

CITY COUNCIL MONTHLY MEETING CALENDAR

May-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					1	2		
3	Planning Comm 7pm (TBD)	4	5	Municipal Court Sister Cities - Canceled Rural Fire Board Mtg 6pm	6	7	8	9
10	CITY COUNCIL 5:30 PM - WORK SESSION (Police Station Update) 6:00 PM - URA WORK SESSION (Site B) 6:30 PM - URA REGULAR MEETING 7:00 PM - REGULAR COUNCIL MEETING 9:00 PM - URA WORK SESSION (Business Program) COMMUNITY AUDITORIUM	11	12	13	14	15	16	
17	Chamber Luncheon Planning Comm 7pm (TBD)	18	19	Municipal Court P&R 7am CFC 5:15pm (TBD) Library Comm 6:30pm (TBD)	20	21	22	23
24	CITY OFFICES CLOSED	25	26	27	28	29	30	
31								

June-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	Council Candidate Election Packets Online City Elections Official Approval to Circulate Filing No Earlier 120 days (July 6, 2020) Filing No Later 70 days (August 25, 2020) https://www.forestgrove-or.gov/cr/page/elections Planning Comm 7pm	1	2	Municipal Court Sister Cities 4:45pm Rural Fire Board Mtg 6pm	3	4	5	6
7	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	8	9	10	11	12	13	
14	Chamber Luncheon Planning Comm 7pm	15	16	Municipal Court P&R 7am CFC 5:15pm Library Comm 6:30pm	17	18	19	20
21	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	22	23	24	25	26	27	
28		29	30					

July-20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
			1	2	CITY OFFICES CLOSED	4		
5	1st DAY TO FILE COUNCIL CANDIDACY (9am) PETITION 120-DAYS BEFORE ELECTION City Elections Official Approval to Circulate Filing No Later 70 days (August 25, 2020) https://www.forestgrove-or.gov/cr/page/elections Planning Comm 7pm	6	7	Municipal Court	8	9	10	11
12	CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	13	14	P&R 7am CFC 5:15pm Library Comm 6:30pm	15	16	17	18
19	Chamber Luncheon Planning Comm 7pm	20	21	Municipal Court PSAC 7:30am	22	23	24	25
26	NO CITY COUNCIL MEETING SCHEDULED Next Council Meeting August 10, 2020	27	28	29	30	31		

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

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A place where families and businesses thrive.

CITY COUNCIL MEETING AGENDA

**MONDAY, MAY 11, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET**

- 5:30 PM WORK SESSION (Police Station Update)**
- 6:00 PM URBAN RENEWAL AGENCY WORK SESSION (Site B)**
- 6:30 PM URBAN RENEWAL AGENCY MEETING**
- 7:00 PM CITY COUNCIL REGULAR MEETING**
- 9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Business Assistance Program)**

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. The Council work sessions and meetings will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live at the start time, or shortly thereafter, by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](#) and Live Streamed on [YouTube Channel 30](#). Written comments on an item not on the Council Agenda may be submitted by May 11, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, MAYOR

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

Elena Uhing, Councilor
Mariana Valenzuela, Councilor
Adolph “Val” Valfre, Jr., Councilor

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

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

Henry Reimann, Interim Police Chief
 Paul Downey, Administrative
 Services Director
 Jesse VanderZanden, City Manager

5:30

WORK SESSION: POLICE STATION UPDATE

The City Council will convene and be video conferencing remotely during the work session. The Council will take no formal action during the work session.

Bryan Pohl, Community
 Development Director
 Paul Downey, Administrative
 Services Director
 Jesse VanderZanden, City Manager

6:00

URBAN RENEWAL AGENCY WORK SESSION (Site B Proposal):

The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session. *(Refer to separate meeting agenda and packet)*

6:30

URBAN RENEWAL AGENCY MEETING

The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the meeting. *(Refer to separate meeting agenda and packet)*

6:45

RECESS BREAK

7:00

1. **REGULAR MEETING:** Call to Order and Roll Call. The City Council will convene and be video conferencing remotely during the regular Council meeting.

AWARD PRESENTATIONS:

Peter Truax, Mayor

7:05

1. A.
 - *“If I Were Mayor” 2020 Student Contest Winners*

7:10

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Written comments may be submitted by May 11, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.

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

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

Michael Kinkade, Fire Chief

7:20

5. A.
 - *Citywide COVID-19 Update*

James Reitz, Senior Planner

7:30

5. B.
 - *Historic Landmarks Board 2019 Annual Report and 2020 Work Plan, Holly Tsur, Chair*

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- | | | |
|--|--------------------|--|
| James Reitz, Senior Planner
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager | 7:40 | 6. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-02 AMENDING FOREST GROVE CODE OF ORDINANCES, TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.065 THROUGH §35.070, RELATING TO AMENDING HISTORIC LANDMARKS BOARD BYLAWS</u> |
| James Reitz, Senior Planner
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager | 7:50 | 7. <u>RESOLUTION NO. 2020-43 AUTHORIZING CITY MANAGER TO SUBMIT THE FOREST GROVE DOWNTOWN HISTORIC DISTRICT NOMINATION TO THE STATE ADVISORY COMMITTEE ON HISTORIC PRESERVATION</u> |
| Dan Riordan, Senior Planner
Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager | 8:00 | 8. <u>RESOLUTION NO. 2020-44 SUPPORTING CITY REQUEST FOR GRANT FUNDING RELATED TO HB 2001 TO RESOLVE INFRASTRUCTURE FUNDING DEFICIENCIES IN THE WESTSIDE PLANNING AREA AND TO SUPPORT NEEDED HOUSING</u> |
| Anna Ruggles, City Recorder
Peter Truax, Mayor | 8:10 | 9. <u>RESOLUTION NO. 2019-45 ADOPTING CITY MANAGER PERFORMANCE REVIEW CRITERIA AND REPEALING RESOLUTION NO. 2019-21</u> |
| Peter Truax, Mayor | 8:20 | 10. <u>RESOLUTION NO. 2020-46 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON MAY 31, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-41</u> |
| City Councilors | 8:25 | 11. <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City Manager | 8:40 | 12. <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 8:45 | 13. <u>MAYOR'S REPORT:</u> |
| | <u>8:50</u> | 14. <u>ADJOURNMENT:</u> |

Bryan Pohl, Community
Development Director
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

9:00

URBAN RENEWAL AGENCY WORK SESSION (Small Business Emergency Assistance Program):

The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session. *(Refer to separate meeting agenda and packet)*

9:30

ADJOURNMENT:

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

- A. Approve City Council Regular Meeting Minutes of April 27, 2020.
- B. **PROCLAMATION NATIONAL HISTORIC PRESERVATION MONTH MAY 2020.**
- C. **PROCLAMATION NATIONAL PUBLIC WORKS WEEK MAY 17 – 23, 2020.**

INSTRUCTIONS FOR VIDEO CONFERENCING FOR CITY COUNCILORS AND CITY OFFICIALS:

The City will be using Cisco Webex Meetings to host the work sessions and regular meeting remotely for City Councilors and City Officials. The work sessions and meetings will be televised from the projector screen at the Community Auditorium LIVE by TVCTV on [Channel 30](#) and LIVE Streamed on [YouTube Channel 30](#).

In order for Webex to work correctly, you must have a microphone and camera, both in working order. These are standard on laptops, iPads, iPhones and computers with a webcam. Use headphones with a microphone if possible. Be seated in an area that is quiet. It is best to print a hardcopy of your documents so you can view them as needed. If connection is lost, you can join the meeting again. Please join the meeting 5 minutes before start time on the agenda.

When it is time to join: Open Webex Meetings App: <https://www.webex.com/>

- Tap Join (do not select sign-in)
- Enter 9-digit number (which is provided separately)
- Enter your e-mail address (if first time joining)
- Tap Join (upper right hand corner)
- Once done presenting, please log-out.

You may also attend in the Community Auditorium, 1915 Main Street. Social distancing protocols (no more than 10 persons total at one time). We will have a separate laptop setup if attending in person. However, the Council encourages using technology rather than in person.

Instructions once the Meeting is Called to Order:

1. The Mayor will call the meeting to order at the time specified. City Councilors and city officials will join the meeting. Everyone will be able view the Mayor from the screen.
2. A city official will be hosting at the center of the room and projecting the video meeting on the large projector screen. Due to screen limitations, only the person speaking will be forefront.
3. Everyone will be muted with exception of the Mayor:
 - If a Councilor has a comment or question, raise your hand (staff will be scrolling the screen and be able to see everyone) and the Mayor will recognize you by name and you will be unmute and asked to speak.
 - Roll call votes will be taken.
4. The City Manager will be setup remotely. The City Manager will use this offsite location and call upon Department Directors by name to give the staff report and address questions/comments from the Council.

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URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, MAY 11, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET

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- 6:30 PM URBAN RENEWAL AGENCY MEETING**
- 9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Business Assistance Program)**

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PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Director Board President
Kristy L. Kottkey, Director
Timothy A. Rippe, Director

Elena Uhing, Director
Mariana Valenzuela, Director
Adolph "Val" Valfre, Jr., Director

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Bryan Pohl, Community
Development Director
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

6:00 **URBAN RENEWAL AGENCY WORK SESSION (Site B Proposal):**
The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session.

- 6:30**
1. **URBAN RENEWAL AGENCY MEETING:** Call to Order and Roll Call. The Urban Renewal Agency will convene and be video conferencing remotely during the meeting.
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Board on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Written comments may be submitted by May 11, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.
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 - A. Approve Urban Renewal Agency Meeting Minutes of April 27, 2020.
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:** None

Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

6:35 6. **URA RESOLUTION NO. 2020-04 ADOPTING URBAN RENEWAL AGENCY 2020 WORK PLAN**

6:45 7. **ADJOURNMENT:**

Bryan Pohl, Community
Development Director
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

9:00 **URBAN RENEWAL AGENCY WORK SESSION (Business Emergency Assistance Program):**
The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session.

9:30 **ADJOURNMENT:**

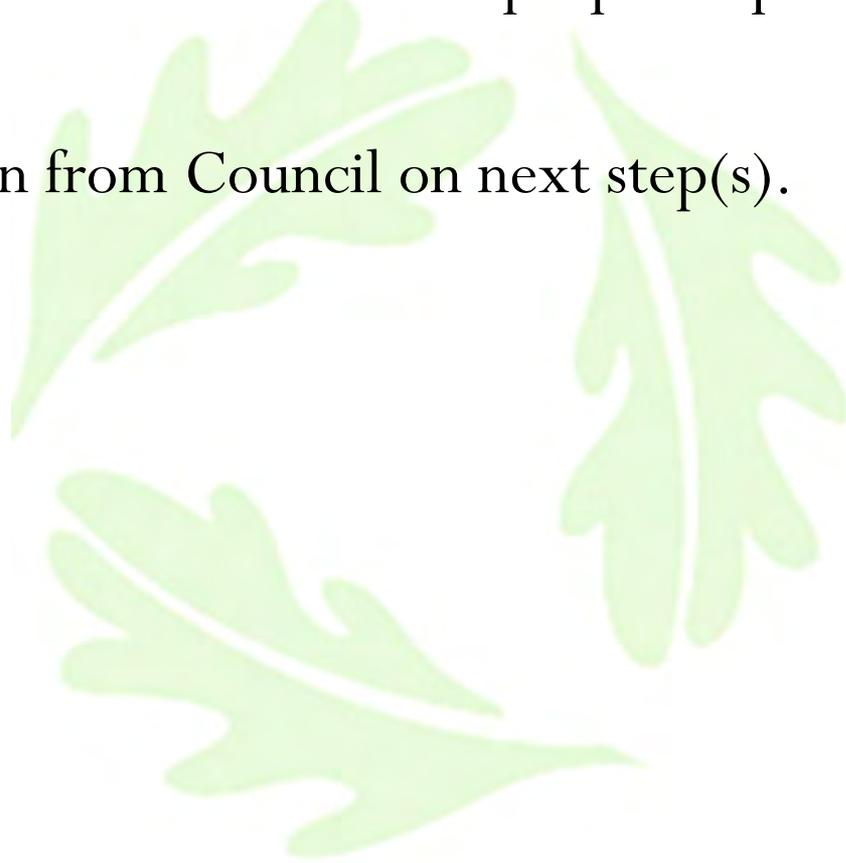


POLICE STATION UPDATE

Paul Downey, Admin. Services Director
Henry Reimann, Interim Chief of Police

Purpose

- Update the Council on status of proposed police station project.
- Get direction from Council on next step(s).



Police Station Process

- Project started in 2015 with a needs assessment that reviewed the conditions of the current facility and the long-term space needs of the Police Department.
- Signed a design contract with an architect, MACKENZIE, in July 2016. Contract was for program approval and design and divided into three major phases, each requiring City approval to move to the next phase. The City has completed Phase I and has put the next phase on hold until construction funding is available.
- Outside polling consultant did a focus group process in April 2018 with the objectives of assessing community attitudes, determining current perception of police facility and need for facility improvements, and assess reaction to a bond measure.

Police Station Process (cont.)

- In April and June 2018, the City purchased two lots on the corner of 19th St and Birch St. for the location of a potential new police station. One lot is being used to house volunteer firefighters.
- In November 2018, City had a poll of likely voters conducted to determine potential support for a bond measure. Poll showed a bond measure would likely not be successful.
- Staff developed and conducted an extensive, ongoing public education effort about condition of current facility and why a new facility is warranted.
- Completed schematic design (30%) in early 2020 and a revised cost estimate for the proposed facility, which was designed to meet the space needs of the department for the next forty to fifty years.

Police Station Process (cont.)

- The current total cost estimate is \$20,000,000 to complete the design, construct, and equip the new facility. The design has been the subject of several work sessions and has undergone extensive value engineering to reduce the overall footprint and cost.
- The Police Facility would require a General Obligation Bond to finance. The current completion date is estimated at the end of 2023 if placed on the May or November 2021 ballot and if the election is successful.
- Staff estimated the first-year costs of a \$20 million, 20 year bond would be \$155 for a homeowner with assessed value of \$230,000 which is the average assessed value of a single-family residence in the City.
- In January 2020, there was consensus to not place the proposed facility on the May 2020 ballot and to discuss the viability of conducting another poll to reassess voter attitudes.

Whats Next?

- How do the unknown economic effects of COVID-19 affect a potential ballot measure?
 - Staff is making the assumption that a ballot measure will not be submitted for the November 2020 election based on the current economic conditions.
 - How long the actual economic effects will last and how voter perception of tax measures will be effected is not known.
- Does the Council see a future \$20 million bond measure (or higher depending on the timing of the ballot measure) as a realistic option to submit to the voters at a future election or should a different planning horizon be looked at?

What Next? (cont.)

- If the answer to the second question is yes, what would Council see as the potential timing for a ballot measure?
 - Recommend a May or November election to avoid the double-majority approval requirement.
 - Does the City do another poll to gauge voter attitudes? If so, the poll should be timed to the potential election date and will cost ~\$30K.
 - Other tax measures may effect timing of potential bond measure:
 - Metro transportation measures in November, 2020.
 - The renewal or increase of the City's Local Option Levy (LOL); targeted for May, 2022.
 - Potential for a Fire District and establishing a permanent tax rate.
 - School facility bonds tentatively planned for 2021.

What Next?

- If the answer to the second question is no, what is the alternative?
 - Hold the completed schematic design until the time the Council may want to submit a bond and have Police manage with their current facility.
 - Determine if there are other alternatives that could address critical needs over a shorter time period. For example:
 - Hire new Chief and stabilize staffing.
 - Refocus time horizon and initiate planning for a 20 year strategy instead of 50 year strategy. This would likely include an annex behind the current station and remodeling of some of the interior. It could involve shifting parking around on the block to maintain some secured parking for the Police.



A place where families and businesses thrive.

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

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Peter Truax, Mayor*
Jesse VanderZanden, City Manager
Beverly Maughan, Executive Assistant

DATE: *May 11, 2020*

SUBJECT: *“If I Were Mayor” Student Contest*

The "If I Were Mayor" 2020 Student Contest is sponsored by the Oregon Mayors Association. The contest was advertised through the March utility bill insert, FGSD Peachjar, City ad in the News Times, City website and Facebook. Applications were due on April 10.

Mayor Truax is pleased to announce that three (3) entries were received:

- Poster category for grades 4 – 5: Emily Jack
- Essay category for grades 6 – 8: Jessica Jack
Payton Edwards
- Digital Media Presentation Category for grades 9 – 12: No entries

Students will be recognized at the City Council Meeting on May 11. Winners will receive a cash prize from the City of Forest Grove.

The winning entry for each category will be submitted to the state level where it will compete against other city winners for the chance of winning a prize worth \$500. The winners at the state level will be announced during the Oregon Mayors Association Summer Conference to be held August 6-8, in North Bend, Oregon.

The entries are attached.

IF I WERE MAYOR...

By, Jessica Jack

6th Grade Essay Competition

If I were mayor, I would change the organization of the disposal of garbage. Instead of our big bins full of trash where the garbage trucks dump the trash from our homes, I would give the option for anyone to take and reuse any trash. How would I do this? Well, I would make a dump pile. That way, people could come and take garbage for their own uses, and less garbage would get dumped into our beautiful ocean.

One worry the citizens of Forest Grove may have, is how the trash from the dump could so easily be blown away into various parts of the city/town. That's why the dump would be an *inside* dump. There would be a building with all of the junk in it, kind of like a junk shop, except the buyers pay nothing. Volunteers could sort the garbage if they wanted, but I highly doubt that people would want to do that. The roof of the Garbage House would probably have to have an opening so that the Garbage Truck can dump it through.

I would also have a set date for a Park Cleanup Day every year. Anyone from anywhere would be reminded that the park was in need of cleaning, they'd all clean up as much as they wanted, in fact, they don't even have to if they don't feel like it. Just a set date to clean up, but they can still do it whenever they want. At the present time, I think it not to be the best moment for gatherings. Due to coronavirus, as you know, we are not allowed to be near each other, not to mention, parks are closed. So, this organization would have to wait until all of this sickness business is over. I would also do this cleanup activity for the beach. Although unfortunately, we can't go to the beach anymore because then you go to jail. So, I guess I'd only do that one if beaches opened up again.

The most common topic recently, has been Covid-19. This disease has closed schools, libraries, and has been the causing of people not being allowed to leave their homes unless their needs are essential. One of the things that the people have to do in order to survive, is go to the store. I would have sanitizer put in

every exit and entrance of every store, library, (if it is opened again by that point) and almost any public place that hasn't yet been shut down.

I also would set up a place for donations. This may sound similar to Goodwill. However, it will be quite different. First, it will be *free* donations. Second, it will have a more specific list of items which will be permitted for donation. These items would be more focused on survival. All items will be put into bags and put in a large crate. Anyone who needs these items (such as those who lost their jobs due to Coronavirus, homeless, etc.) can take a bag. The bag will have stuff like toothbrushes, combs, handwarmers, packable foods, diapers, wipes, toys, books, clothes, water bottles, etc. If I were the mayor, this would probably be what I would do, thank you.

