

CITY COUNCIL MONTHLY MEETING CALENDAR

Sep-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		B&C Applicant Recruitment Opens CCI 5:30pm (Webex)	Rural Fire Board Mtg 6pm Library Comm 6:30pm (Webex)	EDC moved to 09/10	FGS&CC 1st Friday	
6	CITY OFFICES CLOSED	Last Day Candidates File Statement in Voters' Pamphlet	Municipal Court	EDC Noon (Webex) WC Dist 4 Town Hall Noon	CITY COUNCIL MINI-RETREAT 5PM - 8PM	12
		Planning Comm 7pm	WC Dist 4 Town Hall 5pm	Red Cross Blood Drive 1pm-6pm, Comm Aud		19
13	CITY COUNCIL 5:30 PM - JOINT WORK SESSION W/PAC (Murals) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	15	16	17		
		Western WC Fire Task (TBD)	P&R 3:30pm (Webex) CFC 5:15pm (TBD)	PAC 5pm (Webex) Library Comm moved to 09/02		
20	Chamber Luncheon Planning Comm 7pm	22	23	24	25	26
		HLB 6:30pm (TBD)	Municipal Court	URAC 10am (TBD) Sustainability 6pm (TBD)		
27	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	28	29	30		

Oct-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				EDC Noon	FGS&CC 1st Friday	
4		5	6	7	8	9
	Planning Comm 7pm	CCI 5:30pm	Rural Fire Board Mtg 6pm		B&C Applicant Recruitment Deadline	10
11	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	12	13	14	15	16
				Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm Library Comm 6:30pm		17
			<i>League of Oregon Cities Virtual Conference</i>			
18	Chamber Luncheon Planning Comm 7pm	19	20	21	22	23
		Western WC Fire Task (TBD)	P&R 7am CFC 5:15pm	URAC 10am (TBD) Sustainability 6pm		24
25	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	26	27	28	29	30
		HLB 6:30pm				31

Nov-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2	3	4	5	6
	Planning Comm 7pm	GENERAL ELECTION DAY CCI 5:30pm	Municipal Court	Rural Fire Board Mtg 6pm	EDC Noon	FGS&CC 1st Friday
8	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	9	10	11	12	13
				CITY OFFICES CLOSED	Red Cross Blood Drive 1pm-6pm, Comm Aud	14
15	Chamber Luncheon Planning Comm 7pm	16	17	18	19	20
		Western WC Fire Task (TBD)	Municipal Court	URAC 10am (TBD) PAC 5pm Library Comm 6:30pm Sustainability 6pm (TBD)		21
			P&R 7am CFC 5:15pm	<i>National League of Cities Summit (Tampa, FL)</i>		
22	CITY COUNCIL SWEARING-IN CEREMONY CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	23	24	25	26	27
		HLB 6:30pm			CITY OFFICES CLOSED	CITY OFFICES CLOSED
29		30				
			PSAC 7:30am			

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CITY COUNCIL MEETING AGENDA

**MONDAY, SEPTEMBER 14, 2020
COMMUNITY AUDITORIUM
1915 MAIN STREET**

**5:30 PM WORK SESSION JOINT W/PUBLIC ARTS COMMISSION (Murals)
7:00 PM CITY COUNCIL REGULAR MEETING**

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. The Council work sessions and meetings will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium. Social distancing protocols. However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming **LIVE Channel 28 & Channel 30** on their website & **LIVE Streamed on MACC TVCTV YouTube Channel 30**. Written comments on an item not on the Council Agenda may be submitted by September 14, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, MAYOR

**Malynda H. Wenzl, Council President
Kristy L. Kottkey, Councilor
Timothy A. Rippe, Councilor**

**Elena Uhing, Councilor
Mariana Valenzuela, Councilor
Adolph "Val" Valfre, Jr., Councilor**

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

Public Hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in 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.

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)
Tom Gamble, Parks and Recreation
Director
Colleen Winters, Library Director
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

5:30

**WORK SESSION JOINT WITH PUBLIC ARTS
COMMISSION: MURALS ON PUBLIC PROPERTY**

The City Council and Public Arts Commission will convene and be video conferencing remotely during the above-noted joint work session. The Council will take no formal action during the work sessions.

6:50

RECESS BREAK

7:00

1. **REGULAR MEETING:**

Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the regular Council meeting.

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. Written comments may be submitted by September 14, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

(PowerPoint Presentation)

7:10

5. A. • *Emergency Shelter COVID-19 Response: Summary and Lessons Learned, Kim Marshall, Executive Director, Project Homeless Connect*

(PowerPoint Presentation)

7:30

5. B. • *Community Impact Grant, Brian Schimmel and Shawn Cardwell, Project Coordinators*

(PowerPoint Presentation)
Gregory Robertson, Public Works
Director

7:50

5. C. • *Civil Engineering Cooperative Program (CECOP) Internship, Josephine Crofoot*

(PowerPoint Presentation)
Colleen Winters, Library Director

8:00

5. D. • *Washington County Cooperative Library Services (WCCLS) Proposed Fine-Free Policy*

(PowerPoint Presentation)
Michael Kinkade, Fire Chief

8:10

5. E. • *COVID-19 Update*

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- | | | |
|---|---------------|--|
| Gregory Robertson, Public Works Director
Jesse VanderZanden, City Manager | 8:15 | 6. <u>INFORMATIONAL PUBLIC HEARING AND RESOLUTION NO. 2020-87 FORMING A SPECIAL IMPROVEMENT DISTRICT, IN ACCORDANCE WITH FOREST GROVE CITY CODE SECTION 151.080 THROUGH SECTION 151.098, FOR CONSTRUCTION OF SEWER MAIN AND INDIVIDUAL SERVICE LATERALS IN 10TH AVENUE FROM ELM STREET TO ITS EASTERLY TERMINUS</u> |
| Dan Riordan, Senior Planner
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager | 8:25 | 7. <u>PUBLIC HEARING AND ORDER NO. 2020-03 AMENDING THE FOREST GROVE COMPREHENSIVE PLAN MAP TO RE-DESIGNATE CERTAIN CITY-OWNED PARCELS FROM PUBLIC TO TOWN CENTER TRANSITION AND ONE CITY-OWNED PARCEL FROM PUBLIC TO TOWN CENTER CORE; FILE NO. 311-20-000062-PLNG</u> |
| Dan Riordan, Senior Planner
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager | 8:35 | 8. <u>PUBLIC HEARING AND ORDER NO. 2020-04 AMENDING THE FOREST GROVE ZONING MAP TO RE-DESIGNATE CERTAIN CITY-OWNED PARCELS FROM INSTITUTIONAL TO TOWN CENTER TRANSITION; FILE NO. 311-20-000062-PLNG</u> |
| Dan Riordan, Senior Planner
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager | 8:40 | 9. <u>RESOLUTION NO. 2020-88 DIRECTING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE OREGON DEPARTMENT OF TRANSPORTATION (ODOT) TO AUTHORIZE CITY FUNDING FOR THE TUALATIN VALLEY HIGHWAY IMPROVEMENT PLAN</u> |
| Peter Truax, Mayor | 8:50
5mins | 10. <u>RESOLUTION NO. 2020-89 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON SEPTEMBER 28, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-86</u> |

City Councilors	8:55	11. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	9:05	12. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	9:10	13. <u>MAYOR'S REPORT:</u>
	<u>9:15</u>	14. <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 Joint Work Session Parks and Recreation Commission (Forest Grove Eastside Park Needs Study) Meeting Minutes of July 13, 2020.
- B. Approve City Council Work Session (Boards/Commissions Assignments) Meeting Minutes of August 10, 2020.
- C. Approve City Council Regular Meeting Minutes of August 10 13, 2020.
- D. Accept Committee for Community Involvement Meeting Minutes of March 3, 2020.
- E. Accept Historic Landmarks Board Meeting Minutes of July 28, 2020.
- F. Accept Public Arts Commission Meeting Minutes of January 16 and February 8, 2020.
- G. Community Development Department Monthly Building Activity Report August 2020.
- H. Accept Resignations Committee for Community Involvement (CCI) (*Charlene Murdock, Term Expiring January 31, 2023; Devon Downeysmith, Term Expiring January 31, 2022, and Ashley Terry, Student Advisor, Term Expiring January 31, 2022*). **CERTIFICATE OF APPRECIATION**
- I. Accept Resignation on Historic Landmarks Board (*William (Bill) Youngs, Term Expiring December 31, 2022*). **CERTIFICATE OF APPRECIATION**
- J. Historic Landmarks Board's **2020 Historic Photo Contest Winner: Ashley Roth, "Submission titled "Blank House, Old Stagecoach Stop c. 1858". CERTIFICATE OF PARTICIPATION**

Public testimony is only allowed at the discretion of the Presiding Officer or by a majority vote of the Council. Those involved with the proposed mural have been notified of the work session.

The City Attorney will be in attendance at the work session. This topic was referred to the City Attorney's office for clarification of questions on art installations on public property and how and when regulations may apply.

History of City Art & the PAC:

The PAC was formed by resolution in January, 2006, however, the PAC did not develop art policy until 2008 and bylaws establishing its purpose, responsibilities and functions until 2009. The PAC's purpose is to "enhance the cultural and aesthetic quality of life in Forest Grove by service to preserve, promote, and develop public access to the arts." The PAC passed a policy in 2008 entitled *City of Forest Grove's Public Arts Commission Art Collection Management Policy*, which states that "The Public Arts Commission will make acquisition decisions in consultation with appropriate Boards, Commissions, stakeholders and professionals" and which has guided the purchase and installation of art pieces throughout Forest Grove.

The PAC's responsibilities include promoting arts through education and demonstration; encouraging connections and building relationships with individuals, groups, and organizations that bring the arts to the local community; pursuing the procurement of public art and responding to offers of art donations; and advising the Council on various arts-related issues. A few of the issues the PAC advises the Council on include "using public art to enhance existing development in public parks and other public lands and in public structures" and "make recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community."

The PAC has utilized various processes to obtain city art. It has raised funds, facilitated discussions between the City and non-profits, placed calls for art, developed art criteria, and made art selections. For example, the PAC raised funds and approved the Sun Dial at Thatcher Park which was a specific proposal by the Ford Family Foundation (this also went to the Recreation Commission for approval). Another example is the PAC raised funds, developed criteria, placed a public call for art, and selected the Tres Novem to be built in Lincoln Park (this also went to the Recreation Commission) and decorative benches to be placed in certain locations around town. Another example is the painting on the Fire Station that was a joint project between the Firefighters and the Public Arts Commission.

History of Forest Glen Park Mural:

The mural currently on the basketball/ handball court wall was an Eagle Scout project from 2015. The current mural is an American flag on one side and the outline of the state of Oregon on the other. The Recreation Commission reviewed the project as part of a list of 7 other proposed park projects. The Commission would consider the projects and if no questions or concerns came up, the Commission would give the scout(s) direction to proceed with the project(s).

The 2015 mural replaced a mural composed of students' handprints that was done in April-May, 2006. The 2006 mural was part of a larger project in the park that involved a group of students from the Business Management Program at Forest Grove High School. The students also planted trees, built a picnic table, painted back boards and poles, repainted the court lines, provided park clean up, and

used their hands to paint handprints on the wall. The overall effort was considered a deferred maintenance effort for the park.

LEGAL ANALYSIS:

The following legal analysis was provided by the City Attorney's office.

Under state and federal law, if the City allows members of the public to paint murals of their choosing on city property ("private speech"), the City risks losing its ability to regulate future murals based on the content of the murals.¹ For example, if the City allows members of the public to paint this mural as private speech on city property, it may be forced to allow another group to paint a different mural in the future, even if the City does not agree with that future mural's message. An analogous situation is public comment during council meetings. By opening up the time to some speakers, the City must allow all speakers the same time, regardless of what the speakers are saying. As another example, another Oregon city is currently dealing with a similar issue. In this city, a mayor-appointed committee is raising money by selling bricks at a city park. Members of the public are welcome to purchase a brick with their chosen inscription. Most bricks are inscribed with the names of the donor or a donor business. Recently, a member of the public purchased a brick with a potentially controversial political message with which that city does not necessarily agree. The city is in a difficult position because it may have opened up city property to private speech.

To avoid these issues, if the mural in question sends a message the City agrees with and wants to adopt as its own message, the City may commission the students to paint the mural on the City's behalf. By doing so, the mural becomes "government speech" rather than private speech on city property. As government speech, the mural would not open the City up to having to allow future murals that send messages the City does not agree with. The government cannot be forced to use its own voice when it does not agree with the message.

From a legal perspective, in order for the mural to represent the City's speech, rather than private speech on city property, the City should exercise control over the mural project. The City will want to be clear that it is using its own voice in painting the mural and to ensure the mural meets the legal standard for "government speech." The natural process for exerting that control is through the PAC, which has handled similar art installations for the City in the past, and which already has the structure and processes in place to handle the mural project.

STAFF RECOMMENDATION:

Staff recommends discussion at the work session include a clarification of the process, timeline, and scope for the proposed mural. Potential options below are intended to generate discussion during the work session.

Potential Options:

- Refer proposal to the PAC and request the PAC develop written criteria for murals on public property for Council approval. The written criteria should include a definition of the term "mural", requirements for submission (i.e., alignment with established city goals and objectives),

¹ This analysis only applies to murals located on public property. Murals located on private property are not subject to the same legal analysis.

opportunities for the PAC to give input and require modifications, state duration and ownership terms, explain funding opportunities, and a process for final approval. Once the PAC establishes such a process, it may apply the written criteria to the social justice mural proposal.

- Refer proposal to the PAC and request it consider if the mural aligns with established city goals and objectives and make a recommendation to the Council requesting the project sponsors paint the mural on the City's behalf. If the PAC recommends approval, the PAC should also provide for how long the mural shall remain on City property and clarify that the project sponsors are painting the mural at the City's request and the City will own the mural going forward.
- Place proposal on Council agenda for discussion. The Council may consider if the mural aligns with the established city goals and objectives. If the Council selects this course of action, the City recommends the Council request the City Attorney's office draft the resolution requesting the project sponsors paint the mural on the City's behalf.

ATTACHMENT(s):

- Forest Glen Park Mural Memo (provided by mural proposers)
- PAC Bylaws

Project Name: Social Justice Mural

Organization: Pacific University

Contacts: Seema Khatecherian, Karsen Buck

E-mail address: [REDACTED]

Table of Contents

- I. Introduction (page 1-3)
 - A. About Us
 - B. Description of the Project
 - C. Action Items
 - D. Name of Organizations that will partner or collaborate with this project
 - E. How this project will benefit the residents of Forest Grove
 - F. Anticipated Volunteers
 - G. Concerns
 - H. COVID Safety Precautions
- II. Budget (page 4)
- III. Calendar/Timeline (page 5-6)
- IV. Photos for Reference (mural location and current conditions) (page 7-9)

I. Introduction:

A. About Us

Karsen Buck and Seema Khatcherian are current Seniors at Pacific University. Both are from California but have lived in Forest Grove for the past two years in a house about a mile from the current mural site. Karsen Buck is majoring in Applied Sustainability for Environmental Science with minors in Spanish and Philosophy. Seema is double majoring in Anthropology and Applied Sustainability. Both Karsen and Seema are deeply passionate about issues of social injustice and uplifting every member of a community.

B. Description of the Project:

This mural would be located at Forest Glen Park on the handball court Wall in Forest Grove. This Social Justice mural will incorporate imagery which helps to celebrate BIPOC and encourage the community to think deeper about the issues currently occurring in our country. We plan to have community members of color help brainstorm ideas (as well as help in painting the mural) so that we are

including the local community's input in this project. Volunteers are welcome to sign up for an online volunteer sheet and kids are welcome. Furthermore, we intend to hire a black muralist from the Portland Area, Jamaali Arts, to help us draft a mural design that incorporates elements the community wishes to see in a professionally designed format.

C. Concepts in Mural Design

The following are ideas that will likely be included in some context in the

- BIPOC Flag and an American flag (BIPOC flag is a very important symbol of intersectionality and holds messages of standing with other marginalized groups)
- Four fists of varying skin tones (for equal representation of all skin tones)
- Images of farm laborers (acknowledges the farmworkers in and around the FG area)
 - Three sisters crop guild incorporated
- Land acknowledgement with ALL different tribes in the FG area

D. Action items

(What we need/want to see from the council)

We would like the council to consider our request to paint the mural in the same fashion the Boy Scout mural was approved. This would be in keeping with the process that was in place when our group initially approached the city.

The Council and the Commissions can then embark on an ongoing policy process that would allow for greater oversight and review moving into the future.

E. Name of organizations that will partner or collaborate with this project:

Pacific University, Students for Environmental Activism Club (SEA), Diversity, Equity, & Inclusion Office (DEI), Association for Latinx and Ally Students (ALAS), City of Forest Grove

F. How this project will benefit the residents of Forest Grove:

The mural will cultivate a sense of acceptance/support for POC in this community and/or those who drive through this community. Furthermore, it will challenge individuals to reevaluate their deeply rooted beliefs and understand that this is indeed a diverse community.

G. Anticipated Volunteers:

If the mural is approved we will then create volunteer sheets (through google forms) that we can send out to different groups (including the forest grove city

Facebook page, ALAS, forest grove progressive Facebook page, any other groups/people we are recommended to share to, etc.) Due to the COVID-19 virus, we will be limiting the number of volunteers to for each mural work session (there should be at least 4 different time slots/days where we will work on the mural)

H. Concerns:

The two major concerns regarding the mural process would be the timeline and safety. We would like to get this mural started and painted before the rainy season as otherwise, we will encounter significant challenges regarding the painting of the mural. In regards to safety, we are concerned that volunteers may not respect boundaries regarding the current virus pandemic. However, we can mitigate that by providing masks and hand sanitizer (something we accounted for in our budgeting) and setting boundaries that volunteers are required to wear masks.

I. COVID Safety precautions:

We will limit volunteer numbers to 10 per mural work session (there will be at least 4 work sessions). We will also provide hand sanitizer and masks in case individuals do not bring their own or we have walk-up volunteers.

II. Projected Budget:

	PAC mini Grant	SEA	DEI	Other
Personal (explain) Head muralist + Designer	\$450			
Marketing & Publicity				
Materials + Supplies	\$50			
In-kind contributions				Parents/Go-fund me
Total = \$1000 confirmed (\$1300 we think will be the total after fundraising)	\$500	\$200	\$300	\$300

Supplies:	Cost:	Total Cost of item:	Total cost:
Primer	\$80 x 3 for primer	\$240	
Scrapers	scrapers \$9 x 6	\$60	
Roller pads	3 packages (each package contains 3), \$10 each	\$30	
Paint pans	15 pans (\$2 each)	\$30	
Ladder (to borrow)	From Emily	\$0	
Paint	\$80 x 5 for paint	\$400	
Hand sanitizer/masks for volunteers	\$40	\$40	
Design from Jamalli	\$450	\$450	
Other/Misc:	\$300	Other = \$300	

			Total = \$1,550
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III. Estimated Calendar/Timeline:

Sept.						
Sunday	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday
		1	2	3 PAC Grant due	4	5
6	7 Meeting with ALAS regarding mural content	8 Deadline for Memo	9	10 Meeting with Jamaali @11:30 am	11	12
13	14 City Work Session (5:30 pm)	15 Contact Emily if she is willing to help with Wall prep.	16 Pacific meeting regarding work session @11:30 am	17	18	19 Wall prep for mural?
20	21	22	23	24 Estimated date for finalized mural design	25	26 Wall prep/start outline
27	28	29	30	1	2	3

To be added: Date outlining the mural, and 2-3 days for painting it.

October						
Sunday	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday
RAINY SEASON BEGINS				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

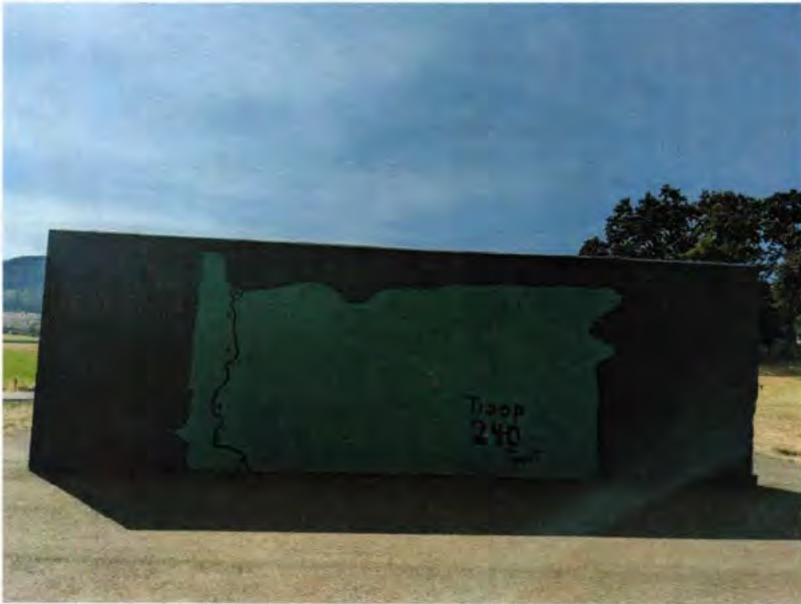
IV. Photos: Pre Social Justice Mural







Back of Mural:



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3A



A place where families and businesses thrive.

**City Council & Parks and Recreation Commission
Joint Work Session Minutes
Forest Grove Eastside Park Needs Study**

**Monday, July 13, 2020
6:00 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:15 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Work Session remotely by video conferencing.** The meeting was remotely video conferenced by City Recorder Ruggles at the Community Auditorium.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax.

PARKS AND RECREATION COMMISSION MEMBERS: Brad Bafaro; Ralph Brown (present in the conference room); Kenneth Cobleigh; Mackenzie Johnston-Carey (present); Howard Sullivan (present); Susan Taylor (present); Glenn VanBlarcom; and Paul Waterstreet, Chair (present).

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Tom Gamble, Parks and Recreation Director (in the conference room); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. COUNCIL AND PARKS AND RECREATION COMMISSION (P&R) JOINT WORK SESSION: FOREST GROVE EASTSIDE PARK NEEDS STUDY

Gamble and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to address Council Goal 7: Expand Recreational Opportunities, Objective 7.4 Partner to study Eastside Park. Gamble gave an overview of the Parks and Recreation Core Values, Vision, Mission, Goals and Strategies as outlined in the Appendix. Gamble reported the Parks, Recreation and Open Space Master Plan was adopted in November 2018, and is the foundational document for future park development within Forest Grove, and the Eastside Park Needs Study was a follow-up to the Master Plan, noting the Master Plan identified a lack of public park facilities in eastern Forest Grove, defined as the residential area between Highway 47 east to the city limit line with Cornelius and south of Fernhill Elementary School. Gamble introduced Charles

Brucker and Jocelyn Bates, PLACE Consultants, who gave an introduction overview and presented a PowerPoint presentation of the results of the Forest Grove Eastside Park Needs Study and referenced maps pertaining to residential + green space; barriers; walkability; walkability + residential; park + school public amenities; possible new park sites; and who would be served, noting the total population in the proposed area is approximately 1,995 residents. Gamble added the study identified seven possible new park sites and a recommendation of three potential site options for collaborative partnerships for consideration: Site 1, Rose Grove Mobile Home Park (share greenspace, public-private partnership); Site 6, City of Forest Grove De-Watering Site (large city-owned property with 22nd Street access for residents in Forest Grove and Cornelius, and next to the abandoned railroad track right-of-way (future regional trail); and Site 7, Fernhill Elementary School (add public use playground, discuss with school district).

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council, Parks and Recreation Commission and staff discussed the seven possible new park sites and the three potential site options. Gamble and the consultants responded to various inquiries pertaining to the potential sites, such as lot size, partnerships, access points, public improvements and maintenance and demographics and obstacles and referenced the meeting notes with Forest Grove School District, Clean Water Services and City of Cornelius as outlined in the Appendix, noting the study establishes 15 minutes as a maximum distance that residents can comfortably walk to reach a park or school green open space. In conclusion of the above-noted roundtable discussion, Council and P&R jointly concurred to conduct further study of Site 6, City of Forest Grove De-Watering Site, and asked staff to identify challenges and opportunities and report back findings.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 7:01 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:34 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Work Session remotely by video conferencing.** The meeting was remotely video conferenced by City Recorder Ruggles at the Community Auditorium.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; and Mayor Peter Truax. **COUNCIL ABSENT:** Malynda Wenzl, Council President, excused.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Chad Jacobs, City Attorney (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. WORK SESSION: BOARDS/COMMISSIONS' (B&C) ASSIGNMENTS

VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to review the B/C assignments listed in the 2020/21 Council Goals and Objectives. VanderZanden presented a PowerPoint presentation overview of the 2020/21 Council Goals and Objectives, a list showing the 11 existing B/C and the B/C assignments, noting in 2018, the Council began listing in the Goals and Objectives the B/C that was most applicable to the objective; however, the level of involvement was not specified. In conclusion of the above-noted staff report, VanderZanden advised the purpose of the discussion was to allow Council the following opportunities: 1) to add, remove, or reassign a B/C to any objective; 2) to clarify the expectations, i.e., scope of involvement, including timeline, of the B/C with regard to that particular objective and 3) to assign an issue to a B/C that is not listed as an objective.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council discussed and review the B/C assignments listed in the 2020/21 Council Goals and Objectives. Kottkey suggested establishing neighborhood connections perhaps as an assignment for

an ad-hoc group or an assignment for the Committee for Community Involvement (CCI). Uhing suggested assigning more work to Sustainability Commission and updating the timelines due to COVID-19. Rippe suggested assigning CCI to look at ways to increase the City's Citizen Survey response rate. In addition, roundtable discussion ensued as Council discussed a policy directive the City has referred to the Public Arts Commission to draft a new mural policy for Council consideration. Valenzuela referenced an e-mail that she received from a Pacific University student (Karsen Buck) pertaining to a proposed project to install a Social Justice mural at Forest Glen Park on the handball court that will incorporate imagery celebrating the Black Lives Matter movement. Valenzuela asserted the project is being delayed because of the process to develop a new City policy, noting she is immensely disappointed as she feels that the City is not reflecting on diversity, equity and inclusion in the delivery of its response to the mural project. Valenzuela stated instead the City is engaging in a process to develop a new policy, yet the City allowed the boy scouts to paint the American Flag previously at the same location with no policy in place. Valenzuela voiced concerns regarding free speech and the City's restriction being based on content and the City being selective in its decision-making process. Valenzuela advised she reached out to the City Attorney to help her understand why it has now become an issue for the City to not allow the mural project at the same location when the City allowed it previously. Jacob advised the City does not currently have a policy in place for placement of murals on city-owned property and as a result, it is the City's recommendation to refer the matter to the Public Arts Commission to consider developing a policy recommendation to the Council. Jacob affirmed the message has received support and it has not been the City's intention to stop, delay or deny this particular mural, noting the City's goal is to make sure a process is in place for placement of any murals on city-owned property and so the City can regulate what it wants to see on its property. Jacob explained the policy is intended to address the myriad ways in which a project is proposed and implemented, noting any new policy recommendation requires Council approval and/or the Council can also determine not to refer the matter to the Public Arts Commission. Mayor Truax addressed the placement of murals on private property versus city-owned property, noting he would like to ensure that messages on city-owned property, i.e., flag pole, are not extremely divisive and to ensure that a process is in place that is transparent, inclusive and equitable for all. Jacob addressed two separate issues that were the focal points of the roundtable discussion: 1) city-owned property, the City is allowed to make a decision to control the type of art work, signage and speech. 2) How the City regulates privately-owned property, i.e., sign code regulations. Under the Oregon Constitution the sign code must be content-neutral. In response to concerns regarding Valenzuela's fence, Valenzuela confirmed that she has not made a formal request to the City to paint a mural on her fence but that she is simply using her fence as an example in effort to get a clear answer if it is permissible or not permissible to paint a mural on her fence, to which Jacob explained because the fence is on private property, it is reviewed under the City's sign code regulations and Jacob reaffirmed the sign code is content-neutral. Jacob also made it clear that the City's focus and discussion has been on city-owned property and how and when regulations may be imposed, noting the City is not creating new regulations

that would stop anyone from doing something on private property. Jacob advised there are questions he discussed with staff about some specific language in the City's sign code regulations and how the code would apply to this particular situation, noting he could provide additional legal advice regarding these concerns in an executive session if requested. Mayor Truax referenced a new mural that has been painted on Main Street/21st Avenue on private property as well as other free speech examples that have been allowed under the Oregon Constitution. In conclusion of the above-noted roundtable discussion, Mayor Truax advised staff to report back to Council if an executive session is scheduled.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:25 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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A place where families and businesses thrive.

30

Monday, August 10, 2020

City Council Regular Meeting Minutes

7:00 p.m., Webex 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 7:10 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council limited in-person contact and social distancing. **The City Council conducted the Council meeting remotely by video conferencing.** The meeting was remotely video conferenced by City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed. The Council accepted written comments on items not on the agenda submitted by August 10, 2020, 3pm, to the City Recorder.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; and Mayor Peter Truax. **COUNCIL ABSENT:** Malynda Wenzl, Council President, excused.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Chad Jacobs, City Attorney (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Michael Kinkade, Fire Chief (Webex remotely); Henry Reimann, Police Chief (Webex remotely); Gregory Robertson, Public Works Director (Webex remotely); Dan Riordan, Senior Planner (Webex remotely); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

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

- A. Approve City Council Regular Meeting Minutes of June 22, 2020.
- B. Approve City Council Work Session (Reimagining Policing) Meeting Minutes of June 22, 2020.
- C. Approve City Council Executive Session (City Manager Performance Evaluation) Meeting Minutes of July 13, 2020.
- D. Approve City Council Regular Meeting Minutes of July 13, 2020.
- E. Approve City Council Work Session (Reimagining Policing Vol. 2) Meeting Minutes of July 13, 2020.
- F. Accept Economic Development Commission Meeting Minutes of March 5 and June 18, 2020.
- G. Accept Historic Landmarks Board Meeting Minutes of February 25, 2020.
- H. Accept Planning Commission Meeting Minutes of July 6, 2020.
- I. Accept Resignation on Sustainability Commission (***Tabitha Merten, At-Large, Term Expiring December 31, 2020***) **CERTIFICATE OF APPRECIATION**
- J. **RESOLUTION NO. 2020-78 MAKING ECONOMIC DEVELOPMENT COMMISSION APPOINTMENTS (JUANITA LINT, FG/CORNELIUS CHAMBER; ROB LANGFORD, LARGE MANUFACTURER; AND JONATHAN YAWSON, FOOD/BEVERAGE PROCESSOR, TERMS EXPIRING DECEMBER 31, 2023).**

MOTION: Councilor Valfre moved, seconded by Councilor Uhing, to approve the Consent Agenda as presented. **ROLL CALL VOTE:** AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, and Mayor Truax. NOES: None. ABSENT: Malynda Wenzl, Council President. **MOTION CARRIED 6-0.**

4. ADDITIONS/DELETIONS:

VanderZanden removed AGENDA ITEM 13, RESOLUTION NO. 2020-85 ACCEPTING CITY ENGINEER'S DRAFT REPORT ON FORMATION OF PROPOSED REIMBURSEMENT DISTRICT, PURSUANT TO CITY CODE SECTIONS 151.110 THROUGH 151.124, "WAUNA CREDIT UNION PUBLIC IMPROVEMENT REIMBURSEMENT DISTRICT". VanderZanden advised that additional time is needed to resolve issues, noting staff will bring back the proposed resolution for consideration at a later date.

Written Testimony Received:

Schwabe Williamson & Wyatt, Michael Robinson, attorney representing J. T. Smith Companies, submitted a letter into the record dated August 10, 2020. Smith is requesting that Council not accept the Engineer's Report until Smith and its engineer have had an opportunity to discuss the Reimbursement District (RID) with the City Engineer and Wauna Credit Union in order to resolve issues concerning the proportional allocation of

costs of the RID. Smith is developing the former Albertson's property consisting of 10 tax lots, adjacent to and near Wauna Credit Union, and the proposed RID includes all of Smith's property and adds significant and unanticipated costs to Smith's project.

5. PRESENTATIONS:

5. A. Tuality Healthcare Update

Lori James-Nielson, President/CEO Oregon Health & Science University (OHSU) and Tuality Healthcare, presented a PowerPoint presentation overview pertaining to Forest Grove Tuality Healthcare's primary care and immediate care during COVID-19 and beyond, noting Tuality has an ongoing commitment to provide access to care in Forest Grove through telehealth, home health, rehab services, immediate care and primary care. Hours of operation remain unchanged: 8 am – 8 pm, 7 days/week.

5. A. COVID-19 (Coronavirus disease) Update

Fire Chief Kinkade presented a PowerPoint presentation overview pertaining to COVID-19 Response Update, which was updated in the Council packet. Chief Kinkade presented updates on the Situation Report (3,119 cases in Washington County, 25 deaths; State total is 21,488 cases, 357 deaths statewide); Essential Needs for Forest Grove, Cornelius and Gaston; Community Emergency Outreach (community members may call 2-1-1 for emergency needs); and Food Bank Support and Current Planning Efforts.

6. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-04 AMENDING FOREST GROVE CODE OF ORDINANCES TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.090 THROUGH §35.099, RELATING TO AMENDING COMMUNITY FORESTRY COMMISSION BYLAWS

The first reading of Ordinance No. 2020-04 by title occurred at the Council meeting of July 13, 2020.

Staff Report:

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

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of July 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 July 13, 2020.

VanderZanden read Ordinance No. 2020-04 by title for second reading.

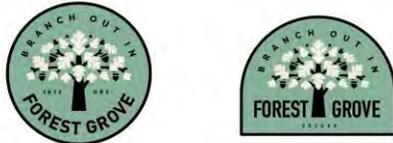
ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, and Mayor Truax. NOES: None. ABSENT: Malynda Wenzl, Council President. MOTION CARRIED 6-0.

