TO BEST ENJOY THE U STREET PUB

Grab a table outside at sunset

Sit facing the ocean

Order a beer, and the Shrimp Po Boy,

and maybe another beer

You're welcome.

HOW TO CELEBRATE THE 4TH OF JULY IN SEASIDE

Book your hotel or house rental starting the 2nd

Spend the next few days kiting, biking, hiking, kayaking, sand castling, golfing, surfing, clamming, treasure hunting, and helicopter touring

Then sit back and enjoy the fireworks.

Logo

Primary Logo

The primary Seaside, Oregon logo consists of "Seaside" with various icons above it and with "Oregon" right justified below. The logo is slightly distressed.

The preferred way to use the logo is to keep everything together. However, there will be times when that is not possible. Please consult pages 16-18 for alternate logos.

When the logo is smaller than 1.75", remove "Oregon" from the lock-up and place it elsewhere in layout. (Please see page 15 for minimum and maximum size usage rules).

COLOR VERSIONS

The logo is a 7-color logo and therefore should be printed in 4-color process CMYK. Use the color versions whenever possible. The logo is flexible in that it can sit on top of a light background or dark background (see right).

KNOCK OUT AND ONE-COLOR VERSIONS

There are instances when the logo can be knocked out (for example, when sitting on top of a photograph or on a dark colored background). The logo can be reproduced in any one color of the colors in the Seaside color palette. However, when printing in a photocopy, please use the black, gray or knocked out version of the logo.

COLOR VERSIONS



KNOCK OUT / ONE-COLOR VERSIONS





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Photography

Use Images Like These



Full-Page Print Ad

HOW TO SEASIDE

Some places guard their secrets and don't want anyone to visit.

Not Seaside, Oregon. We can't wait for you to miss!

Whether you're looking to bike, hike, golf, kayak, surf, boogie board, dig for razor clams, ride the carousel, walk the promenade, snot saltwater taffy, drink local craft beer, or just fly a kite on our beautiful beach, we'll tell you how, when, and where to do it.

It's easy to
SEASIDE
OREGON

seasideOR.com

The advertisement is a square print ad with a white background. In the center is a light brown, parchment-like rectangular box with a decorative top edge. The title 'HOW TO SEASIDE' is written in a bold, dark blue, serif font at the top of this box. Below the title are three paragraphs of text in a simple, sans-serif font. The text describes the variety of activities available in Seaside, Oregon, and promises to provide information on how, when, and where to do them. Below the text box, the words 'It's easy to SEASIDE OREGON' are displayed, with 'SEASIDE' in large, multi-colored letters (red, orange, yellow, green, blue) and 'OREGON' in smaller, dark blue letters. At the bottom of the ad, the website 'seasideOR.com' is listed. Surrounding the central text box are various colorful icons representing different activities: a red kite at the top, a blue bucket and a grey shovel to the right, a red crab, a yellow sandcastle, a red and blue carousel horse, a grey seal, a yellow starfish, a yellow surfboard with a grey paddle, a brown boot, a yellow kayak, a campfire, and a black lighthouse on a green hill at the bottom left.

Event Support





A place to relax, recreate, or contemplate. Ideally with a side of beer-battered cod and a locally brewed pint.

Seaside is just such a place. Busting with shops and great places to eat, miles of sandy beaches and a grand promenade to stroll.

So why not come and Seaside for yourself?

It's easy to 
SEASIDE
OREGON

seasideOR.com

EVERYONE NEEDS TO BIKE SEASIDE



Our famous ocean view Turnaround is one of those iconic Oregon experiences like gazing up at Multnomah Falls or visiting Crater Lake.

So rent a surrey bike, grab some friends and wind your way past shops and murals, kite flyers and kayakers, and beachfront eateries serving catch-of-the-day.

It's easy to

SEASIDE
OREGON



seasideOR.com

WHAT'S THE PROBLEM(S) WE'RE TRYING TO SOLVE in Forest Grove?

“The little hamlet on the brink of something big!”

“So much charm!”

“So much opportunity...so well positioned to thrive with tourism!” and,

“Wait!...how come more people don't know about it?”

Right in the heart of just about everything that makes Oregon wonderful--from farmland to vineyards to bike trails to forests and a lake and on and on--sits the loveliest small “city,” Forest Grove. With thriving arts, great eats, real history, good beer, super friendly people and a dozen things we don't yet know about, how come more people aren't visiting and what can we do to change that?

CITY COUNCIL INPUT



WHO ARE WE COMPETING AGAINST?



- What stories can we tell?
- Where else can you find a Barbershop Quartet Tournament, a Verboort Sausage Fest, A Sake maker, a Corn Roast and a Hawaiian Luau, Medieval Fare and Canine Uncorked?!

GET YOUR KICKS IN FOREST GROVE - ADIDAS PARTNERSHIP CAMPAIGN / PROMOTION



THANK YOU

HOLLY MACFEE | 503.830.6191 | HOLLY@LOOKOUTCO.COM

APPROACH

VISIT, LISTEN, IDEATE, DESIGN, SHARE, ITERATE, DELIVER

Our approach is simple and will help us move the work along efficiently and stay on budget.

1. We'll gather relevant research from our client, look at best practices and do a competitive and creative review of similar sized destinations.
2. We'll come spend a couple days in Forest Grove and the surrounding area to immerse ourselves in your destination and experiences. During our visit, we'll facilitate a **meeting with the Tourism Advisory Committee** to share our initial impressions, gather input, and do a lot of listening. **It's important for us to** build trust and understanding with this group, hear concerns and glean more great nuggets and stories about what makes Forest Grove so special. During this session we'll begin to build our brand fundamentals - honing in on our objectives, audiences, vision and tone.
3. We'll go away inspired, and begin work on initial **creative territories**. We'll present these territories in the form of **three different MOOD BOARDS with accompanying write-ups** (each demonstrating a "core idea" and design inspiration for your brand.

4. Your team will choose **a direction**. From there, we'll develop **three logo options**. We'll narrow it down to one, based on your feedback, then iterate from there. This proposal includes two additional rounds of feedback on the chosen logo direction.

As we build the logo, you'll begin to see how colors, fonts, and a family of associated graphics all work together with your chosen direction.

5. We'll finalize the design identity, then build a **BRAND STYLE GUIDE** with directional design "comps" for tools you will eventually build as part of your communication kit. Comps will include items outlined in the scope.

