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FOREST GROVE CITY COUNCIL MEETING AGENDA

MONDAY, MAY 24, 2021

Zoom Video Conferencing

Public Webinar ID: 922 8094 5913

Pass Code: 05242021

Click Link: <https://zoom.us/j/92280945913?pwd=ZjV6cnhmQlpyT3V2eHczdi8zdUcydz09>

For help with Zoom: <https://support.zoom.us/hc/en-us/articles/115004954946>

ZOOM WEBINAR

COMMUNITY AUDITORIUM, 1915 MAIN STREET

- 5:30 PM CITY COUNCIL EXECUTIVE SESSION (City Manager Performance Evaluation)
- 6:00 PM URA EXECUTIVE SESSION (Real Property Transactions)
- 6:30 PM URA REGULAR MEETING
- 7:00 PM CITY COUNCIL REGULAR MEETING

During the pandemic, all public meetings are held in a “hybrid” format allowing the public to attend meetings both virtual and in-person. The Community Auditorium is open and has limited availability and social distancing measures. The public can observe the meetings **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming or **LIVE Channel 30** on their website: <http://208.71.205.11/CablecastPublicSite/?channel=15>. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov

PETER B. TRUAX, MAYOR

Malynda H. Wenzl, Council President

Donna Gustafson, Councilor

Kristy L. Kottkey, Councilor

Timothy A. Rippe, Councilor

Elena Uhing, Councilor

Mariana Valenzuela, 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:

Public Hearings: Hearings are held on each matter required by state law or City policy. Sign in before the meeting on the Public Hearing form posted in the foyer. The presiding officer will review the 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 Council, please use the witness table (center front of the room), provide your full name and please limit your remarks to three (3) minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action. All testimony is electronically recorded. Written testimony may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov

Public Comment: This is a time provided for anyone wishing to speak to the City Council on an item not on the agenda or on the agenda, and not scheduled for a public hearing. Sign in before the meeting on the form posted in the foyer. The presiding officer will review the instructions prior to public comment. The presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Council, please use the witness table (center front of the room), provide your full name. Please limit your comments to two (2) minutes unless the presiding officer grants an extension. All testimony is electronically recorded. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Accommodations: In accordance with the Americans with Disabilities Act, the City of Forest Grove will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting City Recorder's Office, aruggles@forestgrove-or.gov, 503-992-3235, at least 48-hours advance notice of the meeting.

FOREST GROVE CITY COUNCIL AGENDA
MAY 24, 2021
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Peter Truax, Mayor	5:30	<u>EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.</u>
	6:00	Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.
		<i>Separate Unique Zoom Webinar ID Number & Passcode Required</i>
		<u>CITY COUNCIL</u> will convene to hold the following executive session:
		<u>In accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.</u>

Bryan Pohl, Community Development Director	6:00	<i>Separate Unique Zoom Webinar ID Number & Passcode Required</i>
Paul Downey, Administrative Services Director	6:30	<u>URBAN RENEWAL AGENCY BOARD</u> will convene to hold the following executive session:
Jesse VanderZanden, City Manager		<u>In accordance with ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions.</u>

	6:30	<u>URBAN RENEWAL AGENCY (URA) MEETING</u>
	6:55	The URA Board will convene and be video conferencing remotely during the meeting. <i>(Refer to separate meeting agenda and packet)</i>

	7:00	1. <u>CITY COUNCIL REGULAR MEETING:</u> Call to Order and Roll Call.
Zoom Attendees:	7:05 5mins	2. <u>PUBLIC COMMENT:</u> Anyone wishing to speak to the City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing may be heard at this time. Please limit comments to two (2) minutes. Written comment may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov
	7:10 5mins	3. <u>CONSENT AGENDA:</u> See Page 4
	7:15 5mins	4. <u>ADDITIONS/DELETIONS:</u>

5. **PRESENTATIONS:** Each presenter is limited to ten (10) minutes to present, followed by five (5) minutes for questions and answers, unless additional time is granted by the Presiding Officer. The Council has reviewed each presentation, so highlight key points only. The Council will hold questions until the end. A two-minute reminder will be given to conclude remarks.

7:20
15mins

5. A. • *Community Impact Grant Report Update, Homelessness, Shawn Cardwell, Forest Grove Foundation*

7:35
15mins

5. B. • *Westside Turnkey Housing Project Update, Brian Schimmel, Forest Grove Foundation*

(PowerPoint Presentation)
Anne Lane, Public Works Director

7:50
20mins

5. C. • *Parks Update:*
– *Stites Park*
– *Aquatic Center Main Pool Upgrades*
– *Summer Recreation Programs*

(PowerPoint Presentation)
Dan Riordan, Senior Planner
Bryan Pohl, Community
Development Director

8:10
20mins

5. D. • *HB 2001 (2021) Update & Legislative Process*

Bryan Pohl, Community
Development Director
Jesse VanderZanden, City Manager

8:35
5mins

6. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2021-02 VACATING THE ALLEY BETWEEN 1208 AND 1222 BIRCH STREET; APPLICANT: MICHAEL MOORE; FILE NO. 311-21-000011-PLNG**

City Councilors

8:40
25mins

7. A. **CITY COUNCIL COMMUNICATIONS:**
Please limit reports to 3 minutes per person. Please report only on those matters of interest to Council.

Jesse VanderZanden, City Manager

7. B. **CITY MANAGER'S REPORT:**

Peter Truax, Mayor

7. C. **MAYOR'S REPORT:**

9:05

8. **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 Executive Session (Labor Negotiations) Meeting Minutes of May 10, 2021.
 - B. Approve City Council Regular Meeting Minutes of May 10, 2021.
 - C. Accept Parks and Recreation Commission Meeting Minutes of January 20, 2021.
 - D. Accept Planning Commission Meeting Minutes of April 5, 2021.
 - E. Accept Public Arts Commission Meeting Minutes of March 18, 2021.
 - F. Community Development Department Monthly Building Activity Informational Report for April 2021.
 - G. Forest Grove Police Department 2020 Annual Report.
 - H. **RESOLUTION NO. 2021-24 AMENDING 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 JUNE 14, 2021, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2021-22.**



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CITY RECORDER USE ONLY:

AGENDA ITEM #: 2.
MEETING DATE: 05/24/2021
FINAL ACTION: Public Comment
ADDENDUM

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

DATE: *May 24, 2021*

SUBJECT: *Item 2. Written Public Comments*

CITIZEN COMMUNICATIONS:

The following attached written correspondence was received via e-mail to:
citycouncilors@forestgrove-or.gov or e-mail to: aruggles@forestgrove-or.gov.

	Name:	Subject:	Date:
1.	Robert Merhige	What Your City is Famous For!	05/10/2021
	ADDENDUM		
2.	Charlotte Lumae	A cultural question....effectiveness between meetings	05/20/2021
3.	Stephanie Rose	Budget for CCI	05/23/2021

Attachments:

Correspondence attached

Anna Ruggles

From: Robert Merhige <[REDACTED]>
Sent: Monday, May 10, 2021 6:40 PM
To: City Councilors
Subject: What Your City is Famous For !

As a retired police officer and current special prosecutor, I read with dismay about the disgraceful conduct of your police department. It speaks volumes about all of you and your city.
Robert R. Merhige, III

[REDACTED]

Anna Ruggles

From: Charlotte Lumae <[REDACTED]>
Sent: Thursday, May 20, 2021 9:51 PM
To: Anna Ruggles
Subject: A cultural question about what limits you self-impose to maximize transparency and effectiveness between meetings

Dear Anna,
Please forward this open letter to the mayor and all City Councilors and all members of Boards & Commissions.
Thank you,
Charlotte Lumae, CPAC Chair

Dear City Councilors and Members of Forest Grove Boards & Commissions,

I am working to make CPAC as accessible and welcoming as possible to our very diverse members. Part of this is empowering new community leaders to work effectively between public meetings. We all read the law about how we must not form a quorum outside of a public meeting. However, one-on-one conversations and subcommittee work meetings with several members are an important part of community leadership. To a new community leader, it can be a challenge to understand the gray area here. We ask, what can or should we do between public meetings? What can or should we avoid doing?

There are **differing opinions** about the limits to what can or should be tackled in non-quorum meetings. Here are some examples of various limits I have heard various local leaders self-impose to maximize transparency and effectiveness between meetings:

"We meet about a specific project that has already been adopted, and stay on that topic. It is like a subcommittee."

"We meet 1:1 to talk about anything so we stay focused and ensure a quorum does not happen"

"I never collaborate outside of public meetings, and I avoid the grey area altogether"

I would like to ask other local leaders:

What limits do you self-impose to maximize transparency and effectiveness between meetings?

If I could collect at least ten more examples, this would help me create better orientation materials that reflect the current culture range. This will be particularly helpful to historically underrepresented groups like women and non-binary leaders, neurodivergent leaders, and leaders who were not brought up in ruling class USA culture, white culture, or mainstream culture. If you have an example to share, please email me directly and do not reply to all. I will share the list I collect.

Thank you very much for considering this.

Charlotte Lumae, CPAC Chair

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Charlotte Lumaë, M.Ed.

text: [REDACTED]

email: [REDACTED]

web: [w](#)[REDACTED]

Anna Ruggles

From: Stephanie Rose <[REDACTED]>
Sent: Sunday, May 23, 2021 6:53 PM
To: Mail-David
Cc: Peter Truax; Malynda Wenzl; Donna Gustafson; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Kristy Kottkey
Subject: Budget for CCI

Good Afternoon,

Please consider adding more funds to the CCI's budget for the next fiscal year. With the new arrangement of quarterly town meetings, there will be additional costs for promoting the events. As we are still uncertain about what the future holds for the CCI due to covid-19, we will hold the meetings both in-person and live on zoom. The promoting/advertising, and the implementation of providing access to all forest grove neighbors in any way possible. This will take some time and creative outside of the box ideas in order to make that happen. New programs/software may be needed, which will also be additional funds.

1. Printing(signs/posters/etc.)
2. Ink/paper
3. Advertisements/promoting meetings and town events
4. Communication technology-apps, web, flyers, other media outlets and social media sources

These are just a few things that would be useful to the CCI for the town events and meetings, and any new ideas we may bring to the table down the road to encourage new participation. We would like to extend our invitations to every neighborhood, and we hope to reach neighbors from every corner of this town.

Thank you for the consideration,

Stephanie Rose

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Monday, May 10, 2021
City Council Executive Session Minutes **5:30 p.m., Zoom Community Auditorium**

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Executive Session to order at 5:32 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council conducted the Executive Session remotely by video conferencing.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager and Anna Ruggles, City Recorder (in the Community Auditorium).

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(D) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

3. ADJOURNMENT:

Mayor Truax adjourned the Executive Session at 5:47 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Monday, May 10, 2021

City Council Regular Meeting Minutes

7:00 p.m., Zoom 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 7:02 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council conducted the Council meeting in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium as spaced allowed. Members of the public could observe the meeting **LIVE on Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30. Written comments were accepted by 3:00 p.m. the day of the meeting.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Ashley Driscoll and Emily Matasar, City Attorneys; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Gregory Robertson, Public Works Director; Henry Reimann, Police Chief (in attendance); Anna Ruggles, City Recorder (in the Community Auditorium).

ZOOM ATTENDEES: 3

2. PUBLIC COMMENT:

The following written e-mail correspondence was received for the Council Packet:

	Name:	Subject:	Date:
1.	Clare Collins	House Bill 2417	04/26/2021
2.	Hope Kramer	Officer Teets	05/30/2021
	ADDENDUM		
3.	Hope Kramer	For CCI QTM (Speak under Public Comment)	05/07/2021
4.	Charlotte Lumae	Forward to City Councilors & City Staff	05/10/2021

The following testimony was heard via Zoom:

- Hope Kramer, Forest Grove, addressed Council voicing concerns pertaining to recent police-related incidents. City Attorney Driscoll referred to Police Chief Riemann's press release for information pertaining to the incidents, which was published on the City's website on May 7, 2021.

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 Work Session (Fire Governance) Meeting Minutes of April 26, 2021.
- B. Approve City Council Regular Meeting Minutes of April 26, 2021.
- C. Approve City Council Work Session (City Manager Performance Review Criteria and Process) Meeting Minutes of April 26, 2021.
- D. Accept Community Forestry Commission Meeting Minutes of March 10, 2021.
- E. Accept Community Policing Advisory Commission Meeting Minutes of January 19, 2021.
- F. Accept Sustainability Commission Meeting Minutes of March 25, 2021.
- G. **Proclamation National Historic Preservation Month May 2021.**
- H. **Proclamation National Public Works Week, May 16 – 22, 2021, “Stronger Together”.**
- I. **RESOLUTION NO. 2021-22 AMENDING 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 24, 2021, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2021-21.**
- J. Endorse New Liquor License Application:
 - 1) Taqueria Corona, 2009 Main Street, Full On-Premises Sales, Applicant: Maritza Uribe Osorio
- K. Endorse Liquor License Renewal Applications for Year 2021:
 - 1) La Estrella Tacos, Limited On-Premises Sales
 - 2) My Place Tavern, Full On-Premises Sales

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

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. Historic Landmarks Board 2020 Annual Report and 2021 Work Plan

Kelsey Trostle, Historic Landmarks Board (HLB) Chair, presented a PowerPoint presentation summary of the 2020 HLB Annual Report and Accomplishments and proposed 2021 Work Plan. Trostle reported as of April 2021, HLB has awarded \$1,500 in Historic Preservation Grants for two painting projects. HLB is researching how the Downtown District and tourism will be part of their strategic plan for funding opportunities. In conclusion of the above-noted presentation, Trostle addressed inquiries pertaining to HLB's priority goals for 2021 and seeking grant opportunities.

5. B. Homelessness Policy Update; Legal and Legislative

Emily Matasar and Ashley Driscoll, City Attorneys, presented a PowerPoint presentation overview on Martin v. Boise (2018); Blake v. Grants Pass (2020) and House Bill (HB) 3115 (proposed 2021), which are relating to the regulation of public property with respect to persons experiencing homelessness. Matasar advised HB 3115:

- Codifies principles of cases in Oregon
- Provides that local law regulating sitting, lying, sleeping or keeping warm and dry outdoors on public property that is open to public must be objectively reasonable as to time, place and manner with regards to persons experiencing homelessness.
 - o Creates affirmative defense to charge of violating such local law that law is not objectively reasonable.
 - o Creates cause of action for person experiencing homelessness to challenge objective reasonableness of such local law.
 - o Authorizes court to award attorney fees to prevailing plaintiff in such suit in certain circumstances.

What can cities do:

- Time: Prohibit camping during certain hours, etc.
- Place: Protect certain areas of cities, such as parks, etc.
- Manner: Restrict amount of personal property, etc.
- Enforce other, existing ordinances, such as offensive littering, fires on public properties, vandalism, etc.

Forest Grove Code (currently) is okay under case law and HB 3115. The current code provides that:

- § 92.15 Camping. No person shall erect any tent or other portable structure in any park without authorization by the Director of Parks and Recreation.
- § 92.99(B)(1) Penalty. Any person violating § 92.15 is subject to a civil penalty in the amount of not less than \$100 and not more than \$250.

In conclusion of the above-noted presentation, Matasar and Driscoll addressed inquiries pertaining to jurisdictional regulations, noting regulations may differ between

city and county because each entity adopts their own code and enforces their own regulations. Mayor Truax noted if HB 3115 passes, the 2021 Act becomes operative on July 1, 2023.

5. C. 2021 Livability Survey Results

VanderZanden presented a PowerPoint Presentation overview of the 2021 Livability Survey results, noting 752 responses were received (10 percent higher than last year) resulting in an overall ranking of 5.50, using a scale of 1 (very poorly) to 7 (very well). 380 returned the survey in utility bills and 372 completed online survey. The majority of responses continue to be from persons over 55 (55%) and long-term residents of 10+ years (56%). The question regarding Fire Services received 715 responses: Quality of services (62%), Cost of Service (30%) and who provides service (22%). The open-ended question regarding top priorities, 653 responded with three reoccurring issues as:

- Working on solutions for the homeless population
- Supporting small business and economy
- Assuring infrastructure and maintaining roads

Receiving numerous mentions were:

- Support for police
- Police accountability
- Police training to meet culture sensitive
- Affordable housing and increasing rent costs
- Not enough enforcement of speeding and traffic control

In conclusion of the above-noted presentation, VanderZanden addressed inquiries pertaining to areas of improvement as it pertains to an equity lens, noting the results will be briefed with staff and shared with Boards/Commissions' staff liaisons and published on the City's website.

6. PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2021-01 SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SANITARY SEWER IMPROVEMENTS WITHIN 10TH AVENUE RIGHT OF WAY; SETTING ONE HUNDRED TWENTY (120) MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE FINANCING RATE AT THREE POINT SEVEN THREE PERCENT (3.73%); DECLARING AN EMERGENCY

Staff Report:

Robertson presented the above-proposed ordinance for Council consideration for first and second reading, noting the proposed ordinance is specifying the assessments to be made on properties benefited by the construction of sanitary sewer improvements within 10th Avenue right-of-way; setting one hundred twenty (120) month periods (10 years) for installment payments; setting the financing rate at three point seven three percent (3.73%) and declaring an emergency. Robertson reported the final

assessments to properties are listed in Exhibit A, noting the property owners petitioned the City to form a special improvement district (SID) for the construction of sanitary sewer main and four individual service laterals in 10th Avenue from Elm Street to its easterly terminus (10th Avenue Sewer SID). The Council accepting the Draft City Engineer's Report (Resolution No. 2020-69); declared its intent (Resolution No. 2020-70) and formed the SID (Resolution No. 2020-87) with an estimated project cost of \$193,500 and proposed method of assessment in equal assessments for all benefited properties within the district. Robertson reported the project was properly bid and awarded and work was completed in January, 2021. The final costs and amount the City incurred was \$174,298.08. Assuming equal assessments, each property within the district will be assessed a principle amount of \$43,574.27. The installment period will be 120 months (10 years) at an interest rate of three point seven three percent (3.73%) with the first payment due July 1, 2021. There is no pre-payment penalty. Payments are deemed delinquent if not received by the due date and are subject to a late fee as established by the City. The assessments would be listed in the City's lien docket and if unpaid (along with accrued and unpaid interest and penalties), the City could lien the property pursuant to ORS. In conclusion of the above-noted staff report, Robertson advised staff is recommending Council declare the proposed ordinance as an emergency in order to allow the City Recorder to file the assessment liens in a timely manner as outlined in Exhibit A. If Council adopts the ordinance as an emergency, the ordinance is effective immediately. The ordinance is recorded in the County Deed Records (30-day waiting period after enactment) and final assessments levied in accordance to the terms declared in the ordinance (Exhibit A).

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2021-01 for first and second reading, declaring an emergency pursuant to City Charter.

VanderZanden read Ordinance No. 2021-01 by title for first and second reading, declaring an emergency pursuant to City Charter.

MOTION: Councilor Rippe moved, seconded by Councilor Uhing, to approve First and Second Reading and Adopting Ordinance No. 2021-01 Specifying the Assessments to be made on Properties Specially Benefited by the Construction of Certain Sanitary Sewer Improvements within 10th Avenue Right of Way; Setting One Hundred Twenty (120) Month Periods for Installment Payments; Setting the Financing Rate at Three Point Seven Three Percent (3.73%); Declaring an Emergency.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained the hearing procedures.

Written Objections/Written Testimony Received:

No written objections or written testimony was received prior to the published deadline of May 10, 2021, 7:00 p.m.

Proponents:

No one testified.

Opponents:

No one testified.