7. **RESOLUTION NO. 2020-79 ACCEPTING CITY OF FOREST GROVE TOURISM BRAND GUIDELINES AND AUTHORIZING THE CITY MANAGER TO TRADEMARK THE TOURISM BRAND**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is accepting and authorizing staff to trademark the tourism brand guidelines in Oregon as outlined in Exhibit A. Downey reported the draft tourism brand guidelines were presented at the Council meeting of June 22, 2020, noting the primary logo consists of a folk-art tree centered within a circle and tagline reading "*Branch out in*" and "*Forest Grove*" and incorporated date "1872", and "Ore." are denoted on either side of the trunk as illustrated below:

The logo



Like the mood board, the logo incorporates nature imagery, and a European folk art style. There is no one else in Oregon using this design style, so it's very unique and ownable, while remaining warm and inviting.

Downey reported the existing logo consisting of a maple leaf and grapes and tagline “Where Oregon Pinot was born” and the existing *Savor Forest Grove* website will be deactivated once the new logo is trademarked and the new website is completed. In addition, VanderZanden advised, if approved, the brand guidelines will be trademarked to ensure the new tourism logo remains available for consistent and thematic usage in tourism messaging and that advertisements are reflective of the community, noting the tourism logo does not replace the City’s existing letterhead logo (three leaves). In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the cost to trademark in Oregon is approximately \$1,000 and is included in the marketing budget.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-79.

VanderZanden read Resolution No. 2020-79 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to approve Resolution No. 2020-79 Accepting City of Forest Grove Tourism Brand Guidelines and Authorizing the City Manager to Trademark the Tourism Brand.

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 Kottkey, Rippe, Uhing, Valenzuela, Valfre, and Mayor Truax. NOES: None. ABSENT: Malynda Wenzl, Council President. MOTION CARRIED 6-0.

- 8. RESOLUTION NO. 2020-80 AUTHORIZING CITY MANAGER TO ESTABLISH A CITY MEMBERSHIP TO THE GOVERNMENT ALLIANCE ON RACE AND EQUITY**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to establish a City membership to the Government Alliance on Race and Equity (GARE). Downey reported establishing a membership in the GARE will augment efforts as part of Council Goal 1: Support Diversity, Equity, and Inclusion (DEI) in the Delivery of City Services and Operations. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the membership to join the GARE is \$1,000/annually. Downey advised all City memberships must be approved by Council and if approved, membership dues are approved annually as part of the budget process.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-80.

VanderZanden read Resolution No. 2020-80 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Uhing, to approve Resolution No. 2020-80 Authorizing City Manager to Establish a City Membership to The Government Alliance on Race and Equity.

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 Kottkey, Rippe, Uhing, Valenzuela, Valfre, and Mayor Truax. NOES: None. ABSENT: Malynda Wenzl, Council President. MOTION CARRIED 6-0.

9. **RESOLUTION NO. 2020-81 AUTHORIZING THE DELAY OF INCREASES TO CITY FEES AND RATES UNTIL JANUARY 1, 2021**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is authorizing staff to delay increases of city fees and rates from July 1 to October 1 (approved in April 27, 2020) to January 1, 2021, as a way to provide some relief for residents due to the continuing economic effects of the COVID-19 emergency. Downey reported the impact of delaying the fee increases is difficult to determine as the fees are based on the volume of services which can vary and some services are not being provided or there is currently a decreased demand for other services. Downey advised the Water Fund has sufficient funds to absorb

delaying a rate increase for another three months without a large long-term impact. The Light & Power Fund may need to have a slightly larger increase in January 2021 than planned in order to not lose revenue needed to help fund a large capital project that is underway to fix the short-term outages that occur in the Thatcher area. Clean Water Services (CWS) will not be raising its sewer or surface water management (SWM) rates until January 1, 2021, at the earliest. Other surrounding cities are not considering raising fees or rates prior to January 1, 2021. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the last fee and rate increases occurred on July 1, 2019.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-81.

VanderZanden read Resolution No. 2020-81 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Uhing, to approve Resolution No. 2020-81 Authorizing the Delay of Increases to City Fees and Rates until January 1, 2021.

Council Discussion:

In response to Rippe's concern pertaining to mitigating costs so residents are not hit with steep rate increases, Downey advised staff will review capital projects and update the five-year financial rate plan and try to mitigate costs as much as possible.

In response to Uhing's concern pertaining to providing long-term assistance for the unemployed, Downey advised Washington County is providing county-wide rent/mortgage assistance and water, sewer and/or storm water assistance. This is in addition to the City's assistance for water and electricity. In response to Uhing's inquiry pertaining to whether the City could begin stockpiling firewood for residents who use wood heat in the winter, i.e., cutting surplus timber from the watershed and asking residents who are trimming or cutting down trees, Downey indicated staff has not had discussions about implementing a firewood assistance program. VanderZanden advised the state forestry might have a similar program that staff could research. Mayor Truax added the Community Forestry Commission might be able to assist as well.

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, and Mayor Truax. NOES: None. ABSENT: Malynda Wenzl, Council President. MOTION

CARRIED 6-0.

10. **RESOLUTION NO. 2020-82 ESTABLISHING CITY OF FOREST GROVE
COMMUNITY POLICING ADVISORY COMMISSION (CPAC)**

Staff Report:

Reimann presented the above-proposed resolution for Council consideration, noting the proposed resolution is requesting to establish the City of Forest Grove Community Policing Advisory Commission (CPAC) and approve the bylaws as outlined in Exhibit A. Reimann reported a work session was held on June 22, 2020, to inform the Council and community about the Police Department's policies and expectations. A second work session was held on July 13, 2020, to discuss establishing a new community policing advisory commission with the purpose of strengthening the relationship between the Police Department and the community through education, awareness and open dialogue. In addition, Reimann reported there was discussion at the work session to increase the number of Community At-Large to reflect upwards of four quadrants from each corner of the City, noting if Council desires to increase the proposed CPAC membership, a motion to amend is required. In conclusion of the above-noted staff report, Reimann advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting staff is proposing a 9-member commission (pursuant to Council Rules 14.4, Composition) with four-year terms (pursuant to Council Rules 14.6, Terms of Office) as follows:

1. Forest Grove School District
2. Centro Cultural
3. LGBTQ (lesbian, gay, bisexual, transgender and queer or questioning)
4. Stand Up For Racial Justice
5. Adelante Mujeres
6. Pacific University
7. Business Representative
8. Community At-Large
9. Student Member (2-year term, pursuant to Council Rules 14.6, Terms of Office)

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-82.

VanderZanden read Resolution No. 2020-82 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to approve Resolution No. 2020-82 Establishing City of Forest Grove Community Policing Advisory Commission (CPAC).

Council Discussion:

In response to Rippe's concern pertaining to associating social justice and racial equity in boards/commissions' bylaws purpose statement, VanderZanden referenced Exhibit A, draft bylaws, §4. 3., which stated "social justice issues, policies and plans associated to public safety."

In response to Valfre's budgetary concern pertaining to Staff Report, Page 2, which stated "the commission will offer cultural awareness, social justice and anti-racism awareness training...", VanderZanden clarified the proposed bylaws §4. 4., states the commission will "review and recommend training".

Uhing suggested having a titled position for the Homeless community, i.e., replacing Adelante Mujeres.

Valenzuela concurred adding a Homeless Representative if the representative was from a specific organization that cared and supported the homeless community.

Kottkey pointed out a change to the term "homeless", noting the term is now being referenced as "houseless", to which Uhing indicated that she serves on the county's homeless advisory committee and "homeless" is still the appropriate term used by the county and state. Valfre concurred with the term "homeless", noting the term "houseless" is typically used for foreclosure and/or evicted from rent. In addition, Kottkey suggested adding three (3) additional Community ~~Liaison~~ At-Large positions, so the four quadrants from each corner of the City were represented, for a total of 13 members. Mayor Truax pointed out the term "liaison" is not a term used for a voting member so the above strikeout occurred. In addition, Kottkey suggested two-year terms to encourage people to apply and serve on a committee who have never served in local government.

Rippe advised the initial appointments will be staggered evenly amongst the membership, i.e., two-year, three-year and four-year terms and thereafter, applicants may reapply for new four-year terms; therefore, Rippe concurred to maintain four-year terms consistent with Council Rules and other boards/commissions.

Hearing no further concerns from the Council, the following motion to amend occurred.

MOTION TO AMEND: Councilor Rippe moved, seconded by Councilor Valfre, to amend Resolution No. 2020-82 (Exhibit A, draft Bylaws) to add: one (1) Homeless Representative and three (3) additional Community At-Large. (Exhibit A, draft Bylaws, §5. 1. and §5. 2., Membership, to read "The CPAC membership shall be composed of 9 13 Members...").

Council Discussion:

Mayor Truax advised he was voting no on the motion to amend, noting there was a lot of serious discussion about the number of members serving on the boards/commissions (no more than nine members Council Rules §14. 4. Composition). Mayor Truax pointed out that making an exception allows for exceptions in the future to other boards/commissions.

Uhing indicated the Council made an allowance for the Economic Development Commission (EDC), so there is an opportunity to make changes on a case-by-case basis. VanderZanden advised that EDC reduced its membership from 19 to 15 members and is still trying to reduce its membership further. Uhing advised that she is pulling back on her vote (abstaining), because Council President Wenzl was not present and Wenzl was the most outspoken about the consistency of the number of members serving on boards/commissions.

VOICE VOTE ON MOTION TO AMEND: AYES: Councilors Kottkey, Rippe, Valenzuela, and Valfre. NOES: Mayor Truax. ABSENT: Malynda Wenzl, Council President. MOTION CARRIED 4-1. Councilor Uhing abstained.

Council Discussion:

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion on floor as amended.

ROLL CALL VOTE AS AMENDED: AYES: Councilors Kottkey, Rippe, Valenzuela, Valfre, and Mayor Truax. ABSENT: Malynda Wenzl, Council President. MOTION CARRIED 5-0. Councilor Uhing abstained.

11. RESOLUTION NO. 2020-83 APPROVING THE DISSOLUTION OF CITY OF FOREST GROVE PUBLIC SAFETY ADVISORY COMMISSION AND REPEALING RESOLUTION NOS. 2005-56 AND 2015-28

Staff Report:

Riemann presented the above-proposed resolution for Council consideration, noting the proposed resolution is approving the dissolution of City of Forest Grove Public Safety Advisory Commission (PSAC). Riemann reported at the work session held on July 13, 2020, to discuss the purpose and membership of PSAC and in response to public input regarding racial and social justice in the practice of community policing, the Council concurred to dissolve the PSAC at this time and establish a new community policing advisory commission. In conclusion of the above-noted staff report, Reimann advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting the Council established the new Community Policing Advisory Commission pursuant to Resolution No. 2020-82

(Agenda Item 10 above).

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-83.

VanderZanden read Resolution No. 2020-83 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Rippe, to adopt Resolution No. 2020-83 Approving the Dissolution of City of Forest Grove Public Safety Advisory Commission and Repealing Resolution Nos. 2005-56 and 2015-28.

Council Discussion:

Rippe commended PSAC for their valuable service, noting PSAC advised Council on many important issues, from a five-year operating levy to implementing marijuana dispensaries ordinances.

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

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

12. **RESOLUTION NO. 2020-84 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON, CLACKAMAS, AND COLUMBIA COUNTIES PUBLIC SAFETY AGENCIES, AND CITY OF FOREST GROVE, OREGON, TO CREATE A REGIONAL ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (REGIS) GROUP**

Staff Report:

Kinkade presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute an Intergovernmental Agreement (IGA) between Washington, Clackamas, and Columbia Counties Public Safety Agencies, and City of Forest Grove, to create a Regional Enterprise Geographic Information System (REGIS) Group. Kinkade reported Tualatin Valley Fire and Rescue (TVF&R) entered into a personal services contract with Intterra Group in 2013 for Geospatial Information Management for Improved Decision Support, noting TVF&R has assumed responsibility for the contract and the IGA seeks to establish a formal governance and payment structure for continued operations. The participants in the IGA agree to share electronic geospatial information, i.e., fire trucks, hydrants, locations, on a common visual platform to enhance mutual

operations to emergency response. In conclusion of the above-noted staff report, Kinkade advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting Forest Grove has been participating in REGIS for approximately two years and the annual contribution is approximately \$3,000, which is included in the Fiscal Year 2020-21 budget.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-84.

VanderZanden read Resolution No. 2020-84 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to approve Resolution No. 2020-84 Authorizing the City Manager to Execute an Intergovernmental Agreement (IGA) between Washington, Clackamas, and Columbia Counties Public Safety Agencies, and City of Forest Grove, Oregon, to create a Regional Enterprise Geographic Information System (REGIS) Group.

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 Kottkey, Rippe, Uhing, Valenzuela, Valfre, and Mayor Truax. NOES: None. ABSENT: Malynda Wenzl, Council President. MOTION CARRIED 6-0.

13. **RESOLUTION NO. 2020-85 ACCEPTING CITY ENGINEER'S DRAFT REPORT ON FORMATION OF PROPOSED REIMBURSEMENT DISTRICT, PURSUANT TO CITY CODE SECTIONS 151.110 THROUGH 151.124, "WAUNA CREDIT UNION PUBLIC IMPROVEMENT REIMBURSEMENT DISTRICT"**

VanderZanden removed the above-noted item from the Agenda; refer to Agenda Item 4 above.

14. **RESOLUTION NO. 2020-86 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON SEPTEMBER 14, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-77**

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the resolution is extending the duration of the City's emergency declaration that went into effect March 14, 2020, through April 13, 2020; extended through April 30,

2020 (first time); extended to May 11, 2020 (second time); extended to May 31, 2020 (third time); extended to June 8, 2020 (fourth time); extended to June 22, 2020 (fifth time); extended to July 13, 2020 (sixth time); extended to August 10, 2020 (seventh time); and now extending to remain in effect until 8:00 p.m. September 14, 2020 (eighth time), unless superseded sooner. Mayor Truax advised he will remain in compliance with the Governor's State of Emergency and extend the City's declaration if needed due to COVID-19 public health emergency.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-86.

VanderZanden read Resolution No. 2020-86 by title.

MOTION: Council Rippe moved, seconded by Councilor Uhing, to approve Resolution No. 2020-86 Amending the City of Forest Grove's Declaration of State of Emergency, Effective March 14, 2020, at 1:00 P.M., to be extended and remain in effect until 8:00 P.M. on September 14, 2020, unless superseded sooner; Amending Resolution No. 2020-77.

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 Kottkey, Rippe, Uhing, Valenzuela, Valfre, and Mayor Truax. NOES: None. ABSENT: Malynda Wenzl, Council President. MOTION CARRIED 6-0.

15. COUNCIL COMMUNICATIONS:

Kottkey had nothing new to report; however, Kottkey indicated that she supports Uhing's request to hold a Council meeting or mini-retreat in early September and no later than November (refer below).

Rippe indicated he supports Uhing's request to hold a meeting or mini-retreat, noting it is necessary so Council can deliberate on the Council Rules and its roles and responsibilities. In addition, Rippe reported attending Forest Grove/Cornelius Chamber of Commerce's retreat and highlighted various Chamber-related activities, i.e., community calendar and revamping website. Rippe reported attending Western Washington County Fire District Task Force's virtual meeting, noting the committee is reviewing legalities of forming a district and election timeline requirements.

Uhing reported on the Washington County Homeless Plan Advisory Committee's Annual Report. Uhing reported on the urgency of needing to be prepared as a

community to mitigate the economic consequences of the widespread unemployment and economic hardships from COVID-19. Uhing referenced a letter that she e-mailed to each Councilor and City Manager on August 8, 2020, Letter to Forest Grove Council (My opinion) – 08/07/2020, regarding the handling of a letter that was sent to the *NewsTimes*, Mayor and Council President’s Open Letter to the Community, July 2020. Uhing requested that Mayor Truax set a date and time certain in September to hold either a Council work session, executive session or mini-retreat to discuss the matters more fully with the entire Council and work through the issues that she outlined in the her letter. Uhing indicated that she would like to work through the issues as soon as possible so she can run her campaign, noting she is up for re-election as well as two other councilors in November, 2020.

Valenzuela reported the Public Arts Commission plans to meet virtually soon.

Valfre reported the Library has increased free Wi-Fi hot stops. In addition, Valfre reported on legislated-related matters of interest and webinars he attended and reported on upcoming meetings he was planning to attend.

Council President Wenzl was absent.

16. City Manager’s Report:

VanderZanden presented the City Manager’s Report, dated August 10, 2020. VanderZanden reported Washington County is opening a 50 site, managed, outdoor camping location for houseless adults called the “Safe Sleep Village”, located at Washington County Fair Complex. As mentioned earlier, Washington County approved an Intergovernmental Agreement with Community Action to provide rental/mortgage assistance and for water, sewer and/or storm water assistance. This funding is in addition to the City’s assistance for water and electricity. Washington County Cooperative Library Services Executive and Policy Committees will be considering implementing a fine-free policy for all member libraries in November. Staff will make a presentation to Council in September. In addition, VanderZanden reported on various department-related activities and projects as outlined in the activity report.

17. MAYOR’S REPORT:

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reported attending the Oregon Mayors Association Virtual Conference. Mayor Truax reported on National League of Cities-related matters of interest. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County-related matters of interest and virtual meetings he attended, upcoming community-related events, and upcoming virtual meetings he was planning to attend.

Council Discussion:

Mayor Truax reopened the floor to allow Councilors who had their hands raised prior to adjourning an opportunity to speak.

In response to Kottkey's inquiry pertaining to the ability of Councilors meeting with one another in another capacity, Jacob advised it is permissible to meet, i.e., for coffee, if there is less than a quorum of the members and warned about avoiding serial meetings. In response to the urgency of needing to meet as a governing body, Jacob advised pursuant to Council Rules, §3.4., Special Meeting, a meeting may be called by the Mayor or at the request of four members of the Council, i.e., if for some reason the Mayor does not call a meeting, four Councilors can call a meeting at the next regular Council meeting by motion and vote.

Valenzuela indicated she is available on a Saturday, noting she understands that everyone has busy calendars but she feels that the conversation needs to be with the entire Council and not two members and she would like to meet as a governing body sooner rather than later and before November.

In response to Uhing's concerns addressed in her letter and whether the Mayor, Council President and city staff/city attorney met privately (secret meeting) and made a decision to issue a written response that Uhing stated she felt reflected the consensus of the Council, Jacob affirmed for the public that there was never any quorum of the Council or illegal meeting held in violation of the public meeting laws. In addition, Jacob advised that staff needs to get a better framework and scope and determine the process for the type of meeting, i.e., if any of the discussions will require setting aside time for an executive session.

VanderZanden affirmed that he would work with individual Councilors to discuss potential dates and get a better idea about the scope and expectations for a "mini-retreat" work session that reflects the consensus of the Council, i.e., based on the discussion heard:

- Councilor Communications that are permitted
- Roles of Mayor and Council President
- Roles and responsibilities of individual Councilors
- City Council as a governing body

In conclusion of the above-noted discussion, Council collectively concurred to hold a "mini-retreat" work session as soon as possible to discuss the issues openly and transparently. VanderZanden affirmed that he would work with the City Attorney to determine if an executive session was also needed. In addition, Mayor Truax affirmed that he would work with City Manager and set a date that works with everyone's schedule.

18. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 10:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

CITY OF FOREST GROVE
COMMITTEE FOR COMMUNITY INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
March 3, 2020

Chairperson Devon Downeysmith

Kristen Tangen (Vice- Chair)
 David Andersen
 Charlene Murdock
 Student Advisor: Ashley Terry

Tom Cook (Secretary)
 Pamela Sprague
 Lowell Greathouse

Council Liaison: Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

➔ Citizen Communications – Anyone wishing to speak 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. Each person must state his or her name and give an address for the record.

All public 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, at (503) 992-3235, at least 48 hours prior to the meeting.

Present:, Tom Cook, Kristen Tangen, Council Liaison Malynda Wenzl, City Staff Bryan Pohl, Ashley Terry (student advisor), Pamela Sprague, new member: Lowell Greathouse, via phone: Devon Downeysmith

Absent: David Andersen, Charlene Murdock

1. Call to Order: Vice chair Kristen Tangen called to order at 5:35. Corrected and approved minutes of January 7th and special meeting of January 20th, 2020. Charlene was not present for the Feb 4th meeting and thus no quorum.

2. Community Action Inbox. None Members introduced themselves to Lowell Greathouse. And in turn he introduced himself as the newest member of CCI.

3. CCI Discussion

A. Annual Town Meeting 2020

The committee discussed the postponed ATM. Malynda stated that the city is updating the new police facility video. Also reports that the city does want to continue to focus on the facility as planned. Committee voted and passed to keep the topic as before: presentation on the proposed facility and then open questions to the new council and department heads. The previous agreed upon agenda will be used.

Voted to set the date for the “new” ATM for May 30th with same agenda as before.

4. Council Liaison Report: Counselor Wenzl discussed the process for filling the vacant council seats. CEP grants are open. Budget meetings to start. Update on GroveLink and how to promote.

5. Adjourn: 6:34 Next Meeting April 7th, 2020

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
July 28, 2020 -- 6:30 P.M. Page 1 of 3

3E

Members Present: Jennifer Brent, Kelsey Trostle, Holly Tsur and Bill Youngs (01 vacancy)
Members Absent: George Cushing and Mark Fischer
Staff Present: James Reitz and Bryan Pohl
Council Liaison: Peter Truax was excused
Citizens Present: 02 (Kristin Renzema and Gary Eddings, both via Webex)

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

COVID-19: Due to the emergency declaration and protocols resulting from COVID-19 (Coronavirus disease), the HLB limited in-person contact and social distancing. **The HLB conducted the meeting remotely by video conference.** The meeting was remotely video conferenced by Community Development Director Bryan Pohl as well as televised live from the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 21 and live-streamed on MACC TVCTV YouTube Channel 21. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). Written comments on items not on the agenda and written testimony were accepted if submitted by July 28th, 2020, 3 p.m. to Senior Planner James Reitz.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Preservation Grant Policy: Because the CEP grant was much reduced this year, the Board considered whether to revise the amounts awarded for each preservation grant. Brent asked staff if there had been a slow-down in grant requests. Reitz applied in the affirmative, but he could not necessarily attribute that to the pandemic. He noted that new requests could be filed at any time, and they sometimes are submitted without any previous consultation with staff. Brent then suggested that reducing the award to a maximum of \$750 would be acceptable to her.

Youngs said he too would be agreeable to a smaller grant amount, as that would allow the Board to award more grants overall. Tsur responded that she would prefer to keep the amount as-is (at \$1,000). She felt that would be the most consistent and keeping with past practice.

Brent noted that with \$2,150 to work with, only 2 grants were likely if each was awarded \$1,000. If the grant maximum were reduced to \$750, then 3 grants might be possible. Youngs offered – on behalf of his firm – to contribute \$100, which would allow for three full \$750 grants.

Youngs/Trostle to reduce the preservation grant award to a maximum of \$750. Motion carried unanimously.

B. Preservation Grant Request: 1903 22nd Avenue (Washington County Tax Lot 1N331CC06300). Applicant: Kristin Renzema. File Number 311-20-000115-PLNG. The applicant explained her project to the Board. She noted that many of the homes on her block are painted green, and she wanted something different and more historically accurate. She has selected a shade of dark blue (but not as dark as navy blue) for the trim. She has already selected a contractor.

Tsur advised that the wood siding was soft and should be only lightly pressure-washed. The applicant will follow-up with the contractor to ensure proper care is taken.

Board members had few other questions and all expressed support for the project. **Brent/Youngs to award a \$750 grant. Motion carried unanimously.**

- C. **Photo Contest:** Tsur noted that not all of the photos had been included in the packet. She has now uploaded all of them into Dropbox. She requested that everyone review them, and forward their selections to Trostle, who will tabulate the results.

Tsur has been in communication with Melody Haveluck, who was coordinating the prizes offered by some local businesses. Due to the pandemic it is not known if the prizes are still available. Tsur will follow-up with Haveluck and report back to the Board.

- D. **July-December Editorial Calendar:** Trostle noted that National Night Out, Quake-Up, the Chalk Art Festival and the Public Safety Fair had all been postponed or dropped this year. It does not appear that the Board's participation in any of these events is likely.

She asked if anyone had ideas for articles, but also observed that the *News Times* has not been very receptive. Tsur suggested that any articles be provided only to *the Friendly Gazette* for now. Several topics were suggested, which Trostle will incorporate into the calendar.

- E. **Stewart Award:** Trostle commented that no one came to mind for the award this year, and that there had been no "big" projects with "ginormous" impacts that should be recognized. Youngs suggested that perhaps one of the local contractors might be a good candidate; Brent concurred, but noted that further research would be needed, so maybe this would be a better idea for next year.

Brent thought the award should be skipped this year because the public had "no bandwidth" due to the pandemic. Tsur concurred, and observed that the award ceremony would have to be done remotely, which would not be as grand a presentation as desired.

By unanimous consent, the Board decided to forgo making the Stewart Award this year.

- F. **Alternative Funding Sources:** Tsur summarized where the discussion concluded at the February meeting. She asked Youngs for an update. He replied that he and Fischer hadn't met since; he also thinks this is not the right time to be asking for funds.

Tsur expressed her frustration at the lack of progress, noting that this is a big goal and the effort must be sustained. The Board will need to provide evidence to the City Council as to what has been done and document the results. The Board must show what alternatives are and are not feasible.

Youngs said that most of the grants he and Fischer reviewed simply didn't fit with what the HLB does. Tsur then requested that Youngs prepare a spreadsheet summarizing the results and offered to help him in the effort. Youngs said he would do so.

4. Old Business/New Business:

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of February 25, 2020 were approved as submitted.**
- B. Council Liaison Report. Mayor Truax was excused. Chair Tsur said that she had spoken with the Mayor earlier, and passed along his update on City activities.
- C. FHFG Report. Gary Eddings reported that the Friends had been meeting regularly. Due to the pandemic, they have suspended any fundraising activities for now. He said the organization has been restructured to streamline operations which are being overseen by a new Board of Directors. They are continuing work on the A. T. Smith house; a structural engineering study is being performed to develop a plan to stabilize the foundation. The *Friendly Gazette* has been re-formatted and is now a quarterly publication; it is being printed by Gann Brothers Printing, who recently relocated to downtown Forest Grove.

- D. Staff Update. Reitz reported that consultant Diana Painter had completed editing the Downtown District nomination and that it had been sent to SHPO for final review. SHPO staff anticipate completing the review within two weeks. If acceptable, it will be forwarded to the National Park Service in Washington, D.C. NPS would then have 45 days in which to render a final decision.

Reitz further reported that there was one incomplete grant project from last fiscal year. He sent a letter to the applicant requesting an update on the project, but there has been no reply. If the applicant does not contact staff soon, the grant will be voided. Reitz said that if that happens, he will request that some or all of the award (\$500) be rolled over into the current fiscal year fund, but he could not guarantee that the request would be approved.

5. **Adjournment:** The July 28, 2020 meeting adjourned at 8:24 p.m.

These minutes respectively submitted by James Reitz (AICP), Senior Planner

MINUTES APPROVED BY THE PAC ON AUGUST 20, 2020.

Commission Members Present: Linda Taylor, Emily Lux, Dana Eytzen, Pat Truax, Kathleen Leatham. **Excused:** Amy Tracewell, Kathy Broom, Michael Goetzke, Laura Frye. **Absent:** N/A. **Council Liaison Present:** N/A. **Staff Present:** Tom Gamble, Colleen Winters. **Guest(s):** N/A

1. CALL TO ORDER: By Dana Eytzen at 5:04 pm.

2. CITIZEN COMMUNICATION: N/A

3. APPROVAL OF PAC MEETING MINUTES: Kathleen motioned to approve the December meeting minutes as corrected, Pat seconded. Motion carried unanimously.

4. ADDITIONS/DELETIONS: Deletion-5F. Strategic Plan Objectives update

5. DISCUSSION/DECISION ITEMS:

- A. Election of Officers:** The title of Secretary has been eliminated from Boards & Commissions. Emily volunteered to continue recording meeting minutes. Kathleen motioned to accept the current officers (Chair and Vice Chair) for an additional term. Pat seconded. Motion carried unanimously.
- B. Approval of 2020 Meeting Schedule:** Pat motioned to approve the 2020 PAC meeting schedule, with the addition of the 2/8 annual goal setting retreat. Kathleen seconded. Motion carried unanimously.
- C. Retreat Date/Location:** The PAC annual goal setting retreat will be held at Pat Truax's home on 2/8/2020, from 9am-12pm.
- D. Stars in the Grove Assignments:** There is an opportunity for information spreading and fundraising at the Stars event, aside from ticket sales. Concessions will be sold (non-plastic containers of water and healthy snacks) which Linda will pick up. Pat, Linda, and Kathleen will make decisions on concessions and possible activities such as a raffle. It is important that as many PAC representatives attend the event as possible.
- E. Banner Pole Call for Art Update:** The jury met and discussed the three applications. Only one application met the full criteria for consideration. Applicants were contacted, and two of the three have or will reapply. The call will be re-publicized to hopefully increase the application pool for consideration.

6. INFORMATION ITEMS:

A. Finance Report: Reviewed. The CEP grant application will be discussed at the regular February meeting, after the CEP subcommittee meets on February 10 and more information about possible changes can be discussed.

B. Art Contest Update: The art contest went smoothly, with an excellent display in the library and a nice reception, and excellent feedback. The show will come down tomorrow.

7. COMMISSIONER COMMUNICATIONS: N/A

8. STAFF COMMUNICATIONS: A new City Councilor, Mariana Valenzuela, was sworn in on Monday. The new PAC council liaison will be assigned likely this month.

9. COUNCIL LIAISON COMMUNICATIONS: N/A

10. ADJOURNMENT: Meeting adjourned by Dana Eytzen at 5:51pm.

Respectfully Submitted by Emily Lux.

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MINUTES APPROVED BY THE PAC ON AUGUST 20, 2020.

Commission Members Present: Linda Taylor, Emily Lux, Dana Eytzen, Pat Truax, Kathleen Leatham, Amy Tracewell, Michael Goetzke. **Excused:** Kathy Broom, Laura Frye. **Council Liaison Present:** Mariana Valenzuela. **Staff Present:** Tom Gamble, Colleen Winters.

1. **CALL TO ORDER:** By Dana Eytzen at 9:29 am.
2. **CITIZEN COMMUNICATION:** N/A
3. **ADDITIONS/DELETIONS:** Additions-4D. Stars in the Grove, 5B.-Tualatin Valley Creates Project
4. **DISCUSSION/DECISION ITEMS:**
 - A. **Strategic Plan/Goals Review:** Lengthy discussion-Mini-grants, future CEP changes, and the diversification of what is funded by the PAC. Strategic plan document will be updated to reflect changes. For next meeting's agenda:
 - Add a "check-in" calendar, to keep on track with annual and ongoing goals
 - Online application for walking tour
 - Mini-grant process review
 - B. **Meet the Artist Dinners:** One MTAD featured artist for 2020 will be whomever is chosen for the banner pole project. The artist will be chosen by March 15th. The goal is to hold this dinner during late spring or early summer. Cathy Compton offered to host again, as did Kathleen.
 - C. **New Logo Status:** The PAC agreed to use the mission statement logo that was used for the contest advertising. Discussion of potential uses, including street banner, temporary tattoos, and decals. Pat moved to produce stickers, not to exceed \$100 (from discretionary). Amy seconded. Motion was accepted, unanimously.
 - D. **Stars in the Grove:** Tickets and posters were distributed. Laura will be the artistic director. PAC information that needs to be read aloud should be delivered to Pete Truax for the script. Acts will show up at 5:30, which is when PAC members will set up concessions and the auction. Doors open at 6pm, and the program begins at 6:30. There are five pieces so far for the art raffle. Lynne Magner will need a file of the mission statement graphic to make a new banner. All PAC members present should help clean the auditorium after the show.
5. **INFORMATION ITEMS:**
 - A. **B&C Dinner:** Reminder that the B&C Dinner is 2/13 at the Senior Center.
 - B. **Tualatin Valley Creates Project:** A walking tour of potential locations for the project

occurred last month. Tualatin Valley Creates/Raziaah's favorite locations were the space across from City Hall, and the parking lot on the corner of 21st west of Ridgewalker. Both locations are parking lots. The tentative plan is to place at least two benches on the chosen location, which would include interactive musical elements. This would occur in the landscaped area, not as a "parklet" in a parking space.

6. COMMISSIONER COMMUNICATIONS:

- The Pacific University Theatre department is performing "This Girl Laughs, This Girl Cries, This Girl Does Nothing" at the Tom Miles auditorium on March 11. PAC members are invited to attend the show and a preceding reception. RSVP to Amy.

7. STAFF COMMUNICATIONS:

- Jane Kirkpatrick and Kim Stafford are coming to the library. More details to come.
- Anna and Abigail's Yard is out for bid! Construction is scheduled to begin in April and will likely go through August. The park will be closed during construction.

8. COUNCIL LIAISON COMMUNICATIONS:

- Welcome to our new liaison, Mariana!

9. ADJOURNMENT: Meeting adjourned by Dana Eytzen at 11:57am.

Respectfully Submitted by Emily Lux.



265

Monthly Building Activity Report August-20 2020-2021

Category	Period:	August-19	Period:	August-20
	# of Permits	Value	# of Permits	Value
Man. Home Setup	1			
Sing-Family New	23	\$ 5,016,017.00	3	\$ 688,287.00
SFR Addition & Alt/Repair	5	\$ 94,442.00	8	\$ 264,097.00
MultiFamily New				
Multi Family Alterations/Repair/Additions				
Group Care Facility Alt/Repair				
Commercial New				
Commerical Addition			1	\$ 60,000.00
Commercial Alt/Repair	1	\$ 21,535.00	3	\$ 53,000.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair	4	\$ 330,152.00		
Gov/Pub/Inst (new/add)	2	\$ 9,219.00	2	\$ 391,000.00
Signs	2	\$ 6,700.00	2	\$ 15,000.00
Grading				
Demolitions				
Total	38	\$5,478,065	19	\$1,471,384

Fiscal Year-to-Date

2019-2020		2020-2021	
Permits	Value	Permits	Value
62	\$9,391,195	46	\$4,965,104



A place where businesses and families thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	<u>3.H.</u>
MEETING DATE:	<u>09/14/2020</u>
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 14, 2020*

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

SUBJECT TITLE: *Accept Resignations on Committee for Community Involvement*

ACTION REQUESTED:

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

X all that apply

Charlene Murdock, Appointed 02/2019, Term Expiring January 31, 2023, has informed staff of her desire to resign from the Committee for Community Involvement (CCI) as per attached e-mail.