6. We'll present the style guide to you and you'll have one-two rounds of feedback.

7. With the brand approved, we'll produce the final ads outlined in the scope. We will deliver the final style guide, and a drop-box of all the logo assets, social media icons and ads which you will own outright.

7. Then we'll deliver a **BRAND ACTIVATION PLAN**: a detailed action document that outlines what to do next. One of the things that sets LOOKOUT apart is providing this "how to" guide. We share promotional, PR & marketing ideas beyond just branding that could have a big positive impact on your community. The activation plan features prioritized recommendations:

- How to bring your brand to life visually in your community
- How to roll the new brand out to your town and partners
- How local businesses can adopt and amplify the brand
- How to build a content / story bank and calendar, plus a few story ideas you could write/pitch to local and regional DMOs, to Travel Oregon, and the media



I. FOREST GROVE BRAND STYLE GUIDE

The compass for all your communications moving forward.

- Brand positioning language manifesto
- Best visitor audiences for destination and sample strategies to target them.
- Tone & voice direction
- New logo in its various forms, colors and sizes, (e.g., png, jpeg, eps), including social icons
- Guidelines on how to use and not use the logo
- Primary and secondary fonts
- Color palette/additional graphic elements; color, font, look, and usage
- Visual approach: recommendations for photography style based on Forest Grove's existing photography; make recommendations for what's usable in our existing library and/or if shoot is recommended
- Sample Ad Copy lines (5-7)
- Body copy sample (150 words)
- Style Guide to also include visual direction comps on how our new brand would come to life across/ in our communication channels:
 - Comp of 2 small space ads (these comps can be used to inform the campaign asset deliverables)
 - Comp of digital ads in 2 sizes
 - Comp of consumer e-newsletter
 - Website

II. ADVERTISING ASSETS to implement for the First Year's Campaign as mechanicals ready to ship:

- Three 1/3-page print ads
- Two sets of digital ads in industry standard sizes
- One Cooperative Print Ad (e.g., double page spread with Forest Grove Tourism partners).
- Review and update as needed: Target Audiences, Key Attributes and Expressing the Theme – core attribute sections in 2009 Branding Guide.
- Provide 5 bound copies of the final branding report and one digital raw file

III. BRAND ACTIVATION PLAN

Features prioritized recommendations for:

- How to bring your brand to life visually in your community
- How to roll the new brand out to your town and partners
- How can local businesses adopt and amplify the brand
- How to build a content / story bank and calendar, plus a few story ideas you could write/pitch to local and regional DMOs, to Travel Oregon, and the media
- What does marketing cost? Ads, newsletters, etc.

DUFUR

Ahhh....Dufur, the tiny town on the sunny side of Mt. Hood that time forgot. Well, almost! With Hood River and the Gorge becoming Portland's playground, the time was ripe for this pop. 300 one street locale to get in on the action. We needed to create a brand that would emote the friendly, farming community spirit of the place, while being modern enough to attract high-spending cyclists, scenic drive fanatics, hipster daytrippers and families wanting to show their kids a real Oregon Trail town.



What can we Dufur you?

What can we Dufur you?



What can we Dufur you?



FROM RFP

Forest Grove is a thriving local community nestled between the Tualatin Plains and the Coast Range of the Cascade Mountains. It boasts a stunning locale and is home to four iconic historic districts, and Pacific University (the oldest operating college building west of the Mississippi). Pacific University in and of itself, is a magnet for tourism drawing students, alumni, family visitation, sports teams and facilities, meetings, and cultural events. **Surrounded by bucolic vineyards, wineries, breweries, a sake brewery, a cidery, and distillery operations, and a thriving Agri-tourism industry and farmers market** run by one of Oregon's best employers (Adelante Mujeres), the city has a dynamic opportunity to capitalize on many tourism assets and resources. **Hagg Lake/Scoggin Valley Park is just 7 miles away, with 2100 acres of trails, boating facilities, and scenic driving locations and 1,000,000 visitors per year. Tillamook State Forest**, the largest state forest in Oregon is local, and offers numerous recreation options. The entire Western Washington County area encircles this **stunning cycling location** for both on-pavement and off-road bicycling opportunities. **A thriving arts, culture, and heritage environment** exists here. The **culinary and dining scene is vibrant and expanding**, with numerous international Pacific Rim offerings.

Numerous local events and festivals occur throughout the year, including the nationally renowned "Concours D'Elegance" Auto Show held in July. New event facilities have come online, offering us the opportunity to break into the meetings, conferences, and retreats market. The area is supported by **five local Hotels**, including the well-known McMenamins Historic Grand Lodge with extensive resort services, and other local hotels in neighboring locations just 10 minutes away. Transportation access is available through Portland/Hillsboro Airport (a corporate, general aviation, and flight training facility), mass transit Tri-Met Bus Service, light rail to Hillsboro with connecting bus service, and numerous highways intersecting through our area. (U.S. 26, Hwy 8, Hwy 6, Hwy 47, Hwy 219)

Forest Grove has **been named by Thrillist as the "Coolest Portland Metro Suburb"** while Oregon Live cited Forest Grove 2nd best community to visit in the entire Portland Metropolitan area. Our sister city Cornelius was just designated one of 10 All-America Cities. The City of Forest Grove is the 25th largest City in Oregon with a population of **25,180 residents**.

FG ATTRIBUTES MENTIONED IN RFP

Other highlights include:

- historic and architecturally pristine town with many homes and cottages dating to the late 1800's
- unique boutiques, galleries and eateries
- spectacular hiking, biking, golfing, and adventure recreation opportunities
- culinary hub for the West Metro area with 2 nationally recognized eateries, Kama'Aina (Hawaiian), and SaWa (Japanese), artisan bakers and dozens of other restaurants
- great variety of lodging from cozy motels, Bed and Breakfasts, Airbnb's, to exotic resorts, and State Park Camping nearby
- Fernhill and Wapato Wetlands, and numerous wildlife viewing options
- Known as the Northern Gateway to Wine Country Tourism in Oregon, with 4 of the oldest Pioneer Winery locations, some dating back to the 1880's era
- close to burgeoning population centers Portland (under 30 minutes), Seattle, (about 3.5 hours)
- ideally located as a jumping off point to Oregon Coast Tourism, Banks to Vernonia Trail bicycling, Portland, the Columbia Gorge, Mt. Hood, Willamette Valley Wineries,
- Historic Forest Grove Train Station and the A.T. Smith House (oldest Structure)
- Regional Sports Events, and Lincoln Park Sports Complex

Ryan Snyder | CEO

Martin North (Surfsand Resort, Stephanie Inn,
Public Coast Brewing, Wayfarer Restaurant)

Former Chair, Oregon Tourism Commission

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Kevin Wright | VP Marketing

Travel Oregon

kevin@traveloregon.com

971.717.6222



OREGON CHEESE

The Oregon Cheese Guild approached Lookout with a quagmire: how could their brand be updated to reflect the artisan, heritage and centuries-old craft of cheese-making, while embracing a modern, food lover's aesthetic that would stand out in retail, at events like Feast Portland and in the cheese case. Lookout developed a new mark, art directed photography, designed a statewide cheese trail map and a retail campaign for New Seasons.



