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MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: February 10, 2020

PROJECT TEAM: Jesse VanderZanden, City Manager
Anna Ruggles, City Recorder

SUBJECT TITLE: Pre-Retreat Work Session

PURPOSE OF WORK SESSION: The purpose of the Work Session is to review progress on the City Council's Goals and Objectives to help contextualize the February 15th City Council Retreat and in doing so, afford Councilors additional opportunity to have focused discussion during the Retreat.

BACKGROUND: Sara Wilson, of SSW Consulting, will help facilitate both the Pre-Retreat Work Session and the Retreat. The Work Session will focus on brief progress reports of each Goal/Objective and allow staff to respond to any clarification questions Council may have. Pending this, Sara will facilitate a Council discussion about the upcoming Retreat to assure shared objectives and expectations.

RECOMMENDATION: The attachments include status updates for each Objective. Please take a moment to review them in preparation for the Work Session.

ATTACHMENTS:

- City Council Goals and Objectives (updated with status of each Objective).
- Urban Renewal Goals and Objectives (updated with status of each Objective).

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URBAN RENEWAL AGENCY

GOALS AND OBJECTIVES
ADOPTED 2014

GOAL 1



Provide Opportunities
For Public Participation
in the Preparation and
Adoption of Urban
Renewal Plans, Plan
Amendments, and
Policies

GOAL 2



Adopt a Prudent
Annual Budget to
Minimize Financial
Risk to the Urban
Renewal Agency and
the City of Forest
Grove

GOAL 3



Improve the Local
Investment Climate by
Reducing Financial
Barriers to Development
and Redevelopment
Within the Urban
Renewal Area

GOAL 4



Promote a Vibrant
Forest Grove Town
Center Through
Strategic Urban
Renewal
Investments

GOAL 5



Promote Commercial
and Mixed-Use
Redevelopment of Sites
Along the Pacific
Avenue Corridor



GOAL 1 – PROVIDE OPPORTUNITIES FOR PUBLIC PARTICIPATION IN THE PREPARATION AND ADOPTION OF URBAN RENEWAL PLANS, PLAN AMENDMENTS, AND POLICIES

| OBJECTIVE | ACTION | STATUS |
|--|--|--|
| 1.1 Establish an Urban Renewal Advisory Committee. | Develop bylaws and form URAC. Consider disposition alternatives for Site B. | Work Plan approved by Board in March. URAC appointed and officers elected. Submit Bylaws to Board in March, 2020. Two Work Sessions on Site B. RFP release in 2/20. |

GOAL 2 – ADOPT A PRUDENT ANNUAL BUDGET TO MINIMIZE FINANCIAL RISK TO THE URBAN RENEWAL AGENCY AND THE CITY OF FOREST GROVE

| OBJECTIVE | ACTION | STATUS |
|---|--|---|
| 2.1 Establish policies to guide strategic financial investments in the urban renewal area based on public benefit, documented financial need, scale of the project, and accepted underwriting principles. | Amend URA plan to implement Town Center Program. | URA Plan amended to include Town Center Program. |
| 2.2 Evaluate tax increment revenue collections annually to minimize long term impacts to overlapping taxing districts. | Part of annual budget process. | Tax increment revenue analyzed and reported to Board. |
| 2.3 Secure grant funding from regional, state, federal agencies, and private organizations to implement the urban renewal program and supplement tax increment revenue. | Pursue matching grants for Town Center Program. | Monitoring Metro and State matching grants. No applicable grants found yet. |

GOAL 3 – IMPROVE THE LOCAL INVESTMENT CLIMATE BY REDUCING FINANCIAL BARRIERS TO DEVELOPMENT AND REDEVELOPMENT WITHIN THE URBAN RENEWAL AREA

OBJECTIVE

ACTION

STATUS

3.1 Capitalize a program to reduce development costs to the extent necessary to encourage private investment for projects proving a public benefit and resulting in appreciation of property values and efficient use of vacant and underutilized land.

GOAL 4 – PROMOTE A VIBRANT FOREST GROVE TOWN CENTER THROUGH STRATEGIC URBAN RENEWAL INVESTMENTS

| OBJECTIVE | ACTION | STATUS |
|--|---|--|
| <p>4.1 Establish a program to encourage the preservation, conservation, and adaptive reuse of designated and contributing historic resources through improvements to the exterior and interior of buildings.</p> | <p>Continue storefront improvement grant program.</p> | <p>Board added monies to the program. Robust participation. URA Plan and Storefront Program Plan amended to include 21st Street.</p> |
| <p>4.2 In conjunction with the Economic Development Commission, assist business retention and expansion efforts in the Forest Grove Town Center.</p> | | |
| <p>4.3 Identify a location and assist with funding construction of a public gathering place in the Town Center.</p> | <p>Initiate festival street alternatives analysis and concept design.</p> | <p>Festival Street RFP to be released 3/20.</p> |

GOAL 4 – PROMOTE A VIBRANT FOREST GROVE TOWN CENTER THROUGH STRATEGIC URBAN RENEWAL INVESTMENTS

| OBJECTIVE | ACTION | STATUS |
|--|--|---|
| 4.4 Purchase property from willing sellers to implement the urban renewal program. | | |
| 4.5 Encourage the construction of needed housing and mixed use development in the Town Center. | | |
| 4.6 Encourage uses and amenities that support increased community uses in the Town Center. | Develop URA downtown installation art program. Develop and implement Parklet Pilot Program (1 Parklet). | Installation Art Program approved and funded by Board. Public Arts Commission is releasing an RFP for banner poles. Parklet Pilot Program approved and funded by Board. |

GOAL 5 – PROMOTE COMMERCIAL AND MIXED-USE REDEVELOPMENT OF SITES ALONG THE PACIFIC AVENUE CORRIDOR

| OBJECTIVE | ACTION | STATUS |
|--|--------|--------|
| 5.1 Establish incentives to encourage a mixture of land uses including retail, office, and housing at strategic locations along the Pacific Avenue corridor through the creation of nodal development. | | |
| 5.2 Work with the Economic Development Commission to market redevelopment opportunity sites to prospective developers. | | |

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CITY COUNCIL GOALS and OBJECTIVES

FY2019-20
FY2020+



CITY COUNCIL VISION STATEMENT

ADOPTED BY CITY COUNCIL RESOLUTION 2007-28 ON JUNE 11, 2007

This statement is written and designed to reflect the best of what exists now, and what we aspire to become, as a community.

Forest Grove is a friendly, twenty-first century, small, full service city. It was settled in 1841 by pioneers who valued respect for education, faith, enterprise, service to humanity, and the bountiful resources of the Tualatin Plain. Those values persist to inspire a common vision for a high quality of life in a thriving and progressive community that reaches from its historical commercial core around Pacific University to a horizon of forests, farms, vineyards, and the Coast Range. As an engaged and diverse people, we assure sustainability in our economy and our environment, thus supporting a community that nurtures our youth, educates all residents, and attracts and welcomes visitors. Forest Grove is itself a *destination* that thrives by *design* and is our *home*.

FOREST GROVE IS A DESTINATION THAT OFFERS VISITORS AND RESIDENTS:

- A rich heritage preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future.
- A centrally located gateway to forests, waterways, beaches, and mountains; this wealth of resources is cherished and preserved to foster sport, recreation, reflection, and leisure.
- Arts & culture that abound throughout the year; we celebrate our cultures and participate in a wide variety of visual and performing arts and festivals.
- A community recognized for its commitment to conserve, preserve, protect and restore our natural assets.

FOREST GROVE IS A COMMUNITY BY DESIGN THROUGH:

- Participation of an engaged public and accessible, responsive government.
- Planning that considers and accommodates both the desires and needs of all community members to ensure their quality of life and prosperity.
- Sustainable transportation modes, systems, and networks that provide opportunities for all to conveniently and safely move about within and outside of the community.
- Economic development that encourages innovative, diverse and ecologically sound enterprises that provide ample opportunities for employment, and ensures the vitality of the community.
- Fiscally sound funding of quality public safety and municipal services including locally owned public utility and watershed.

FOREST GROVE IS HOME TO:

- Individuals who are respected and valued for their experience, abilities, and differences, and where all residents are included in the life of the community through excellent education, recreation, and social programs.
- Young people who are nurtured and encouraged to achieve their full potential.
- Families of every size and description who have community resources needed for lifelong learning and development.
- Older residents whose ongoing leadership, wisdom and investment in the community build the foundation for our future.
- Distinctive neighborhoods replete with a variety of accessible housing options, schools, parks, places of worship and social gathering, and farmlands and open spaces.
- A community in harmony, bound by commonly shared respect for its residents, natural resources, economic vitality, and its active role in a global society.