Devon Downeysmith, Appointed 04/2017, Term Expiring January 31, 2022, has informed staff of her desire to resign from the Committee for Community Involvement (CCI) as per attached e-mail.

Ashley Term, Student Advisory, Appointed 11/2018, Term Expiring January 31, 2022, has informed staff of her desire to resign from the Committee for Community Involvement (CCI) as per attached e-mail resignation.

STAFF RECOMMENDATION:

Staff recommends City Council accept the above-noted resignations and deem seats vacant.

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Anna Ruggles

CCI A 2/15

Team 4/3/23

From: Charlene Murdock <[REDACTED]>
Sent: Thursday, August 20, 2020 5:56 AM
To: Anna Ruggles
Subject: CCI

Hello Anna,

I find it necessary to cut back on civic involvement due to An increase in family Commitments as a result of my husbands health.

I would like to step down from the CCI Advisory Committee.

I remain in service to my work with TAC and URAC.

Thank you,

Charlene

Charlene Murdock



Forest Grove, Oregon

[REDACTED]
[REDACTED]
[REDACTED]
charlene@foodwaysatnanacardoon.org

Find us at [Foodways at Nana Cardoon](#)

Follow us on [Facebook](#)

Discover us on [Instagram](#)

Sign up for our [newsletter](#)

CERTIFICATE OF APPRECIATION

Awarded to

Charlene Murdock

*Forest Grove Committee for Community Involvement
2019 ~ 2020*

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

The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional leadership you exemplified on the City of Forest Grove Committee for Community Involvement.



A place where families and businesses thrive.

*Peter B. Truax, Mayor
Forest Grove City Council
September 14, 2020*

CCI A 417
Term 1/31/22

Anna Ruggles

From: Devon Downeysmith <[REDACTED]>
Sent: Wednesday, September 2, 2020 12:08 PM
To: Anna Ruggles
Cc: Bryan Pohl
Subject: CCI Resignation

Hi Anna,

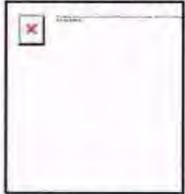
I am writing to formally resign from CCI. Bryan and Malynda are aware of this change.

Best,
Devon

Devon Downeysmith
Communications Director

[REDACTED]

Pronouns: she/her/hers



[Check out our website](#)

CERTIFICATE OF APPRECIATION

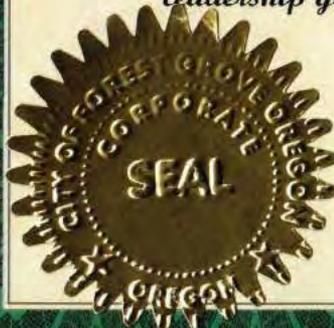
Awarded to

Devon Downeysmith

*Forest Grove Committee for Community Involvement Chair
2017 ~ 2020*

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

The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional leadership you exemplified on the City of Forest Grove Committee for Community Involvement.



FOREST GROVE  **OREGON**

A place where families and businesses thrive.

*Peter B. Truax, Mayor
Forest Grove City Council
September 14, 2020*

CCI
Student Advisor

A 11/18 1/31/22

Anna Ruggles

From: Ashley Terry <[REDACTED]>
Sent: Tuesday, August 4, 2020 8:45 PM
To: Anna Ruggles
Subject: CCI Resignation

Hi Anna,

I am resigning from my position as the student liason to CCI because I am moving away to college. I have enjoyed my time on this committee and hope that the City is able to continue their efforts to place students on commissions.

Thank you,

Ashley Terry

CERTIFICATE OF APPRECIATION

Awarded to

Ashley Terry

*Forest Grove Committee for Community Involvement
Student Advisor 2018 ~ 2020*

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

The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional leadership you exemplified on the City of Forest Grove Committee for Community Involvement.



FOREST GROVE  **OREGON**

A place where families and businesses thrive.

*Peter B. Truax, Mayor
Forest Grove City Council
September 14, 2020*



A place where businesses and families thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	<u>3.I</u>
MEETING DATE:	<u>09/14/2020</u>
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 14, 2020*

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

SUBJECT TITLE: *Accept Resignation on Historic Landmarks Board*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

William (Bill) Youngs, Appointed 03/2018, Term Expiring December 31, 2022, has informed staff of his desire to resign from the Historic Landmark’s Board (HLB) as per attached e-mail.

STAFF RECOMMENDATION:

Staff recommends City Council accept the above-noted resignation and deem seat vacant.

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Anna Ruggles

HLB A 12/31/18

12/31/22

From: James Reitz
Sent: Friday, August 21, 2020 1:36 PM
To: Anna Ruggles
Subject: FW: Attendance and resignation

FYI.

From: Bill Youngs [REDACTED]
Sent: Friday, August 21, 2020 1:06 PM
To: James Reitz <jreitz@forestgrove-or.gov>; Holly Tsur <[REDACTED]>
Subject: Attendance and resignation

James/ Holly;

I am out of town all next week for business and will not be in attendance for next week's FGHLB meeting on 8/25/2020. Further it has become time for me to submit my resignation to the board. The demands of our ongoing efforts to care for our two elderly neighbors and my mother have been steadily increasing and my employer has made more demands of my time in the form of out of town scopes of work. These additional demands on my time is the primary reason that I feel I need to resign my appointment to the Forest Grove Historic Landmarks Board. I simply do not have the time to complete the tasks assigned to me.

As I side note when we started the search for additional grant funds to help support our community of historical homes, I felt it was important to find additional fund sources rather than just relying on the city council to hand us money. Due to the current conditions caused in part by the COVID-19 pandemic and the extreme need of our immediate community as well as outside our little world, I feel that asking for money to hand out to homeowners is a little too gratuitous in this time of extreme need. Too many people are trying to find a way to feed and house themselves as well as pay for basic needs like utilities. I might suggest the board look at suspending the preservation grants until the current pandemic and economic crisis has been averted.

Sincerely

Bill Youngs

CERTIFICATE OF APPRECIATION

Awarded to

William Youngs

*Forest Grove Historic Landmarks Board
2018 ~ 2020*

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

The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional leadership you exemplified on the City of Forest Grove Historic Landmarks Board.



FOREST GROVE  **OREGON**

A place where families and businesses thrive.

*Peter B. Truax, Mayor
Forest Grove City Council
September 14, 2020*

CERTIFICATE OF PARTICIPATION

This certifies

Ashley Roth

*As "2020 Historic Photo Contest" Winner
Submission titled "Blank House, Old Stagecoach Stop c. 1858"*

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



Holly Tsui
Historic Landmarks Board Chair
August 19, 2020



EMERGENCY SHELTER COVID 19 RESPONSE

SUMMARY AND LESSONS LEARNED



AGENDA

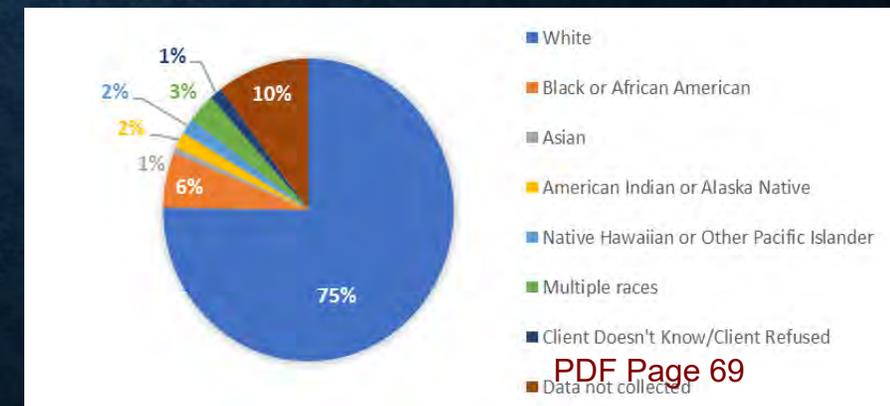
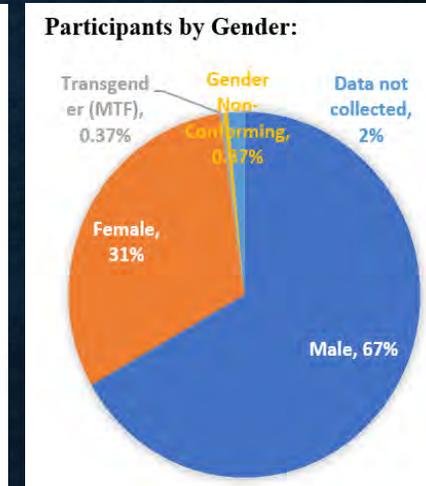
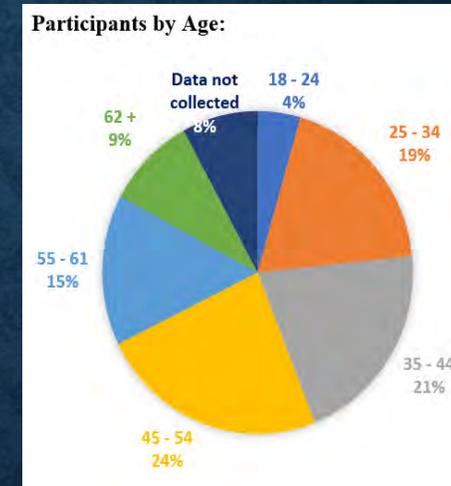
- COVID19's impact to the shelter program
- Challenges to getting people off the street
- Case studies
- Next steps, needs

A HUGE THANKS!

Because of your support and additional funding, we were able to:

- Shelter 291 homeless client including:
 - 15 Veterans
 - 66 with Disabilities
- Quickly open three congregate shelters supporting 150 people over 77 days
 - Made possible through additional funding from Oregon Housing and Community Services
- Take over a hotel for quarantine of COVID+ and asymptomatic homeless client
 - Washington County filing for FEMA support
- Transition 11 people into permanent housing
 - Process is enabled by consistent contact in the shelters

Combined Impact of All Efforts			
Total Unduplicated Individuals	291	Total Unduplicated Households	261
Chronically Homeless Individuals	60	Individuals with disabling conditions	66
Youth 18-25	12	Veterans	15



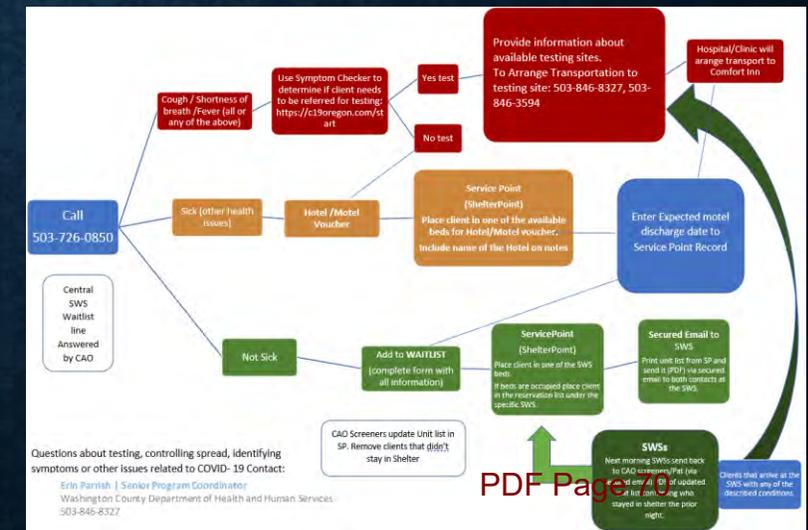
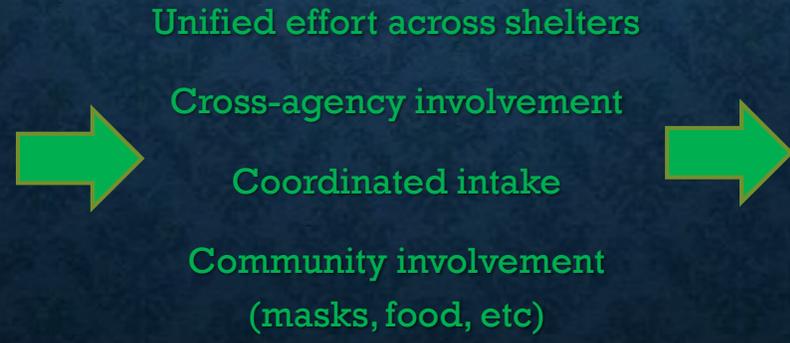
SHELTERING BEFORE AND AFTER COVID

- Before COVID: 8 faith-based shelters, each open 1-2 nights per week
- Homeless required to move locations throughout the county to seek shelter on a first-come, first-served basis
 - Makes tracking and contact difficult
 - Guarantees that job locations and shelters will not be co-located
- COVID pandemic forced all shelters to close March 16

How has supporting the homeless changed in the last three months?

- Community-wide effort -> a first!
 - Supporting tent camps with sanitation, food services
 - Quarantine of positive and asymptomatic patients
 - County-wide coordinated, 7-day congregate shelters
- Additional shelter funding from Oregon Housing and Community Services, Beaverton and Hillsboro City Councils
- Comprehensive plan: sheltering, outreach, services, Built For Zero

Shelter	Address	SUN	MON	TUE	WED	THU	FRI	SAT
Sherwood The Old Hall - St. Francis	15659 SW Oregon St	Open						
Forest Grove United Church of Christ	2032 College Way		Open	Open				
Tualatin Rolling Hills Community	3550 SW Borland Rd				Open			
Cornelius Emanuel Lutheran Church	1124 S. Beech St.				Open	Open		
Beaverton Beaverton Just Compassion	12350 SW 5th St					Open		
Tigard Calvin Presbyterian Church	10445 SW Canterbury Lane						Open	
Tigard St. Anthony's Catholic Church	9905 SW McKenzie St							Open



FROM HOMELESS TO HOUSED

- Barriers to Exiting Homelessness: Instability, sporadic access to communication, health & mental health challenges
 - Maintaining timely contact between agencies and clients problematic
 - Navigating the system both organizationally and logistically more difficult when moving from shelter to shelter daily.... Or with no shelter at all
 - Lack of adequate supports to for mental health & substance abuse
 - Environmental stressors make treatment less effective
- Advocacy is important
 - Housing First model – It works
 - Shared responsibility
- Complicated web of touchpoints

CASE STUDY: SKEETER'S STORY

Background

- Once a promising musician, Skeeter sustained a traumatic brain injury.
 - Unable to sustain Autonomous Daily Living
 - Managed to get SSDI
 - Unable to manage finances
- Vulnerable to fraud, predation
 - Former partner took over finances
 - SSDI direct deposited to her account
 - Ended up on the street

How you helped!

- Washington County CoC and community partners became aware of Skeeter
 - Hillsboro PD open investigation into possible fraud
 - ASSIST team worked with Skeeter and SSA to stop misdirection of funds, designate new trustee
 - Project Homeless Connect, Luke-Dorf connect Scooter with family
- **Outcome: Moved to Arizona to live with family!**

CASE STUDY: MADELINE

Background:

- Well known in the SWS system since January 2019.
 - However, many years of prior homelessness throughout Oregon
- Many barriers to moving her to a stable living arrangement:
 - 64 years old
 - Physical disabilities
 - Fragile health
 - Dietary restrictions
 - Not capable of living independently
- Health deteriorated and ended up hospitalized

How you helped!

- The process:
 - Because of health and other restrictions, moved to a hotel while various organizations worked to a successful placement.
 - Community Action, Just Compassion, LifeWorks NW and Washington County advocated for her to get Medicaid support of placement in an assisted living facility
- **Outcome: Permanent placement for Madeline into an assisted living facility in Sherwood upon discharge from hospital!**

NEEDS

- Mitigate siting challenges in advance – Identify locations that could serve as emergency shelter for homeless individuals in a public health crisis, periods of severe weather and a full-time year-round asset in your community
- Engage in preparations for winter shelter season now – COVID 19 will require the system to function differently
- Support street outreach, day shelters, and harm reduction efforts – maintain contact with unsheltered populations, provide for basic health and safety, monitor for symptoms, and connect to services and housing

Emergency Shelter COVID 19 Response: Summary and lessons learned



The Severe Weather Shelter network began providing emergency shelter to individuals during the winter months (November to March) in 2008. Led by Washington County Department of Housing Services, the network of primarily faith based organizations opened their doors and, staffed and managed entirely by volunteers, provided a warm, dry, safe place to sleep, meals, and supports to individuals who would otherwise be unsheltered in our communities. In 2008, the shelter system was activated only during periods of extreme weather which resulted in a total of 18 days of activation and 171 bed stays provided by 442 volunteer hours. Over the course of the last 12 years, the system has grown into a fully developed winter shelter system offering safe accommodations to nearly 800 individuals at 8 sites during the winter months.

In January 2020, the membership of the Housing and Supportive Services Network completed our Continuum of Care's Point in Time Count, the annual census of shelter and unsheltered homeless individuals and families in our community. This year's count identified a total of 618 individuals in 491 households, of whom 307 individuals in 270 households were unsheltered at the time of the count. The unsheltered individuals consisted of 23 children under the age of 18, 13 young adults between the ages of 18 and 24, and 271 adults over the age of 24 including 44 older adults over the age of 55. 102 individuals were identified as chronically homeless. The US Department of Housing and Urban Development defines Chronically Homeless in 24 CFR Parts 91 and 578:

A "chronically homeless" individual is defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the "chronically homeless" definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.

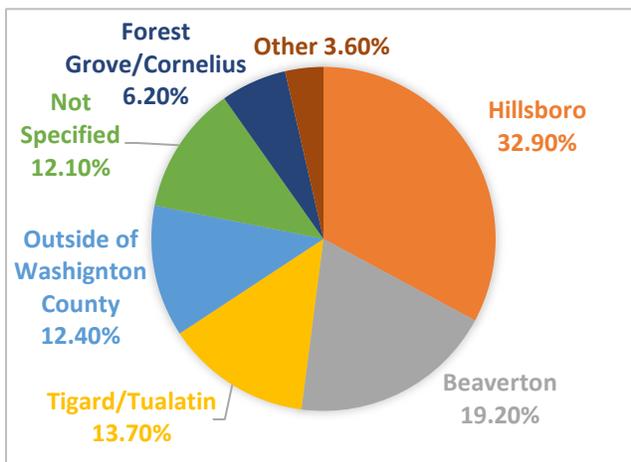


Figure 1. Geographic distribution of unsheltered population – 2020 PIT

The Point in Time Count also assess the geographic distribution of unsheltered homeless individuals within Washington County both by where individuals were contacted during the count and where they report being their primary location. Figure 1 identifies the distribution of the unsheltered population by primary location during the Point in Time count period.

The 2019-2020 Severe Weather Shelter season began on November 1, 2019 with 8 Faith Based shelter provider partners funded by Community Action through a contract with Oregon Housing and Community Services. Still primarily volunteer driven, the programs operated independently under the collaborative model established by the Department of Housing Services. Seven of the 8 providers were open 1 to 2 nights per week at locations throughout the county and beds were offered on a first come, first served basis with people seeking shelter gathering at the entrance to each shelter awaiting entry. On nights when there were more individuals seeking shelter than the number of available beds, people were turned away at the door. One shelter program, at Sunrise Church, operated for 90 consecutive days with beds offered on an enrollment basis offering any empty beds remaining each night on a first come, first served basis.

Due to the growing threat of infection from COVID19, the State of Oregon issued guidance that communities should enact social distancing practices, and instituted a 'Stay Safe, Stay Home order". The threat of COVID19 and resulting building closures lead to the early closure of several of the Severe Weather shelter programs. On March 16th, most programs were shut down due to lack of access to buildings, lack of volunteers, and concern regarding the spread of COVID19 in their communities – particularly in spaces not large enough to allow for adequate distancing. The SOS program operated by Project Homeless Connect out of the Sunrise Baptist Church in Hillsboro had already closed their 90 day program on April 30th but was continuing to engage with unsheltered people through the operation of a day center out of the church building. The Beaverton Severe Weather Shelter also continued to operate one night per week out of building owned by the City of Beaverton.

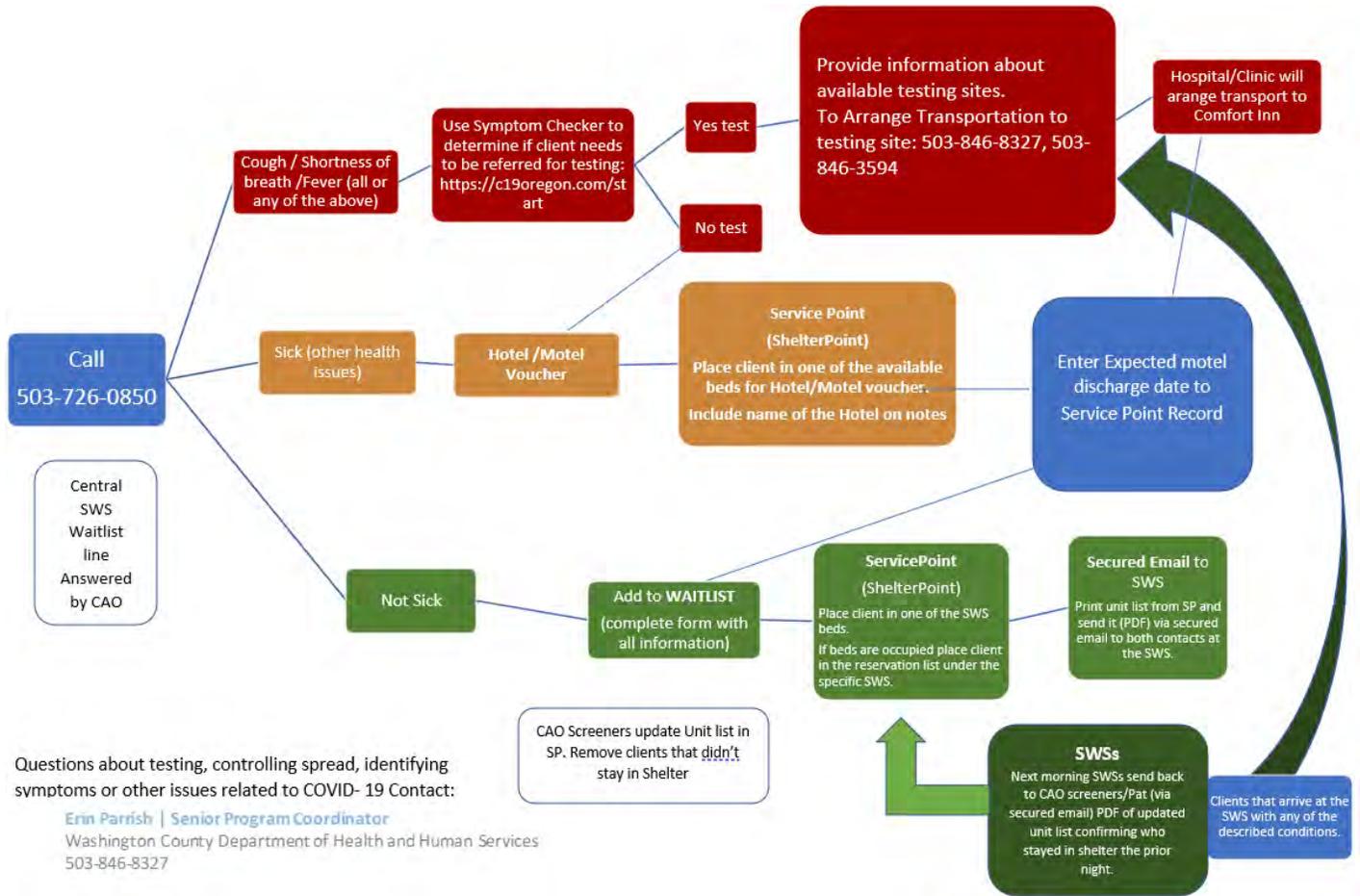
The Beaverton Severe Weather Shelter, operated by Just Compassion and Sunrise Severe Weather Shelter, operated by Project Homeless Connect, were able to continue to operate in their buildings and retain paid staff. Due to the closure of the other programs in the network and the need to ensure access to shelter, food, basic human sanitation, and to prevent the spread of COVID in the homeless community, the shelter season was extended to May 31, 2020. On March 18, 2020 Oregon Housing and Community Services provided an additional \$250,000 to Community Action to support the additional cost of extending the severe weather shelter season.

After consideration of the operating capacity of the existing network and the geographic distribution of unsheltered individuals in the January 2020 Point In Time Count, Just Compassion and Project Homeless Connect were asked to expand their services to provide emergency shelter 7 nights per week and to extend their operations to include daytime hours to reduce the risk of exposure and provide a more stable daily census in shelter. With the additional funding and the support of the Cities of Beaverton and Hillsboro, both programs agreed and began to adjust their programs, intake processes, and staffing levels to meet the need.

To mitigate the risk of COVID19 exposure and infection in the congregate settings, three significant adjustments to the program operations were identified as necessary for the safety of shelter residents and staff:

1. Real-time data available about shelter stays to facilitate contact tracing should an individual test positive for COVID19.
2. Divert symptomatic or medically vulnerable individuals from congregate settings.
3. Enhanced intake and screening procedures at shelter entry to identify and divert newly symptomatic individuals.

Through a phone-based screening and entry process, individuals seeking shelter who reported symptoms of COVID19 were diverted to testing sites and respite shelter at the Comfort Inn in Hillsboro operated by Washington County. Those who reported an underlying medical condition that would place them at additional risk for complications or death from exposure to COVID in a congregate setting were diverted to local motels across the county. Individuals were screened at shelter entry for newly developed symptoms after initial screening. The process used to determine placement is outlined in the flowchart below.



Questions about testing, controlling spread, identifying symptoms or other issues related to COVID- 19 Contact:

Erin Parrish | Senior Program Coordinator
Washington County Department of Health and Human Services
503-846-8327

Shortly after reopening, Sonrise Church was no longer able to host the shelter and Project Homeless Connect worked with the City of Hillsboro and Tualatin Hills Parks and Recreation District to quickly operationalize two new sites – the Salvation Army site in Hillsboro, and the Elsie Stuhr Center in Beaverton.

From March 18 to June 1, the collaboration provided 4,795 bed stays to 291 individuals. With initial screening and diversion procedures in place, the response successfully mitigated the spread of COVID19 in the homeless population. Between March 25, 2020 and June 1, 2020, all partners participated in brief, virtual meetings 3 times per week to address emerging concerns and share rapidly changing information, consult with Washington County Public Health, ensure effective processes, staff complex client situations, and facilitate strong communication and program support. As a result of the frequent communication, emerging needs in the sheltered population were identified and relationships were in place to problem solve and adjust processes or enhance services as needed. Ongoing consultation with Washington County

Health and Human Services staff helped ensure that shelter programs had access to the information and materials needed to safely operate a congregate shelter setting in the midst of the pandemic. During the last two weeks of shelter operations Washington County Health and Human Services provided on site access to mental health and substance use assessments and supports on-site at each program. This partnership was remarkably supportive to the shelter guests and staff and resulted in improved engagement in services by several individuals.

The active participation of City staff in the collaboration meetings provided a direct line of communication between the cities and the programs.

The following is a summary of the impact of this expansion including lessons learned and recommendations for current and future consideration.

What Worked Well:

- Partnership & engagement from local jurisdictions - additional sites and expanded hours could not have been operationalized without the support of the cities and park district.
- Consolidated sites – reducing the number of sites made logistics and staffing easier & reduced potential spread of the virus. It also removed the burden of traveling across the county to access shelter day to day from people experiencing homelessness.
- Paid staffing ensured consistent and reliable coverage of additional shifts
- Expanded days and hours – operating 7 days/week and extending day-time hours allowed for more stability in shelter and enhanced the safety of the sheltered population by reducing potential exposures. Extended hours also provided more awake, non-meal time to engage with guests and supported access to services including engagement in Coordinate Entry processes (Community Connect), access to health, mental health, and substance use treatment programs, and provided shelter guests a place to be during daytime hours reducing complaints of loitering in surrounding neighborhoods.
- Reduced Shelter Census - Smaller number of individuals per site allowed for better engagement & relationship building, better oversight, and reduced the risk of virus spread.
- Coordinated enrollment facilitated access, reduced exposure, improved data quality and supported contract tracing.
- Providing mental health and addictions services on site – LifeWorks and 4D staff on-site facilitated access to services and resulted in improved engagement
- Ongoing coordination, regular communication, staffing individual client situations improved ability to be responsive and improve health, safety and efficiency
- Built for Zero – Having shelter services in place supported the efforts of the Built for Zero initiative by providing both a safe place to engage with individuals and additional contact points to help facilitate housing program enrollment processes.
- Mobile Shower Trailer – The expanded use of the one shower trailer operating in Washington County enabled shelter providers to ensure access to basic sanitation that we necessary for maintaining the health and safety of sites that did not have access to shower facilities. A schedule was developed to share access to showers for both sheltered and unsheltered people across the county.

Opportunities for improvement:

- Hotel placement for medically fragile individuals resulted in less support for those individuals due to lack of staffing. Individuals who are not able to care for themselves

independently and are not well enough to manage in a congregate shelter setting need a safe place to be with adequate supports as permanent solutions are developed.

- The delay in connecting with Hawthorne and 4D staff was a missed opportunity to engage people early on. Having these agreements in place as well as dedicated liaison staff at opening will ensure no delay.
- There remains a significant need for access to day shelter services. For a variety of reasons, a percentage of the homeless population cannot safely engage in congregate shelter settings. However, there is still a need for access to showers, laundry, basic health assessments, and support services. Expanding access to Day Shelter services and Street Outreach wide would allow for regular contact with the unsheltered population for the purposes of ensure health and safety and engaging in housing plans.
- Training at startup and on-going for shelter staff and volunteers – with expanded days and hours resulting in more time spent in the congregate setting with others, having staff trained in maintaining a safe and healthy environment, recognizing mental health crisis, and de-escalating conflict is essential.
- Siting – identifying and gaining access to facilities in which to provide shelter was challenging. Siting issues resulted in delays in implementing programs. Opportunity for education and engagement
- Access to basic sanitation, including bathrooms and showers were a significant issue for the unsheltered population. Not having consistent access to these basic resources poses a significant health risk.
- Access to phones, charging stations and internet was essential for accessing services, including shelter, applying for benefits, and having reliable information about COVID in the community. Without reliable access to these modern essentials, unsheltered individuals are at a significant disadvantage during the Pandemic.

Recommendations:

Mitigate siting challenges in advance – Identify locations that could serve as emergency shelter for homeless individuals in a public health crisis, in periods of severe weather, and as a full-time year-round asset in your community. Consider what conversations need to happen to engage stakeholders, build political will, and secure potential sites.

Engage in preparations for the winter shelter season now. The Severe Weather Shelter system will need to function differently this coming season as we may not be able to rely on church buildings or volunteers and will likely need to reduce the number of sites, reduce movement across the county, and limit exposure by operating 7 nights in a smaller number of smaller sites. This will require investment of additional resources as well as engagement from local jurisdictions to identify and support shelter sites.

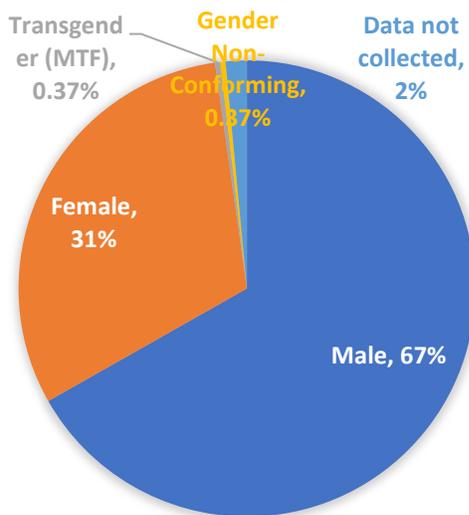
Support street outreach and harm reduction efforts. We cannot shelter or house all homeless people in our community. Therefore, for the duration of the COVID 19 threat and until additional resources are available to address the permanent housing and shelter needs of our community, increased access to basic sanitation services – specifically restrooms, showers and laundry – through a combination of expanded day shelter hours and the purchase of two additional shower trucks.

Increase Street Outreach to maintain contact with unsheltered populations, monitor for symptoms and make referrals for testing within unsheltered populations to prevent spread within camps and general populations.