**OREGON ARTISAN
CHEESE AND
FOOD TRAIL**

OREGON CHEESE GUILD
EST. 2008

Did you know that in Oregon, you can find every type of artisan cheese being made right here, in this state? Take an epic road trip through our lush green valleys and coastal fields and taste for yourself. Our 20-plus artisan cheesemakers use science and artistry to turn fresh local milk into some of the finest cheeses made anywhere. You'll also catch sight of the real producers — the sheep, cows and goats who make our cheeses distinctly Oregon.

And what else pairs with cheese? How about beer, chocolate, charcuterie, honey, fresh bread, preserves, or any one of the dozens of taste bud encounters also included on this map. Enjoy!

TRAVEL OREGON

This project was made possible in part by a grant from Travel Oregon.





A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>02/24/2019</u>
FINAL ACTION:	<u>ORDER 2020-02</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *February 24, 2020*

PROJECT TEAM: *Bryan Pohl, Community Development Director, Daniel Riordan, Sr. Planner, James Reitz, Sr. Planner*

SUBJECT TITLE: *Public Hearing and Order Remanding to the Planning Commission for Further Consideration Re-Designation of Two City-Owned Parcels Located at 2102 Pacific Avenue and 1919 Ash Street From Public/Institutional to Town Center Transition; File No. 311-19-000028-PLNG*

ACTION REQUESTED:

Ordinance	X	Order	Resolution	X	Motion	Informational
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X all that apply

ISSUE STATEMENT: The City of Forest Grove, Administrative Services Department and Forest Grove Rural Fire Protection District submitted an application to amend the Forest Grove Comprehensive Plan Map and Official Zoning Map to re-designate two parcels (2102 Pacific Avenue and 1919 Ash Street) from Public/Institutional to Town Center Transition (Attachment A). The Forest Grove police station, city library and Forest Grove City/Rural fire station are located on the subject property.

The Planning Commission considered the application on December 16, 2019, and adopted a motion that the City pursue an amendment to the text of Forest Grove Development Code to address off-street parking requirements for emergency services in the Institutional zone rather than re-designating the subject property to Town Center Transition.

Forest Grove is subject to the Metro regional parking requirements contained in the Metro Regional Transportation Functional Plan (RTFP). RTFP Title 4 addresses regional parking management within the Metro boundary. Modifications to parking requirements made by the City must comply RTFP Title 4.

Subsequent to the Planning Commission hearing on December 16th, staff researched the RTFP Title 4 requirements. The staff findings were not available to the Planning Commission on December 16th. As such, staff recommends that this matter be brought back to the Planning Commission to provide an opportunity for Planning Commission consideration of the new information. Therefore, staff respectfully requests that City Council open and close the public

hearing on February 24th and adopt a motion referring this proposal back to the Planning Commission for further consideration and recommendation.

Notice of the City Council hearing on this matter was published in the News-Times for January 27, 2020, and the hearing on this matter was postponed to February 24, 2020.

BACKGROUND: The City of Forest Grove has ownership interest in the entire block bounded by Pacific Avenue, Birch Street, 19th Avenue, and Ash Street. The property is located adjacent to a single family home and vacant office/retail building acquired by the City in 2018. These properties are already designated Town Center Transition.

The City seeks re-designation of the area zoned Institutional to Town Center Transition for the following reasons:

- The Town Center Transition zone provides maximum flexibility for re-use of the current police station should a new police station be built. The Town Center Transition zone allows more use outright and as conditional use compared with the Institutional zone.
- The Town Center Transition zone promotes efficient use of the entire City-owned block since the Forest Grove Development Code does not require a certain number of off-street parking spaces non-residential uses. Since emergency services such as police and fire are classified as a conditional use in the Town Center Transition zone parking needs would be evaluated through conditional use review and Planning Commission approval. As such, parking needs would be based on a parking analysis considering number of employees on-site and likely visitors. The minimum amount of parking for civic uses within the Institutional zone is based on the Metro regional standard. For emergency services, including police and fire stations, the minimum number of required off-street parking spaces is 3.0 spaces per 1,000 square feet of gross floor area.

The Planning Commission considered the re-designation application on December 16, 2019. After deliberation the Planning Commission did not approve the re-designation request. Rather than re-designating the parcels the Planning Commission recommends a text amendment to parking requirement for emergency services. The Planning Commission also 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 19th Avenue from Town Center Transition to Public/Institutional.

As a result of the Planning Commission's recommendation, staff researched the idea of a text amendment to change the minimum required off-street parking spaces for emergency services in general and police stations specifically. Since Forest Grove is located within the Metro boundary the City must adhere to the Metro Regional Transportation Functional Plan (RTFP). Title 4 of the RTFP addresses regional parking management. Under Title 4, cities and counties may establish a process for variances from minimum and maximum parking ratios that includes criteria for a variance. To date, the City has not pursued establishing a parking variance process.

In addition to establishing a variance process, The RTFP provides authority to cities and counties to adopt parking policies, management plans and regulations for Town Centers. Policies and

regulations may include by-right exemptions from minimum parking requirements. The City has an adopted policy to exempt non-residential uses on property zoned Town Center Core or Town Center Transition from minimum parking requirements. However, no such policy exists for non-residential uses on property zoned Institutional in the Town Center. Therefore, the City is held to a higher standard than private property owners with respect to providing off-street parking. This is contrary to the Administrative Services Goals contained in the Forest Grove Comprehensive Plan to:

1. Provide cost-effective and efficient delivery of public services;
2. Retain City administrative services in the Forest Grove Town Center; and
3. Consolidate administrative functions to provide cost-effective, efficient and accessible municipal services.

