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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM
THURSDAY, JUNE 28, 2018 – 6:00 P.M.**

Amber Nieves, Chair	Council Liaison, Elena Uhing	Fallon Harris, Vice Chair
Brian Schimmel		Jacob Rose
Tabitha Merten		Robin Lindsley
Tammy Banek-Rydman		Kenneth Cobleigh
Hope Kramer		L. Kate Grandusky

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.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:02 PM.

Sustainability Commission Present:

Amber Nieves	Robin Lindsley	Fallon Harris
Brian Schimmel	Kenneth Cobleigh	Kate Grandusky
Tabitha Merten		

Council Present:

Elena Uhing

Staff Present:

Brandi Walstead Keelan, Program Coordinator

Guests:

Brad & Linda Taylor, John White – Green Grove Cohousing

1. COMMUNITY COMMUNICATIONS: None

2. CONSENT AGENDA:

Ms. Nieves moved to accept minutes for April and May, Ms. Harris seconded.
Discussion: None. Motion passed unanimously.

3. ADDITIONS/DELETIONS: None

4. COUNCIL LIAISON REPORT:

Councilor Uhing discussed the process of codes/ordinances with the commission. She explained that boards and commissions cannot direct adoption of codes/ordinances. Through a sub-committee the commission should complete a research paper that would be presented to City Council. For the current project of Clean Air and Water Standards for Forest Grove, the committee would for example, research DEQ and Clean Water Services regulations. If there are issues not covered by the state, the research paper would detail those issues. It would be presented to City Council who would then determine if it is an issue that needs to be addressed. They would either move forward with the study requesting action from staff or request more information from the commission. The commission would look to meet with Council several times throughout the process to provide updates so that the Council is aware of the processes that the commission is taking. For the example given, following a preliminary report the commission would likely need to look at impacts of recommendations to the population, economic impact, chemical concerns. If the Council has decided to take the topic forward, then there would likely be a work session. Then the topic goes to staff for staff report and code/ordinance writing. For any subject it should take a similar format. Codes and Ordinances updates are not a short process and there is a process that is followed.

Councilor Uhing stated that since the commission has several new members, it would be a good time for a Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis. We would look at a longer and devoted meeting for this, likely the August meeting and would utilize a facilitator. Councilor Uhing stressed that she and Ms. Keelan as council and staff liaisons are here to help the commission succeed. Ms. Nieves agreed that this would be beneficial for the commission.

Councilor Uhing then provided a report of City Council –

- Japanese delegates from our Sister City will arrive on July 2nd. On July 3rd at 4:00 p.m. there will be a peace pole dedication at the Community Auditorium. Then at 5:30 there will be a dinner at the Marsh Hall lawn. On July 4th they will be at the Farmers Market from 4-8 p.m. and will follow with the Independence Day celebration at the Tom McCall food court.
- July 11th is Coffee with a Cop, 8:00 a.m. at Telvets.
- The Coalition for Color study is out, it will be available this week on their website.
- The Senior Center will begin construction. They will be moving out on July 2nd until mid-November.
- Councilor Uhing provided an update of the Transient Lodging Tax.

5. STAFF REPORT:

Ms. Keelan provided the staff report -

- Bicycle Repair Station Grant is nearly complete. Originally planned for three, ended up purchasing four with the air pump. Currently three are installed.
- Spoke to Devon Downesmith about speaking to the commission on Clean Energy Jobs. That will happen during the October 25th meeting, which will be closer to the legislative session and she will have more information.