If I Were Mayor

By: Payton Edwards

If I were mayor of Forest Grove, I would do my best to help stop the Coronavirus, and help my citizens stay healthy. The Coronavirus, also known as Covid-19, is a rising issue that we are all facing worldwide. Due to the spread of the virus many cities, counties, and even states around the US have been forced to quarantine, or shelter in place at home. There have also been bans on social gatherings. This includes school, work, and trips to nonessential public places. Because of this ban, students have been learning from home, employees have been told to work from their residence, and some have even been let go from their jobs completely. Many small businesses have had no choice but to lay off all of their employees, due to income loss, and a crash in the stock market. These are all big problems, but if we all work together, we can stop the Coronavirus. If I were mayor, I would have some ideas on how I could help our community.

This pandemic has been forcing lots of towns and cities to make big decisions. Like changing laws, and going into quarantine, that have been making regular things that we normally do very difficult. If I were mayor of Forest Grove, I would give an update about how our town and other areas in Oregon are adapting to the new changes. Giving news updates will let everybody know how the changes are going to impact

their everyday life, and how they are going to change their life to ensure that they and their loved ones stay healthy. Examples of this could be setting up a specific radio channel in Forest Grove that talks about new and upcoming changes, where to get financial assistance, food assistance, and what our local virus tally is may be at.

As I mentioned earlier, a vast majority of people all around the country are being laid off from their jobs, because of a downfall in the stock market. Families have fallen on hard times financially. Some don't even have enough money to buy groceries and pet supplies. However, many of us are more fortunate and can still afford groceries to feed their families. If I were mayor, I would fix this by having monthly food and pet drives where families can donate and pick up food and supplies. To be safe, I would have each family sign up online for a time slot on when to donate or receive food, and supplies for their pets. I would also make a list online of high demand items we need, so the community knows what they could bring in. I could also ask local restaurants that are downsizing their inventory to donate to the food drive and in return make it a tax deduction. If everybody in our community pitches in and helps, we can support all in need.

If I were mayor, I would talk to the city council about some modifications that would benefit everybody, not just those in need. The first thing I would propose to the council is lowering

water and power bills, and property taxes. I understand that our community doesn't like bills, especially when we are focusing on stocking up on groceries and disinfectants. Legislation is also changing for each town, and if I were mayor, I would give my opinion to the council on what I think should be changed. Then I would ask for your opinion on what you think should be done to keep our community safe, and issues that are important to you. People have voices, and they should be heard. However, these are not the only ideas that I would present, I also have some notions that I believe could benefit our cities budget.

Considering everyone is staying home, I believe some of our public buildings should be temporarily shut down, including the pool, parks, library, and all recreational facilities. I believe with these closures we can focus our budget on more useful things. Some things we could direct Forest Grove's money towards are supplies for our first responders, raising pay for all essential city workers that still have to work, and supporting Meals on Wheels. These are just some of the ideas I would propose to my city council if I were mayor.

Big industries and companies have enough money to stay open and keep producing products. On the other hand, small local businesses make a substantially smaller income. If I were mayor, I would plan to help these businesses. I would do that by making special relief funds for the businesses that need it, in hopes they can continue to stay open. The businesses that remain open would need to follow some new safety

regulations to maintain proper hygiene for staff and patrons. Some of these regulations include, everybody remaining at least 6 feet apart, hand sanitizer used regularly, disinfecting surfaces at least three times a day, wash with soap and water at least once every two hours, and have tissues and masks available for employees and customers. To make sure companies are following these rules, I would have a team of temporary employees check weekly.

In conclusion, if I were mayor of Forest Grove I would give news updates every day, hold monthly food and pet drives, propose beneficial ideas to the council, give my opinion and ask for citizen opinions on changing legislation, and support local businesses in need of help. These are a few of many things I would change to improve Forest Grove's overall health, profits, and happiness. I believe I could do a lot for this Forest Grove if I were mayor. If we all come together, we can get through this.



A place where families and businesses thrive.

Monday, April 27, 2020

City Council Regular Meeting Minutes

7:00 p.m., Webex Community Auditorium

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:00 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council limited in-person contact and social distancing. **The City Council conducted the Council meeting remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). The Council accepted written comments on items not on the agenda submitted by April 27, 2020, 3pm, to the City Recorder.

1. A. OATH OF OFFICE:

Ruggles administered the Oath of Office, prior to the start of the Council meeting, to Kristy Kottkey, who was appointed to fill the vacancy on City Council, appointed term expiring November, 2022. Kottkey replaces former City Councilor Ronald Thompson who died February 12, 2020.

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

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Tom Gamble, Parks and Recreation Director (Webex remotely); Henry Reimann, Interim Police Chief (Webex remotely); Bryan Pohl, Community Development Director (Webex remotely); Gregory Robertson, Public Works Director (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. CITIZEN COMMUNICATIONS:

Mayor Truax referenced two e-mails that were submitted to City Council as referenced below.

Maraki Market, e-mail dated April 27, 2020, thanking the City for helping small business owners with the month of April rent assistance and asked if the City was expecting to provide future rent assistance for the month of May, because the State has not set a timeline of when businesses will be able to re-open due to COVID-19.

Cherie Savoie Tintary, Tint Salon, LLC, e-mail dated April 27, 2020, thanking the City for providing her business with the month of April rent assistance and asked if the City had a plan for phase two rental assistance for the month of May or longer, because hair salons will likely be the last businesses to open due to COVID-19. Secondly, she urged Council to put a ban on backyard burning during COVID-19 to keep air quality cleaner, noting there were eight burns in her neighborhood in the last month.

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 Special Meeting Minutes of March 26, 2020.
- B. Approve City Council Work Session (City Council Candidate Interviews) Meeting Minutes of April 13, 2020.
- C. Approve City Council Regular Meeting Minutes of April 13, 2020.
- D. **Endorse Liquor License Renewal Applications for Year 2020:**
 - 1) My Place Tavern, Full On-Premises Sales
- A. **RESOLUTION NO. 2020-42 APPOINTING KRISTY LYNNE KOTTKEY TO FILL VACANCY ON FOREST GROVE CITY COUNCIL, APPOINTED TERM OF OFFICE EXPIRING NOVEMBER, 2022.**

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to approve the Consent Agenda as presented. **ROLL CALL VOTE:** AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. **MOTION CARRIED 7-0.**

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

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

Fire Chief Kinkade presented a PowerPoint presentation overview pertaining to COVID-19 Response Update, which was updated in the Council packet.

5. B. Parks and Recreation Commission Annual Report

Paul Waterstreet, Parks and Recreation Commission (P&R) Chair, gave an overview of the P&R's 2019 Annual Report, noting P&R has accomplished numerous projects and initiatives, which were referenced in the annual report.

6. **RESOLUTION NO. 2020-38 AUTHORIZING MAYOR TO ENDORSE COUNCIL CREEK REGIONAL CORRIDOR (HILLSBORO TO FOREST GROVE) WORKING GROUP CHARTER**

Staff Report:

Robertson presented the above-proposed resolution for Council consideration, noting the resolution is authorizing the Mayor to endorse the Council Creek Regional Trail Corridor (Hillsboro to Forest Grove) Working Group Charter agreement. Robertson reported Metro, in collaboration with the Participating Agencies, developed the Charter to guide decision-making in the preliminary design and engineering of the Council Creek Regional Trail. In conclusion of the above-noted staff report, Robertson advised staff is recommending Council consider approving the proposed agreement as outlined in Exhibit A, noting the agreement does not bind the City to any financial commitment.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-38.

VanderZanden read Resolution No. 2020-38 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Rippe, to approve Resolution No. 2020-38 Authorizing Mayor to Endorse Council Creek Regional Corridor (Hillsboro to Forest Grove) Working Group Charter.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. MOTION CARRIED 7-0.

7. **RESOLUTION NO. 2020-39 AUTHORIZING CITY MANAGER TO EXECUTE MEMORANDA OF UNDERSTANDING (MOU) BETWEEN WASHINGTON COUNTY LAW ENFORCEMENT PROVIDERS COVID-19 RESPONSE**

Staff Report:

Interim Police Chief Riemann presented the above-proposed resolution for Council consideration, noting the resolution is authorizing the City Manager to execute the Washington County Law Enforcement Providers COVID-19 Response Memoranda of Understanding (MOU). Riemann reported the purpose of the MOU is to provide the framework to address situations where a specific Participating Agency is unable to provide adequate law enforcement service levels as a result of COVID-19. In conclusion of the above-noted staff report, Reimann advised staff is recommending Council consider approving the proposed MOU as outlined in Exhibit A, noting the MOU is intended to remain in effect until 30 days after the Governor lifts the Declaration of Emergency related to COVID-19.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-39.

VanderZanden read Resolution No. 2020-39 by title.

MOTION: Councilor Valfre moved, seconded by Councilor Uhing, to approve Resolution No. 2020-39 Authorizing City Manager to Execute Memoranda of Understanding (MOU) between Washington County Law Enforcement Providers COVID-19 Response.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

8. RESOLUTION NO. 2020-40 AUTHORIZING DELAY OF INCREASES TO CITY FEES AND RATES UNTIL OCTOBER 1, 2020

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is authorizing to delay increases of city fees and rates until October 1, 2020. Downey reported as way to provide some relief for residents due to COVID-19 emergency, while being attentive to the long-term financial needs of the City, staff is proposing to delay fee increases which usually occur on July 1 to October 1, 2020. Downey advised the impact of delaying the fee increases is difficult to determine as the fees are based on volume of services, which can vary and some services may not be provided or may only be provided on a limited bases by July 1,

2020. Downey affirmed the Water Fund has sufficient funds to absorb delaying a rate increase for three months with little long-term impact, Light and Power Fund may need a slightly larger increase in October, 2020, in order to not lose revenue due to a large capital project underway to fix the short-term outages that occur in the Thatcher area, and Clean Water Services is also looking at delaying rate increases for sewer and surface water management. In conclusion of the above-noted staff report, Downey advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the last fee and rate increases occurred on July 1, 2019.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-40.

VanderZanden read Resolution No. 2020-40 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Rippe, to approve Resolution No. 2020-40 Authorizing Delay of Increases to City Fees and Rates until October 1, 2020.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. **RESOLUTION NO. 2020-41 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON MAY 11, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-31**

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the resolution is extending the duration of the City's emergency declaration that went into effect March 14, 2020, through April 13, 2020, and extended through April 30, 2020, to be extended for the second time to remain in effect until 8:00 p.m. May 11, 2020, unless superseded sooner. Mayor Truax reported he anticipates he will extend the City's declaration in compliance with the Governor's State of Emergency due to the COVID-19.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt

Resolution No. 2020-41.

VanderZanden read Resolution No. 2020-41 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Valenzuela, to approve Resolution No. 2020-41 Amending the City of Forest Grove's Declaration of State of Emergency, Effective March 14, 2020, at 1:00 P.M., to be Extended and Remain in Effect Until 8:00 P.M. on May 11, 2020, Unless Superseded Sooner; Amending Resolution No. 2020-31.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

10. COUNCIL COMMUNICATIONS:

Kottkey reported meeting virtually with all Department Directors as part of her Council Orientation. In addition, Kottkey highlighted her visioning and reported she is working on a communication piece as a way to communicate with her neighborhood residents and she is asking for tidbits to be sent to her, i.e., how the City is doing.

Rippe affirmed that Howard Sullivan, Chamber of Commerce Director, is officially retiring May 31, 2020, noting the Board has been discussing hiring a new director. In addition, Rippe reported on other legislative-related matters of interest and meetings he attended.

Uhing welcomed newly-appointed Councilor Kottkey and recently appointed Councilor Valenzuela. In response to Uhing's inquiry pertaining to the business emergency assistance program, VanderZanden advised the Urban Renewal Agency (URA) will be holding a work session on May 11, 2020, to discuss the URA's financial status and determine if additional monies can be expended. In response to Uhing's inquiry pertaining to the community member who voiced concerns pertaining to backyard burning, Mayor Truax advised Washington County, as well as state agencies, have issued a COVID-19-related announcement asking citizens to voluntarily refrain from conducting outdoor burning until further notice. Mayor Truax added the city currently allows yard debris burning from March 1 to June 15, noting implementation of a complete backyard burn ban would need to be brought back at Council level for discussion.

Valenzuela reported on various community-related services being provided by Centro

Cultural, located in Cornelius. In addition, Valenzuela welcomed newly-appointed Councilor Kottkey.

Valfre voiced support of Ballot Measure 34-297 on the May 19, 2020, ballot, noting renewal supports member libraries of Washington County Cooperative Library Services of which Forest Grove is a member. In addition, Valfre reported on regional-related matters of interest and COVID-19 relief efforts.

Wenzl echoed concerns pertaining to backyard burning, noting she would like the Sustainability Commission to consider adding the topic as a goal. In addition, Wenzl recapped the groundbreaking celebration that was held at Rogers Park on April 24, 2020, for Anna and Abby's Yard, noting a formal celebration will be held in October, 2020.

11. City Manager's Report:

VanderZanden presented the City Manager's Report, dated April 24, 2020, noting the City's Situation Report is being updated frequently and published in English and Spanish. The City will remain closed to the public through May 11, 2020, unless superseded sooner. City operations are continuing remotely and online. No date has been set for reopening; however, management staff is developing a phased reopening framework for all city facilities not specifically covered by the Governor's Executive Order. Next week, the city will begin installing temporary Plexiglas at all public counters and changes to work stations to assure physical distance, self-monitoring practices, and workplace guidelines. Budget Committee, Planning Commission and Urban Renewal Agency will hold meetings virtually in May and other Boards and Commissions may meet virtually on an as-needed basis. Nyuzen canceled the Adult Delegation Visit, which was scheduled in early July, and Nyuzen Student Delegation Visit in December is still planned for now. National Night Out was rescheduled to October 6, 2020. In addition, VanderZanden reported on various department-related activities and projects as outlined in the activity report.

12. MAYOR'S REPORT:

Mayor Truax reported on League of Oregon Cities (LOC)-related matters of interest, noting a decision is pending if the Oregon Mayors Association's conference in August will be canceled. The LOC Annual Conference is scheduled October 15-17, 2020, in Salem. Mayor Truax read excerpts he wrote stating where he stood on the issue raised about states and cities declaring bankruptcy if struggling with economic losses as a result of COVID-19. In addition, Mayor Truax reported on various county and regional-related matters of interest.

13. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 8:22 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

PROCLAMATION

National Historic Preservation Month

May 2020

WHEREAS, the City of Forest Grove Historic Landmarks Board was established September 8, 1980, to provide leadership and expertise on maintaining and retaining the integrity of Forest Grove’s distinctive historic neighborhoods and architectural and cultural resources; and

WHEREAS, Preservation Month provides an opportunity to celebrate the diverse and unique heritage of our county’s cities and states and enable more Americans to become involved in the preservation movement; and

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintain community character while enhancing livability; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people;

WHEREAS, National Preservation Month 2020, is cosponsored by the City of Forest Grove Historic Landmarks Board and the National Trust for Historic Preservation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF MAY 2020, as:

National Historic Preservation Month

In Forest Grove, Oregon, and calls upon the people to join their fellow citizens across the United States in recognizing and participating in this special observance.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11th day of May, 2020.

Peter B. Truax, Mayor of Forest Grove

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PROCLAMATION

National Public Works Week May 17 – 23, 2020

WHEREAS, the Forest Grove Public Works Department focuses on infrastructure, facilities and services that are vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Forest Grove; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of our public works employees who are responsible for rebuilding, improving and protecting our transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association; and

WHEREAS, it is appropriate to recognize the value, dedication and the importance of the Public Works Department by designating Public Works Week in the City of Forest Grove.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 17 – MAY 23, 2020, as

National Public Works Week

With the theme, "***It Starts Here***", and we encourage the community to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and to recognize the substantial contributions that our employees make each day to protect and improve the health, safety and quality of life.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11th day of May, 2020.

Peter B. Truax, Mayor of Forest Grove

NATIONAL PUBLIC WORKS WEEK

MAY 17-23, 2020



THE
Rhythm
OF
PUBLIC WORKS
APWA

2019 Historic Landmarks Board Accomplishments and 2020 Work Plan

In 2019, the HLB progressed on schedule in our efforts toward adding a new Downtown Historic District to our three other historic districts. In addition, we participated in numerous community outreach events to build awareness about HLB activities and benefits to the Forest Grove community. We also continued administering the Historic Preservation Grant Program, and began efforts toward securing alternative funding sources for the program. The following summarizes our accomplishments in 2019 and our Work Plan for 2020:

Proposed Downtown Historic District's Nomination Progress

The HLB's efforts to designate the Downtown Historic District for National Nomination continued to progress on schedule throughout 2019. In early 2019, we secured a grant from the State Historic Preservation Office (SHPO) to be used by the City of Forest Grove to hire a consultant to prepare the Downtown Historic District nomination. In July, 2019, the HLB hired Painter Preservation consultant, Diana Painter. In October, Diana toured the proposed Downtown Historic District, and joined the HLB at our meeting that evening to clarify nomination application details. As of December, Diana was working on her first draft of the nomination application, putting the application on target for SHPO submission by July, 2020 following second draft review and City Council endorsement. Following SHPO approval, the State Advisory Committee on Historic Preservation (appointed by the Governor) must also endorse our nomination application before its submission to the National Park Service (NPS). The NPS will provide final confirmation on whether the proposed district meets necessary criteria. We expect the documentation and nomination application process to extend well into 2020.



Proposed Downtown Historic District Boundaries

Note: As per Forest Grove City Council recommendation, the proposed district, as identified in the nomination application, now includes buildings on the north side of 21st Avenue between Main Street and College Way (most of which are already locally landmarked) and the United Church of Christ. Forest Grove City Planner, James Reitz, notified these building owners and received a phone call from only one of the 21st Street building owners who expressed support for the nomination.