Others:

No one testified.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

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 Gustafson, Kottkey, Rippe, Uhing, Valenzuela, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

**7. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2021-02
VACATING THE ALLEY LOCATED BETWEEN 1208 AND 1222 BIRCH STREET;
APPLICANT: MICHAEL MOORE; FILE NO. 311-21-000011-PLNG**

Staff Report:

Pohl presented the above-proposed ordinance for first reading, noting the proposed ordinance is petitioning to vacate the alley located between 1208 and 1222 Birch Street; Applicant: Michael Moore and Panvadee Moore; File No. 311-21-000011-PLNG. Pohl presented a PowerPoint presentation showing an aerial description of the alleyway proposed to be vacated and the applicable standards for proceedings to be initiated pursuant to ORS 271.120, noting the alley is a 16-foot wide dead-end right-of-way. The alley was platted as part of the Knob Hill Addition in 1909 and has been partially improved to provide vehicular access to abutting properties. The abutting property owners have petitioned to vacate the alleyway. All relevant utility companies were notified and no objections were received. The City has no reservations, conditions or easements over the vacated area appearing to be necessary and in the public interest. There is no ownership of land or consideration of any payment to the City because it is a dedicated public right-of-way. In conclusion of the above-noted staff report, Pohl advised staff is recommending Council approve the proposed ordinance, as outlined in Exhibit A, noting the vacation criteria has been met pursuant to ORS, as outlined in Exhibit B (Findings). If Council adopts the proposed ordinance after its second reading on May 24, 2021, the ordinance is recorded in the County

Deed Records (30-day waiting period after enactment).

Question of Staff:

In response to Uhing's inquiry pertaining to what happens to the land once it is vacated, Pohl explained the ordinance is recorded in the County Deed Records (30-day waiting period after enactment) and the abutting property owners would hold title to the center of the alley, the boundary lines of the property would move to the center of the alley and be added to the county tax assessment rolls.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Objections/Written Testimony Received:

No written objections or written testimony was received prior to the published deadline of May 10, 2021, 7:00 p.m.

Proponents:

Michael Moore, Forest Grove, Applicant, testified in support of the proposed petition to vacate the alley located between 1208 and 1222 Birch Street as proposed in the ordinance; File No. 311-21-000011-PLNG.

No one else testified.

Opponents:

No one testified.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2021-02 for first reading.

VanderZanden read Ordinance No. 2021-02 by title for first reading.

MOTION: Council President Wenzl moved, seconded by Councilor Uhing, to adopt Ordinance No. 2021-02 Vacating the Alley located between 1208 and 1222 Birch Street; Applicant: Michael Moore and Panvadee Moore; File No. 311-21-000011-PLNG.

Public Hearing Continued:

Hearing no further concerns from the Council, Mayor Truax continued the Public Hearing to May 24, 2021, second reading of the above-proposed ordinance.

8. RESOLUTION NO. 2021-23 ADOPTING CITY MANAGER PERFORMANCE REVIEW CRITERIA AND REPEALING RESOLUTION NO. 2020-45

Staff Report:

Mayor Truax presented the above-proposed resolution, noting the proposed resolution is adopting the City Manager Performance Review Criteria and Repealing Resolution No. 2020-45. Pursuant to the City Manager's Employment Agreement, Section 6, the Council shall evaluate the City Manager's performance at least once a year, and establish criteria for evaluation in an open meeting. In conclusion of the above-noted report, Mayor Truax referenced Attachment A, City Manager Performance Review Process and Target Dates, Attachment B, Draft Memorandum to Department Directors and City Manager Performance Review Criteria (Exhibit A), noting no changes are proposed to the performance review criteria.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2021-23.

MOTION: Councilor Rippe moved, seconded by Councilor Uhing, to approve Resolution No. 2021-23 Adopting the City Manager Performance Review Criteria and Repealing Resolution No. 2020-45.

Written Testimony Received:

No written testimony was received prior to the published deadline of May 10, 2021, 7:00 p.m.

Public Testimony:

No one testified.

Council Discussion:

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

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

6. A. COUNCIL COMMUNICATIONS:

Gustafson briefed on the community's general distrust in law enforcement and the need for Council to conduct a full review of its law enforcement as quickly as possible to determine what is best suited for Forest Grove. Gustafson asked if a small group of councilmembers could get together to discuss police reform. At the conclusion of the above-noted discussion, there was no motion made. Mayor Truax noted he would get back to Gustafson.

Kottkey asked if there was a policy that could give councilmembers the opportunity to informally discuss issues and concerns, to which Ruggles advised Council Rules, Section 3.3 allows: "*Other work sessions may be called at the discretion of the Mayor or at the request for four members of the Council.*" Additionally, VanderZanden briefed Council on the legal notice requirements, pursuant to public meeting laws and

as outlined in Council Rules Section 3.10, noting a topic or list of subjects anticipated to be discussed or considered has to be publicly noticed. At the conclusion of above-noted discussion, there was no motion made. In addition, Kottkey reported Forest Grove School District is seeking community feedback on its Long Range Facility Planning via Zoom on May 12 and May 18, 2021 (6pm-8pm). Kottkey noted attending League of Oregon Cities first Spring Symposium, which was on emergency preparedness and response. Kottkey briefed on her tour of the homeless encampments, noting there is grassroots effort to clean up decades of garbage at the homeless encampments. In addition, Kottkey briefed on Shawn Cardwell, Forest Grove Foundation's, presentation to the Committee for Community Involvement at its meeting on May 4, 2021, noting the video is published on the City's website.

Rippe briefed on his tenure on Council, noting there has been frustration on the lack of Council's ability to talk about different issues and allowing sufficient time for in-depth discussions, such as Council Goals and Objectives and the ability to discuss different issues, concerns, boards/commissions assignments and priorities, i.e., the topic of police reform was not discussed as a Council Objective even though there was awareness at the time. Rippe suggested perhaps adjusting Council's Objectives mid-year or scheduling work sessions for each Council Objective in order to allow for in-depth discussions, noting Council also needs to be cognizance of staff workload pressures and councilmembers who have day jobs and young families. In addition, Rippe noted attending League of Oregon Cities first Spring Symposium, which was on emergency preparedness and response.

Uhing explained boards/commissions also need time to hold their own goal-setting sessions and have a clear understanding of the Council's Objectives and assignments so they can set their annual priorities. In addition, Uhing reported attending Washington County Homeless Plan Advisory Committee's (HPAC) quarterly meeting, noting HPAC is currently reviewing the terms "homelessness" versus "houselessness". Also, Uhing asked VanderZanden to consider forming a task force who can advise Council and provide guidance on county, state and federal monies that are forthcoming and earmarked for infrastructure, businesses and housing and to create a flow chart to ensure funding opportunities are not missed.

Valenzuela suggested allowing Community Policing Advisory Commission (CPAC) to make its recommendations to Council, noting CPAC's role is to provide input regarding racial and social justice in practices of community policing and review and make recommendations regarding public safety policies. In addition, Valenzuela reported Centro Cultural was awarded a Project Turnkey grant from the Oregon Community Foundation to purchase a hotel (Forest Grove Inn) for transitional housing for the homeless.

Council President Wenzl reported on Committee for Community Involvement (CCI) first Quarterly Town Meeting, which is scheduled on June 10, 2021, noting the topic is

"A Community Discussion on Assisting Our Houseless Neighbors". Wenzl indicated CCI is looking at the calendar in 2022 so the Council Goal-Setting Retreat is held before (January) the Annual Town Meeting (February). In addition, Wenzl noted CCI wants to be included in the Communication Plan work session.

6. B. City Manager's Report:

VanderZanden referenced the City Manager's Report, dated May 10, 2021, which was included in the Council Packet. VanderZanden reported on American Rescue Plan (ARP), noting staff has been responding to multiple, urgent requests from the County, State Legislature and Congress about how best to spend existing ARP monies or potential earmark monies. VanderZanden briefed on the list of projects the City has submitted and to whom as outlined in the report. In addition, VanderZanden briefed on department-related activities and projects.

6. C. MAYOR'S REPORT:

Mayor Truax reported Bienestar's new housing project, located on 26th Avenue and North Main, will be named after Adolph "Val" Valfre Jr., a former Forest Grove city councilor, and former director of Washington County Housing Services. Mayor Truax reported meeting with Forest Grove high school students regarding their proposed Forest Grove Youth Advisory Council and bylaws. In addition, Mayor Truax briefed on regional meetings he attended and briefed on various legislative-related bills and updates of interest.

7. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:37 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

Minutes are unofficial until approved by Parks and Recreation Commission.

1. **ROLL CALL/INTRODUCTIONS:**

Chair Waterstreet called the meeting to order at 3:30 p.m.

- a. **Commissioners Present:** Brad Bafaro, Vice Chair; Aaron Johnson; Mackenzie Johnston Carey; Tammi McLaughlin; Susan Taylor; Glenn VanBlarcom; and Paul Waterstreet, Chair
- b. **Commissioners Absent:** Ralph Brown, Howard Sullivan
- c. **Council Liaison:** Malynda Wenzl
- d. **Staff:** Matt Baum, Parks Supervisor, Tom Gamble, P&R Director
- e. **Pacific University:** Keith Buckley, Lauren Brownrigg

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVAL OF MINUTES:** P&R Minutes of December 16, 2020.

MOTION: Commissioner Susan Taylor moved, seconded by Commissioner Glen VanBlarcom, to approve the minutes as presented. MOTION CARRIED 7-0.

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

5. **ELECTION OF OFFICERS:**

- a. Chairman: Howard Sullivan nominated, moved by Commissioner Susan Taylor and seconded by Commissioner Glen VanBlarcom
- b. Vice Chairman: Brad Bafaro nominated, moved by Commissioner Susan Taylor and seconded by Commissioner Glen VanBlarcom

6. **NEW BUSINESS:**

a. **Presentation/Proposal Pacific University Softball Turf**

- I. Keith Buckley, AD of PU gives presentation as an improvement opportunity for both university and the city. The turf installation of 2017 baseball fields at Lincoln Park increased opportunities of use by 25% due to having no more issues with field (drainage, no mud, etc). Proposal to create similar opportunities for softball field and create equitable use to women's programs. Budget has been approved by Pacific University as well as specific vendors, Field Turf and Bernhardt Golf. Projected timeline 4-5 weeks for preparation and installation with dry weather a must.
- II. Chair Waterstreet question about bullpen being fenced in on both sides. Answer

- from Keith, yes, bullpen is fenced on all sides.
- III. Question from Matt Baum regarding access to an irrigation map for future reference. Answer: yes a map exists and will be shared with Matt
 - IV. Chair Waterstreet concern about hot days with turf. Answer from Keith: Hose lines are in to water infield; fields get watered down prior to games if needed but due to Oregon weather being fairly mild during summer, it is unnecessary.
 - V. Question from Malynda: Will this field replace batting cages? Answer from Keith: yes.
 - VI. Timeline Discussion: Keith: must be done before students return in the fall at PU. Tom: normal city season May – July and would like to wait to do fields until after season is over.
 - Chair Waterstreet: How flexible are dates and vendors to work with changing times due to current restrictions and unknown future setbacks? Keith answer: Not much flexibility as vendor dates need confirmation and commitment with very few months to book in dry weather. Tom: community organizations will adapt as necessary and city may have alternative spaces such as Tom McCall or more use at Thatcher with lights.
 - Timeline proposed to begin project and installation around July 19, 2021.
 - VII. Vote was taken and approved 7 – 0.
- b. **Budget 2021 Discussion**
- I. Tom: Projects of 5 year CIP plan in place
 - II. July 1, 2021 will begin development of Stites Park Community Garden
 - III. Budget proposals due first part of April with new park director being transitioned into new position

7. **OLD BUSINESS:**

a. **Rogers Park Update**

- I. Matt: Park is open and extremely busy. Very successful with good weather bringing in volume. Issues so far with park is carousel needed attention initially, swings still do not have parts and therefore not installed yet, temporary trash can in place for now until monster trash can comes in spring 2021. Tennis lights still not working but electrician is scheduled to come out and replace the following week.
- II. Malynda reports a pickle ball group is forming around 2 pm weekdays at the park.
- III. Tom: Park is complete with contractor, although finalizing wood elements. Harper's playground final certification of playground will take place once everything is complete and check will be cut to City once certified.
- IV. Chair Waterstreet asks about the process of the stick buildings. Matt answers: Stick buildings are still being created. Unable to use original wood and now

looking into using wood/sticks from Stites. Once wood is found, process is to round edges to avoid puncturing playground surfaces. Should be completed 10 days – 2 weeks for stick buildings to be installed.

- V. Budget question from Malynda: Rogers Park may require more maintenance than originally anticipated due to it being a “destination park” with more volume and city may need to increase budget on upkeep/maintenance. Commissioner Taylor: Love Rocks Foundation formally adopted Rogers and with that, can they begin helping with maintaining? Tom answer: Love Rocks will be helpful with occasional clean-up and programming during spring/summer with better weather, however cannot rely on them to help with day to day maintenance, especially for bathroom cleanup. City will continue to maintain as necessary.

b. **Parks and Recreation Recruitment Process**

- I. Tom update: 59 applicants all met minimum qualifications, but has been narrowed down to 16. Next week 6 of those will be interviewed then will narrow to final 4. Results will be middle of next week including the process of using different experts in the community to help. New director will be brought on in March and Tom will help with the transition.

c. **Stites Park Development**

- I. Report from Matt: Harris pulled out of community garden agreement and beginning their own garden project. However their master gardener has agreed to help with irrigation installation.
- II. Acquired 350 lbs of pollinator mix for Stites to have a large variety of flowers. 2 planting events planned for March/April. Planting to be done prior to construction of parking lot and playground.
- III. “Place” meeting will plan and help with layout for upgraded community garden. Final design being finalized and construction to begin summer 2021.
- IV. Question from Commissioner Taylor: Who is volunteering for the planting? Answer from Matt: Friends of Trees has paired up with Portland Trailblazers to organize planting of trees

d. **Eastside Park Progress**

- I. Report from Tom: Progress has slowed due to public works transition and change in staff

8. **COMMISSIONERS' UPDATES/REPORTS:**

- a. Commissioner Glen VanBlarcom gives plaque from Parks and Recreation Commission to Tom as thank you for his great work in the city. Chair Waterstreet names off the various projects that Tom has been part of.

9. **COUNCIL LIAISON REPORT:**

- a. Malynda reports that community members are nervous about the uncertainty with Tom leaving, as Tom has brought much balance and stability to the community members and has been so easy to work with.

- b. Annual town meeting will be held Jan 30, 2021 10 am – 12 pm virtually with 3 different options, Webex/Zoom, streaming on Channel 30 and streaming from City webpage. With Webex/Zoom, participants can ask questions during the meeting through chat.
 - I. 10 am – 11 am discussion about leadership of police dept, city policies on non-violence
 - II. Anna and Abby's Yard video will be shown during meeting to promote Rogers Park opening.
- 10. **STAFF REPORTS:**
 - a. Matt: Parks Dept Searching for part-time Parks staff
 - b. Tom: Explanation of city pool leak coming from main drain. Plumbing expert reassured that pool would be okay to drain this time of year and the actual fix will begin in the next few weeks.
- 11. **ANNOUNCEMENT OF NEXT P&R MEETING:** Next meeting will be held Wednesday, February 17, 2021, 3:30 p.m. via Zoom or Webex from the Community Auditorium, Conference Room (east door).
- 12. **ADJOURNMENT:**
Meeting adjourned 4:51 pm



A place where families and businesses thrive.

**Planning Commission
Community Auditorium and Zoom
1915 Main Street, Forest Grove, OR
Monday, April 5th, 2021, 7:00 pm**

1. CALL TO ORDER AND ROLL CALL:

Chair Phil Ruder called the Planning Commission public hearing to order at 7:00 p.m. via Zoom Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Planning Commission limited in-person contact and social distancing. **The Planning Commission conducted the meeting remotely by video conferencing.** The meeting was remotely video conferenced by Planning Commission Coordinator Cassi Bergstrom as well as televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 23 on their website. To view the recorded meeting, please visit <http://tvctv.org/>. The public was allowed to attend via Zoom or observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). Written comments on items not on the agenda and written testimony regarding the public hearing were accepted if submitted by April 5th, 2021, 3 p.m. to Senior Planner James Reitz.

Roll Call:

Planning Commission Present via Webex Remotely: Phil Ruder, Chair; Hugo Rojas, Vice Chair; Commissioners Lisa Nakajima, Ginny Sanderson, Dale Smith, Joel Redwine, and Julie Danko.

Planning Commission Excused: None.

Staff Present: Bryan Pohl, Community Development Director (in the Community Auditorium); James Reitz, Senior Planner (in the Community Auditorium); Dan Riordan, Senior Planner (remotely via Zoom); Cassi Bergstrom, Planning Commission Coordinator (in the Community Auditorium).

2. PUBLIC MEETING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-21-000002-PLNG – Site plan approval and design review of a proposed 6-building, 36-unit apartment complex located at 2524 Main Street.

Chair Phil Ruder opened the quasi-judicial public hearing at 7:02 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Senior Planner James Reitz gave a Powerpoint presentation, giving an overview and history of the project site at 2525 A Street/2508 Main Street, formerly known as the "VanDoren" site with an aerial view. This is a 6-building, 36-unit affordable housing apartment complex with a variety of 2 and 3-story structures. The site plan, landscape plans, architectural design, and building elevations were shown to Commissioners. Mr. Reitz noted that Main Street is a collector street and the main entrance/exit will be directed from Main Street, but there will be an access point located off A Street.

Mr. Reitz informed Commissioners parking will be mainly on-site, but there will be off-street parking adjacent from the site included in the minimum parking requirement. The applicant proposed fencing and a landscape buffer separating the project area from the neighboring property, as well as an ample amount of street trees, bicycle parking, and a community garden area.

Staff recommends approval of the site plan and design review permit with optional conditions: Narrow the drive aisle to 20 feet from 23 feet, resulting in a shift to Building E north 3 additional feet. This will give a larger setback between the neighboring property and the proposed apartment building.

Chair Ruder questioned the optional condition and had concerns that narrowing the driveway could push people out onto the narrow A Street. Mr. Reitz responded that it is always a possibility, but traffic speeds lower when narrowing occurs.

CORRESPONDENCE:

There were three correspondence received regarding this project:

Mario Ortiz, 2439 A Street, Forest Grove, OR 97116: Mr. Ortiz communicated concerns regarding the traffic flow and narrowness on A Street.

Kathy Eichorst, 2405 A Street, Forest Grove OR 97116 and Lori Rothage, 8293 Simonsen Rd, Eugene, OR 97405: Ms. Eichorst and Ms. Rothage communicated concerns regarding the reduction of off-street parking as well as the traffic flow onto A Street.

Ian Mallett (via Email): Mr. Mallett communicated concerns regarding the need for more affordable housing, but not with more apartments.

APPLICANT:

Brian Carleton, 830 SW 10th Ave, #200, Portland, OR 97205:

Mr. Brian Carleton with Carleton Hart Architecture joined via Zoom. Shannon Wilson and Stephen from the Housing Authority of Washington County, as well as Carolyn Kruger and John Creighton from Carleton Hart Architecture, also joined via Zoom.

Mr. Carleton explained that they are excited to do this project. He explained that Forest Grove has a need for affordable housing, and are hoping to be an asset to the community and neighborhood. Their project has 1-bedroom to 3-bedroom units to accommodate a diverse mix of residents. Neighborhood meetings were held via Zoom, and they heard a lot of concern regarding the traffic capacity on A Street as well as congestion in the area when Pacific University students are parking along Main Street.