GOAL 1



Provide Safe, Livable,
and Sustainable
Neighborhoods

GOAL 2



Manage an Effective
Financial Plan to
Provide Quality
Service Levels

GOAL 3



Advance the Interests
of Forest Grove in
Local, State, and
National Affairs

GOAL 1



**Provide Safe, Livable,
and Sustainable
Neighborhoods**

OBJECTIVES

- ✦ **Implement Conservation Measures**
- ✦ **Develop Oak Street Area Concept Plan**
- ✦ **Implement Parks Master Plan**
- ✦ **Implement Town Center Program**
- ✦ **Equity Assessment and Education**
- ✦ **Develop Police Strategic Plan**
- ✦ **Partner to Increase Affordable Housing**
- ✦ **Partner to Address Homelessness**

GOAL 2



**Manage an Effective
Financial Plan to
Provide Quality
Service Levels**

OBJECTIVES

- ✦ **Plan for Local Option Levy**
- ✦ **Study Fire Governance Options**
- ✦ **Plan for Future Police Facility**
- ✦ **Develop Staff Succession Plan**
- ✦ **Prioritize Transportation Development Tax (TDT) Projects**

GOAL 3



**Advance the Interests
of Forest Grove in
Local, State, and
National Affairs**

OBJECTIVES

- ✦ **Develop Core Values and Update Vision Statement**
- ✦ **Develop Communications Plan**
- ✦ **Develop Tourism Program**
- ✦ **Update Economic Development Strategic Plan**
- ✦ **Complete Boards and Commissions Review**
- ✦ **Investigate Federal Grant Opportunities**
- ✦ **Review Council Rules and Team Agreement**
- ✦ **Plan for City Sesquicentennial**

GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

| OBJECTIVE | DEPT | ACTION | STATUS | B/C |
|--|----------|---|---|---------------------------------------|
| 1.1 Implement Conservation Measures | PW LP | <ul style="list-style-type: none"> Continue Streetlight LED Replacement Program (Year 2 of 4). Complete feasibility study for solar on Light & Power-owned land. Implement low-flow toilet program. | Year 2 of 4 streetlight LED replacement complete. Year 3 begins 7/1. Solar study completed. Briefed to SC and Council. Low-flow toilet program completed and implemented. Light and Power Energy Conservation Program marketed extensively. | Sustainability |
| 1.2 Develop Oak Street Area Concept Plan | CD | <ul style="list-style-type: none"> Initiate in January 2020. | Work Session to determine purpose and scope. RFP proposals due February 13, 2020. | Planning EDC |
| 1.3 Implement Parks Master Plan | P/R | <ul style="list-style-type: none"> Complete public outreach and schematic design for Stites, N. Lincoln, and A.T. Smith. Parks & Rec review of East Side Park. Parks & Rec review of Veterans Memorial park. | Schematic Design for Stites, N. Lincoln, and AT Smith completed. P/R considered East Side Park and added to scope of Schematic Design. P/R considered Veterans Memorial Park and supported concept. | Parks & Rec |
| 1.4 Implement Town Center Program | CD | <ul style="list-style-type: none"> Complete downtown parking study. Complete street trees assessment and develop policy recommendations. Develop concept design for downtown crosswalks. | Downtown Parking Study presentation to Council 2/10. Street Trees Assessment approved by Council. Street Tree Management Plan included in Festival Street RFP (see URA). Downtown crosswalk design completed. Construction Summer, 2020. | Planning Public Arts CFC EDC |
| 1.5 Equity Assessment and Education | ADM | <ul style="list-style-type: none"> Research and define framework for equity discussion. | Equity Advisory Team composed and met twice. Inventory of City equity efforts nearly complete. Team working on training plan and equity definition. | CCI Sustainability |

GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

| OBJECTIVE | DEPT | ACTION | STATUS | B/C |
|---|------------------|---|---|----------|
| 1.6 Develop Police Strategic Plan | Police | <ul style="list-style-type: none"> Complete workload analysis and determine Phase II scope. | Initial data provided and City commented. Need to re-evaluate project. | PSAC |
| 1.7 Promote Affordable Housing Strategies | CD | <ul style="list-style-type: none"> Complete housing needs analysis. Collaborate with County on affordable housing projects in Forest Grove. Land review: Metro TOD, ODOT, County. Assure compliance with HB 4006 re: severe rent burden households. | Housing Needs Analysis Complete. Extensive collaboration with County and Metro. County and Metro looking at several sites. Reviewed Metro, County, and State lands w/in City limits. Held two Severe Rent Burden meetings. Passed ordinance to defer SDCs for affordable housing. Issuing application for non-profit property tax exemption. Prepared collateral material on affordable housing incentives. Working with County and State on implementing HB 2001 and 2003. | Planning |
| 1.8 Partner to Address Homelessness | LIB P/R CD | <ul style="list-style-type: none"> Departmental participation in non-profit Community Coalition to clarify City assistance. | City participating in Western Washington County Anti-Poverty Task Force. CEP grant of \$6,600 for portable shower. CEP grant of \$15,300 for temporary shelters. CEP grant of \$5,000 for veteran home preservation. Council passed a temporary shelter ordinance. | TBD |



GOAL 2 – MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS

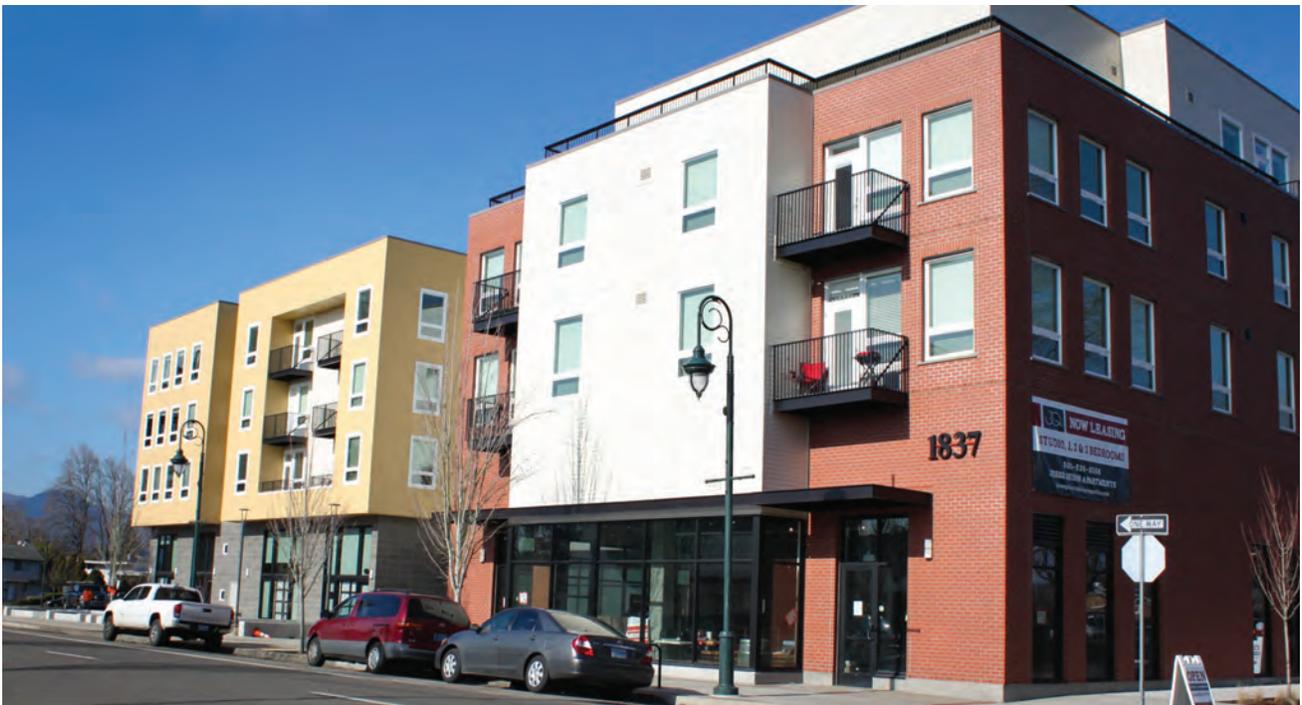
| OBJECTIVE | DEPT | ACTION | STATUS | B/C |
|---|---------------|---|--|--------------|
| 2.9 Plan for Local Option Levy | ADM | <ul style="list-style-type: none"> No action necessary. | No update. | PSAC |
| 2.10 Study Fire Governance Options | ADM Fire | <ul style="list-style-type: none"> Participate in monthly Fire Task Force meetings. Council consideration of Fire Governance Foundational Principles. | Western Washington County Fire Task Force formed. Foundational Principles to guide Task Force approved by Council. Council Work Session consensus to further study Fire District. | PSAC |
| 2.11 Plan for Future Police Facility | ADM Police | <ul style="list-style-type: none"> Finalize scope and budget for Council consideration. Develop and implement public outreach plan. | Cost estimate and 35% design complete. Extensive public outreach including public speaking, video, website, public tours, open house, utility billing, rack cards, posters, and social media. Council consensus to consider a poll and subsequent ballot timing. | PSAC CCI |
| 2.12 Develop Staff Succession Plan | ADM | <ul style="list-style-type: none"> Complete Executive Summary. | City-Wide Employee Survey completed. Very high participation. Directors briefed on results. Council presentation 3/16. | City Council |
| 2.13 Prioritize Transportation Development Tax (TDT) Projects | ENG CD | <ul style="list-style-type: none"> Establish TDT project priorities, funding, and timelines. | Work Session to prioritize TDT funding. Agreed to consider TDT-eligible roads in Oak Street RFP. | City Council |

GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

| OBJECTIVE | DEPT | ACTION | STATUS | B/C |
|--|------|--|---|--------------|
| 3.14 Develop Core Values and Update Vision Statement | ADM | <ul style="list-style-type: none"> Develop scope and process. | Work Session to determine purpose and scope. Consultant hired. Vision/Values scope folded into 2020 Retreat. | City Council |
| 3.15 Develop Communications Plan | ADM | <ul style="list-style-type: none"> Develop scope, budget, and initiate planning. | Completed draft Communications Plan. Work Session with consultant planned 3/16. Finalize and implement thereafter. | City Council |
| 3.16 Develop Tourism Program | ADM | <ul style="list-style-type: none"> Inventory and assess existing tourism marketing efforts. Draft tourism marketing plan. | Tourism Advisory Committee (TAC) active. Consultants selected to provide Strategic, Marketing, and Branding Plans. | EDC |
| 3.17 Update Economic Development Strategic Plan | ED | <ul style="list-style-type: none"> Include roles and responsibilities of City, EDC, and Chamber of Commerce. Include section on Urban Renewal Agency. Include section on Tourism. | Strategic Plan adopted by City Council. Plan includes activity and performance measures, stakeholder roles, and urban renewal/tourism projects. | EDC |
| 3.18 Complete Boards & Commissions Review | ADM | <ul style="list-style-type: none"> Reconcile B/C comments and consider Council Rule changes. Develop bylaw template and update bylaws. | Bylaw template developed and B/Cs are updating them. | City Council |

GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

| OBJECTIVE | DEPT | ACTION | STATUS | B/C |
|--|------|--|---|--------------|
| 3.19 Investigate Federal Grant Opportunities | ADM | <ul style="list-style-type: none"> Feasibility analysis to determine if outside assistance is needed. | RFI proposals reviewed by Council. Cost is \$60,000 - \$80,000; not including grant writing assistance. | |
| 3.20 Review Council Rules and Team Agreement | ADM | <ul style="list-style-type: none"> Form review committee and initiate meetings. | Need additional clarification of scope. Recommend Work Session. | City Council |
| 3.21 Plan for City Sesquicentennial | ADM | <ul style="list-style-type: none"> Every 150 years. Appoint sesquicentennial committee and hold first meeting. | Sesquicentennial Committee outline passed by Council. Explore linkage to Vision/Values process. | All |



GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

| OBJECTIVE | DEPT | ACTION | B/C |
|--|----------|--|---------------------------------------|
| 1.1 Implement Conservation Measures | PW LP | <ul style="list-style-type: none"> • Implement Streetlight LED Replacement Program (Year 3 of 4). • Determine solar array on Light & Power-owned land. | City Council |
| 1.2 Develop Oak Street Area Concept Plan | CD | <ul style="list-style-type: none"> • Initiate and complete concept plan. • Council consideration of concept plan. | Planning EDC |
| 1.3 Implement Parks Master Plan | PR | <ul style="list-style-type: none"> • Complete implementation plan for Stites, N. Lincoln, and A.T. Smith. | Parks and Recreation |
| 1.4 Implement Town Center Program | CD | <ul style="list-style-type: none"> • Implement downtown parking study. • Implement street tree policy. • Construct one downtown crosswalk. | Planning Public Arts CFC EDC |
| 1.5 Equity Assessment and Education | ADM | <ul style="list-style-type: none"> • Consider results of framework discussion. • Examples could include: training for Council and staff, public outreach, B/C reform, additional bilingual collateral materials. | CCI Sustainability |

GOAL 1 – PROVIDE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS

| OBJECTIVE | DEPT | ACTION | B/C |
|---|------------------|--|----------|
| 1.6 Develop Police Strategic Plan | Police | <ul style="list-style-type: none"> • Complete Phase II and implement improvements. | PSAC |
| 1.7 Promote Affordable Housing Strategies | CD | <ul style="list-style-type: none"> • Housing needs analysis comprehensive plan amendments. • Collaborate with County on affordable housing projects in Forest Grove. | Planning |
| 1.8 Partner to Address Homelessness | LIB P/R CD | <ul style="list-style-type: none"> • Continue partnerships/participation toward goals. | TBD |



GOAL 2 – MANAGE AN EFFECTIVE FINANCIAL PLAN TO PROVIDE QUALITY SERVICE LEVELS

| OBJECTIVE | DEPT | ACTION | B/C |
|---|---------------|---|--------------|
| 2.9 Plan for Local Option Levy | ADM | <ul style="list-style-type: none"> Establish timeline for May 2022 ballot measure. | PSAC |
| 2.10 Study Fire Governance Options | ADM Fire | <ul style="list-style-type: none"> Council consideration of Fire Task Force recommendations. | PSAC |
| 2.11 Plan for Future Police Facility | ADM Police | <ul style="list-style-type: none"> Finalize amount and timing of potential bond. Continue public outreach. | PSAC CCI |
| 2.13 Prioritize Transportation Development Tax (TDT) Projects | ENG CD | <ul style="list-style-type: none"> Modify TSP and RTP, if needed, to accommodate. Construct projects in accordance with established priorities. | City Council |



GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

| OBJECTIVE | DEPT | ACTION | B/C |
|--|------|---|--------------|
| 3.14 Develop Core Values and Update Vision Statement | ADM | <ul style="list-style-type: none"> Complete process and finalize Vision Statement and Core Values. | City Council |
| 3.15 Develop Communications Plan | ADM | <ul style="list-style-type: none"> Complete plan and implement recommendations. | City Council |
| 3.16 Develop Tourism Program | ADM | <ul style="list-style-type: none"> Finalize tourism marketing plan and implement recommendations. | EDC |
| 3.17 Update Economic Development Strategic Plan | ED | <ul style="list-style-type: none"> Implement strategic plan. | EDC |
| 3.18 Complete Boards & Commissions Review | ADM | <ul style="list-style-type: none"> Continue to implement changes. | City Council |

GOAL 3 – ADVANCE THE INTERESTS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS

| OBJECTIVE | DEPT | ACTION | B/C |
|--|------|--|--------------|
| 3.20 Review Council Rules and Team Agreement | ADM | <ul style="list-style-type: none"> • Complete review and make recommendations to Council. | City Council |
| 3.21 Plan for City Sesquicentennial | ADM | <ul style="list-style-type: none"> • Establish recommendations for City Council. | All |





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forestgrove-or.gov

3A



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**City Council Subcommittee Work Session Minutes
B&C Reappointment Interviews**

**Monday, January 13, 2020
5:30 p.m., Conference Room**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

The Council Subcommittee Work Sessions were called to order at 5:35 p.m.

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

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

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

Ruggles and VanderZanden reported Council Rules of Procedures §14.10 requires members to apply and be interviewed after every term to continue service. Interviews may be conducted by the Council or Council Subcommittee. In order to complete the interview process for reappointments, Council Subcommittees were selected based on the number of reappointment applicants and the accompanying Council Liaison assignments to each B/C.

Council Subcommittee 1: Rippe (EDC); Thompson (CFC); and Wenzl (CCI & P&R)
Interviews were held in the Auditorium. The following applicants were seeking reappointment/appointment and were interviewed for the following B/C positions:

| Applicant Name | Appointed | B/C Position | New B/C Position |
|--|-----------|--------------|----------------------------------|
| Jonathan Yawson <i>unable to attend</i> | A11/18 | EDC | |
| Thomas Raabe | A02/16 | EDC | |
| Julie Danko | | | BC; CCI; PC; PAC; SC; URAC |
| Lowell Greathouse | | | CCI |
| Joel Redwine | | | CCI; EDC; P&R; PC; PAC; SC; URAC |

Jill Verboort, EDC A11/18, submitted her resignation on January 11, 2020. Ruggles distributed a copy of Julie Danko's application for appointment consideration and to fill the scheduled interview time.

Council Subcommittee 2: Uhing (SC); Valenzuela; Valfre (LC); and Mayor (PAC)
Interviews were held in the Conference Room. The following applicants were seeking reappointment/appointment and were interviewed for the following B/C positions:

| Applicant Name | Appointed | B/C Position | New B/C Position |
|--|-----------|------------------|------------------|
| Michael Howell | A02/16 | CFC | BC |
| Mackenzie Johnston Carey <i>interviewed via telephone</i> | A11/18 | P&R | |
| Elizabeth Beechwood | A02/16 | LC | |
| Kenneth Cobleigh | A01/18 | SC (refer below) | |
| Sarah (Morgan) Knapp | | | LC |
| Tanya Peterson | | | URAC |

Kenneth Cobleigh, Sustainability Commission, reapplied; however, due to college classes, he is unable to attend his interview. Cobleigh was originally interviewed and appointed on 01/18. Staff recommended the Council consider making his reappointment. This would conclude the B/C reappointment interviews.

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

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

At the conclusion of both sets of interviews, Council was unable to reconvene due to timing, so Council collectively concurred to conduct its deliberations in work session scheduled on January 27, 2020. No B/C reappointments/appointments were made.

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

3. ADJOURNMENT:

The Council Subcommittee work sessions were adjourned at 6:40 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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A place where families and businesses thrive.

Monday, January 13, 2020
City Council Regular Meeting Minutes **7:00 p.m., Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:10 p.m. and led the Pledge of Allegiance.

1. A. OATH OF OFFICE:

Ruggles administered the Oath of Office, prior to the start of the Council meeting, to Mariana E. Valenzuela, who was appointed to fill the vacancy on City Council, appointed term expiring November, 2022.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Hall, Police Captain; Michael Kinkade, Fire Chief; Bryan Pohl, Community Development Director; Gregory Robertson, Public Works Director; Dan Riordan, Senior Planner; Sue Hudson-Rau, Municipal Court Supervisor; and Anna Ruggles, City Recorder.

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 Work Session (Pre-briefing Council Candidate Interview Process and Council Candidate Interviews) Meeting Minutes of December 9, 2019.
- B. Approve City Council Regular Meeting Minutes of December 9, 2019.
- C. Approve City Council Work Session (B/C Interviews) Meeting Minutes of December 16, 2019.
- D. Approve City Council Work Session (Western Washington County Cities' Joint Legislative Session) Meeting Minutes of December 16, 2019.