Community Outreach

The HLB published numerous press releases and participated in the following Community Outreach events in 2019:

- Second Annual Historic Photo Contest (May)
- Presented Downtown Historic District Nomination progress to Forest Grove Chamber of Commerce (July)
- National Night Out (August)
- Quake Up (September)
- Valley Art Chalk Art Festival (September)
- Fire Department Public Safety Fair (October)

Historic Preservation Grant Program

The HLB continued administration of the Historic Preservation Grant Program throughout the second half of 2019, awarding grants for six projects including one painting project, two porch projects, one re-roofing project, one window repair project, and one earthquake retrofit project. We have already awarded or approved a total of \$5,000 using the \$4,950 provided by the CEP Grant for FY19-20 plus a small Intel donation we received of \$50. Of this \$5,000 total, we awarded \$1,000 maximums to the first four applicants. But, because total available CEP funding had dropped to \$1,000 by our December meeting, we were limited to granting the last two applicants only \$500 maximums each when they both applied during the same meeting. If more funding had been available, we would have certainly granted these two qualifying projects \$1,000 maximums. This rapid exhaustion of funds happened even without us sending any mailers to historic property owners to advertise the program. *In all, we awarded all \$5,000 in available CEP grant funding for projects totaling \$41,084. This provides City of Forest Grove with an 822 percent return on investment.*

House Name	Address	Project Type	Project Cost	Historic Preservation Grant Amount	Cost Multiplier
Ireland House	1803 Ash St.	Painting (completed)	\$ 9,800	\$1,000	9.80
Drazdoff House	1728 Ash St.	Porch Stabilization (completed)	13,034	1,000	13.03
Beal-Toplin House	2417 18 th Ave.	Porch Repair (completed)	4,489	1,000	4.49
W. R. Taylor House	2212 "A" St.	Re-Roofing*	10,786	1,000	10.79
King Stanley House	2303 15 th Ave.	Window Repair*	2,975	500	5.95
William & Ida Coon House	1622 Ash St.	Earthquake Retrofit	3,880	500	7.76
Totals			\$41,084	\$5,000	8.22

*Projects pending.

Alternative Funding Sources

In summer, 2019, the HLB formed a subcommittee comprised of members, Bill Youngs and Mark Fischer, to explore possible alternative funding sources to help support the Historic Preservation Grant Program and reduce the program's reliance on CEP funding. Because we exhausted all available funding several months before the ends of the past two fiscal years, we know we could have helped fund more projects if we had more funding. *To date, Bill and Mark have examined grant application requirements from 40 funders provided as possibilities to us by James Reitz.* They reviewed funding requirements, eliminated those that were clearly not good fits, and contacted many that looked like even remote possibilities. In all, they brought in a \$50 donation to the program from Intel Corporation. However, no strong matches have prevailed for additional grant funding. They plan to continue their search through 2020 and beyond. In addition, they are investigating fundraising possibilities.

2020 Work Plan

The HLB's highest priority goals for 2020 include:

- Continue oversight of Downtown Historic District nomination efforts for listing on the National Register
- Continue Historic Preservation Grant Program (as per \$2,150 CEP Grant funding)
- Continue pursuit of alternative funding sources
- Expand grant program information to better address Forest Grove's minority population



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>05/11/2020</u>
FINAL ACTION:	<u>First Reading ORD 2020-02</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 11, 2020*

PROJECT TEAM: *James Reitz, AICP, Senior Planner
Bryan Pohl, Community Development Director*

SUBJECT TITLE: *Public Hearing and First Reading of an Ordinance to Amend the Forest Grove Code to Adopt New Bylaws for the Historic Landmarks Board*

ACTION REQUESTED:

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

ISSUE STATEMENT: The City Council has implemented a plan to standardize the bylaws of the City’s Boards and Commissions. The Historic Landmarks Board is submitting the attached set of Bylaws for approval.

BACKGROUND: The Historic Landmarks Board has been assigned by the City Council to advise the Council on issues related to historic preservation.

The proposed bylaws follow the Council-approved template, but also incorporate certain statutory provisions as required by ORS 197 *Comprehensive Land Use Planning* (e.g. the Criteria for Landmark Designation).

The Board unanimously approved the attached bylaws at their January 28, 2020 meeting. These bylaws would replace those that have been in effect since the 1980s.

FISCAL IMPACT: Adoption of the ordinance will have no fiscal impact on the City.

STAFF RECOMMENDATION: Staff recommends adoption of the ordinance to amend the Forest Grove Code as described above.

ATTACHMENT: Ordinance to adopt new bylaws for the Historic Landmarks Board.



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NOTICE OF PUBLIC HEARING FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing **Monday, May 11, 2020, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to review the following:

PROPOSAL: Amendments to Forest Grove Code Chapter 35, City Organizations, § 35.065 through § 35.070. The proposed amendments are amending the Historic Landmarks Board Bylaws.

The hearing is open to the public and interested parties are encouraged to attend. A copy of the staff report and proposed ordinance is available before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing, emailed to aruggles@forestgrove-or.gov, or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116. For further information, please contact the City Recorder's Office, 503.992.3235.

###

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



ORDINANCE NO. 2020-02

**ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES
TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS),
§35.065 THROUGH §35.070, RELATING TO AMENDING
HISTORIC LANDMARKS BOARD BYLAWS**

WHEREAS, the Historic Landmarks Board (HLB) was established by Ordinance No. 1980-15, which was adopted by the City Council on September 8, 1980, and codified to regulate designated historic resources; and

WHEREAS, Ordinance No. 1986-11, adopted by the City Council on October 27, 1986, repealed and replaced Ordinance No. 1980-15; and

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

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

WHEREAS, the HLB reviewed and combined its existing Bylaws to form to the new Bylaw template and unanimously approved the newly-revised Bylaws (Exhibit A) at its meeting held on January 28, 2020; and

WHEREAS, Exhibit A prescribes the HLB's duties and responsibilities.

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

Section 1. The City Council hereby amends Forest Grove Code of Ordinances Title III (Administration) §35.065 through §35.070, titled Historic Landmarks Board, as set forth in Exhibit A.

Section 2. Ordinance No. 1986-11 is hereby repealed in its entirety and portions of Ordinance No. 2009-04 thereof are hereby repealed to the extent of such inconsistency or conflict.

Section 3. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED this 11th day of May, 2020.

PASSED the second reading this 26th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of May, 2020.

Peter B. Truax, Mayor

ORDINANCE NO. 2020-02
EXHIBIT A

(New text underlined and deleted text is ~~struck through~~)

HISTORIC LANDMARKS BOARD

§ 35.065 PURPOSE.

~~Pursuant to the state's enabling legislation (O.R.S. Chapter 197) and in recognition of the public education, economical, environmental, and cultural value of the heritage and character of the city to the welfare of its citizens, the following sections create a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the city.~~

(A) The purpose of the Historic Landmarks Board (HLB) is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The HLB is directly responsible to the Council.

(B) The further purpose of the HLB is to maintain a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the City.

§ 35.066 MEMBERSHIP.

~~The Historic Landmarks Board (HLB) shall be composed of seven members who shall be appointed by the City Council. All members shall have a demonstrated positive interest, competence or knowledge of historic preservation. At least five of the members shall be residents of the city, and nonresident members shall reside within a reasonable distance of the city. When making appointments to the Board, the Council should consider the applicant's qualifications in the fields of history, architecture, architectural history, and archaeology, as well as in the arts, culture, city planning, landscape architecture, business, real estate, law, government, engineering, or construction.~~

(A) Members of the HLB shall be composed of seven (7) members and one (1) student member who shall be appointed by City Council.

(B) Two members may reside outside of corporate limits of the city.

(C) All members shall have a demonstrated positive interest, competence or knowledge of historic preservation.

(D) Members are required to attend training courses as assigned and approved by City Council.

(E) An individual member may not act in official capacity.

(F) The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.

(G) Commission members serve without compensation.

§ 35.067 TERMS OF OFFICE.

~~The term of each member of the HLB shall be four years with terms staggered. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the Council for the unexpired term of the predecessor in office.~~

(A) HLB members shall be voting members and shall serve four (4) year terms.

(B) Student members shall be voting member and shall serve a two (2) year term. Student appointee must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.

(C) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.

(D) Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.

(E) HLB members must apply during open recruitment and be interviewed by City Council after each term to continue service. HLB members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.

(F) Members may not serve on more than two (2) Boards or Commissions at the same time.

(G) Appointments to vacant positions shall be filled by City Council for the unexpired term.

§ 35.068 OFFICERS.

~~At the first meeting in January of each year, the members shall elect a Chair, Vice Chair, and Secretary who shall be voting members and hold office at the pleasure of the HLB.~~

(A) The Chair and Vice Chair shall be elected by the voting members at the first regularly-scheduled HLB meeting of each year.

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

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

(D) The Chair shall:

(1) Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.

(2) Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.

(3) An HLB member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.

(4) The agenda shall follow a standard template provided by the City.

(5) Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.

(6) Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.

(7) The Chair shall submit and present an Annual Report to the City Council listing the HLB's major activities for the past year and objectives for the coming year.

(E) The Vice Chair shall preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

§ 35.069 EXPENSES.

~~Board Commission members shall not receive compensation nor shall incur expenses of any kind unless such expenses or expenditures have first been approved by the City Council. be reimbursed for duly authorized expenses.~~

§ 35.070 MEETINGS AND RULES PROCEDURES AND QUORUM.

~~A majority of the members serving on the Board at any time shall constitute a quorum. The Board shall conduct at least one meeting every three months or as needed. The Board shall have the right to adopt such rules of order and procedure as they deem necessary, provided that it is consistent with the laws of this state and with the City Charter and city ordinances.~~

(A) Meetings:

(1) Unless otherwise required by state law or city code, the HLB shall hold meetings no less than four (4) times a year unless more frequently as established by the HLB.

(2) In January of each year, the HLB shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.

(3) The HLB meeting agenda and packet shall be distributed to the HLB at least five (5) days prior to the meeting.

(4) All meetings are open to the public. Anyone wishing to speak to the HLB may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.

(5) The student member may provide a report at every meeting.

(6) A public meeting is defined as two (2) or more members meeting who have been delegated authority by the HLB to advise or make recommendations to the HLB.

(7) Special meetings may be called by a vote of the HLB at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more HLB members.

(8) All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

(B) Minutes:

(1) The HLB may appoint a secretary at the first regularly-scheduled HLB meeting of each year to take the HLB meeting minutes.

(2) Written minutes are required for all meetings.

(3) The minutes shall follow a standard template provided by the City.

(4) The meeting minutes shall briefly summarizing what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.

(5) Staff may take minutes if the HLB requests the City to do so.

(6) Staff shall review the minutes to ensure compliance with state law.

(7) Staff shall post the approved minutes to the website as soon as possible.

(C) Attendance:

(1) Members are expected to attend every meeting.

(2) Members shall notify the staff liaison prior to the regular meeting to report an absence.

(3) The Chair, with the consent of the HLB, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

(4) The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

Quorum:

Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.

(D) Voting and Decision Making:

(1) Roberts Rules of Order Newly Revised shall govern all proceedings unless they conflict with these rules.

(2) The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

(3) The HLB shall operate in the general public interest serving the community as a whole. The HLB shall serve no special interest(s) or endorse any commercial product or enterprise.

(E) Conflicts of Interest and Ethics Law:

(1) HLB members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.

(2) HLB members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).

(3) A civil penalty may be imposed by the State for each violation of any provision of the ORS.

(F) Role of Council Liaison:

(1) The Council Liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.

(2) Council Liaison's role is to collaborate between the City Council and the HLB to ensure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.

(3) The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the HLB.

(G) Role of Staff Liaison:

(1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the HLB by utilizing their expertise regarding city policy and process.

(2) The staff liaison shall:

(a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a HLB.

(b) Review the agenda in consultation with the HLB Chair. The agenda shall follow a standard template provided by the City.

(c) Prepare, post and distribute the HLB packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.

(d) Prepare HLB meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.

(e) Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.

(3) Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

(H) Registry:

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

(I) Amending Bylaws:

(1) A majority of all members must vote affirmatively to modify the HLB bylaws on at least two separate readings at two separate meetings.

(2) A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.

(3) All bylaws or rules, including changes, must be approved by the City Council.

(4) Bylaws shall follow a standard template provided by the City.



A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>05/11/2020</u>
FINAL ACTION:	<u>RESO 2020-43</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 11, 2020*

PROJECT TEAM: *James Reitz, AICP, Senior Planner*
Bryan Pohl, Community Development Director

SUBJECT TITLE: *Downtown Historic District Nomination*

ACTION REQUESTED:

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

ISSUE STATEMENT: The Historic Landmarks Board (HLB) is pursuing the establishment of a fourth National Register Historic District. The three districts created to date (Clark, Walker-Naylor and Painter’s Woods) are all residential in nature; the current proposal is to nominate a downtown district. The purpose of this memo is to provide a status report on the effort and request Council action on the next step of the process.

BACKGROUND: Consideration of a downtown district was anticipated by the HLB’s 2017-2026 *Preservation Plan*, which was accepted by the City Council on January 23, 2017.

The first step in developing a potential district is conducting background research. The downtown is part of the Original Town which was recorded in 1872. The City completed an updated historic survey of the Original Town, along with an updated context statement, in 2018. The consultant hired to prepare the update was also directed to recommend a boundary for a potential downtown district. The recommended area included 33 structures.

The HLB hosted an open house for property owners within the proposed district area on November 8, 2018. All property owners in the district area were invited, and about 10 attended. At the open house, the State Historic Preservation Office (SHPO) National Register coordinator gave a presentation on the benefits and responsibilities associated with being in a district. All who attended the meeting expressed support of the nomination.

At the January 14, 2019 City Council meeting, the Council was asked to adopt a resolution in support of submitting a grant request to the State Historic Preservation Office (SHPO). The Council adopted the resolution, the SHPO grant request was approved, and those funds were used to hire Painter Preservation to prepare the nomination and take it through the adoption process.

At that same meeting, the Council requested that staff investigate whether the district could be expanded to include additional buildings on the north side of 21st Avenue between Main Street and College Way. Staff, the consultant and SHPO staff devised a way to do so, expanding the boundary to include those additional buildings. A district should have at least 50% + 1 “historic contributing” and “historic significant” structures. Of the 39 buildings within the expanded boundary, 29 (or about 74%) would be classified as contributing or significant (for comparison, in the Walker-Naylor district only about 59% of the buildings are contributing, and none are classified as significant).

While the nomination process has continued, staff has mailed periodic updates to the property owners. To date staff has received only positive comments about the nomination.

Painter Preservation has now completed the nomination document (it may be viewed in its entirety on the HLB webpage). Before proceeding any further, the Council is being asked to adopt a resolution in support of the nomination’s submittal. If the Council approves, the nomination will be submitted to the State Advisory Committee on Historic Preservation (SACHP) at their June 19 meeting (the SACHP will not consider the nomination without a resolution of the Council’s support). The SACHP decides whether or not to move forward on the nomination.

If it does decide the district nomination meets all the review criteria, notices of the prospective nomination are sent to property owners within the proposed district. To form a district, a kind of vote is conducted: If a property owner wishes to vote “no” then he/she must sign their vote in the presence of a notary, and mail that back to SHPO. If more than 50% of the owners vote no, then the district application fails. If less than a 50% remonstrance is received, then the district nomination can proceed. (Forest Grove has had a highly successful nomination process to date: only one remonstrance was received during the nomination processes for all three of the city’s current districts.)

Once the SACHP approves, a nomination is submitted to the National Park Service in Washington, D.C. It too must approve a nomination before a district is officially formed.

FISCAL IMPACT: Adoption of the resolution would have no fiscal impact on the City.

STAFF RECOMMENDATION: Staff recommends adoption of the attached resolution.

ALTERNATIVES: The Council may:

1. Approve submitting the nomination; or
2. Not approve submittal of the nomination, in which case, no further action would be taken; or
3. Continue the matter for further deliberation.

ATTACHMENTS: Map of Proposed Downtown Historic District & Resolution

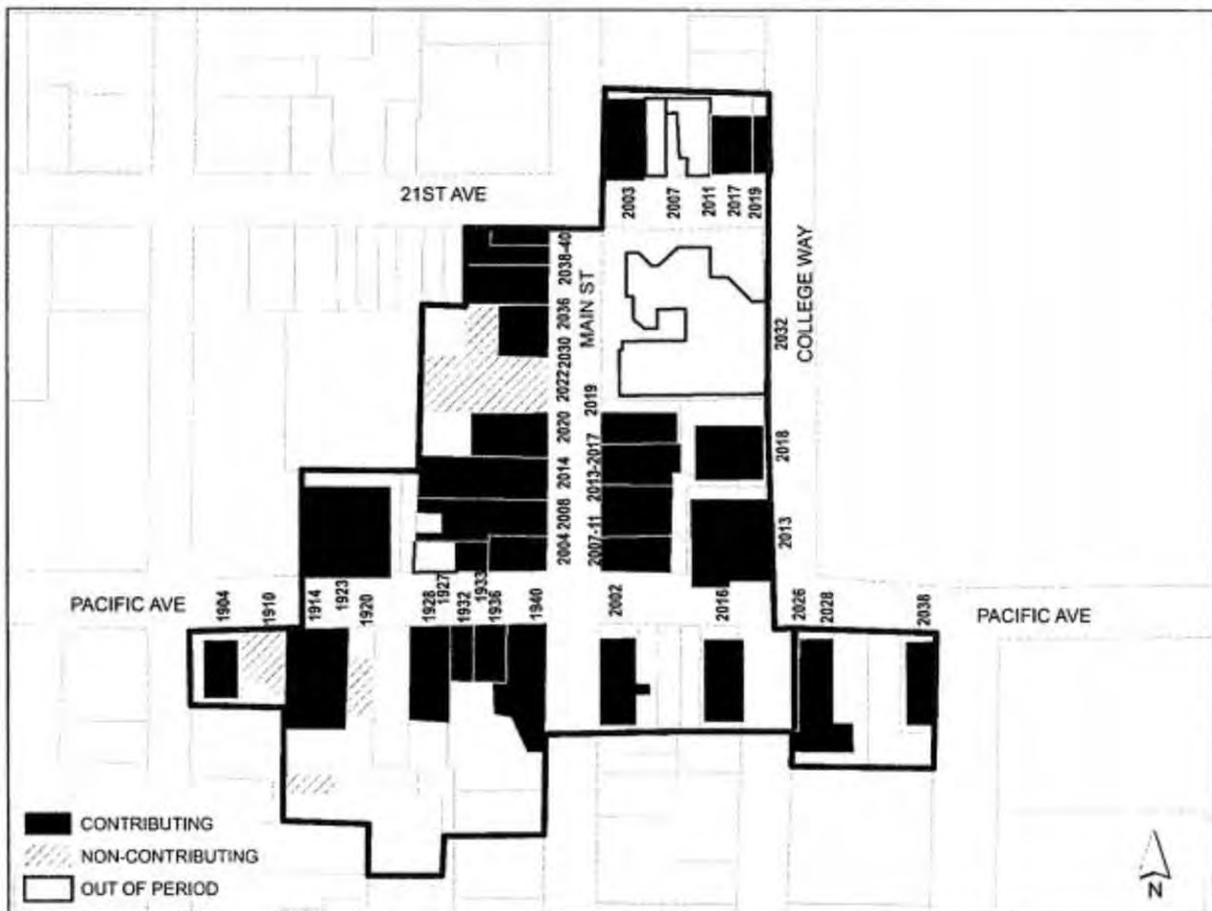
United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Forest Grove Downtown Historic District
Name of Property
Washington Co., OR
County and State
N/A
Name of multiple listing (if applicable)

Section number Additional Documentation Page 35

Figure 4: Contributing and Non-contributing Map



Source: City of Forest Grove

- A building is **contributing** if it adds to the historical integrity or architectural qualities that make a historic district significant.
- An **out-of-period** building is one that was erected before or after the historic district's Period of Significance. The Forest Grove Downtown District's Period of Significance is 1890-1940.