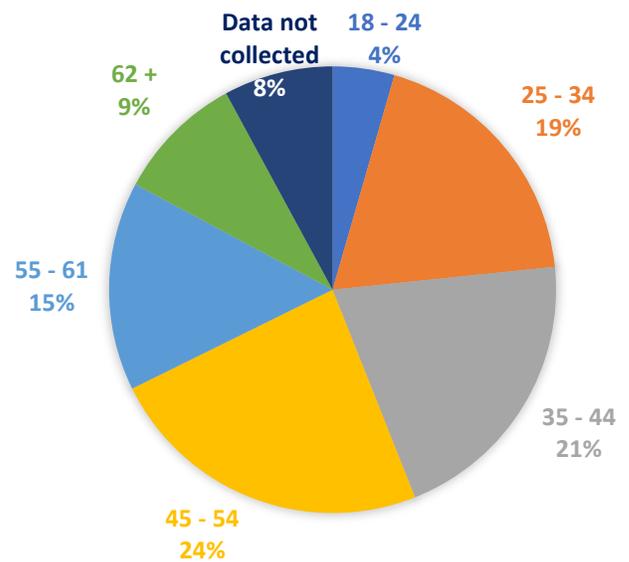
Combined Impact of All Efforts

Total Unduplicated Individuals	291	Total Unduplicated Households	261
Chronically Homeless Individuals	60	Individuals with disabling conditions	124
Youth 18-25	12	Veterans	15

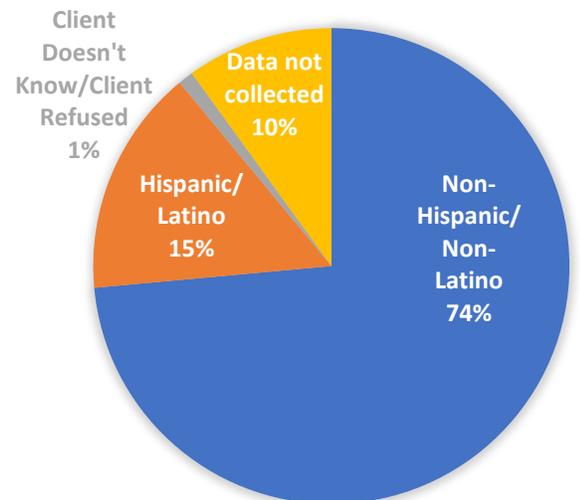
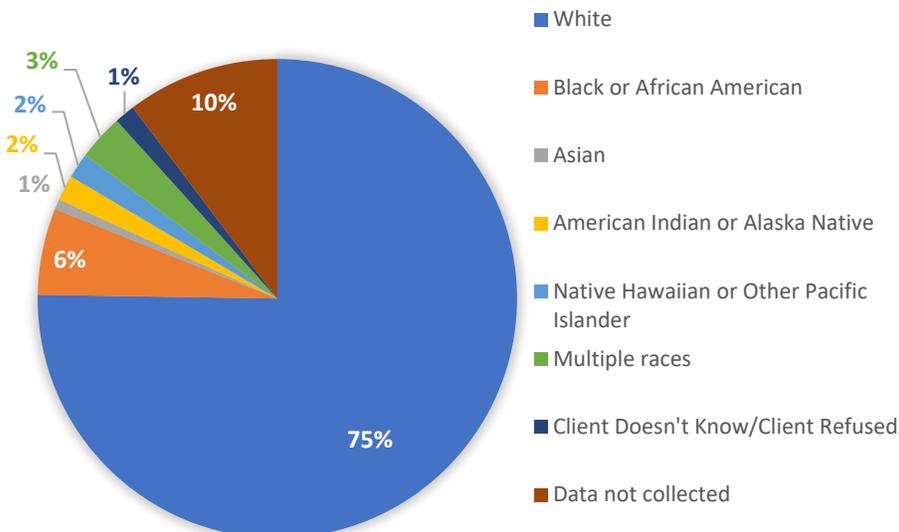
Participants by Gender:



Participants by Age:



Participants by Race and Ethnicity:



Sources of Income:

Supplemental Security Income (SSI)	37
Social Security Disability Insurance (SSDI)	20
Earned Income	14
Other Source	11

Exit Destination:

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	254
Rental by client, no ongoing subsidy	8
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	6
Substance abuse treatment facility or detox center	3
Staying or living with friends, temporary tenure (e.g., room apartment or house)	3
Hotel or motel paid for without emergency shelter voucher	3
Staying or living with friends, permanent tenure	1
Staying or living with family, temporary tenure (e.g., room, apartment or house)	1
Staying or living with family, permanent tenure	1
Owned by client, no ongoing subsidy	1
Hospital or other residential non-psychiatric medical facility	1

Participant Stories

Tricia is 61 years old. She was evicted from her apartment for non-payment of rent in February and, having no place else to go, began living in her car. She was working with a career coach to improve her employment and income while she searched for a new place to live. In March, she lost her job at McDonalds due to COVID19. With no income, a recent eviction and landlord debt on her rental history, Tricia entered shelter unsure how she would be able to find a place to live and wondering how long she would be homeless. With assistance from shelter staff and a Housing Navigator, she completed the application for the Metro 300 housing assistance program, was approved for housing and signed a new lease on April 8. She is settled into her new home and preparing to return to work.

Monique is 64 years old, has been homeless in Washington County since January of 2019. Due to her physical needs and fragile health, she was diverted from the congregate shelters and placed in a motel. She has significant health issues and dietary restrictions that required additional supports during her stay. It became clear that Monique was not able to manage activities of daily living and would not be able to live independently. Working collaboratively, staff at Community Action, Just Compassion, LifeWorks NW and Washington County advocated for her to be connected to the Medicaid resources needed to secure placement in an assisted living facility. With the stability of a safe place to stay, she was able to seek medical assistance and she was admitted to the hospital. She will be moving permanently to an assisted living facility in Sherwood upon her discharge putting an end to years of struggling to maintain her health and safety on the street.

Bradley is in his early 40's reports experiencing homelessness for the first time. Being separated from his wife after many years of marriage, he found himself homeless with no resources. Despite having several health issues Bradley made use of all services available to him. Working closely with him he disclosed being a Veteran. Shelter staff begin seeking services for Veterans. Bradley moved to a 24-hour shelter for Veterans - Do Good Multnomah - with housing services attached.

Al is in his late 40's has been homeless in Washington County for several years. He managed to keep a full-time job while staying at the Shelter. While in the shelter he worked closely with the staff regarding his use of alcohol. With support and encouragement from shelter staff, he attended zoom AA meetings at least twice each week while in the shelter. On May 31st he had 30 days clean and maintained full time employment.

Sebastian is in his mid-twenties and has experienced homeless since the age of 15. Living from tents to doorways he reports working and attending school while homeless. BSWS was a safe place which provided him with services that allowed him to be successful with his employment he was promoted to assistant manager. With the assistance of shelter staff he was able to move into his first apartment with a roommate.

Vince is in his late 30's he reports being homeless for a few years. He was very motivated seeking employment and working odd jobs while in the shelter. He was unable to obtain housing while at the shelter due to time restriction, but has remained engaged in his housing plan and is actively working to regain stability.

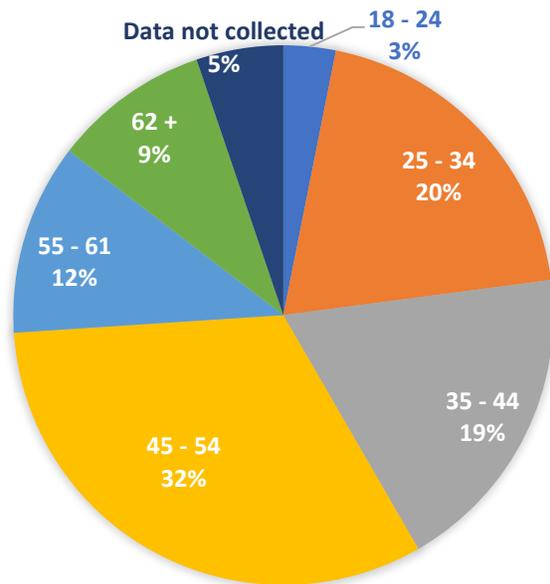
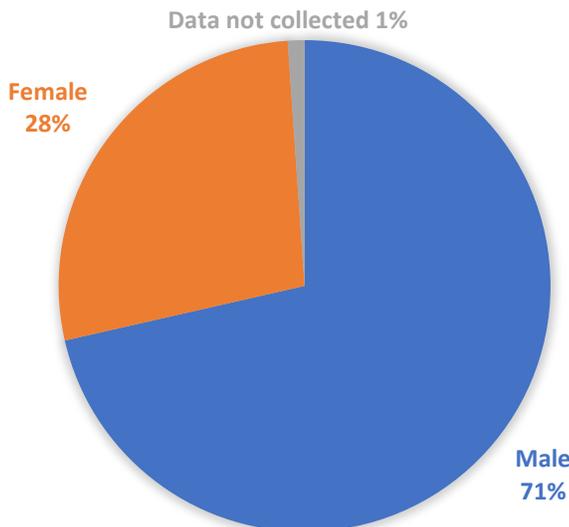
Ally had been homeless for many years, she was willing and determined to find permanent housing and full time employment. With the support of shelter staff she was able to use of a computer, receive daily bus tickets and a lunch to start her day. Despite dealing with some unseen disabilities she obtained employment at Amazon and is staying at the SOS in Portland.

“Scooter” is a 69-year-old man living outside in Washington County, Oregon. Once a promising musician, Scooter sustained a serious traumatic brain injury in the early 1980's. This injury changed the course of his life. With the help of his family, he was able to obtain Social Security Disability benefits. However, because of the effects of his disability, Scooter has been unable to manage his own finances and has needed the assistance of a payee; this has made him an easy target for predatory individuals interested in gaining access to his money. In the spring of 2020, Scooter mentioned some confusion about not receiving any money. Working collaboratively members of the Project Homeless Connect staff, ASSIST staff, the Hillsboro Police Department and Luke-Dorf staff learned that Scooter's former significant other had taken control of his finances, having his SSDI check deposited into a checking account that he did not have access to. As a result, the Hillsboro Police Department opened an investigation into this possible fraud. The ASSIST team worked with Scooter to connect with the Social Security Administration, return his benefits to him and start the process of obtaining a payee who will not fraudulently use his benefits. Project Homeless Connect and Luke-Dorf staff have worked together to connect Scooter with his brother in Arizona, and are working with him to get a phone and a replacement ID to achieve his goal of moving to Arizona to live with his brother.

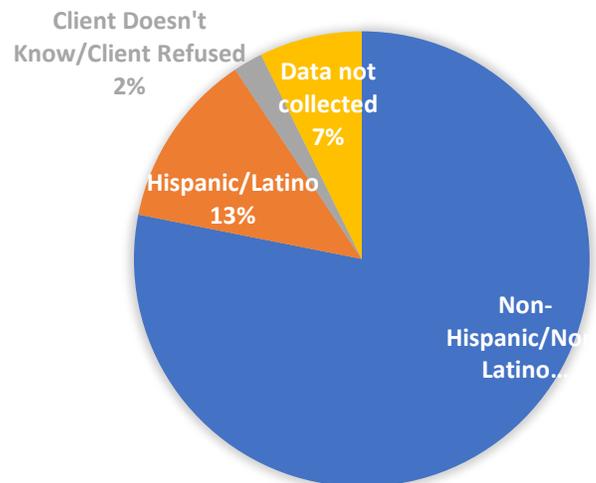
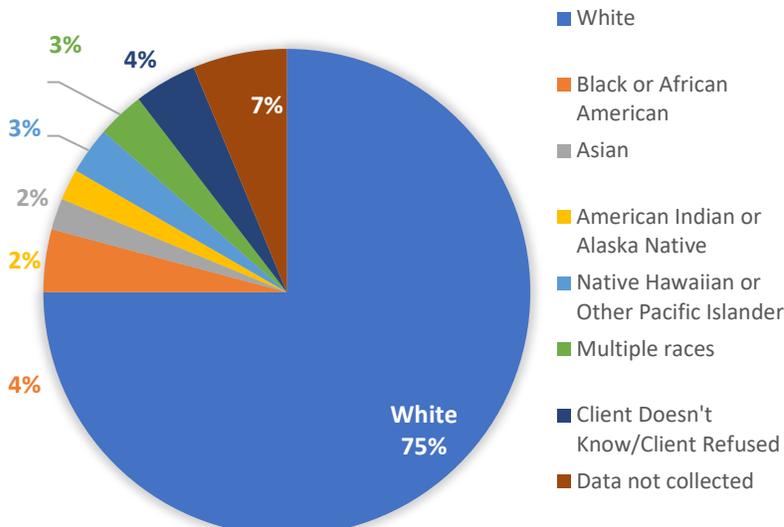
Appendix 1: Beaverton Severe Weather Shelter

Total Unduplicated Individuals	96	Total Unduplicated Households	93
Chronically Homeless Individuals	14	Individuals with disabling conditions	45
Youth 18-25	2	Veterans	5

Participants By Gender



Participants by Race and Ethnicity



Sources of income

Supplemental Security Income (SSI)	8
Social Security Disability Insurance (SSDI)	4
Earned Income	3
Unemployment Insurance	1
Temporary Assistance for Needy Families (TANF)	1

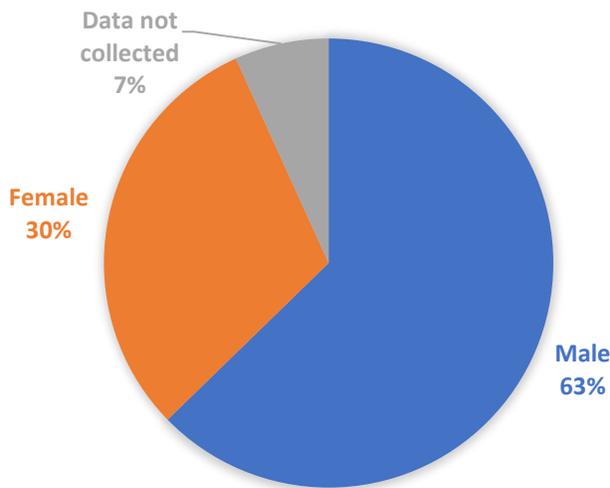
Exit Destination

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	93
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	3

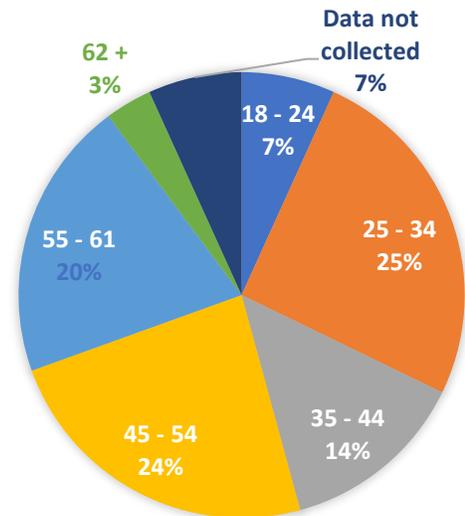
Appendix 2: Project Homeless Connect –Eslie Stuhr Center

Total Unduplicated Individuals	59	Total Unduplicated Households	56
Chronically Homeless Individuals	15	Individuals with disabling conditions	25
Youth 18-25	3	Veterans	2

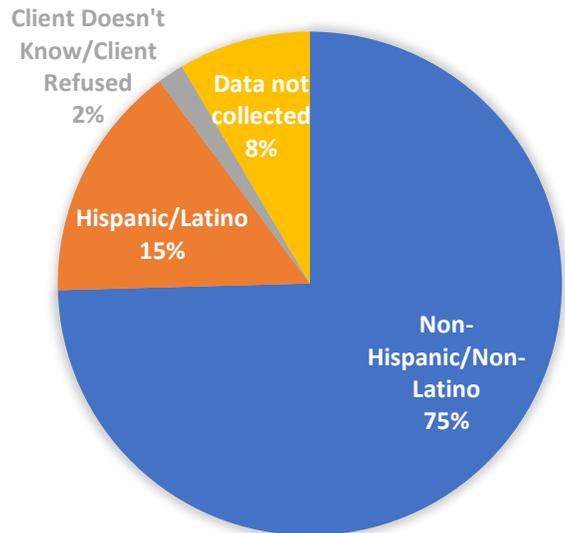
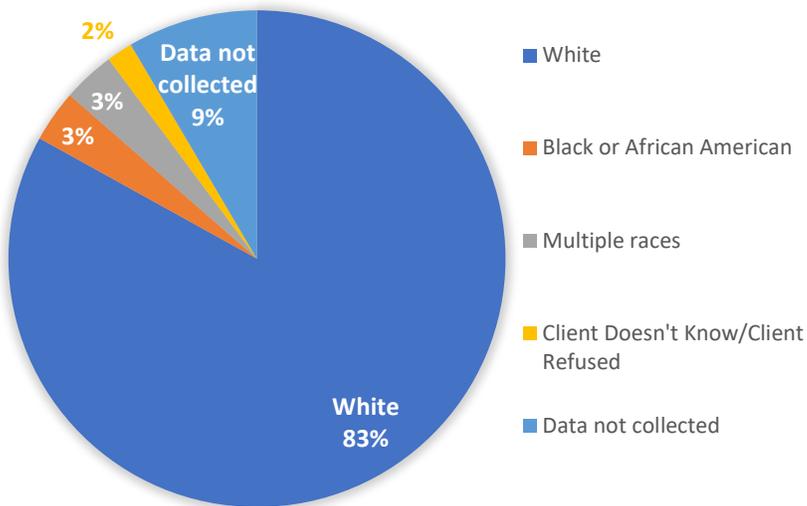
Participants by Gender



Participants by Age



Participants by Race & Ethnicity



Sources of Income

Supplemental Security Income (SSI)	6
Social Security Disability Insurance (SSDI)	2
Earned Income	1
Pension or retirement income from a former job	1

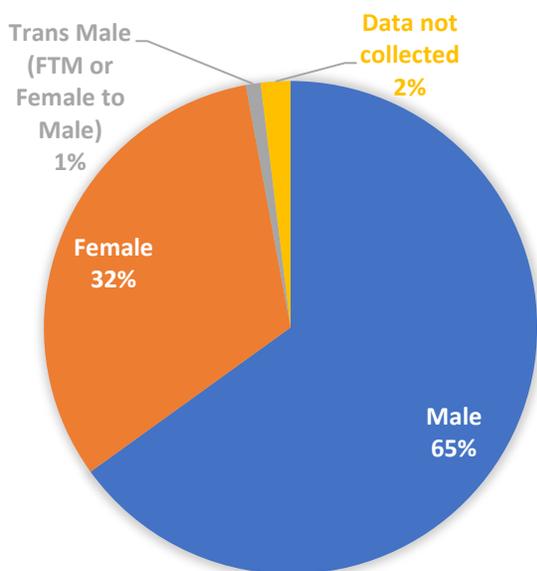
Exit Destination

Place not meant for habitation	33
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	7
Data not collected	5
Rental by client, no ongoing housing subsidy	4
Hotel or motel paid for without emergency shelter voucher	3
Staying or living in a family member's room, apartment or house	3
Staying or living in a friend's room, apartment or house	2
Jail, prison, or juvenile detention facility	1
Client Doesn't Know/Client Refused	1

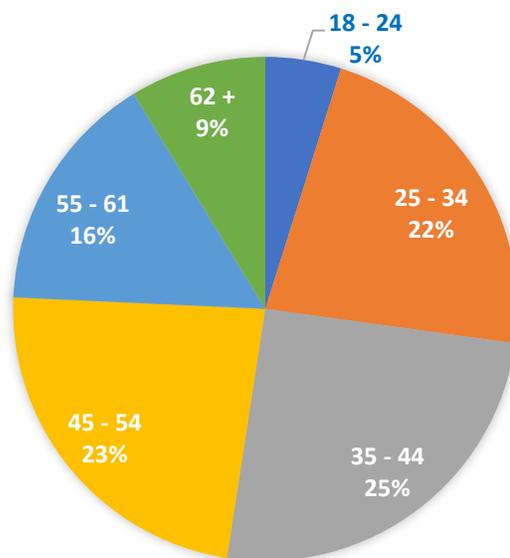
Appendix 3: Project Homeless Connect Salvation Army Center

Total Unduplicated Individuals	103	Total Unduplicated Households	99
Chronically Homeless Individuals	20	Individuals with disabling conditions	51
Youth 18-25	5	Veterans	7

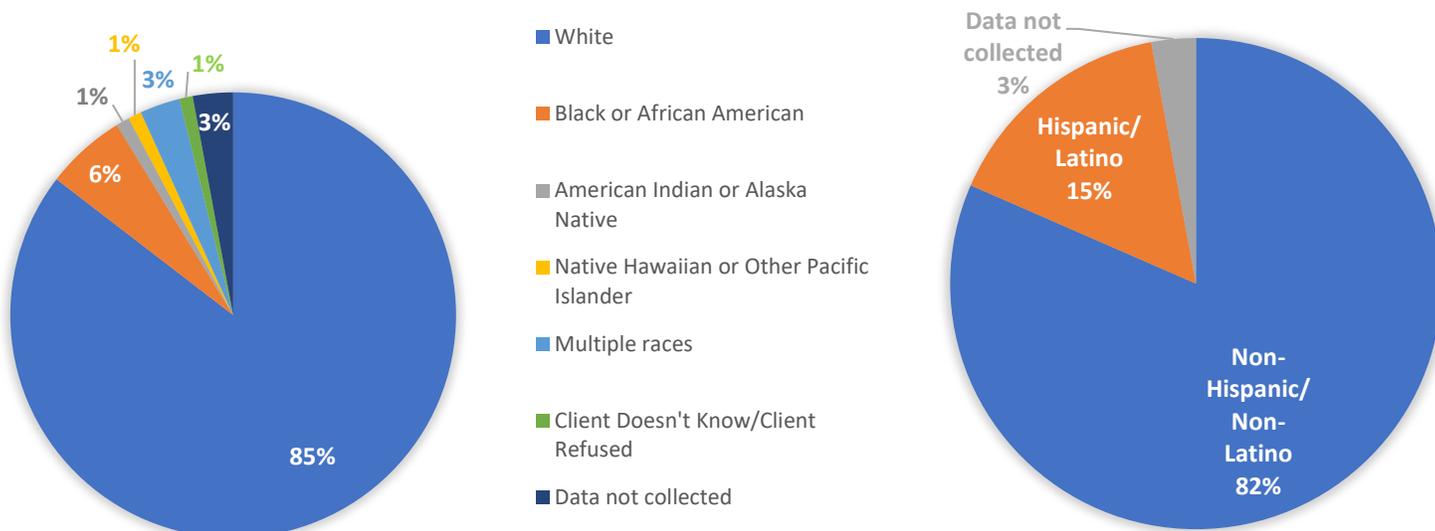
Participants by Gender



Participants by Age



Participants by Race & Ethnicity



Sources of Income

Supplemental Security Income (SSI)	16
Earned Income	10
Social Security Disability Insurance (SSDI)	9
Temporary Assistance for Needy Families (TANF)	2
General Assistance (GA)	1
Other Source	1

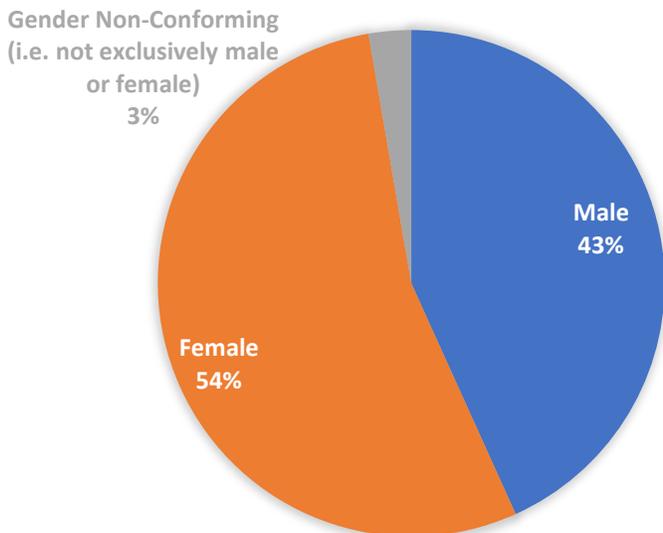
Exit Destination

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	98
Rental by client, no ongoing subsidy	2
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	2
Hospital or other residential non-psychiatric medical facility	1

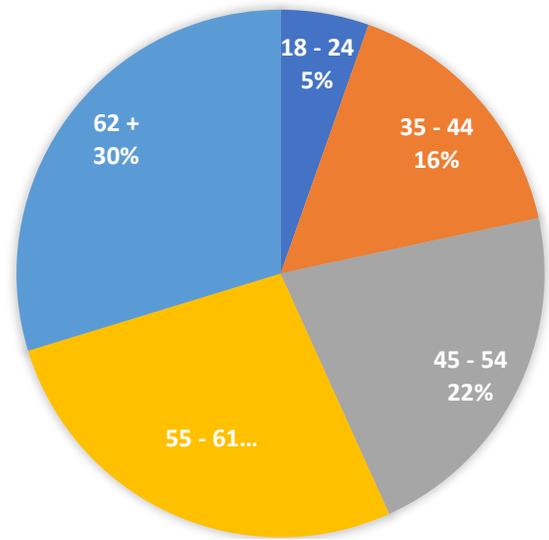
Appendix 4: Motel Vouchers – Scattered Site

Total Unduplicated Individuals	37	Total Unduplicated Households	31
Chronically Homeless Individuals	15	Individuals with disabling conditions	28
Youth 18-25	2	Veterans	3

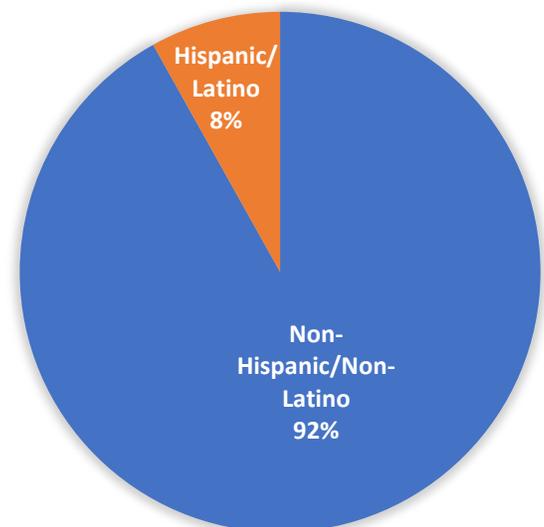
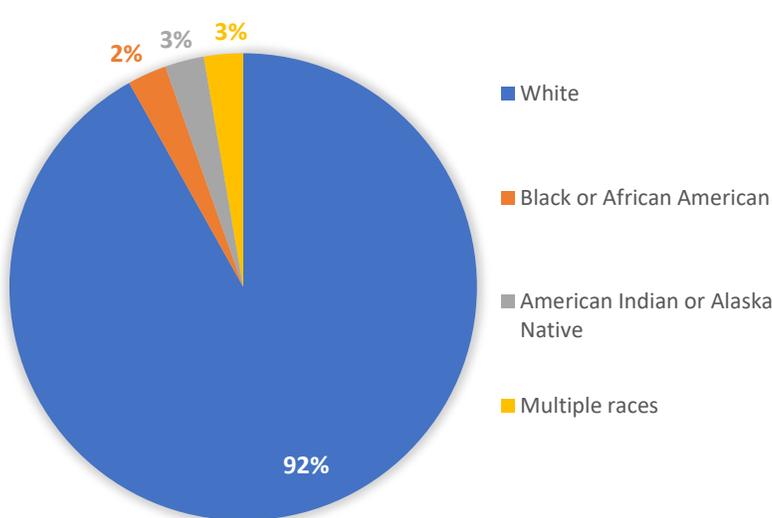
Participants by Gender



Participants by Age



Participants by Race & Ethnicity



Sources of Income

Social Security Disability Insurance (SSDI)	9
Supplemental Security Income (SSI)	6
Earned Income	2
Private Disability Insurance	1
Pension or retirement income from a former job	1
Alimony and other spousal support	1
Other Source	1

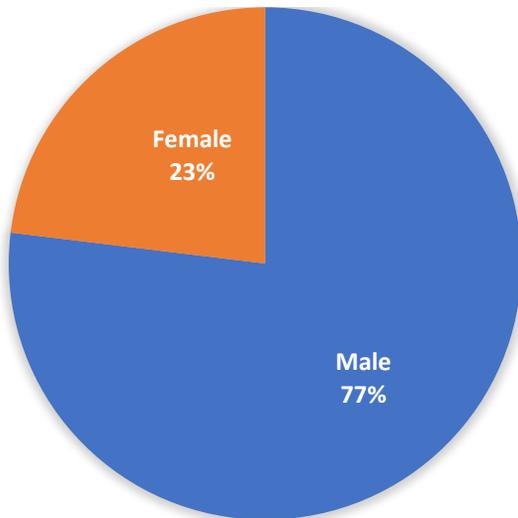
Exit Destination

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	23
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	8
Owned by client, with ongoing subsidy	1
Rental by client, no ongoing subsidy	1
Staying or living with friends, temporary tenure (e.g., room apartment or house)	1
Hotel or motel paid for without emergency shelter voucher	1
Hospital or other residential non-psychiatric medical facility	1

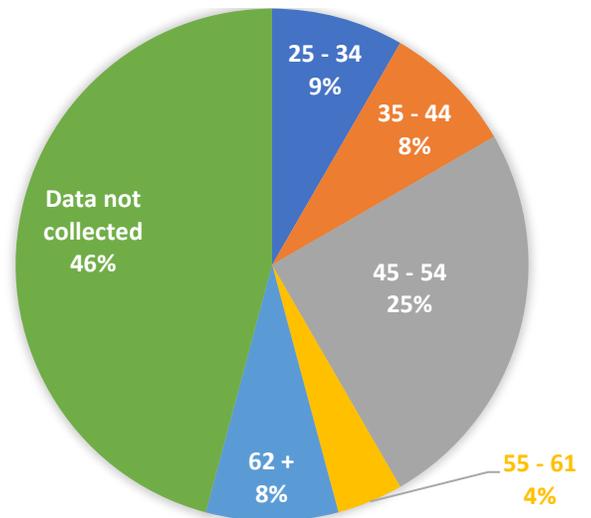
Appendix 5: Comfort Inn Respite Shelter for COVID Symptomatic/Positive

Total Unduplicated Individuals	24	Total Unduplicated Households	12
Chronically Homeless Individuals	3	Individuals with disabling conditions	2
Youth 18-25	0	Veterans	0

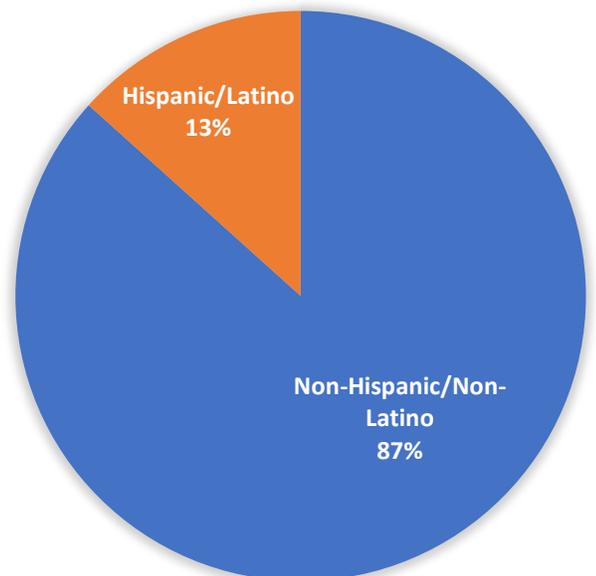
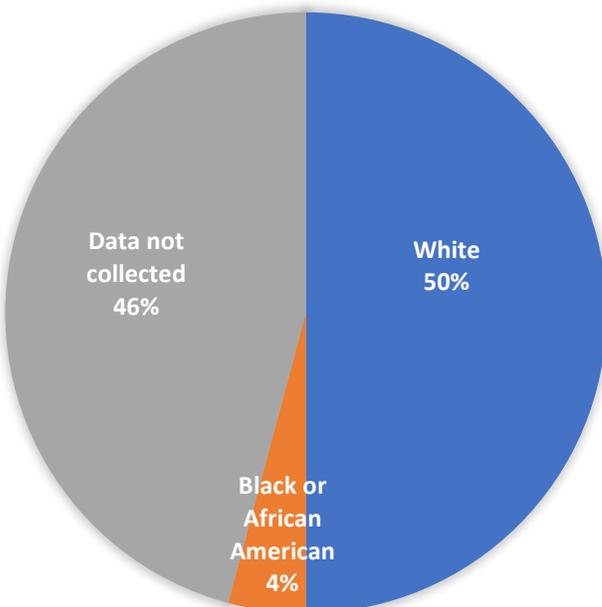
Participants by Gender



Participants by Age



Participants by Race & Ethnicity





A Community Response to Poverty | Pandemic

AGENDA:

- Alignment to City Council Goals
- Emergency COVID19 Response
- Community Impact Grant refresh





Workgroup Priorities

Housing Security

Food Security

Youth/Families

GOAL 3.1: Partner to help those experiencing homelessness

2019

West WA Co. Anti-Poverty Workgroup | Quarterly

- Community-based response; services available in our area
- Participation: Inter-city, area nonprofits, FGSD, Chamber
- Priorities: **housing security, food security, youth/families**

2020

West WA Co. COVID19 Emergency Taskforce | Weekly

- Focused anti-poverty strategies toward COVID response
- Participation: Mayor, city manager, local nonprofits, FGSD, OFB
- Benefiting: homeless, food banks, FGSD/youth, people of color, home bound, businesses, farmers, others



COMMUNITY IMPACT GRANT | Refresh



- Name: Winter Shelter -> Coalition on Rural Housing Insecurity
- Leadership: Shawn Cardwell; Celeste consulting
- Project: Community Based Housing Security: transition seasonal shelter -> collaborative year-round services
- Problem: capacity to provide local transitional and permanent supportive housing year-round
- Objective: provide sustained, year-round services and strategic planning to address housing capacity



Strategic Planning

Fundraising

CRHI PRIORITIES



Outreach

- Hire new team and set goals for 1, 3, 6, 12-month horizons

Sheltering

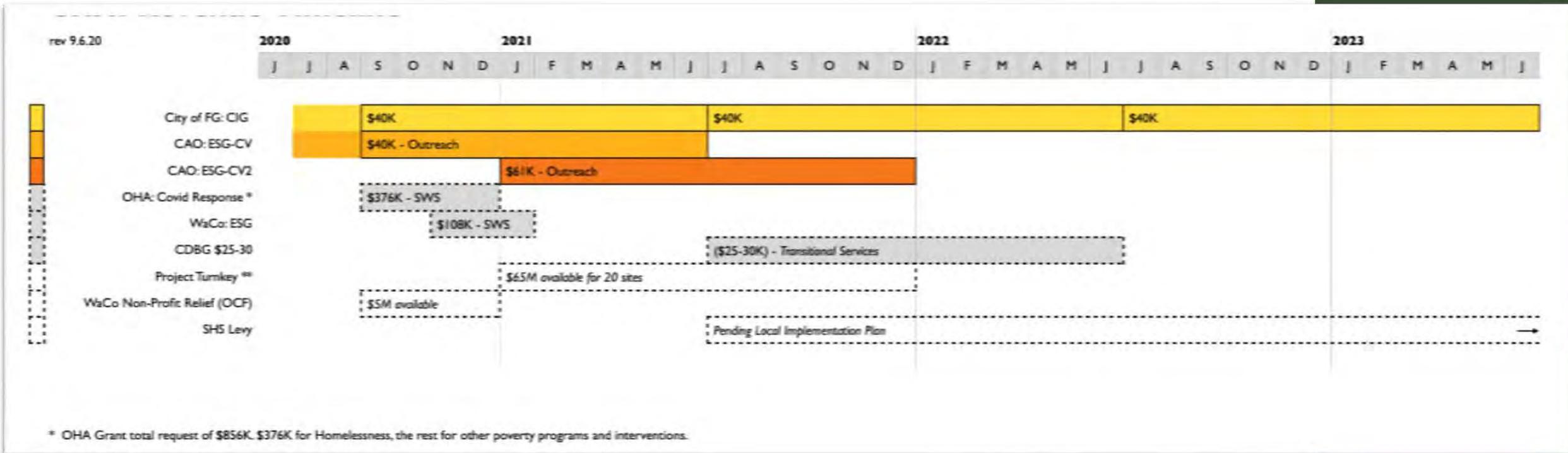
- Congregate Risks: CDC/OHA mediations; Public Health support; facility; liability
- Plan non-congregant (motel) option with partnerships to house 30 individuals
- Discovery: Pod Village model; Project Turnkey (OCF, State Reps, local hotels)

