

**To:** Historic Landmarks Board

**From:** James Reitz (AICP) Senior Planner  
jrreiz@forestgrove-or.gov (503) 992-3233

**Re:** November 27 Agenda

**Date:** November 20, 2018



# Memorandum

**NOTE** – Holly is excused from the meeting. If anyone else can't make it, please advise as soon as possible.

**ACTION ITEMS** -

**A. Grant Request** - Attached is a grant request for a painting project that has been completed. As discussed last month (and noted in the minutes) the Board re-iterated that such requests will not be honored, but also opted to remain lenient for the remainder of this grant cycle. Because staff was not given specific direction, the Board will have to continue to review any such application. In addition to the usual application materials, the applicant has included a letter explaining the extenuating circumstances that resulted in the delay in filing the application.

**B. Downtown District** - Topics for this meeting include the open house debrief, then:

**December:** Staff will prepare a report to the Council, including a PowerPoint presentation. These will summarize your outreach efforts to date and their results. There is required lead time to every CC agenda: this is tentatively scheduled for the January 14 agenda, which means the materials have to be completed by January 4 (including department head and city manager review).

**January – February 2019:** Staff presentation to the Council and a request to approve a resolution in support of the SHPO grant application to prepare a downtown district nomination. The Board chair or whoever has been leading this effort should also be present. Assuming the endorsement is given, the SHPO grant request would be filed by the end of February. If the grant is awarded, a consultant could be under contract as early as April.

**C. Proposed Board and Commission Reforms** – Attached is an information sheet about the Council's goals, and a copy of the Power Point presentation from the November 19 informational meeting. Several reforms are proposed that would - if implemented - create more standardized procedures. *"The Council would like each B/C to consider the options at their regularly scheduled meetings. The Council and Staff Liaisons will work closely with each B/C to ensure comments are gathered and presented to Council prior to any final action. Please know some B/C may be affected very little, while others may be affected slightly more.* Councilor Johnston was on the Council subcommittee that prepared these options; he'll be able to explain further and facilitate your discussion.

**INFORMATION ITEMS** -

**Preservation Grants:** For FY 2018-19, the City Council awarded the Board **\$7,975**. Projects awarded to date are listed below. One new request has been filed. There remains **\$1,181** available.

Address	Grant Award \$	Status
1619 Maple Street	1,000	Completed
2318 15 <sup>th</sup> Avenue	1,000	Completed
1419 Cedar Street	794	Completed
2303 15 <sup>th</sup> Avenue	1,000	Completed
2003 21 <sup>st</sup> Avenue	1,000	Completed
2038 17 <sup>th</sup> Avenue	1,000	Completed
1824 23 <sup>rd</sup> Avenue	1,000	Approved
<u>2324 15<sup>th</sup> Avenue</u>	<u>1,000</u>	<u>Requested</u>
<b>TOTAL</b>	<b>7,794</b>	

**Funding Opportunities:** Kelsey will report on progress to date.

**December Agenda:** Downtown District, prepare annual report and presentation, discuss 2019 work plan, and prepare January-June 2019 Editorial Calendar.

## 2018-19 CALENDAR - UPCOMING AGENDA ITEMS

### **December 18, 2018 (third Tuesday)**

- Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- Discuss 2019 work plan
- Prepare January-June 2019 Editorial Calendar
- Downtown District

### **January 22, 2019 (fourth Tuesday)**

- Review and adopt 2019 work plan
- Downtown district - SHPO Grant Application
- Review and adopt January-June 2019 Editorial Calendar
- Photo contest planning
- Annual officer elections

### **February 26, 2019**

- Begin CEP application preparation
- Discuss potential Stewart Award recipient
- Mock Design Review Hearing
- Photo contest planning

### **March 26, 2019**

- Review and finalize CEP grant application
- Select Stewart Award recipient
- Preservation Month / photo contest planning

### **April 23, 2019 (fourth Tuesday)**

- Preservation Month / photo contest planning (continued)

### **May 28, 2019**

- Historic Month Proclamation (May 13 CC meeting)
- Honor Stewart Award recipient (May 13 CC meeting)
- Honor photo contest winners (May 13 CC meeting)
- Review July-December 2019 Editorial Calendar
- Preservation Grant Application/Distribution Policy Review