RESOLUTION NO. 2020-43

**RESOLUTION AUTHORIZING CITY MANAGER TO SUBMIT THE
FOREST GROVE DOWNTOWN HISTORIC DISTRICT NOMINATION
TO THE STATE ADVISORY COMMITTEE ON HISTORIC PRESERVATION**

WHEREAS, the 1994 Original Town Context Statement included a recommendation to create a downtown historic district; and

WHEREAS, the Historic Landmarks Board adopted the *2017-2026 Preservation Plan* which was accepted by the City Council on January 23, 2017; and

WHEREAS, the *Preservation Plan* identified a downtown district nomination as the next project to be initiated following completion of the Original Town plat re-survey and context statement update; and

WHEREAS, the Original Town Context Statement was updated in 2018, and again included a recommendation to create a downtown historic district; and

WHEREAS, the *Forest Grove Downtown Historic District* nomination document is now complete; and

WHEREAS, the nomination must be reviewed and approved by the State Advisory Committee on Historic Preservation (SACHP) before it is forwarded to the National Park Service.

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

Section 1. The City Council hereby authorizes the City Manager to submit the proposed *Forest Grove Downtown Historic District* nomination to the State Advisory Committee on Historic Preservation.

Section 2. The City Council further requests that the SACHP forward the nomination to the National Park Service with a positive recommendation.

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

PRESENTED AND PASSED this 11th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of May, 2020.

Peter B. Truax, Mayor



A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>05/11/2020</u>
FINAL ACTION:	<u>RESO 2020-44</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 11, 2020*

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

SUBJECT TITLE: *Resolution in Support of Oregon Department of Land Conservation and Development Planning Assistance Grant Application Related to HB 2001 (2019) and Resolving Infrastructure Funding Deficiencies in the Westside Planning Area to Support Needed Housing*

ACTION REQUESTED:

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

ISSUE STATEMENT: The Oregon legislature allocated funding, through the Department of Land Conservation and Development (DLCD), for implementation of HB 2001 (2019) and HB 2003 (2019). Both bills address middle housing types (duplex, triplex, fourplex and cottage clusters) and housing production strategies. The application requires a resolution or letter in support. The resolution or letter in support must be provided to DLCD prior to a grant award.

Requested services must fall under one of four categories: Assistance leading to amendments to a jurisdictions development code to permit middle housing types; Infrastructure Based Time Extension Requests (IBTERs); updates to Housing Needs Analysis; or preparing a prototype housing production strategy. Staff is proposing a project that will address infrastructure needs and funding deficiencies in the Westside planning area needed to support needed housing including middle housing types. After consultation with the City’s DLCD field representative this request is best classified as an IBTER.

An IBTER provides an opportunity. The opportunity is to formulate and adopt a detailed approach to remedy infrastructure deficiencies in order to accommodate middle housing types in a specific geographic area such as the Westside planning area. As envisioned the IBTER would include the David Hill area inside the urban growth boundary west of Thatcher Road and north of Watercrest Road and the are north of David Hill road west of Highway 47 and east of Thatcher Road (also known as the “Purdin Road” area).

The project as proposed supports the following City Council objectives for FY 2020-2021:

- Objective 2.1: Evaluate scalable system development charges (SDCs);
- Objective 2.5: Evaluate recommendations from the City's Housing Needs Analysis; and
- Objective 5.5: Refine West Side Plan Financial Plan.

BACKGROUND: The Oregon Department of Land Conservation has funding available to implement HB 2001 (2019) and HB 2003 (2019). Both bills are related to expanding opportunities for middle housing types affordable to a range of households. An obstacle to housing production in the City's Westside planning area, including middle housing types, is the lack of infrastructure, and a way to fund identified infrastructure needs in an equitable manner with consideration to housing affordability. If a grant is awarded funds would be used for consulting assistance to:

- Confirm infrastructure needs and update project costs in the Westside Planning area;
- Engage stakeholders and prepare a consensus-based strategy to fund infrastructure needs considering equity, revenue stream timing, and impact on housing affordability; and
- Prepare an Infrastructure Based Time Extension Request (IBTER) application for DLCD approval identifying the area to include, plan of action to remedy infrastructure deficiencies and timeline to correct deficiencies.

The funding request is attached for City Council's information (Attachment A). The final project scope of work will be negotiated with DCLD and the consultant prior to grant award and consultant selection. This provides an opportunity for Council to suggest modifications to the project scope of work, consistent with DLCD's funding priorities outlined in the application, if desired. The application packet is also attached as additional information for Council (Attachment B).

The application must include a resolution or letter of support from the governing body of the City seeking funds demonstrating support of the project (Attachment C). A resolution is preferable over a letter of support since it provides a record file with the City Recorder. The application will not be deemed complete until a resolution or letter of support is provided. The resolution or letter of support may be provided to DLCD after the application submittal deadline but must be received before a grant is awarded.

FISCAL IMPACT: The estimated project cost based on the initial project scope of work is \$69,990. This includes \$56,000 in requested grant funds and \$13,990 in City match. The application must demonstrate a local commitment to the project through matching contributions. Although matching funds are not mandatory for an application to be successful, a demonstration of local commitment can tip the balance in favor of some proposal. Matching funds could include a direct allocation from the City's budget or in-kind/non-cash match for project support. Local staff support to the project qualifies as in-kind match.

STAFF RECOMMENDATION: Staff recommends City Council approve a resolution demonstrating support for the City's application to the Oregon Department of Land Conservation and Development for funding assistance to resolve infrastructure funding deficiencies in the Westside planning area and to support needed housing including middle housing types.

ATTACHMENT(s):

- A. City Funding Request
- B. Application Packet
- C. Resolution in Support

Department of Land Conservation and Development



Application for Planning Assistance Grants

2019-2021

Contents

Program Description	1
Who Can Apply	1
Grant Program Contact	1
Eligible Projects and Evaluation Criteria	2
Review Process	4
Eligible Costs	4
Application Instructions	5
Application	attached

PLANNING ASSISTANCE

PROGRAM DESCRIPTION

The Department of Land Conservation and Development (DLCD) provides resources to help Oregon communities prepare and update local land use plans and implementing ordinances to respond to growth management and resource protection issues and changes in state agency programs and requirements.

During the 2019 legislative session, the Legislature appropriated funds to DLCD for the purpose of providing planning assistance to local governments for the purpose of: 1) assisting local governments with the development of regulations to allow middle housing, as specified in HB 2001; 2) assisting local governments with the development of plans to improve water, sewer, storm drainage and transportation services in areas where middle housing types may not be feasible due to service constraints, as specified in HB 2001; and 3) provide planning assistance to local governments to implement the provisions specified in HB 2003, including housing needs analyses and housing production strategies.

The deadline for all applications for assistance from HB 2001 and HB 2003 is **April 30, 2020**.

WHO CAN APPLY

Planning Assistance applications will be accepted from the following **Cities and Counties Subject to HB 2001:**

- Non-Metro cities with a population greater than 10,000
- Cities and counties over 1,000 residents in the Portland Metropolitan service district

Cities Subject to HB 2003:

- Cities with a population greater than 10,000

GRANT PROGRAM CONTACTS

DLCD staff are available to answer your questions regarding application requirements and status. **The first point of contact is the regional representative for your jurisdiction.** You can find the regional representative assigned to your jurisdiction or region at <https://www.oregon.gov/lcd/CPU/Pages/Regional-Representatives.aspx>.

If you cannot contact your regional representative, please contact:

Gordon Howard, Grant Program Manager, at 503-934-0034 or gordon.howard@state.or.us.

ELIGIBLE PROJECTS AND EVALUATION CRITERIA

Planning Assistance is used to help complete projects necessary for jurisdictions to comply with House Bill 2001 and House Bill 2003. Each bill outlines priorities for use of Planning Assistance funding as follows (additional detail in “Program Priorities,” below):

HB 2001 (2019 Legislative Session) Project Evaluation Criteria

1. To prepare a hearings-ready development code or, for cities required to comply with House Bill 2001 (2019 Legislative Session) by June 30, 2022, recommendations for comprehensive plan and development code amendments to comply with the provisions of House Bill 2001 (2019 Legislative Session) regarding middle housing.
2. To identify significantly deficient infrastructure systems (water, wastewater, storm drainage, and/or transportation) and to formulate a plan to remedy such deficiency in order to accommodate middle housing in those areas.

HB 2003 (2019 Legislative Session) Project Evaluation Criteria

1. To create a housing needs analysis in accordance with ORS 197.296 and OAR chapter 660, divisions 7 and 8.
2. To create a prototype housing production strategy that can help the department and Commission in its formulation of administrative rules.

The Planning Assistance evaluation review criteria, explained in sections 1 through 5 below, address program priorities, considerations to ensure appropriate use of funds, and other program objectives. Please address these, as applicable, in your application attachment.

Projects are not expected to satisfy the non-mandatory criteria, but those that rate well under one or more of them will have an improved likelihood of success.

1. Project Objectives

The *project objectives* are clearly stated; address the problem, need, opportunity, and issues; are defined in a manner consistent with the statewide planning goals; and directly relate to a clear statement of expected outcomes. The project objectives need to be reasonably achievable.

2. Program Priorities

The project addresses the program priorities as follows:

HB 2001 Project Evaluation Criteria

1. To prepare a hearings-ready development code or, for cities required to comply with House Bill 2001 (2019 Legislative Session) by June 30, 2022, recommendations for comprehensive plan and development code amendments to comply with the provisions of House Bill 2001 (2019 Legislative Session) regarding middle housing. Section 15 of House Bill 2001 states, in part, “The

department shall prioritize technical assistance to cities or counties with limited planning staff or that commit to implementation earlier than the date required under section 3 (1) of this 2019 Act.”

- Cities with a population between 10,000 and 25,000 shall receive funding prioritization, because they must comply with the law by June 30, 2021.
- Non-Metro Cities with more than 10,000 residents and cities and counties over 1,000 residents in the Portland Metropolitan service district are required to update their development codes to comply with the provisions of HB 2001 regarding middle housing. Larger cities and cities and counties within the Portland Metro service district (compliance required by June 30, 2022) are eligible and encouraged to apply as well. Despite the June 30, 2022, deadline for these local governments, all funded work must be completed by June 30, 2021, due to the end of the biennial budget period.

2. To identify significantly deficient infrastructure systems (water, wastewater, storm drainage, and/or transportation) and to formulate a plan to remedy such deficiency in order to accommodate middle housing in those areas.

Administrative Rules for an Infrastructure-Based Time Extension Request (IBTER) are expected to be adopted by the early August, 2020. As established in House Bill 2001, the IBTER application deadline for cities with a population between 10,000 and 25,000 is December 31, 2020. Because those rules are expected to be complete with only five months before cities outside of the Portland Metro area with population between 10,000 and 25,000 must identify any infrastructure constraints and develop a plan to address the infrastructure constraints, the department encourages cities to begin discussions with public works or preferred consulting staff now so that a city is prepared to begin work as soon as the Land Conservation and Development Commission adopts rules. Cities with more than 25,000 have until June 30, 2021 to submit the request for an extension. Funding prioritization is as follows:

- Local governments with limited planning staff shall receive funding prioritization.
- Local governments that commit to implementation earlier than the date required under section 3 (1) of HB 2001 shall receive funding prioritization.
- Cities with a population between 10,000 and 25,000 shall receive funding prioritization, because their IBTER applications are due December 31, 2020.
- Larger cities and cities and counties within the Portland Metro Area (compliance by June 30, 2022) are eligible and encouraged to apply as well. Due to the end of the

biennial budget period, all funded work must be completed by June 30, 2021, which coincides with the IBTER application deadline for the larger cities and counties within the Portland Metro Area.

HB 2003 Project Evaluation Criteria

1. To create a housing needs analysis in accordance with ORS 197.296 and OAR chapter 660, divisions 7 and 8.

A Housing Needs Analysis includes a housing needs projection addressing housing types and price levels, residential land needs analysis, buildable lands inventory, and identification of measures for accommodating needed housing as described in OAR chapter 660, divisions 7 and 8. The purpose of a Housing Needs Analysis is to ensure that cities have an available land supply to accommodate their housing needs over the next 20 years. Funding prioritization is as follows:

- First priority will be given to cities with “outdated” Housing Needs Analyses. In this context, “outdated” means Analyses that were adopted and acknowledged more than eight years ago for cities outside Portland Metro, and more than six years ago for cities inside the Portland Metro boundary.
- Additional prioritization will be given to fast-growing cities and to severely-rent burdened cities (cities in which more than 25% of renter households spend more than 50% of median household income on gross rent).

2. To create a prototype housing production strategy that can help the Department and Commission in the formulation of administrative rules.

A housing production strategy will outline how a city intends to ensure or incentivize the production of needed housing identified in the adopted HNA, especially subsidized housing. The plan must contain a list of action items and a schedule for the listed actions to be taken by the local government and any identified partners. Although rulemaking has begun, the Land Conservation and Development Commission has not yet adopted rules regarding what exactly constitutes a housing production strategy. Funding prioritization is as follows:

- Priority will be given to housing production strategy proposals that most closely align with the goals of HB 2003 and which most thoroughly consider the full gamut of strategies that may be employed to facilitate housing production and which best engage the community in an inclusive decision-making process to prioritize community actions.

- Additional prioritization will be given to cities who have adopted a Housing Production Strategy as part of the provisions of HB 4006 (2018).

3. Project Description

The *approach, budget, products, and timing* are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

4. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project.

5. Leverage

The applicant demonstrates commitment to the project through contribution of *matching contributions*. Matching funds are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some proposals. Matching funds do not need to be from the applicant's budget – they could come from another state agency, a federal agency, or a foundation. In-kind and other non-cash match are also considered.

REVIEW PROCESS

Applications will be reviewed considering the evaluation criteria explained above. The department will award those applications that best satisfy these criteria.

The department will notify applicants of award decisions at the earliest time possible, usually within 60 days. Unsuccessful applications may be reconsidered if additional assistance become available.

Once awards are determined, the DLCD grant manager will work closely with the grantee to complete the scope of work and execute a grant agreement. Again, this will be completed at the earliest time possible; it usually takes 60 to 90 days after the award, but can take longer depending on the complexity of the scope of work.

ELIGIBLE COSTS

Grant funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible.

Costs incurred prior to signing a grant agreement are not eligible project costs. This includes costs of preparing the grant application and preparing a statement of work for the grant agreement.

Grant funds are provided on a reimbursement basis for products in accordance with the reimbursement schedule specified in the grant agreement.

APPLICATION INSTRUCTIONS

1. **Complete the grant application.** Be specific and thorough in describing all proposed grant products as described in the application form. Submit application materials **by April 30, 2020** to:

By e-mail to: DLCD.GFgrant@state.or.us

Please note that due to public health concerns, we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible to make arrangements.

2. **Include a resolution or letter from the governing body of the city or county demonstrating support for the project.** If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

3. DLCD will confirm receipt of applications by e-mail, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

RESOLUTION NO. 2020-44**RESOLUTION SUPPORTING CITY REQUEST FOR GRANT FUNDING RELATED TO HB 2001 (2019) TO RESOLVE INFRASTRUCTURE FUNDING DEFICIENCIES IN THE WESTSIDE PLANNING AREA AND TO SUPPORT NEEDED HOUSING**

WHEREAS, The Oregon Legislature appropriated funds to the Oregon Department of Land Conservation and Development (DLCD) to provide technical assistance to local governments to implement provisions of Oregon House Bill 2001 (2019); and

WHEREAS, House Bill 2001 (2019) requires that local jurisdictions address infrastructure deficiencies, where present, to allow construction of needed housing including middle housing types; and

WHEREAS, The City of Forest Grove desires to partner with DLCD to address infrastructure deficiencies in the City's Westside planning urban growth areas by engaging area stakeholders to develop a consensus-based strategy for funding infrastructure needs; and

WHEREAS, this request for funding assistance supports City Council objectives for FY 2020-2021 including Objective 2.1: "Evaluate scalable system development charges (SDCs), Objective 2.5: "Evaluate recommendations from the City's Housing Needs Analysis and develop an implementation plan, and Objective 5.5: "Refine West Side Plan Financial Plan"; and

WHEREAS, grant funds, if awarded, will pay for consultant assistance, to confirm infrastructure needs in the Westside planning area, update project costs, engage stakeholders, and prepare a consensus based strategy including policies for system development charges, Capital Improvement Program (CIP) projects, and possible amendments to facility master plans; and

WHEREAS, this framework will also support an application for an Infrastructure Based Time Extension Request (IBTER) under HB 2001 (2019) providing time for adoption of funding strategy recommendations.

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

Section 1. The City of Forest Grove City Council hereby supports the request for funding assistance (Exhibit A).

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

PRESENTED AND PASSED this 11th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of May, 2020.

Peter B. Truax, Mayor



Department of Land Conservation and Development
2019-21 PLANNING ASSISTANCE DIRECT GRANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided.
Submit completed applications by April 30, 2020.

Date of Application: April 28, 2020

Applicant: City of Forest Grove

Street Address: 1924 Council Street

City: Forest Grove

Zip: 97116

Contact name and title: Daniel Riordan, Senior Planner

Contact e-mail address: driordan@forestgrove-or.gov

Contact phone number: (503) 992-3226

Requested Service:

	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Grant request amount (in whole dollars)</u>
HB 2001 Code Assistance	<input type="checkbox"/>				\$
HB 2001 IBTERS		X			\$56,000
Housing Needs Analysis			<input type="checkbox"/>		\$
Prototype Housing Production Strategy				<input type="checkbox"/>	\$

Total grant request amount (in whole dollars): \$56,000

Local Contribution (recommended but not required): \$13,990

Project Title: Forest Grove Infrastructure for Needed Housing Implementation Project

Project summary: (Summarize the project and products in 50 words or fewer): Forest Grove requests assistance to address infrastructure funding deficiencies severely curtailing housing production. Outcomes will support a future Infrastructure Based Time Extension Request. This project will include opportunities for meaningful stakeholder involvement to reach consensus on financing policies considering equity, timing, and impact on housing affordability.