FISCAL IMPACT: Re-designation of the two parcels from Public/Institutional has no direct fiscal impact to the City. However, re-designating the parcels could result in cost savings for future construction or expansion of public facilities by reducing the number of off-street parking spaces required for new development.

STAFF RECOMMENDATION: Staff recommends that City Council, open and close the public hearing and adopt a motion referring this proposal back to the Planning Commission for consideration of new information.

ATTACHMENT(s):

- A. Proposed Comprehensive Plan Map and Official Zoning Map Amendments

Rescheduled to
Feb 24, 2020

**NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL
FILE NUMBER 311-19-00028-PLNG**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, January 27, 2020**, at **7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, to review the following:

- Proposal:** Order approving a Comprehensive Plan Map Amendment to re-designate two parcels from Public to Town Center Transition (TCT) and an Order approving a concurrent Official Zoning Map Amendment to re-designate two parcels from Institutional (INST) to Town Center Transition (TCT)
- Location:** 2102 Pacific Avenue and 1919 Ash Street Washington County tax lots 1S306BA05400 and 1S306BA06400
- Applicant:** City of Forest Grove
- File Number:** 311-19-00028-PLNG
- Criteria:** The City Council will consider the proposal and make a decision based on the following considerations, standards and criteria:

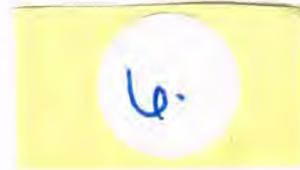
Comprehensive Plan Map Amendment:
Consistency with the applicable Comprehensive Plan policies; Metro Regional Framework Plan, Metro Urban Growth Management Functional Plan; and Oregon Statewide Land Use Planning Goals.

- Development Code Zoning Map Amendment Criteria:*
- A. The zone change is consistent with the Comprehensive Plan Map.
 - B. The zone change is consistent with relevant goals and policies of the Comprehensive Plan.
 - C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity.
 - D. The zone change is consistent with the adopted Transportation System Plan.
 - E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone.
 - F. The establishment of a zone district is not subject to the meeting of conditions.

At this time and place all persons will be given a reasonable opportunity to give testimony about the proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals (LUBA). Information pertaining to this request may be obtained from Community Development Department Director Bryan Pohl, 1924 Council Street, (503) 992-3226, between 9 a.m. and 5 p.m., (bpohl@forestgrove-or.gov). The staff report will be available for review seven days prior to the hearing; copies are available at cost or by visiting the City's website at www.forestgrove-or.gov.



Anna D. Ruggles, CMC, City Recorder
City of Forest Grove
Publish January 22, 2020
NT148863



ORDER NO. 2020-02

**REMANDING TO THE PLANNING COMMISSION FOR FURTHER CONSIDERATION
RE-DESIGNATION OF TWO CITY-OWNED PARCELS LOCATED AT 2102 PACIFIC
AVENUE AND 1919 ASH STREET FROM PUBLIC/INSTITUTIONAL TO TOWN
CENTER TRANSITION; FILE NO. 311-19-000028-PLNG**

WHEREAS, The City of Forest Grove and Forest Grove Rural Fire District filed for the proposed plan amendments on October 22, 2019; and

WHEREAS, the application was deemed complete on November 13, 2019; and

WHEREAS, notice of this application was provided to the Oregon Department of Land Conservation and Development (DLCD) on October 23, 2019 pursuant to Oregon Revised Statutes §197.610 and Oregon Administrative Rules Chapter 660 – Division 18, and Metro Code §3.07.820; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on the proposal on December 16, 2019; and

WHEREAS, the Planning Commission did not recommend approval of the proposal as documented in Planning Commission Decision and Findings No. 2019-15; and

WHEREAS, the Planning Commission recommended the City pursue an amendment to the Forest Grove Development Code to address parking requirements for emergency services in the Institutional zone; and

WHEREAS, Forest Grove is subject to the Metro regional parking requirements contained in Title 4 of the Metro Regional Transportation Functional Plan; and

WHEREAS, subsequent to the Planning Commission public hearing on December 16th staff researched the possibility of pursuing a text amendment to the Development Code and compliance with Title 4 of the Metro Regional Transportation Functional Plan; and

WHEREAS, the staff findings were not available to the Planning Commission on December 16th; and

WHEREAS, notice of the City Council hearing on this matter was published in the News-Times for January 27, 2020, and the hearing on this matter was postponed to February 24, 2020; and

WHEREAS, staff recommends this matter be remanded to the Planning Commission to provide an opportunity for Planning Commission consideration of new information and staff findings.

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

Section 1. The City Council hereby orders that re-designation of the two City-owned parcels at 2102 Pacific Avenue and 1919 Ash Street be remanded to the Planning Commission for further consideration.

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

PRESENTED AND PASSED, this 24th day of February, 2020.

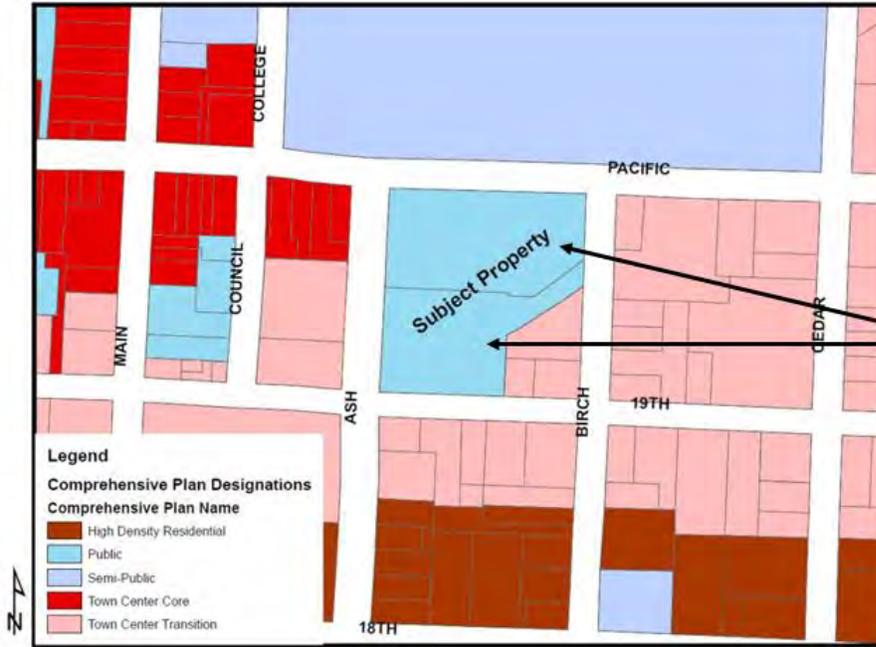
Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of February, 2020.