### **June 25, 2019**

- National Night Out planning (August 6)
- Adopt July-December 2019 Editorial Calendar

### **July 23, 2019 (fourth Tuesday)**

- National Night Out planning (August 6)
- Chalk Art Festival (September 14)

### **August 21, 2019**

- Chalk Art Festival (September 14)
- Public Safety Open House planning (October 12)

### **September 24, 2019**

- Public Safety Open House planning (October 12)

### **October 22, 2019 (fourth Tuesday)**

- No items scheduled

### **November 26, 2019**

- No items scheduled

November 14, 2018

City of Forest Grove  
Attn: James Reitz, Historic Landmarks Board  
PO Box 326  
Forest Grove OR 97116

Re: Historic Preservation Grant, 2324 15<sup>th</sup> Ave, Forest Grove

James,

I received your grant application per my request via email mid-September 2018 and began the process of obtaining two bids for my painting project while I was in town visiting family and vetting new renters for this home effective 10-1-2018. I unfortunately, did not get both bids in time to submit my request for your September meeting. A few days passed by and my younger sister was placed into hospice due to a terminal illness she has had for a couple of years. She then passed away on September 22<sup>nd</sup>. I spend the next two weeks in Forest Grove taking care of my parents/family while we worked through this difficult loss. In the meantime, while I was still in town, I had been advised by both painters, I would need to get the work done due to weather challenges of the fall season. The home had exposed bare wood and needed to be painted as soon as conveniently possible to avoid damaging the siding. I elected to proceed with the project due to my circumstances.

I am not sure if I can still apply for the grant money because I have had the project completed. I would appreciate your consideration given the circumstances and I would proudly display a sign showing I was a part of the grant program should you approve my application.

On a side note...my neighbor had just completed her painting project in September and had applied for and been awarded grant money. Her home looks fantastic and she referred me to her painter who did an excellent job.

Thank you for your time and I look forward to hearing from you and the board.

Best regards,

A solid black rectangular redaction box covering the signature area.

Margie Waltz

2 311-18-000037-PLNG

File No. 1304-1.136

Historic Preservation Grant Application

Please Print or Type Clearly

DATE: 9/17/2018

Applicant Name: Margie Waltz Mailing Address: [REDACTED]

Phone Number: [REDACTED] E-mail Address: [REDACTED]

Site Address: 2324 15th Ave. FG OR Historic Name (if known): Fredricks House

Historic Date (if known): 1948 Architectural Style: Cottage

Tax Assessor Map and Parcel Number: R0426961

Treatment (circle one): Preservation Rehabilitation Restoration Reconstruction  
(From the Secretary of the Interior's Standards for the Treatment of Historic Properties)

PRESERVATION focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.)

REHABILITATION acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

RESTORATION depicts a property at a particular period of time in its history, while removing evidence of other periods.

RECONSTRUCTION re-creates vanished or non-surviving portions of a property for interpretive purposes.

**Project Description:** Briefly explain the proposed work and materials to be used.  
**NOTE: SOME ALTERATIONS MAY REQUIRE HISTORIC REVIEW AND/OR BUILDING PERMITS. CONTACT THE CITY PLANNER AT (503) 992-3233 FOR DETAILS.**

I am in need of painting my house as I have bare wood and chipping and peeling paint everywhere.

**Historicity or Preservation Significance:** Describe how the project will enhance the historical nature of, or preserve, renovate, or rebuild the historical aspects of the structure.

Painting the home will preserve the integrity of the wood structure. The home will look polished and clean and represent the neighborhood well. My neighbor just painted her home and received grant money. Home looks fantastic and motivated me to do the same.

**Historical Documentation:** Indicate any physical evidence such as old paint lines, original moldings, historic photographs, etc. that support your request to alter the exterior.

I am not planning to alter the exterior of the structure.

**Photographs:** Submit a "before" photo of the project site. An "after" photograph is required upon completion of the project. *Digital photos should be submitted on disk or via an e-mail attachment in high-resolution, JPG format.*

**Project Costs:** Attach the contractor's bids or a list of detailed estimates for materials. (Example: Paint: 10 gallons @ \$25/each = \$250; Siding (drop lap): 600 feet, 1" x 6" @ \$1/foot = \$600). Eligible labor costs are limited to those performed by a licensed contractor. Therefore, for DIY projects, grant funding only covers up to 50% of the cost of materials or \$1,000, whichever is less. Property owners planning DIY projects must also submit an invoice showing cost of materials in addition to at least two bids from licensed contractors.