Project Description & Work Program

Problem: The City's urban growth area, also known as the Westside planning area, lacks transportation, sewer, and water infrastructure hindering development of needed housing especially middle housing types. The estimated cost for infrastructure needs exceeds \$50 million. The cost, timing of revenue collection and large up-front expenses to extend utilities is severely constraining development potential. The City desires to resolve the infrastructure barriers to open-up additional land for housing development. The need is critical due to the

current shortage of approved lots in subdivisions that are quickly being absorbed. The City has about 130 lots in approved subdivisions available for development. This represents about a one-year supply of approved lots based on past building permit trends. At least two development proposals have not moved forward, in part, due to the significant infrastructure deficiencies and the up-front costs required to extend utilities. The City desires to adopt policies and implementing ordinances to put in place a funding strategy to remedy the infrastructure deficiencies in order to accommodate needed housing as documented in the City's 2019 Housing Needs Analysis.

Opportunity: The City's urban growth area includes approximately 370 net acres with a potential dwelling unit yield of approximately 1,900 units. This includes about 50 acres identified as medium density residential that could accommodate middle housing types. The medium density residential areas could accommodate as many as 400 housing units. Dwelling unit yield could be higher by increasing opportunities for accessory dwelling units, duplexes, triplexes, cottage clusters throughout the urban growth area as allowed under HB 2001 (2019). In order to reach these housing targets equitable financing of infrastructure needs is paramount.

A. Goals and Objectives:

The primary goal of this project is to develop a consensus-based approach for funding needed infrastructure in the City's urban growth area to support needed housing including middle housing types. This project will assist Forest Grove with preparation of an Infrastructure Based Time Extension Request (IBTER) as allowed under HB 2001 (2019), Section 4(6).

Another project goal is providing meaningful opportunities for stakeholder involvement consistent with Statewide Planning Goal 1 (Citizen Involvement). Consensus for an approach to resolving infrastructure needs is critical. As such, stakeholders include property owners, builders active in the community, homebuilder association, City departments, other public agencies including Washington County Land Use and Transportation and Clean Water Services, DLCD, and Metro. The broader Forest Grove community will also be engaged through the City's Committee for Community Involvement (CCI).

This project also supports Goal 10 (Housing) by addressing housing needs in the state including the development of middle housing types. This project also supports the Metropolitan Housing Rule (OAR 660-007-0035, Section 2) which requires that Forest Grove achieve a minimum average density of eight dwelling units per net buildable acre for new construction.

This project is consistent with Statewide Planning Goal 11 (Public Facilities) since it supports implementing an approach for a timely, orderly, and efficient arrangement of public facilities. This project also supports the City's planned update to the Storm and Stormwater Sewer Master Plan expected to begin in 2021.

The City's Westside planning area is largely devoid of a backbone collector street network needed to serve development. The collector street system is the largest cost element in the City's Westside urban growth area requiring approximately \$30 million in funding. The collector street network is necessary to meet Metro Regional Transportation Functional Plan requirements. The Washington County Transportation Development Tax is expected to provide insufficient revenue to fully fund construction of the collector street system. The City is interested in exploring options to reduce the cost for the collector street system including reevaluating the standard street cross-section.

In addition, this project supports Goal 14 (Urbanization) by supporting the timely, orderly, and efficient arrangement of public facilities to serve urban development in the City's urban growth area. In addition, this project will likely result in recommendations for amendments to the City's Capital Improvement Program (CIP) to ensure funding for identified infrastructure needs. Furthermore, consistent with Goal 14, this project supports provision of needed infrastructure to support sufficient amounts of development ready land in order to maintain an adequate housing market for needed housing types including middle housing in areas undergoing development.

B. Products and Outcomes

Describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

Development: This project supports development of needed housing, including middle housing types, by solving infrastructure funding issues. This will open-up approximately 370 net buildable acres of land for development leading to the production of approximately 1,900 housing units.

Livability: It is expected that this project will expand housing choice within the City consistent with the City's Comprehensive Plan by increasing housing supply by approximately 1,900 housing units. Livability will be improved in the city by promoting housing development meeting the needs of both current and future residents of Forest Grove. The City is interested in expanding the supply of affordable housing options by aligning system development charges with expected system impacts given dwelling type and size.

Regulatory Streamlining: This project doesn't directly support regulatory streamlining. However, this project will remove uncertainty in the development process by preparing a roadmap, based on consensus, for funding infrastructure needs intended to support housing development in the City's urban growth area. Public and private responsibilities and timing of infrastructure improvements will be clearly defined as an outcome of this project.

Compliance with federal requirements: By expanding housing choice and opportunities for construction middle housing types this project supports federal affirmatively furthering fair housing requirements.

Reasonably achievable products and outcomes within the allowed project timeframe include:

Outcomes:

- Confirmation of infrastructure deficiencies and planning level cost estimates,
- Community involvement to develop consensus funding implementation approach, and
- Framework for policies and implementing ordinances for SDC methodology, CIP amendments, amendments to facility master plans including TSP to be completed as part of an IBTER

Products:

The City has identified several potential strategies for resolving infrastructure deficiencies included in the City's Westside Refinement Plan that need refinement and further discussion with stakeholders. Strategies include establishing a scalable SDC methodology to incentivize middle housing types, evaluation of possible revisions to City street standards to reduce development costs associated with the collector street system to minimize necessary supplemental transportation system development charges; capital improvement program

amendment(s) to program funding water system improvements; possible amendment to intergovernmental agreement with Clean Water Services for sewer system development charges to allow for increased funding within the Westside urban growth area.

Primary products resulting from this project include:

- Updated infrastructure project list and cost estimates for the Westside planning area,
- Consensus-based infrastructure funding approach summarized in a memo identifying public and private responsibilities and timing of expected revenue collections and construction of improvements,
- Scalable system development charge approach supporting amendments to the Forest Grove Code of Ordinances to better reflect system impacts and reduce the cost of smaller housing types,
- Assessment of whether the infrastructure funding approach will realistically incentivize middle housing types,
- GIS map showing area to include in an IBTER, and
- Final plan of action with timeline to support an IBTER application for approval by DLCD.

C. Work Program, Timeline & Payment

C1. Tasks and Products

Task 1: Project Management and Administration

Description: Ongoing management of project delivery to ensure completion on time and within budget.

Steps to Complete Task:

- A. Request for Proposals, proposal review, and consultant selection
- B. Project kick-off meeting
- C. Finalize project Schedule and milestones
- D. PMT Teleconferences

Deliverables:

- 1.1 Request for proposals
- 1.2 Notice to Proceed
- 1.3 Project kick-off meeting agenda
- 1.4 Final project schedule
- 1.5 PMT teleconferences
- 1.6 Interim Task 1 progress payments
- 1.7 Final Task 1 progress payment

Task 2: TAC and Stakeholder Involvement

Description: Provide opportunities for meaningful involvement in plan preparation and implementation consistent with Statewide Land Use Planning Goal 1 (Citizen Involvement).

Steps to Complete Task:

- A. Identify TAC members

- B. Invite TAC member participation
- C. Identify Stakeholder Advisory Group members
- D. Invite stakeholder members
- E. Conduct TAC meeting as needed
- F. Conduct stakeholder meeting as needed
- G. Prepare focus group interview questions
- H. Conduct focus group interviews
- I. Prepare online survey
- J. Compile online survey results
- K. Prepare summary of online survey results

Deliverables:

- 2.1 TAC and Stakeholder Advisory Group invitations
- 2.2 TAC Roster
- 2.3 Stakeholder Advisory Group Roster
- 2.4 TAC meetings
- 2.5 Stakeholder Advisory Group meetings
- 2.6 Focus group interview questions
- 2.7 Focus group interviews
- 2.8 Online survey
- 2.9 Online survey results summary
- 2.10 Interim progress payments
- 2.11 Final Task 2 payment

Task 3: Confirmation of Infrastructure Needs and Estimated Costs

Description: Identify infrastructure deficiencies to support a strategy for resolution consistent with HB 2001 (2019), Infrastructure Based Time Extension Request (IBTER) applications.

Steps to Complete Task:

- A. Review baseline documents including Comprehensive Plan, Westside Refinement Plan, City SDC methodology, Washington County Transportation Development Tax Methodology, Sewer SDC Intergovernmental Agreement between Clean Water Services and Forest Grove
- B. Update infrastructure needs list and planning cost estimates

Deliverables:

- 3.1 Interim updated infrastructure needs list and planning cost estimates memo
- 3.2 Updated infrastructure needs list and planning cost estimates review summary comments
- 3.3 Final updated infrastructure needs list and planning cost estimates memo
- 3.4 Interim Task 3 progress payments
- 3.5 Final Task 3 progress payment

Task 4: Infrastructure Preferred Funding Alternatives

Description: Prepare strategy to resolve infrastructure deficiencies in the City’s urban growth area including preferred consensus-based approach for funding infrastructure considering equity, timing, and potential impact on housing affordability.

Steps to Complete Task:

- A. Identify potential infrastructure funding alternatives for evaluation including scalable and supplemental system development charges,
- B. Evaluate potential SDCS charges based on application area wide throughout Westside planning and for up to three specific subareas.
- C. Funding alternative evaluation criteria including equity, timing of revenue collection and potential impact on housing cost/affordability
- D. Evaluate funding alternatives to determine likelihood of incentivizing middle housing types

Deliverables:

- 4.1 Interim Infrastructure Funding Alternatives Technical Memo
- 4.2 Funding Alternative Technical Memo review comments summary
- 4.3 Final Infrastructure Memo
- 4.4 Interim Evaluation Criteria Memo
- 4.5 Evaluation Criteria Memo comments summary
- 4.6 Final Evaluation Criteria Memo
- 4.7 Interim SDC Fee Assessment Memo
- 4.8 SDC Fee Assessment Memo review comments
- 4.9 SDC Fee Assessment Memo
- 4.10 Middle Housing Incentive Memo
- 4.11 Interim Consensus alternative Recommendation Memo
- 4.12 Consensus Alternative Recommendation Memo review comments Summary
- 4.13 Final Consensus Alternative Recommendation Memo
- 4.14 Interim Task 4 progress payments
- 4.15 Task 4 final payment

Task 5: IBTER Application

Description: Prepare materials supporting IBTER application consistent with HB 2001 (2019) and adopted administrative rules.

Steps to Complete Task:

- A. Definition of area to include in HB 2001 (2019) IBTER
- B. Plan of Action to Remedy Deficiencies based on Task 4 recommendations
- C. Timeline to correct deficiencies based on Task 4 recommendations

Deliverables:

- 5.1 GIS map showing area to include in IBTER request
- 5.2 Interim Plan of Action with timeline for review
- 5.3 Review comments summary
- 5.4 Final Plan of Action with timeline for review
- 5.5 Interim Task 5 progress payments
- 5.6 Final Task 5 progress payment

C3. Payment Schedule

Based on deliverables to be negotiated with consultant please see Product Request Summary below. The payment schedule is based on completion of specific products. The schedule will be negotiated with the consultant as part of contract development.

D. Evaluation Criteria

This project supports HB 2001 (2019) Project Evaluation Criterion 2:

“To identify significantly deficient infrastructure systems (water, wastewater, storm drainage, and/or transportation) and formulate a plan to remedy such deficiency in order to accommodate middle housing in those areas.”

This project is intended to confirm infrastructure deficiencies in the City’s Westside planning area and update costs estimates. This information will be used to formulate a preferred, consensus-based plan/approach to remedy such deficiencies in order to accommodate middle housing in the Westside area.

This project also addresses a DLCD program priority for funding:

“Local governments with limited planning staff shall receive funding prioritization.”

Forest Grove is located within the Portland regional urban growth boundary. As such, Forest Grove is a “large city” for purposes of complying with HB 2001 (2019) HB 2003 (2019). However, Forest Grove has limited staff resources with one policy/long range planner and one current planner serving a community of 25,000 persons. The lack of resources makes it challenging to implement the City’s Westside Refinement to resolve infrastructure deficiencies in the City’s growth area. The Westside Refinement Plan was adopted in 2017. Almost three years have passed since adoption of the plan and development pressures are increasing in the Westside planning area. The City strongly desires to implement the Westside Refinement Plan and resolve infrastructure funding issues to expand housing production and comply with HB 2001 (2019) as soon as possible.

E. Project Partners

The following public and private entities will be invited to participate in this project. The role of each organization is noted below.

Organization	Expected Role
DLCD	Serve on Technical Advisory Committee
Metro	Serve on Technical Advisory Committee
Washington County Land Use and Transportation	Serve on Technical Advisory Committee
Clean Water Services	Serve on Technical Advisory Committee
Washington County Community Planning Organization 12 F	Provide opportunity for meaningful public input in policy development
Portland Homebuilders Association	Advise on policy development. Represent needs of development community members

F. Advisory Committees

Advisory committees that will participate in the project to satisfy the local citizen involvement program include the City's Committee for Community Involvement (CCI), City's Parks and Recreation Board for comment on possible changes to the Parks SDC, and Washington County Community Participation Organization (CPO) 12F to involve property owners in the unincorporated section of the City's planning area.

G. Cost-sharing and Local Contribution

Will a consultant be retained to assist in completing grant products? Yes

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? No

Grantee Capacity: The City of Forest Grove has consistently demonstrated an ability to successfully complete DLCD grant funded projects including most recently the 2019 update to the City's Housing Needs Analysis. In addition, Forest Grove successfully completed a periodic review DLCD grant funded project leading to the adoption of the 2014 Transportation System Plan update. The City has also completed several Transportation and Growth Management projects including the Forest Grove Comprehensive Plan implementation project leading to Development Code amendments. Based on these examples the City of Forest Grove has the capacity and to successfully manage this project to successful completion.

Leverage: This project builds on Metro planning grant resulting in adoption of the Westside Refinement Plan. The City is committed to implementing the Westside Refinement Plan and legislation aimed at promoting middle housing types. As such, the City is prepared to seek matching contributions through the City's annual budgeting process and in-kind match for staff resources and materials necessary to support this project.

Local Official Support: The Forest Grove City Council adopted Resolution 2020-36 establishing goals and objectives for Fiscal Year 2020-2021. The Council's goals and objectives related to this project include:

- Goal 2: Enable Housing Supply and Affordability
 - Objective 2.1: Evaluate scalable system development charges
 - Objective 2.5: Evaluate recommendations from the City's Housing Needs Analysis and develop an implementing plan
- Goal 5: Maintain Financial and Organizational Sustainability Through Long-Term Planning and Support for Economic and Workforce Development.
 - Objective 5.5: Refine Westside Financial Plan
- Promote Sustainable Transportation Alternatives and Enhance Mobility
 - Objective 6.5: Prioritize Transportation Development Tax (TDT) projects

This application supports and is consistent with the City's Council's adopted goals and objectives above.

A resolution of support demonstrating support for this project will be submitted to DLCD before determination of grant award.

Product Request Summary

Cost estimates based on fully loaded billing rate of \$116.50 per hour plus direct costs.

Product	Grant Request	Local Contribution	Total Budget
1.4	\$250	\$100	\$350
1.5	\$2,500	\$625	\$3,125
2.4	\$3,500	\$875	\$4,375
2.5	\$2,500	\$625	\$3,125
2.6	\$2,750	\$690	\$3,440
2.7	\$4,000	\$1,000	\$5,000
2.8	\$3,500	\$875	\$4,375
2.9	\$2,000	\$500	\$2,500
3.3	\$5,000	\$1,250	\$6,250
4.3	\$4,500	\$1,125	\$5,625
4.6	\$3,250	\$800	\$4,050
4.9	\$6,000	\$1,500	\$7,500
4.10	\$3,000	\$750	\$3,750
4.13	\$5,750	\$1,400	\$7,150
5.1	\$2,000	\$500	\$2,500
5.4	\$5,500	\$1,375	\$6,875
TOTAL	\$56,000	\$13,990	\$69,990

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail (preferred): DLCD.GFGrant@state.or.us

Mail: Department of Land Conservation and Development
635 Capitol Street N.E., Suite 150
Salem, OR 97301

Phone 503-934-0034

APPLICATION DEADLINE: April 30, 2020



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<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	9.
MEETING DATE:	05/11/2020
FINAL ACTION:	RESO 2020-45

CITY COUNCIL STAFF REPORT

TO: Mayor and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

MEETING DATE: May 11, 2020

SUBJECT TITLE: Resolution Adopting City Manager’s Performance Review Criteria

ACTION REQUESTED:

	Ordinance	Order	X	Resolution	X	Motion	Informational
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X all that apply

ISSUE: Pursuant to City Manager’s Employment Agreement, Section 6, Performance Review, the City Council must annually evaluate the City Manager’s performance. The City Council must adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the hiring standards, criteria and policy directives.

BACKGROUND: The purpose of this report is to consider the following: 1) 2020 City Manager Performance Review Process and Target Dates; 2) Memorandum to Department Directors; and 3) Resolution adopting the City Manager Performance Review Criteria.

The City Manager’s Annual Performance Review is as follows:

1. City Manager is directed to prepare a self-evaluation.
2. Department Directors are asked to submit input with an option to remain confidential. Council has named the City Attorney, as third-party person, who will prohibit disclosure of information submitted in confidence as provided by ORS 192.355(4).
3. City Attorney compiles submitted comments into a single document and distributes results in a sealed envelope directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits directly to Mayor their performance appraisals.
6. Mayor and Council President tabulate and summarize results of the performance appraisals and presents findings to City Manager in Executive Session.
7. The City Council authorizes the City Manager’s salary by Resolution as provided in Section 5, Compensation, of the Employment Agreement (Current Salary Resolution 2019-49: Effective July 1, 2019 through June 30, 2020: \$12,918.87/monthly; \$155,026.44/annually (3.5% increase) and Vehicle Allowance \$258.75/monthly/\$3,105.00/annually (3.5% increase).

STAFF RECOMMENDATION: The City Council may approve, deny and/or amend by motion the City Manager Performance Review Criteria attached as Exhibit A.