Mr. Carleton informed Commissioners that the property will have on-site management, as well as adequate parking with 70 spaces total available to the residents. Commissioner Nakajima inquired if there will be on-site and designated visitor parking available, and the applicant responded that there will be 1 or 2 spots available.

Commissioner Nakajima asked if the applicant considered that the A Street exit be for emergency only. The applicant was concerned how trucks, for example a garbage truck, will be existing the property safely with only one entry and exit point. They would be open to that idea down the road if a problem persists.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

Christie Pingel & Samantha Bell, 2509 Main Street, Forest Grove, OR 97116:

Ms. Christie Pingel and Samantha Bell spoke to Commissioners via Zoom, and voiced their concerns regarding the crosswalk at Main Street and 26th Avenue stating that it is not safe for children to cross because cars do not stop. The City recently installed a sign and re-painted the crosswalk lines, but it isn't enough. Ms. Pingel wondered if there are any proposed changes to the intersection due to the development of the property nearby.

Mr. Reitz stated that the sidewalks along 26th Avenue and Main Street will be required to be replaced in their entirety. What is present is not ADA compliant, so bulb outs and ADA curb ramps as a result of the project. The crosswalk will remain in its location but will be required to be enhanced. A flashing beacon would need to be requested to the City Engineering office to see if the intersection meets the

minimum requirement for such. Ms. Pingel stated that this is for the safety of the new tenants as well as the current crosswalk paint is already cracked; she will be reaching out to the City Engineering office to help remedy the concern.

REBUTTAL:

The applicant states that he is in support of putting in good sidewalks and an enhanced crosswalk as part of their project.

Chair Ruder closed the public hearing at 8:01 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the proposal, in particular moving the building north three feet. Chair Ruder was not in support of narrowing the drive to accommodate the increased setback to Building E, and Vice Chair Rojas along with Commissioner Smith agreed.

Commissioner Nakajima has concerns regarding the parking along A Street, and suggested it be closed for access except for the case of an emergency. Commissioner Sanderson suggested that the exit be a right turn only onto A Street to limit traffic flow on A Street. Mr. Reitz responded that a right turn only would be difficult to enforce. Chair Ruder disagreed, and would find the right turn only onto A Street beneficial. Commissioner Nakajima agreed with the proposal of right turn only onto A Street.

Commissioner Danko wondered if the A Street egress being restricted to emergency vehicles only would create limited capability for other vehicles to turn around. Mr. Reitz agreed that blocking the egress of would not be beneficial to the project.

Vice Chair Rojas moved a motion to approve file number 311-21-000002-PLNG – Site plan approval and design review of a proposed 6-building, 36-unit apartment complex located at 2524 Main Street with staff's recommended condition of moving Building E three feet to the north and making the egress out onto A Street a right turn only. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Smith, Nakajima, and Danko. NOES: Commissioner Redwine. ABSTAIN: None. ABSENT: None. MOTION CARRIED 6-1.

(2.) File No. 311-20-000174-PLNG – Conditional use permit to remodel a portion of an existing building for the purpose of processing cannabis located at 3700 24th Avenue.

Chair Phil Ruder opened the quasi-judicial public hearing at 8:17 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Senior Planner James Reitz gave a Powerpoint presentation, giving an overview of the project site located at 3700 24th Avenue with an aerial view. This building is existing, and the cannabis processing will happen in one area of the building. The applicant proposes a remodel of a portion of the building for the purpose of rendering purified cannabinoids to be formulated into topical salves, lotions, and sera for health and beauty applications.

Mr. Reitz presented photos of the existing conditions at the site, including the unmaintained landscape areas and parking lot. There is proposed to be only 3-4 employees this year, with the possibility of growing with 10-12 employees if warranted. Any access to the building will be limited to employees only. Deficiencies on site will be required to comply with current City standards and specifications. Ventilation filters will be required to be installed to keep any smell from being emitted outside the building. Staff recommends approval of the cannabis processing conditional use permit with the applicant bound to the project description.

Chair Ruder inquired if any smell complaints have been received by any other manufacturers in the City. Mr. Reitz responded that there have been a few complaints, but steps were taken to mitigate the smell by the property owner.

CORRESPONDENCE:

No correspondence has been received from the public.

APPLICANT:

Preston Alexander, Four Elements LLC, 3700 24th Ave, Forest Grove, OR 97116:

Mr. Preston Alexander spoke to Commissioners via Zoom, explaining how he processes the cannabis in order to create the topical pain relief product and the plan of the tenant improvement to the building. Mr. Alexander explained that the aroma will not be an issue because carbon filters will be installed in the ventilation system.

Mr. Alexander anticipates a relatively small staff, and no additional exterior lighting will be needed.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

Katie Hyneman, 1550 NW Porter Road, Forest Grove, OR 97116:

Ms. Katie Hyneman came to the front of the auditorium to speak. Ms. Hyneman explained that her parents own the building west of the project site.

Ms. Hyneman asked the applicant if the product contains THC that could be mood altering, and the applicant responded yes. Ms. Hyneman has concerns regarding the homeless population amplifying because of the cannabis processing next door.

REBUTTAL:

Mr. Alexander rebutted that there will be an extensive security system installed to prevent/reduce any theft of the product from occurring. There will not be large signage advertising the processing.

Chair Ruder closed the public hearing at 8:47 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the proposal. Commissioner Nakajima inquired how often deliveries of the THC product will occur, and the applicant responded a few times a year but processing will be on-going.

Vice Chair Rojas moved a motion to approve to file number 311-20-000174-PLNG – Conditional use permit to remodel a portion of an existing building for the purpose of processing cannabis located at 3700 24th Avenue. Commissioner Redwine seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Smith, Nakajima, Danko, and Redwine. NOES: None. ABSTAIN: None. ABSENT: None. MOTION CARRIED 7-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Commissioner Smith moved to approve the minutes of the December 7th and December 21st, 2020 meetings. Commissioner Sanderson seconded. Motion passed 7-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Community Development Director Bryan Pohl updated Commissioners on the Festival Street plan, Tualatin Valley Highway Improvement plan, and Oak Street Area plan.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting will be held May 17th, 2021.

E. ADJOURNMENT:

The meeting was adjourned at 8:52 p.m.

Respectfully submitted by:

Cassi Bergstrom

Digitally signed by Cassi Bergstrom
DN: cn=City of Forest Grove, cn=Cassi Bergstrom,
e=cbergstrom@forestgrove-or.gov
Reason: I am the author of this document
Location: your signing location here
Date: 2021.05.19 11:52:41
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Cassi Bergstrom
Planning Commission Coordinator

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PUBLIC ARTS COMMISSION
MEETING MINUTES

Thursday, March 18, 2021
ZOOM

Minutes approved by the PAC on April 15, 2021.

1. **CALLED TO ORDER:**

Dana Eytzen, Chair, called the meeting to order at 5:03 p.m.

ROLL CALL: Pat Truax, Amy Tracewell, Dana Eytzen, Leslie Crandell Dawes, Brenna Cooper, Linda Taylor, Kathleen Leatham

ABSENT: Emily Lux (excused)

STAFF PRESENT: Colleen Winters, Bryan Pohl

2. **PUBLIC COMMENT:** None.

3. **CONSENT AGENDA:**

A. Approve B/C Meeting Minutes of 02/18/2021: **MOTION:** Pat moved, seconded by Leslie, to approve the Consent Agenda as corrected. **MOTION CARRIED** unanimously.

4. **ADDITIONS/DELETIONS:** Agenda was revised as follows:

- A. Election of officers
- B. URA (Bryan Pohl)
- C. Open Air call approval
- D. Draft mural policy
- E. Artwork donation
- F. DEI Focus group representative
- G. CEP

Information update items: everything is correct except for COVID committee meeting which didn't happen.

5. **DISCUSSION/DECISION/PRESENTATION ITEMS:**

A. Election of Officers: Current slate of officers is willing to serve again. Unless someone wants to join in, we have current slate. Kathleen moved and Pat seconded. Emily as secretary, Dana as chair and Pat is vice chair.

B. URA: Bryan filled the group in about the Plinth project and next steps. We were asked to figure out 1 or 2 new locations on the East Side. The Rotary garden location was selected. All the other locations that were proposed were checked by facilities. There are no utility lines that need to be rerouted so this is great news. City Manager Jesse VanderZanden added another location. Greg will cost out the concrete and get them done shortly. There are still six locations.

C. Open Air Gallery Call: A motion was made by Amy to approve the call.

Kathleen seconded. Motion was approved unanimously.

D. Draft Mural Policy: Dana shared the draft mural policy that had been reviewed by the City Attorney for our review. This policy is intended to only cover murals on city-owned properties. All murals on private property fall under City signage rules. The commission reviewed and made suggested changes.

E. Art donation: Colleen reported that she had received an offer of an art donation for the library. Colleen requested a couple members of PAC to help make decision and decide next steps for the artist. Kathleen and Dana volunteered to work with Colleen on this issue.

F. DEI Focus Group representative: Leslie volunteered to be the PAC rep on the focus group with Pat and Dana as alternates.

G. CEP Grant: The CEP application is due April 2. Dana requested another member coordinate the grant writing this year for a new perspective. Amy & Brenna volunteered.

6. INFORMATION / UPDATE ITEMS:

A. Chehalem Ridge art project for parking area. Dana reported that she joined the committee; artists were selected and they will present the art at April 1 meeting.

B. **Banner Pole Update:** Due to powerline interference, lines to be buried. Artwork will be installed on poles when lines are buried.

7. **B/C COMMUNICATIONS:** Emily Lux has spots open for volunteers to help paint her mural. Message from Tom Gamble (video recording) thanking PAC for his retirement gift of the bench.

8. **STAFF COMMUNICATIONS:** Colleen reported that City of Hillsboro "Be part of the moment art project" asked FG City Library, Centro Cultural in Cornelius, and Banks Library (District 4) to distribute kits that would be used to create a wall of tile with emphasis on BIPOC participation. FG has 20 kits to distribute, supplies included. Colleen asked PAC to assist in getting them out to people and returned to the Library by **April 2**. Mariana (4), Dana (3), Leslie (3), Brenna (2), Kathleen (1), Pat (1), and Linda (3) volunteered to take some. Colleen can get more if needed. Curbside pick-up at FG Library starting March 19.

9. **COUNCIL LIAISON REPORT:** Councilor Valenzuela thanked Colleen and the PAC for helping with this art project.

10. **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on April 15, 2021, at 5 p.m. via Zoom.

11. ADJOURNMENT:

The meeting adjourned at 6:31 p.m.

Monthly Building Activity Report
April-21
2020-2021

34

Category	Period: April-20		Period: April-21	
	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	\$ 50,000.00
Accessory Dwelling Unit				
Res 1 & 2 Family New	5	\$1,418,115	16	\$3,794,812
SFR Addition & Alt/Repair	3	\$27,960	9	\$270,287
MultiFamily New				
MultiFamily Alteration/Repair			1	\$44,983
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	3	\$154,100	1	\$20,000
Industrial New				
Industrial Addition				
Industrial Alt/Repair	2	\$112,266	1	\$1,964,000
Gov/Pub/Inst (new/add)	4	\$3,706,382	1	\$2,000,000
Signs			2	\$22,255
Grading	1		1	
Demolitions				
Total	18	\$5,418,823	33	\$8,166,337

2 Duplexes

Fiscal Year-to-Date

2019-2020		2020-2021	
Permits	Value	Permits	Value
185	\$28,641,743	200	\$32,500,697

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2020 ANNUAL REPORT



FOREST GROVE POLICE DEPARTMENT

SERVICE. INTEGRITY. PROFESSIONALISM.

2102 PACIFIC AVENUE, FOREST GROVE, OREGON 97116

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OUR MISSION

Consistently strive towards making Forest Grove a safe place to live, work, learn, play and visit, and to contribute to the economic prosperity of our community through professional and responsive high-quality law enforcement services to our citizens and visitors.



MESSAGE FROM CHIEF REIMANN:

To the Honorable Mayor Peter Truax, City Council,
and to the community members of Forest Grove:

The Mission of the Forest Grove Police Department is to provide our residents a safe and secure community; accomplished by working in a partnership to protect life and property, maintain order, enforce laws and ordinances, and uphold the constitutional rights of all persons.

We look back on 2020 as a year we will remember and learn from. We were presented with numerous challenges as we navigated the reality of dealing with a global pandemic and its effects on our community, to acknowledging the racial injustice and inequalities that exist in American policing and in our own daily practices. Some challenges tested community trust, but we had taken these opportunities to grow and learn. These unique challenges also strengthened our resolve to serve the Forest Grove community. We understand that we must be lifelong learners and open to input from all citizens in order to engage our community in a realistic and compassionate manner.

The men and women of the Forest Grove Police Department worked to further build the community bonds required to advance our mission. We have had a number of notable accomplishments this year which would not have been possible without the dedicated support of our citizens, elected officials and city management.

In that service, we find ourselves fulfilled and content in the knowledge that our service to the Forest Grove community can have a significant positive impact on the individual lives of people who live here.

I believe there is no nobler calling than to serve others and I am honored to serve and to lead this great department. I look forward to continued community partnerships as we work to meet the challenges ahead. I encourage the community to continue to question and scrutinize our actions and partner with us for a safer community. Your input will secure our continuing excellence by how and what we do next.



Chief Henry Reimann



OUR VISION:

To be the best law enforcement agency in Washington County in terms of professional reputation.

Professional representation on regional investigative teams

Professional working relationships with other agencies

Positive working relationships with our stakeholders

To be a career destination for law enforcement professionals – sworn and civilian.

Be a learning organization promoting professional development

Targeting recruitments consistent with our mission and values

To be an allied partner agency with regional stakeholders – promoting the interests of Forest Grove in furtherance of city goals.

Policy development and review in concert with city goals

Coordinated training with other law enforcement agencies

For Forest Grove Police Department employees to be proud of their affiliation with the department, city, and community.

Promoting esprit de corps through employee involvement

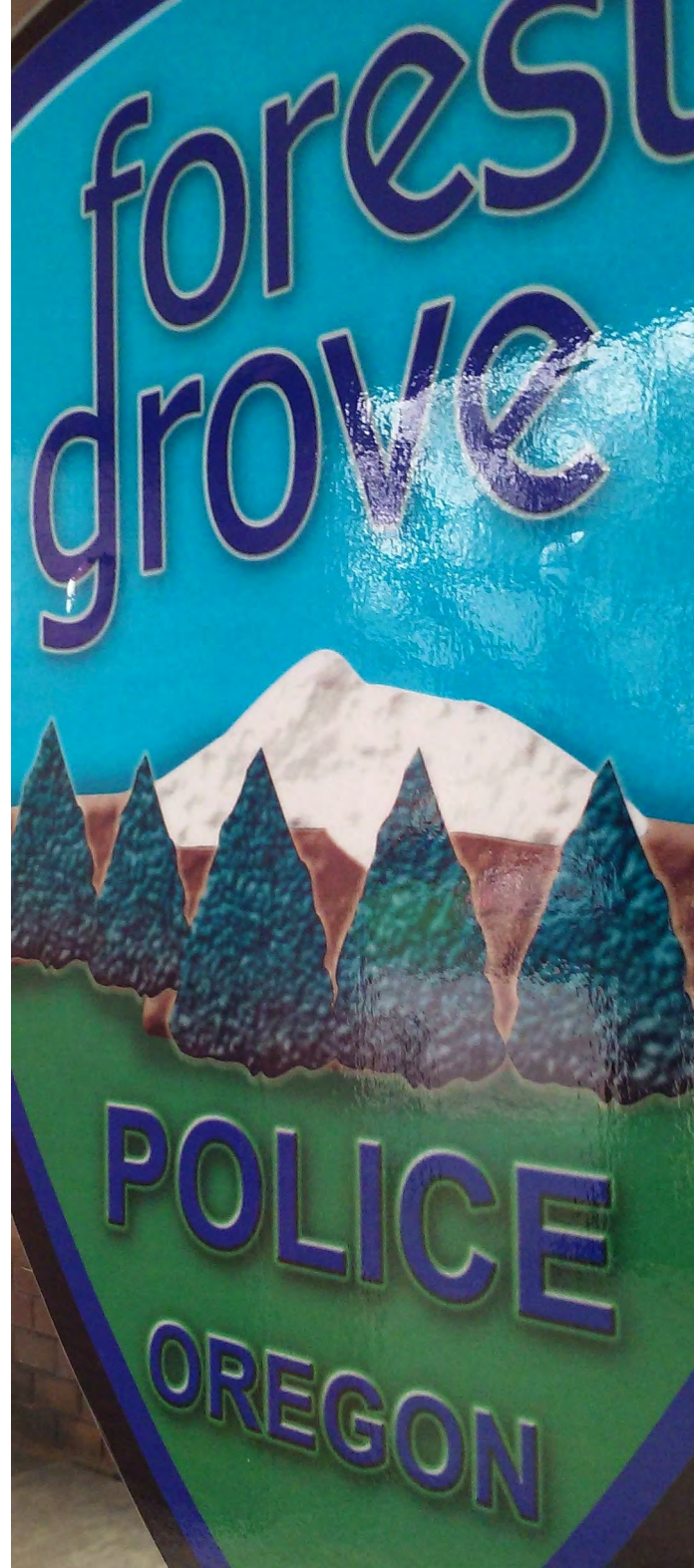
Maintaining accountability and responsibility

Rewarding behavior consistent with our mission and goals

To be fully capable of meeting all reasonable investigative, crime prevention, patrol, and traffic needs of the citizenry as growth impacts the community.

Forecasted budgeting reflecting the needs of the community

Stewardship and accountability of all entrusted public funds



OUR CORE VALUES:

SERVICE, INTEGRITY & PROFESSIONALISM



CITY GOVERNMENT OVERVIEW

FOREST GROVE:

The Forest Grove City Charter provides for a Council/Manager form of city government. The Council is the policy-making body of the city. They adopt laws and regulations, annual goals and objectives and budgets that fund a wide range of public services. Council members give direction to city staff through the City Manager who serves at the pleasure of the city council. The mayor is the leader of the governing body and presides over the council meetings.

The Forest Grove City Council Goals for 2020-2021 are:

- ◆ Support diversity, equity, and inclusion in the delivery of City services and operations
- ◆ Enable housing supply and affordability
- ◆ Enhance partnerships
- ◆ Improve internal and external communications and engagement
- ◆ Maintain financial and organizational sustainability through long-term planning and support for economic and workforce development
- ◆ Promote sustainable transportation alternatives and enhance mobility
- ◆ Expand recreation opportunities

The City Council & Mayor of Forest Grove

- ◆ Peter B. Truax, Mayor - Elected Term Expires 2022
- ◆ Donna Gustafson, Councilor—Elected Term Expires 2024
- ◆ Kristy L. Kottkey, Councilor—Elected Term Expires 2022
- ◆ Timothy Rippe, Councilor - Elected Term Expires 2024
- ◆ Elena Uhing, Councilor - Elected Term Expires 2024
- ◆ Mariana E. Valenzuela, Councilor—Elected Term Expires 2022
- ◆ Melinda Wenzl, Council President - Elected Term Expires 2022

The City Manager

- ◆ Jesse Vanderzanden serves as the Forest Grove City Manager.

