

**APPROVED**

Timothy Rippe, Council Liaison  
Jeff King, Staff Liaison  
Tim Budelman  
Brad Bafaro  
Steve Krautscheid  
Bruce McVean  
Tom Raabe  
Sandra Fowler-Hill  
Michael Weech

James Dražnin, Chair  
Hope Kramer, Vice Chair

Lois Hornberger  
Mark Nakajima  
Jennifer Prickett  
Kevin Emerick  
Guy Storms  
Howard Sullivan  
Javier Urenda  
Brian Wilbur  
Kevin Yamada

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

→ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

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

**ATTENDEES:**

James Draznin	Sandra Fowler-Hill	Bruce McVean
Kevin Yamada	Lois Hornberger	Javier Urenda
Steve Krautscheid	Mark Nakajima	Tim Budelman
Guy Storms	Michael Weech	Tom Raabe

**COUNCIL PRESENT:**

Tim Rippe, Council Liaison

**CITY STAFF:**

Jesse VanderZanden, City Manager  
Jeffrey King, ED Program Manager  
Calvin LeSueur, City ED Intern

**ALSO ATTENDING:**

Sara Saucy (Chaucer Foods); Wanda Frazier, Cindy Schuppert, Bill Ray (Pacific University)

**1. CALL TO ORDER:**

The meeting was called to order at 12:01 p.m. by EDC Chair, James Draznin.

**2. CITIZEN COMMUNICATION:**

NONE

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

**Tim Budelman moved to accept the meeting minutes as presented. Mark Nakajima seconded. The motion passed unanimously.**

**4. ADDITIONS/DELETIONS:**

NONE

**5. BUSINESS:**

**A. McMenamins – Host Update:**

NONE

**B. Forest Grove Chamber Update:**

NONE

**C. Council Update:**

Update by Councilor Rippe –

- A recent work session provided a report from the focus group centered on a new police facility. There was positive feedback and respect towards our Police Department, which has been reported as rare. The report also provides indications of preliminary support but requests final budget, plans and education.
- CEP funds were allocated for the EDC CEP application for Junior Achievement.
- City Council conducted a joint session with the Planning Commission concerning density targets.
- Metro is looking at a land acquisition in the amount of \$652.8 million for affordable housing.
- Councilor Rippe reviewed the upcoming celebrations for the anniversaries of the Aquatic Center and the Sister City delegation.
- URA made updates to the Storefront Improvement Program with addition of design assistance and simplification of matching funds.

**D. Guest Speakers Pacific University Master Plan – Bill Ray, Cindy Schuppert, Pacific University:**

Ms. Schuppert stated that the Master Plan has been about a two year process. Through the plan, there were six opportunity sites reviewed. In the area of the Milky Way building on 21<sup>st</sup> Ave there will be changes that hopefully bring others

in the City of Forest Grove to the area. There are two areas that Pacific University

owns that are not on the Master Plan, one being Gospel Hall. The hall will be demolished for parking. Further, there will be a historic building review completed within one year of the agreement date with the city. Some buildings are already on the historical building list, others that are not feasible to keep due to structural issues or asbestos, such as Gospel Hall will not be reviewed.

Mr. Ray is the Assistant VP for Finance and explained that the university is in a nationwide search to fill the Finance position. He went on discuss amendments to the parking cap for the university, which will not surpass 10% of what is already in place. The Master Plan amendments include removing the property on the east side of Cedar as well as working with the city on safer crosswalks. The Taylor Meade building is being remodeled for the music program area due to increase in music majors; a change from 30 to 80. Further, it is being upgraded with ADA accessibility.

On Cedar there is an outdoor classroom being built for the young children in the program. There will be a bridge, boulders, gazebo and the area will be wired for internet access allowing for experiments to be annotated in the outdoor area. The university is partnering with a university in China for an applied science program in optometry. The students enrolled in this program will complete three years of optometry in China and then transfer for their fourth year to Pacific. The students are tested prior to acceptance to ensure they are strong in the English language. There will be 20-25 students enrolled in the program, some are already here taking workshop classes until the program officially start in the fall. The 3D printing workshop is also growing and those will be available for additional use outside of the students use.

#### **E. Transient Lodging Tax Program Update :**

Funds are now established for the TLT, with that comes the need to discuss the final step which includes the operational and programmatic pieces. There will be discussion with City Council for direction on oversight; the work session will take place on June 25<sup>th</sup>. Further conversation will include direction on the previously established conceptual outline from the Ad Hoc committee.

#### **F. Business Incentive Program Renewal Discussion**

The Business Incentive Program was previously established to encourage vacant space filling during the recession. The incentives took care of first year fees for business license, sign permits, and reduced building permit fees. Mostly small businesses have used the incentive and it has been of nominal cost to the city.

There have been fewer applicants and the program is more valuable at this point as a marketing tool for business friendly community. If it is not reinstated, a look could be taken at it again in the event of a follow on recession. If the EDC wishes to recommend renewal, the sunset of the program is the end of June.

**Ms. Hornberger moved to make recommendation to City Council to renew the program. The motion was seconded by Mr. Budelman. Discussion: it is a good tool to have on the shelf but not out of reach. It is a program that other communities do not offer. The motion passed unanimously.**

#### **G. Board Vacancies**

Ms. Fowler-Hill is retiring from PCC, which will open her seat on the Commission. She reports that Dr. Chris Villa from Los Angeles Mission College will be the new PCC campus President. She will connect him with the EDC and discuss the open position with the Work Force Center. She will follow up with Mr. King on a nomination. Mr. King reported that Mr. Wilbur is moving to France in July which will leave his seat open as well. Mr. King has attempted contact with Nina from NW Naturals for the utility position and has not heard back.

#### **H. Grocery Store Planning**

Mr. King began a discussion on the needs of a focus group and/or survey to answer what people want; what is the best way to approach answering that; what structure should it take? Discussion among the group was that the focus group should put together desires of the community and "our story". It should center on public expectation and do-ability based on the outcomes of the Grocery Story study that was conducted, without started back at the beginning. It was decided that a group should look at what is commercially viable and then importance of make up for the community, such as farm fresh foods and the experience.

Councilor Rippe provided the recommendation that the EDC form a sub-committee which would have already established structure. Conversely the EDC can make a recommendation to staff to request City Council direct staff to form an Ad-Hoc group. Discussion showed pros and cons to both formats of a focus group. Mr. VanderZanden recommended that the commission think on it and take the subject back up at the next meeting.

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

Mr. Raabe announced that Premiere Bank has been purchased by Heritage Bank. Personnel and location will remain the same it will simply be a name change for the Forest Grove branch.

Mr. King reported that the Jesse Quinn pricing sheet is out. Cedar Manor on Hawthorne and Forest Place near Ace will not be complete until the end of November and are both already around 40% leased.

The EDC was awarded \$3700 in CEP funds for the Junior Achievement program. Mr. King will look to get Chaucer, Mr. Sullivan, the school district, a Junior Achievement Representative and himself together to discuss how to move forward. Funds will be available July 1<sup>st</sup>.

MGC Pure should begin grading this month. Four storefront facades are complete with several other applications in.

**7. ANNOUNCEMENT OF NEXT MEETING:**

James Draznin announced that the next meeting of the EDC will be on Thursday, July 12th, at 12:00 noon in the Alice Inkley Room at McMenamin's Grand Lodge

**8. ADJOURNMENT:**

James Draznin adjourned the meeting at 1:26 p.m. by consensus.

Respectfully submitted by:

Brandi Keelan  
Program Coordinator  
City of Forest Grove

Approved by the Forest Grove Economic Development Commission:

Date: July 12, 2018