Peter B. Truax, Mayor

ATTACHMENT A

Comprehensive Plan Map Amendment



**Re-designate
2 parcels from
Public to Town
Center
Transition**

Zoning Map Amendment



**Re-zone
2 parcels
from INST
to TCT**

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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	7.
MEETING DATE:	02/24/2020
FINAL ACTION:	RESO 2020-24

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *February 24, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *FY 2019-20 Appropriations Transfer for Councilor Travel*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT: The City Council has agreed to consider adding an additional trip to the National League of Cities (NLC) Conference so another City Councilor, who was recently appointed to a NLC Committee, can attend the conference. Due to other travel during the year based on known conditions at that time and the addition of another student as part of the student delegation to the NLC Conference, the adopted budget for travel does not include sufficient funds for the additional trip. Council has requested that staff bring an appropriation transfer for the estimated costs of the trip to the Council for its consideration. Staff has prepared a resolution transferring \$4,000 in General Fund Contingency funds to pay for the travel expenses.

FISCAL IMPACT: General Fund Contingency will be used to fund the travel. The amount of the request will not adversely impact future General Fund finances.

STAFF RECOMMENDATION: Staff recommends the City Council consider the attached resolution transferring appropriations for the expenses to attend the conference.

ATTACHMENT(s):
Resolution Transferring Appropriations within the General Fund for City Councilor Travel Expenditures for the Fiscal Year 2019-20.



RESOLUTION NO. 2020-24

**RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN THE
GENERAL FUND FOR CITY COUNCILOR TRAVEL EXPENDITURES
FOR THE FISCAL YEAR 2019-20**

WHEREAS, the City Council has agreed to add an additional trip to the National League of Cities Conference in Washington, D.C. in March 2020; and

WHEREAS, the transfer of funds within the General Fund is needed to appropriate sufficient funds to pay for the travel expenses for the Councilor to attend the conference.

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

Section 1. Transfer \$4,000 from General Fund Contingency (1001800-8300) to Legislative and Executive (L&E) Department Legislative Conferences and Training (1001100-6285). Total L&E Department expenditures are increased to \$626,767.

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

PRESENTED AND PASSED this 24th day of February, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of February, 2020.

Peter B. Truax, Mayor



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	8.
MEETING DATE:	02/24/2019
FINAL ACTION:	RESO 2020-25

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, City Recorder*

MEETING DATE: *February 24, 2020*

SUBJECT TITLE: *City Council Candidate Vacancy Replacement Process*

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

BACKGROUND:

The City Council was notified of the unexpected death of Councilor Ronald C. Thompson on February 12, 2020. Councilor Thompson was first elected as a Forest Grove City Councilor in 2002 and was re-elected in 2006, 2010, 2014 and 2018. Thompson served as Council Liaison to the Committee for Community Involvement from 2002 to 2006 and served as Council Liaison to Community Forestry Commission since 2007 and was looking forward to the celebration of the 30th year of Forest Grove's recognition as a Tree City USA. He also served on the board of directors for Ride Connection and in that capacity capably represented the interests of the elderly, disadvantaged, and veterans in supplying low-cost transportation. Ron also served on the Board of Directors of the Forest Grove Senior and Community Center, assuring services to area seniors.

ISSUE STATEMENT:

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

City Code Section 30.40-42 states the Council shall use the following procedures in the appointment process; the same process for filling the last Council vacancy.

Applicant Filing Packet shall contain the following:

1. A Letter of Intent and interest, including full name, residence address, telephone number and e-mail address (limited to one page)
2. A current resume (limited to two pages)
3. A written Candidate Statement explaining the candidate's reason for wishing to be appointed to office (limited to two pages). Candidates are not to include any letters of endorsements, letters of recommendations or references.

Eligibility and Residency Requirements:

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

Projected Dates: The Council shall set the deadline date for submitting applications. Attached is the Projected Dates and Procedures for Filling Council Vacancy Appointment.

Interview Questions: Attached is list of proposed interview questions.

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

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

ATTACHMENT(s):

Projected Dates and Procedures for Filling Council Vacancy (Exhibit A)
Proposed Interview Questions
Resolution and Exhibit A Legal Notice

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

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

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

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

1.

2.

3.