OUR CITY

Established: 1850

Incorporated: 1872

County: Washington

Population: 25,553

Median Age: 33

Households: 8,320

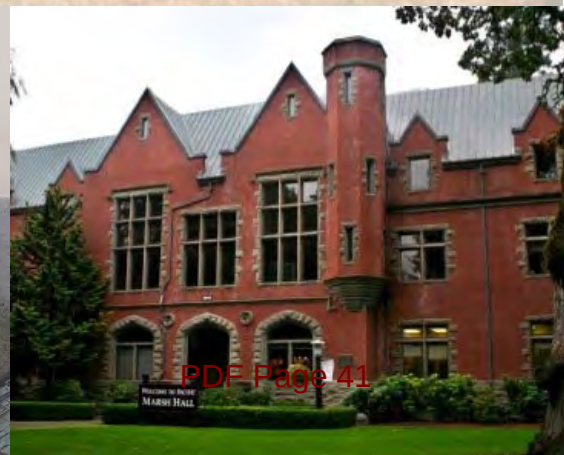
Average Household Size: 2.74

Racial Makeup:

68% Caucasian, 23% Latino/Hispanic

6.6% Two or more Races, 3% Other

Home of Pacific University - established 1849



NEW IN 2020:

FGPD RETURNS TO 24/7 SERVICE:

On November 17, 2019 the City of Forest Grove entered into an Intergovernmental Agreement with Washington County to provide policing services to the city for the hours of 3:00 am to 7:00 am. This agreement grew from a need for the Forest Grove Police Department to consolidate personnel into two shifts following the departure of staff and a need to reorganize. After months of recruiting and hiring efforts, the Forest Grove Police Department returned to 24 hour service, on August 31, 2020, with three fully staffed shifts.

COVID-19 EFFECTS ON POLICING

Covid-19 greatly impacted the entire world and Forest Grove was no exception. At the FGPD, we were fortunate to be prepared for the challenge due to a history of planning for such incidents.

The department, at a very early stage, began issuing and wearing masks, sanitizing work stations and patrol vehicles prior to each shift, and limiting the number of people inside the building or its' spaces to allow for social distancing. Officers were issued N-95 masks, eye-shields, and Tyvek gowns that allowed them to continue responding to calls for medical assistance. Initially officers were limited in the pro-active aspects of their job such as traffic enforcement and community contacts. After a short period, guidelines and protocols were developed to overcome some of the challenges to these enforcement strategies.

Early on, trainings and meetings were cancelled but fortunately we were able to transition to a virtual format in most instances. Officers' response to calls that did not require in person service were conducted by telephone. Those calls where we responded in person, officers were equipped with appropriate gear for the specific encounter.

Our efforts in battling Covid-19 since March 2020 has helped in having no documented cases within the Forest Grove Police Department. Throughout the pandemic the department has been able to maintain our service to the community uninterrupted.





COMMUNITY POLICING ADVISORY COMMISSION (CPAC):

The Forest Grove Community Policing Advisory Commission (CPAC) was established on August 10, 2020, by the Forest Grove City Council in response to public input regarding racial and social justice in the practice of community policing.

Purpose:

- ♦ The purpose of the Community Policing Advisory Commission 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 members serve as ambassadors to strengthen the relationship between the Forest Grove Police Department (FGPD) and the Forest Grove community through education, awareness, and open dialogue.

Responsibilities/Objectives:

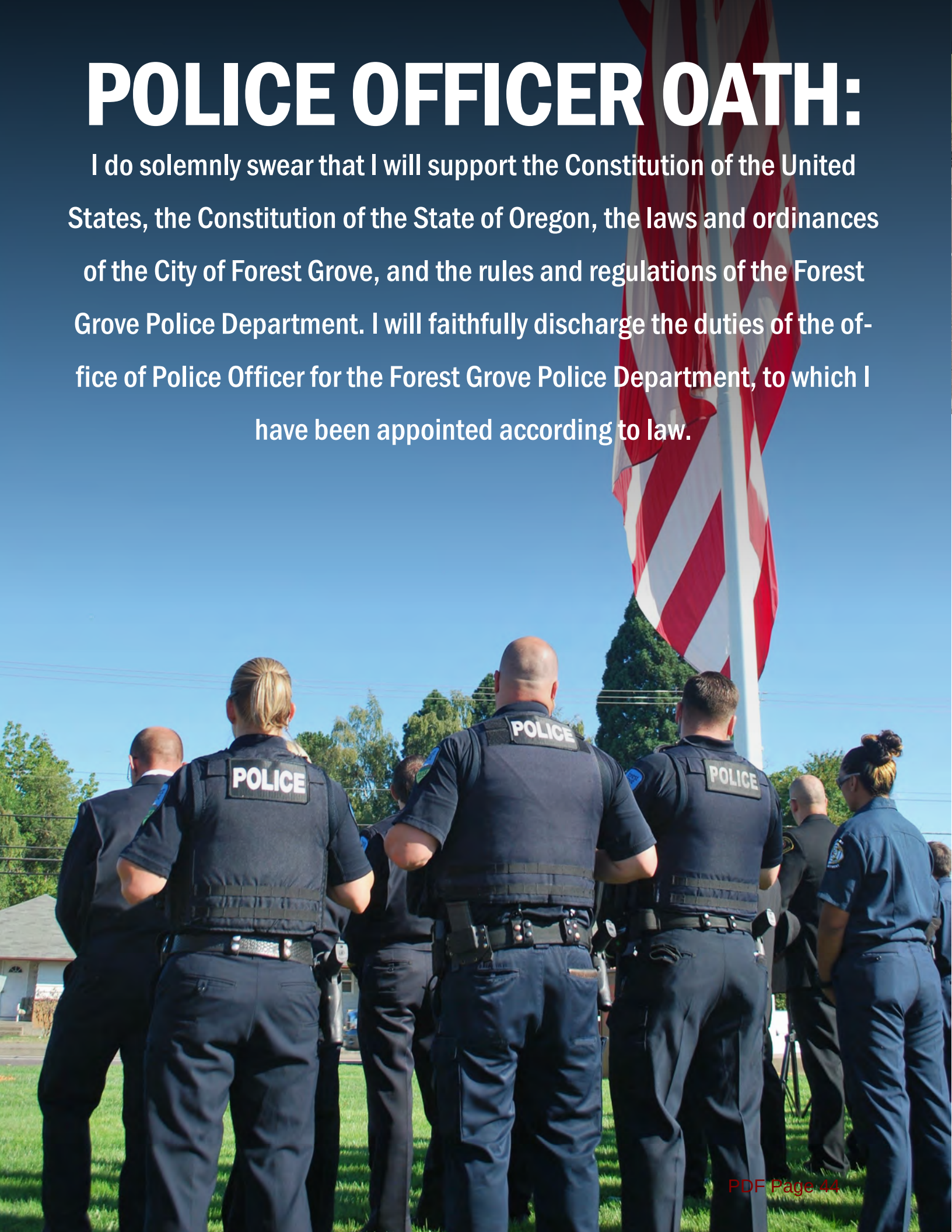
- ♦ Advise City Council and make recommendations regarding public safety policy, social justice and restorative justice.
- ♦ Seek input on social equity challenges attributed to public safety.
- ♦ Advise City Council on matters pertaining to educating the community and the FGPD about social justice issues, policies and plans.
- ♦ Review and recommend public safety policies, trainings and plans.
- ♦ Facilitate community involvement and input on public safety matters.

Membership:

- ♦ Members of the CPAC shall be composed of 12 Forest Grove residents and one student member who shall be appointed by City Council.
- ♦ The membership is inclusive and diverse and is composed of community representatives and community members at-large.

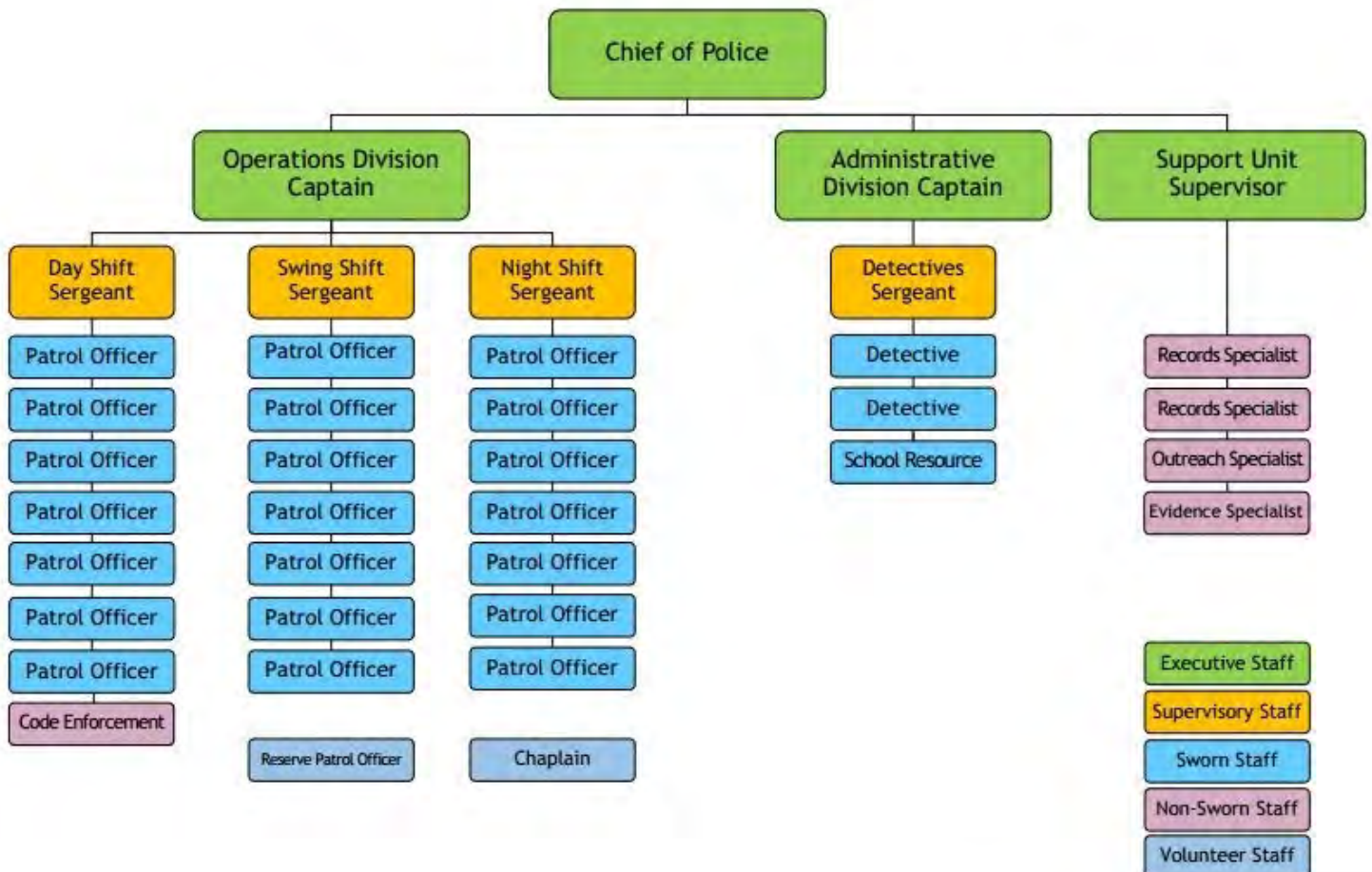
POLICE OFFICER OATH:

I do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws and ordinances of the City of Forest Grove, and the rules and regulations of the Forest Grove Police Department. I will faithfully discharge the duties of the office of Police Officer for the Forest Grove Police Department, to which I have been appointed according to law.





FOREST GROVE POLICE DEPARTMENT COMMAND STRUCTURE





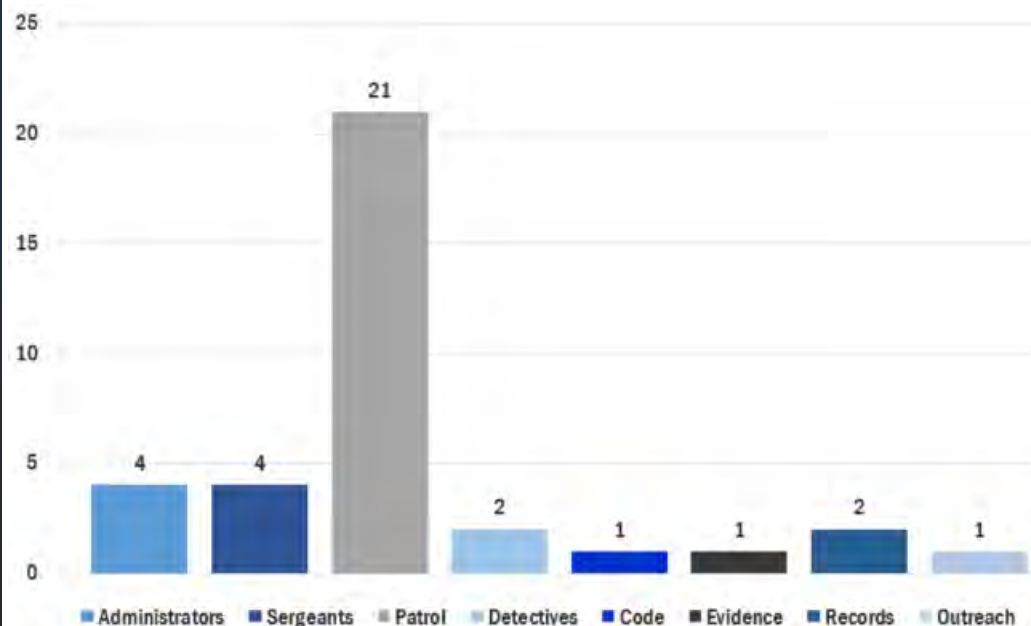
2020 QUICK FACTS

- TOTAL STAFF: 36
- SWORN STAFF: 30
- CHIEFS: 1
- CAPTAINS: 2
- SERGEANTS: 4
- PATROL: 21
- DETECTIVES: 2
- CIVILIANS: 6

DEPARTMENT OVERVIEW:

The Forest Grove Police Department serves the community of Forest Grove through law enforcement patrol, investigative services, crime prevention, and community outreach. At the end of 2020, the department employed 30 sworn officers, including a chief, two captains (division commanders), four sergeants (including one detective sergeant), two detectives, and 21 patrol officers (including one school resource officer). The department also employed one full-time code enforcement officer, one community outreach specialist, a support unit supervisor, an evidence specialist, and two records specialists. A volunteer chaplain also served the members of the department and community.

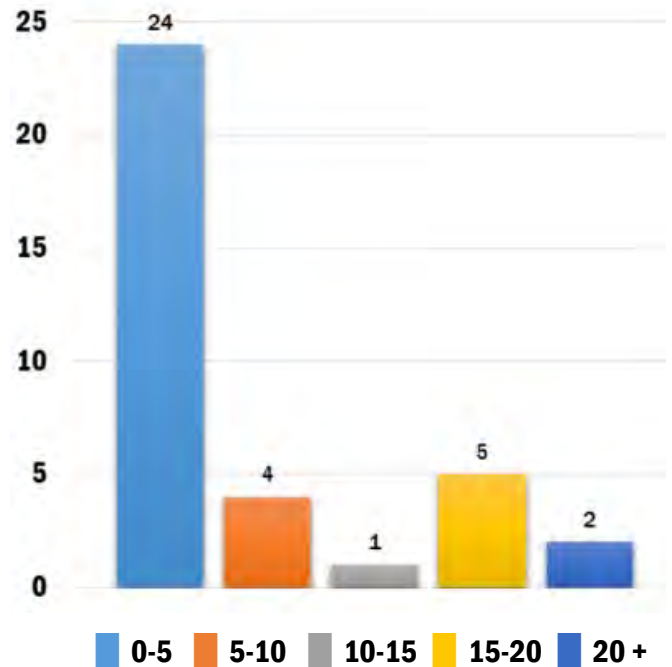
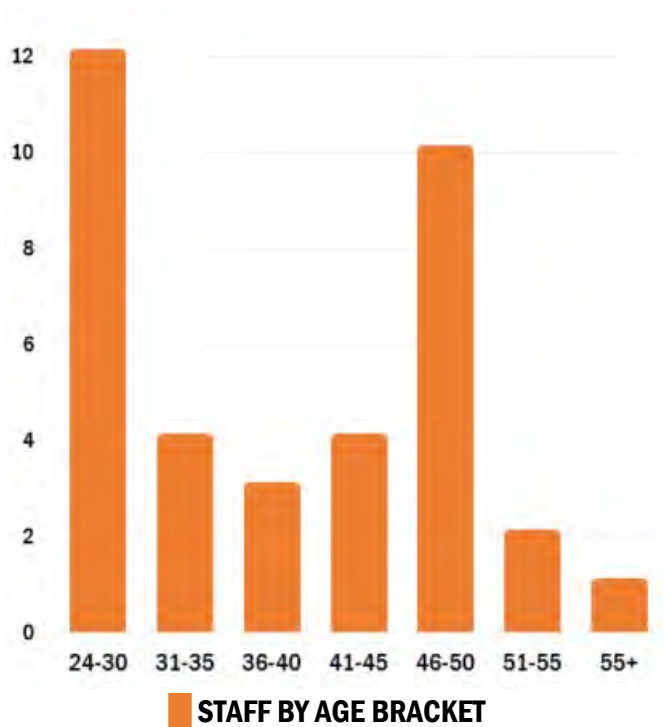
DEPARTMENT PERSONNEL



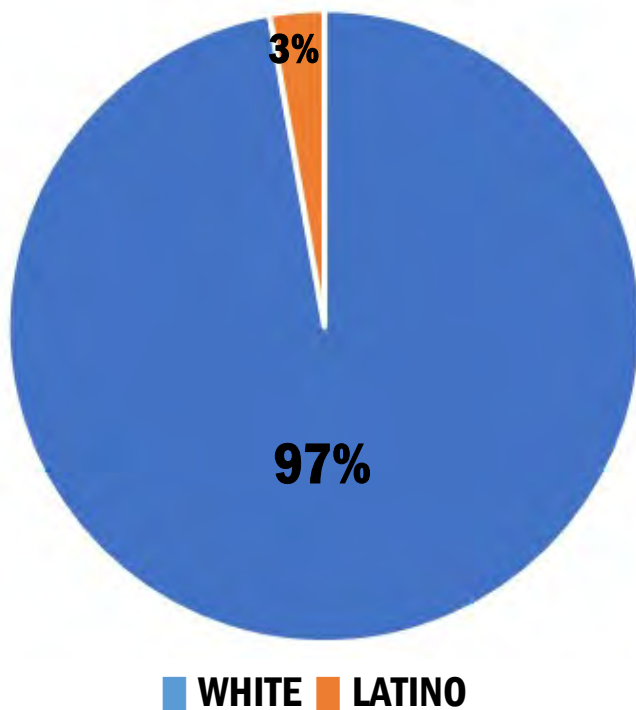
AT - A - GLANCE:

AGE OF PERSONNEL

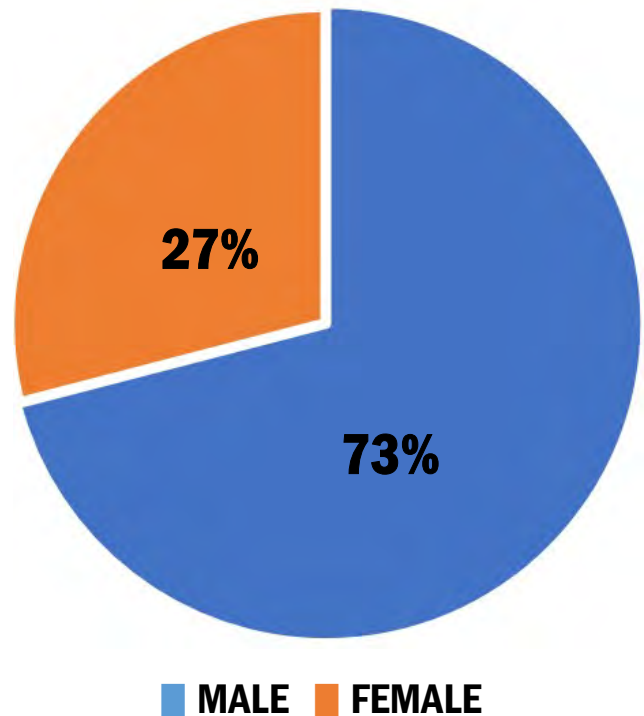
YEARS WITH FGPD



STAFF BY RACE:



STAFF BY GENDER:



ADMINISTRATION:

The department administration is comprised of the Chief of Police, Operations Division Commander, Administrative Division Commander, and Support Unit Supervisor. The administration is responsible for budget management, policy development and review, personnel matters, strategic planning, community relations, media relations, labor relations, and special projects. The department administration oversees department training.