- Spoke to L&P about weed spraying by the community garden. They already to heavy spraying after harvest in the fall; they are aware of the sensitivity to the food growing. Not spraying at all is not an option due to safety of employees within the substation.
- Recommendations of projects for completion:
 1. Solar opportunities: Ms. Lindsley stated that they had requested a plan that would make city wide solar feasible within five years, Ms. Keelan reminded her that such a plan if in the work plan would be a tasking for the commission. The recommendation, however, is to educate the public on the current residential solar rebates and about HB 2111 which prevents HOA's from banning rooftop solar. Councilor Uhing added that this would take the commission members into an educational role out speaking to the public. Ms. Keelan added that this could potentially be quantified by requesting the number of rebates used by Light & Power.
 2. School Gardens: finding groups to assist in upkeep and harvest of foods planted if that is not already in place. Ms. Harris updated the commission on what is happening through Eden Acres, Dairy Creek Food Web and the School Garden Coordinator. Due to Ms. Harris and Ms. Lindsley already being involved through other means, there should be at least two other members of the commission involved to signify that as a commission project. Councilor Uhing stated that quantifiable information would be how many people serviced and demographics. She further discussed the opportunity of replanting for a fall harvest; Ms. Harris stated that is in the works. A report with supporting data would be helpful. In order to report to City Council, work through staff liaison to schedule a work session.
 3. Homelessness & Affordable Housing: National Coalition for Homelessness & National Student Campaign Against Hunger and Homelessness has a Hunger & Homelessness Awareness Week November 10-18, 2018. They recommend requesting your City Council/Mayor to do a proclamation declaring that same week awareness week for your community. Within that week, the commission to host various projects/events. Some event recommendations include: faces of homelessness panel which includes former or current local homeless individuals to speak on their experience (Ms. Merten stated that she took a class that could provide resources for this); walk a mile in my shoes which entails pairing a homeless individual with a local community member, the homeless individual would take the paired person to the places where they get food, where they sleep, where they ask for money (if they do) and any other significant places for that homeless community member; one night without a home where a place is identified for homed and homeless community members to gather, provide food and supplies for homeless and raise money for a local homeless shelter. These are just some recommendations; the commission could come up with other or additional activities.
- As mentioned by Councilor Uhing, we will shoot for SWOT in August, there would not be any additional agenda topics.

6. CO-HOUSING: Tabitha Merten and Green Grove Representatives, Brad & Linda Taylor, John White

Ms. Merten discussed the information that she found during her research of co-op housing. Co-Op housing is community run where you are buying into a corporation. You are not necessarily paying on a mortgage but more on your share of the corporation. It is not a for-profit corporation. Shareholders then do their weekly tasks or chores within the community. Ms. Merten stated that in looking at it from the perspective that she approached it from was for the city to be involved. However, Co-Ops are normally exclusive as to who can be within the Co-Op. That would be discriminatory for the city to do so. Ms. Merten stated that they only idea that she was able to derive would be that if the city had land that would be available that they could partner with a corporation interested in a Co-Op rather than a for-profit company. Ms. Harris asked about the city acting as the LLC. Councilor Uhing stated that is generally a non-profit and it is considered for remnant properties and generally have structured income guidelines that the non-profit will follow. Generally the Housing Authority is the conduit for such projects. She referenced the upcoming bond that Metro is proposing for affordable housing, which would go through the Housing Authority as well. The property would be bought and held by the state and the structure would be the only thing that the individuals would own. She further reviewed some of the ideas that the Affordable Housing Ad-Hoc committee has developed. Ms. Merten further stated that the information she gathered showed her it was not something that could be done by the city, it would need to be done by a co-op non-profit. Councilor Uhing stated that the City Council is not opposed to any ideas being brought forth; it just needs to go through the processes.

Mr. White remarked that he was involved in the Sustainability Ad-hoc committee prior to the commission development. Through those processes, a green city was a popular theme. A few years later, a community of individuals came together at the invitation of Mr. and Mrs. Taylor to explore the possibility of a study group on co-housing and what that may look like on their property, Mr. and Mrs. White jumped at the chance. Their home will be complete in another two to three weeks.

Mrs. Taylor stated that the first time they discussed the idea with the City was in 2011, they received approval from the Planning Commission in 2015 with ground breaking in May 2016. Their community are focused on two prongs of the vision statement from the Ad-Hoc committee, that being environmental and resilient communities, they are not affordable housing. They have geothermal heating/cooling for common house as well as solar electric. Eddie at L&P was excellent to work with and provided amazing customer service. Have a green roof, capture roof runoff for irrigation, high performance green construction, permaculture garden, minimize permeable surfaces with a pedestrian friendly design, have a focus on ride sharing. In co-housing you have a shared mission, vision and values with self-governing. With a resilient community you do work/play share which knits communities together, intergenerational community. They have several shared play areas and recreational equipment.