4. Please elaborate on **one** of the **goals** you just mentioned and what you would do to help **achieve it**.

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

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

FILLING CITY COUNCIL VACANCY

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

<p>Monday, February 24 Council Meeting</p>	<p>RESOLUTION PRESENTATION: Council will consider the following:</p> <ul style="list-style-type: none"> • Resolution/Motion directing staff to publish notice requirements to fill Council vacancy as soon as possible. • Application Filing Timeline: No earlier than Thursday, February 27, 9am, and no later than Friday, March 27, 2020, 5pm. • Publish Legal Notices March 4, 11, 18 and 25, 2020
<p>Friday, March 27 Application Filing Deadline</p>	<p>§30.42(B). Applicant Filing Packet shall contain the following:</p> <ol style="list-style-type: none"> (1) Letter of Intent and Interest, including full name, residence address, telephone number and e-mail address (limited to one page) (2) A current resume (limited to two pages) (3) A written Candidate Statement explaining the candidate's reason for wishing to be appointed to office (limited to two pages); and <ul style="list-style-type: none"> • Do not include any letters of endorsements, letters of recommendations or references. <p>Applicants not meeting the filing requirements and eligibility and residency requirements, pursuant to City Code §30.41 will be rejected by City Recorder.</p>
<p>Friday, April 3 Applications Distribution</p>	<p>APPLICATION DISTRIBUTION TO COUNCIL: Distribute copies of eligible/certified application packets to Council for review prior to Work Session scheduled April 13. Candidates' Interview Schedule will be distributed with Council Packet on April 8.</p>
<p>Monday, April 13 Council Work Session to Interview Candidates and Select and Appoint a Candidate.</p>	<p>§30.42(A) WORK SESSION TO INTERVIEW CANDIDATES:</p> <ul style="list-style-type: none"> • Each candidate shall make an oral presentation (3 minutes for candidate's introduction and opening statement and 10 minutes for responding to interview questions). • Once interview is conducted, the candidate may remain in the Auditorium for the duration of the Work Session. <hr/> <p>§30.42(A)(7) SELECTION & APPOINTMENT BY COUNCIL: After the candidate interviews are conducted, Council will reconvene (deliberation and selection process) in Regular Council Meeting on April 13, 2020, and shall:</p> <ol style="list-style-type: none"> 1. Conduct deliberations on the entire slate of candidates. 2. Submit individual ballots, ranking their top three candidates individually on a scale of 1 (lowest) to 3 (highest), to the City Recorder who shall tally the scores. Upon tallying the ballots, the City Recorder shall announce names of the top three candidates. (ORS 192.650(1)(c), prohibits secret ballots and ballots must identify the vote of each Councilmember). 3. Make a formal motion and vote to nominate one of the top three candidates who they believe to be the most qualified.
<p>Monday, April 27 Council Meeting Candidate's Formal Appointment</p>	<p>CANDIDATE'S FORMAL APPOINTMENT & SWEARING-IN CEREMONY: Council will consider the following:</p> <ol style="list-style-type: none"> 1. Resolution making formal Council Appointment. 2. City Recorder shall administer Oath of Office prior to the regular meeting, to the appointee and newly-appointed Councilmember will be seated at the dais. Pursuant to City Code §30.42(8), the appointee must assume office no later than 20 business days following the appointment by the Council.

RESOLUTION NO. 2020-25

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

WHEREAS, on February 12, 2020, City Council was notified of the unexpected death of Councilor Ronald C. Thompson; and

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

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

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

WHEREAS, the City Council desires to fill this vacancy.

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

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

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

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

PRESENTED AND PASSED this 24th day of February, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of February, 2020.

Peter B. Truax, Mayor

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CITY OF FOREST GROVE PUBLIC NOTICE CITY COUNCIL VACANCY

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

Applicant Filing Packet shall contain the following:

1. A Letter of Intent and Interest, including full name, residence address, telephone number and e-mail address (limited to one page)
2. A current resume (limited to two pages)
3. A written Candidate Statement explaining the candidate's reason for wishing to be appointed to office (limited to two pages). Please do not include any letters of endorsements, letters of recommendation or references.

Applicant Eligibility and Residency Requirements:

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

City Council Benefits:

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

Deadline to Apply:

To apply for office, the complete applicant packet must be date-stamped received no later than 5:00 p.m., Friday, March 27, 2020, and submitted as follows:

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

Please be advised: Applicants not meeting the filing requirements and eligibility and residency requirements will be rejected. A mailing postmark date will not be accepted, application packets received after the deadline date/time will be rejected, and applications received are public record and may be released to the public and media in accordance with Oregon Public Records Law. Any applicant may withdraw, correct or amend their applications for appointment at any time before the application period closes.

Candidate Interviews:

Candidates selected for an oral interview with City Council will be notified by telephone or e-mail. Interviews, which are open to the public, are scheduled for Monday, April 13, 2020, between 4:00 pm and 6:00 pm, in the Community Auditorium, 1915 Main Street. It is anticipated that an appointment will be made during the regular City Council meeting that same evening. The City Council is the final judge of the appointment and qualifications of its members. The appointee must accept the appointment no later than 20 business days following the appointment by the City Council. The candidate who is appointed will assume the office of City Councilor on Monday, April 27, 2020. For final meeting agenda announcement or additional Council-related information, please visit <http://www.forestgrove-or.gov/> and/or please contact Anna Ruggles, City Recorder/Elections Officer, 503.992.3235, aruggles@forestgrove-or.gov. The Forest Grove City Council Meetings are broadcast by Tualatin Valley Community Television Government Access Programming LIVE streaming on [Channel 30](#) at 7:00 p.m. and replayed.

###

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

NewsTimes published: Wednesday, March 4, 11, 18 and 25, 2020



A place where families and businesses thrive

**Forest Grove Solid Waste
Community Enhancement Program Committee**

**CEPC Meeting
6:15 PM**

MONDAY, FEBRUARY 24, 2020

Community Auditorium Conference Room

**1915 Main Street
Forest Grove, OR 97116**

Timothy Rippe	Juan Carlos Gonzalez, Co-Chair	Mariana Valenzuela
Vacant	Peter Truax, Co-Chair	Adolph "Val" Valfre, Jr.
Elena Uhing		Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. 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, 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

- 6:15** 1. **CALL TO ORDER:**
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak on an item not on the agenda may be heard at this time.
3. **APPROVAL OF MEETING MINUTES of NOVEMBER 25, 2019**
4. **ADDITIONS/DELETIONS**
5. **APPROVE 2020-21 CEP PROGRAM CRITERIA & TIMELINE:**
- March 1 Applications for project proposals will be available.
- April 3 Applications must be completed and returned to City Hall by 5 pm.
- April 16 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 4 minutes after which the Council will have opportunity to ask questions.
- April 20 CEPC's completed allocation worksheets due to staff.
- April 27 Allocations of Grant funds approved at CEPC meeting.
- July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2020, or grant is forfeited.
- 7:00** 6. **ADJOURNMENT**

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Minutes not official until approved by CEPC.

1. **ROLL CALL**

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 6:25 pm. **ROLL CALL:** Timothy Rippe, Ronald Thompson, Elena Uhing, Val Valfre, Malynda Wenzl and Co-Chairs Peter Truax and Juan Carlos Gonzalez. **ABSENT:** None. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVE MINUTES FROM MEETING ON MAY 13, 2019**

Rippe moved, seconded by Uhing, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

4. **ADDITIONS/DELETIONS:** None

5. **DISCUSSION ON 2020-21 CEP PROCESS**

Downey presented a PowerPoint overview of the purpose of the meeting, estimated funding and concerns and issues raised during the last program cycle as follows:

- Non-Profit Criteria: Metro criteria allows only 501(c)(3) and the Elks have received CEP funding and it is a 501(c)(8) organization
- Clarification of Eligibility: Projects specifically located within Forest Grove UGB or projects with organizations located outside Forest Grove that benefit Forest Grove residents, i.e. Family Justice Center
- Purposes of expenditures: Program versus Event; Challenge grants versus ongoing programs
- Give a discretionary amount per committee member to spend. If implemented, expenditures would have to meet the requirements of the CEP
- Temporary Shelter Code: Issue resolved

Discussion ensued as follows:

- Non-Profit Criteria: Staff will ask Metro for clarification on the 501(c)(3) status
- Clarification of Eligibility: the criteria is for “who” it serves; not “where” it is located.
- Purposes of expenditures: add language on application to identify if request is for an ongoing program or a new program which could receive higher priority; encourage new ideas by setting aside a portion of the CEP funds for new ideas; use marijuana tax revenue toward ongoing services to residents such as shelters, CAO, or Justice Center so CEP funds available to more events and innovative ideas; keep process flexible so Committee can be responsive to current community needs/issues and

allow the organizations to make their case.
Staff will bring options back to the CEP Committee in February with recommendations as to how the system could change.