FROM TOP TO BOTTOM:

CHIEF HENRY REIMANN Joined the Forest Grove Police Department in February 2020. Chief Reimann was appointed to the role of Chief of Police, rather than Interim, in July 2020. A veteran of the U.S. Army, Chief Reimann has served in law enforcement for more than 30 years in the full gamut of capacities, from patrol to public information to administration. Outside of the uniform, Chief Reimann is a husband, father of three grown children, and an active member of the community. He enjoys traveling with his wife, exploring the great outdoors, and is an avid—albeit amateur—photographer, who also likes to cook and read. Chief's door is usually open and he welcomes a visit and conversation if you'd like to know more about him.

CAPTAIN MICHAEL HALL: Joined the Forest Grove Police in 1996. A veteran of the U.S. Army, Captain Hall has worked in law enforcement for more than 25 years. He holds a BS in Administration of Justice from Portland State University. In his tenure, he has served as a patrol officer, patrol sergeant, detective, detective sergeant, and administrative sergeant, as well as on the Major Crimes and Crash Reconstruction and Analysis teams. He was promoted to the rank of Captain in April 2018, and serves as the Operations Division Commander.

CAPTAIN TROY MASLEN Joined the Forest Grove Police Department in 1994 and has more than 26 years of law enforcement experience. Captain Maslen has served as a reserve officer, patrol officer, patrol sergeant, detective, transit officer, and motor officer. He holds a BS in Criminal Justice. He was promoted to the rank of Interim Captain in January 2020, and Captain in May 2020. He serves as the Administrative Division Commander.

SUPPORT UNIT SUPERVISOR LISA CANNON: Joined the Forest Grove Police Department in 2011. Lisa oversees the Records department, Evidence, and the Community Outreach Specialist, as well as purchasing, payroll, payables, and the records management system. She holds a BA in Business Management with a psychology minor, and previously worked for a hotel/restaurant management company for 16 years, 12 of which as the Human Resources Manager. Lisa is one of six non-sworn, civilian employees at the FGPD.



SERGEANTS:

The Forest Grove Police Department has three patrol sergeants who oversee patrol officers for day, swing, and night shifts, and one detective sergeant who oversees the investigative team.

FROM TOP TO BOTTOM:

SERGEANT SCOTT KING: Joined the Forest Grove Police Department in 2005 and has more than 16 years of law enforcement experience, starting as a Beaverton Police cadet in high school and later a reserve officer. Sgt. King holds a BA in Sociology from Pacific University and has served as a patrol officer, field training officer, detective, and patrol sergeant. He also oversees the department's field training evaluation program and the reserve program.

SERGEANT JEREMY LAZENBY Joined the Forest Grove Police Department in 2012 and has more than 8 years of law enforcement experience. A veteran of the United States Marine Corps, Sgt. Lazenby served as a Washington County Sheriff's Deputy prior to joining the FGPD. He has served as a reserve officer, patrol officer, detective, and served as the Detective Sergeant for most of 2020 before returning to patrol sergeant.

SERGEANT RAY MCGREW: Joined the Forest Grove Police Department in 2004 and has more than 23 years of law enforcement experience. Sgt. McGrew began his law enforcement career with the Polk County Sheriff's Office as a reserve before joining the Milton-Freewater Police Department where he served as a patrol officer and corporal. As a member of the FGPD, Sgt. McGrew has served as a patrol officer, motor officer, defensive tactics instructor, field training officer, and patrol sergeant.

SERGEANT JOE MARTINO Joined the Forest Grove Police Department in 2001 and has more than 21 years of law enforcement experience. Sgt. Martino has served as a reserve officer, patrol officer, detective, Gang Resistance Education and Training instructor, field training officer, and defensive tactics instructor. He was promoted to the rank of Sergeant in October, 2020.



DETECTIVES:

The Forest Grove Police Department has an Investigations division that comprises one detective and a detective officer-in-charge. To serve in Investigations, officers are expected to have at least five years of patrol experience and participated in trainings in a variety of law enforcement disciplines.

Detectives also assist the Patrol Division by covering shifts when staffing shortages arise, as well as completing search warrants and affidavits when necessary.



Det. Matt Glem



Det. Darren Pomeroy

PATROL DIVISION



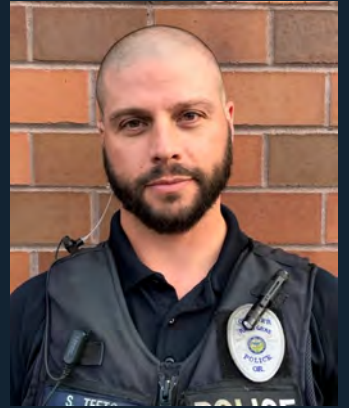
Ofc. Tom Siciliano



Ofc. Clarice Gordon



Ofc. Jeffrey Fox



Ofc. Steven Teets



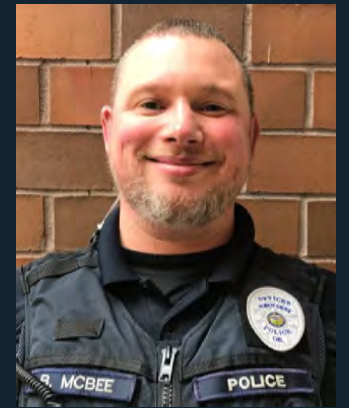
Ofc. Andrew Colasurdo



Ofc. Bradley Schuetz



Ofc. Matthew Krump



Ofc. Bon McBee



Ofc. Amber Daniels



Ofc. Samuel Younce



Ofc. Kole McGann



Ofc. Eric Shafer

PATROL DIVISION



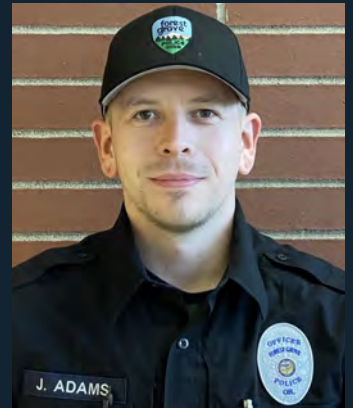
Ofc. Daphne Plumeau



Ofc. Kaitlyn Scott



Ofc. Aaron Huson



Ofc. Jacob Adams



Ofc. Michael King



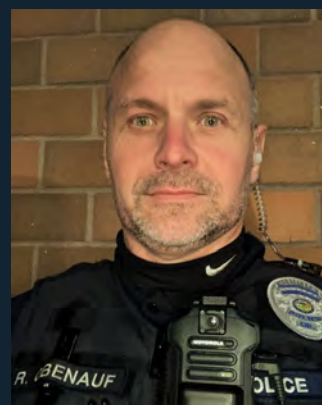
Ofc. Matthew Dorick



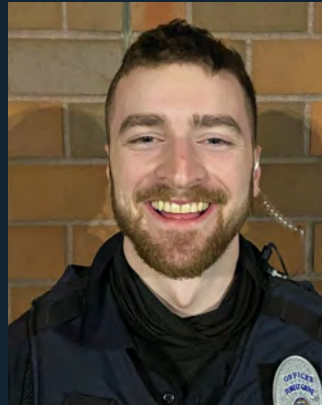
Ofc. Roberto Nava



Ofc. David White



Ofc. Robert Obenauf



Ofc. Brandon Durbin



PATROL DIVISION:

The Forest Grove Police Department's patrol division is broken into three shifts: day, swing, and night. Each shift is comprised of up to six patrol officers and is supervised by a patrol sergeant who also responds to calls. Patrol officers respond to calls, conduct proactive patrol throughout the city, and enforce traffic regulations, city ordinances, and state statutes. The Patrol Division also supplies a school resource officer to the Forest Grove School District (see page 22).

On average, the FGPD receives 50-70 calls for service each day, and will be involved in an average of 400-500 activities each week, both reported and self-initiated. In most cases, patrol personnel investigate both the initial report of crimes and conduct all related follow-up and ensure criminal cases are ready for prosecution when appropriate.

In 2020, the Forest Grove Police Department responded to 22,160 calls. This included 9,614 dispatched calls - calls in which members of the public contact dispatch through non-emergency or 911 requesting service. Officers also engaged in 12,546 self-initiated calls - incidents in which officers initiate the call, such as a traffic stop or a suspicious circumstance.

Sergeants and officers averaged 886 calls each in 2020 and wrote, on average, 105 reports each. Common dispatched calls for service in 2020 were regarding suspicious circumstances, including suspicious persons and vehicles. Police also responded to a variety of calls for public assistance, including welfare checks, premise checks and extra patrols.

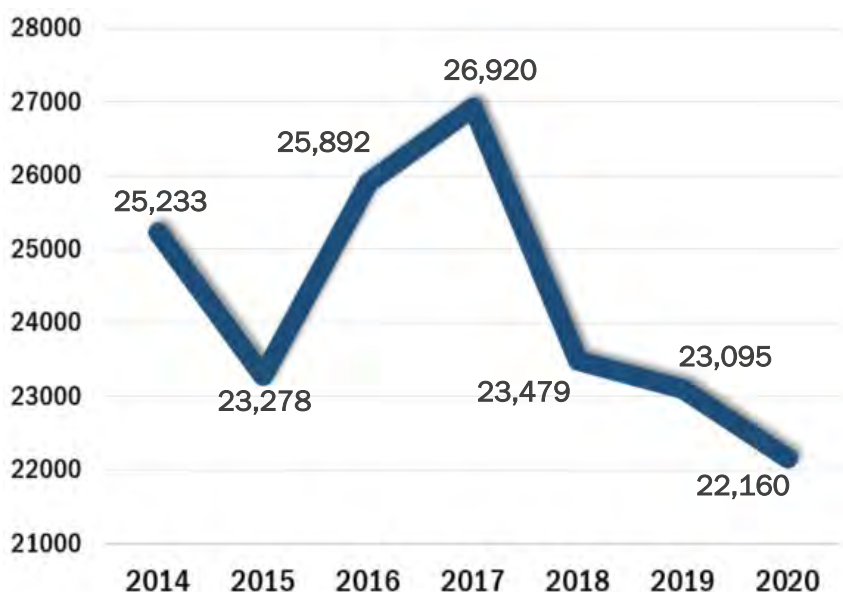
In 2020, the top incidents officers responded to were thefts, domestic disturbances, criminal mischief, fraud, harassment, burglaries, and assaults. Police made 920 arrests in 2020, and issued 1,777 citations.

2020 CALLS FOR SERVICE:

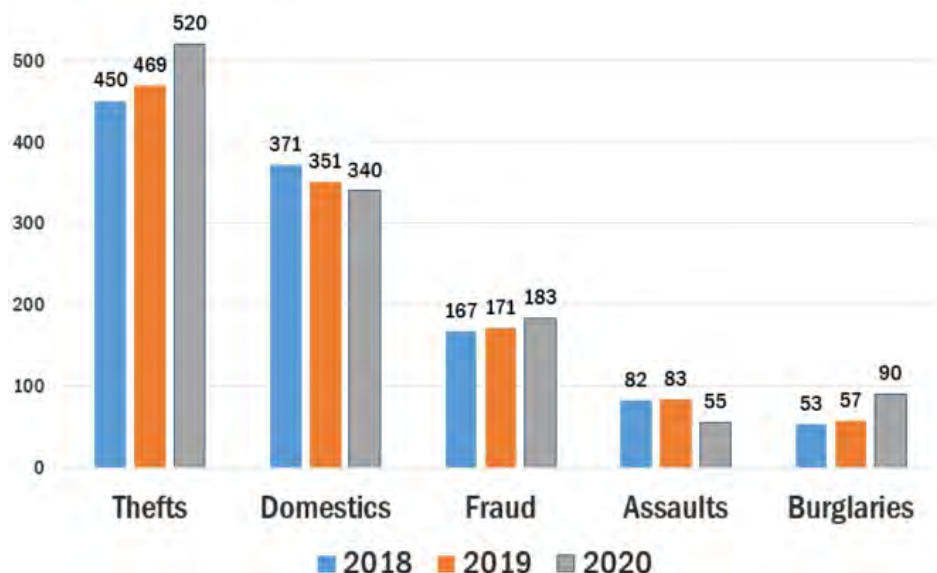
22,160

DISPATCHED CALLS: 9,614
 SELF INITIATED CALLS: 12,546
 TRAFFIC STOPS: 3,763
 REPORTS TAKEN: 2,647
 CITATIONS ISSUED: 1,777
 ARRESTS: 920

TOTAL CALLS FOR SERVICE BY YEAR



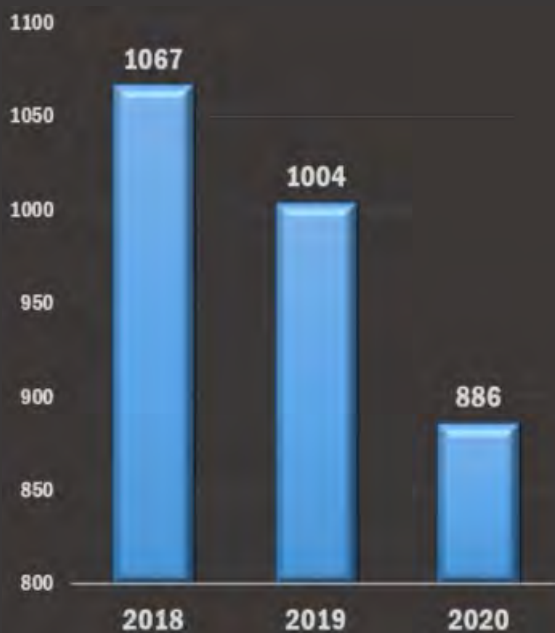
TOP FIVE SPECIFIC INCIDENT TYPES BY YEAR



POLICE ACTIVITY:

ALARMS	334
ANIMAL COMPLAINTS	216
ARSON	3
ASSAULTS	55
ASSIST OUTSIDE AGENCIES	268
ASSIST PUBLIC	1249
BURGLARIES	90
CRIMINAL MISCHIEF	218
DISTURBANCES	210
DOMESTIC DISTURBANCES	340
DUII	63
EXTRA PATROLS	1269
FRAUD	183
HARASSMENT	247
HIT & RUNS	90
JUVENILE PROBLEMS	274
MENTAL INTERVENTION	52
MISSING PERSON	31
NOISE COMPLAINTS	251
SEX OFFENSES	42
STOLEN VEHICLE	52
SUBJECT CONTACTS	208
SUICIDE THREATS/ATTEMPTS	69
SUSPICIOUS CIRCUMSTANCE	530
SUSPICIOUS PERSONS	471
SUSPICIOUS VEHICLES	1674
THEFTS	520
TRAFFIC CRASHES	192
WARRANT SERVICE	131
WELFARE CHECKS	892

AVERAGE NUMBER OF CALLS ANNUALLY PER OFFICER:



AVERAGE NUMBER OF REPORTS ANNUALLY PER OFFICER:



BEYOND INCIDENT RESPONSE:

Patrol officers are routinely engaged in trainings that build knowledge and skills, and will usually specialize in any number of specialty fields within law enforcement. Seasoned officers also take on the role of training new officers as they leave the police academy and begin their service with the FGPD.

Some personnel from the operations division are members of countywide teams, including Major Crimes, Multi-Disciplinary Child Abuse, Emergency Behavioral Health, Elder Abuse, Drug Recognition Expert program and Crash Analysis Reconstruction Team (CART). Patrol personnel also liaison with various social service agencies to address other societal issues such as mental health problems, elder abuse, and juvenile delinquency.

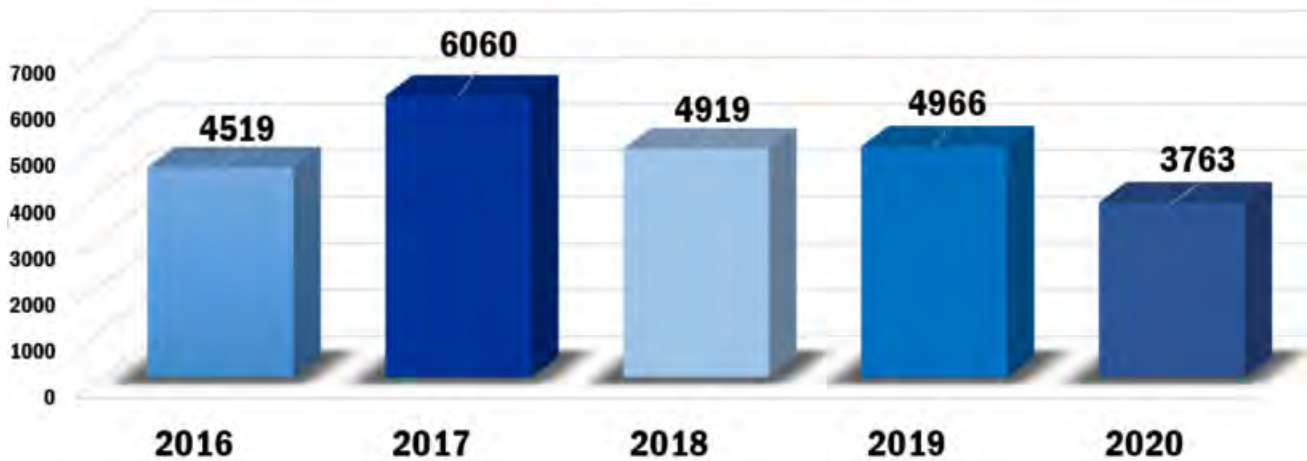
In addition to criminal investigations, patrol personnel will participate in special projects and events such as, Shop With a Cop, Forest Grove Light Parade, enhanced DUII enforcement, underage alcohol purchase operations, Pacific University and Forest Grove High School events, community events such as the Love Rocks Run and Founders Day Corn Roast, Coffee with a Cop and the department's National Night Out celebration - in 2020, however, the Covid-19 pandemic impacted many of these outreach activities.