In Oregon co-housing falls under condominium law, so it is essentially an old fashioned neighborhood with that condominium law. There are several requirements of the state for policies and procedures that have to be in place. Banks are reluctant to loan to a co-housing group, but open to lending to condominiums. One of the end goals is to create a model and

then to share it so that others desiring to do the same do not have to go through all of the same hurdles.

7. VACANCIES AND VICE CHAIR NOMINATION/ELECTION:

Chair Nieves inquired whether anyone wanted to nominate themselves or nominate someone else. Councilor Uhing gave encouragement to members in order to learn the processes of governing. She further discussed the Annual Report requirements. Ms. Keelan outlined the responsibilities of the Vice Chair.

Chair Nieves nominated Ms. Fallon, Ms. Grandusky seconded. Ms. Harris accepted. Commission approved nomination unanimously.

Ms. Keelan discussed the vacant positions and the possibility of waiting to fill those positions until after the SWOT analysis. Ms. Harris inquired as to the specific seats that make up the commission. Ms. Keelan will send out the information.

8. COLLABORATIVE SUSTAINABLE COMMUNITY

Mr. Schimmel presented the final report of the mini-grant funds and supported projects. He informed the commission that there are a few projects still in process, he shared that he has requested an extension on funding allocated to those projects.

Ms. Lindsley moved to approve the report for submittal to city staff and the CEP Committee, the motion was seconded by Ms. Harris. Discussion: Ms. Grandusky requested that Mr. Schimmel provide a report to the school board, Ms. Harris will assist. No further discussion. Motion passed unanimously.

9. CURRENT PROJECT PLANNING: KNOWLEDGE PUB

Ms. Harris stated that the group is not prepared for a July Knowledge Pub; looking rather at possibly the end of August. The sub-committee has discussed a different format in playing of a video and then having a panel discussion following.

Ms. Harris moved to table the previously voted on Knowledge Pub topic of Human Health with a Microbiologist, Ms. Merten seconded. Discussion: Ms. Grandusky requested an update of this due to this being her first commission meeting. Ms. Harris summarized the Knowledge Pub and what the specific vote is on. Motion passed unanimously.

Ms. Keelan reminded the commission based on an email that if there is alcohol involved with the Knowledge Pub it needs to be held somewhere other than the Community Auditorium. There was discussion around Ridge Walker hosting the location. Councilor Uhing reminded the Commission to attempt to look at various locations.

10. CURRENT PROJECT PLANNING: TOPICAL ARTICLES

July will be taken by Ms. Harris. August remains with Ms. Merten. Ms. Nieves will write for September.

11. CURRENT PROJECT PLANNING: BIKE SHARE GRANT

Ms. Keelan had sent out the request for extension on the CEP grant. She inquired as to whether the commission wants to request the extension.

Ms. Harris moved to send forward the request for extension, Ms. Lindsley seconded. Discussion: Is there any portions that need to be rewritten? The commission felt it was well written. Motion passed unanimously.

Ms. Merten will remove “DRAFT” from the request, add her name and resend to Paul Downey and Ms. Keelan.

12. COMMISSIONER COMMUNICATIONS:

Ms. Grandusky stated that there are a few within the school district who would like to discuss the food within the school district. There is a southern Oregon school district about the same size as Forest Grove school district that does not utilize corporate food within the schools. There is a desire for a vision to incorporate that in FGSD. There has been a plan to visit that location. This was discussed as a project to incorporate into the Food in Schools section. Fallon will put some information together.

Ms. Lindsley would like to have a speaker in for one of the meetings in regards to food security to prepare for next year’s work plan, her name is Janet Bower.

Mr. Schimmel shared that the commission was granted \$3900 in CEP funds for the mini-grant program. If they stick to \$500 per grant, 8 projects will be able to be funded. Washington County CPO first meeting took place with 30-50 people present. The next meeting will be the last week of July and will be focused on homelessness.

13. FUTURE AGENDA TOPICS:

- Better School Food (decide on title at next meeting, form the committee)
- Review/Planning for proposed projects to complete this year
- Michelle Larkin (invite to speak on videos, recycling and food on campus)

14. ADJOURNMENT: The meeting was adjourned by consensus at 8:10 p.m.

Respectfully Submitted,
Brandi Walstead Keelan, Program Coordinator
City of Forest Grove

Approved by the Forest Grove Sustainability Commission:

Date: JULY 26, 2018