ATTACHMENTS:

Attachment A: 2020 City Manager Performance Review Criteria and Target Dates

Attachment B: Draft Memorandum to Department Directors

Exhibit A: Resolution and City Manager Performance Review Criteria

2020 City Manager Annual Performance Review and Target Dates:

Monday, May 11	<p>Resolution Approving City Manager Performance Review Criteria for period July 1, 2019, to current: If approved:</p> <ol style="list-style-type: none"> 1) A letter on behalf of the Council is sent to Department Directors requesting comments on City Manager’s performance; 2) Each Councilmember is emailed a performance review form to complete; and 3) Council directs City Manager to prepare a self-evaluation
Tuesday, May 18	Department Directors deadline to submit comments to City Attorney
Friday, May 22	City Attorney (third-party) deadline to submit directly to Council compilation of Department Directors comments in a sealed envelope
Tuesday, May 26	<p>First Executive Session is held to review and discuss:</p> <ol style="list-style-type: none"> 4) City Manager’s Self-Evaluation
Monday, June 8	<p>Councilmembers deadline to submit directly to Mayor their performance review forms:</p> <ol style="list-style-type: none"> 5) Mayor and Council President tabulate and summarize the results of the performance appraisals
Monday, June 22	<p>Second Executive Session is held to review and discuss:</p> <ol style="list-style-type: none"> 6) Performance appraisal with City Manager
Monday, July 13	<p>Third Executive Session if necessary is held to:</p> <ol style="list-style-type: none"> 7) Finalize Performance appraisal with City Manager
Monday, July 13	<p>Council returns to Regular Council Meeting and in accordance with State law:</p> <p>Mayor gives a summary of the City Manager’s performance appraisal, Council discusses authorizing compensation for FY 2020-21, and Council considers the following action items:</p> <ol style="list-style-type: none"> 8) RESOLUTION ACCEPTING CITY MANAGER’S PERFORMANCE REVIEW; and 9) RESOLUTION AUTHORIZING COMPENSATION FOR CITY MANAGER, FY2020-21 <p>(Current Salary Resolution 2019-49: Effective July 1, 2019 through June 30, 2020: \$12,918.87/monthly; \$155,026.44/annually (3.5% increase) and Vehicle Allowance \$258.75/monthly/\$3,105.00/annually (3.5% increase).</p>



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CITY COUNCIL MEMORANDUM

TO: *Department Directors*

FROM: *City Council*

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

DATE: *May 11, 2020*

SUBJECT TITLE: *City Manager's Performance Review*

The City Council approved the City Manager's evaluation performance standards and criteria, and as part of the evaluation process, the Council is seeking Department Director input on the performance appraisal of the City Manager for the evaluation period of July 1, 2019, to current. The Council's goal is to establish a thoughtful and considered process that also expedites the City Manager's evaluation. The Council recognizes the importance of giving Department Directors an option to remain confidential. To achieve this, the Council has named City Attorney, as a third-party person, who will keep your name confidential upon your request. The City Attorney will remove the name of the evaluator, unless the evaluator waives the promise of confidentiality. Information submitted in confidence is exempt from public disclosure under ORS 192.355(4).

The Council encourages you to submit your input **no later than Tuesday, May 18, 2020**, directly to City Attorney, preferably by e-mail at: [Ashley Driscoll \[AshleyD@gov-law.com\]](mailto:AshleyD@gov-law.com). If submitting comments by e-mail and you wish to remain anonymous, please advise the City Attorney of your desire to remain anonymous.

The City Attorney will compile the submitted comments into a single document and distribute sealed to the Council **no later than Friday, May 22, 2020**. The Council will review comments with City Manager in executive session unless City Manager requests an open hearing.

Thank you for your sincere consideration of the above request.

RESOLUTION NO. 2020-45**RESOLUTION ADOPTING THE CITY MANAGER PERFORMANCE
REVIEW CRITERIA AND REPEALING RESOLUTION NO. 2019-21**

WHEREAS, pursuant to Section 33 (a) of the City Charter, the City Manager is the administrative head of the City, which reports directly to the City Council and is supervised by the governing body; and

WHEREAS, pursuant to Section Six of the City Manager's Employment Agreement, the City Council shall evaluate the City Manager's performance at least once a year, and establish criteria for evaluation in accordance with the open meetings law; and

WHEREAS, the City Council reviewed the criteria for evaluation in accordance with public meetings law on May 11, 2020.

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

Section 1. The City Council hereby adopts the City Manager Performance Review Criteria attached as Exhibit A.

Section 2. Resolution No. 2019-21 is hereby repealed.

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

PRESENTED AND PASSED this 11th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of May, 2020.

Peter B. Truax, Mayor

CITY MANAGER PERFORMANCE REVIEW

Instructions:

This evaluation has two parts. Part I involves an evaluation of the annual performance of the City Manager during the evaluation period of JULY 1, 2019, TO CURRENT. Part II concerns your expectations and goals for **the City Manager during the coming year. In evaluating the Manager's** past performance, you are asked to rate that conduct according to the following categories:

- (1) NI = Needs Improvement
- (2) M = Meets Standards
- (3) E = Exceeds Standards
- NO = Not observed

Following each performance standard, please provide any appropriate comments in that area.

Part I. Performance Standards

1. Personal Traits / Professionalism

NI	M	E	NO

Positive attitude, self-motivating; self-confident; creative; uses common sense; professional and personal integrity; emotional stability; takes initiative; receptive to new ideas and changes; maturity in relations with others; prepares quality products; willingness to seek personal growth and development; takes consistent position with different audiences; adherence to high professional ethical standards; exercises diplomacy; demonstrates high personal integrity.

Comments:

2. City Council Relationships

NI	M	E	NO

Effectively implements policies and programs approved by City Council; reporting to City Council is timely, clear, concise, and thorough; accepts direction or instructions in a positive manner; effectively aids the City Council in establishing long-range goals; keeps Council informed of current plans and activities of administration and new development; sensitive to and perceptive of Council needs and desires; maintains a relationship of trust with each Council member and the Mayor; available to members of the Council; properly orients new Council members.

Comments:

3. Technical Knowledge and Use

NI	M	E	NO

General overall knowledge of city operations and responsibilities; willing and able to learn; keeps current on professional issues, trends, techniques, and methods of operation; keeps current on legislation, funding opportunities and regulations; administrative knowledge (budget, personnel, grants, and purchasing rules and regulations); knowledge of city developments in public policy.

Comments:

4. Problem Solving and Decision Making:

NI	M	E	NO

Anticipates problems; identifies problems, issues and concerns; ability to analyze problems (to honestly identify and assess alternatives); develops and recommends creative, innovative and realistic solutions and implements and refines such solutions; considers alternatives and available facts before making decisions; resolves problems at lowest possible level (takes responsibility for decisions); gets affected parties involved in problem solving; reaches timely decisions; flexibility and receptiveness to suggestions; resolves problems under strained and unpleasant conditions; achieves goals set by or in conjunction with City Council; consults with Council when appropriate.

Comments:

5. External Relations

NI	M	E	NO

Projects positive public image; effectively handles citizens complaints and inquiries; educates public on city problems, programs and operations; keeps commitments to the public; maintains contact/liason with community groups; maintains effective intergovernmental relations; maintains effective relations with media representatives.

Comments:

6. Fiscal Management

NI	M	E	NO

Prepares realistic annual budgets; seeks efficiency, economy and effectiveness in all programs; controls expenditures in accordance with approved budgets; keeps City Council informed about revenues and expenditures, actual and projected; is cost effective; assures that Budget Committee is well informed of short and long-term City financial status; involves Council in fiscal affairs.

Comments:

7. Personnel Management & Supervision

NI	M	E	NO

Maintains adequate levels of supervisions and internal control and communication; employees are given necessary guidance regarding responsibilities and tasks; follow-up is initiated to properly account for employee activities; disciplinary matters and corrective actions are appropriate and applied in a timely fashion. Management atmosphere encourages professional growth; encourages initiative and creativity; allows subordinates to grow professionally.

Comments:

Part II. Future Expectations

1. What objectives should the City Council set for the City Manager for the coming year?



A place where families and businesses thrive.

RESOLUTION NO. 2020-46

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

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

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

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

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

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

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

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

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

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

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

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

IT IS FURTHER DECLARED that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

IT IS FURTHER DECLARED that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies; and

IT IS FURTHER DECLARED that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

THIS DECLARATION IS EFFECTIVE MARCH 14, 2020, AT 1:00 PM AND TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON MAY 31, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-41.

Peter B. Truax, Mayor City of Forest Grove

Date Amended: May 11, 2020

AMENDED PRESENTED AND PASSED this 11th day of May, 2020.

ATTESTED:

Anna D. Ruggles, City Recorder



A place where families and businesses thrive.

CITY MANAGER'S REPORT TO COUNCIL

MAY 11, 2020

UPCOMING EVENTS: STAY HOME AND SAVE LIVES!

- National Public Works Week May 17-23, 2020
- Planning Commission May 18, 2020
- Budget Committee May 28, 2020
- Other Boards and Commissions: May meetings as necessary.
- Nyuzen July Adult Delegation Visit Cancelled.
- Nyuzen December Student Delegation Visit As planned for now.
- Pacific University: All outdoor events cancelled through July.
- Sandra Garcia's Award Presentation June 8, 2020, Council Meeting.
- National Night Out Rescheduled to October 6.

REQUEST FOR PROPOSALS:

- L&P GIS Data Conversion: Being drafted.
- Festival Street Concept Plan (URA): RFP's due May 14
- Street Improvements (3 projects) Bid Opening May 13

COVID-19 UPDATES:

- The Cities and County managers are working closely to implement the Governor's reopening plan. Questions remain about when the County can obtain OHA approval to allow businesses to reopen.
- Washington County recently received \$104 million in CARES money related to COVID-19 expenses incurred in Washington County. Cities and partners have expressed an interest in establishing a collaborative framework to disseminate the monies for COVID related expenses.
- Plexiglas has been installed at the public counters in City Hall and Engineering. Dividers have been installed to separate workstations and patrons. A draft reopening plan is reviewing the potential of a partial opening in late May-early June.
- The Municipal Court counter will reopen on May 11 to patrons by appointment only. It will open again on May 20 with a smaller court session. City Hall will open for court patrons only.
- Small Business Assistance Program: URA Board approved \$126,000 and funded all requests.
- City Electricity Assistance Program: Of a \$75,000 annual budget that ends June 30, 2020, the City has paid out \$74,930 through May 5. The pace of payment is as follows:
 - 8.5 Months (through March 16, 2020) \$26,493
 - 1.5 Months (March 17-May 5) \$44,615The pace of assistance is slowing as several customers have reached the maximum assistance although staff is seeing an increase in first-time applicants. The program is expected to exceed the budget line-item by \$30,000, however, it will not exceed the overall Light and Power appropriation and therefore does not require a budget resolution.
- City Water Assistance Program: the City has provided \$7,070.65 in water bill paying assistance program (CAPW) since the program started providing assistance on April 2nd.

ADMINISTRATIVE SERVICES/CITY HALL:

- The interior of the Community Auditorium is being painted with a scheduled completion date of May 14. The curtains will be replaced by blinds to cover the doors on the back wall. New audience chairs and tables are being researched. The tables and benches in the lobby will be replaced.
- There is a voluntary burn ban in effect and back yard burning is prohibited after June 15. The City is preparing a map of all properties eligible for back yard burning, which can only occur in the Spring. The city passed an ordinance in 2014 stipulating a 25' setback from all property lines for backyard burning.
- The Washington County Visitors Association has awarded the City of Forest Grove \$7,500 to augment the Chalk Art and Corn Roast annual event. The monies are for adding an evening activity that would encourage overnight stays and augment the events already in place.
- Staff is in discussions with Ride Connection about moving their buses from the Senior Center parking lot and Douglas Street to the Stutzner lot.
- City ads in Washington County News Times highlighted Construction of Anna & Abby's Yard in Rogers Park and National Public Works Week.
- FY 2020-21 Budget: The proposed Budget will be distributed May 21. The Budget Committee meetings are scheduled for May 28, 2020, via WebEx video conferencing, and June 4, 2020.
- Current Recruitments: Police Officers. The Police Chief recruitment has been delayed two months.

COMMUNITY DEVELOPMENT/URBAN RENEWAL AGENCY (URA)

- The Building Permits staff area in City Hall will be remodeled to allow staff to distance and work more effectively. Staff will move into the auditorium office and conference room during the project which will start on May 11 and is expected to take two weeks.
- The one proposal for Site B was presented to and reviewed by the URAC on May 7. The URAC recommended the URA Board enter into an exclusive negotiating agreement with the proposer. This will be the subject of a URA Board work session on May 11.
- The TV Highway Safety Plan is in abeyance due to COVID 19. In response to public comment, ODOT and city staff, in conjunction with the TAC, have identified several concepts for safety measures along the corridor focus area. These include mid-block crosswalks to connect to transit stations.

ECONOMIC DEVELOPMENT:

- Working with counterparts in Washington County to develop a collaborative approach for a business recovery plan and implementation.
- Prepared award letters for 80 businesses for the Forest Grove Small Business Assistance Program.
- Received two leads from Business Oregon for new manufacturing plants; working on preparing proposal.
- *Starting a Business in Forest Grove* has been printed in Spanish and is being distributed.
- Preparing Economic Development Strategic Plan Annual Report for presentation to Council on May 26.

ENGINEERING AND PUBLIC WORKS:

- Safe Routes To School (SRTS) Program: ODOT has \$22 million available for SRTS projects. City Engineering is proposing a project in cooperation with the Forest Grove School District to develop a project along Mountain View Lane. The proposed project is to extend sidewalk along the east side of Mountain View Lane with a proper pedestrian crossing at the RR tracks. Applications are due August 31 with grant awards announced in November.
- Martin Road/Hwy 47 Project: Washington County will soon be acquiring right of way. The project scope includes a roundabout, widening of Martin Road and a new bridge over Council Creek. The project will cost approximately \$8,000,000 and the City is contributing 10%. An Intergovernmental Agreement with Washington County is under review and scheduled for Council action on May 26.
- Working with four properties to form a local improvement district to extend sewer from Elm Street along 10th Avenue. An engineer's report and ordinance is scheduled for the May 26 Council meeting.
- Watershed: The City opened bids last week for the 2020 Timber Harvest. Two bids were received and the low bidder was Paulson Logging, who was the 2019 Timber Harvest logger and did an excellent job.
- 10th Street Water Distribution Flow Control Facility Improvements: JWC has taken ownership of billing flow meter and any future improvement, by using JWC equipment and resources. The top priority is to replace the pressure reducing valves. The valves are expected to be installed by end of May. A contractor has been selected for installation and contract is being finalized.
- Water System Master Plan: The consultant is working on the water supply and distribution analysis. The consultant will present the findings of the analysis at a meeting with staff, tentatively scheduled for the end of May or early June.
- Public Works Equipment Storage Building: RA Gray Construction submitted building permit application; work scheduled to begin early May with a completion date of early August.

POLICE:

- Officer McGann is operational and Officer Huson should be operational by mid-May. Officers Garvin, Plumeau and Scott should be operational by July 2020.
- Police Code Enforcement Officer McCullough delivered eight (8) medical prescriptions this past week; 36 have been delivered since the start of this program in March.
- Community outreach: Currently working with Eldersafe and Wash Co Department of Aging to find ways to get messaging out to senior care communities; Police Facebook page reached 10,000 followers due to efforts in promoting events such as the prescription pick up/delivery program, mask tree, and COVID scams; exploring interest in remote Neighborhood Watch programs via platforms such as NextDoor.
- Code Enforcement: Issued 9 parking citations; 1 written warning; 3 Ordinance citations; 2 vehicle impound; 0 vehicle boots; 4 reports, 3 supplemental reports and 1 in-process abatement.

PARKS & REC:

- Rogers Park renovations began last week with the fencing off of the park. Tree protection around the oaks has been placed as construction begins in earnest May 11. The contractor has provided a schedule to be completed on or about September 15. Park staff is providing demolition support by removing the old play equipment that was installed in 1996. This work was completed last week.
- The Eastside Park study is nearly complete. Staff is expecting a draft report no later than May 15.

- Staff is participating in a working group with other agencies to understand the steps to re-open our facilities. Both Oregon and Washington professional recreation organizations (ORPA and WRPA) are coordinating a plan to be submitted to both Governors. The plan outlines steps and methods to provide safe programs and facilities for both the public and staff.
- The main pool and activity pool at the Aquatic Center have been freshly painted and are ready to refill. All HVAC systems within the pool areas are temporarily shut down to save costs including boilers, air units, all heating pumps and lighting.

LIBRARY:

- Three videos have been uploaded to the library's YouTube channel: the Kim Stafford interview, "Dear Forest Grove," and the Zoom session recorded last week with Pia Leinonen and Joni Tiala of Vellamo. More videos will be created and shared as the recording and editing equipment become available.
- Libraries in Washington County are continuing planning efforts for both restoring services and reopening buildings. Staff has been participating in multiple Zoom meetings as well as a series of Focus Groups. These "patron-facing" Focus Groups include topics such as holds, returning materials, checking out materials, entering the building, asking questions in person, browsing collections and handling new materials, attending programs and meetings, hanging out in the library, and using library equipment.
- Forest Grove's April 2020 Statistics show 55 e-registrations (15 in 2019); 308 Wi-Fi sessions (1,393 in 2019); and 6,058 Library2Go checkouts (4,064 in 2019). In April, "Life During COVID-19" had 599 views and attracted 150 visitors; in May, the blog has had 37 views and 15 visitors.
- At the end of March there were 417,000 items checked out county-wide. Of those, 12,865 belonged to Forest Grove. Of those items, 8,024 were checked out to Forest Grove patrons.
- Staff continues planning with both the School District and WCCLS for the distribution of Summer Reading incentive books.
- Circulation staff is nearly completed with the inventory of the entire library collection. Next step is to resolve the "exceptions, i.e. missing, damaged, miscataloged." This has been a major project and will be a very important benefit when the library reopens.

LIGHT & POWER:

- Work continues replacing failing high voltage underground cables at two apartment complexes on east Pacific Avenue. New cables have been installed and crews are in the process of conversion.
- Crews are also continuing the process of replacing multiple poles, conductor and hardware in the 17th Ave. / Cedar Street area. This location was identified for upgrades as part of our inspection program.

CONSTRUCTION PROJECTS IN FOREST GROVE:

NAME	LOCATION	DESCRIPTION	LAND USE PERMIT STATUS	BLDG PERMIT STATUS	CONST. STATUS
Kidd Court	22 nd Place	Subdivision 7 units	Approved	4 permits issued	Under Construction
Silverstone	David Hill Rd	Subdivision (200 lots)	Approved	193 lots issued	Under construction
Gales Creek Terrace	Pacific Ave/ 19 th Ave	Subdivision (197 lots)	Approved	20 lots issued	Under construction
Green Grove	Thatcher Rd	Co-Housing (9 lots)	Approved	6 lots issued	Under construction
Smith Orchard	Gales Way and B Street	Subdivision (7 lots)	Approved	7 lots issued	Under construction
Sunset Crossing	Sunset Ave	Subdivision (33 lots)	Approved	31 lots issued	Under Construction
Wauna Credit Union	Pacific/Hwy 47	Commercial New	Approved	Temp Cert of Occupancy issued	Pending ROW Improvements
Nectar Marijuana Dispensary	Pacific Avenue /Oak Street	Commercial/Tenant Improvement	Approved	Permit Issued	Under construction
Rose Grove Park Expansion	Pacific Avenue	Manufactured Home Park	Approved	Grading permit issued	Under construction
Green Apartments	19 th Avenue	Apartments (9 units)	Approved	N/A	N/A
FG High School Batting Cages/Golf Driving Range	1549 Hartford Drive	Institution New	Approved	Permits issued	Under construction
Hawthorne Gardens Apartments	2560 Hawthorne St	Apartments (18 units)	Approved	N/A	N/A
Brooke Meadows	3601 Brooke Street	Subdivision (6 lots)	Approved	N/A	N/A
Pacific Woods	2345 – 26 th Avenue	Subdivision (21 lots)	Approved	N/A	N/A
La Mota Marijuana Dispensary	3139 Pacific Ave	Comm TI	In review	In review	N/A
Anna & Abby's Yard at Roger's Park	2421 17 th Ave	Park	Approved	Approved	Under construction
Public Works Shop	2551 23 rd Ave	Public New	In review	In review	N/A
Pacific Grove Retail Building	3420 Pacific Ave	Comm New (6000 sf)	In review	N/A	N/A
The Reserve at Fernhill	3510 Pacific Ave, et al.	Apartments (196 units)	In review	N/A	N/A

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URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, MAY 11, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET

- 6:00 PM URBAN RENEWAL AGENCY WORK SESSION (Site B Proposal)**
- 6:30 PM URBAN RENEWAL AGENCY MEETING**
- 9:00 PM URBAN RENEWAL AGENCY WORK SESSION (Business Assistance Program)**

COVID-19: NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency Board is limiting in-person contact and social distancing. The work session and meeting will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). However, the Board encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live at the start time, or shortly thereafter, by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](#) and Live Streamed on [YouTube Channel 30](#). Written comments on an item not on the URA Agenda may be submitted by May 11, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Director Board President

Kristy L. Kottkey, Director

Timothy A. Rippe, Director

Elena Uhing, Director

Mariana Valenzuela, Director

Adolph "Val" Valfre, Jr., Director

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

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

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

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

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

Bryan Pohl, Community
Development Director
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

6:00 **URBAN RENEWAL AGENCY WORK SESSION (Site B Proposal):**
The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session.