Bid	Materials and Labor	Cost Estimate
①	Yaskara Paint bid	\$4148.71
②	Candido Paunting bid	\$4500.00

\*Yascara Paint Total: 4,148.71

Total amount requested: \$1000

- All projects are eligible to receive up to a \$1,000 grant or 50% of the project cost, whichever is less.
- Have you applied to other grant sources for this project? Circle one: Yes  No

If yes, indicate the grant source(s) and amount: n/a

**Project Scheduling:**

Beginning Date: Weather dependent Completion Date: Oct 2018  
October 2018

Since funding is limited, you must contact the City Planner at (503) 992-3233 for a possible extension if you cannot start your project within 90 days or complete it within 180 days of when the grant is awarded. Funds are distributed to the owner (not the contractor) upon, completion, inspection, and approval of the project.

If you are approved for a Historic Preservation Grant, you must contact the City Planner when you actually begin the proposed work and when you finish the project. A member of the Board then inspects the work when the project is completed. Once the project passes inspection, the City Planner sends you the grant amount in the form of a check issued by City of Forest Grove.

*I have read all pertinent sections of the Historic District Design Guidelines as per Section V of the City of Forest Grove Design Review Handbook and agree to complete the project as approved within 180 days of the application. I will notify the City Planner at (503) 992-3233 when I begin the project and when the project is completed.*

Signature:  Date: 10-1-2018



yaskarpaintingllc

# Proposal

1809-1705-2008  
2018-09-29

CCB# 220390 / L&I#YASKAPL825JQ  
11005 NE 76th Street, #7  
Vancouver WA 98662  
yaskarapaintingllc@yahoo.com  
503.719.0261

Margie Waltz  
2324 15th Pl, Forest Grove  
Forest Grove OR 97116

2324 15th Pl, Forest Grove, Forest Grove, OR, 97116

## Description

### Welcome and Introduction

Thanks you very much for the opportunity to bid your painting project. We do appreciate the opportunity and look forward to serving your home painting needs. I know you will be very happy with both our workmanship and dedication to providing you with an outstanding painting experience. Please do not hesitate to call or email should you have any further questions.

### Notes / Scope Of Work / Upgrades

This bid includes painting the detached garage.

Option to paint eaves the trim color - 185.00.

Option to paint inside storm windows (remove and reinstall storms and paint the sash) - 250.00

Option to upgrade to Ultimate 11.

Margie is going with the product upgrade and painting under the storms.

## **Services**

### Description

#### Power Wash

Cleanse exterior of home with pressure washing preparatory to painting

#### Caulking

Caulk cracks with high elasticity exterior caulking

#### Siding

Paint and/or stain siding

#### Soffit/Eaves

Paint and/or stain soffit/eaves

#### Fascia / Gutters

Paint and/or stain fascia

#### Downspouts

Paint downspouts

#### Windows

Paint and/or stain window woodwork

Doors

Paint and/or stain doors

Door Frames

Paint and/or stain doors frames

Garage Door Frames

Paint and/or stain garage door frames

Shutters

Paint shutters

Front Door

Paint front door

**Materials**

Description

Materials

Prepping materials such as plastic, tape, caulking and patching compound.

Total \$4,148.71

*pd Costco  
city card*

**Compensation.** Client shall pay as set forth above.

**\*\*Invoicing & Payment.** \*\*Client shall pay 15 percent of total invoice upon contract being signed. Invoice will be issued to Client upon completion of the work. Client shall pay balance due upon project completion. 10 percent of deposit shall be nonrefundable

I agree to the scope of work and terms and conditions outlined in this proposal.

Print: Margie waltz

Signature: 

Date: 9/29/2018 | 11:26 AM PDT

**RIGHT TO LIEN:** Nothing in this agreement shall be deemed to impair any right the Painter who may have to place a lien on the Homeowner's real property should the Homeowner default in his/her/their obligations under this agreement.

**WARRANTY:** Painter warrants that he will perform the work contemplated herein in a professional and workmanlike manner and to use high quality materials to the extent that he is providing any materials. If any defect is found in the Painter's workmanship within two years of the date of completion then Painter will provide his labor, free of charge, to correct such defect.