Coalition Building

- Priority: establish consistent year-over-year funding above the CIG \$40K
- Collaboration: Centro, Open Door, Pacific U., PSU, FGSD, Luke-Dorf, Adelante Mujeres, Virginia Garcia, Habitat for Humanity, PCC, Faith community, others
- Near-term: fund local services hub for homelessness and coalition partners
- Longer term: permanent housing available inventory in FG



CRHI REVENUE TIMELINE



REFERENCES

Western WA Co. Emergency Taskforce

Priorities: housing, food, youth/families

Wins (sample)

- \$18K OFB grant – restaurant catered meals to Open Door day center
- \$15K Daybreak rotary + City of Cornelius – purchase fresh produce from ~5 local farmers
- \$__ FG F&R – refrigerated truck rental and purchase of supplies (canopies, misters, beverages)
- \$5K Daybreak rotary – purchase supplies and food to support local food banks (carts, canopies)

Challenges

- Stable, sustainable funding for homeless services in rural communities
- Eligibility of federal funds - flexibility or expanded definition of “shelter” for non-congregate options
- Congregate shelter model: CDC/OHA mediations; Public Health support; facility; liability
- Childcare: FGSD staff and families

What’s ahead

- Activating Pacific U. students & faculty – estimate 3,000 hours over the academic year
- Engagement with homeless outreach and at-risk youth thru FGSD
- Emerging strategy: low-barrier Transitional Housing & Services



Western WA Co. Emergency Taskforce

REFERENCES

- Western WA Co. Emergency Taskforce Report ([link](#))
- Metro Supportive Housing Services measure ([link](#))
 - Local Implementation Planning Committee ([link](#))
- Presentation on village ('pod') model by Todd Ferry, PSU Center for Public Interest Design ([video replay](#))
- FGSD Superintendent's message – Sep 4 ([link](#))



Income Sources

Earned Income	1
Supplemental Security Income (SSI)	4
Social Security Disability Insurance (SSDI)	2

Exit Destinations

Emergency shelter, including hotel or motel paid for with emergency shelter voucher	8
Rental by client, no ongoing subsidy	2
Staying or living with friends, temporary tenure (e.g., room apartment or house)	2
Owned by client, no ongoing subsidy	1
Staying or living with friends, permanent tenure	1
Staying or living with family, temporary tenure (e.g., room, apartment or house)	1
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	1
Hotel or motel paid for without emergency shelter voucher	1

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CECOP Civil Engineering Internship

June-September 2020
Josephine Crofoot

Projects

Major Projects:

- ADA Sidewalk Inventory
- 13th Ave Sanitary Sewer Extension
- ARTS Signaling Project

Other Experiences:

- Meetings:
 - Joint Water Commission Meeting
 - Festival Street Consultant Interviews
 - Pre-Construction Meetings
- Tours/Observations:
 - CCTV SS Inspection
 - Watershed & Water Treatment Plant Tour

Minor Projects:

- Inspections:
 - Sidewalks/forms
 - Driveways
 - Public ROW
- Development Projects:
 - Gales Creek Terrace
 - Silverstone
 - Rose Grove Mobile Homes
 - Roger's Park- Anna & Abby's Garden
- Capital Improvement Program
Construction Projects:
 - 19th Ave & C St Improvements
 - Utility Cover Inventory-2020 Overlay
- Equipment Procedure & Data Analysis
- Hydrant Map Request
- Miscellaneous Minor Tasks

ADA Sidewalk Inventory

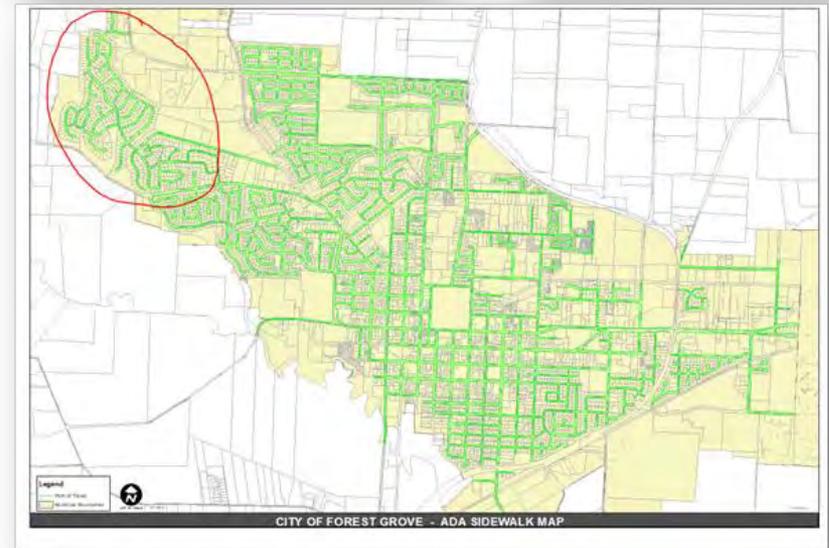
Project Objective:

- Part of *ADA Transition Plan*
- Inventory all hazards within public sidewalk segments within the City



Project Status:

- Collected data on final section of City
- Post-processed all segments inventoried
- Completed the ADA Sidewalk Inventory for the City.



13th Ave Sanitary Sewer Extension

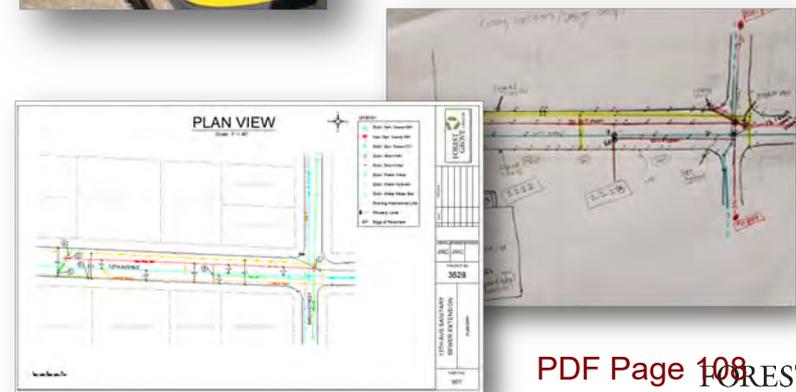
Project Objective:

- Eliminate potential sanitary sewer overflows
- Eliminate long sewer laterals



Project Status:

- Project final design in progress
- Working on drafting final plans
- Will be completed/constructed after my internship



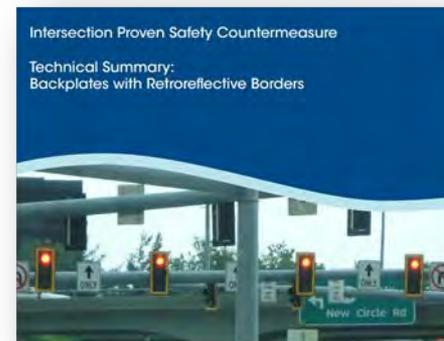
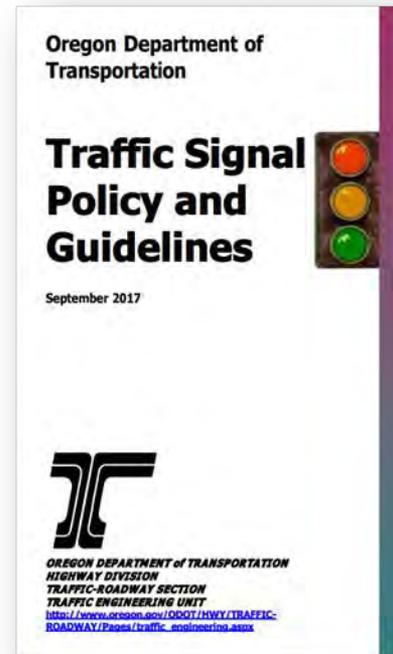
ARTS Signal Project

Project Objective:

- All Roads Transportation Safety Project for the City of FG
- Reduce traffic accidents with the addition of retroreflective borders around signal backplates.

Project Status:

- Collected status of existing signal heads
- Collected ODOT standards and researched case studies
- Determined materials needed



Inspections/Site Visits/Tasks



19th & C Street Improvements



CCTV- Closed Circuit Television



GIS Hydrant Map

CoFG Water Tour



Watershed Tour
FG Watershed



Water Treatment
Plant Tour

Departmental Interactions

Within the City of FG:

- Public Works
 - Street, Sewer, Water, Storm
- Building Department
- Administration Services
 - Shout out to IT and GIS folks 😊



External Interactions:

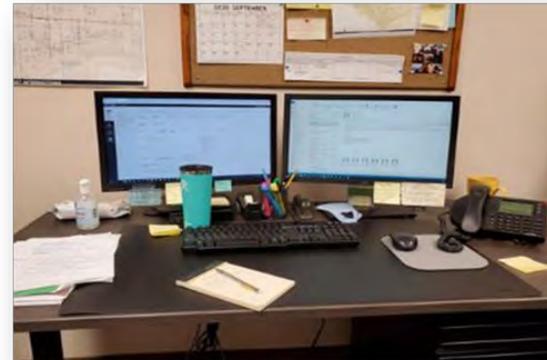
- Washington County
- Oregon Department of Transportation (ODOT)
- Product Manufacturers
- Contractors
- Contracted Engineering Firms



Overall Impression

Work Environment & Quality:

- Great Co-workers
 - Supportive & Patient
- A lot of field work 😊
 - ~ 50% Field/50% Office
- Good variety of projects/tasks
- Accommodating/reasonable
- Awesome first internship!



Questions?



PROPOSAL TO ELIMINATE LIBRARY OVERDUE FINES

COLLEEN WINTERS, LIBRARY
DIRECTOR

Background

Forest Grove existing overdue fine policy

- Forest Grove stopped charging fines in 1975
- Forest Grove again started charging overdue fines in 2009 under the WCCLS fine structure. All WCCLS libraries charge fines under this structure.
- The annual fine revenue for Forest Grove ranges from \$15,000 to \$20,000
- Fines have not been charged or collected since the library closed in March
- The Forest Grove Library Commission considered WCCLS' fine free proposal at its September 2nd meeting. They voted unanimously to support it

Background

WCCLS Fine Free Proposal

- The issue was first identified at the May, 2020 WCCLS Executive Board meeting with questions about how overdue fines fit with WCCLS commitment to access and equity.
- A draft proposal was created by the Washington County Cooperative Library Services (WCCLS) and approved by the Policy Group (composed of Library Directors from WCCLS member libraries) in July
- The proposal was presented to the Executive Board (composed of City Managers and representatives from member libraries) in July. The proposal references the WCCLS racial justice statement and addresses issues regarding patron behavior, civic responsibility and fiscal impact.
- The Executive Board plans to consider the proposal at their September 23rd meeting. If approved, it will go to the Washington County Board of Commissioners for final approval. The timeline for approval and implementation is not yet finalized.

How it will work

- Overdue fines will be eliminated for all member libraries
- Patrons will continue to be responsible for the timely return of materials they have checked out
- Patrons will continue to receive almost overdue and overdue notices
- Patrons will continue to be charged for lost or damaged materials
- Patrons' accounts will continue to be blocked if they have overdue material

Rationale

- The levying of overdue fines has historically been to encourage the return or replacement of library materials
- Recent studies have shown that the elimination of fines actually encourages and improves the number of items returned and returned on time
- Overdue fines can encourage patrons who can afford to pay them to keep items longer
- Inability to pay fines may result in a blocked library card and discontinued use of the library
- Charging and collecting fines changes the relationship of the library with their patrons
- Cost of collecting fines versus amount of revenue received

Other Fine Free Libraries

- Library systems who have recently eliminated fines:
Multnomah County; San Francisco; San Diego; Salt Lake City; Denver; Chicago.
- Ft. Vancouver eliminated them in 1970

QUESTIONS?

Thank you.

Are there any questions from the Council?

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>09/14/2020</u>
FINAL ACTION:	<u>RESO 2020-87</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Gregory H. Robertson, P.E., AICP, CFM
Director of Public Works*

MEETING DATE: *September 14, 2020*

SUBJECT TITLE: *Resolution Forming Special Improvement District for Construction of Sewer Main and Individual Service Laterals in 10th Avenue from Elm Street to its Easterly Terminus*

ACTION REQUESTED:

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

BACKGROUND:

At the July 13, 2020, City Council meeting, the City Council considered and approved a resolution signifying an intention to form a special improvement district (SID) to construct a sewer main and associated service laterals within 10th Avenue right of way from Elm Street to its easterly terminus. In accordance with the resolution and City Code, public notice was delivered by mail to each of the property owners of record within the proposed district boundary. Additionally, notice was published in a newspaper of general circulation.

As of the writing of this staff report, no written statements of remonstrance (protest) have been received. Written statements of remonstrance are due the end of business Friday. As a reminder, City Code defines a successful remonstrance as receipt of two thirds or more protests from property owners within the proposed district. In this case, a successful remonstrance is receipt of three or more statements of remonstrance in order to suspend proceedings. In the event of an unsuccessful protest, City Code authorizes the Council to proceed with forming the district.

FISCAL IMPACT:

The estimated project cost is \$193,500 and will be financed through a Sewer Fund loan for a period of 10 years. The interest rate will be determined at the time final costs are known and assessments spread.

STAFF RECOMMENDATION:

Staff recommends City Council approve the attached resolution.

ATTACHMENT(s):

- Resolution
- Original Petition

PETITION TO FORM LOCAL IMPROVEMENT DISTRICT

To the City Council of Forest Grove:

Date May 2020

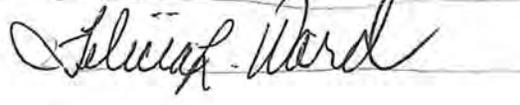
We the undersigned residents of the City of Forest Grove or the Urban Growth Boundary of said City, hereby petition the City Council to construct the _____ improvements (as described and illustrated on the attached drawing), and/or easements as is necessary to serve the properties described herein. In consideration of your constructing said improvements, we agree to pay the City of Forest Grove our proportionate share of the total cost of constructing said improvements. The total cost shall be distributed equally among the benefiting property owners based on an "~~area~~" or "~~frontage~~" or "equal assessments" (Strike out the incorrect methods) method of assessment.

Signed: □

NAMES:
TAX LOT #

ADDRESS:

MAP &

1. Willis and Felicia Ward 
2516 10th Ave 
R0429281
2. Jeffs Adventures 
2530 10th Ave
R0429316
3. Jeffs Adventures 
2538 10th Ave R0429307

4. David and Sharon K. Sharp
2540 10th Ave.
RD 42 9432

David Sharp
Sharon K Sharp

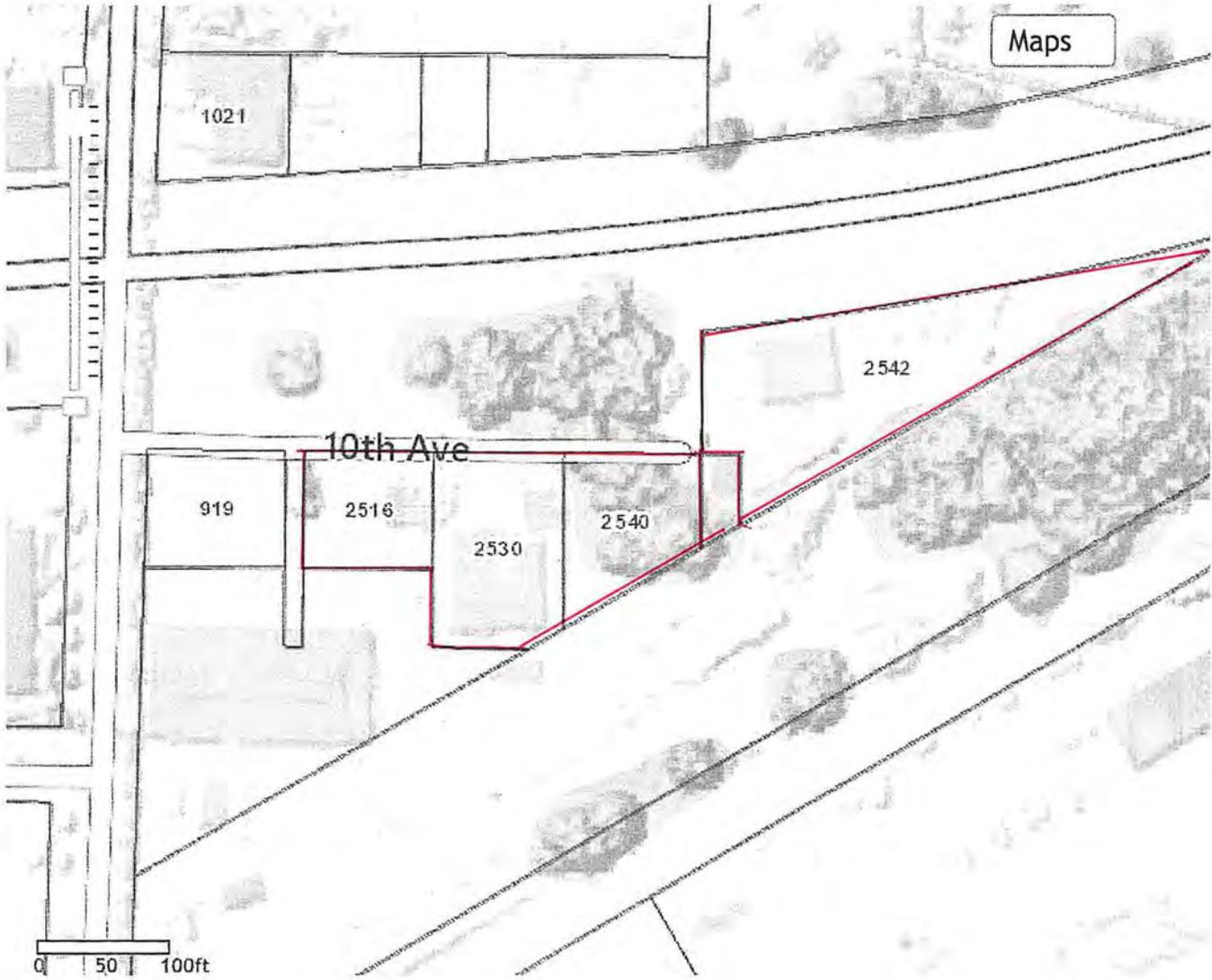
5.

6.

7.



Geographic Information Systems



Base maps and air photo service are provided by [Metro](#)



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**NOTICE OF INFORMATIONAL HEARING
FOREST GROVE CITY COUNCIL
FORMATION OF PROPOSED SPECIAL IMPROVEMENT DISTRICT
PURSUANT TO FOREST GROVE CITY CODE 151.080 TO 151.098
“10TH AVENUE SEWER SPECIAL IMPROVEMENT DISTRICT”**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, September 14, 2020, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, at which time persons impacted by the creation of a Special Improvement District shall be given the opportunity to comment thereon. The City Council will be considering the approval of a Resolution regarding the formation of a proposed Special Improvement District. The Council has the sole discretion after the hearing to decide whether or not to form the proposed District. The proposed resolution, if enacted by the City Council, would take effect immediately.

Issue: A petition, signed by all property owners of record, has been filed with the City of Forest Grove requesting formation of a Special Improvement District to extend a sewer main from Elm Street, along 10th Avenue, to its easterly terminus.

Nature of Improvement: Work will include construction of approximately 600 feet of sewer main, four individual service laterals and appurtenances such as manholes and cleanouts.

Description of the property within the District: The properties to be assessed are described in the petition and further detailed in the Engineer’s Report.

Costs: The estimated cost is \$200,000. Assessments, however, will be based on actual costs incurred.

Assessment Methodology: The recommended assessment methodology, as requested by the petition, is equal assessments. The total cost incurred will be divided among property owners equally.

Notice of Hearing Regarding Improvement District Resolution:

1. The City Engineer has completed the report required in City Code Sections 151.080 to 151.098. The City Council shall hold a hearing (no earlier than 20 days after first published notice), in which persons impacted by the creation of the District shall be given the opportunity to comment. In addition, notice shall be given to the petitioners and all owners of property within the proposed District, with notification by certified mail, return receipt requested or by personal service. Notice shall be deemed complete as of the date notice is mailed or served; failure to receive actual notice of the hearing shall not invalidate or otherwise affect any action of the City relative to the creation of the District and/or the costs associated therewith.

2. Written remonstrances may be presented to the City Recorder until 5 p.m., September 11, 2020. Should the City Recorder receive written remonstrances representing more than two-thirds of the land to be specially assessed for the improvement, then the improvement will be suspended for at least 12 months.

COVID-19 NOTICE: The City Council will be meeting remotely by video conferencing. The public may attend and observe in the Community Auditorium as space allows (social distancing, face coverings required). However, the Council encourages written remonstrances, comments or testimony to be submitted prior to the hearing by email to: aruggles@forestgrove-or.gov, or sent to City Recorder's Office, PO Box 326, 1924 Council Street, Forest Grove, Oregon 97116. Additionally, a copy of the City Engineer's Report is available for inspection at the Engineering Department, 1928 Council Street, Forest Grove, 9:00 a.m. to 5:00 p.m., 503.992.3228, or by visiting the City's website: www.forestgrove-or.gov. For further information about this hearing, please call the City Recorder's Office at 503.992.3235.

###

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

Date: August 20, 2020 (NewsTimes)

Date: August 12, 2020 (Mailed to all property owners within the District)

61

RESOLUTION NO. 2020-87

**RESOLUTION OF THE CITY OF FOREST GROVE
FORMING A SPECIAL IMPROVEMENT DISTRICT, IN ACCORDANCE
WITH FOREST GROVE CITY CODE SECTION 151.080 THROUGH SECTION
151.098, FOR CONSTRUCTION OF SEWER MAIN AND INDIVIDUAL SERVICE
LATERALS IN 10TH AVENUE FROM ELM STREET TO ITS EASTERLY TERMINUS**

WHEREAS, the Council previously considered and accepted the City Engineer's Draft Report (Resolution 2020-69) and declared its intention on July 13, 2020 (Resolution 2020-70) to consider formation of a special improvement district that would construct a sewer main and individual service laterals in 10th Avenue from Elm Street to its easterly terminus; and

WHEREAS, the City provided notification to property owners of record within the proposed District and public notice by advertisement in a newspaper of general circulation in accordance with the requirements of City Code; and

WHEREAS, the City Council held a duly-noticed Public Hearing on September 14, 2020, to consider written remonstrances and other public testimony on formation of the proposed special improvement district; and

WHEREAS, after considering written remonstrances and public testimony, the City Council has determined that it is in the best interest of the public to form the special improvement district.

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

Section 1. The City Council hereby orders that the 10th Avenue Sewer Special Improvement District to construct a sewer main and associated services laterals in 10th Avenue from Elm Street to its easterly terminus be formed. Further, the City Council directs the City Engineer to make all preparations necessary to finalize design, bid documents, publicly bid and construct the contemplated improvements.

Section 2. The proposed district boundary, included with the petition, is attached as Attachment 1 (Draft City Engineer's Report); and

Section 3. The proposed method of assessment is equal assessments for all benefited properties within the proposed district. The duration of the proposed district is ten years and shall commence upon completion and acceptance of improvements at which time the first assessment is issued.

Section 4. The initial estimated district cost is \$193,500.

Section 5. The City Engineering Department will be responsible for finalizing bid documents, publicly bidding the project and overseeing its construction. Construction activities will be performed by a private contractor.

Section 6. This resolution is effectively immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 14th day of September, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of September, 2020.

Peter B. Truax, Mayor



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7. & 8.</u>
MEETING DATE:	<u>09/14/2020</u>
FINAL ACTION:	<u>ORDER 2020-03</u> <u>ORDER 2020-04</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 14, 2020*

PROJECT TEAM: *Dan Riordan, Senior Planner, Bryan Pohl, Community Development Director*

SUBJECT TITLE: *Comprehensive Plan Map & Zoning Map Amendments Affecting City-Owned Property in the Town Center; File No. 311-20-000062-PLNG*

ACTION REQUESTED:

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

ISSUE STATEMENT: The City of Forest Grove owns several sites in downtown Forest Grove designated Institutional on the Forest Grove Comprehensive Plan Map and Public on the Zoning Map. These sites include the Forest Grove Library, Police Department, Fire and Rescue Department, City Hall, Engineering Division offices, Community Auditorium and central downtown public parking lot between Main Street, 21st Avenue, A Street and Pacific Avenue.

As stated in part in the Forest Grove Development Code (§17.3.200) The Institutional zone is intended to serve larger institutional facilities such as campuses, public school sites and associated playgrounds, hospitals, corporation yards, sewer and water treatment facilities and cemeteries. The Development Code goes on to say smaller facilities can be found within other appropriate zone districts.

The Planning Commission considered whether the City-owned properties in the downtown should be considered larger institutional facilities as described by the Development Code or should be re-designated to another appropriate zone district. After careful deliberation, the Planning Commission decided to recommend to City Council that the City-owned property downtown now designated/zoned institutional be re-designated to the Town Center similar to other properties in the downtown. The recommended re-designation would result is applying the same development standards to property in the downtown independent of whether the property is publicly or privately owned.

BACKGROUND: City Council adopted the current Development Code in 2009. At that time City property was designated Institutional on the Comprehensive Plan map and Public on the zoning map with one exception. The public parking lot between Main Street and A Street north of Pacific Avenue was designated Institutional on Comprehensive Plan map but is currently zoned Town Center Core.

As stated in the Development Code, the Public zoning designation is intended to serve larger institutional facilities such as campuses, public school sites as associated playgrounds, hospitals, corporation yards, sewer and water treatment facilities and cemeteries (§17.3.200). The City facilities located in the Town Center are smaller facilities intended to fit in within the pedestrian-oriented Town Center context.

The Development Code in §17.3.400 states the purpose of the Town Center zones is to implement the Forest Grove Town Center Plan and to reinforce the historic role of the downtown as the civic, financial and business center for Forest Grove. The Development Code also states specific development and design standards are adopted for the Town Center zones to reflect the established storefront character of the area and to enhance an active and attractive pedestrian environment for shoppers, employees and residents. No such design standards have been adopted for the Institutional zone.

The proposed re-designation ensures that future exterior remodeling or redevelopment of City property complements the Town Center and makes certain that City property is held to the same standards as any other property zoned Town Center.

STAFF RECOMMENDATION: Staff recommends City Council accept the Planning Commission recommendation to re-designate the City-owned property Town Center and adopt the required orders to make this change.

ATTACHMENT(s):

- A. PowerPoint Presentation
- B. Published Notice for City Council Public Hearing
- C. Proposed Order Comprehensive Plan Map Amendment
- D. Proposed Order Zoning Map Amendment
- E. Planning Commission Decision and Recommendation No. 2020-07
- F. Planning Commission Record

COMPREHENSIVE PLAN MAP &

ZONING MAP AMENDMENTS

AFFECTING CITY PROPERTY IN THE TOWN CENTER

DAN RIORDAN
SENIOR PLANNER



REQUEST

- This is a City-initiated request, on behalf of the City's Administrative Services Department, to amend the Comprehensive Plan Map and Zoning Map.
- If approved, the amendments would make the Comprehensive Plan Map and Zoning Map designations for certain City-properties consistent with privately-owned properties in the downtown.
- As a result, the same high level of design guidelines and standards would apply to property based on location and context rather than public or private ownership.

BACKGROUND

Some History.....

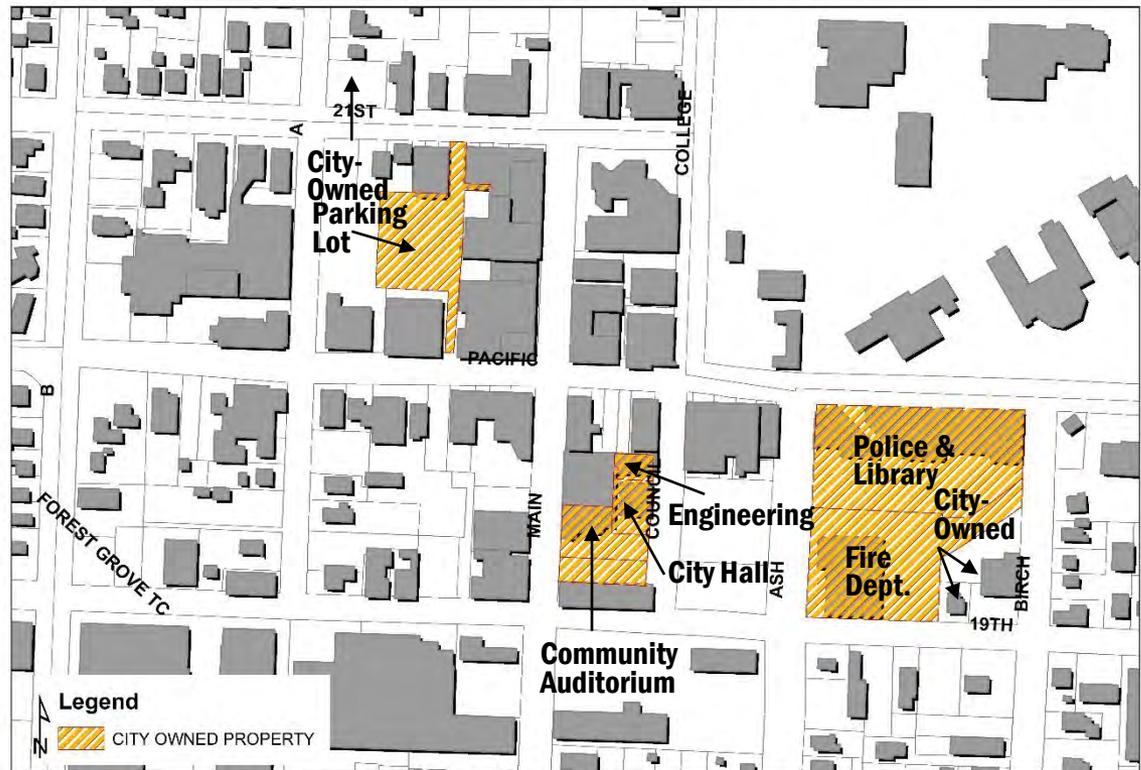
- In 2009, the City adopted a new Development Code that among other things established various Town Center zones.
- The purpose of the Town Center zones is to reinforce the historic role of the downtown as a civic, financial and business center for the City.
- As stated in the City's Design Guideline Handbook, "new projects should use design elements that reinforce or enhance the character of the Town Center."

BACKGROUND

Institutional Zone

Concurrent with adoption of the 2009 Development Code, the City applied the Institutional plan designation to some publicly owned facilities including sites in downtown Forest Grove.

COMPREHENSIVE PLAN MAP AND ZONING MAP REDESIGNATION
AFFECTED CITY-OWNED PROPERTY



BACKGROUND

Overview of City Facilities Downtown Designated Public or Institutional

City Facility	Building Type	Area (Square Feet)
Library*	One Story	24,700
Police Station*	One Story	12,900
Fire Station*	Two Stories	17,900
Engineering Building	One Story	3,900
City Hall	Two Stories	8,400
Community Auditorium and Parking	One Story	5,200

*These sites were part of a prior proposal for re-designation that has since been withdrawn in favor of a comprehensive approach to re-designate all City-owned properties in the Town Center designated public on Comprehensive Plan map or Institutional on the Zoning Map.

The Light and Power property on 19th Avenue and C Street is unaffected by this proposal since that property is designated General Industrial and not Institutional.

BACKGROUND

Institutional Zone

- The Institutional zone district implements the Public Comprehensive Plan designation.
- As stated in the Development Code, the Institutional zone is intended to serve larger institutional facilities such as campuses, public school sites, hospitals, and sewer and water treatment facilities.
- The City's Design Guideline Handbook does not include design guidelines for the Institutional zone.

BACKGROUND

Institutional Zone

- The Development Code states that smaller public facilities can be found within other appropriate zone districts.
- However, the Development Code provides no guidance as to what constitutes a smaller facility or what an appropriate zone district is.
- Therefore, the City Council, with input from the Planning Commission, has the discretion to make such determinations.

BACKGROUND

The Policy Question the Planning Commission considered:

Q: Should City-owned facilities in the downtown be considered the same as larger institutional facilities similar to campuses, hospitals, sewer and water treatment facilities or public schools?

A: No

BACKGROUND

The Policy Question the Planning Commission considered:

Q: Given the answer to the previous question, is the Institutional Zone, the most appropriate zone, to apply to City-owned properties downtown?

A: No

PC DECISION (2020-07)

- Based on the answers to the previous questions, the Planning Commission adopted findings and made a unanimous recommendation that City Council:
- Amend the Comprehensive Plan Map to re-designate the City-owned sites identified by from Public to Town Center Transition and Town Center for the City's central parking lot between Main Street and A Street which is currently zoned Town Center.
- Amend the Zoning Map to re-designate the City-owned sites from Institutional to Town Center Transition.

RATIONALE FOR RECOMMENDATION

- The Town Center zone allows offices, cultural institutions, such as libraries, and emergency services such as police and fire stations as conditional uses.
- Applying the Town Center zone to City-owned facilities in the Town Center ensures City-owned properties are held to the same standards as privately-owned buildings and land in the Town Center.



RATIONALE FOR RECOMMENDATION

- Applying the Town Center designation to City-owned property downtown establishes a basis for applying the Town Center design guidelines and standards when City-owned facilities are remodeled or redeveloped.
- The Town Center designation expands opportunity for re-use of City-owned facilities for other purposes if City facilities are relocated in the future.

