

1. **CALL TO ORDER:**

The meeting was called to order at 12:07 p.m. by EDC Chairman Kevin Emerick.

ROLL CALL: EDC MEMBERS PRESENT: Brad Bafaro; James Draznin; Steve Krautscheid; Mark Nakajima; Tom Raabe, Guy Storms; Howard Sullivan; Javier Urenda

EDC MEMBERS ABSENT (EXCUSED): Tim Budelman; Jim Langstraat; Jennifer Prickett; ; Jill Verboort; Jonathan Yawson

EDC MEMBERS ABSENT (UNEXCUSED): Kevin Yamada; Christopher Wilmeth

OTHERS PRESENT: Rich Blackmun; Bruce McVean; Dan Riordan; Greg Robertson; Barbara Wineman

COUNCIL LIAISON: Councilor Rippe

STAFF PRESENT: Jeff King, Economic Development Manager; Shannon Reynolds, Admin. Specialist

2. **CITIZEN COMMUNICATION:** None

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

Howard Sullivan made a motion to approve the meeting minutes from September 12, 2019. Mark Nakajima seconded. The motion passed unanimously.

4. **ADDITIONS/DELETIONS:** None

5. **BUSINESS:**

A. Chamber of Commerce Update, Howard Sullivan:

Howard Sullivan updated EDC members on a few events in Forest Grove over the past month. The 55th Annual Corn Roast was another success.

B. Council Update, Councilor Rippe:

Councilor Rippe gave an update from the City Council. A work session was held to follow up on the Dollar General decision with a further look into Neighborhood Mixed Use Zones. The City has introduced a new software system called Camino. It is primarily being used in City Planning but will eventually expand to the permitting process. It will simplify the permitting process for both the user and applicant. Council also accepted the Housing Needs Analysis which will be added to the City's Comprehensive Plan. A resolution was passed for both Seasonal and Severe Weather Shelters. A revision of the Light and Power Policy was done to extend power lines. Several traffic lights in various intersections will be updated. Five members for the Urban Renewal Advisory Committee have been approved. They will report to the Urban Renewal Agency Board. There are still two vacancies that need filled: Banking/Finance Industry and Business/Property Owner.

C. Bylaw Update and Board Member Title Vote, Jeff King:

Jeff reviewed items concerning EDC Bylaws that need updated. The main objective was to amend the EDC membership from 19 to 15 as well as identifying membership titles that will be removed or changed. A few more items will need some revision before the new Bylaws will be recommended to City Council for approval.

Brad Bafaro made a motion to formally amend our existing bylaws of board size from 19 members to 15 members while eliminating three positions: Utility, Developer, and Business/Citizen at Large. This amendment will also move Workforce membership to liaison member status. Steve Krautscheid seconded and the motion passed unanimously.

D. Metro Employment Land Site Readiness Toolkit Program Update:

Jeff King discussed the various ways the lack of industrial land throughout Forest Grove is being addressed. Through a grant from Metro, Woodfold Manufacturing has been selected by the County as a project location to be incentivized. A roadmap is being developed to strategize the site for market ready status.

E. Transportation Projects & Planning; Greg Robertson, Director Engineering and Public Works; Dan Riordan, Senior Planner; Rich Blackmun, Engineering:

Greg Robertson spoke on projects that the City is currently working on in conjunction with Washington County and ODOT. The first project presented was the Highway 47/Maple Street/Fern Hill Road intersection. A study was completed to address the safety concerns of this intersection. Based on the results it was determined a round-about will be the best option. ODOT is currently reviewing the results from the study and the Engineering Department will give an update to City Council on November 12.

The second project is a decorative improvement to the intersection of Main Street and 21st Avenue. Surface treatments to improve traffic circulations for both the pedestrian and driving community will be installed. The final project presented was the crossing between Goodwill and Safeway on Pacific Avenue. They will implement several new safety features to bring more awareness to both driver and pedestrian.

Rich Blackmun addressed the Martin Rd/Hwy 47 intersection project. An initial drawing of the proposed roundabout for this project was handed out. Washington County is currently working on several aspects of this as well.

Dan Riordan presented the Tualatin Valley Highway/East Forest Grove safety improvement plan project. ODOT is fully funding this due to the high level of safety issues. Improvement of this corridor started in June with some community outreach. Project completion will be next year possibly late spring. The second project Dan

mentioned is the downtown parking study for B Street to Cedar Street and 23rd Avenue to 18th Avenue. Lancaster Engineering is being utilized to assess and study parking

trends and needs. Once the study is complete it will be reviewed and presented to City Council for consideration.

6. **STAFF AND BOARD MEMBER COMMUNICATIONS:** None.

7. **ANNOUNCEMENT OF NEXT MEETING:**

Kevin Emerick announced that the next meeting of the EDC will be on Thursday, November 7, 2019, at 12:00 p.m. in the Alice Inkley Room at McMenamins Grand Lodge.

8. **ADJOURNMENT:**

Kevin Emerick adjourned the meeting at 1:30 p.m. by consensus.

Respectfully submitted by:
Shannon Reynolds
Administrative Specialist
City of Forest Grove

Approved by the Forest Grove EDC:

Date: _____