**PROJECT SITE:** Client shall take steps to keep project site clear of personal belonging, pets and children.

Bid Proposal

CANDIDO PAINTING Inc.CCB#151866  
31225 NW Hillcrest St.  
North Plains, OR 97133  
503-519-9791 fax 503-647-2929

September 18, 2018

Proposal Submitted to: Margie Waltz [REDACTED]  
RE: 2324 15<sup>th</sup> Ave. Forest Grove, OR 97116

As a licensed contractor, we hereby propose to furnish the materials and perform the labor necessary for the completion of

Exterior: Powerwash to remove loose dirt and paint; caulk & spot prime as needed; paint body and trim using Sherwin Williams Super paint satin finish. \$3400.00

To remove & replace storm windows and paint behind them - add \$1100.00

All material is guaranteed as specified, and the work to be completed in a substantial workmanlike manner for the sum of \$3400.00/4500.00

\*\*\*Thirty four hundred or forty five hundred dollars \*\*\*

With payment to be made upon completion.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for the same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing.

Respectfully submitted Mitchell Candido

We may withdraw note-This proposal if not accepted within 30 days

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. You also have acknowledged receipt of Required Construction Contractor Board (CCB) Consumer Notices.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Oregon Historic Site Record

LOCATION AND PROPERTY NAME			
<b>address:</b>	2324 15th Ave Forest Grove, Washington County	<b>historic name:</b>	
<b>assoc addresses:</b>		<b>current/other names:</b>	
<b>location descr:</b>		<b>block/lot/tax lot:</b>	12 / 300
		<b>twnshp/rng/sect/qtr sect:</b>	1S 3W 6 CA
PROPERTY CHARACTERISTICS			
<b>resource type:</b>	Building	<b>height (stories):</b>	1.0
<b>elig evaluation:</b>	eligible/contributing	<b>total elig resources:</b>	
<b>prim constr date:</b>	c.1948	<b>NR Status:</b>	Listed in Historic District
	<b>second date:</b>	<b>date indiv listed:</b>	
<b>primary orig use:</b>	Single Dwelling	<b>orig use comments:</b>	
<b>second orig use:</b>			
<b>primary style:</b>	WWII Era Cottage (Type)	<b>prim style comments:</b>	
<b>secondary style:</b>		<b>sec style comments:</b>	
<b>primary siding:</b>	Horizontal Board	<b>siding comments:</b>	
<b>secondary siding:</b>			
<b>plan type:</b>	WWII-Era Cottage	<b>architect:</b>	
		<b>builder:</b>	
<b>comments/notes:</b>			
GROUPINGS / ASSOCIATIONS			
<b>Survey/Grouping Included In:</b>	<b>Type of Grouping</b>	<b>Date Listed</b>	<b>Date Compiled</b>
Forest Grove Southside Survey	Survey & Inventory Project		2005
Painter's Woods Historic District	Listed Historic District	05/28/2009	2008
SHPO INFORMATION FOR THIS PROPERTY			
<b>NR date listed:</b>	N/A	<b>106 Project(s):</b>	None
<b>ILS survey date:</b>		<b>Special Assess Project(s):</b>	None
<b>RLS survey date:</b>	03/07/2005	<b>Federal Tax Project(s):</b>	None
ARCHITECTURAL / PROPERTY DESCRIPTION			
<i>(Includes expanded description of the building/property, setting, significant landscape features, outbuildings and alterations)</i>			
<p>The one story World War II-era cottage at 2324 15th Avenue was built around 1948. It has an L-shaped plan and sits on a poured concrete foundation. The combination hip and gable roof is covered with composition shingles and the walls of the house are clad in wood lap siding. Two-over-two double-hung wood windows with horizontal muntins are the primary type. The windows on the west end of the front façade are flanked by decorative faux shutters. Two glass block windows, consisting of four blocks in a vertical arrangement are located on the west side of the house. The entry is located off of a small porch in the center of the front façade. This porch is covered by a shed roof supported by square posts. An exterior brick chimney is located on the east side of the house. This house is in good condition and its integrity is excellent. A number of large oak trees stand in the yard and a garage made of concrete block stands at the southeast corner of the house. Assoc Resources: Garage at southeast corner</p>			
HISTORY			
<i>(Chronological, descriptive history of the property from its construction through at least the historic period - preferably to the present)</i>			
Refer to scanned documents links.			
RESEARCH INFORMATION			
Title Records	Census Records	Property Tax Records	Local Histories
Sanborn Maps	Biographical Sources	SHPO Files	Interviews
Obituaries	Newspapers	State Archives	Historic Photographs
City Directories	Building Permits	State Library	
<b>Local Library:</b>		<b>University Library:</b>	
<b>Historical Society:</b>		<b>Other Respository:</b>	
<b>Bibliography:</b>			