FACTUAL BASIS FOR RECOMMENDATION

- Re-designating the City-owned property is consistent with the Forest Grove Comprehensive Plan Polices pertaining to the Town Center (staff report Attachment C)
- Development Code zoning map amendment criteria (staff report Attachment D)
- Metro Urban Growth Management Plan related to Town Centers (staff report Attachment E)

FACTUAL BASIS FOR RECOMMENDATION

- Oregon Statewide Planning Goals related to land use planning (staff report Attachment F)
- Oregon Transportation Planning Rule related to traffic impacts resulting from Comprehensive Plan map changes (Staff report Attachment G)

STAFF RECOMMENDATION

Based on the analysis and findings of fact and conclusions contained in the record...

Staff recommends the City Council approve the Planning Commission and staff recommendations to:

Amend the Comprehensive Plan Map and Zoning Map to re-designate the City-owned sites in the downtown as outlined in the attached orders.

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A place where families and businesses thrive.

**NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL
FILE NUMBER 311-20-000062-PLNG**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a **Public Hearing** on **Monday, September 14, 2020, at 7:00 p.m.** or thereafter, at the Community Auditorium, 1915 Main Street, to review the following proposal:

Request: Consider Planning Commission recommendation to amend the City's Comprehensive Plan Map to re-designate certain City-owned parcels from Institutional to Town Center Transition and one parcel from Institutional to Town Center Transition and to also amend the City's Zoning Map to re-designate certain City-owned parcels from Public to Town Center Transition

Property Owner and Applicant: City of Forest Grove

Location: Forest Grove Town Center

Criteria: Oregon Statewide Land Use Planning Goals 2 (Land Use), 10 (Housing) and 12 (Transportation), Metro Urban Growth Management Functional Plan Title 6 (Centers, Corridors, Station Communities, and Main Streets), Forest Grove Comprehensive Plan, Forest Grove Development Code Section 17.2.770 (Zone Change Review Criteria)

File Number: 311-20-000062-PLNG

All persons will be given reasonable opportunity to give testimony about this proposal responding to the review criteria above. 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 Oregon Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. **COVID-19 NOTICE:** The City Council meeting will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium (social distancing protocols). However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming and streamlined **LIVE [Channel 28](#) & [Channel 30](#)** on their website & **LIVE Streamed on MACC TVCTV [YouTube Channel 30](#)**. The Council encourages that written comments or testimony be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116,

aruggles@forestgrove-or.gov. A copy of the staff report is available seven days prior to the hearing and is published on the City's website at <https://www.forestgrove-or.gov/meetings>. For further information pertaining to this proposal, please contact Senior Planner Dan Riordan, driordan@forestgrove-or.gov, Community Development Department, 1924 Council Street, (503) 992-3233 between 9 a.m. and 5 p.m.

COMPREHENSIVE PLAN MAP AND ZONING MAP REDESIGNATION AFFECTED CITY-OWNED PROPERTY



###

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

Forest Grove News-Times
09/03/2020



ORDER NO. 2020-03

ORDER AMENDING THE FOREST GROVE COMPREHENSIVE PLAN MAP TO RE-DESIGNATE CERTAIN CITY-OWNED PARCELS FROM PUBLIC TO TOWN CENTER TRANSITION AND ONE CITY-OWNED PARCEL FROM PUBLIC TO TOWN CENTER CORE; FILE NUMBER 311-20-000062-PLNG

WHEREAS, as authorized by Forest Grove Development Code §17.1.210(D), the Community Development Director initiated a land use application, on behalf of the Administrative Services Department, to re-designate certain City-owned properties in the downtown from Public to Town Center Core/Town Center Transition; and

WHEREAS, as required by Oregon Administrative Rules Chapter 660-018-0022, notice of this application was provided to the Oregon Department of Land Conservation and Development on May 6, 2020, which is more than 35 days prior to the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development Code §17.1.610(C), notice of this application was mailed to all property owners of record and other interested parties within 300 feet of the boundaries of the subject properties; and

WHEREAS, as required by the Forest Grove Development Code §17.1.610(C), notice of said notice was mailed at least 20 days before the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development §17.1.610(A) notice of the Planning Commission's public hearing to consider this application was published in the Forest Grove News Times on July 16, 2020; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on this matter on July 20, 2020; and

WHEREAS, the Planning Commission closed the public hearing and voted unanimously to approve the re-designation of the subject property as described by Planning Commission Decision No. 2020-07, dated July 21, 2020, and Exhibit A; and

WHEREAS, Planning Commission Decision No. 2020-07 was forwarded to City Council for Public Hearing on September 7, 2020; and

WHEREAS, notice of the City Council Public Hearing was published on September 3, 2020, as required by City Council rules; and

WHEREAS, the City Council conducted the duly-noticed Public Hearing on September 14, 2020; and

WHEREAS, the City Council closed the Public Hearing and voted unanimously to approve Planning Commission Decision and Recommendation No. 2020-07.

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

Section 1. The City Council hereby orders re-designation of the City-owned parcels as shown on Exhibit A.

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

PRESENTED AND PASSED, this 14th day of September, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of September, 2020.

Peter B. Truax, Mayor

EXHIBIT A

**ORDER 2020-03
COMPREHENSIVE PLAN MAP AMENDMENTS**

USE	ADDRESS	MAP & TAX LOT NO.	FROM	To
Central Parking Lot	1925 Pacific Avenue	1S306BB01900	PUBLIC	TCC
Community Auditorium	1915 Main Street	1S306BB10100	PUBLIC	TCT
Community Auditorium Parking Lot		1S306BB10202	PUBLIC	TCT
Police Department & Library	2102 Pacific Avenue	1S306BA05400	PUBLIC	TCT
Fire Department	1919 Ash Street	1S306BA06400	PUBLIC	TCT
City Hall	1924 Council Street	1S306BB10000	PUBLIC	TCT
Engineering Offices	1928 Council Street	1S306BB09700	PUBLIC	TCT

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ORDER NO. 2020-04**ORDER AMENDING THE FOREST GROVE ZONING MAP TO RE-DESIGNATE CERTAIN CITY-OWNED PARCELS FROM INSTITUTIONAL TO TOWN CENTER TRANSITION; FILE NUMBER 311-20-000062-PLNG**

WHEREAS, as authorized by Forest Grove Development Code §17.1.210(D), the Community Development Director initiated a land use application, on behalf of the Administrative Services Department, to re-designate certain City-owned properties in the downtown from Institutional to Town Center Transition; and

WHEREAS, as required by Oregon Administrative Rules Chapter 660-018-0022, notice of this application was provided to the Oregon Department of Land Conservation and Development on May 6, 2020, which is more than 35 days prior to the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development Code §17.1.610(C), notice of this application was mailed to all property owners of record and other interested parties within 300 feet of the boundaries of the subject properties; and

WHEREAS, as required by the Forest Grove Development Code §17.1.610(C), notice of said notice was mailed at least 20 days before the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development §17.1.610(A) notice of the Planning Commission's public hearing to consider this application was published in the Forest Grove News Times on July 16, 2020; and

WHEREAS, the Planning Commission held the duly-noticed Public Hearing on this matter on July 20, 2020; and

WHEREAS, the Planning Commission closed the Public Hearing and voted unanimously to approve the re-designation of the subject property as described by Planning Commission Decision No. 2020-07, dated July 21, 2020, and Exhibit A; and

WHEREAS, Planning Commission Decision No. 2020-07 was forwarded to City Council for Public Hearing on September 7, 2020; and

WHEREAS, notice of the City Council Public Hearing was published on September 3, 2020, as required by City Council rules; and

WHEREAS, the City Council conducted the duly-noticed Public Hearing on September 14, 2020; and

WHEREAS, the City Council closed the Public Hearing and voted unanimously to approve Planning Commission Decision and Recommendation No. 2020-07.

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

Section 1. The City Council hereby orders re-designation of the City-owned parcels as shown on Exhibit A.

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

PRESENTED AND PASSED, this 14th day of September, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of September, 2020.

Peter B. Truax, Mayor

EXHIBIT A

**ORDER 2020-04
ZONING MAP AMENDMENTS**

USE	ADDRESS	MAP & TAX LOT NO.	FROM	To
Community Auditorium	1915 Main Street	1S306BB10100	INST	TCT
Community Auditorium Parking Lot		1S306BB10202	INST	TCT
Police Department & Library	2102 Pacific Avenue	1S306BA05400	INST	TCT
Fire Department	1919 Ash Street	1S306BA06400	INST	TCT
City Hall	1924 Council Street	1S306BB10000	INST	TCT
Engineering Offices	1928 Council Street	1S306BB09700	INST	TCT

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Planning Commission Findings and Decision Number 2020-07
Comprehensive Plan Map and Zoning Map Amendments to
Re-Designate City-Owned Properties in the Downtown from Institutional/Public to
Town Center Core/Town Center Transition
File Number 311-20-00062-PLNG

WHEREAS, as authorized by Forest Grove Development Code §17.1.210(D), the Community Development Director initiated a land use application to re-designate certain City-owned properties in the downtown from Institutional/Public to Town Center Core/Town Center Transition; and

WHEREAS, as required by Oregon Administrative Rules Chapter 660-018-0022, notice of this application was provided to the Oregon Department of Land Conservation and Development on May 6, 2020, which is more than 35 days prior to the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development Code §17.1.610(C), notice of this application was mailed to all property owners of record and other interested parties within 300 feet of the boundaries of the subject properties; and

WHEREAS, as required by the Forest Grove Development Code §17.1.610(C), notice of said notice was mailed at least 20 days before the Planning Commission's public hearing on this matter; and

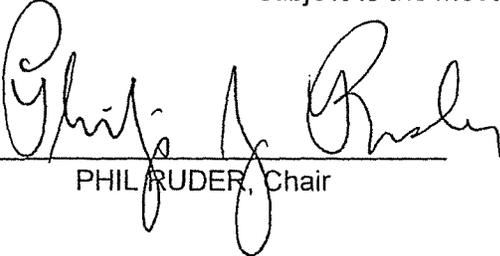
WHEREAS, as required by Forest Grove Development §17.1.610(A) notice of the Planning Commission's public hearing to consider this application was published in the Forest Grove News Times on July 16, 2020; and

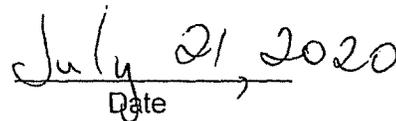
WHEREAS, the Planning Commission held the duly-noticed public hearing on this matter on July 20, 2020.

NOW THEREFORE, the City of Forest Grove Planning Commission does hereby recommend that the City Council adopt ordinances to re-designate the City-owned properties in the downtown from Institutional/Public to Town Center Core/Town Center Transition as shown in the staff report dated July 13, 2020 making the following specific findings in support of the decision.

- 1) The Planning Commission adopts by reference the staff report dated July 13, 2020, including all attachments thereto.
- 2) The Planning Commission finds that based on the information and analysis included in the staff report, dated July 13, 2020, the proposal to re-designate the City-owned properties in the downtown from Institutional/Public to Town Center Core/Town Center Transition meets all applicable criteria and decisions considerations including:
 - A) Applicable Oregon Statewide Land Use Planning Goals, specifically Goal 2 (Land Use Planning), Goal 10 (Housing), and Goal 12 (Transportation);

- B) Metro Urban Growth Management Functional Plan Title 6 (Centers, Corridors, Station Communities, and Main Streets);
- C) Forest Grove Comprehensive Plan Policies pertaining to the Forest Grove Town Center; and
- D) Forest Grove Development Code §17.2.770 (Zone Change Review Criteria):
 - a. The zone change is consistent with the Comprehensive Plan Map (as amended);
 - b. The zone change is consistent with the relevant goals and policies of the Comprehensive Plan (pertaining to the Forest Grove Town Center);
 - c. The sites are suitable for the proposed Town Center Core or Town Center Transition zone;
 - d. The zone change will not result in additional traffic and is therefore consistent with the adopted City of Forest Grove Transportation System Plan (2014);
 - 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 Town Center Core or Town Center Transition zone;
 - f. The re-designation of the City-owned properties in the downtown is not subject to the meeting of conditions.


PHIL RUDER, Chair


Date

CITY OF FOREST GROVE
PLANNING COMMISSION

MOTIONS

MEETING DATE: <u>July 20, 2020</u>
AGENDA ITEM: <u>2.B(2.)</u>

MOVED MOTION: Ginny Sanderson

SECONDED MOTION: Julie Danko

ROLL CALL VOTE

COMMISSIONERS:	AYES	NOES	ABSENT
Phil Ruder, Chair	✓		
Hugo Rojas, Vice Chair	✓		
Lisa Nakajima			✓
Ginny Sanderson	✓		
Dale Smith	✓		
Joel Redwine	✓		
Julie Danko	✓		

PUBLIC HEARING SIGN-UP SHEET

Date: 07/20/2020

Agenda Item No.: 2.B.(2.)

Subject: **File No. 311-20-000062-PLNG – Comprehensive Plan Map and Zoning Map amendments to re-designate City-owned parcels located at 2102 Pacific Ave, 1919 Ash St, 1924 Council St, 1928 Council St, 1915 Main St, and 1925 Pacific Ave**

Please Print Clearly

PROPONENTS:

Name

Mailing Address

OPPONENTS:

Name

Mailing Address

OTHER:

Name

Mailing Address



**Comprehensive Plan Map and Zoning Map Amendments
Community Development Department
Planning Division**

Report Date	June 13, 2020
Hearing Date	July 20, 2020
Proposal	Comprehensive Plan Map and Zoning Map amendments to re-designate certain City-owned parcels from Public/Institutional to Town Center Transition on both the Comprehensive Plan Map and Zoning Map, and one City-owned parcel from Public/Institutional to Town Center Core on the Comprehensive Plan Map.
File Number	311-20-000062-PLNG
Location	2102 Pacific Avenue (Police Dept. and Library); 1919 Ash Street (Fire Department); 1924 Council Street (City Hall); 1928 Council Street (Engineering Division Office); 1915 Main Street (Community Auditorium); 1925 Pacific Avenue (Central Town Center Parking Lot)
Legal Description	2102 Pacific Avenue (1S306BB10000); 1919 Ash Street (1S306BA06400) 1924 Council Street (1S306BB100000); 1928 Council Street (1S306BB09700); 1915 Main Street (1S306BB10100) 1925 Pacific Avenue (1S306BB01900)
Owner/Applicant	Owner and Applicant: City of Forest Grove
Comprehensive Plan Map and Zoning Map Designations	Current Comprehensive Plan Designation: Public/Institutional Current Zoning Designations: Institutional and Town Center Core
Applicable Standards and Criteria	<ul style="list-style-type: none"> ▪ Oregon Statewide Land Use Planning Goal 2 (Land Use Planning), Goal 10 (Housing) and Goal 12 (Transportation) ▪ Metro Urban Growth Management Functional Plan Title 6 (Centers, Corridors, Station Communities, and Main Streets) ▪ Forest Grove Comprehensive Plan ▪ Development Code 17.2.770 (Zone Change Review Criteria)
Staff	Daniel Riordan, Senior Planner
Summary	That the Planning Commission recommend City Council adopt ordinances to:
Recommendation	<ol style="list-style-type: none"> 1. Amend the Comprehensive Plan Map to re-designate four City-owned parcels in the Town Center from Public/Institutional to Town Center Transition and the City's central downtown parking lot which is recommended for the Town Center Core Comprehensive Plan designation consistent with the zoning map ; and 2. Amend the zoning map to re-designate City-owned parcels from Institutional to Town Center Transition.

I. BACKGROUND

In 2009, the City adopted a new Development Code that, among other things, established the Town Center zones. The Town Center zones were created to implement the Forest Grove Town Center Plan and to reinforce the historic role of the downtown as a civic, financial, and business center for the City.

Concurrent with adoption of the 2009 Development Code a Design Guidelines Handbook was adopted. The Design Guideline Handbook includes standards and guidelines for the Town Center zones, Community Commercial zones, multifamily residential zones and the Forest Grove historic districts. The design guidelines and standards for the Town Center zones reflect the established storefront character of the downtown and strive to enhance the pedestrian environment for shoppers, employees, and residents. The design guidelines for the Town Center zone address specific design elements such as:

- Building orientation
- Pedestrian connections
- Building facades; and
- Signs.

The Design Guideline Handbook is available for viewing or downloading at:

https://codelibrary.amlegal.com/codes/forestgrove/latest/forestgrovedev_or/0-0-0-5796

Concurrent with adoption of the Development Code, the City applied the Institutional zone to some publicly owned facilities including some City-owned buildings, parks, public school sites and sewer and water treatment facilities. Several City-owned properties in the downtown were zoned Industrial. These properties include:

- Forest Grove Library and Police Department complex
- Forest Gove City and Rural Fire and Rescue Station No. 1
- City Hall
- City Engineering Division office building
- Community Auditorium and associated parking.

The City-owned parking lot west of Main Street and south of 21st Avenue was zoned Town Center Core but is designated Public on the Forest Grove Comprehensive Plan map. This parcel is proposed for a Comprehensive Plan Map amendment to make the Comprehensive Plan Map and Zoning Map consistent.

The Institutional zone is intended to serve larger institutional facilities such as campuses, public school sites and associated playgrounds, hospitals, corporation yards, sewer and water treatment facilities and cemeteries. As stated in the City's Development Code, smaller facilities can be found within other appropriate zone districts (Development Code §17.3.200 – Institutional Zone Purpose).

In contrast to the Town Center zones, the City's Design Handbook does not contain design guidelines to ensure uses fit site context. The Institutional zone, unlike the Town Center zones, does not encourage new projects to reinforce or enhance the desirable characteristics of the area.

Within downtown Forest Grove, City Hall, the Engineering office building, offices of the police and fire departments and library are zoned Institutional (INST). The fundamental consideration with this proposal is whether the Institutional zone is the most appropriate zone to apply to City-owned facilities located in the Town Center. As the City grows, new or remodeled public facilities will be necessary. Applying the Town Center Transition designation to these new or remodeled facilities provides a framework for considering site context in the Town Center independent of who owns the property.

Applying the Town Center Transition to City-owned facilities in the Town Center also ensures that City facilities are held to the same standards as privately owned buildings in the downtown. As a secondary benefit, the Town Center Transition zone provides greater opportunity or reuse of City-owned buildings for other purposes if City facilities are relocated in the future. This is addressed elsewhere in this memorandum.

II. ANALYSIS

The City owns several facilities located in the Forest Grove Town Center that are zoned Institutional. These facilities are modest in size and are consistent with the scale of other uses in the Town Center. This includes:

- Library (one story / 24,700 square feet)
- Police Station (one story / 12,900 square feet)
- Fire Station (two stories / 17,900 square feet)
- Engineering Division Building (single story / 3,900 square feet)
- City Hall (two stories / 8,400 square feet)
- Community Auditorium and associated parking (one story / 5,200 square feet)

The approximate land area affected by this proposal is 4.8 gross acres.

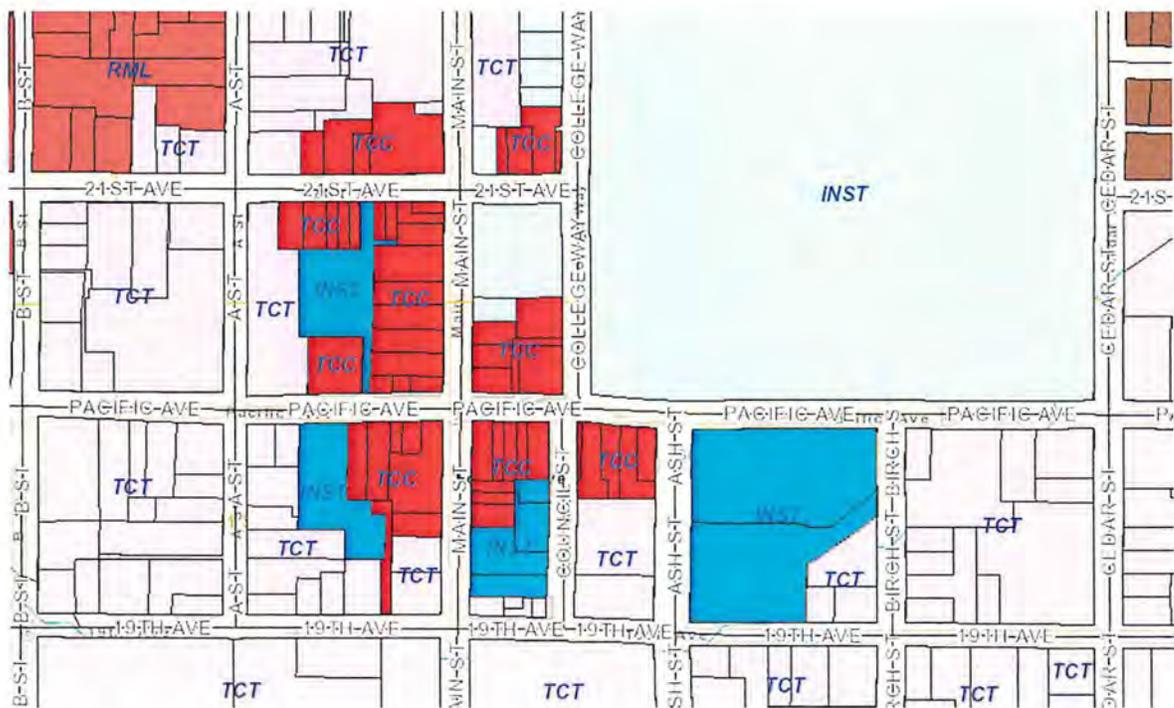
Figure 1 below shows the existing Comprehensive Plan map designations in the Town Center area. The properties colored dark blue are Public/Institutional sites and include:

- The downtown central parking lot located west of Main Street, east of A Street, south of 21st Avenue and north of Pacific Avenue. This property is proposed for re-designation on the Comprehensive Plan map as Town Center Core consistent with its current zoning designation of Town Center Core.
- Forest Grove Community School property located west of Main Street, east of A Street, south of Pacific Avenue and north of 19th Avenue. Since this property is not City-owned it is not included in this proposal.
- City Hall, Engineering office building and Community Auditorium located west of Council Street, east of Main Street, south of Pacific Avenue and north of 19th Avenue. This property is proposed for re-designation to Town Center Transition.
- Police Department, Library and Fire Department complex located south of Pacific Avenue, north of 19th Avenue, west of Birch Street, and east of Ash Street. This property is proposed for re-designation as Town Center Transition.

The properties colored light blue are designated as Semi-Public institutional sites. These properties are not included in the proposed map amendments since they are not City-owned. The semi-public owned sites include:

- Property owned by Pacific University including property west of College Way.
- United Church of Christ (UCC) located south of 21st Avenue, west of College Way and east of Main Street.
- American Legion building located at the corner of Main Street and 21st Avenue.
- Holbrook Masonic Lodge property on Main Street south of the UCC.

Figure 1
Comprehensive Plan Designations



As noted above, the purpose of the Institutional zone is to implement the Public and Semi-Public/Institutional designations of the Comprehensive Plan. The Institutional Zone is intended to serve larger institutional facilities such as:

- Campuses
- Public school sites and associated playgrounds
- Hospitals
- Corporation yards
- Sewer and water treatment facilities
- Public parks and open space
- Other similar activities

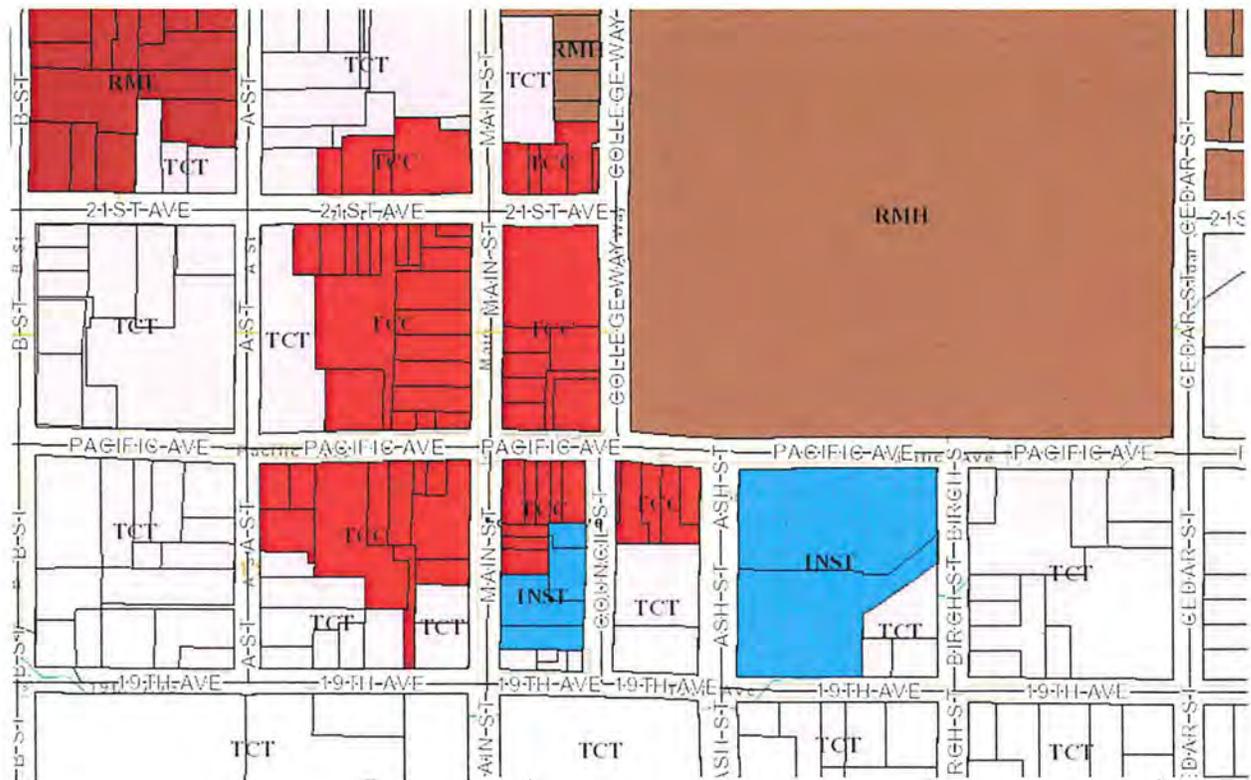
The Development Code in §17.3.200 states: smaller facilities can be found within other appropriate zone districts. However, the Development Code provides no guidance as to what constitutes a smaller facility. Therefore, the City Council, with input from the Planning Commission, has the discretion to make such a determination.

In contrast to the Institutional zone, the Town Center Transition zone was established to increase employment and housing opportunities near the Town Center Core. A mix, of retail, office, light industrial and residential uses are allowed in the Town Center Transition zone.

The Town Center Transition zone allows offices, cultural institutions, such as libraries, and emergency services such as police and fire stations as conditional uses. It can be said the City facilities in the Town Center are more indicative of the Town Center zoning designation rather than large facilities allowed in the Institutional zone such as campuses, hospitals, and sewer and water treatment facilities.

Figure 2 below shows the existing zoning designations in the Town Center area. The Town Center Core (TCC) is located adjacent to the Main Street and 21st Avenue. The surrounding area is zoned Town Center Transition (TCT) and Residential Multifamily High (RMH). The City-owned properties zoned Institutional (INST) are shown in blue.

Figure 2
Zoning Designations



If the recommended map amendments are adopted the properties shaded blue, above, and labeled as INST (Institutional) would become TCT (Town Center Transition).

Code Analysis (Attachments A & B)

A comparison of allowed uses in the Town Center and Institutional zones is attached for review (Attachment A – Use Tables). Both the Town Center Core and Town Center Transition zones allow for a variety of uses. Active uses such as retail are required on ground floors in the Town Center Core zone but not in the Town Center Transition zone. Both Town Center zones allow buildings up to four stories in height.

Generally, the Institutional zone does not allow any type of housing or retail uses. It should be noted that civic/institutional uses are permitted in the Town Center zones as either outright allowed uses or conditional uses. This is summarized in Table 1 below:

**Table 1
Civic Uses
Town Center Zones vs. Institutional Zone**

Use	Town Center Zones	Institutional Zone
Emergency Services including police and fire	Conditional Use permit required	Conditional Use permit required
Cultural Institutions including libraries	Permitted outright	Conditional use permit required
Government offices	Allowed outright under “Office” use category	Government offices allowed outright General office category allowed with conditional use permit.

Also attached as background information is a comparison of the development standards applicable to Town Center and Institutional zones (Attachment B – Development Standards). The development standards for the Town Center are based on the existing pattern of development in downtown Forest Grove. For example, the maximum front building setback in the Town Center zones is 15 feet reflecting the pedestrian orientation of the Town Center area. Building height is also limited to four stories in the Town Center zones.

In contrast to the Town Center zones, the Institutional zone allows building up to 75 feet in height. This is consistent with the intent of the Institutional zone to accommodate large facilities including campuses and hospitals.

Comprehensive Plan Map Amendment Review Considerations and Criteria (Attachment C)

Amendments to the Comprehensive Plan, including map amendments, are considered by the Planning Commission and City Council based on:

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

The following Forest Grove Comprehensive Policies are applicable to this request:

- Land Use Implementation Action 1: The City of Forest Grove will adopt a land use concept that promotes the efficient use of land within the urban growth boundary.
- Land Use Implementation Action 2: The City of Forest Grove will support policies that promote the continued viability of the Forest Grove Town Center as the focal point of the community. Future comprehensive plan text and map amendments affecting land use should consider potential positive and negative impacts to the Forest Grove Town Center.
- Land Use Implementation Action 3: The City of Forest Grove will support policies that encourage locating complementary land uses in proximity to reduce demand on transportation systems and improve the overall quality of life of the community.
- Economic Development Policy 7.7: Retain the City's administrative offices in the Town Center.
- Economic Development Policy 7.12: Encourage uses in the Town Center to bring residents from throughout the City into the Town Center.

Attachment C includes findings of fact demonstrating conformance with the applicable Comprehensive Plan actions and policies listed above. The other policy consideration and criteria identified above are described below.

Zoning Map Amendment Review Criteria (Attachment D)

The criteria for a zoning map amendment are contained in the Development Code §17.2.770. The criteria include:

- A. The zone change is consistent with the Comprehensive Plan Map. When the Comprehensive Plan has more than one implementing zone as shown on the Classification Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and zoning pattern of the surrounding land.
- B. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Director.
- C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity.
- D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.
- E. Public facilities and services for water supply, sanitary waste disposal, stormwater disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based

on the projected service demands of the site and the ability of the public services to accommodate those demands.

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

Findings of fact addressing the criteria above are included in Attachment D.

Metro Urban Growth Management Plan Consistency (Attachment E)

The Metro Regional Framework Plan identifies Centers, Corridors, Main Streets and Station Communities throughout the region and recognizes them as the principal centers of urban life in the region. The Forest Grove downtown is designated as Metro Town Center.

The Metro Urban Growth Management Plan implements the Metro Regional Framework Plan. Since downtown Forest Grove is a Metro designated Town Center this proposal must comply with:

- Metro Urban Growth Management Plan Title 6: Centers, Corridors, Station Communities, and Main Streets.

Attachment E includes finding of fact demonstrating that the proposed map amendments comply with Title 6.

Oregon Statewide Planning Goals Consistency (Attachment F)

The Oregon Statewide Land Use Planning Goals applicable to this proposal include:

- Goal 2: Land Use Planning
 - Post Acknowledgment Plan Amendments
 - Major Revisions or Minor Changes in the Plan and Implementation Measures
- Goal 10: Housing
 - Needed housing
- Goal 12: Transportation
 - Transportation Planning Rule

This proposal is a minor change to the Forest Grove Comprehensive Plan Map and Zoning Map under Goal 2 above. This is addressed further in Attachment F.

Goal 12 applies since this proposal includes a comprehensive plan map amendment. Findings of fact demonstrating compliance with the applicable statewide planning goals are addressed further in Attachment F. The Transportation Planning Rule is also addressed below and in Attachment G.

Transportation Planning Rule (Attachment G)

The Oregon Transportation Planning Rule (OAR 660-012) applies to comprehensive plan amendments. This is to ensure that the existing and planned transportation system for all modes of travel is capable of handling the intensity of uses allowed by the proposed plan designation.