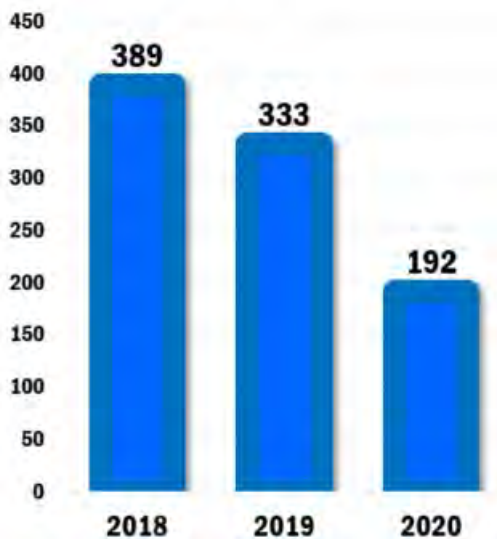


TRAFFIC ENFORCEMENT STATS

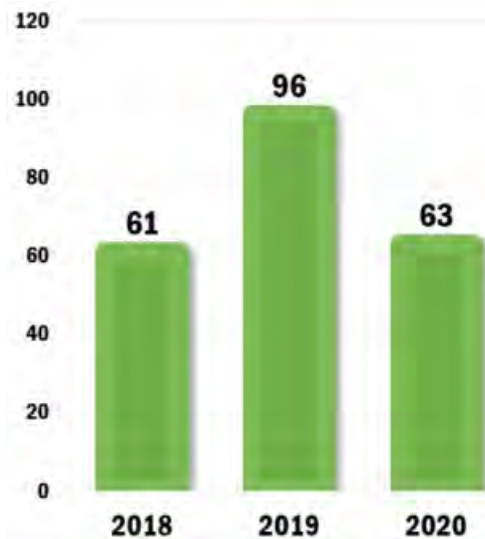
TOTAL TRAFFIC STOPS BY YEAR (2016-2020)



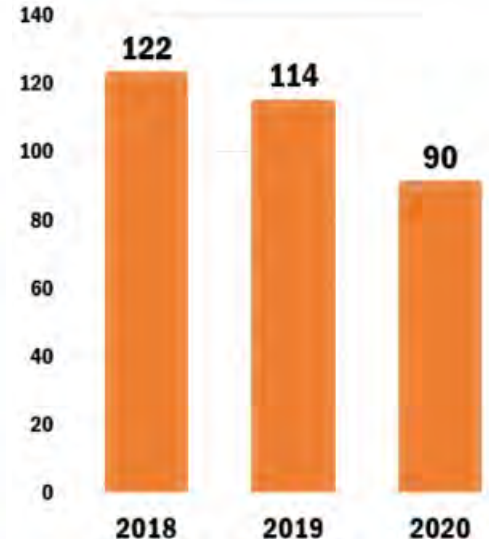
TRAFFIC CRASHES BY YEAR



DUII STOPS BY YEAR



HIT-AND-RUNS BY YEAR



SUBJECT STOPS:

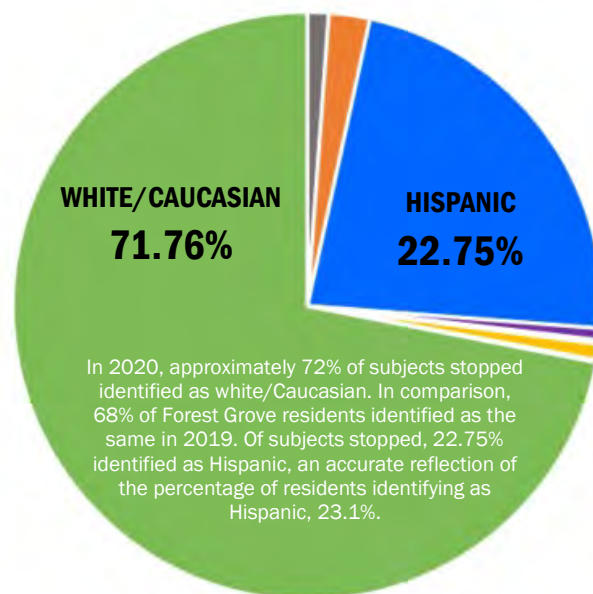
During the course of their duties, patrol officers will stop individuals they observe violating Oregon or municipal statutes. This applies to drivers, pedestrians, and cyclists.

In 2020, the Forest Grove Police Department made 3,877 subject stops. Of those, approximately 72% of the subjects identified as White/Caucasian, while 23% identified as Hispanic with the remaining 5% of subjects identified as other races (see below). Approximately 67% of the subjects identified as male and 33% as female. 2,227 of the stops, or 57%, occurred during the day and 1,650, or 43%, occurred during the nighttime hours.

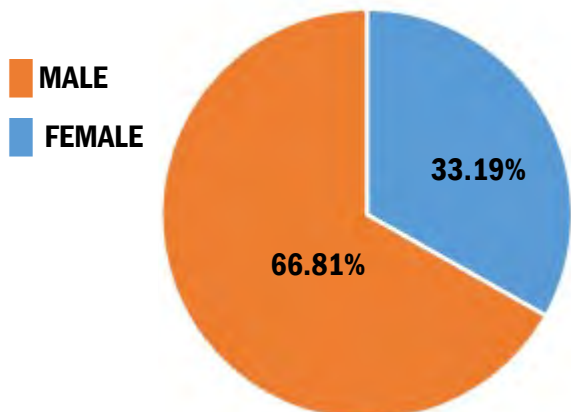
The top reasons for stops in 2020 included: Operation Without Required Lighting (such as headlights), Failure to Obey a Traffic Control Device (such as a stop sign or red light), Improper Display of Registration Stickers, Municipal Traffic Violations, Violating the Speed Limit, and Operating a Vehicle while Using a Mobile Device. Of the subjects stopped, approximately 65% received a warning, 31% were given citations, and 6% were arrested.

STOPS BY RACE:

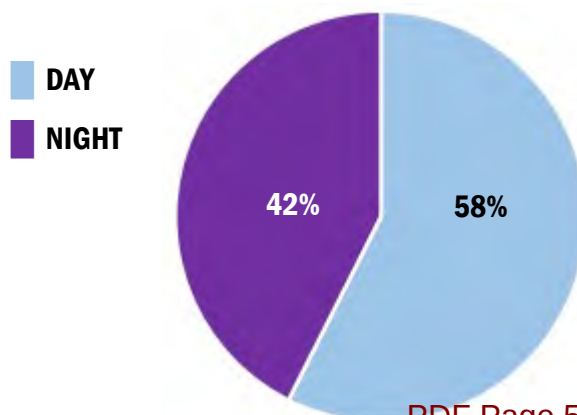
	NUMBER OF SUBJECT STOPS	PERCENTAGE OF TOTAL STOPS
WHITE/CAUCASIAN	2,782	71.76%
HISPANIC/LATINO	882	22.75%
BLACK	87	2.24%
ASIAN	54	1.39%
PACIFIC ISLANDER	34	.88%
MIDDLE EASTERN	25	.64%
-- NATIVE AMERICAN	8	.21%
-- UNKNOWN	5	.13%



PERCENTAGE OF STOPS BY GENDER



PERCENTAGE OF STOPS DAY VS. NIGHT





USE OF FORCE:

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties. Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

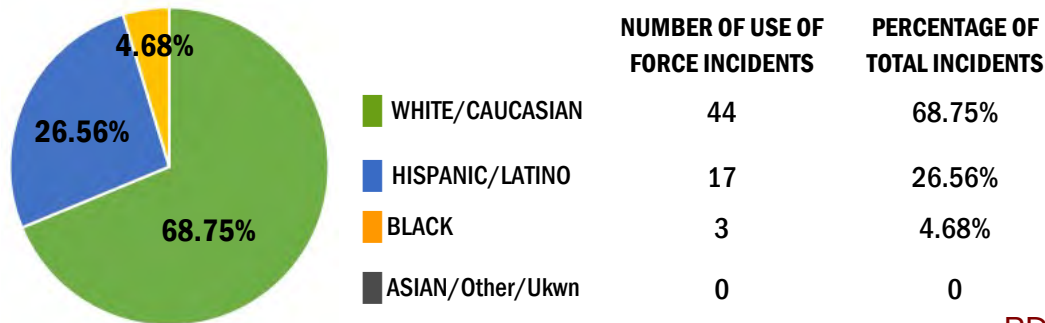
The Forest Grove Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

In 2020, the Forest Grove Police Department had over 22,160 citizen contacts and used force against 64 people. Of these, 53 of the incidents were against male suspects and 11 against female suspects. 44 of the incidents were against individuals who identify as white/Caucasian, 17 against individuals identifying as Hispanic, and 3 against individuals identifying as Black. In total, 98 Use of Force reports were completed for these 64 incidents.

The average age of people whom officers used force against was 36 years of age, while the average height and weight was approximately 5’9” and 183 Lbs. The most common factor in force used, noted by officers, was hostility towards officers followed closely by the effects of alcohol and drug use.

In 2020 the peak month for officer use of force was June while the peak day was Saturday. The most common hours for use of force was between 6:00pm and 9:00pm.

Throughout 2020 officers displayed weapons ranging from chemical spray to a patrol rifle 45 times and used some form of forceful physical contact 80 times. In 2020, no Forest Grove Police Officer discharged their firearms; while Tasers were displayed 9 times, officers only deployed them 3 times.



MILESTONES, AWARDS & ACHIEVEMENTS

(PICTURED OPPOSITE NUMERICALLY)

Graduation from Oregon Department of Public Safety and Standards (DPSST) Academy:

- ♦ Officer Kole McGann¹
- ♦ Officer Daphne Plumeau
- ♦ Officer Kaitlyn Scott⁴

Completion of DPSST Police Officer Career Development Course (PCOD):

- ♦ Officer Aaron Huson

New Hires:

- ♦ Henry Reimann, (February, 2020)
- ♦ Michael King, (July, 2020)⁶ - Left
- ♦ Jacob Adams (July, 2020)⁶ - Center
- ♦ Roberto Nava (July, 2020)³ - Left
- ♦ Dave White (July, 2020) ³ - Center
- ♦ Matt Dorick (July, 2020) ³- Right
- ♦ Robert Obenauf (August, 2020)⁵
- ♦ Brandon Durbin (September, 2020)²
- ♦ Michelle Wilkins (November, 2020)

Promotions and Appointments

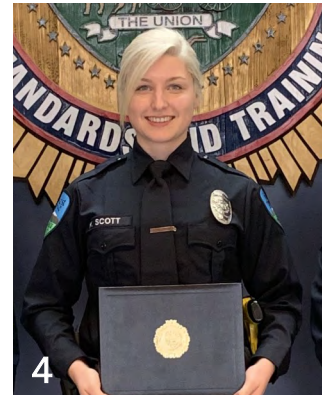
- ♦ Troy Maslen to Administrative Captain
- ♦ Henry Reimann to Chief of Police
- ♦ Joseph Martino to Patrol Sergeant

FGPD Service Milestones:

- ♦ Officer Steven Teets—10 years
- ♦ Sergeant Scott King—15 years

Retirements:

- ♦ Officer Tom Siciliano—25 years with the FGPD⁶



In July 2020, the Forest Grove Police Department was awarded Agency of the Year by the Western States Information Network - a regional program that provides support for law enforcement by offering resources that aid in information sharing, criminal investigations, and officer safety. This award is was in large part due to the dedicated work of Detective Darren Pomeroy (pictured far right) who has led the way region wide in utilizing new technologies to investigate child pornography, human trafficking, sex crimes and other violent crimes.





INVESTIGATIONS

The Detective Division of the Forest Grove Police Department is dedicated to providing the highest quality of service to the citizens of Forest Grove and is committed to innovating whenever possible. This commitment is exemplified by service not only to our interagency partners, but to our drive to deliver justice to the victims in the criminal cases that we are honored to serve.

Detectives typically investigate complex cases that require follow-up in other geographical areas or cases that are complex and require long term time commitment. Detectives are considered general assignment but primarily investigate child abuse, adult sexual assaults, violent assaults and homicides. Additionally, detectives currently interact with the County Multi-Disciplinary Teams (MDT) for Child and Elder Abuse, and the Major Crimes Team (MCT).

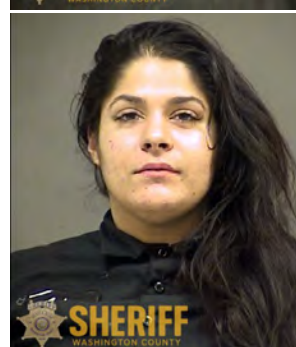
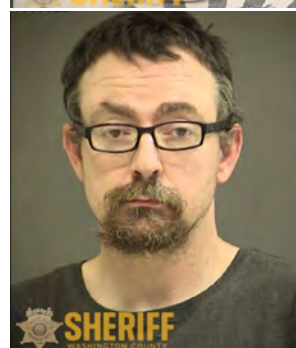
A total of 52 new cases were assigned to the Investigations Division during 2020, of which 39 were closed within that year. 57 original reports were completed as well as 330 follow up and supplemental reports. Detectives were also responsible for the arrest of nine suspects in a variety of cases. The Unit closed a total of 65 cases, including cases carried over from previous years, and completed 17 background investigations. Covid-19 proved to be particularly impactful on investigations and how detectives conducted day to day operations. Meeting with and providing resources to victims was hampered or delayed in the interest of reducing Covid exposure, as did the methods for meeting with suspects.

Forest Grove Detectives also assisted the patrol division in 2020 by covering shifts when staffing shortages arose, completing search warrant affidavits and search warrants when the need arose, and also in completing remedial and in-service training for patrol personnel.

MAJOR CASES 2020:

PICTURED TOP TO BOTTOM

- ♦ In April 2020, Forest Grove Police Officers arrested Zachary Blessing after responding to a report of a stabbing in which one person had sustained multiple serious wounds. Police further learned the incident had occurred in the presence of a minor child. Blessing initially fled on foot but was later captured and arrested. He was initially charged with Assault in the First Degree and Unlawful Use of a Weapon; Blessing took a plea deal.
- ♦ In April 2020, officers responded to a report of a large explosion in a multi-unit complex on Main Street. The suspected the cause of the explosion was due to the manufacture of butane hash oil. John LeCount was identified as the suspect and was later found hiding in the detached garage with singed facial hair. He admitted to extracting hash oil using butane and a spark caused the explosion. LeCount pled guilty to Arson Incident to the Manufacture of Cannabinoid Extract and was sentenced to 5 years in prison.
- ♦ In March 2018, officers conducted a welfare check the apartment of a 53 year old female. Patrol located the woman deceased in her home; the medical examiner ruled it a death under suspicious circumstances and a murder investigation was initiated. Kamen Baer and Andrea Tijerina were identified as persons of interest. Baer was arrested in 2019 and pleaded guilty to Manslaughter and sentenced to 15 years. Tijerina was arrested in early 2020 on charges of murder and robbery. She took a plea deal.
- ♦ In May 2019, officers arrested Ronald Jordan on multiple charges of sex abuse following an investigation that began in February 2019 involving a minor victim. Jordan pleaded guilty and was sentenced to 10 years. During 2020, however, this same investigation revealed additional cases; Jordan took a plea deal and was sentenced to an additional 6 years in prison.
- ♦ In February 2020, Officers arrested Todd Ott in the culmination of a sexual abuse investigation that began in 2019. Two minor victims disclosed that Ott had abused them over a span of several months while the victims' family resided with Ott, possibly with the knowledge of the victims' parents. The victims' parents were also arrested and indicted on charges related to abuse and neglect. Ott pleaded guilty on multiple charges and was sentenced to 12.5 years in prison. The victims' mother pleaded guilty to three counts of Criminal Mistreatment and was sentenced to six years; the father of the victims is awaiting trial.



SCHOOL RESOURCE OFFICER

Officer Clarice Gordon has served as the
Forest Grove School Resource Officer
since 2016.



The Forest Grove police department supplies one School Resource Officer (SRO) to the Forest Grove School District. The SRO is a patrol officer with sworn authority specifically assigned to work in collaboration with school and community-based organizations. The SRO typically serves a four-year assignment.

Due to Covid and the transition to a distance learning model, the SRO was only in the schools through mid-March, 2020 where she responded to more than 85 calls for service. In a typical year, the most common incidents are theft, assault, drug possession, and sexual assault, in addition to frequent cases involving bullying, harassment, and social media.

FOREST GROVE SCHOOL DISTRICT:

8 ELEMENTARY SCHOOLS
1 UPPER ELEMENTARY SCHOOL
1 MIDDLE SCHOOL
1 HIGH SCHOOL

TOTAL STUDENTS: 6,108





CODE ENFORCEMENT OFFICER

Code Enforcement Officer Michelle Wilkins joined the Forest Grove Police Department in November, 2020.

The City of Forest Grove establishes rules and regulations regarding property, noise, parking, and vehicles, among others, in order to keep Forest Grove a safe and pleasant community to live, work, and enjoy.

When a property or vehicle violates the City's Ordinances, the Forest Grove Police Department's Code Enforcement Officer assists in resolving the issue by working with property or vehicle owners to find solutions. The Code Enforcement Officer is a non-sworn civilian and is specifically dedicated to handling only code calls.

In 2020, the FGPD had a Code Enforcement vacancy from August to November when CEO Michelle Wilkins joined the department. Code Enforcement Officers took 902 calls for service. Overall, Forest Grove Police responded to more than 1360 code enforcement related calls in 2020.

Examples of Code Enforcement calls:

- Parking complaints and abandoned vehicles
- Property complaints, including junk, hazards and vegetation
- Ordinance violations, including extended RV stays and noise complaints
- Illegal dumping and littering



CRISIS INTERVENTION: Officers Bon McBee (right) and Amber Daniels (center) participate in scenario exercises during a 40-hour Crisis Intervention Training designed to utilize various de-escalation skills when responding to calls involving behavioral health components.

TRAINING

The Forest Grove Police Department recognizes the importance of training and is committed to providing the best training available to all personnel. It is the practice of the Forest Grove Police Department to provide its officers with the opportunity to improve skills and abilities as well as continuously learn new concepts and trends within law enforcement. This ideal is achieved by providing ongoing, purposeful training that serves the objectives of the department as well as each individual officer.

Each year, our officers are required to complete mandatory training which includes ethics, use of force, Bloodborne and HazMat. They are also required, on an ongoing basis, to go through De-escalation training, First Aid/CPR and AED certification, and Crisis Intervention and Mental/Behavioral Health training, to name a few. Officers may elect to attend training geared towards their special interests and/or assignments such as Crisis Negotiation, School Resource Officer, Mobile Response Team, Drug Recognition Expert, among others. These trainings are in addition to the 640 hours that they received at the Basic Police Academy which is a 16 week course and the FGPD's 17 week Field Training and Evaluation Program officers must complete before going solo on the road.

Due to Covid-19, training opportunities were limited in 2020, however as the year progressed, online and virtual trainings became more commonplace to ensure officers continued to receive their ongoing training requirements.

SUPPORT UNIT

RECORDS. EVIDENCE. OUTREACH.

The FGPD currently employs a support unit of non-sworn employees who assist officers and the public in the day to day operations of the department. This includes assisting officers from processing and tracking reports and evidence, assisting citizens who come through the FGPD lobby or call the main office.

Records:

- ♦ Records Specialists ensure that data from citations and reports is entered into any number of state and local databases. They route documents to the appropriate entities such as Department of Human Services, District Attorney, and other law enforcement jurisdictions. Records Specialists ensure compliance with public records laws and reporting requirements, and maintain and purge records according to state laws and city policies. They also process any records requests from members of the public.
- ♦ Records staff also assist citizens who come into the police department lobby or contact the main business line.

Evidence

- ♦ The Evidence Specialist is responsible for logging and storing evidence that is seized by officers, tracking all evidence from the time of seizure to the end of its usefulness. At that point, the Evidence Specialist is responsible for the retention and/or destruction of that evidence.
- ♦ The Evidence Specialist partners with the United States Drug Enforcement Agency in sponsoring National Prescription Drug Take Back events twice a year.

Community Outreach

- ♦ The Community Outreach Specialist (COS) is responsible for the department's many educational and crime prevention programs, such as Citizen's Academy, Neighborhood Watch, Scam Workshops, Coffee with a Cop, National Night Out, in addition to community events throughout the year.
- ♦ The COS manages the FGPD's web content, social media accounts, department publications and educational resources.