BEFORE 9-2018



AFTER 10-2018



## INFORMATIONAL MEETING

### CITIZEN ADVISORY BOARDS AND COMMISSIONS REVIEW

NOVEMBER 19, 2018, 5:30 PM-7:00 PM

COMMUNITY AUDITORIUM, 1915 MAIN STREET

The purpose of the Informational Meeting is to allow all Boards and Commissions (B/C) members an opportunity to learn and ask questions about potential B/C reforms.

**BACKGROUND:** The City Council has long recognized, valued and received community input through citizen participation on B/C to assure public policy is founded on community interests and aspirations. In recognition of this value, the Council has created 11 citizen advisory B/C, more than any city of our size in Washington County.

**WHY:** All B/C are considered public bodies and appointed members are considered public officials under Oregon law. Recently, there have been court cases and new state law regarding how public bodies and officials must operate. In response, local governments have undertaken efforts to assure they are in compliance with the law. This compliance comes in the form of updated rules, bylaws, meeting minutes and agendas. In addition, City Council listened to members and identified a goal of assuring the City was not only compliant, but that city policy assured all B/C were treated equitably, consistently, and purposefully.

**WHAT:** The City Council has outlined reform options and would like to hear from B/C prior to considering any final policy. *Please know NO official action has been taken – all the work thus far has been to come up with options for the B/C's to consider and comment on. This Information Paper is intended to assist in this effort.*

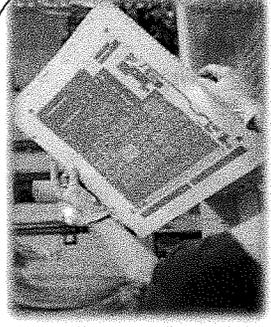
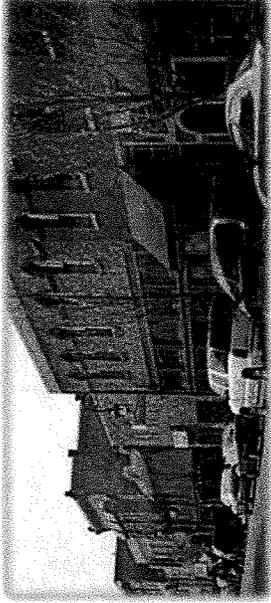
**WHEN:** The Council would like each B/C to consider the options below at their regularly scheduled meetings in December and/or January. The Council and Staff Liaisons will work closely with each B/C to assure comments are gathered and presented to Council prior to any final action. Please know some B/C may be affected very little, while others may be affected slightly more.

- 1) Purpose of B/C: The purpose of the B/C was not clearly stated in the Council Rules. In response, the Council is clarifying the purpose to state: *"The purpose of the Advisory Boards, Commissions, and Committees 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. All such Council-appointed groups are directly responsible to the Council."*
- 2) Qualifications: The proposed policy seeks to clarify that members must be 18 years of age and that student members are of high school grade level. Additionally, to encourage student participation, the proposal allows student members to be voting members, excluding Budget Committee and Planning Commission.
- 3) Composition: In an effort to be consistent amongst B/C's, one option is to limit each B/C to no more than 9 voting members (unless otherwise required by state law). This change would affect the Economic Development (EDC) and Sustainability Commissions (SC). EDC and SC have been asked to look at refining their membership list.