- E. Accept Community Forestry Commission Meeting Minutes of November 20, 2019.
- F. Accept Historic Landmarks Board Meeting Minutes of November 26, 2019.
- G. Accept Library Commission Meeting Minutes of November 19, 2019.
- H. Accept Parks and Recreation Commission Meeting Minutes of November 20, 2019.
- I. Accept Planning Commission Meeting Minutes of November 18, 2019.
- J. **RESOLUTION NO. 2020-01 DESIGNATING FOREST GROVE CITY COUNCIL MEETINGS FOR 2020.**
- K. **RESOLUTION NO. 2020-02 APPOINTING MARIANA E. VALENZUELA TO FILL VACANCY ON FOREST GROVE CITY COUNCIL, APPOINTED TERM OF OFFICE EXPIRING NOVEMBER, 2022. ITEM REMOVED**
- L. **RESOLUTION NO. 2020-03 MAKING REAPPOINTMENTS TO BUDGET COMMITTEE** (Reappointing David Andersen and Tom Cook, Terms Expiring December 31, 2022).
- M. **RESOLUTION NO. 2020-04 MAKING REAPPOINTMENTS TO COMMITTEE FOR COMMUNITY INVOLVEMENT** (Reappointing David Anderson; Tom Cook; and Kristen Tangen, Terms Expiring January 31, 2024, and Ashley Terry, Student Advisory, Term Expiring January 31, 2022).
- N. **RESOLUTION NO. 2020-05 MAKING REAPPOINTMENTS TO COMMUNITY FORESTRY COMMISSION** (Reappointing Mark Nakajima and Jen Warren, Terms Expiring December 31, 2023, and Declan Lynch, Student Advisory, Term Expiring December 31, 2021).
- O. **RESOLUTION NO. 2020-06 MAKING REAPPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION** (Reappointing Howard Sullivan, Chamber of Commerce, Term Expiring December 31, 2023).
- P. **RESOLUTION NO. 2020-07 MAKING REAPPOINTMENTS TO LIBRARY COMMISSION** (Reappointing Pamela Bailey and Valyrie Ingram, Terms Expiring December 31, 2023).
- Q. **RESOLUTION NO. 2020-08 MAKING REAPPOINTMENT TO PARKS AND RECREATION COMMISSION** (Reappointing Tammi McLaughlin, NE, Term Expiring December 31, 2023).
- R. **RESOLUTION NO. 2020-09 MAKING REAPPOINTMENTS TO PUBLIC ARTS COMMISSION** (Reappointing Dana Eytzen, Emily Lux, Linda Stites Taylor, Terms Expiring December 31, 2023).
- S. **RESOLUTION NO. 2020-10 MAKING REAPPOINTMENT TO SUSTAINABILITY COMMISSION** (Reappointing Johanna Peeters Weem, Student Advisory, Term Expiring December 31, 2021).
- T. Accept Resignations on Committee for Community Involvement (Matthew Stone, Term Expiring January 31, 2020); Historic Landmarks Board (Larissa Whelan Garfias, Term Expiring December 31, 2020); Library Commission (Jon Youngberg, Term Expiring December 31, 2019); Public Safety Advisory Commission (Jayne Cravens, Term Expiring December 31, 2021); and Sustainability Commission (Jacob Rose, At-Large, Term Expiring December 31, 2022). ***ITEM REMOVED***

- U. Accept Public Arts Commission Meeting Minutes of November 21, 2019.
- V. Accept Sustainability Commission Meeting Minutes of September 26 and October 24, 2019.
- W. Community Development Department Building Activity Informational Report for November and December 2019.

MOTION: Councilor Wenzl moved, seconded by Councilor Valfre, to approve the Consent Agenda as amended. MOTION CARRIED 7-0 by voice vote.

3. K. RESOLUTION NO. 2020-02 APPOINTING MARIANA E. VALENZUELA TO FILL VACANCY ON FOREST GROVE CITY COUNCIL, APPOINTED TERM OF OFFICE EXPIRING NOVEMBER, 2022

Wenzl removed Item 3. K. for separate discussion. Mayor Truax welcomed and commended Valenzuela on her appointment to Council.

3. T. ACCEPT RESIGNATIONS ON COMMITTEE FOR COMMUNITY INVOLVEMENT (MATTHEW STONE, TERM EXPIRING JANUARY 31, 2020); HISTORIC LANDMARKS BOARD (LARISSA WHELAN GARFIAS, TERM EXPIRING DECEMBER 31, 2020); LIBRARY COMMISSION (JON YOUNGBERG, TERM EXPIRING DECEMBER 31, 2019); PUBLIC SAFETY ADVISORY COMMISSION (JAYNE CRAVENS, TERM EXPIRING DECEMBER 31, 2021); AND SUSTAINABILITY COMMISSION (JACOB ROSE, AT-LARGE, TERM EXPIRING DECEMBER 31, 2022)

Rippe removed Item 3. T. from the Consent Agenda and publicly acknowledged the service and exceptional leadership the board members exemplified during their terms of service on the City Advisory Boards, Committees and Commissions (B/C). Mayor Truax noted the outgoing B/C members will be recognized at the Annual B/C Recognition Reception on February 13, 2020.

MOTION: Councilor Rippe moved, seconded by Councilor Wenzl, to approve Items 3. K. and 3. T. as presented. MOTION CARRIED 7-0 by voice vote.

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS: None.

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

The first reading of Ordinance No. 2019-14 by title occurred at the Council meeting of December 9, 2019.

Staff Report:

Pohl presented the above-proposed ordinance for second reading, noting at the first reading, Council approved a motion amending the proposed definition of Affordable Housing, as outlined in Exhibit A.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of December 9, 2019, and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing

Council Discussion:

Hearing no concerns from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of December 9, 2019.

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

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

7. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-01 AMENDING FOREST GROVE CODE OF ORDINANCES, TITLE VII (TRAFFIC CODE), §70.02 (DEFINITIONS); §73.003 (PROHIBITED PARKING); §73.021 (FAILURE TO COMPLY WITH PARKING CITATION); §73.055-73.056 (IMMOBILIZATION AND IMPOUNDMENT OF VEHICLES); AND §74.03-74.11 (ABANDONED VEHICLES)**

Staff Report:

Downey and Hall (Hudson-Rau was in the audience) presented the above-proposed ordinance for first reading, noting the proposed ordinance consists of the following proposed code amendments:

- Amending Code §70.02, definition of “vehicle” to coincide with the definition contained in ORS.
- Adding §73.003(B), enforcement provisions for vehicles parked on a public street or public property while having no vehicle license registration plates and vehicle registrations that have expired more than 30 days.
- Amending §73.055, enforcement provisions for immobilizing, impounding and releasing vehicles for unpaid parking citations and specifying fees are set by Council resolution.
- Adding new §73.056, tamper with or damaging an immobilization device. The fees are currently set by Council resolution but the code lacked the provisions for assessing fees and the disposition of immobilized or impounded vehicles in a consistent manner.
- Amending §74.04(2), towing without notice. The City Attorney advised that the City cannot tow without notice just because the driver was arrested, there must also be concerns regarding the placement of the vehicle (2005 case). This addresses the City Attorney’s concerns.
- The existing language pertaining to §91.999 (Penalties) was renumbered to coincide with pertinent code provisions within the Code.

In conclusion of the above-noted staff report, Downey and Hall advised staff is recommending Council approve the proposed ordinance, as outlined in Exhibit A, noting no new penalties are proposed.

Questions of Staff:

In response to Rippe’s inquiry pertaining to junk yards, Hall referenced existing nuisance code provisions.

In response to Valfre’s inquiry pertaining to amending vehicle definition, Hall advised “*other than human power*” is being deleted so the definition is consistent with the ORS.

In response to Uhing’s inquiry pertaining to recreational vehicles that she described as zombie/homeless-related, Hall advised the enforcement provisions for vehicles applies to recreational vehicles if parked on a public street or public property while having no vehicle license registration plates and vehicle registrations that have expired more than 30 days. In addition, Hall referenced existing nuisance code provisions.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2020-01 for first reading.

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

MOTION: Councilor Rippe moved, seconded by Councilor Valfre, to adopt Ordinance No. 2020-01 Amending Forest Grove Code of Ordinances, Title VII (Traffic Code), §70.02 (Definitions); §73.003 (Prohibited Parking); §73.021 (Failure to Comply with Parking Citation); §73.055-73.056 (Immobilization and Impoundment of Vehicles); and §74.03-74.11 (Abandoned Vehicles).

Public Hearing Opened:

Mayor Truax opened the Public Hearing 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 Continued:

Hearing no further concerns from the Council, Mayor Truax continued the Public Hearing to January 27, 2020.

8. **PUBLIC HEARING (ON-THE-RECORD) ORDER NO. 2020-01 CONSIDERING AN APPEAL OF PLANNING COMMISSION ACTION; GRANTING AN ADJUSTMENT OF UP TO 20 PERCENT TO REAR YARD SETBACKS WITHIN GALES CREEK TERRACE PLANNED RESIDENTIAL DEVELOPMENT, GENERALLY LOCATED WEST OF D STREET AND SOUTH OF PACIFIC AVENUE; FILE NO. 311-19-00034-PLNG**

Staff Report:

Riordan and Pohl presented the above-noted order, noting the purpose of the hearing (on-the-record) was to consider an appeal, filed by Gales Creek Terrace, LLC (Morgan Will), Applicant/Appellant; File No. 311-19-0000034-PLNG. Riordan presented a PowerPoint presentation summarizing the appellant's six specific reasons for the appeal; adjustment approval criteria; and staff findings and recommendations, noting Council adopted Order No. 2014-06, approving the Gales Creek Planned Residential Development, which established building setbacks including rear yard setbacks throughout the Development. On September 26, 2019, Gales Creek Terrace LLC (Applicant/Appellant) submitted to the City an application for 20% adjustments to the rear yard setbacks for certain lots in the Development. The Applicant sought approval of the adjustments to allow encroachment of decks over 3' in height into certain rear yards. The Community Development Director elevated the application to

the Planning Commission (PC) for a decision as authorized by Development Code §17.1.510. Riordan referenced the PC Decision and Findings No. 2019-13, noting the PC held its hearing on November 18, 2019, and considered several motions relating to the adjustment requests, all of which failed on 3-3 votes. As a result, the PC did not render a decision. In conclusion of the above-noted staff report, Riordan advised staff is recommending Council approve the proposed order, as outlined in Exhibit A, noting if the application/appeal is approved, the adjustments will allow deck encroachment of 2.4' on lots with a required 12-foot rear yard or 3' on lots with a required 15-foot rear yard.