Records: Carol Lorenz



Records: Jaime Zaik



Evidence: Renee Lee



Outreach: Lauren Quinsland

COMMUNITY OUTREACH

The Forest Grove Police Department takes pride in our relationship with the citizens of Forest Grove and strives to create and participate in positive, meaningful opportunities to interact with the public, with businesses, and with civic, social, and non-profit organizations. In a typical year, the FGPD hosts and participates in various events for the public to meet officers, ask questions or raise concerns, or learn how to partner with us for a safer community.

In February 2020, before Covid-19 began to impact life in Oregon, the FGPD had an opportunity to share coffee and donuts with residents of a local senior-living community. Immediately following, though, the impact of the pandemic greatly affected the various community outreach events, including National Night Out, but it also provided an opportunity to engage with the public in new and creative ways, including, among others:

- ◆ A free prescription pickup and delivery service for individuals aged 65+ with underlying health conditions, allowing them to access their prescriptions without leaving home
- ◆ Coordinating with local organizations to provide free reflective vests to cyclists and pedestrians
- ◆ Distribution of free reusable cloth masks for members of the public via a 'mask tree' outside the station. This project was done in collaboration with numerous individuals and groups who generously donated masks. Nearly 2,000 masks were distributed in 2020.
- ◆ Participating in non-contact 'parades' for birthdays, graduations, and other celebrations

Additionally, the FGPD saw an outpouring of support (usually in the form of lunch and other goodies) from local businesses, restaurants, community groups and individuals. A big "thank you" to all who came out to support us and other first responders during this challenging time.







FOREST GROVE POLICE DEPARTMENT

2102 PACIFIC AVENUE, FOREST GROVE, OREGON 97116

PHONE: 503-992-3260

DISPATCH: 503-629-0111

WWW.FORESTGROVE-OR.GOV/POLICE



A place where families and businesses thrive.

RESOLUTION NO. 2021-24

**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 JUNE 14, 2021, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2021-22.

Peter B. Truax, Mayor City of Forest Grove

AMENDED PRESENTED AND PASSED this 24th day of May, 2021.

ATTESTED:

Anna D. Ruggles, City Recorder

Westside Turnkey Housing Project | Western Washington County

Name of property: Centro Transitional Housing Project: Forest Grove Inn

Priority population: underserved and marginalized populations, including migrant and seasonal farmworkers; to include families and individual adults with a focus on women

Operating plan: Centro will oversee the operation and contract specific service providers. Direct partners will include Project Homeless Connect, the Forest Grove Foundation and Family Promise. There are a number of indirect service agencies and technical support partners: Virginia Garcia, Sequoia, Pacific University, and others.

First 3-6 months will remain status quo with the active shelter program on the property (primarily single adults) with the plan to survey current guests for interest in housing navigation and transition support. Current guests will be provided navigation assistance to secure housing or alternative shelters, connection to social and job search or training programs when appropriate. By September, Centro will pivot to a transitional housing program format. Referral and intake strategies will be employed to ensure access to our priority population.

Services provided onsite or nearby (navigation pathways) include: case management, housing navigation, mobile medical/dental/vision, mental health outreach, workforce training, individual development accounts (IDA), and other culturally specific providers. Our partners include Virginia Garcia Memorial Health Center, Oregon Health Sciences University (OHSU), Pacific University, Project Homeless Connect, Sequoia, Latino Network, and others.

Committed or planned funds: FEMA funds (\$90/room/night) are committed through June and could extend to September. We anticipate receiving federal American Response Plan funding through the state and county government. Centro also has applied for Metro Supportive Housing Services (SHS) funding that is scheduled to begin in July.

Plan for the property

This program will seek to strengthen human services in western Washington County, ensuring all persons, across diverse areas, cultures, and generations are given the opportunity to achieve their full potential through equity-based and trauma informed practices. The operation plan provides access to supportive services, housing, employment, education for immigrant and undocumented people

Transitional housing serves as a short-term stay when an individual or household is either waiting to secure permanent housing, or has secured permanent housing that is not immediately available. The transitional program is designed to teach independent living skills. The goal is to help households become as independent as possible, including securing employment, then graduate into Permanent Supportive Housing with a lease where the tenant pays a % of their income for rent.

Operational structure and roles

- Property management: play the role of managing the facility and intake process.
 - Perform intake, data management, accounting - vetting potential residents for eligibility, appropriateness, and manage a waitlist, and in general do the actual front-line intake work
 - provide clear training to staff on fair housing law and compliance (<http://fhco.org/>)
 - Manage day-to-day operations such as cleaning, laundry, etc.
 - Manage sub-contracts for services such as laundry, security, emergency repairs, etc.
 - Manage utilities, facility maintenance, insurance, and other related costs
- Service provider partner(s): play the role of case management, housing/services navigation.
 - Provide services and connection to culturally specific resources - help stabilize and prepare for work and housing.
 - Provide meals, hygiene and access to clothes and other basic needs.
 - Assist with access to public assistance: SSI, SSD, OHP, SNAP, and TANF enrollment.
 - Assist with permanent housing options - file for and get permanent housing
 - Assist with gainful employment or income, access to resources.
 - Assist in access to housing education (e.g. Rent Well), mental health and addiction counseling, employment/job training, parenting skills, and access to legal documentation (SSD, Birth Certificates, Driver's licenses, etc.).
- Centro LLC: oversee and manage the 3rd party services partner and property management company and coordinate outreach and marketing with property managers, especially when there are vacancies; not directly involved in intake or check eligibility of residents.

How these services will be implemented

Approach:

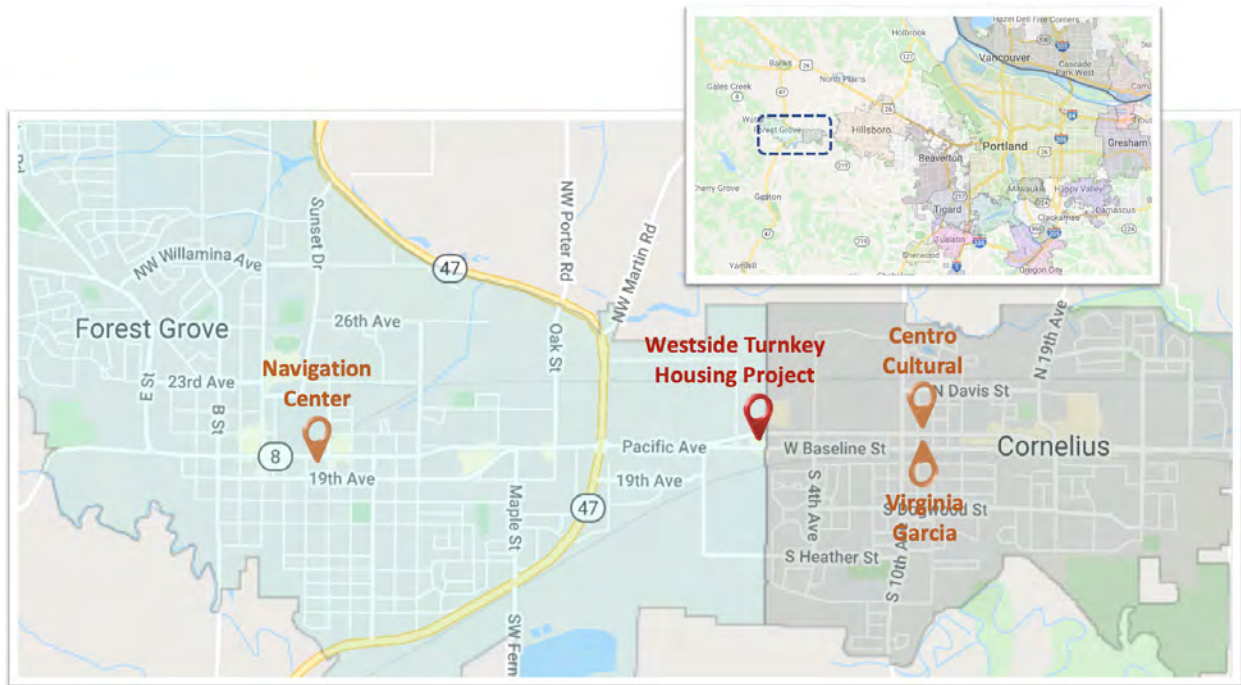
- Cultural competence plan (training, workforce diversity)
- Evidence-based practices (e.g., trauma-informed care, motivational interviewing)
- Technical support by: WA County Housing, New Narrative, Bienestar, Samaritan House, Pacific University (Social Work), among others
[program design/training, tools/policies to measure outcomes, permanent housing access, etc.]

Multi-phase model: [Samaritan House model] Casa Samaritana

- Program entry: Intensive intake process – questionnaire and orientation to services/policies
- First 30 days: Emergency Shelter phase – crisis de-escalation and resolution
- Next 3 months: Transitional Shelter phase – education or employment and financial saving
- Final phase: Transitional Housing – legal landlord, lease agreement with the tenant
- Program exit: Permanent Supportive Housing – self-sufficiency with access to supports

Comprehensive, community-based approach to services:

- Coordinate physical and mental health care needs – link participants with a health care provider (mental health, healthcare, dental, vision, housing, culturally specific services)
- Identify and re-establish eligible benefits/training – SSI/SSDI, Rent Well, etc.
- Plan for cooperatively providing housing and services – partner with Bienestar, others

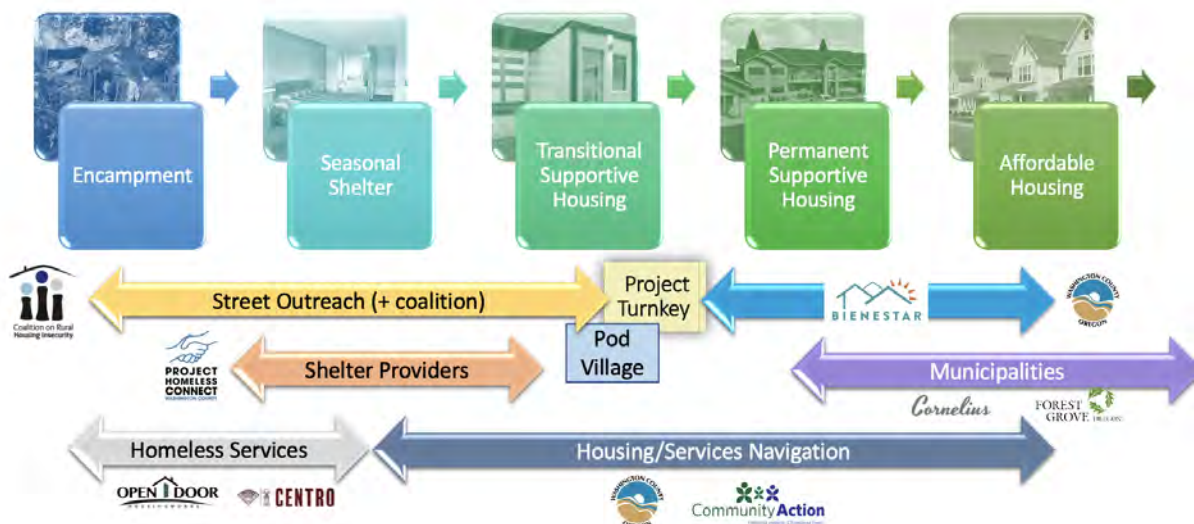


Centro Cultural and Virginia Garcia Memorial Health Center are a 4-minute drive, 8 minutes by bus (1.8 miles). A Forest Grove Foundation sponsored Navigation Center is a 4-minute drive, 10 minutes by bus (0.8 miles). Navigation pathways are mobile, including housing navigation, case management, health/wellness, etc. The property offers space for appointments and modest supply storage.

Housing Continuum | Partnerships

HOUSING SECURITY

Western Washington County view



This project fills a gap in the housing continuum, between shelter and permanent supportive housing where individuals receive transitional services in preparation for a permanent supportive housing environment. The goal is to convert the motel to transitional supportive housing.

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A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 5. C.

MEETING DATE: 05/24/2021

FINAL ACTION: Presentation

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Anne Lane, Parks & Recreation Director

MEETING DATE: Monday, May 24, 2021

SUBJECT TITLE: Stites Park

ACTION REQUESTED:

Ordinance

Order

Resolution

Motion

X

Informational

X all that apply

ISSUE STATEMENT:

Stites Park project update.

BACKGROUND:

In 2008, Resolution 2008-65 approved the Stites Park Master Plan and based on the master plan goals and feedback from the community in 2019, Stites Park was to be developed as a nature park and provide an opportunity to engage with the creek through a more natural and low impact design. The nature park will feature a large community garden, picnic and play areas that will complement the natural character of the overall park. A design plan has been completed along with a corresponding cost estimate.

FISCAL IMPACT:

\$1,420,000 Metro 2019 Bond Measure – Local Share Program

\$ 400,000 SDC Funds

\$1,820,000 Project Estimate

STAFF RECOMMENDATION:

Report is informational.

ATTACHMENT(s):

20210524_Stites City Council.pdf

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CITY COUNCIL | MARCH 24, 2021