- 6:30**
1. **URBAN RENEWAL AGENCY MEETING:** Call to Order and Roll Call. The Urban Renewal Agency will convene and be video conferencing remotely during the meeting.
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Board on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Written comments may be submitted by May 11, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you.
 3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Board 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 Urban Renewal Agency Meeting Minutes of April 27, 2020.

Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None
6. **URA RESOLUTION NO. 2020-04 ADOPTING URBAN RENEWAL AGENCY 2020 WORK PLAN**

6:45 7. **ADJOURNMENT:**

Bryan Pohl, Community
Development Director
Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

9:00 **URBAN RENEWAL AGENCY WORK SESSION (Business Emergency Assistance Program):**
The Urban Renewal Agency (URA) Board of Directors will convene and be video conferencing remotely during the work session. The Board will take no formal action during the work session.

9:30 **ADJOURNMENT:**

URA

Forest Grove
Urban Renewal Agency



Site B Proposal

Paul Downey, Administrative
Services Director
Bryan Pohl, Community
Development Director



May 11, 2020

Purpose:

- Consider proposal for Site B and discuss next steps.
- Consistent with URA Action Plans 1.1, 3.1, 4.5, 4.6, and 5.1 to consider “disposition alternatives for Site B.”

Background:

- The Board held Work Sessions on November 25, 2019 and January 27, 2020. A consensus was reached to offer a Request for Proposals (RFP) that included the following objectives:
 - Enhance the downtown and adjacent neighborhood.
 - Maximize taxable assessed value.
 - Encourage new investment and development that brings people downtown.
 - Provides tangible benefit to the urban renewal area and City such as needed retail, services, housing and/or employment.
 - Provides a transition between the downtown and residential and commercial districts.
 - Housing is not required. If housing is included, a project may contain a mix of housing types and there is a requirement to include affordable housing. Any housing project must include at least 30% of the units for households earning at least 60% of the Washington County's area median income.
 - Commercial is not required. If a commercial project is proposed, then ground level retail uses are required.

Background:

- An RFP was widely advertised for two months.
- All parties who expressed prior interest in Site B were sent an RFP notice.
- Proposals were due April 9.
- One proposal was received.
- Staff reviewed the proposal and found it qualifies for consideration by the URAC and URA Board.
- The URAC considered the proposal on May 7th. Their comments will be given to the Board during the May 11 work session.

Process:

- The Board can either reject the proposal and re-advertise or accept the proposal and enter into negotiations. If accepted, the following process would occur:
 - 1) Consensus to allow staff to negotiate an Exclusive Negotiating Agreement (ENA).
 - 1) The ENA authorizes exclusive negotiations with the proposer. The means no other proposals will be considered while the ENA is in effect.
 - 2) The ENA addresses pre-development assistance, studies, access, insurance, and base development criteria, i.e., parking.
 - 3) Once negotiated, the ENA requires Board approval by resolution.
 - 4) The ENA is normally 8-10 pages.

Process: cont...

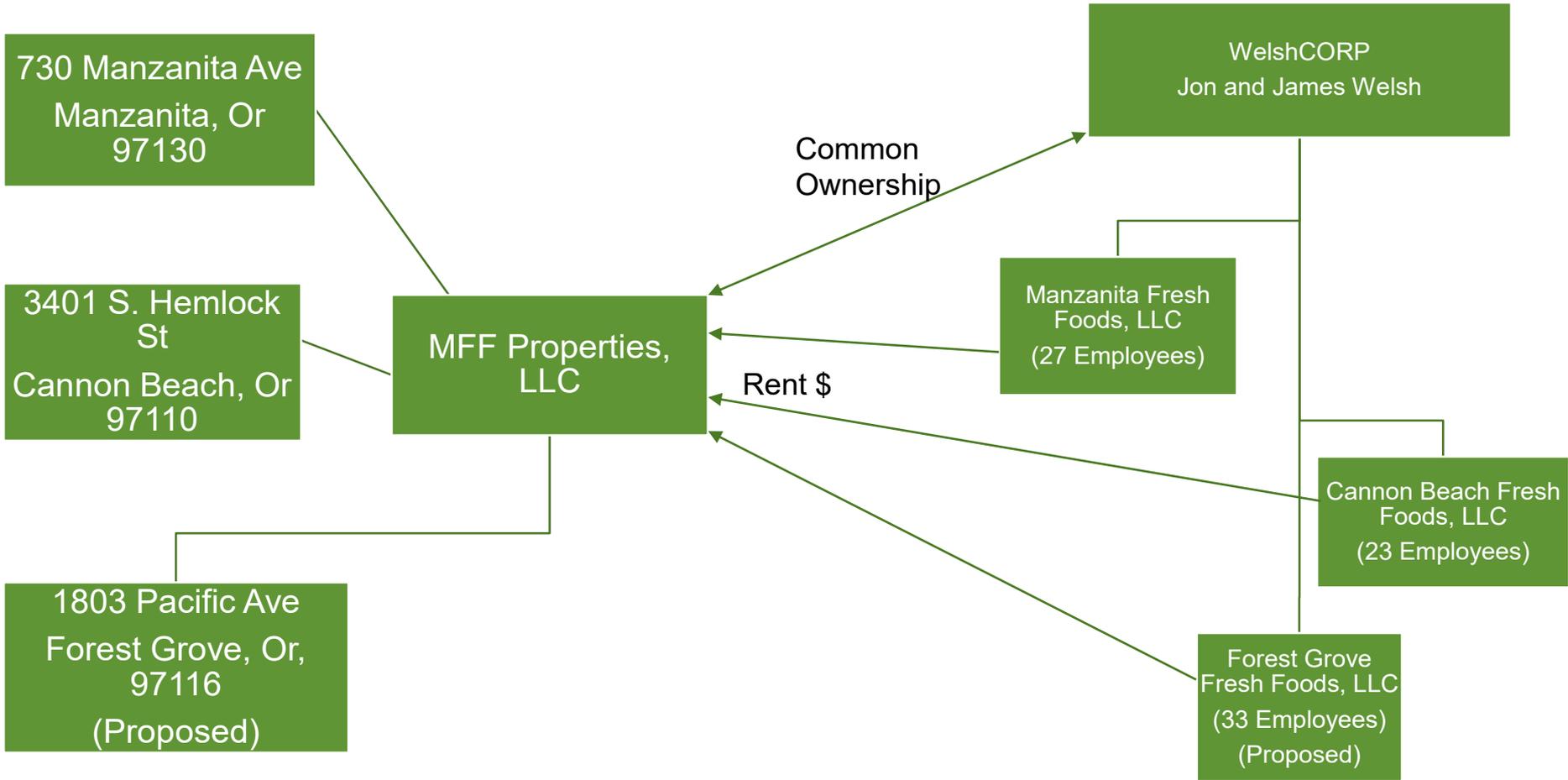
- 2) Hold a work session with the URAC and Board prior to scheduling the ENA for approval. The ENA will likely take 2-4 months.
- 3) Once all requirements of the ENA have been satisfied, staff will seek Board consensus to negotiate a Disposition and Development Agreement (DDA).
 - 1) The DDA spells out all the terms and conditions under which the property is disposed of, the project is constructed, and any Board or City assistance is provided.
 - 2) A DDA requires a public hearing and Board approval.
 - 3) If City assistance is provided, it also requires the Council's approval.
 - 4) The DDA is normally 60-80 pages.
 - 5) Staff would hold work sessions during the DDA negotiations to assure project goals and objectives are met.
 - 6) The DDA normally takes 4-6 months.

The Proposal:

- The following slides are verbatim excerpts from the proposal submitted by Welsh Corp. to the URA on April 9.

Forest Grove Urban Development Proposal Times-Litho Site B







The President of WelshCORP, managing member of MFF Properties, LLC and Chief Executive Officer of Fresh Foods is Jonathan Welsh. Jon has served in this role since 2006; during his tenure, the business has transferred from a general partnership to a corporation, sub chapter S. The business has increased its product and services, compensation of employees, bottom line profits and assets, all while decreasing liability and exposure. No stranger to the retail grocery environment, Jon grew up in grocery stores since birth. With over 22 years experience, he has held every position from courtesy clerk to store manager.

It was Jon's vision that prompted the expansion of the Manzanita Store in 2012. He oversaw the process, from concept to completion, directly involved with all financial aspects and the development of protocols necessary to adjust to an operation 6 times the size of the previous one. In 2016, Jon led the process of opening Fresh Foods second location in Cannon Beach from land acquisition, to financing and completion.

Prior to his position with the store, Jon served in various positions as an Officer in the United States Army. After serving as a combat infantry leader with multiple tours in the Global War on Terrorism, Jon was selected, as a junior Captain, to serve as his Battalions Logistic and Property Book Officer, a position usually reserved for senior Captains.

Outside of work, Jon's love is being part of the communities where his businesses are located. He is a board, and founding, member of Neah-Kah-Nie Youth Athletics, devoting his time to coaching children's sports year-round. He acts as the assistant track and Field coach of Neah-Kah Nie-High School and avid supporter of the high schools' various programs. In the community he is a generous donor to the North County Food Bank and various nonprofit agencies that work to benefit the underprivileged.

Jon was formally educated by Jesuit High School of Sacramento, California. He received his bachelor's degree from Washington State University, with a double major in Business Administration and Political Science, earning his Pre-Law Certificate. In addition he was commissioned as an Infantry Officer in the United States Army, earning Distinguished Military Graduate honors. He is a graduate of the United States Infantry Basic Officer Course, Airborne Course, Air Assault Course, Mortar Leader Course, Sniper Employment Course, Unit Level Safety Course, and Defense Department Accounting Course. His decorations include the Army Achievement Medal, the Army Commendation Medal (3) and the Bronze Star Medal for actions in combat. Jon also earned multiple All-Academic Conference honors as a track and field athlete, as well as being a multiple time Conference Champion and All-Conference athlete in the PAC-10 while at Washington State University.



Fresh Foods is family owned, veteran run, full-service grocery store specializing in natural, organic, gluten-free, vegan and environmentally-friendly products, as well as traditional favorites. Established in 1997, Fresh Foods has grown to serve locals, the numerous tourist and second homeowners that frequent the coastal area due to the abundance of natural beauty. During our time in business, we have grown from a single store with \$600,000 in annual sales, to 2 locations (Manzanita and Cannon Beach) with over \$12,000,000 dollars in sales. Fresh Foods employs 55 people with steady, year-round jobs, a rarity on the coast. A proud partner of the O.L.C.C, Fresh Foods holds both On and Off Premise Licenses and is one of the few grocery stores in the state to act a Liquor Agent for the state.

Fresh Foods is a very responsive business, able to adapt quickly to the changes in the economic climate, customer desires and product offering. With development, and luck, we have carved out a niche market on the North Oregon Coast. With virtually no commercial property available, the threat of larger chain stores and further competition moving in is essentially a non-starter. We now look to take our brand eastward to Washington and Yamhill counties, as we have been approached by multiple municipalities as acting as anchor tenant of either their master plans, rejuvenations or expansions.



The Architectural and Contractor Team



KEELEY O'BRIEN

OWNER / PROJECT EXECUTIVE
In construction industry 25 years

2011-Present O'BRIEN & COMPANY
Executive Director/CEO

2008-2011 O'BRIEN CONSTRUCTORS
Project Manager

2005-2008 GRAY DEVELOPMENT
Senior Development Associate

1998-2005 BECHTEL CORPORATION
Project Engineer to Area Project Manager

1993-1998 O'BRIEN CONSTRUCTORS (OTKM)
Laborer and Labor Foremen

AFFILIATIONS



AGC
Associated General Contractors



USGBC
US Green Building Council

EDUCATION

Bachelor of Science
Construction Engineering
Management

Oregon State University
Corvallis, Oregon

Bachelor of Science
Business Management with
Minor in Business Finance

Oregon State University
Corvallis, Oregon



ROBERT HOFFMAN, AIA

MANAGING PRINCIPAL
In architecture industry 33+ years

EDUCATION

Master of Architecture
University of Oregon
Graduate Teaching Fellow

Bachelor of Environmental Design, Cum
Laud

North Carolina State University
Architecture Faculty Book Award for
Achievement in Design
Alpha Rho Chi Medal for Service and
Leadership of Science

2019-Present OPEN CONCEPT ARCHITECTURE, INC.
Managing Principal

2014-2019 AIA OREGON
Executive Vice President/CEO

2007-2014 MULVANNY G2
Principal

2002-2007 FLETCHER FARR AYOTTE
Associate Principal

1999-2002 BOORA ARCHITECTS
Associate, Design Architect, Project Architect

1995-1998 MAHLUM ARCHITECTS
Associate

1991-1995 DULL OLSEN WEEKES ARCHITECTS
Project Designer

1991-1992 EARNEST MUNCH ARCHITECT
Intern



MIXED-USE PROPERTIES

**Gray Development - Temple Town
Lake Luxury Apartments**, Tempe, AZ;
Negotiated \$56 Million, 1/04 to 6/07;
Client: Bruce Gray

HOSPITALITY PROJECTS

Headlands Coastal Lodge & Spa,
Pacific City, OR; Negotiated w/GMP
\$9 Million; 11/16 to 12/17; **Client:**
Nestucca Ridge Family of Companies-
Jeff Schons, Owner

Inn at Cannon Beach, Cannon Beach,
OR; Negotiated w/GMP, \$3 Million
Client Escape Lodging 9/17 to 6/18;
Client: Patrick Nofield;
Owner

Inn at Nye Beach, Newport, OR;
Negotiated \$5.5 Million GMP; 9/15
to 6/16; **Client:** VIP Hospitality, Robert
Edmonds, General Manager

Holiday Inn Renovation, Seaside, OR
Negotiated with GMP \$2 Million 9/17
to 6/18; **Client:** Lincoln Assets Torre T.
Margal Owner

Pelican Pub Brewery, Cannon Beach,
OR; Negotiated w/GMP, \$3.5 Million;
8/15 to 5/16; **Client:** Pelican Pub-Mark
Dunn, General Manager

EDUCATIONAL FACILITIES

**Nehalem Elementary School Seismic
Rehabilitation**, Nehalem, OR; CM/GC
with GMP; \$1.2 Million; 6/17 to 8/18;
Client: Neah-Kah-Nie School District,
Eriebach, Superintendent

**Nestucca Valley Elementary Seismic
Rehabilitation**, Cloverdale, OR; CM/
GC w/GMP \$1.3 Million, 6/17 to 8/17;
Client: Nestucca Valley School District
- Misty Wharton, Superintendent

**Liberty Elementary Gym Seismic
Rehabilitation**, Tillamook, OR; CM/GC
w/GMP \$1 Million, 6/17 to 8/17; **Client:**
Tillamook School District-Randy Schild,
Superintendent

OTHER PROJECTS

**Bechtel - Southern New Jersey Light
Rail**, Camden, NJ; CM/GC w/GMP \$128
Million, 5/01 to 6/03; **Client:** State of
New Jersey

**Bechtel - Portland Airport Max -
Portland, OR;** C CM/GC w/GMP \$48
Million, 1/98 to 5/1; **Client:** Trimet,
Young Park

Seaside Convention Center, Seaside,
OR; CM/GC with GMP \$11 Million; 6/18
to 6/19; **Client:** Seaside Convention
Center; Russ Vandenberg, General
Manager

MIXED-USE PROJECTS

- The Wyatt Mixed-Use Development
- North Pearl Mixed Use Development Study
- Villebois Mixed-Use Development
- Southport Mixed-Use Community
- CADA Sites 2 & 3, Mixed-Use
- Development Sutter Community Block Mixed-Use

EDUCATIONAL FACILITIES

- Culver Elementary School
- Culver Middle School
- Parkrose High School
- Dallas High School Additions
- Clear Creek Middle School
- Crasby-Garfield School Renovation
- Pala Youth Center
- Thompson School Renovation
- Lacomb School Addition

HOSPITALITY PROJECTS

- Nicholas Jay Winery
- Paige Winery
- White Walnut Vineyard
- Ascend Hotel, Lincoln City
- Domaine Drouhin, Offices

HEALTH CARE FACILITIES

- Valley Medical Group Office Bldg.
- HAP Providence Senior Housing
- High Desert Medical Center

COMMERCIAL FACILITIES

- Mesa Arts Center
- Visual Arts Center
- Harrison Library Renovation
- Wake County Attorney Offices
- Wake County Equipment Building
- Wake County Fireman Training Center

URA

Forest Grove
Urban Renewal Agency



JEREMY COGDILL

LEED AP BD+C

SENIOR PROJECT ARCHITECT
In architecture industry 15+ Years

PROGRAMS/CERTIFICATIONS/ACHIEVEMENTS

ACE Mentorship Program (6 years)
World Affairs Council of Oregon (10 years)

2019-Present OPEN CONCEPT ARCHITECTURE, INC.
Senior Project Architect

2017-2019 COGDILL DESIGN-BUILD
Sole Proprietorship Owner

2006-2017 ZGF ARCHITECTS, LLC
Project Architect and LEED Specialist

2003-2007 COGDILL DESIGN-BUILD
Sole Proprietorship Owner

EDUCATION

Bachelor of Science In Architecture - 5 year accredited degree (Cum Laude)
University of Oregon
Eugene, Oregon



FOOD RETAIL/GROCERY EQUIVALENT PROJECTS

Whitman College Residence and Dining Halls (LEED Platinum) Responsible for taking five different projects at Whitman College through the permitting process. The main focus was on a 150 student residence hall along with two new dining facilities, replete with low tech passive solutions that allowed students to be part of the environmental narrative.