- 4) Meetings: Currently, the meeting frequency of each B/C is established in the adopted bylaws, which requires most B/C to hold meetings at least once a month. The proposal would allow B/C's to have increased flexibility by scheduling no less than 4 meetings per year (unless required by state law); thereby, allowing B/C to choose a meeting frequency that more closely aligns with their workload.
- 5) Member Terms: Currently, B/C member terms vary from 2-4 years. This has proven challenging to manage. In an effort to achieve consistency, one option is to establish 4-year terms for all B/C members and 2-year terms for student members. Terms would conclude on December 31<sup>st</sup> of each year.
- 6) Chairperson: To promote succession planning, the proposal seeks to limit the Chair appointment to twenty-four (24) consecutive months; however, it does not limit the number of terms the Chair can serve.
- 7) Council Liaisons: The proposal clarifies the role of Council Liaison as being a non-voting member who collaborates between the Council and the B/C to assure each group's collective interests are accurately and effectively represented to the other.
- 8) Staff Liaisons: The proposal defines the role of the Staff Liaison as being non-voting and assisting the B/C by utilizing their expertise regarding city policies and processes. The staff liaison would be responsible for member orientation, agenda review, minute preparation, and meeting packet distribution. In order to achieve compliance with public meeting laws and uniformity among all B/C, the proposal seeks to establish a common minute-taking template and removes the election of board secretary from the bylaws (staff prepares minutes).
- 9) Member Appointments and Reappointments: The current process is sporadic and has resulted in a lack of clarity for applicants seeking appointment. The proposal seeks to bring clarity and predictability to the process by commencing annual member recruitment in September and concluding it by December of each year. In an effort to receive feedback from existing members seeking reappointment, the proposal includes interviewing existing members after each 4-year term.
- 10) Annual Reports/Recognition Dinner: To encourage dialogue and communication, one option is for each B/C to present to Council during a regular City Council Meeting at least once a year, including an Annual Report. This allows the B/C Annual Dinner to focus on welcoming new members and appreciating existing members.
- 11) Bylaws/Agenda: The bylaws for each B/C vary widely and in some cases have not been updated in decades. The proposal seeks to establish a common bylaw template to assure state and local laws are being followed. Each B/C will be asked to review their existing bylaws and if necessary amend/update their responsibilities, membership, and objectives. The proposal also seeks to establish a uniform process for establishing and adding items to the agenda by creating an agenda template.

### **QUESTIONS?**

*If you have questions/concerns about any of the proposed options, please contact your Council and/or Staff Liaisons. You may also submit comments/inquiries to the City Recorder's Office, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503.992.3235.*



# Boards and Commissions Informational Meeting

November 19, 2018

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

*A place where families and businesses thrive.*

## Purpose

- Inform Board and Commission (B/C) members about potential options pertaining to B/C's.
- Question and Answer
- Next Steps

## Why?

- Address City Council Objective to review the B/C's and the possibility of establishing a Youth Advisory Council
- Respond to changing state public meeting and ethic laws.
- Address inconsistencies amongst bylaws, operations, and staffing.
- Provide guidance to B/C's and their members.

# Background

<b>CITY</b>	<b># of B/C</b>
<b>Forest Grove</b>	<b>11</b>
<b>Tigard</b>	<b>11</b>
<b>Tualatin</b>	<b>9</b>
<b>Wilsonville</b>	<b>9</b>
<b>Sherwood</b>	<b>8</b>
<b>Newberg</b>	<b>8</b>
<b>Cornelius</b>	<b>8</b>
<b>McMinnville</b>	<b>7</b>

- Forest Grove has 11 Citizen Advisory Boards and Commissions, the most for cities of like size.
- This reflects the value the City places on public input.

# Background

<b>NAME</b>	<b>MEM.</b>	<b>EST.</b>
<b>BUDGET</b>	<b>14</b>	<b>1963</b>
<b>PLANNING</b>	<b>7</b>	<b>1969</b>
<b>LIBRARY</b>	<b>7</b>	<b>1974</b>
<b>PARKS AND REC</b>	<b>9</b>	<b>1974</b>
<b>HIST. LANDMARKS</b>	<b>7</b>	<b>1980</b>
<b>COMM. INVOLVEMENT</b>	<b>7</b>	<b>1987</b>
<b>COMM. FORESTRY</b>	<b>7</b>	<b>1992</b>
<b>PUBLIC SAFETY</b>	<b>9</b>	<b>2005</b>
<b>PUBLIC ARTS</b>	<b>9</b>	<b>2006</b>
<b>ECONOMIC DEV.</b>	<b>19</b>	<b>2007</b>
<b>SUSTAINABILITY</b>	<b>13</b>	<b>2013</b>

- The 11 B/C's are listed here.
- 7 of 11 B/C's are required by state or local law.
- For example, a Community Forestry Commission is required to maintain "Tree City USA" recognition.