Under Oregon Administrative Rules (OAR 660-012), a plan or land use regulation amendment significantly affects a transportation facility if it would:

- Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan)
- Change standards implementing a functional classification system; or
- Result in:
 - Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility
 - Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or
 - Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

Findings of fact supporting Transportation Planning Rule compliance are attached (Attachment G)

III. DETAILED RECOMMENDATION

Based on the information contained or referred to in this report, including the findings of fact and conclusions contained in accompanying attachments, Staff recommends the Planning Commission recommend that City Council adopt an ordinance amending the Comprehensive Plan Map and Zoning Map as noted below:

Comprehensive Plan Map Amendments

- 1S306BB01900 - 1925 Pacific Avenue (Central Town Center Parking Lot): Public/Institutional to Town Center Core¹
- 1S306BA05400 - 2102 Pacific Avenue (Police Department and Library): Public/Institutional to Town Center Transition
- 1S306BA06400 - 1919 Ash Street (Fire Department): Public/Institutional to Town Center Transition
- 1S306BB10000 - 1924 Council Street (City Hall): Public/Institutional to Town Center Transition
- 1S306BB09700 – 1928 Council Street (Engineering Division Office): Public/Institutional to Town Center Transition
- 1S306BB10100, 1S306BB10202 - 1915 Main Street (Community Auditorium): Public/Institutional to Town Center Transition

¹ 1925 Pacific Avenue is currently zoned Town Center Core
Comprehensive Plan Map Amendment
Zoning Map Amendment

Zoning Map Amendments

- 1S306BA05400 - 2102 Pacific Avenue (Police Department and Library): Institutional to Town Center Transition
- 1S306BA06400 - 1919 Ash Street (Fire Department): Institutional to Town Center Transition
- 1S306BB10000 - 1924 Council Street (City Hall): Institutional to Town Center Transition
- 1S306BB09700 – 1928 Council Street (Engineering Division Office): Institutional to Town Center Transition
- 1S306BB10100, 1S306BB10202 - 1915 Main Street (Community Auditorium): Institutional to Town Center Transition

IV. ATTACHMENTS

- A. Use Tables (Town Center and Institutional Zones)
- B. Development Standards (Town Center and Institutional Zones)
- C. Comprehensive Plan Findings
- D. Zone Change Findings
- E. Metro Urban Growth Management Plan Findings
- F. Oregon Statewide Planning Goals Findings
- G. Transportation Planning Rule Findings

ATTACHMENT A

Use Tables

<i>Use Table</i>			
P = Permitted L = Limited C = Conditional Use N = Not Permitted			
<i>USE CATEGORY</i>	<i>TC - Core</i>	<i>TC - Transition</i>	<i>INST</i>
<u>RESIDENTIAL</u>			
Household Living	L[1]	L[1]	N
Group Living	P[1]	P	N
Transitional Housing	N	C	C
Home Occupation	L[2]	L[2]	N
Bed and Breakfast	C[2]	P	N
<u>HOUSING TYPES</u>			
Single Units, Detached	N	N	--
Single Units, Attached	N	P	--
Accessory Units	N	N	--
Duplexes	N	P	--
Manufactured Dwellings	N	N	--
Manufactured Dwelling Park	N	N	--
Multi-Family Units	P	P	--
<u>CIVIC/INSTITUTIONAL</u>			
Basic Utilities	P	P	P
Major Utility Transmission Facilities	C	C	C
Colleges	C	C	C
Community Recreation	N	P	C
Cultural Institutions	P	P	C
Day Care	P	P	C
Emergency Services	C	C	C
Postal Services	C	P	C
Religious Institutions	C	P	C
Schools	C	C	C
Seasonal Shelters	L[16]	L[16]	--
Social/Fraternal Clubs/Lodges	C	P	N
Government Offices	--	--	P
<u>COMMERCIAL</u>			
Commercial Lodging	L[4]	L[4]	L
Eating and Drinking Establishments	P[5]	P[5]	N
Entertainment-Oriented:			N
- Major Event Entertainment	N	C	N
- Outdoor Entertainment	N	N	N
- Indoor Entertainment	P	P	N
General Retail:			

- Sales-Oriented	P	P	N
- Personal Services	P	P	N
- Repair-Oriented	P	P	N
- Bulk Sales	L[6]	L[6]	N
- Outdoor Sales	N	N	N
- Animal-Related	N	N	N
Medical Centers	N	C/P[7]	C
Motor Vehicle Related:			N
- Motor Vehicles Sale/Rental	N	C[13]	N
- Motor Vehicle Servicing/Repair	N	C[14]	N
- Motor Vehicle Fuel Sales	N	C[15]	N
Non-Accessory Parking	N	C	N
Office	L[3]	P	C
Self-Service Storage	N	N	N
INDUSTRIAL			
Industrial Services	N	N	N
Manufacturing and Production:			
- Light Industrial	N	C	N
- General Industrial	N	N	N
Call Centers	L[9]	L[9]	N
Railroad Yards	N	N	N
Research and Development	N	C	C
Warehouse/Freight Movement	N	N	N
Waste-Related	N	N	C
Wholesale Sales	N	N	N
OTHER			
Agriculture/Horticulture	N	N	C
Cemeteries	N	N	C
Detention Facilities	N	N	C
Mining	N	N	C
Wireless Communication Facilities	L[10]	L[10]	L
Information	L[11][12]	L[11]	N

Footnotes:

- [1] New dwellings in the TCC zone are only permitted on or above the 2nd floor. There are no minimum density requirements when housing is part of a mixed-use building. In the TCT Zone new dwellings are permitted as "stand-alone" developments or as part of mixed-use developments but must meet density requirements.
- [2] Home occupations are permitted as an accessory use to residential uses, subject to compliance with the home occupation standards in Article 7.
- [3] Offices only permitted as part of a ground-floor retail or personal service use or as a stand-alone use above the first floor in the TC-Core zone.
- [4] Recreational vehicle parks are prohibited in all districts.
- [5] Drive through service is prohibited from restaurants in the TC-Core and TC-Transition zones.
- [6] Bulk sales stores with a ground floor building footprint smaller than 10,000 square feet are permitted. All merchandise must be enclosed within a building. All other bulk sales are prohibited.

- [7] Medical marijuana dispensaries and marijuana retailers are permitted consistent with the locational requirements of state law and in compliance with the requirements of § 17.8.1100 of this Code.
- [8] Permitted where there are no off-premises impacts and no product is transported from the site. Centers with any offsite impacts or transport products from the site are to be located in either Light or General Industrial districts.
- [9] Call Centers shall not be allowed on the ground floor in the TC-Core Zone District.
- [10] Wireless communication facilities are regulated by the standards in Article 7.
- [11] Permitted where there are no off-premise impacts.
- [12] Information business is not allowed on the ground floor in the TC-Core Zone District.
- [13] Motor Vehicle Sales/Rental uses may be allowed as a conditional use if conducted entirely indoors.
- [14] Motor Vehicle Servicing/Repair uses existing as of 03/28/2016 are allowed to continue and may expand within the boundaries of the existing lots 1N4 36B-2900, 1N4 36B- 2901, and 1N4 36B-3000 with conditional use approval. All other Motor Vehicle Servicing/Repair uses are prohibited.
- [15] Motor Vehicle Fuel Sales uses existing as of 03/28/2016 are allowed to continue and may expand within the boundaries of the existing lot 1S3 6BA-1300 with conditional use approval. All other Motor Vehicle Fuel Sales uses are prohibited.
- [16] Seasonal Shelters must be located consistent with the provisions of §§ 17.2.900 et seq. and §§ 17.5.600 et seq. of this Code.

**ATTACHMENT B
Development Standards**

Town Center Zones

<i>Table 3-13: Town Center Zones Dimensional Requirements</i>		
STANDARD	TCC	TCT
Floor Area Ratio [1]		
- Minimum	1:1	0.5:1
- Maximum	4:1	4:1
Building Height (all parts)		
- Minimum	2 stories	16 feet
- Maximum	4 stories	4 stories
Residential Density [2]		
- Minimum	None	16.22 units/acre
- Maximum	40 units/acre [7]	40 units/acre [7]
Front Setback [3]		
- Minimum	0	0
- Maximum	15 feet	15 feet
Side and Rear Setback [4]	0	0
Parking [5]	Exempt	Exempt
Landscaping[6]	5% of lot	5% of lot
<p>Footnotes:</p> <p>[1] Floor area ratio is defined as the ratio of building square footage to site square footage. For example, a 5,000 square foot building is required on a 5,000 square foot site (FAR of 1:1); a 20,000 square foot building is allowed (FAR of 4:1).</p> <p>[2] All densities are based on net acres.</p> <p>[3] A larger front yard setback may be approved through Design Review if the setback area incorporates enhanced pedestrian spaces and amenities such as plazas, arcades, courtyards, outdoor cafes, widened sidewalks, benches, shelters, street furniture, public art or kiosks. No parking is allowed between a building and the public right-of-way.</p> <p>[4] Side and rear yard setbacks may be required through Design Review when needed to provide a transition between zones or different land uses. The screening and buffering standards in Article 8 will be used as a guideline.</p> <p>[5] Except for multi-family residential uses, off-street parking is not required in the Town Center Zones. When off-street parking is provided, it shall be located to the side or rear of buildings, in shared parking lots or in parking structures. Parking and/or maneuvering areas shall not be located between the front facade of the building and the street /sidewalk. Parking for multi-family residential uses shall be provided in accordance with Table 8-4 in § 17.8.515.</p> <p>[6] Required landscaping in the Town Center zones may include planters, hanging baskets and architectural features such as benches and water fountains that are supportive of the Town Center pedestrian environment. Jointly improved landscaped areas are encouraged to facilitate continuity of landscape design.</p> <p>[7] Residential density may be increased above the maximum in accordance with the density incentives in § 17.7.400. Minimum density does not apply to projects on sites which are less than one-half-acre in net area or which include a mix of uses.</p>		

Institutional Zone

<i>Table 3-9: Dimensional Requirements</i>	
STANDARD	
Minimum Lot Size	10,000 square feet
Minimum Lot Width	50 feet
Minimum Lot Depth	None
Minimum Setbacks [1]	
- Front	§ 17.3.220 C
- Interior Side	§ 17.3.220 C
- Corner (street side)	§ 17.3.220 C
- Rear	§ 17.3.220 C
Maximum Setback [2]	§ 17.3.220 C
Maximum Building Height	Where adjacent to residential zoned area: 1 foot in height for every 1 foot from property line; maximum of 75 feet. Where adjacent to commercial or industrial zoned area: 4 stories
Minimum Landscaped Area	20% of the site
Footnotes: [1] Side or rear yard setbacks may be required where the INST zone abuts a Residential zone. The need for a side or rear yard setback to provide privacy, access to sunlight and a transition between zones shall be evaluated in the Conditional Use and/or Design Review Process. [2] To ensure that new development is oriented to the street, maximum building setback standards may be established as part of the Conditional Use and or Design Review Process in the INST zone. [3] Height limitations shall not apply to flag poles and field lights provided that the Community Development Director finds that off-site light intrusion is limited to the extent feasible.	

ATTACHMENT C
COMPREHENSIVE PLAN ACTIONS AND POLICIES
AND
FINDINGS OF FACT AND CONCLUSIONS

Land Use Implementation Action 1: The City of Forest Grove will adopt a land use concept that promotes the efficient use of land within the urban growth boundary.

Finding: This request promotes the efficient use of land within the urban growth boundary by expanding the allowed uses on land owned by the City within the Forest Grove Town Center. This conclusion is supported by the fact that the Town Center Transition zone allows a variety of uses outright including residential/household living, cultural institutions, general retail, and office. In contrast, the Institutional zone does not allow residential/household living or general retail uses. Cultural institutions and office uses are permitted uses in the Institutional zone but only with conditional use approval. Therefore, re-designation the subject property from Institutional to Town Center Transition provides a greater opportunity efficient use of the property in the future.

Land Use Implementation Action 2: The City of Forest Grove will support policies that promote the continued viability of the Forest Grove Town Center as the focal point of the community. Future comprehensive plan and text and map amendments affecting land use should consider potential positive and negative impacts to the Forest Grove Town Center.

Finding: Retaining civic functions in the Town Center supports the continued viability of the Forest Grove Town Center as the focal point of the community. This is achieved by reinforcing the Town Center as the civic, administrative, and service focal point for the community. Civic uses in the Town Center also complements the array of services and businesses currently found in the Town Center.

Finding: No negative impacts associated with the proposed Comprehensive Plan Map and Zoning map amendments have been identified since existing civic functions occurring in the Town Center would be allowed to continue after adoption of the amendments.

Land Use Implementation Action 3: The City of Forest Grove will support policies that encourage locating complementary land uses in proximity to reduce demand on transportation systems and improve the overall quality of life of the community.

Finding: Re-designating the subject property Town Center Transition supports and encourages locating complementary land use in proximity for the following reasons. The Town Center transition zone is a mixed-use designation that allows a variety of activities including residential, retail, office, and civic uses. It is a stated policy of the Comprehensive Plan to retain City administrative offices downtown. City administrative functions are complementary to many other activities occurring in the Town Center including other services. Employment associated with City administrative functions supports general business activities including convenience shopping and restaurants within walking distance. This reduces demand on the transportation system and improves the overall quality of life of the community.

Economic Development Policy 7.7: Retain the City’s administrative offices in the Town Center.

Finding: The proposed re-designation of the subject property provides the opportunity to retain the City’s administrative offices for police and fire services in the Town Center. This is consistent with Economic Development Policy 7.7 which promotes retention of civic uses in the Town Center.

Economic Development Policy 7.12: Encourage uses in the Town Center to bring residents from throughout the City into the Town Center.

Finding: The proposed map amendments support Economic Development Policy 7.12 since the Town Center Transition designation allows for a variety of uses that bring residents from throughout the City into the Town Center. This includes retail and office uses and civic uses.

**ATTACHMENT D
ZONE CHANGE REVIEW CRITERIA
AND
FINDINGS OF FACT AND CONCLUSIONS**

The criteria for a zoning map amendment are contained in the Development Code §17.2.770. The criteria include:

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

Finding: This proposal to re-zone the subject property from Institutional to Town Center Transition is accompanied by concurrent Comprehensive Plan amendments. The accompanying Comprehensive Plan map will re-designate City-owned property in the Town Center as Town Center Transition consistent with the proposed zoning designations. As a result, the proposed zoning changes will be consistent with the Comprehensive Plan map as amended.

Finding: The proposed Town Center Transition is the most appropriate zone for the subject properties for the following reasons:

1. The subject properties are in the Forest Grove Town Center and surrounded by the land zoned Town Center Transition. As a result, the Town Center Transition zone will be applied consistently in the Forest Grove Town regardless of whether the property is privately or publicly owned.
2. Re-designating the subject property Town Center Transition provides an opportunity to consider site context when considering development proposals. This will ensure new development is consistent with land use objectives for the Town Center including pedestrian orientation, building, scale and storefront character as identified in Development Code §17.3.400 (Town Center Zones Purpose) and 17.3.430(A) Town Center Zone Development Standards Purpose.

Finding: For the reasons stated above, The Town Center Transition zone is the most appropriate, taking into consideration the purposes of the Town Center Transition zone and zoning pattern of the surrounding land. The proposed amendments ensure land use regulations are applied consistently in the Town Center.

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

Finding: The proposed change is consistent with following goal contained in the Comprehensive Plan for City administrative facilities and services:

- Administrative Services Goal 2: Retain City administrative services in the Forest Grove Town Center.

Finding: Re-zoning the subject property Town Center Transition supports Administrative Services Goal 2 by applying development standards that will allow the existing uses to continue and ensures that future remodeling or redevelopment of City-owned property considers site context and adheres to the adopted Town Center design guidelines or standards.

C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity.

Finding: The current uses of the subject property are allowed within the Town Center Transition zone as shown in the table below. The table shows the use of the City-owned property, type of use and use classification.

<u>Use</u>	<u>Type</u>	<u>Use Classification</u>
City Hall	Office	Permitted
Library	Cultural Institution	Permitted
Police Department	Office/Emergency Services	Permitted/Conditional
Fire Department	Office/Emergency Services	Permitted/Conditional
Community Auditorium	Office	Permitted

Finding: The subject property is in the Forest Grove Town Center. Buildings are either one- or two-stories, similar to other buildings on 19th Avenue, Birch Street, Pacific Avenue and Council Street which are located within one block of the subject property.

Finding: The subject property is developed, and the proposal does not include new construction. Therefore, consideration of lack of appropriately designated alternative sites within the vicinity does not apply.

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

Finding: The subject properties are developed, and the existing uses are allowed in the Town Center Transition zone as either permitted or conditional uses. No additional traffic is expected because of the zone change. Therefore, the proposed zone change will not reduce the level of service of transportation

facilities below the minimum accepted level of service identified in the 2014 Transportation System Plan which is Level of Service (LOS) D. The table below shows the 2035 PM Peak Hour Traffic Operations findings included in the 2014 Transportation System Plan. This demonstrates that there is sufficient capacity at nearby street intersections to accommodate traffic increases occurring in the Town Center from expected levels of development. Based on this data all intersections will operate at acceptable levels of service, delay, and volume to capacity.

2035 PM Peak Hour Traffic Operations

Intersection	Level of Service (LOS)	Delay (Seconds)	Volume to Capacity (V/C)
23 rd Avenue / Main Street	A/C	15.6	0.31
19 th Avenue / Council Street	A/B	13.5	0.15
Pacific Avenue / Main Street	A	8.5	0.56
Pacific Avenue / College Way	B	12.5	0.51

Finding: The subject properties are served by Pacific Avenue and 19th Avenue. Both streets are designated as arterial roadways on the Functional Classification Map contained in the Forest Grove Transportation System Plan. No additional traffic is expected because of the zone change. Therefore, the proposed zone change does not require changes to the roadway functional classifications adopted in the Forest Grove Transportation System Plan.

Finding: The subject properties are developed, and no additional traffic is anticipated. Therefore, the proposed zone change will have no impact on the operation of roadway facilities.

Finding: No additional traffic is expected as a result of the proposed zone change. Therefore, the proposed zone change will not impact transportation facilities. For this reason, a traffic impact study is not required.

Finding: For the reasons stated above this criterion is met.

- E. Public facilities and services for water supply, sanitary waste disposal, stormwater disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.**

Finding: The subject property is in the Forest Grove Town Center is served with water, sanitary waste disposal, stormwater disposal as shown on the image below. Police and Fire protection can support the uses allowed by the zone.



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

Finding: Properties for rezoning from Institutional (INST) to Town Center Transition (TCT) include:

- 1S306BA05400 - 2102 Pacific Avenue (Police Department and Library Complex)
- 1S306BA06400 - 1919 Ash Street (Fire Department)
- 1S306BB10000- 1924 Council Street (City Hall)
- 1S306BB09700 – 1928 Council Street (Engineering Division Office)
- 1S306BB10100, 1S306BB10202 - 1915 Main Street (Community Auditorium and Parking Lot)

Finding: Re-designating the City-owned property in the Town Center currently zoned Institutional to Town Center Transition is not subject to the meeting of conditions. Therefore, this criterion is met.

ATTACHMENT E
METRO URBAN GROWTH MANAGEMENT PLAN CONSISTENCY
FINDINGS OF FACT AND CONCLUSIONS

The following Metro Urban Growth Management Functional Plan requirements apply to this proposal:

§3.07.640 Activity Levels for Centers, Corridors, Station Communities and Main Streets

§3.07.640(a): Centers, Corridors, Station Communities and Main Streets need a critical number of residents and workers to be vibrant and successful. The following average number of residents and workers per acre is recommended for each:

- (1) Central City – 250 persons**
- (2) Regional Centers – 60 persons**
- (3) Station Communities – 45 persons**
- (4) Corridors – 45 persons**
- (5) Town Centers – 40 persons**
- (6) Main Streets – 39 persons**

Finding: Downtown Forest Grove is designated as a Town Center by Metro, on the Regional Framework Plan map.

Finding: Civic uses allowed in the Town Center zones supports §3.07.640(a) by bringing employment into the Forest Grove Town Center. This includes employment at City Hall, Police Department, Fire Station, and library. Total employment at these City facilities exceeds 100 persons. These employees contribute to the vibrancy of the Town Center by patronizing businesses including restaurants and shops.

§3.07.640(b): Centers, Corridors, Station Communities and Main Streets need a mix of uses to be vibrant and walkable. The following mix of uses is recommended for each:

- (1) The amenities identified in the most current version of the State of the Centers: Investing in our Communities, such as grocery stores and restaurants.
- (2) Institutional uses, including schools, colleges, universities, hospitals, medical offices and facilities.
- (3) Civic uses, including government offices open to and serving the general public, libraries, city halls and public spaces.

Finding: Metro Urban Growth Management Functional Plan §3.07.640(b) states Centers, Corridors, Station Communities and Main Streets need a mix of uses to be vibrant and walkable. The following mix of uses is recommended for each as stated in §3.07.640(b)(3): Civic uses, including government offices open to and serving the general public, libraries, city halls and public spaces. The proposed map amendments support §3.07.640(b)(3) since the Town Center Transition allows for the continuation of civic uses, including government offices open to and serving the general public, libraries, city halls and public spaces. The Town Center Transition design guidelines and standards zone ensures these uses are developed to promote vibrant and walkable downtown area. For this reason, this proposed map amendments comply with §3.07.640(b).

ATTACHMENT F
OREGON STATEWIDE PLANNING GOALS
FINDINGS OF FACT AND CONCLUSIONS

Goal 2 (Land Use Planning): To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Finding: Goal 2 requires that land use decisions be made in accordance with a comprehensive plan. The comprehensive plan establishes a framework for decisions and actions related to the use of land. Goal 2 defines major and minor revisions to the comprehensive plan. Major changes are those that have widespread and significant impact beyond the immediate area or a change affecting large areas or many different ownerships. Minor changes are those that do not have significant impact beyond the immediate area proposed for change. Minor changes should be based on information that serves as the factual basis for the change. The public need and justification for minor change should be established.

Finding: Oregon Administrative Rules defines “Minor Changes” as those which do not have significant effect beyond the immediate area of the change, should be based on special studies or other information which will serve as the factual basis to support the change. The public need and justification for the particular change should be established. Minor changes should not be made more frequently than once a year, if at all possible.

Finding: The proposed zone change affects certain properties in the Forest Grove Town Center owned by the City of Forest Grove and currently designated Institutional. The property includes City Hall, Forest Grove Police Department and library complex, Forest Grove Fire Station and publicly owned parking lots. Since the zone change affects City owned properties which are developed or used for parking there will be no impact beyond the immediate area of the change. The public need and justification for the change is to consistently apply adopted design standards and guidelines for the Town Center to all properties in the Town Center including those owned by the City.

Goal 10 (Housing): To provide for the housing needs of citizens of the state.

Finding: The Forest Grove Housing Needs Analysis Update (2019) shows a 20-year need for approximately 2,050 owner-occupied and 1,370 renter-occupied dwellings (Forest Grove Housing Needs Analysis (2019), Exhibits 3.3 to 3.5). The estimated housing mix that addresses future demand consists of approximately 1,988 single-family detached homes, 638 townhomes/duplexes, 702 multifamily apartment/condo units and 97 manufactured homes.

Finding: The Forest Grove Housing Needs Analysis indicates that Metro estimates that the Building Land Inventory in Forest Grove has the capacity of adding 4,823 to 4,882 net new housing units with the City’s planning area (Urban Growth Boundary). The reconciliation of expected land capacity and projected 20-year housing demand, indicates that the level of low density (i.e. single-family detached housing) demand will approach buildout near the end of the twenty-year planning period. Estimated capacity for high density housing is approximately 2,091 units and demand is 958 leaving a remaining capacity for 1,141 units. Therefore, any increasing housing capacity resulting from re-designating the subject properties from Public to Town Center is not needed to meet estimated demand for high density housing during the planning period. Since the Town Center zones do not allow new

single-family detached dwellings the proposed re-designation will not increase potential capacity for low-density housing.

Finding: The Forest Grove Comprehensive Plan Map was last acknowledged by the Oregon Department of Land Conservation and Development in 2014 (DLCD Approval Order 001852). At that time the subject properties proposed for re-designation from Public to Town Center were designated Public on the Comprehensive Plan map as is the case today. Although no housing is proposed on the subject properties at this time, re-designating the sites from Public to Town Center increases the number of sites where housing is an allowed use. Opportunities for housing on the subject properties could be assessed after re-designation during the next Comprehensive Plan Periodic Review cycle or update to the Regional Buildable Land Inventory prepared by Metro in consultation with individual jurisdictions. This is consistent with Comprehensive Plan Housing Policy 1.4: Update the City's land use inventory at regular intervals to monitor the supply of buildable land.

Finding: Except for the City-owned public parking lot west of Main Street, between 21st Avenue and Pacific Avenue, the subject properties were not included the Portland Regional Buildable Land Inventory for needed housing. This is because the Institutional zone does not permit Household Living as an allowed use (Development Code §17.3.210 (Table 3-8: Institutional Zone Use Table). According to OAR 660-007-0045(2): "the buildable land inventory at each jurisdiction's choice shall either be based on land in a residential plan/zone designation within the jurisdiction at the time of periodic review or based on the jurisdiction's BLI at the time of acknowledgement as updated.

Finding: Forest Grove Comprehensive Plan Policy 1.2 states: "Evaluate requests for rezoning from non-residential to residential development zones based on the following factors:

- A. Identified housing needs contained in an adopted Goal [10] analysis.
- B. Ability to provide public facilities to the site in a cost-effective and efficient manner.
- C. Potential of the site to support higher density development.
- D. Site characteristics including topography; and
- E. Land Use location policies of the Comprehensive Plan.

The proposed re-designation of the applicable subject properties from Public to Town Center is not a change from a non-residential to residential development zone designation since the Town Center plan designations are classified as commercial plan districts in the Forest Grove Comprehensive Plan (Page 48). Therefore, Policy 1.2 is not applicable to this re-designation action.

Goal 12 (Transportation): To provide and encourage a safe, convenient and economic transportation system.

Finding: Goal 12 is addressed in Attachment G (Transportation Planning Rule Findings of Facts and Conclusions).

Post-Acknowledgement Plan Amendments (OAR §660-018)

OAR §660-018-0010

(a) "A change" to an acknowledged comprehensive plan or land use regulation means an amendment to the plan or implementing land use regulations, including an amendment to the plan text or map. This term includes

additions and deletions to the acknowledged plan or regulations, the adoption of a new plan or regulation, or the repeal of an acknowledged plan or regulation.

(g) "Map Change" means a change in the designation or boundary of an area as shown on the comprehensive plan map, zoning map or both, including an area added to or removed from a comprehensive plan or zoning map.

Finding: If adopted, the proposed change to the Comprehensive Plan map and zoning map will result in a change to the acknowledged Forest Grove Comprehensive Plan.

Finding: The Forest Grove Comprehensive Plan was acknowledged by the Oregon Department of Land Conservation and Development by Order 001852.

Finding: The proposed map change does not affect any adopted land use regulations including regulations contained in the Forest Grove Development Code and Design Guideline Handbook.

Finding: For the reasons cited above, the proposed map changes comply with OAR 660-018.

OAR §660-018-0020

Notice of a Proposed Change to a Comprehensive Plan or Land Use Regulation

(1) Before a local government adopts a change to an acknowledged comprehensive plan or a land use regulation, unless circumstances described in OAR 660-018-0022 apply, the local government shall submit the proposed change to the department, including the information described in section (2) of this rule. The local government must submit the proposed change to the director at the department's Salem office at least 35 days before holding the first evidentiary hearing on adoption of the proposed change.

Finding: Notice of the first evidentiary hearing on the adoption of the proposed map changes was provided on May 6, 2020 which is more than 35 days prior to the first anticipated hearing before the Forest Grove Planning Commission scheduled on July 20, 2020.

Finding: Since the City provided notice of the proposed map changes more than 35 days prior to the first evidentiary hearing as noted above this proposal complies with OAR 660-018-0020.

ATTACHMENT G
TRANSPORTATION PLANNING RULE
FINDINGS OF FACT AND CONCLUSIONS

The Oregon Transportation Planning Rule (OAR 660-012) applies to comprehensive plan amendments. This is to ensure that the existing and planned transportation system for all modes of travel is capable of handling the intensity of uses allowed by the proposed plan designation.

A plan or land use regulation amendment significantly affects a transportation facility if it would:

- Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan).
- Change standards implementing a functional classification system.
- Result in:
 - Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility.
 - Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or
 - Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

Finding: The table below shows expected weekday, AM peak hour, and PM peak hour traffic generation for represented land uses allowed outright or with conditional use approval in the Institutional or Town Center Transition zones.

Average Vehicle Trip Ends
(Per 1,000 Square Feet Gross Floor Area)

Land Use	ITE Code	Weekday Average Daily Traffic (ADT)	Weekday AM Peak Hour Trips	Weekday PM Peak Hour Trips
Library	590	56.24	4.47	7.20
Single Tenant Office	715	11.65	1.8	1.74
Government Office	730	68.93	5.88	11.03
Automobile Parts Store	843	61.91	4.41	6.44
Walk-in Bank	911			12.13
Express Ship Store	920		8.10	12.27

Finding: Traffic generation associated with institutional uses is commensurate with uses allowed by the Town Center Transition zone. According to the Institute of Traffic Engineers Trip Generation Manual, 9th Edition, Volume 3, a library generates approximately 56.2 trips per 1,000 square feet of floor area on a typical weekday. This is commensurate with an automobile parts store as shown on the table above which is expected to generate about 62 trips per weekday per 1,000 square feet of gross floor area.

Finding: A government office, another institutional use, is expected to generate about 68.9 trips per 1,000 square feet of gross floor area on a typical weekday. This is also commensurate with an automobile parts store in terms of weekday average daily traffic. During the afternoon peak hour, the traffic impact for a government office is similar to a walk-in bank. A conclusion that can be drawn from this information is traffic generation for representative institutional uses is similar to the representative retail uses that have existed or currently exist in the Forest Grove Town Center.

Finding: Existing level of service for street intersections near the subject property during the afternoon peak period operates well above the City's acceptable Level of Service (LOS) D:

2035 PM Peak Hour Traffic Operations

Intersection	Level of Service (LOS)	Delay (Seconds)	Volume to Capacity (V/C)
23 rd Avenue / Main Street	A/C	15.6	0.31
19 th Avenue / Council Street	A/B	13.5	0.15
Pacific Avenue / Main Street	A	8.5	0.56
Pacific Avenue / College Way	B	12.5	0.51

Finding: As the table below shows the proposed amendment will not significantly affect the existing or planned transportation facility. The table shows there is sufficient capacity at intersections in the Town Center since the V/C ration is well below 1.0 with 1.0 indicating operations at capacity. In addition, LOS is well above LOS D for all intersections and delay is within acceptable limits.

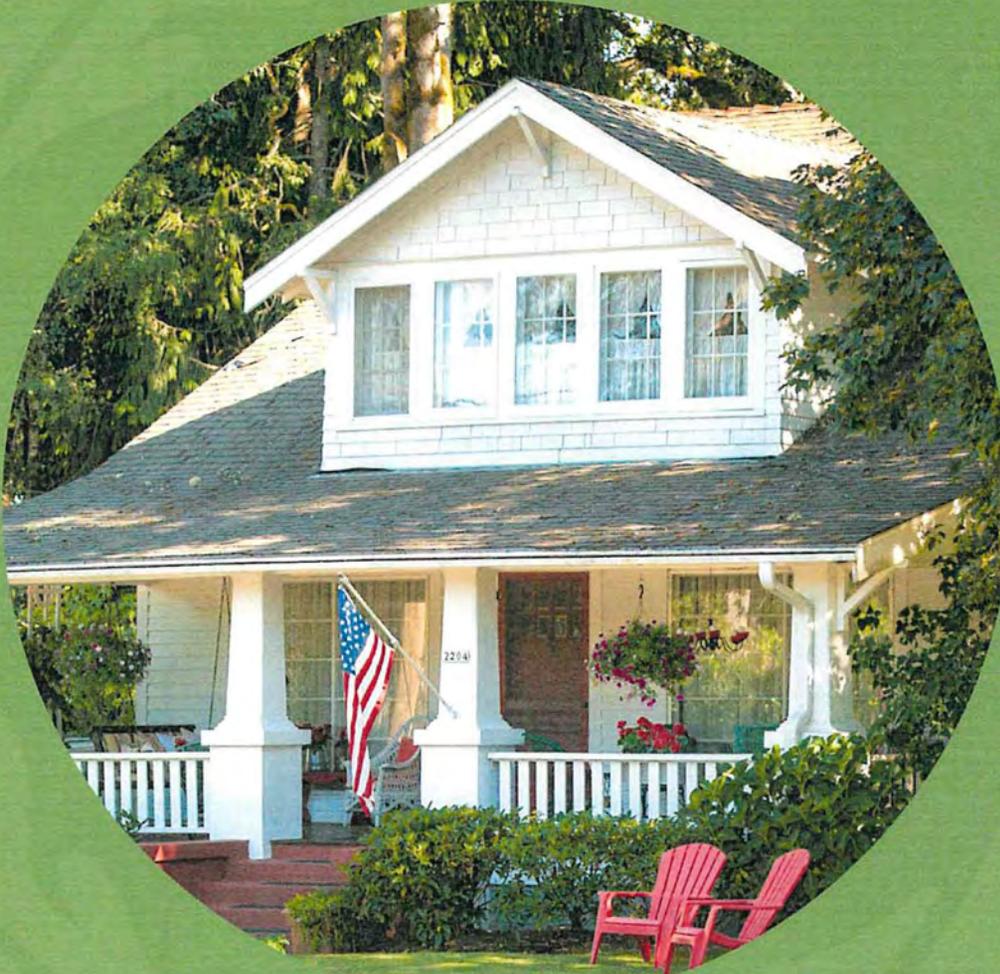
Finding: Although the proposed zone changes from Institutional to Town Center Transition will allow additional land uses including residential and retail the site is located on the Pacific Avenue/19th Avenue couplet which has sufficient capacity for additional traffic. Estimated traffic volume as shown by Transportation System Plan, Figure 3-8 (Existing Daily Traffic Volumes) is approximately 6,700 vehicles per day. The adopted TSP shows on Figure on Figure 3-8, this volume has remained constant.

Finding: Based on information contained in Highway Capacity Manual, 6th edition, the four-lane couplet has a design capacity of about 36,800 vehicles per day. The Transportation System Plan indicates Pacific Avenue and 19th Avenue are classified as arterial roads and the proposed zone change will not change the function or capacity of either street. In addition, the proposed zone change will not change any standards implementing the functional classification system.

Finding: Traffic generation associated with institutional uses is commensurate with uses allowed by the Town Center Transition zone. According to the Institute of Traffic Engineers Trip Generation Manual, 9th edition a library generates approximately 56.2 trips per 1,000 square feet of floor area on a typical weekday. The Forest Grove Library is approximately 25,000 square feet. As such the library would be expected to generate about 1,405 trips per day. A government office, another institutional use, is expected to generate about 68.9 trips per 1,000 square feet on per weekday. For comparison, specialty retail allowed in the Town Center Transition zone, such as an arts and crafts store, is expected to generate about 56.5 trips per 1,000 square feet per weekday.

Finding: For the reasons stated above proposed Comprehensive Plan Map and Zoning Map change will not significantly affect transportation facilities and therefore the changes comply with the OAR 660-012-0060.