Questions of Staff:

In response to Rippe's inquiry pertaining to the stairwells, Riordan referenced the diagram showing the deck placement along the side of the homes with no stairwells from the decks.

In response to Valfre's inquiry pertaining to the uniqueness of the three lots on 18th Avenue/Dee Court, Riordan referenced the diagram showing the lots, noting the PC voiced concern that these three lots could potentially affect the livability of existing homeowners.

In response to Wenzl's inquiry pertaining to the appeal process, Riordan advised the PC did not render a decision; therefore, staff is recommending Council approve one of following actions:

1. Approve all the adjustments as requested;
2. Grant only 2.4' deck encroachment on lots with a 12' rear yard as requested;
3. Grant only 3' deck encroachment on lots with a 15' rear yard as requested;
4. Grant adjustments on certain identified lots;
5. Deny the request.

In addition, Riordan advised if Council modifies the appeal request, the Council must adopt Findings for the modifications and the Applicant/Appellant could appeal the Council's decision to the Land Use Board of Appeals.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained the on-the-record hearing procedures.

Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:

Uhing declared no bias, noting she resides adjacent to the development.

None other declarations were declared.

Challenges from Parties:

None declared.

Written Testimony Received:

No written testimony was received.

Proponents:

Bryan Cavaness and Gordan Root, Stafford Land Company, Wilsonville, representing Applicant/Appellant, emphasized the adjustments apply to decks only and it is a 2.4' extension, noting the Development will maintain compliance with the rear setbacks. Cavaness referenced their Appeal Petition, noting the original plans include a 4' recessed deck across a portion of the home; however, the PC did not consider this fact or in the Findings and incorrectly assumed there would be no decks with the homes. Cavaness reported the primary purpose of the adjustment is to provide future residents with more functional outdoor living space adjacent to the active parts of the homes that are located in rear portions of the dwellings and allow for construction of stairwells that will provide direct access to the rear lot area promoting functional uses of outdoor living space. In addition, Cavaness explained the deck encroachment will be off the second floor, which is the main floor, and side stairwell for rear yard access, noting the decks do not affect the building setbacks. The activities arising would be expected to generate the same levels of noise as an exterior deck or noise emanating from an open existing rear window. In addition, Cavaness addressed an existing home abutting Dee Court, noting if Council has concerns about these specific three lots on Dee Court, Gales Creek Terrace would entertain removing the lot(s).

Questions of Applicant/Appellant:

Cavaness addressed various Council inquiries pertaining to the approved design plans, noting the plans currently show a 4' cut-out portion inside the plane of the rear building wall, noting the request is asking for an extension of that deck to make the deck more usable and provide greater access for stairs from the kitchen area (main floor) to the rear yard without the homeowner needing to go downstairs (daylight basement) to access the rear yard. Cavaness noted the stairwell is an exception to the setback in the City's current code, to which Riordan concurred. In addition, Cavaness addressed water runoff, which must comply with code regulations. In addition, Root addressed further inquiries pertaining to the deck encroachment and 3'x3' stairwell landing and the desire of gaining access to the back yard.

No one else testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

John Schrag, Forest Grove, testified on behalf of his mother's trustee estate, located at 18th Avenue/D Street, adjacent to the three lots on Dee Court, which borders his mother's property, noting his mother will be affected by any changes, such as noise and odors. Schrag read excerpts from the 2014 PC Decision, noting he is not opposed to the decks, but he is worried the city is setting precedent and treating

developers differently and is doing this developer a favor with nothing in return. Schrag added the developer has kept the existing neighbors in the dark about their intent all along to build decks on all the houses, noting the Developer is asking for an adjustment for a monetary benefit because the developer does not want to build smaller houses.

No one else testified and no written comments were received.

Rebuttal:

Bryan Cavaness, Stafford Land Company, Wilsonville, Applicant/Appellant, addressed concerns, noting it has always been their intent that there would be 4' cut-out decks completely enclosed and, if the decks were extended, the noise level would be no different. In addition, Root recapped the basis of the appeal, noting they concur with staff's recommendation to approve the adjustments based on the information provided and staff's conclusions contained in the staff report.

Questions of Staff:

In response to Rippe's inquiry pertaining to setting a precedent, Riordan affirmed that there is no precedent as applications are considered on a case-by-case basis, noting historically a deck adjustment/variance has been applied to an individual lot.

Uhing recalled the approval criteria of the Gales Creek Terrace Planned Residential Development design concept, noting it was a creatively different and unique development, to which Riordan added a planned development allows deviating from development standards, such as reduced lot sizes and reduced setbacks and is based on certain criteria and amenities.

Hearing no further concerns from the Council, Mayor Truax asked for a motion to approve Order No. 2020-01 based on one of the following actions:

1. Approve all the adjustments as requested;
2. Grant only 2.4' deck encroachment on lots with a 12' rear yard as requested;
3. Grant only 3' deck encroachment on lots with a 15' rear yard as requested;
4. Grant adjustments on certain identified lots;
5. Deny the request.

MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to approve Order No. 2020-01 Granting an Adjustment of up to 20 Percent to Rear Yard Setbacks (2.4' deck encroachment on lots with a 12' rear yard and 3' deck encroachment on lots with a 15' rear yard as requested) within Gales Creek Terrace Planned Residential Development, Generally Located West of D Street and South of Pacific Avenue; File No. 311-19-00034-PLNG.

Council Discussion:

Wenzl indicated that she is feeling very conflicted because the development is encroaching on the livability of homeowners who have lived in the neighborhood for a

long time.

Uhing reiterated her comments above about the intent of a planned development, noting she concurs that Gales Creek Terrace is providing affordability as well as outdoor livability.

In response to Wenzl's and Valenzuela's inquiries pertaining to the price point of the homes, Pohl advised it is not relevant to the appeal and it was not discussed at the Planning Commission's hearing, noting the Council's decision must be based on whether the evidence shows the application meets the criteria.

In response to Rippe's clarification pertaining to the three lots on Dee Court, Riordan explained the decks will be facing Dee Court to the south.

VanderZanden read Order No. 2020-01 by title.

MOTION TO AMEND: Councilor Wenzl moved, seconded by Councilor Rippe, to modify the motion and remove the three lots on 18th Place/Dee Court/18th Avenue.

Uhing asked for clarification as to why Wenzl was requesting to amend the (main) motion, to which Wenzl explained due to concerns that these three lots could affect the livability, create noise and privacy encroachments onto the adjoining existing homeowners. Uhing (maker of the main motion) chose to reject the modified wording (does not require a second).

In response to parliamentary procedure, Ruggles affirmed the main motion on the floor stands.

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

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

**9. NOMINATION OF CITY COUNCIL PRESIDENT; RESOLUTION NO. 2020-11
ELECTING CITY COUNCIL PRESIDENT**

Staff Report:

Mayor Truax reported pursuant to City Charter, § 9, and Council Rules of Procedures, § 4.2, at the first meeting of each year, the Council must elect a President from its membership who presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform mayoral duties. To facilitate the process, Ruggles distributed a Nomination Form. Mayor Truax advised each Councilor to complete and

submit their ballot to the City Recorder.

Ruggles tallied each Councilmembers' votes as follows:

| <i>Nominate Yourself or Nominate Someone</i> | | | | | | | | Mayor | TOTAL |
|--|------------|-------|----------|-------|------------|--------|-------|-------|--------------|
| <i>Else</i> | | Rippe | Thompson | Uhing | Valenzuela | Valfre | Wenzl | Truax | PTS: |
| <i>Councilors: Last Name, First Name (Alpha Order)</i> | | | | | | | | | |
| Timothy | Rippe | 1 | 1 | 1 | | | | | 3 |
| Ronald | Thompson | | | | | | | | 0 |
| Elena | Uhing | | | | | | | | 0 |
| Mariana | Valenzuela | | | | | | | | 0 |
| Val | Valfre | | | | | | | | 0 |
| Malynda | Wenzl | | | | 1 | 1 | 1 | 1 | 4 |

Upon tallying the ballots, Ruggles announced the top nominee. Mayor Truax asked for a motion to consider appointing a Council President.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to appoint Malynda Wenzl as Council President.

Council Discussion:

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

VOICE VOTE: AYES: Councilors Rippe, Thompson, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. MOTION CARRIED 7-0.

10. CITY COUNCIL COMMUNICATIONS:

Rippe reported attending Economic Development Commission (EDC) meeting, noting EDC revised its bylaws. Rippe provided an update on the upcoming Nyuzen, Japan, Sister Cities' Adult Delegation Visit (July 5-July 8, 2020) and Student Delegation Visit (December 8-12, 2020). Rippe briefed Council on the Council Creek Corridor, noting there is consensus to consider proceeding with abandonment and discontinue service of the railroad. In addition, Rippe reported attending various community-related events and reported on upcoming meetings he was planning to attend.

Thompson reported attending Community Forestry Commission (CFC) meeting, noting CFC is planning its Arbor Day Event in April. In addition, Thompson reported

on upcoming meetings he was planning to attend.

Uhing reported on upcoming meetings she was planning to attend.

Valenzuela reported she attended Council Orientation and met with Department Directors last week.

Valfre reported attending Library Commission (LC) meeting, noting LC is reviewing its bylaws. In addition, Valfre reported attending various community-related events and upcoming meetings he was planning to attend.

Wenzl reported the Annual Town Meeting is scheduled Saturday, January 25, 2020, with the theme about the Police Station. Wenzl reported Parks and Recreation Director is presenting at the next Council meeting the Park Facilities Schematic Design for Stites Park, North Lincoln Park, A. T. Smith Park and the Aquatic Center. In response to Wenzl's inquiry pertaining to the Annual B/C Recognition Dinner, scheduled on February 13, 2020, Ruggles indicated that she should have the location details published by the end of the week, noting it is likely the reception will be held at the Forest Grove Senior and Community Center. In addition, Wenzl reported on upcoming meetings she was planning to attend.