# Background

- After several work sessions, a City Council Subcommittee proposed options to City Council in September.
- City Council held several work sessions to arrive at the options that will be presented today.
- Tonight's purpose is to inform all of you about these options so you can discuss them openly amongst your Board and/or Commission.
- The Staff and Council Liaisons will assist with this process.

## Next Steps

- No changes have been made.
- The City Council would like to receive comments from your Board and Commission.
- Please discuss at your December, January, and/or February regular B/C meeting.
- The City Council will hold a Work Session in March to consider B/C comments.
- Official action, if any, would occur in March or April.

## Options

- The policy statement and purpose of the B/C's was not clearly stated.
- In response, the following is proposed: *“The purpose of the Advisory Boards, Commissions, and Committees 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. All such Council-appointed groups are directly responsible to the Council.”*

## Options

- The proposed policy seeks to clarify that applicants be at least 18 years of age and residing in the city, unless expressly provided otherwise by the adopted bylaws.
- Student applicants be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- Additionally, to encourage student participation, the proposal allows student appointees to be voting members, unless otherwise provided by state law.

## Options

- B/C membership varies from 7 to 19 members.
- In an effort to be consistent, one option is to limit each B/C to no more than 9 voting members.
- This change would affect the Economic Development Commission (19 members) and the Sustainability Commission (13 members).

## Options

- The meeting frequency of each B/C is established in the adopted bylaws and approved by City Council.
- Most bylaws stipulate at least one meeting per month.
- To increase flexibility, one option is to have a policy that stipulates no less than 4 meetings per year.
- This allows the B/C to choose a meeting frequency that more closely aligns with their workload.

## Options

- Currently, appointed terms vary from 2-4 years. This has proven challenging to manage.
- In an effort to achieve consistency, one option is to establish 4-year terms for all B/C members and 2-year terms for all student members.
- Terms would start January 1 and conclude December 31<sup>st</sup> of each year.

## Options

- Currently, there are no guidelines regarding succession planning.
- To promote succession planning, one option is to limit the Chairperson's appointment to twenty-four (24) consecutive months.
- There would be no limit on the number of terms.

## Options

- Currently, there is little guidance regarding the role of the City Council Liaison. This has led to varying interpretations.
- The proposal clarifies the role of the City Council Liaison as being a non-voting member who collaborates between the Council and the B/C to assure each group's collective interests are accurately and effectively represented to the other, including actively attending and reporting to each entity at their scheduled meetings.

## Options

- Currently, there is no guidance describing the role of the Staff Liaison. The proposal seeks to clarify staff's role to assure resources are being applied fairly and consistently.
- The proposal clarifies the role of the Staff Liaison:
  - Non-voting
  - New Member Orientation
  - Utilize expertise to assist B/C with policy and procedures
  - Agenda review
  - Minute preparation
  - Meeting packet distribution.
  - Publishing B/C documents and information on various media.

## Options

- Currently, B/C member appointments and reappointments has been done sporadically and resulted in a lack of clarity for applicants.
- The proposal seeks to bring clarity and predictability to the process by commencing annual member recruitment in September and concluding it by December of each year. This allows maintaining a list of interviewed applicants on file so vacancies can be filled more quickly.
- In an effort to receive feedback from existing members, the proposal includes interviewing members seeking reappointment after each 4-year term.

## Options

- Currently, all B/C's provide an Annual Report to City Council.
- This has traditionally been done at the Annual Recognition Dinner.
- To encourage dialogue with City Council, one option is for this to occur at a City Council meeting instead of at the annual dinner.
- This allows one-on-one time with City Council and for the Annual Dinner to focus on welcoming new members and recognizing existing members.

## Options

- The bylaws for each B/C vary widely and in some cases have not been updated in decades.
- One option is to establish a common bylaw template to assure state and local laws are updated.
- Each B/C would be asked to review and update their existing bylaws.

## Options

- The proposal also reflects current laws.
- For example, Public Meetings Law now defines a public meeting as two or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- Another example is B/C members are considered “public officials” and subject to government ethics and political campaigning laws.