RESIDENTIAL PROJECTS

Mirror Lake Retreat, Mt. Hood National; Forest 3,300 SF retreat overlooking a private 5 acre lake. Lumber was milled on site, cedar shakes split by hand, stones collected from the site.

Mirror Lake Retreat, Mt. Hood National; 700 SF guesthouse, outdoor pavilion, sauna, artist studio, and 300 person amphitheater.

OTHER PROJECTS

US Embassy Compound, Colombo, Sri Lanka (LEED Gold Equivalent, Design Excellence) Multi-building campus located on a 6.5 acre beachfront site directly across from the Presidential Compound. Oversaw a team of nearly sixty architects and consultants on a fast-track schedule, balancing a low-rise pavilion scheme with highly technical security demands, and complex operational phasing with existing facilities. Scheduled for completion 2020.

Port of Portland Headquarters (LEED Platinum) 205,000 SF office building. Worked on project from initial user group discussion and interviews clear through construction. My role focused on the design of extensive and intensive green roofs, conference area, living machine coordination, and large atrium spaces to encourage office-wide cross-departmental interactions in the form of a central living room.

Technology Headquarters (LEED Gold) Design of a one million SF high-performance headquarter building for a prominent technology firm. Helped client to redefine workplace culture through innovative social hubs, fostering informal collaboration in a healthy, sustainable environment rich with amenities.

VITO CERELLI

SENIOR DESIGNER
In architecture industry 15+ Years

EDUCATION

Bachelor of Architecture
University of Oregon
Eugene, Oregon

2016-Present OPEN CONCEPT ARCHITECTURE, INC.
Senior Designer

2010-2013 TOLOVANA ARCHITECTS
Designer

2004-2010 MERSERELLI CONSTRUCTION
Contractor / Carpenter

PROGRAMS/CERTIFICATIONS/ACHIEVEMENTS

Oregon Home - Cover 2018



GROCERY PROJECTS

Fresh Foods Marketplace - Cannon Beach, OR; CM/GC with GMP \$2.5 million; 2016; **Client:** Fresh Foods Marketplace

Fresh Foods Liquor Store, Manzanita, Oregon; CM/GC \$120K; 8/19-10/19 **Client:** Fresh Foods, Jon Welsh - Owner

RESIDENTIAL/MULTI-UNIT PROJECTS

Arch Cape Loft - Arch Cape, OR; CM/GC with GMP \$1 million; 2018

Nazanla Residence - Cannon Beach, OR; CM/GC with GMP \$750,000; 2017

Falcon Cove Residence - Falcon Cove, OR; CM/GC with GMP \$600,000; 2019

Pacific St. Residence - Cannon Beach, OR; CM/GC with GMP \$850,000; 2017

HOTEL PROJECTS

Astoria Holiday Inn, Astoria, OR; Negotiated \$4.5 million GMP; 9/15 to 4/16; **Client:** Blue Heron LLC, Dave Weber, Owner

Pelican Shores Hotel, Lincoln City, OR; Negotiated \$2 million GMP; 10/14 to 2/15; **Client:** Westover Inns, Owner

PHIL ROBERSON

ARCHITECT

In architecture industry 8+ Years

PROGRAMS/CERTIFICATIONS/ACHIEVEMENTS

Recipient of the Penn Design Dean's Diversity Full Scholarship
Studio work featured in the Green Urban Global Architecture and Design Exhibition at the AIA Philadelphia

2016-Present OPEN CONCEPT ARCHITECTURE, INC.
Architect

2015-2019 HOLST ARCHITECTURE
Design Staff

2012 HACKER ARCHITECTS
Intern

2011 WILLIAM C. TRIPP ARCHITECT
Intern

EDUCATION

Master of Architecture
with Certificate in Historic Preservation
The University of Pennsylvania School of Design
Philadelphia, PA

Bachelor of Science Cum Laude Portland State University
Portland, OR



MIXED-USE PROJECTS

Revere - Portland, OR; CM/GC with GMP \$30 million; 03/16-01/18; **Client:** Fore Property Company

The Fowler - Boise, ID; CM/GC with GMP \$18 million; 08/15-03/16; **Client:** Local Construct

HOSPITALITY PROJECTS

Pullman Wine Bar & Merchant - Portland, OR; CM/GC with GMP \$950,000; 10/18-07/19; **Client:** Grand Ventures Hotel LLC with David Machado Restaurants

OTHER PROJECTS

The Royal Institute of Law Library - Pangbisa Paro, Bhutan; CM/GC with GMP Undisclosed; 01/18-9/18; **Client:** Bhutan Foundation, Jigme Singye Wangchuck School of Law

PCC Cascade Hall & Student Union - Portland, OR; CM/GC with GMP \$36.9 million; 03/12-08/12; **Client:** Portland Community College

O'Brien and Company, LLC is a well-respected construction firm with countless notable projects ranging from PDX Airport retail spaces, to multiple, upscale, award winning wineries not far from Forest Grove. They have been a trusted partner of MFF Properties, LLC dating back to 2011, when Fresh Foods was their first commercial project under Keeley's ownership tenure. They have been entrusted with multiple coastal school districts seismic renovation projects and dominate the hospitality business in the north coastal counties.





Our Proposed Project

The rebirth of Downtown Forest Groves' premier location and a visual spectacle for its' citizens.



AERIAL VIEW SOUTHWEST

OPEN CONCEPT ARCHITECTURE  **O'Brien**
DESIGN / BUILD

**FRESH FOODS
FOREST GROVE
03.31.2020**

URA
Forest Grove
Urban Renewal Agency




AERIAL VIEW SOUTHWEST

OPEN CONCEPT
ARCHITECTURE



**FRESH FOODS
FOREST GROVE
03.31.2020**

URA
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AERIAL VIEW SOUTHWEST

OPEN CONCEPT
ARCHITECTURE  O'Brien
DESIGN / BUILD

**FRESH FOODS
FOREST GROVE
03.31.2020**

URA
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Urban Renewal Agency




AERIAL VIEW SOUTHWEST

Project Highlights

- Simply put, this project accomplishes all the Agencies objectives.
- 20,000 sq/ft Retail Grocery Store that attracts over 750 visits a day, conservatively, enhancing all surrounding businesses (Growler Garage, etc..).
- 12- 900 sq/ft Housing units overhead that will all be in the affordable scale (we reserve the right to maintain one unit for business use).
- 21,000 sq/ft Parking lot with 12 stalls for tenants, with additional 23 stalls for customer/employee use.
- Sloping elevation from the Jesse Quinn to our 3-story project to transition to the residential sector.
- An alternative retail grocery store that provides product that is currently unavailable in Forest Grove and will help alleviate traffic concerns at the east end of town.

Building Highlights

- Long lasting metal and cedar envelope materials that pose a modern look, while being sustainably maintained.
- A public sidewalk/seating area outside with clean, green landscaping that will enhance the character of west downtown.
- Extensive glass for natural lighting and visual aesthetics.
- We will adhere to as many LEED practices as the budget will allow for, including LED lighting etc..
- This building has already been built on a slightly smaller scale, is available to see and experience, so we foresee no challenges at this point.



Our Stores

18



19

Options:

- Option 1: Reject the proposal and re-advertise. If the Board rejects the proposal, provide input on what criteria would change for the new solicitation.
- Option 2: Accept the proposal and authorize staff to begin negotiating an Exclusive Negotiating Agreement (ENA).



Monday, April 27, 2020

Urban Renewal Agency Meeting Minutes

6:00 p.m., Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 5:52 p.m.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the URA Board limited in-person contact and social distancing. **The Board conducted the URA meeting remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). The URA Board accepted written comments on items not on the agenda submitted by April 27, 2020, 3pm, to the City Recorder.

OATH OF OFFICE:

Ruggles administered the Oath of Office, prior to the start of the URA meeting, to Kristy Kottkey, who was appointed to fill the vacancy on City Council, appointed term expiring November, 2022. Kottkey replaces former City Councilor Ronald Thompson who died February 12, 2020.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX REMOTELY:

Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynnda Wenzl, Vice Chair; and Peter Truax, Chair.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Bryan Pohl, Community Development Director (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. CITIZEN COMMUNICATIONS:

Chair Truax referenced two e-mails that were submitted to City Council, which were referenced in the Council minutes of April 27, 2020.

3. CONSENT AGENDA:

A. Approve Urban Renewal Agency Special Meeting Minutes of March 26, 2020.

MOTION: Director Uhing moved, seconded by Director Valfre, to approve the Consent Agenda as presented. **ROLL CALL VOTE:** AYES: Directors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Director Chair Truax. NOES: None. MOTION CARRIED 7-0.

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

5. **PRESENTATIONS:** None.

6. **URA RESOLUTION NO. 2020-03 AUTHORIZING THE FISCAL YEAR 2019-20 EXPENDITURE OF URBAN RENEWAL AGENCY FUNDS FOR ADDITIONAL BUSINESS ASSISTANCE PAYMENTS TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE UNDER ORS 294.481(B) AS A RESPONSE TO AN EMERGENCY**

Staff Report:

Downey and Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is authorizing to transfer \$26,000 from the URA Fund Unappropriated Fiscal Year 2019-20 to the URA Emergency Response Expenditures. Downey reported the URA received 83 applications for the Small Business Assistance Program, totaling \$125,369.93 in funding requests. In addition, the URA received 10 applications from businesses outside of the URA boundary, including one business located in Cornelius, which the URA is unable to provide funding assistance. In conclusion of the above-noted staff report, Downey advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting the URA has sufficient funds to fund all 83 applications from qualified businesses within the URA boundary totaling \$125,369.93 and still meet all the URA's current obligations.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2020-03.

VanderZanden read URA Resolution No. 2020-03 by title.

MOTION: Director Valfre moved, seconded by Director Rippe, to adopt URA Resolution No. 2020-03 Authorizing the Fiscal Year 2019-20 Expenditure of Urban Renewal Agency Funds for Additional Business Assistance Payments to be Awarded for Covid-19 Relief Assistance under ORS 294.481(B) as a Response to an Emergency.

Board of Directors Discussion:

Downey and Pohl addressed various inquiries and concerns from the Board pertaining

to the Emergency Business Assistance Program and payments, noting the program awards payments for April rent or mortgage of up to \$2,500 to small businesses within the URA boundary, with total payments limited to \$100,000, and on a first-come first-served basis. Downey noted staff is asking the Board to approve an additional \$26,000 to provide business assistance payments to all qualified applications within the URA boundary. In response to various Board concerns pertaining to funding the 10 businesses outside of the URA, Downey advised the URA cannot provide funding outside of URA boundary, noting other programs have been implemented by other agencies, such as the Coronavirus Relief Fund, the CARES Act. In addition, Director Chair Truax provided insight pertaining to the CARES Act funding for Washington County.

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

ROLL CALL VOTE: AYES: Directors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Director Chair Truax. NOES: None. MOTION CARRIED 7-0.

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 6:16 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>05/11/2020</u>
FINAL ACTION:	<u>URA RESO 2020-04</u>

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *May 11, 2020*

PROJECT TEAM: *Bryan Pohl, Community Development Director*

SUBJECT TITLE: *Urban Renewal Agency 2020 Work Plan*

ACTION REQUESTED:

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

X all that apply

BACKGROUND:

The URA Board of Directors passed the URA Plan (Plan) in 2014. The primary purpose of the Plan is to eliminate blight and blighting influences, improve the utilization of land within the Urban Renewal Area, encourage private investment and job creation, and increase the taxable value of property within the City benefitting all overlapping taxing districts. The Plan is consistent with the Comprehensive Plan and zoning regulations adopted by the Forest Grove City Council.

The URA Plan established five Goals and 13 Objectives. These Goals and Objectives have remained unchanged since 2014 and can only be changed by amending the URA Plan. In 2019, the URA Board passed a Work Plan that added Actions to the Goals and Objectives. The attached resolution addresses the 2020 Work Plan.

PURPOSE:

In 2019, the URA accomplished several projects, including establishment of the Urban Renewal Advisory Committee (URAC), amendment of the URA Plan to include elements of the Town Center Plan, an RFP to develop a Festival Street Concept, selection of banner poles under the Installation Art Program, four grants under the Storefront Improvement Program, and issued a Request for Proposals (RFP) for Site B development.

In addition, in early 2020, the COVID-19 pandemic brought a high level of uncertainty to the business climate in Forest Grove. The Governor’s Executive Orders forced the closure or curtailment of operations for nearly all of the businesses within the URA boundary. In response, the URA implemented the Small Business Assistance Program. In an effort to fund the program, a hold was placed on future Storefront Façade and Installation Art Program applications, however, all current applications are being fully funded. This in turn shaped the 2020 URA Work Plan. The URA Board met in a Work Session on April 27, 2020, to discuss the proposed 2020 Work Plan. No significant changes were proposed or made. Attached is the proposed 2020 Work Plan.

STAFF RECOMMENDATION: Staff recommends the Board approve the 2020 Work Plan.

ATTACHMENTS:

- 1) Resolution adopting 2020 URA Work Plan
- 2) Proposed 2020 URA Work Plan



URA RESOLUTION NO. 2020-04

**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
ADOPTING URBAN RENEWAL AGENCY 2020 WORK PLAN**

WHEREAS, the Urban Renewal Agency (URA) Board of Directors adopted the URA Plan in 2014; and

WHEREAS, the URA Plan established 5 Goals and 13 Objectives; and

WHEREAS, there are no proposed changes to the Goals and Objectives, therefore passage of this Resolution will not also require an amendment to the URA Plan, and

WHEREAS, the URA Board of Directors met in Work Session on April 27, 2020, and came to a consensus to develop a 2020 Work Plan to inform the budget process and implement the URA Goals and Objectives, and

WHEREAS, in support of the 2014 URA Plan's Goals and Objectives, Exhibit A outlines the 2020 URA Work Plan, and

WHEREAS, the 2020 URA Work Plan requires approval by Resolution of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. The Urban Renewal Agency hereby adopts the 2020 Work Plan as shown in Exhibit A.

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

PRESENTED AND PASSED this 11th day of May, 2020.

Jesse VanderZanden,
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 11th day of May, 2020, and filed with the Forest Grove City Recorder this date.

Peter B. Truax,
Urban Renewal Agency Chair

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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

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Urban Renewal Agency



WORK PLAN 2020

URBAN RENEWAL AGENCY



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

OBJECTIVE

ACTION

1.1 Establish an Urban Renewal Advisory Committee.

Develop URAC bylaws.
Consider disposition alternatives for Site B.

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

OBJECTIVE

ACTION

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.

2.2 Evaluate tax increment revenue collections annually to minimize long term impacts to overlapping taxing districts.

Part of annual budget process.

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 grants for URA programs.
Review stimulus programs for applicability.

WORK PLAN 2020

URBAN RENEWAL AGENCY 2020



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

OBJECTIVE

ACTION

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.

Consider disposition alternatives for Site B.

WORK PLAN 2020

URBAN RENEWAL AGENCY 20



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

OBJECTIVE

ACTION

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.

Continue Storefront Improvement Program, Parklet Pilot Program, and Installation Art Program, pending available funding.

4.2 In conjunction with the Economic Development Commission, assist business retention and expansion efforts in the Forest Grove Town Center.

Work with EDC on consideration of Main Street Program.

4.3 Identify a location and assist with funding construction of a public gathering place in the Town Center.

Complete Festival Street alternatives concept analysis and secure URA Board approval for preferred alternative.

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

OBJECTIVE

ACTION

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.

Consider disposition alternatives for Site B.

Consider disposition alternatives for Site B.
Complete installation of banner poles.
Continue Storefront Improvement Program, Parklet Pilot Program, and Installation Art Program, pending available funding.

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

OBJECTIVE

ACTION

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.

Consider disposition alternatives for Site B.

5.2 Work with the Economic Development Commission to market redevelopment opportunity sites to prospective developers.

URA

Forest Grove
Urban Renewal Agency



Small Business Emergency Assistance Program

Paul Downey, Administrative
Services Director
Bryan Pohl, Community
Development Director

May 11, 2020

Purpose:

- Consider adding monies to the small business emergency assistance program for a second round of grants for May rent or mortgage.

Background:

- The Board authorized \$126,000 in grants to small businesses within the Urban Renewal Agency (URA) area directly impacted by COVID-19.
- 80 businesses were awarded grants for April rent or mortgage up to but not exceeding \$2,500. The average grant was \$1,576.
- Small businesses are less than 25 full-time employee equivalents and were specifically closed or restricted in the Governors Executive Order.
- Approximately 80-90% of all small businesses in Forest Grove are within the URA area.

URA Financial Position:

- All programs were fully funded in FY 19-20.
- After annual debt payments (six more years), the annual net revenue is approximately \$120,000.
- Recall the Board authorized three five-year programs and one Study within the URA:
 - Parklet Pilot Project \$5k/year
 - Installation Art Program \$20k/year
 - Storefront Façade Program \$20k/year
 - Festival Street Study \$50/one year
- This leaves approximately \$25,000 in discretionary monies for FY 20-21.

URA Financial Position:

- Any additional funding for the grant program above this amount would come from URA reserves.
- URA reserves can be used for any planned expenses including capital projects and redevelopment.
- The ending FY 20-21 reserves balance is projected to be \$194,000.
- There is no reserves policy for the URA as it is based on projects and not essential services.

Other Considerations: Programs

Depending upon the amount, additional grant funding may impact:

- The Parklet, Installation Art, and Storefront Façade programs.

Other Considerations: Other Programs

- The ability to fund construction for the Festival Street, redevelop Site B, or other capital and/or redevelopment projects.
- Since the URA Program, the following programs have been implemented by other agencies in which the same businesses would qualify:
 - Federal CARES Act: \$680 billion.
 - State of Oregon: \$10 million.
 - Washington County: \$1.175 million.

Other Considerations: Businesses outside URA

- The City received two complaints from businesses outside the URA. The complaints centered on them not being eligible for the grants.
- URA funds can only be spent within the URA area.
- The City estimates that approximately 15 small businesses outside the URA area would be eligible under the same criteria as the URA Program. Any assistance to these businesses would have to come from the City's General Fund.

Options:

- Option 1: Delay consideration and take no action.
- Option 2: Add monies to the URA Program. For example, if the Board added \$80,000 it could award grants up to \$1,000 per qualifying business.
 - These monies would come from URA reserves.
 - Staff recommends that if the Board chooses this option it also consider a similar program outside the URA, funded by the General Fund
- Option 3: Do not add monies to the URA program but authorize the same or similar program for businesses outside the URA using General Funds.