11. City Manager's Report:

VanderZanden reported on upcoming meetings and events as noted in the Council calendar. In addition, VanderZanden reported on various upcoming meetings and updates on department-related activities and projects.

12. MAYOR'S REPORT:

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

13. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:02 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

MINUTES APPROVED BY THE PAC ON JANUARY 16, 2020

Commission Members Present: Linda Taylor, Emily Lux, Dana Eytzen, Michael Goetzke, Laura Frye, Pat Truax, and Kathy Broom. **Excused:** Amy Tracewell. **Absent:** Kathleen Leatham. **Staff Present:** None. **Council Liaison:** None. **Guest:** Jerry Frye.

1. **CALL TO ORDER:** By Dana Eytzen at 5:35 pm.
2. **CITIZEN COMMUNICATION:** N/A
3. **APPROVAL OF PAC MEETING MINUTES:** Pat motioned to approve the November meeting minutes as written, Michael seconded. Motion carried unanimously.
4. **ADDITIONS/DELETIONS:** Additions: 5D. Stars in the Grove
5. **DISCUSSION/DECISION ITEMS:**
 - A. **TVC Travelling Art Collection Sites Update:** The subcommittee is meeting on 12/23 at 11 am for a walking tour of potential locations.
 - B. **Annual Retreat Date:** The retreat will be either February 8 or 15, 2020.
 - C. **Strategic Plan Objectives Updates:**
 - a. **Art Contest Judging-**One entry was outstanding, but was received late. Discussion of naming it as an honorable mention. PAC members were given clip boards with rating sheets to judge the contest entries. Scores were tallied based on a point system and winners will be announced at the reception on January 11, 2020, at the library.
 - b. **Annual Budget-**Reviewed, and added \$30k from URA. Additional income from STARS will be added. Laura moved to accept the annual budget with these additions. Mike seconded. Motion carried unanimously.
 - D. **Stars in the Grove:** This will be held on February 22, 2020 at FGHS instead of at Taylor-Meade this year. STARS will pay John Anderberg. Dress rehearsal is on Thursday, February 20, from 6 to 8:30 pm. Auditions will be held January 14, 16, 21, 23, and 28 from 5 to 7 pm in the Grove Room at the FG school district office building. PAC members will need to be present for auditions, rehearsal, and the main event. Potential fundraiser/outreach ideas: selling concessions at the event, a silent auction, MTAD ticket sales, coffee cart, advertising/information table. A photographer is needed to capture the event. January 8 is the next Stars committee meeting. Laura was asked to be artistic director. Emcee is TBD.
6. **INFORMATION ITEMS:**
 - A. **Finance Report:** Reviewed. No significant changes to note. Leadership gift reminder.
 - B. **Banner Poles Call for Art:** The call is live, with two weeks left for applications (due by 1/3). Emily, Kathleen, two community members, and 2 members of the URAC will form the review committee. There will be a one-time jury meeting. The members will pick the top choice, then present it to PAC.
7. **COMMISSIONER COMMUNICATIONS:**
 - B&C Dinner is on February 13, location TBD.
8. **STAFF COMMUNICATIONS:** N/A
9. **COUNCIL LIAISON COMMUNICATIONS:** N/A
10. **ADJOURNMENT:** Meeting adjourned by Dana Eytzen at 6:45pm.
Respectfully Submitted by Emily Lux.

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Monthly Building Activity Report January-20 2019-2020

| Category | Period: January-19 | | Period: January-20 | |
|---|--------------------|--------------------|--------------------|--------------------|
| | # of Permits | Value | # of Permits | Value |
| Man. Home Setup | | | | |
| Sing-Family New | 8 | \$2,716,686 | 17 | \$4,498,211 |
| SFR Addition & Alt/Repair | 4 | \$144,890 | 3 | \$96,500 |
| Multi Family New | | | | |
| Multi Family Alterations/Repair/Additions | | | | |
| Group Care Facility | | | | |
| Commercial New | | | | |
| Commerical Addition | | | | |
| Commercial Alt/Repair | 3 | \$8,150 | | |
| Industrial New | 1 | \$321,400 | 1 | \$55,954 |
| Industrial Addition | | | | |
| Industrial Alt/Repair | 1 | \$20,000 | 3 | \$49,050 |
| Gov/Pub/Inst (new/add) | 1 | \$56,583 | | |
| Signs | | | | |
| Grading | | | | |
| Demolitions | | | | |
| Total | 18 | \$3,267,709 | 24 | \$4,699,715 |

Fiscal Year-to-Date

| 2018-2019 | | 2019-2020 | |
|-----------|--------------|-----------|--------------|
| Permits | Value | Permits | Value |
| 219 | \$54,079,988 | 145 | \$21,414,953 |



A place where families and businesses thrive.

| | |
|--------------------------------|--------------------------------------|
| <u>CITY RECORDER USE ONLY:</u> | |
| AGENDA ITEM #: | <u>Item 3.</u> |
| MEETING DATE: | <u>02/10/2020</u> |
| FINAL ACTION: | <u>RESO 2020-18 to RESO 2022</u> |

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *February 10, 2020*

SUBJECT: *Making Reappointments/Appointments to Various B/C*

BACKGROUND:

The Council collectively concurred to make the following B/C reappointments/new appointments at the work session held on January 27, 2020, as follows:

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

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

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

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

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

ATTACHMENTS:

B/C Resignation

Resolutions & B/C Reappointment Applications



RESOLUTION NO. 2020-19

**RESOLUTION MAKING REAPPOINTMENT/APPOINTMENTS
CITY OF FOREST GROVE
PLANNING COMMISSION**

WHEREAS, pursuant to Ordinance Nos. 1995-13; 2006-06; and 2009-04, City Code § 35.045 through § 35.053, the City of Forest Grove has established the Planning Commission (PC), term expiring December 31st; and

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

WHEREAS, pursuant to Council Rules of Procedure § 14.6, all B/C members shall be voting members and shall serve four (4) year terms; and

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

WHEREAS, the following member reapplied and was interviewed by Council in work session held December 16, 2019, and was reappointed; and

WHEREAS, member Thomas Beck, appointed A11/2000, reapplied and was interviewed by Council in work session held December 16, 2019, and Council collectively concurred at the work session held January 27, 2020, to not reappoint Beck; subsequently, creating a vacancy on the PC; and

WHEREAS, the following B/C applicants were interviewed by Council Subcommittee on January 13, 2020, and were appointed to fill the vacancies.

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

Section 1. That the following person is hereby reappointed to the Planning Commission for the following term and the following persons are hereby appointed to the Planning Commission for the following term (new appointments shown in **CAP/BOLD**):

| <u>Last Name:</u> | <u>First Name:</u> | <u>Position:</u> | <u>Term Expires:</u> |
|-------------------|--------------------|------------------|--------------------------|
| Smith | Dale | | December 31, 2023 |
| DANKO | JULIE | | DECEMBER 31, 2023 |
| REDWINE | JOEL | | DECEMBER 31, 2021 |

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

PRESENTED AND PASSED this 10th day of February, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of February, 2020.

Peter B. Truax, Mayor

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



A place where families and businesses thrive.

BOARDS AND COMMISSIONS APPLICATION

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

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

| | |
|--------------------------------------|--|
| FIRST & LAST NAME <u>DALE SMITH</u> | CELLULAR / HOME PHONE <u>[REDACTED]</u> |
| ADDRESS <u>[REDACTED] BARNET ST.</u> | WORK PHONE _____ |
| CITY/ZIP <u>FOREST GROVE, 97116</u> | E-MAIL <u>[REDACTED]</u> |
| EMPLOYER / SCHOOL _____ | OCCUPATION / PROFESSION <u>RETIRED / SELF EMPLOYED</u> |

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

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

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

What specific topics interest you that related to the board? Being a part of the growth of Forest Grove in a Sensible and Fair Direction

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

Educational background: Graduate Portland State Univ. Post graduate studies

Professional and Community Affiliations: _____

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

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

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

SIGNATURE: [REDACTED] DATE: 10-14-19

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

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

Submission information

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

Submitted by Visitor (not verified)

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

192.152.143.80

First & Last Name

Julie Danko

Home Address

██████████ 35th Avenue

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Employer

VanderHouwen -SAIF

Work Telephone Number

████████████████████

Occupation/Profession

Program/Project Manager

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

No

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

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

4

How did you hear of this opportunity?

Online

Please rate the City's performance.

Good

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

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

What specific topics interest you that relate to the board?

I have a lot of interests in various boards listed above

What contributions do you hope to bring to the board?

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

List your educational experience:

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

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

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

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

Yes

Please type your name below as a signature.

Julie Danko

Date

Mon, 12/09/2019

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

Links

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

Interviewed 01/13/20

6:10 PM

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

Interview

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

Submission information

Form: [Boards and Commissions Application](#) (1)
Submitted by Visitor (not verified)
Wed, 07/24/2019 - 12:22pm
50.38.103.190

First & Last Name

Joel Redwine

Home Address

██████ NW Thatcher Rd *4012 NW Thatcher Rd*

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

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

Work Telephone Number

503-357-4249

Occupation/Profession *4012 NW Thatcher Rd*

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

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

No

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

Do you reside within the City limits?

No

Years residing in Forest Grove.

7 as an adult & 13 as a child.

How did you hear of this opportunity?

Researched it on the FG website

Please rate the City's performance.

Fair

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

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

Thank you for your consideration.

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

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

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

What specific topics interest you that relate to the board?

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

What contributions do you hope to bring to the board?

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

List your educational experience:

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

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

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

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

Yes

Please type your name below as a signature.