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COMPREHENSIVE PLAN MAP & ZONING MAP AMENDMENTS

AFFECTING CITY
PROPERTY IN THE
FOREST GROVE TOWN
CENTER

DAN RIORDAN
SENIOR PLANNER

07/20/20

BACKGROUND

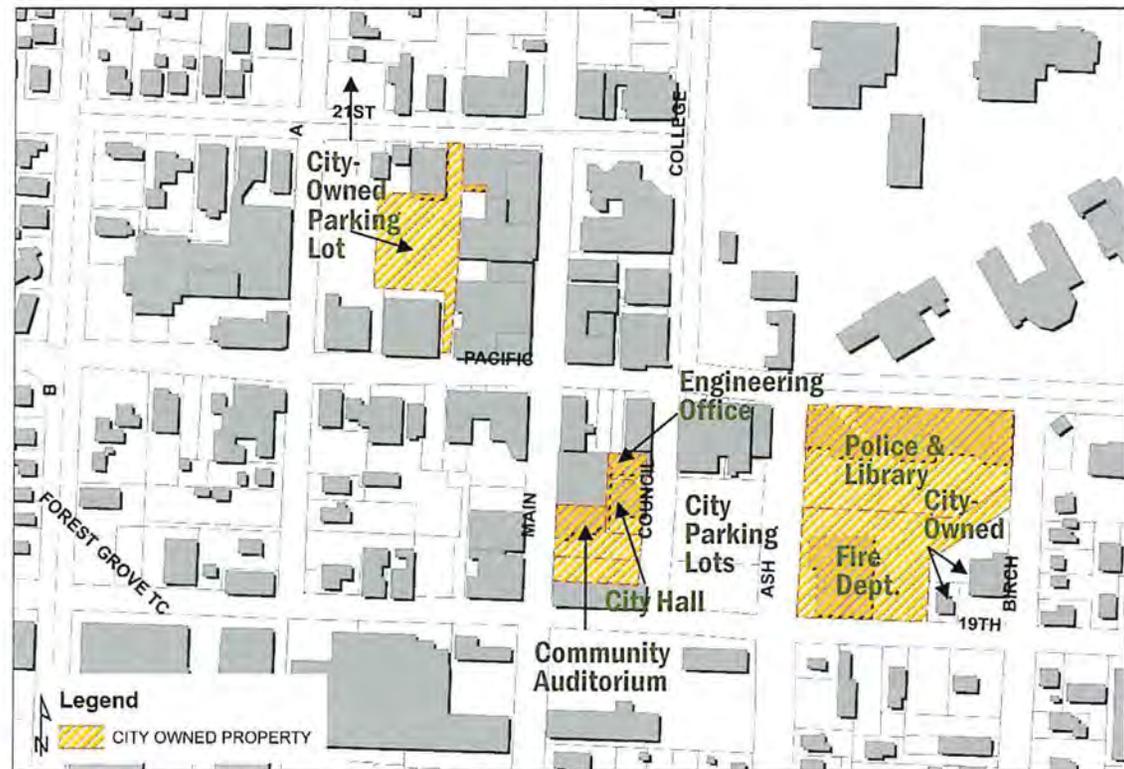
- In 2009, the City adopted a new Development Code that among other things established the Town Center zoning districts.
- The Town Center zones were established to reinforce the historic role of the downtown as a civic, financial and business center for the City.
- Most properties in the Forest Grove downtown were zoned Town Center Core (TCC), Town Center Support (TCS) or Town Center Transition (TCT).

BACKGROUND

Institutional Zone

However, concurrent with adoption of the 2009 Development Code, the City applied the Institutional zoning district to some City-owned facilities including sites in downtown Forest Grove.

COMPREHENSIVE PLAN MAP AND ZONING MAP REDESIGNATION
AFFECTED CITY-OWNED PROPERTY



BACKGROUND

Overview of City Facilities Downtown Zoned Institutional

City Facility	Building Type	Area (Square Feet)
Library*	One Story	24,700
Police Station*	One Story	12,900
Fire Station*	Two Stories	17,900
Engineering Office	One Story	3,900
City Hall	Two Stories	8,400
Community Auditorium and Parking	One Story	5,200 (auditorium)
Main Parking Lot	Undeveloped	35,700 (site)
Total Acres Affected Area		4.80

*A prior proposal submitted to the Planning Commission would have re-designated these sites to Town Center Transition consistent with other properties on the block.

BACKGROUND

- Concurrent with adoption of the Development Code a Design Guideline Handbook was adopted.
- The Design Handbook includes design standards and guidelines for the TC zones.



Design Guideline Handbook

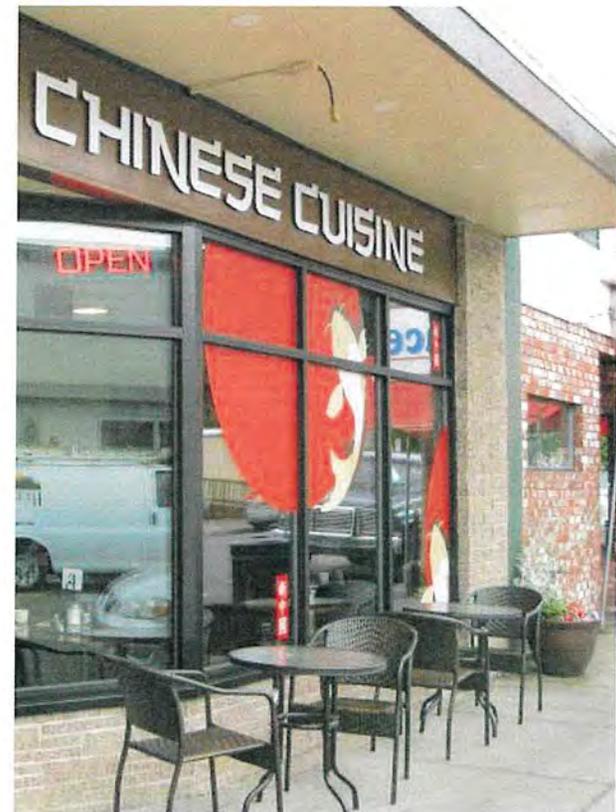
Forest Grove, Oregon
A supplement to the Development Code



Adopted – March 2009

BACKGROUND

- The Town Center design guidelines strive to reinforce the established storefront character of the downtown.



BACKGROUND

- Specifically, the Town Center guidelines address:
 - Building orientation
 - Pedestrian connections
 - Building facades including storefront windows
 - Signs

Example: Desirable Building façade and Design Elements



BACKGROUND

- In contrast to the Town Center zones, the Institutional zone is intended to serve larger institutional facilities such as campuses, public school sites, hospitals, and sewer and water treatment facilities.



BACKGROUND

- The Design Handbook does not include design standards or design guidelines for institutional including civic uses.
- To ensure that civic uses in the Town Center complement the downtown by applying design standards and guidelines the City-owned properties could be re-designated to a Town Center zoning designation.
- This would set clear expectations for the level of design desired for civic facilities located downtown.

RATIONALE FOR RE-DESIGNATION

- Re-designating the City property will not preclude continuation of existing civic uses or future remodeling or redevelopment of City-owned property.

Use	Town Center Zone	Institutional Zone
Emergency services including police and fire	Conditional use permit required	Conditional use permit required
Cultural institutions including libraries	Permitted outright	Conditional use permit required
Government offices	Allowed outright “Office” use category	Government offices allowed outright General office category allowed with conditional use permit

RATIONALE FOR RE-DESIGNATION

- Applying the Town Center zone to City-owned facilities ensures City-owned properties are held to the same high standards as privately-owned buildings and land.
- This includes requirements for building scale, building facades, location of parking when provided, and minimum amounts of landscaping.



BASIS FOR RECOMMENDATION

- The proposal to re-designate the City-owned property is consistent with:
 - The Forest Grove Comprehensive Plan Polices pertaining to the Town Center (staff report Attachment C)
 - Development Code zoning map amendment criteria (staff report Attachment D) including consistency with the Comp. Plan and Transportation System Plan
 - Metro Urban Growth Management Plan related to Town Centers (staff report Attachment E)

BASIS FOR RECOMMENDATION

- The proposal to re-designate the City-owned property is consistent with:
 - Oregon Statewide Planning Goals including Goal 2 (Land Use Planning), Goal 10 (Housing), and Goal 12 (Transportation) (staff report Attachment F)
 - Oregon Transportation Planning Rule related to traffic impacts resulting from Comprehensive Plan map changes (Staff report Attachment G)

STAFF RECOMMENDATION

Based on the analysis contained in the staff report including findings of fact and conclusions, Staff recommends the Planning Commission forward a recommendation to the City Council to:

Adopt ordinances amending the Comprehensive Plan Map and Zoning Map to re-designate the City-owned sites identified by staff from Public/Institutional to Town Center.

QUESTIONS FOR DELIBERATIONS

To summarize:

- Should City-owned facilities in the downtown be considered the same as larger institutional facilities such as campuses, hospitals, sewer and water treatment facilities or public schools?
- Given the answer to the previous question, is the Institutional zone, the most appropriate zone to apply to City-owned properties downtown?
- Does the Planning Commission support re-designation of the City-owned properties to Town Center as proposed?

Correspondence No. 1

Daniel Riordan

From: C Wolter <cwolter41@gmail.com>
Sent: Monday, July 20, 2020 10:11 AM
To: Daniel Riordan
Subject: File Number 311-20-000062-PLNG

311-20-000062-PLNG
RECEIVED

JUL 20 2020

City of Forest Grove

Hi Dan,

Chet Wolter, Prosteel Builders LLC, owner of the Forest Building at 1911-1923 Pacific Avenue. In response to your Notice of Planning Hearing, please be advised that we are in the process of determining change of use for the theater portion of the properties, which will probably impact the entire building. We will want to maintain the art deco motif.

Currently, the theater is unoccupied and single screen theaters are no longer viable. We are considering demolition of the entire inside of the theater so that further planning and then construction may proceed. However, with the current crisis, there is no timeline for proceeding.

Chet Wolter
Prosteel Builders LLC
503-807-4305
cwolter41@gmail.com

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>9.</u>
MEETING DATE:	<u>09/14/2020</u>
FINAL ACTION:	<u>RESO 2020-88</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 14, 2020*

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

SUBJECT TITLE: *Resolution Approving an Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) for the Tualatin Valley Highway (Hwy. 8) Safety Improvement Plan*

ACTION REQUESTED:

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

ISSUE STATEMENT: City Council approval of an Intergovernmental Agreement with the Oregon Department of Transportation to amend the Tualatin Valley Highway Safety Improvement Plan project agreement.

BACKGROUND: The Tualatin Valley Highway Safety Improvement Plan will result in a plan of action for pedestrian and other safety improvements along Oregon Hwy 8 between Quince Street and the City boundary with Cornelius. To complete the project ODOT allocated \$149,974 in State funds for consulting assistance.

The City and ODOT identified additional tasks necessary to complete the project. The purpose of the additional work is to ensure proposed safety improvements can be approved by ODOT and built in advance of the funding measure being proposed by Metro for regional transportation projects. This work cannot be completed without additional analysis.

The additional analysis includes collecting updated traffic counts, design analysis for two potential crosswalks between Quince Street and Mountain View Lane, and additional community outreach adapting to pandemic restrictions on in-person gatherings. This additional analysis is estimated to cost a not to exceed amount of \$60,000. The adopted FY 2020-21 budget for the Planning Division anticipated this expenditure. A total of \$141,000 is budgeted for professional (consulting) services in the Planning Division’s adopted FY 2020-21 budget.

The attached resolution directs the City Manager to execute an Intergovernmental agreement prepared by ODOT. The IGA amends the original project agreement to include the City funds,

additional tasks and extends project completion to March 31, 2021. The IGA was prepared using the ODOT template and reviewed by Legal.

To date, a number of project tasks are completed including:

- Community outreach including attendance at the Forest Grove Farmers market in 2019, focused community engagement events and preparing supporting materials.
- Identification and analysis of guiding plans and policies affecting the corridor.
- Identification and evaluation of potential improvement options considering ODOT's context sensitive design initiative called the Blueprint for Urban Design.
- Safety and community access audit conduct by consultant and ODOT staff with City participation.
- Safety assessment workshop with consultant, ODOT staff, City staff representing the Police Department, Fire Department, Planning, and Engineering, Forest Grove School District representative, and Tri Met representative.

FISCAL IMPACT: The fiscal impact to the City's budget is not to exceed \$60,000.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution approving the IGA between the City and ODOT for the TV Highway Safety Improvement Plan.

ATTACHMENT:

- A. Resolution Approving an Intergovernmental Agreement with the Oregon Department of Transportation for the Tualatin Valley Highway (Hwy. 8) Safety Improvement Plan.



RESOLUTION NO. 2020-88

RESOLUTION DIRECTING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE OREGON DEPARTMENT OF TRANSPORTATION (ODOT) TO AUTHORIZE CITY FUNDING FOR THE TUALATIN VALLEY HIGHWAY IMPROVEMENT PLAN

WHEREAS, the Tualatin Valley Highway (Hwy. 8), in Forest Grove between the Forest Grove city limits and Quince Street is under Oregon Department of Transportation jurisdiction; and

WHEREAS, the Hwy. 8 segment in Forest Grove is identified as a high injury corridor in the Metro Regional Transportation System Plan; and

WHEREAS, the Oregon Department of Transportation (ODOT) allocated \$149,974 for consulting assistance to complete a safety improvement plan for Hwy. 8 in Forest Grove; and

WHEREAS, the City and ODOT identified additional project tasks to complete including updating traffic counts, further analysis supporting two pedestrian crosswalks between Quince Street and Mountain View Lane, and additional community outreach adapting to pandemic restrictions on in-person gatherings; and

WHEREAS, the City desires to complete the project for the benefit of the City of Forest Grove and the City's residents and visitors.

WHEREAS, additional funding, not to exceed \$60,000, is required to satisfactorily complete the project tasks; and

WHEREAS, the additional funding for the project is included in the City's adopted FY 2020-21 budget and is available for project costs.

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

Section 1. The City Council hereby directs the City Manager to execute an Intergovernmental Agreement with the ODOT to provide up to \$60,000 in City funds to the Tualatin Valley Highway Safety Improvement project as shown by Exhibit A.

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

PRESENTED AND PASSED this 14th day of September, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of September, 2020.

Peter B. Truax, Mayor

**INTERGOVERNMENTAL AGREEMENT
OR 8 Tualatin Valley Highway Improvement Plan**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" and the CITY OF FOREST GROVE, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. Agency has requested additional planning work from State as part of State's project to identify a variety of improvements to OR 8 and is willing to pay State for the additional work.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, State and Agency agree to State identifying safety, access to transit, pedestrian, and bicycle improvements to OR 8 between OR 47 and Forest Grove/Cornelius city limits, hereinafter referred to as "Project." The location of the Project is approximately as shown on the sketch map attached hereto, marked Exhibit A, and by this reference made a part hereof. Agency has requested additional work that will allow State to determine the location and treatment for new pedestrian crossings.
2. The Project will be financed at an estimated cost of \$209,974 in State and Agency funds. The estimate for the total Project cost is subject to change. Agency shall be responsible for \$60,000. State shall be responsible for any Project costs beyond the estimate.
3. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner.

STATE OBLIGATIONS

1. State shall take all steps necessary to complete the Project.

2. State shall, upon receipt of a fully executed copy of this Agreement, send Agency letter of request for an advance deposit in the amount of \$60,000 for the Project, said amount being equal to the estimated total cost for the work performed by State at Agency's request under State Obligations paragraph 1. Agency agrees to make additional deposits as needed upon request from State.
3. Upon completion of the Project, State shall send an itemized statement of the actual total cost of State's participation for the Project to Agency. Agency shall pay any amount which, when added to Agency's advance deposit, will equal 100 percent of actual total State costs for the Project. Any portion of said advance deposit which is in excess of the State's total costs will be refunded or released to Agency.
4. State's Project Manager for this Project is Talia Jacobson, 123 NW Flanders Street, Portland, OR 97209, 503-731-8228, talia.jacobson@odot.state.or.us, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

AGENCY OBLIGATIONS

1. Agency shall upon receipt of a fully executed copy of this Agreement and upon a subsequent letter of request from State, forward to State an advance deposit in the amount of \$60,000 for the Project, said amount being equal to the estimated total cost for the work performed by State at Agency's request under State Obligations paragraph 1.
2. Upon completion of the Project and receipt from State of an itemized statement of the actual total cost of State's participation for the Project, Agency shall pay any amount which, when added to Agency's advance deposit, will equal 100 percent of actual total State costs for the Project. Any portion of said advance deposit which is in excess of the State's total costs will be refunded or released to Agency.
3. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
4. Agency, if a county, acknowledges the effect and scope of ORS 105.755 and agrees that all acts necessary to complete construction of the Project which may alter or change the grade of existing county roads are being accomplished at the direct request of the county.

5. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.
6. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment (or completion of Project -- if applicable.) Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
7. Agency certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.
8. Agency's Project Manager for this Project is Bryan Pohl, 1924 Council Street, P.O. Box 326, Forest Grove, OR 97116, 503-992-3227, bpohl@forestgrove-or.gov, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of both Parties.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If Agency fails to provide payment of its share of the cost of the Project.
 - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

- e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
1. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
 2. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
 3. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceed.
 4. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under

Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

5. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
6. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
7. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Agency/State
Agreement No. 34368

CITY OF FOREST GROVE, by and
through its **Commissioners**

By _____

Date _____

By _____

Date _____

**LEGAL REVIEW APPROVAL (If required
in Agency's process)**

By _____
Agency's Counsel

Date _____

Agency Contact:

Bryan Pohl, Community Development
Director
1924 Council Street
P.O. Box 326
Forest Grove, OR 97116
503-992-3227
bpohl@forestgrove-or.gov

State Contact:

Talia Jacobson
123 NW Flanders Street
Portland, OR 97209
503-721-8228
Talia.jacobson@odot.state.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____

Region 1 Manager

Date _____

APPROVAL RECOMMENDED

By _____

Region 1 Planning Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____

Assistant Attorney General (If Over
\$150,000)

Date _____

EXHIBIT A

**WORK ORDER CONTRACT # 13 AMENDMENT # 2
PRICE AGREEMENT (“PA”) # B33870**

Project Name: OR-8 Tualatin Valley Highway Improvement Plan - Forest Grove

This is Amendment No. 2 to Work Order Contract (“WOC”) No. 13 (as amended from time to time) effective date May 22, 2019, between the State of Oregon, acting by and through its Department of Transportation (“Agency” or “ODOT”), and CH2M Hill, Inc., a wholly owned subsidiary of Jacobs Engineering Group Inc. (“Contractor” or “Consultant”).

This WOC is amended as follows:

The purpose of this Amendment #2 is to adjust the following tasks:

- Additional Time and Project Management effort - The expiration date of the WOC is changed from: July 30, 2020 to December 15, 2021
- Adjusted effort to existing tasks as detailed below:
 - Removed subtask, Task 2.7 – Milestone Community Events - delete from WOC, budget will be reallocated to Task 2 outreach tasks already completed
 - Added new subtask, Task 5.3 – Refined Solutions for Crossings, Signals, and Access Management
 - Reduced Consultant effort for Tasks 6.2, 6.3 and 6.4. City will lead these tasks and Consultant shall provide support, as described below.
- Additional funds – increase the Not-To-Exceed amount for this contract from \$149,973.49 to \$209,973.49.

E. TASKS, DELIVERABLES and SCHEDULE

In this Amendment #2, new tasks, tasks with additional level of effort, or tasks with deliverable changes are listed. The Project is expected to conclude by the end of March 2021, 8 months from the original completion date. The new expiration date is March 31, 2021. The adds additional project team and coordination meeting as well as additional invoices and progress reports.

Task 1: Project Management and Coordination

Task 1.1 - Project Management and Coordination

Additional effort is being added to accommodate the extended project duration under this Task for the Consultant to perform, as further detailed in the attached BOC dated 7/30/2020.

Task 1.2 - Project Schedule

Additional effort is being added to accommodate the extended project duration under this Task for the Consultant to perform, as further detailed in the attached BOC dated 7/30/2020.

1.3.2: PMT Teleconference Meetings

Consultant, Agency, and City will hold an additional 8 teleconference meetings, totaling up to 24 PMT teleconference meetings. Consultant shall develop PMT meeting agendas

and distribute to PMT in advance of each meeting. Each PMT teleconference will last up to 1 hour and up to 4 Consultant staff shall participate in each PMT teleconference (CH2M, JLA, and/or Centro Cultural).

Deliverables/Schedule: Consultant shall:

- Provide meeting agenda to PMT 3 business days prior to date of each meeting.
- Draft summary notes due within 5 business days of meeting (1 electronic copy).

Task 2: Technical Advisory Committee (“TAC”) and Community Involvement

Task 2.1 - Project TAC Meetings

The purpose of the Project TAC is to provide guidance on Project technical matters to the PMT. The TAC will meet 5 times over the course of the Project (increased from 4 meetings in the original scope). Meetings may be virtual or in-person, depending on COVID-19 safety measures needed at the time. In-person meetings will be held in Forest Grove and will last up to 4 hours, including travel time. Up to 5 Consultant team representatives shall participate in each TAC meeting. Consultant shall develop draft TAC meeting agendas and distribute to PMT. Consultant shall incorporate PMT review comments on each draft TAC agenda and provide a revised agenda to the TAC. If necessary, meetings shall be converted to online or other electronic platforms, based on the health, safety, and well-being of TAC members.

Deliverables/Schedule: Consultant shall:

- Provide draft TAC meeting agenda to PMT 8 business days prior to date of meeting.
- Provide revised meeting agenda to TAC 4 business days prior to date of meeting.
- Draft summary notes due within 5 business days of meeting (1 electronic copy) to the APM.

Task 2.2 – Community Involvement Plan (“CIP”)

Consultant shall update the Community Involvement Plan (CIP) to reflect the updated schedule and public engagement opportunities. The updated CIP will outline event goals, responsible staff, and desired outcomes. The CIP will identify the ways key interest groups and community members will be engaged and communicated to, including corridor businesses, 24th Ave Freight Users, ODOT Region 1 Mobility Advisory Committee (MAC) members, elected officials, agency representatives, and key staff. CIP will address adaptations if COVID-19 prevents conducting in-person outreach.

City will lead review of the updated CIP.

Deliverables/Schedule: Consultant shall:

- Submit updated CIP to Agency and City within 2 weeks of NTP.

Task 2.3 – Community Meeting Kit

Consultant shall update printed materials included with the “meeting-in-a-box” Community Meeting Kit. The meeting kit provides basic project information and critical messaging related to the project. The meeting kit will also include information in English and in

Spanish on where to learn more about the project, how to get involved, and how to provide feedback. Updates to the meeting kit materials shall include:

- One update to the project fact sheet to communicate about the project purpose to the public and stakeholders
- Up to two (2) updates to the Project comment form
- Maps or graphics of the Project area as necessary

Deliverables/Schedule: Consultant shall:

- Submit Draft updated Community Meeting Kit materials to Agency and City within 2 weeks of first scheduled outreach event.
- Submit final updated materials to Agency and City within 5 days of receiving feedback from Agency and City.

Task 2.6 – Focused Community Engagement Events

Consultant shall host, organize and facilitate 3 additional focused community engagement events or engagement opportunities to be specifically identified in the updated community involvement plan (Task 2.1). Three focused community engagement events may be held in-person at the Forest Grove Farmer’s Market, at local community events or school events or through other engaging and appropriate platforms. One of the events will be hosted by Centro Cultural at a time and place convenient for the corridor’s Latinx community. All events will be led by the Consultant and include a meeting plan, supporting technical informational materials, visuals of what the project is considering, materials in English and Spanish, and a comment form or survey to gather feedback. The three additional events will occur in fall 2020 and winter 20/21 and will include 2 general engagement events and 1 Latinx event. Each event or engagement opportunity will be staffed by two consultant staff people, including one bilingual staff member, with additional staff attending from the City and/or Agency. At the conclusion of a series of events, Consultant shall provide a summary of the events and feedback received.

City will continue to lead advertising, posting notice, and mailing notices for these events as required. Notice of all public events must include reference to the Project Website where the Project background, schedule, and deliverable products are posted.

Meeting locations must be accessible by people with disabilities. Meeting notices must include an offer to make accommodations for people with disabilities, translation services for people with Limited English Proficiency (LEP), or childcare for open house events with enough advance notice, with contact information for such notification.

If necessary, in-person events shall be converted to online or other “low-contact” platforms such as posters/stations at local businesses or community facilities. Agency will base this decision on the health, safety, and well-being of project team and those in attendance.

Deliverables/Schedule: Consultant shall:

- Prepare materials, agendas, and lead focused community events to be described in the Task 2.1 CIP and scheduled in coordination with Agency and City.

Task 5: Safety Improvements and Design Concepts

Task 5.3 – Refined Solutions for Crossings, Signals, and Access Management (TM#6)

Consultant shall develop refined solutions for crossings, signals, and access management.

Task 5.3.1 – Traffic Data Collection

Consultant shall collect traffic counts and speed data on typical weekdays (Tuesday through Thursday) in fair weather while schools (elementary, primary, and college) are in session. Agency will direct consultants if adjustments to data collection time or methodology are needed due to travel impacts of COVID-19. Count data will be reported in 15-minute increments. Consultant shall supply raw video and data reductions described below to Agency.

1. OR-8 corridor between OR-47/OR-8 and Mountain View/OR-8 intersections
 - a. Video counts of pedestrian and bicycle activity and driveway movements
 - b. 4-hour duration: 2-hour AM peak and 2-hour PM peak
 - c. 10 cameras estimated
 - d. Data reduction of pedestrian and bicycle activity only, including turning movement counts at intersections (OR-47 and Mountain View)
2. Two Yew Street Intersections (at Adair Ave and Pacific Ave)
 - a. Turn movement counts at each intersection (using video collection that covers 7-Eleven driveways)
 - b. Data reduction for vehicle, pedestrian, and bicycle counts at intersections
 - c. Data reduction for vehicles entering and exiting at driveways
 - d. 4-hour duration: 2-hour AM peak and 2-hour PM peak at intersections
3. Speed data collection at one location on OR-8
 - a. Determine the location for this collection in consultation with Agency
 - b. Tube count (including vehicle classification)
 - c. Speed data and count data will be reported by direction by hour
 - d. 48-hour duration

Task 5.3.2 – Intersection and Driveway Crash History Analysis

ODOT will collect and analyze the most recent 5 years of crashes (from ODOT crash database) at each major access point along the study area. The completed TM #3 should be used as a basis for this work because it may provide components of this effort. Consultant shall provide a high-level review of analysis and findings.

1. Produce intersection crash diagrams—including relative location within or approaching the intersection, reported type and cause of collision, number of vehicles/pedestrians/bicycles involved, time of day, and light condition, and pavement condition—at each of the following intersections
 - a. OR-8 / OR-47 (since intersection upgrade)
 - b. OR-8 / Mountain View Lane
 - c. OR-8 / Yew St (One-way Pair)
 - d. OR-8 (W Baseline St) / S 1st Ave

2. Produce access-point crash diagrams at major driveways with at least 5 crashes in the study period – up to four (4) locations (those with the highest number of crashes).

Task 5.3.3 – Pedestrian Crossing and Hybrid Beacon Warrant Analysis

ODOT will conduct a pedestrian hybrid beacon warrant analysis for the following locations.

1. Up to three (3) locations on OR-8 between OR-47 and Mountain View Lane
2. Yew St / Adair Ave (north side of the one-way pair)
3. Yew St / Pacific Ave (south side of the one-way pair)

The crossing analysis shall follow the NCHRP 562 Improving Pedestrian Safety at Unsignalized Crossings procedures and use the crossing treatment worksheet¹ provided in the ODOT Planning Technical Tools. The spreadsheet will be used to make recommendations for a type of treatment – marked, enhanced, pedestrian activated (RRFB), red light (HAWK/PHB) – based on conditions at each study location.

ODOT will document any adjustments made to typical methodologies, qualitative information used in the analysis, and application of engineering judgment to develop recommendations.

ODOT will write a brief summary documenting locations where crossing improvements are recommended by Agency staff.

Based on the summary document produced by ODOT, Consultant shall recommend and document general access management strategies by segment to be implemented with redevelopment and/or T2020.

Task 5.3.4 – Signal Warrant and Pedestrian Signal Timing Analysis

ODOT will conduct a signal warrant analysis for the locations listed in Task 5.3.3. The analysis will be conducted following MUTCD² procedures for Warrant 1 Eight-Hour Vehicular Volume, Warrant 2 Four-Hour Vehicular Volume, Warrant 3 Peak Hour Vehicular Volume, Warrant 4 Pedestrian Volume and Warrant 7 Crash Experience.

ODOT will document any adjustments made to typical methodologies, qualitative information used in the analysis, and application of engineering judgment to develop recommendations.

If new signals are recommended by Agency staff, ODOT will write a brief summary documenting those locations.

¹ ODOT Unsignalized Intersection Pedestrian Crossing Calculator is a Microsoft Excel spreadsheet that implements NCHRP Report 563, *Improving Pedestrian Safety at Unsignalized Crossings*. It is available here: <https://www.oregon.gov/odot/Planning/Pages/Technical-Tools.aspx>

² Manual on Uniform Traffic Control Devices, 2009 Edition, Chapter 4C.

Consultant shall review the current traffic signal timing sheets provided by ODOT to determine if changes could be made to existing signals at OR-8/OR-47 and at OR-8/Mountain View to improve pedestrian crossing conditions. High-level recommendations may include, but not be limited to, shorter cycle length, longer walk time interval, and leading pedestrian interval.

Task 5.3.5 – Refined Solutions for Crossings, Signals, and Access Management

ODOT will prepare a short written summary recommending from Task 5.3. Specific items may include, but are not limited to, the following:

1. Full traffic signals
2. Changes to existing signalized intersections
3. New pedestrian crossings and type of treatment
4. Near-term potential changes to property access in the vicinity of crossings, signals, or high-crash driveways
5. Initial access management criteria, to be refined as projects are selected

Task 6: Recommendations and Implementation Plan

Task 6.1 – Implementation and Funding Plan (TM #6)

This scope amendment directs Consultant to incorporate content and conclusions from Task 5.3 into TM #6, the Implementation and Funding Plan.

Task 6.2 – Joint City Council and Planning Commission Work Session

Following TAC meeting #5, Consultant shall prepare a clear summary of TAC comments and responses to draft TM #6 and provide this documentation to the City for a Joint City Council and Planning Commission work session in advance of Consultant revising TM #6.

City will coordinate and lead the work session, and Consultant shall present the key Project findings and recommendations. Consultant shall attend virtually (via phone or video conference).

Deliverables/Schedule: Consultant shall:

- Submit Draft TM #6 with record of TAC comments and responses to Agency and City within 3 weeks of TAC meeting #5.

Task 6.3 – Draft Plan Adoption Package

Consultant shall prepare Final OR-8: Tualatin Valley Highway Improvement Plan for Forest Grove, consolidating the work produced in for TM #5 and TM #6. City will prepare amendment language and findings for the City Planning Commission and City Council. Consultant shall assemble Consultant and City work products into the Draft Plan Adoption Package.

Deliverables/Schedule: Consultant shall:

- Submit draft Plan Adoption Package documentation to City and

Agency within 2 weeks of completing Task 6.2.

Task 6.4 – Draft Materials and Presentation for Planning Commission and City Council
 Consultant shall draft a PowerPoint presentation for City to submit to the Planning Commission and for City Council Public Hearing. Consultant shall attend virtually (via phone or video conference) to answer questions at one public hearing to support City in gaining adoption of the Final OR-8: Tualatin Valley Highway Improvement Plan. City will lead and present materials at Planning Commission and City Council meetings. City will prepare 35-day Notice (to be distributed to ODOT, Oregon Department of Land Conservation and Development (“DLCD”), Metro, City of Cornelius, and Washington County), hearing notices, and staff reports.

Deliverables/Schedule: Consultant shall:

- Submit draft presentation materials to Agency and City 2 weeks prior to Planning Commission meeting where the City will seek approval of the Improvement Plan.

TOTAL WOC NOT-TO-EXCEED (NTE) AMOUNT

	Compensation Summary Table	Amount
1. CPFF NTE Amount (not including Fixed-Fee or contingencies)	NTE Amount for allowable costs of non-contingency Services in this Contract.	N/A
2. Fixed-Fee Amount	Total of Fixed-Fee amount(s) (for CPFF only)	N/A
3. Fixed Price Amount	Total of Fixed Price amount(s)	N/A
4. T&M NTE Amount	Total for any non-contingency Services	\$60,000.00
5. Price Per Unit NTE	Total NTE for Price Per Unit Costs	N/A
6. Total Non-Contingency Amount added by this Amendment:		\$60,000.00
7. Total for Contingency Tasks (if any) included in the Amendment:		\$0
TOTAL NTE (line 6 plus line 7) This amount includes all direct and indirect costs, profit, Fixed Fee amount (if any) and contingency task costs (if any).		\$60,000.00



A place where families and businesses thrive.

RESOLUTION NO. 2020-89

**AMENDING CITY OF FOREST GROVE
DECLARATION OF STATE OF EMERGENCY
EFFECTIVE, MARCH 14, 2020**

WHEREAS, the City of Forest Grove has the authority granted under ORS Chapter 401 and the Emergency Operations Plan, that provides direction to the City, its officials, and others in the event of an emergency that exists within the City, and which provides for the responsibility in times of emergency and specifically delegates authority to declare a state of emergency to the Mayor, and

WHEREAS, the following conditions have resulted in the need for the declaration of a state of emergency:

Multiple cases of COVID-19 have been detected in Washington County, and

The Washington County Board of Commissioners has declared a state of emergency relating to COVID-19 in Washington County, Oregon; and

The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and

The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and

WHEREAS, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Mayor will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused, and

WHEREAS, the foregoing circumstances require a coordinated response beyond that which occurs routinely, and the required response cannot be achieved solely with the added resources acquired through mutual aid or cooperative assistance agreements; and

WHEREAS, the foregoing circumstances affects all of the territory within the City limits, and

WHEREAS, the foregoing circumstances are anticipated to remain in effect for a period of at least four weeks;

NOW, THEREFORE, IT IS DECLARED THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF FOREST GROVE, OREGON, ENCOMPASSING ALL OF THE AREA WITHIN THE CITY LIMITS; and

IT IS FURTHER DECLARED that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

IT IS FURTHER DECLARED that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies; and

IT IS FURTHER DECLARED that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

THIS DECLARATION IS EFFECTIVE MARCH 14, 2020, AT 1:00 PM AND TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON SEPTEMBER 28, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-86.

Peter B. Truax, Mayor City of Forest Grove

Date Amended: September 14, 2020

AMENDED PRESENTED AND PASSED this 14th day of September, 2020.

ATTESTED:

Anna D. Ruggles, City Recorder