6. **ADJOURNMENT**: Meeting was adjourned at 6:55 pm.

Respectfully Submitted by
Beverly Maughan, Executive Assistant



COMMUNITY
ENHANCEMENT
PROGRAM (CEP)
FY 2020-21 PROCESS
CEP COMMITTEE MEETING

Purpose of Meeting

- Finalize process for the FY 2020-21 Grants
 - Funding available and allocations
 - Follow-up on Concerns/Issues
 - Staff recommendations for FY 2020-21 program
 - Committee discussion and approval to proceed

Estimated FY 2020-21 Funding Available

- Based on preliminary estimates, there will be approximately \$122,860 in funding available for FY 2020-21 grants consisting of:
 - \$99,000 is the estimated FY 2020-21 revenue for CEP from Metro based on new tonnage limit (FY 2019-20 projected to be approximately \$121,000)
 - \$16,000 was withheld from FY 2019-20 to roll over to FY 2020-21
 - \$6,860 in grant funding available from accumulated Fund Balance per current funding rules.
 - \$95,414 in funding was awarded for FY 2019-20

Follow-up

- **Ongoing Funding:** Based on revised Metro tonnage allocation for the FG Transfer Station, CEP revenue should be approximately \$100,000 per year. Metro Councilor Gonzales indicated that if the proposed Metro regional transfer station is located as proposed in Cornelius, Metro will work to ensure that FG does not lose CEP funding.
- **Non-Profit Criteria:** Metro noted “as long as the applicant is a nonprofit, they may be eligible to apply for funding. The applicant does not need to have a tax-exempt status. While a nonprofit applicant does not need tax-exempt status, they must still meet the “Goals for Solid Waste Community Enhancement Projects” as defined in Metro Code, chapter 5.06.080.”
- **Clarification of Eligibility:** Criteria eligibility is based on “who” it serves, not “where” it is located.

Items to Discuss for FY 2020-21

- CEPC discussed below items and directed staff to come back with recommendations:
 - Setting aside a portion of funding for new ideas
 - Keep process flexible so funds are available to be more responsive to current community needs/issues and allow organizations to make their case
 - Use marijuana tax revenue for services such as homeless, CAO, or Justice Center
 - Give each committee member a discretionary amount to spend which would have to meet requirements of CEP program

Staff Considerations

- Staff's recommendations which follow on the next page are based on the following considerations:
 - Recommending a system which does not greatly increase administrative burden on staff and/or increase the number of meetings for the committee
 - Based on staff research most communities do the awards process through a single process once a year and do not have multiple awards cycle. Most community issues do not evolve so quickly that needs cannot be addressed through an annual process
 - Marijuana tax revenue is used in the General Fund to help fund increasing public safety costs

Staff Recommendation

- In response to CEPC's items, staff recommends to split the available funding into two programs: 1) Community Impact Grant; 2) Regular CEP process with modifications.
- 1) Community Impact Grant
 - Funds awarded for a three-year period to allow for a comprehensive program to be developed. Would have to meet CEP funding requirements.
 - For example, funding could be \$25,000-\$50,000/year for the three years to address homelessness. Recommend consistent annual amount to allow program development.
 - Award criteria and process would need to be developed. Would probably be outside of regular CEP process due to timing.

Staff Recommendation

- 1): Community Impact Grant (continued)
 - Hillsboro has a similar program that addresses homelessness and examples of issues for which funding could be awarded in Hillsboro are:
 - Bathing and laundry services
 - Shelter, clothing, and other basic needs
 - Assistance obtaining identification & social security/disability benefits
 - Mental health services
 - Addiction services

Staff Recommendation

- 2): Community Enhancement Grants
 - Funding follows CEP program requirements established for FY 2020-21 with the following modifications:
 - Funding is remaining funding available after amount set aside for Community Impact Grant
 - Requests eligible for Community Impact Grant funding would not be allowed to apply under this program

Staff Recommendation

- 2): Community Enhancement Grants (continued)
 - To allow for more discretion per committee member in funding, after initial funding allocations are made, the individual limit of funding 1 / 8th of grant will be removed. An individual can provide more funding to an individual grant but has to take funding from the individual's other initial grant funding allocations. No grant may receive more funding than it originally requested. Also, the movement of funds cannot cause another grant to become unfunded.
 - Example – an applicant requests \$10,000 in funding but after initial funding allocations are made, only \$9,000 in funding is allocated. Councilor A wants the grant to be fully funded. Under this revision, Councilor A could move \$1,000 of Councilor A's other grant allocations to this grant.

Funding Examples

- If \$122,860 in FY 2020-21 funding available:
 - \$40,000 set-aside for Community Impact Grant
 - \$82,860 would remain for normal CEP funding process
 - Assuming 8 committee members, each member would have \$10,360 to allocate to grant applications
- FY 2021-22 – Estimated \$104,000 to be available:
 - \$40,000 set-aside for Community Impact Grant
 - \$64,000 would remain for normal CEP funding process
 - Assuming 8 committee members, each member would have \$8,000 to allocate to grant applications

Other Items or Questions?

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CEP Application fillable 2020	7

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A place where families and businesses thrive.

March 2020

To All Citizens of Forest Grove:

The Community Enhancement Program is an exciting opportunity for citizens to participate in making Forest Grove a place where families and businesses thrive.

The program is open to non-profit organizations, schools or City advisory committees. We encourage you to let us know your ideas and plans for enhancing the community.

Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

*The Forest Grove Community
Enhancement Program Committee*

pd

2020-21
COMMUNITY ENHANCEMENT PROJECT
APPLICATION INSTRUCTIONS

The following is the process schedule for the Community Enhancement Projects Grant Program:

- March 1 Applications for project proposals will be available. (Application form is attached)
- April 3 Applications must be completed and returned to City Hall, 1924 Council St., by 5 pm.
- April 16 CEPC will hold meeting to hear sponsor presentation of proposed project. Meeting will be held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 4 minutes after which the Council will have opportunity to ask questions.
- April 20 CEPC's completed allocation worksheets due to staff.
- April 27 Allocations of Grant funds approved at CEPC meeting.
- July 1 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2020, or grant is forfeited.

General Instructions

- All projects must be within the City's Urban Growth Boundary (UGB) or benefit citizens within the UGB to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Applicants must be from non-profit organizations, schools or City Advisory Committees to be eligible for a grant.
- Projects must not promote or inhibit religion or discriminate based on race, ethnicity, age, gender or sexual orientation.
- Each project must meet one of eight Metro-approved goals listed on the application. Priority will be given to projects that best meet these goals.
- Each application may request a maximum limit of \$10,000.
- Each organization or group is limited to two (2) applications.
- Projects will be evaluated on how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals (attached). Sustainability is intended to have a broad definition under this program.
- Each project is evaluated by CEPC members individually and reviewed by the CEPC together to determine funding which may be as fully funded, partly funded, or not funded.
- Responses are limited to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at www.forestgrove-or.gov or at City Hall, 1924 Council Street, from 9:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Paul Downey, Administrative Services Director, at 503-992-3200.

Applicant Information

Name of non-profit group, organization, or committee should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

Project Information

- A. Project Title, Amount Requested. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Goals: Checkmark all goals the project meets and explain how. Priority given to projects that best meet these goals. Please be clear and specific. Also, choose which category best describes your project – new one-time event/program or ongoing event/program.
- C. Project Description: This should be a short description for the proposed program or project **including how the CEP funds will be used.**
- D. Estimate how many FG residents within the boundary area will benefit, and specify who will benefit if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant money in past years.
- E. Project Budget: Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel Services should include employee salaries, salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete project or program. Examples include postage and paper products. Capital would include major expenditures greater than \$500. This would include major tools, equipment or furnishings. Please define any costs listed under “Other”. Compute percent of total budget provided by the sponsor.
- F. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2020, is not allowed.**
- G. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- H. Explain how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

Project Management

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe prior experience managing similar projects: Provide a description of project, the dollar amount of project and the date the project was completed. Include any prior Community Enhancement Projects.
- C. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.
- D. If project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.

Community Enhancement Project Evaluation

Evaluation Process: Following presentation of the proposals, each CEPC member will evaluate the project and allocate their share of funds available. Based on funding requests and money available, the CEPC will determine which projects receive funding. Funding may be full, partial, or none.

Goals: Projects must meet **one or more** of the following goals to be eligible for funding. If not, the application will not be considered further. Priority will be given to projects that best meet these goals.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.
- (h) Benefit youth, seniors, low income persons and/or underserved populations.

Guidelines: Project enhances sustainability in the City, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

COUNCIL GOALS FOR FISCAL YEAR 2019-20:

- | | |
|--------|---|
| GOAL 1 | PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS |
| GOAL 2 | MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS |
| GOAL 3 | ADVANCE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS |

When evaluating the projects, the committee members will use the goals and guidelines of the Community Enhancement Program to evaluate a proposed project, and will also include the following additional factors:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project: Is project one-time event or an ongoing program.
- The amount of public support.
- The correlation between the project and the Vision Statement and the City Council's Goals.

COMMUNITY ENHANCEMENT PROJECT AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Forest Grove ("City") and «SPONSOR» ("Sponsor"). The City has designated «PROJECT» as a "Community Enhancement Project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

Upon execution of this agreement, the parties agree as follows:

- A. The City agrees to grant the Sponsor \$«Funding_Approved» to assist in completing the Community Enhancement Project.
- B. The Sponsor agrees to:
 - 1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, due to partial funding:
 - 2. Provide all necessary administrative support to manage the project.
 - 3. Provide upon request by the City any receipts, documents, or contracts showing use of the \$«Funding_Approved» in grant money.
 - 4. Provide the City with a report upon completion of the project. The report should include activities completed and indicate how the grant money has been spent. Any unspent grant money shall be remitted back to the City.
 - 5. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.
- C. If the sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«Funding_Approved» of grant money. The deadline for completing the Community Enhancement Project may be extended upon mutual agreement by the City and the Sponsor. Such extension shall be approved in writing.
- D. If Sponsor fails to execute and return contract to City by September 30, 2020, grant is forfeited.

Signed this ____ day of _____, 2020.

City of Forest Grove

«SPONSOR»

By _____
City Manager

By _____
Authorized Person To Execute Contract

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: _____ Tax ID # _____
 (N/A for City Board or Commission)

Contact Person: _____ Daytime Phone: _____

Address: _____ Email Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title _____ **Amount Requested:**
 \$ _____

B. Mark all of the goals below which your project meets and explain how:

✓	Goals	How project meets this goal (be clear & specific)
<input type="checkbox"/>	Improve the appearance or environmental quality of the community	
<input type="checkbox"/>	Reduce the amount or toxicity of waste	
<input type="checkbox"/>	Increase reuse and recycling opportunities	
<input type="checkbox"/>	Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code	
<input type="checkbox"/>	Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.	
<input type="checkbox"/>	Result in improvement to, or an increase in, recreational areas and programs	
<input type="checkbox"/>	Result in improvement in safety	
<input type="checkbox"/>	Benefit youth, seniors, low income persons and/or underserved populations.	

Choose which category best describes your project:

C. Brief Project Description and Explanation of how the CEP funds will be used:

Proposed schedule: Project Start Date: _____ Project Completion Date: _____

D. Estimate how many Forest Grove residents will benefit if this project is funded.

Who will benefit if this project is funded? _____

<p>Has the sponsor received a Community Enhancement grant for this project in the past? If so, amount received \$ _____</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p>

E. PROJECT BUDGET

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other (please explain):				
Total				

Total Estimated Costs: _____

% of Total Budget provided by Sponsor: _____

F. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

G. Will the project be completed with the proposed funding or will future funding be necessary?

H. Explain how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.

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