Joel Redwine

Date

Wed, 07/24/2019

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

Links

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

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RESOLUTION NO. 2020-20

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

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

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

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

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

WHEREAS, the following member reapplied and application considered by Council in work session held January 13, 2020.

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

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

| <u>Last Name</u> | <u>First Name</u> | <u>Position</u> | <u>Term Expires</u> |
|------------------|-------------------|-----------------|--------------------------|
| Lindsley | Robin | At-Large | December 31, 2023 |

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

PRESENTED AND PASSED this 10th day of February, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of February, 2020.

Peter B. Truax, Mayor

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

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

Submission information

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

Submitted by Visitor (not verified)

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

50.38.46.169

Robin

First & Last Name

Lindsley

Street Address

██████████ Hawthorne St

Mailing Address, if different

City, State and Zip Code

97116

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Work Telephone Number

Employer

Retired, Portland Public Schools

Occupation/Profession

Teacher, Instructor, COmmunity Advocate

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

No

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

Please rate the City's performance.

Good

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

Robin

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

Secure community.

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

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

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

Lindsley

I believe I did not miss any meetings in 2019.

Please indicate why you would like to be reappointed.

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

What specific topics interest you that relate to the board?

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

Please type your name below as a signature.

Robin Lindsley

Date

Fri, 11/29/2019

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

Links

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



RESOLUTION NO. 2020-21

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

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

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

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

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

WHEREAS, the following member applied and was interviewed by Council in work session held January 13, 2020.

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

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

| | | | |
|-------------------|--------------------|------------------|-------------------------|
| <u>Last Name:</u> | <u>First Name:</u> | <u>Position:</u> | <u>Term Expires:</u> |
| GREATHOUSE | LOWELL | | JANUARY 31, 2024 |

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

PRESENTED AND PASSED this 10th day of February, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of February, 2020.

Peter B. Truax, Mayor

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Interviewed 01/13/20

6:00 PM

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

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Submission information

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

Submitted by Visitor (not verified)

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

73.11.20.148

First & Last Name

Lowell Greathouse

Home Address

██████████ 37th Avenue

Mailing Address, if different

City, State and Zip Code

Forest Grove, Oregon 97116

E-Mail Address

██

Telephone/Cell Phone Number

██

Employer

Retired (July 1, 2019)

Work Telephone Number

██

Occupation/Profession

United Methodist minister

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

No

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

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

7+ years

How did you hear of this opportunity?

reviewed the boards and commission on the FG City website

Please rate the City's performance.

Good

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

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

What specific topics interest you that relate to the board?

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

What contributions do you hope to bring to the board?

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

List your educational experience:

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

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

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

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

Yes

Please type your name below as a signature.

Lowell Greathouse

Date

Sat, 11/02/2019

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

Links

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

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RESOLUTION NO. 2020-22

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

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

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

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

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

WHEREAS, the following member applied and was interviewed by Council in work session held January 13, 2020.

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

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

| | | | |
|-------------------|-----------------------|------------------|--------------------------|
| <u>Last Name:</u> | <u>First Name:</u> | <u>Position:</u> | <u>Term Expires:</u> |
| KNAPP | SARAH (MORGAN) | | December 31, 2023 |

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

PRESENTED AND PASSED this 10th day of February, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of February, 2020.

Peter B. Truax, Mayor



A place where families and businesses thrive.

Complete Application and Submit to:

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

BOARDS AND COMMISSIONS APPLICATION

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

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

Personal information fields: FIRST & LAST NAME, ADDRESS, CITY/ZIP, EMPLOYER / SCHOOL, CELLULAR / HOME PHONE, WORK PHONE, E-MAIL, OCCUPATION / PROFESSION.

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

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

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

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

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

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

Professional and Community Affiliations:

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

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

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

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



DOWNTOWN PARKING STUDY

PARKING USE AND TURNOVER RESULTS

Bryan Pohl, CFM
CD Director

Dan Riordan, Senior Planner

PURPOSE

The purpose of the downtown parking study is to gain an understanding of parking operations with downtown Forest Grove.

The study focused on supply, demand and use of on-street parking spaces and spaces within City-owned parking lots.

The intended outcome of this effort is a strategy for managing parking as a public asset and to maximize efficiency.

THE STUDY AREA

The study area includes 48 block faces and 7 public parking lots.

The study area is bounded by:

- A Street to the west
- 19th Avenue to the south
- Cedar Street to the east
- University Avenue to the north

The study area includes a variety of land uses.

To evaluate how parking use varies the study area was divided into four subareas.



THE STUDY

- ❑ The primary study days were Saturday, August 17th and Thursday, August 22nd. Another study day while Pacific University is in session is being planned.
- ❑ The study days were selected to provide a picture of parking demand during a typical weekday and busy weekend which featured an event downtown (Forest Grove Uncorked Festival).
- ❑ The weekday included an event at Pacific University.
- ❑ The study results were presented to project stakeholder group for review and discussion on November 14th.

PARKING SUPPLY

The chart below shows the total supply of downtown public parking:

| Type of Parking Space | Timed General Use | ADA Spaces | Electric Vehicle Spaces | School Spaces | Unregulated | Total |
|-----------------------|-------------------|------------|-------------------------|---------------|-------------|-------|
| On-Street | 568 | 3 | 4 | 0 | 0 | 575 |
| Parking Lot | 57 | 12 | 4 | 7 | 122 | 202 |
| Total | 625 | 15 | 8 | 7 | 122 | 777 |



PARKING USE

Use of public parking was measured based on several key factors:

- ❑ Occupancy: How much of the parking supply is being used in a given area.
- ❑ Duration of Stay: Length of time a given vehicle was observed to occupy a space.
- ❑ Unique vehicles served: Number of different vehicles observed, based on recorded license plate numbers.
- ❑ Percentage of Overstays: For time-limited stalls.

USE OBSERVATIONS - SATURDAY

On-Street Parking Spaces

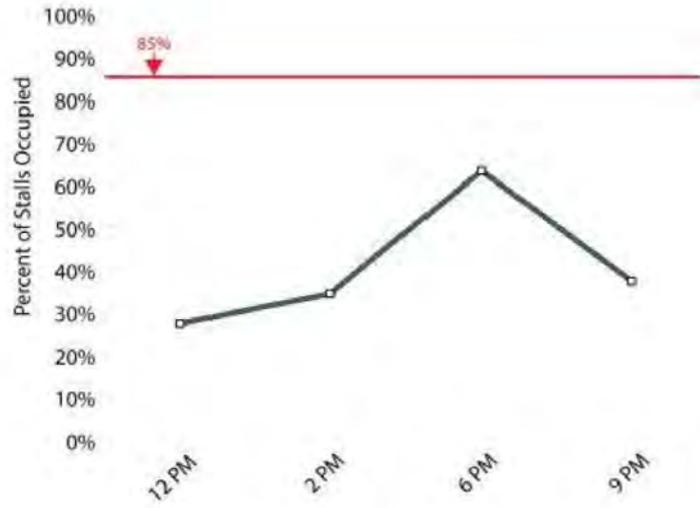


Figure 3: Saturday Percent Occupancy (Entire Study Area)

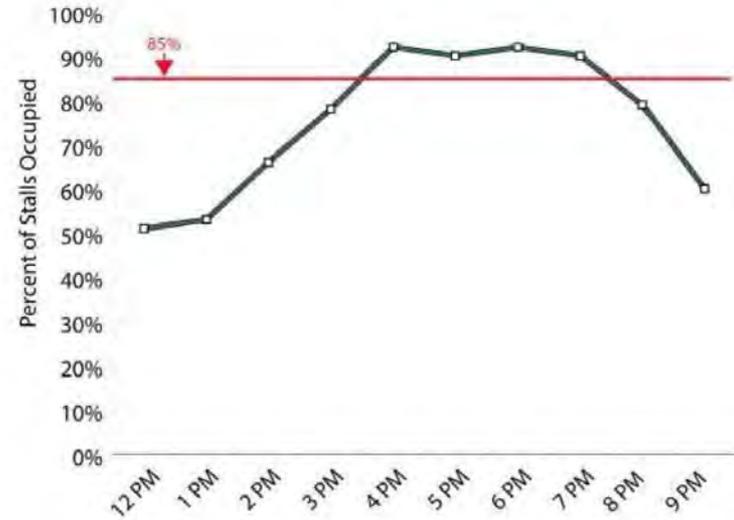


Figure 5: Saturday City Center Subarea Percent Occupancy

USE OBSERVATIONS - SATURDAY

On-Street Parking Spaces



Figure 4: Saturday Peak Hour - 6:00 pm

Table 2: City Center Timed Stall Data Summary (Saturday)

| Total Vehicles Served | Total Vehicles Exceeding Time Limit | Percent Overtay | Average Time Stay by Stall | Unique Vehicles |
|-----------------------|-------------------------------------|-----------------|----------------------------|-----------------|
| 412 | 136 | 33% | 2 hours 57 minutes | 2.3 vehicles |

USE OBSERVATIONS - SATURDAY

Key Observations:

- ❑ The Saturday observations were taken during an event downtown.
- ❑ Peak demand in the City Center subarea were 4 pm and 6 pm. During this time about 92% of available on-street parking was occupied.
- ❑ Average stay was almost three hours. Most parking in the City Center subarea is 2 hours maximum weekdays and weekends.
- ❑ It was observed that several parking stalls along 21st Avenue, Pacific Avenue and Council Street served vehicles belonging to festival vendors.

USE OBSERVATIONS - WEEKDAY

On-Street Parking Spaces

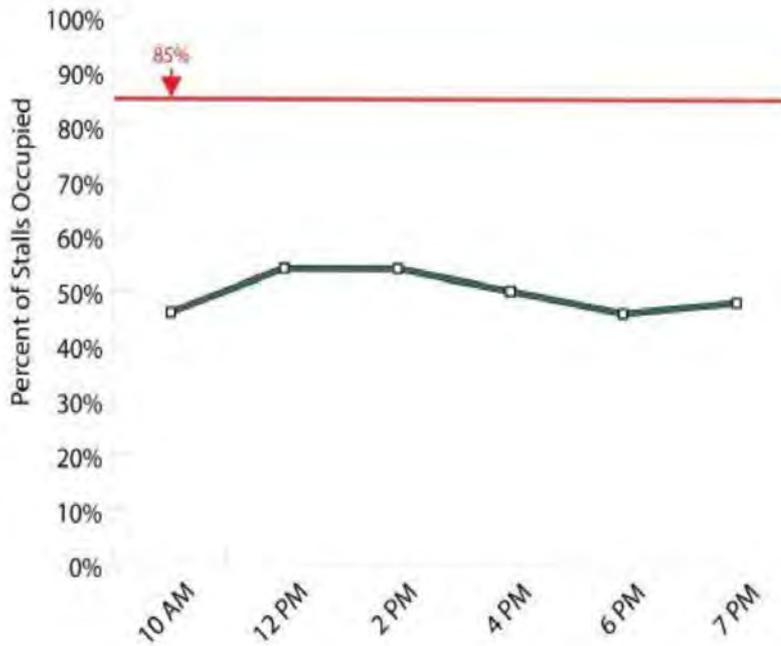


Figure 9: Thursday Percent Occupancy (Entire Study Area)

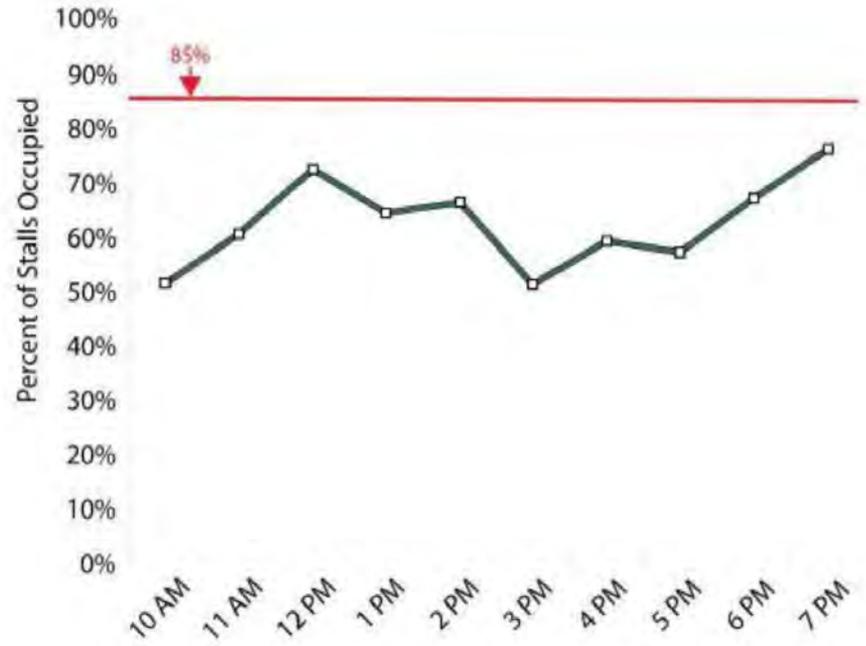


Figure 12: Thursday City Center Subarea Percent Occupancy

USE OBSERVATIONS - WEEKDAY

On-Street Parking Spaces



Figure 10: Thursday Peak Hour - 12:00 pm



Figure 11: Thursday Peak Hour - 7:00 pm

Table 3: City Center Timed Stall Data Summary (Thursday)

| Total Vehicles Served | Total Vehicles Exceeding Time Limit | Percent Overstay | Average Time Stay by Stall | Unique Vehicles |
|-----------------------|-------------------------------------|------------------|----------------------------|-----------------|
| 666 | 85 | 13% | 1 hour 41 minutes | 3.74 vehicles |

USE OBSERVATIONS - WEEKDAY

Key observations:

- ❑ The peak hours for the observed weekday (Thursday) were at 12 noon and 7:00 pm.
- ❑ The afternoon peak was in the northeast subarea near Pacific University. An event at Pacific University was taking place in the observation day.
- ❑ The evening peak was in the City Center subarea.

USE OBSERVATIONS - WEEKDAY

Key observations:

- ❑ Area-wide parking demand was relatively stable throughout the day varying between 45% and 60% with small spikes during peak hours.
- ❑ The study suggests there is an generally adequate parking supply within the downtown area to support activities, however localized congestion is often apparent.

USE OBSERVATIONS - CITY LOTS

Weekday - Thursday

Figure A2: Parking Occupancy - Thursday, 12:00 p.m.



Figure A6: Parking Occupancy - Thursday, 7:00 p.m.



USE OBSERVATIONS - CITY LOTS

Weekend - Saturday

Figure A7: Parking Occupancy - Saturday, 12:00 p.m.



Figure A9: Parking Occupancy - Saturday, 6:00 p.m.



NEXT STEPS

The results point to a number of possible parking management measures:

- ❑ Policy to guide longer-term parking demand toward the parking lots and on-street parking toward the edges of the downtown area.
- ❑ Such a policy could address parking needs for downtown employees, residents and parking needs during events. It was observed that vendors during the Saturday event were using prime on-street parking spaces.
- ❑ Improve wayfinding signage to guide short- and long-term parking demand.

NEXT STEPS

The results point to a number of possible parking management measures:

- ❑ Consider allowing longer on-street parking on weekend days.
- ❑ Policy for maximizing use of City-owned parking lots. Such a policy could include establishing time limits for some or all spaces or a permit system reserving some spaces for long-term needs such as employees and residents.

THE END



A place where families and businesses thrive.

| | |
|--------------------------------|---------------------|
| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>6.</u> |
| MEETING DATE: | <u>02/10/2020</u> |
| FINAL ACTION: | <u>RESO 2020-23</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Tom Gamble, Director, Parks and Recreation*

MEETING DATE: *February 10, 2020*

SUBJECT TITLE: *Schematic Design for Future Park and Aquatic Center Development*

ACTION REQUESTED:

| | | | | | | |
|--|-----------|-------|---|------------|--------|---------------|
| | Ordinance | Order | X | Resolution | Motion | Informational |
|--|-----------|-------|---|------------|--------|---------------|

X all that apply

ISSUE STATEMENT: During the 2019 – 20 Budget process, City Council approved a comprehensive schematic design and needs analysis for four (4) facilities within the Parks and Recreation Department. Included were: North Lincoln Park, Stites Park, AT Smith Park and the Aquatic Center. These facilities were identified in the 2016 Parks, Recreation and Open Space Master Plan that was adopted November 2016. Additionally, the scope of work was expanded to include a study of the feasibility of development of an Eastside Park, also identified in the Master Plan.

BACKGROUND: The City began this project by identifying a qualified consultant through a Public Bid process. PLACE was selected as the most qualified bidder through an extensive interview conducted by City Staff. Once selected, staff and PLACE refined the scope and process which included: (A) a meaningful public input engagement element; (B) meaningful stakeholders input element; (C) examination of current or existing conditions for all facilities; (D) identify specific challenges at each facility; (E) provide schematic designs drawing for each park; (F) provide 1 – 3 design options for Aquatic Center study.

Collecting current facility data and existing conditions was instrumental to provide information to lead the design team. Elements included: Engineering (mechanical, electrical, environmental), site constraints, code requirements, and deed restrictions and prior agreements on two properties.

Public information gathering was a significant and most critical element throughout this project. PLACE and staff provided numerous opportunities for public input. This began with stakeholders input sessions. These groups included: Friends of Historic Forest Grove, Forest Grove Community Garden Organization, Adelante Mujeres, Forest Grove Recreation Commission, Forest Grove School District, Pacific University, Forest Grove Swim Club, and General Aquatic Center User Groups.

The Public was also engaged at three (3) Farmers Market events (6/26/19, 7/16/19, and 9/11/19). Each engagement opportunity continued to refine the concepts from the prior events and stakeholders meetings. All told, this project received over 500 comments and suggestions from community members. Many of these comments and suggestions were considered and included in the final designs before you tonight.

Once the input and data gathering process concluded, PLACE and City Staff met to further refine the designs and prepared them for the October 16th, 2019 Recreation Commission meeting.

The Recreation Commission considered the proposed designs and took public comments at the October 2019 commission meeting. Public comments were very positive and appreciative of the process that involved public and stakeholder input into the final designs for all facilities. The Commission fully supported the final staff and design team recommendations and unanimously approved accepting the recommendations and forwarding the findings to the City Council. The schematic design process for these four (4) projects is complete. These designs finish another step towards develop of construction drawings.

FISCAL IMPACT: The schematic designs are intended to be long-term planning documents and do not commit the City of Forest Grove to the funding and development any of these facilities. Each project has a cost analysis shown in the power point presentation. These are shown as project costs if construction began today and then expanded to costs if built in future years. Additionally, PLACE has prepared a detailed description of all costs for all park elements (not included in this report). This information will guide future discussions between the Recreation Commission and City Council regarding priorities for park development and phasing of projects.

No determination has been made on method(s) of funding these projects. Most projects and elements within each project are System Development Charges (SDC) eligible. The current SDC fund balance is approximately \$3,200,000. Total development costs for all projects in today's dollars with Aquatic Center Option #1 is \$18,511,794 or with Aquatic Center Option #2 is \$20,840,931. Any of these could be developed either fully or as a part of a phased approach. This question will be explored in future discussions.

STAFF RECOMMENDATION: Staff and the Recreation Commission recommend the City Council approve the attached Resolution including the Exhibits.

ATTACHMENT(s):

- PowerPoint Presentation
- Resolution
- Exhibits "A" and "B"