STITES PARK

STITES PARK LOCATION



EXISTING SITE



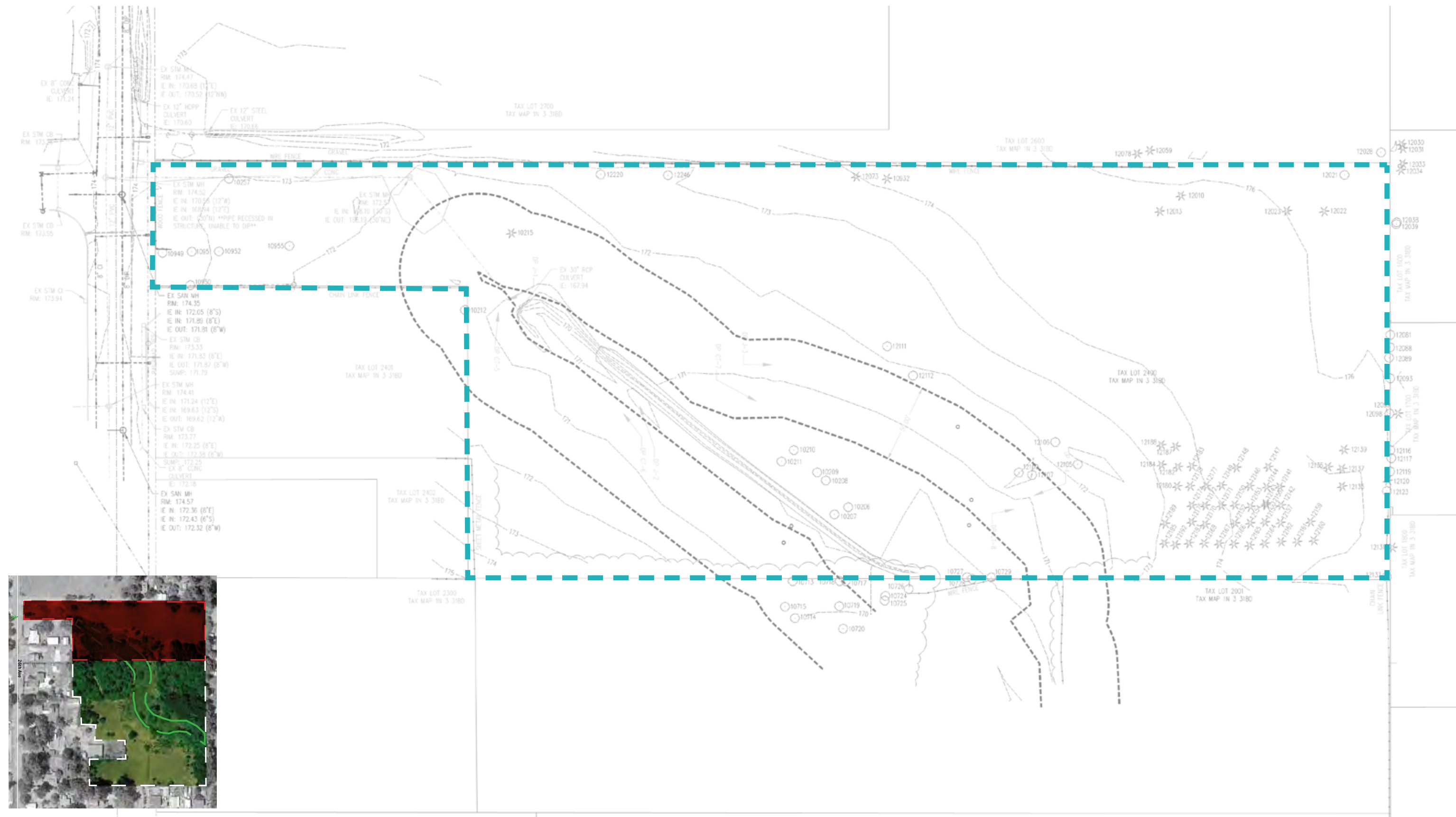
COMMUNITY FEEDBACK



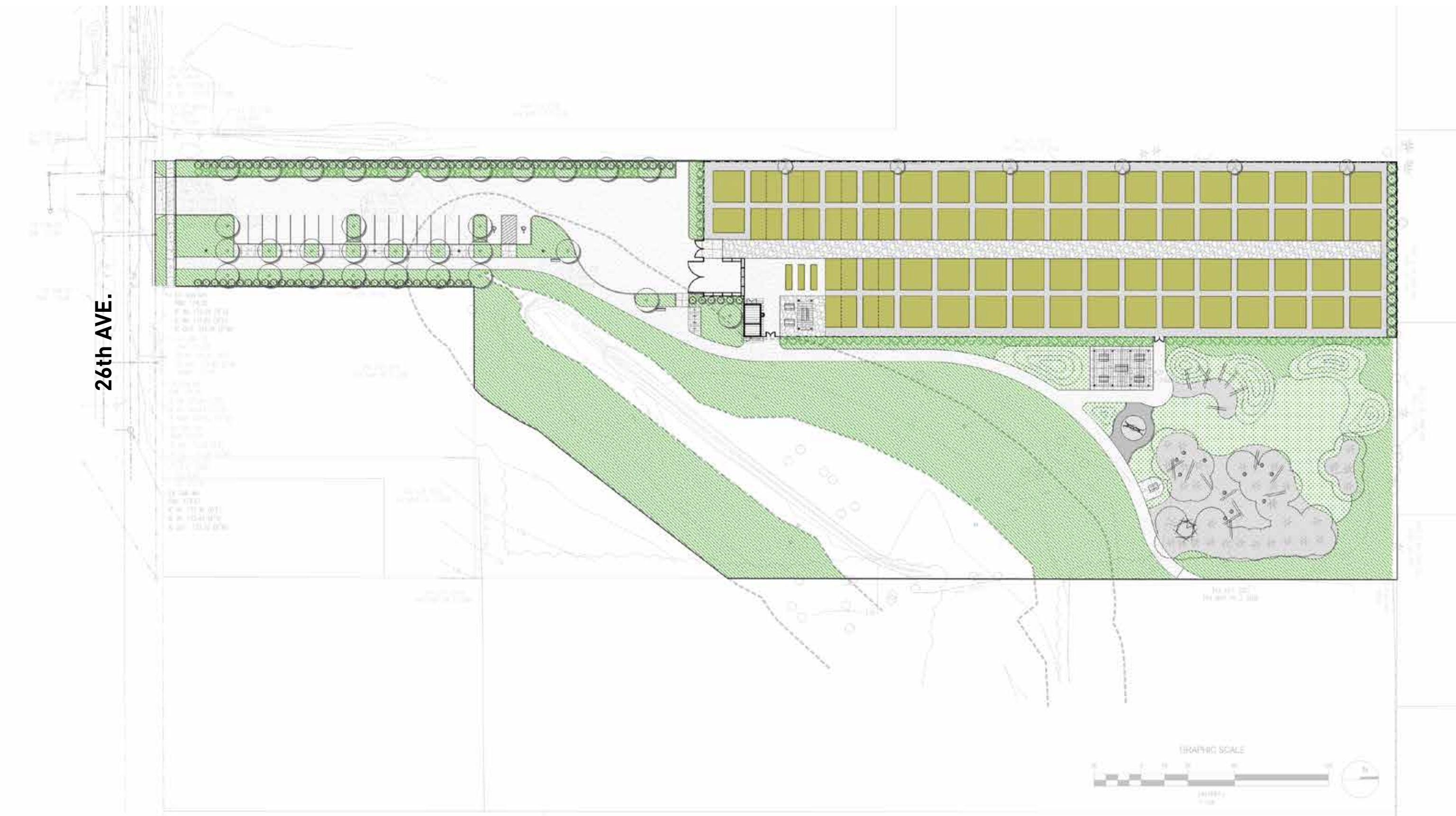
PRECEDENT IMAGES



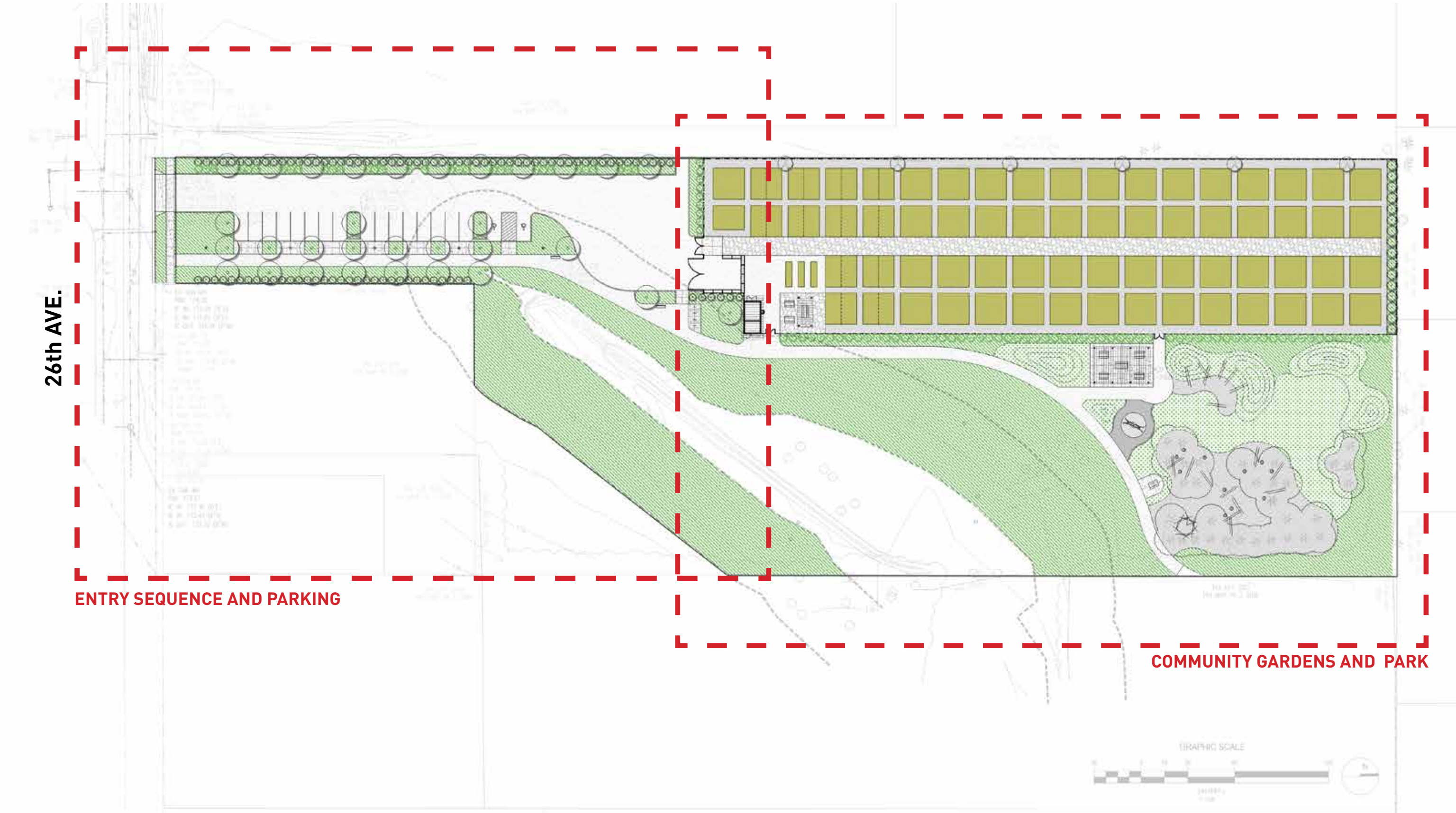
APRIL 2021 - UPDATED WETLAND DELINEATION



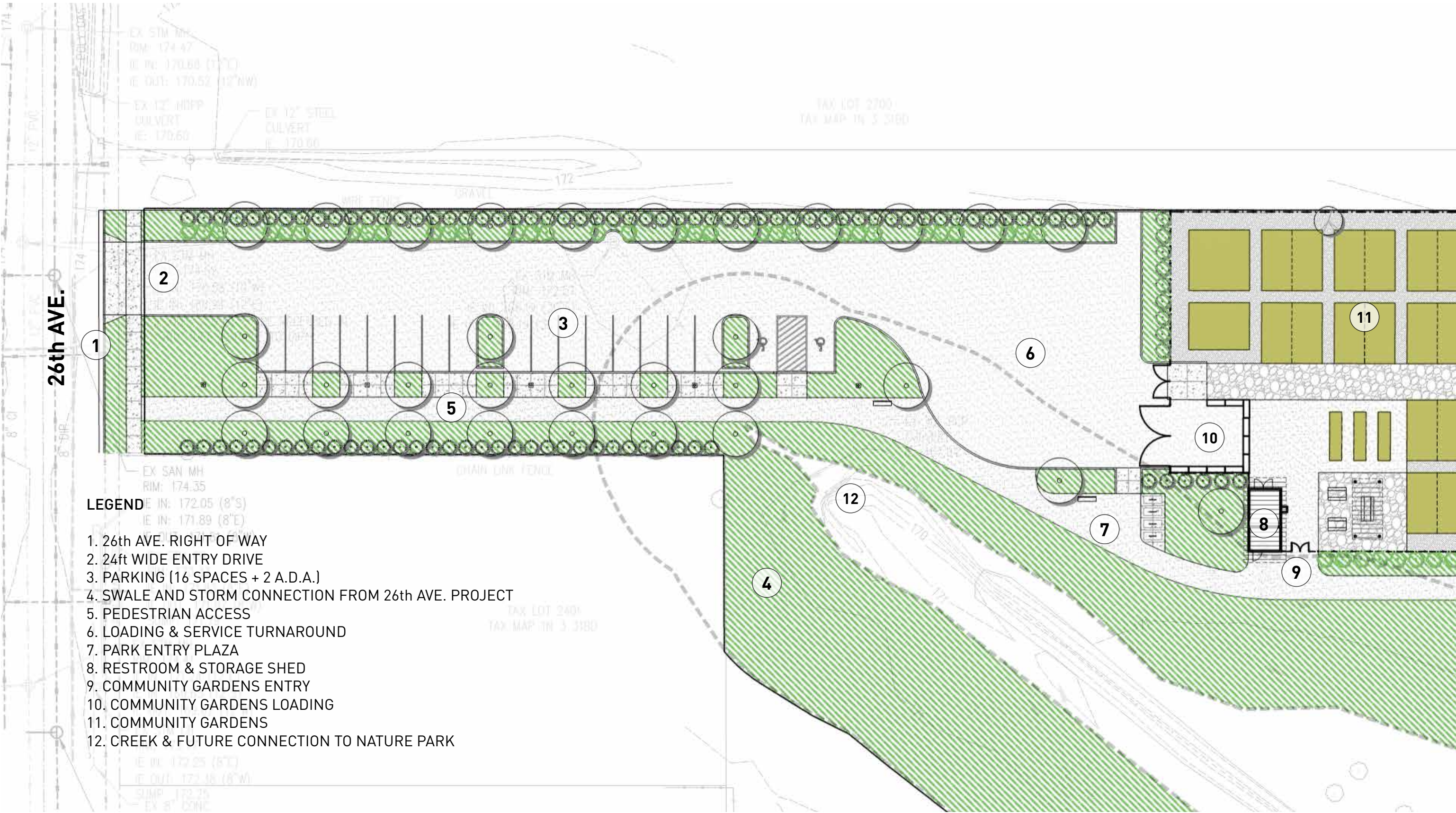
MAY 2021 DESIGN REFINEMENTS SITE PLAN



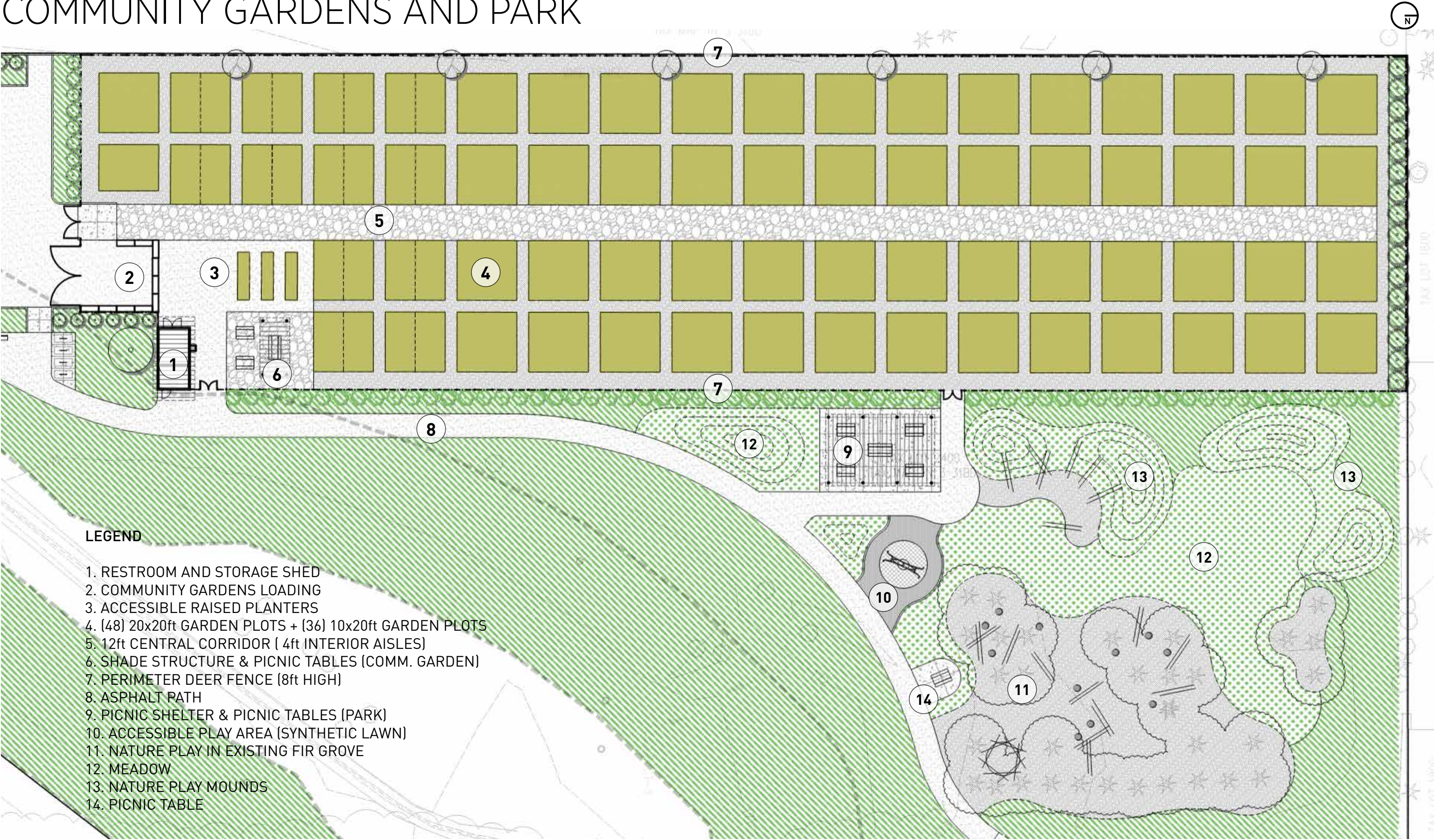
MAY 2021 DESIGN REFINEMENTS SITE PLAN



ENTRY SEQUENCE AND PARKING



COMMUNITY GARDENS AND PARK



SCHEDULE

STITES PARK Design and Construction Documents May 13, 2021

PLACE

[illegible]

THANK YOU

CITY RECORDER USE ONLY:

AGENDA ITEM #: 5. C.

MEETING DATE: 05/24/2021

FINAL ACTION: Presentation

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anne Lane, Parks & Recreation Director
Andrew Losli, Facilities Maintenance Supervisor*

MEETING DATE: *Monday, May 24, 2021*

SUBJECT TITLE: *Aquatic Center Main Pool Repairs*

ACTION REQUESTED:

☐	☐	☐	☐	☐	☐	☒	☐
	Ordinance	Order		Resolution		Motion	Informational

X all that apply

ISSUE STATEMENT:

A significant leak appeared when the pool reopened after having been closed due to COVID restrictions. The repair requires replacement of all re-circulation lines located along the bottom of the pool. The pool will need to be completely drained, a large portion of the concrete in the bottom of the pool to be saw cut and removed to form a trench to access the existing piping that is leaking. Remove the failed piping and replace with new piping. Then fill in the trench, pour new cement, repaint, refill, rebalance chemicals and bring the water up to temperature. The project is estimated to take approximately 13 weeks. The main pool will be closed beginning June 13. Our goal is to reopen on September 8.

BACKGROUND:

City staff has been working closely with effected community partners (Pacific University Swim Team, Forest Grove High School Swim Team and Water Polo Team, and the Forest Grove Swim Club) to determine a timeframe that was most suitable for the repairs. The activity pool will not be impacted by this repair. We are in the process of establishing a usage schedule for the activity pool and the spray-ground for the effected time period.

FISCAL IMPACT:

Estimated cost of repairs: \$89,121. Estimated loss of revenue: \$125,000.
This project will be funded out of the Major Maintenance Fund.

STAFF RECOMMENDATION:

Report is informational.

ATTACHMENT(s):

No attachment.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 5. C.

MEETING DATE: 05/24/2021

FINAL ACTION: Presentation

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Anne Lane, Parks & Recreation Director

MEETING DATE: Monday, May 24, 2021

SUBJECT TITLE: Summer O' Fun

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☐ Motion

☒ X

☐ Informational

X all that apply

ISSUE STATEMENT:

A culmination of events sparked the concept of Summer O' Fun.

- 1.) A summer-long closure of the main pool causing potential displacement of staff and users;
- 2.) High volume of community members coming forward sharing concerns about the lack of diverse, accessible and inclusive recreational programming; and
- 3.) A funding backed invitation from the school district to partner on an effort to bring recreational programs to Forest Grove area youth for the summer.

Summer O' Fun programs will include traditional and non-traditional organized sports and special interest camps and programs along with weekday drop in activities. Programs include soccer, flag football, mask making, puppetry, LEGO engineering, Parkour and others. Parks & Recreation is also coordinating plans with the Library to help round out many of the days.

BACKGROUND:

2021 City Council Goals describe a vision for the city as one of "supporting a community that nurtures our youth" and provides a "high quality of life". Summer O' Fun delivers on the vision set forth and is predicated on the following adopted City Council Goals.

Goal 5.4: Develop partnerships between the City, the school district and Pacific University.

Goal 7.2: Partner with the School District, Pacific University, and non-profits to enhance coordination of recreation and sports activities, explore opportunities for shared recreation space, and make information accessible so all can access programs and facilities.

FISCAL IMPACT: No financial impact.

STAFF RECOMMENDATION: Report is informational.

ATTACHMENT(s): No attachment.



HB 2001 UPDATE AND LEGISLATIVE PROCESS

Dan Riordan, Senior Planner
Community Development Department

PURPOSE

- ❑ City Council Objective 2.1 for FY 2021-2022 is to implement middle housing legislation (HB 2001).
- ❑ This presentation provides an opportunity for staff to update Council on work underway to implement HB 2001 and what to expect during the upcoming fiscal year.

WHAT'S BEEN DONE

- ❑ Since adoption of HB 2001, the state adopted detailed rules for middle housing.
- ❑ City staff participated in the rulemaking process by serving on the technical advisory committee tasked with preparing rules for housing production strategies.

WHAT'S BEEN DONE

- ❑ Also since adoption of HB 2001, the State prepared a model development code for middle housing types that cities may use.
- ❑ The model code is wide ranging and addresses:
 - ❑ Development density and lot sizes for middle housing
 - ❑ Building setbacks and height
 - ❑ Off-street parking requirements by housing type
 - ❑ Exterior structure design
 - ❑ Definitions

POLICY QUESTIONS

- ❑ The model code raises a number of policy questions. Examples of policy questions include:
 - ❑ How should the City's four existing single family residential development zones be revised/consolidated?
 - ❑ Should the City adopt the model code its entirety?
 - ❑ Should the model code be modified to be less restrictive?



HB 2001 OVERVIEW

- ❑ In addition HB 2001 requires that City apply clear and objective approval standards to middle housing just like single family detached homes.
- ❑ To be clear and objective approval standards cannot use terms such as *compatible*, *similar*, or *adequate*.
- ❑ The City is allowed by law to provide a discretionary approval process based on general guidelines, however, a completely clear and objective approval process must also be made available.



HB 2001 OVERVIEW

- ❑ So what exactly does HB 2001 do as it applies to Forest Grove?
- ❑ The City must allow duplexes on any lot where a single family detached home is allowed.
- ❑ The City must also allow triplexes, fourplexes, and cottage clusters in areas zoned for single family detached homes.

HB 2001 OVERVIEW

- ❑ HB 2001 also precludes additional review processes for middle housing types above and beyond the process that applies to single family detached homes.
- ❑ This includes design review requiring additional public notice or public hearings for middle housing.
- ❑ Currently the Code requires an additional review process for multifamily structures including triplexes and fourplexes.



HB 2001 OVERVIEW

- ❑ Another aspect of HB 2001 is the requirement that cities consider ways to increase middle housing affordability.
- ❑ City Council Goal Objective 2.3 is to evaluate recommendations from the Housing Needs Analysis (HNA) to incentivize affordable and middle housing to focus on Accessory Dwelling Units (ADUs) and System Development Charges (SDCs) is consistent with this requirement.



HB 2001 OVERVIEW

- ❑ Finally, HB 2001 allows for a time extension to delay applying middle housing rules in areas of a City lacking sufficient infrastructure.



IMPLEMENTATION APPROACH

- ❑ The Planning Commission will form a subcommittee to provide guidance on policy considerations and assist with preparing Code amendments for public review and comment.
- ❑ The subcommittee will, in part, further City Council Goal 5: “Improve communications and engagement.” with the objective of equitably engaging the community.



IMPLEMENTATION APPROACH

- ❑ The proposed HB 2001 implementation timeline includes:
 - ❑ PC Subcommittee kick-off meeting: July
 - ❑ PC Subcommittee Meetings: September & October
 - ❑ Public Review Draft Adoption Package Released:
November

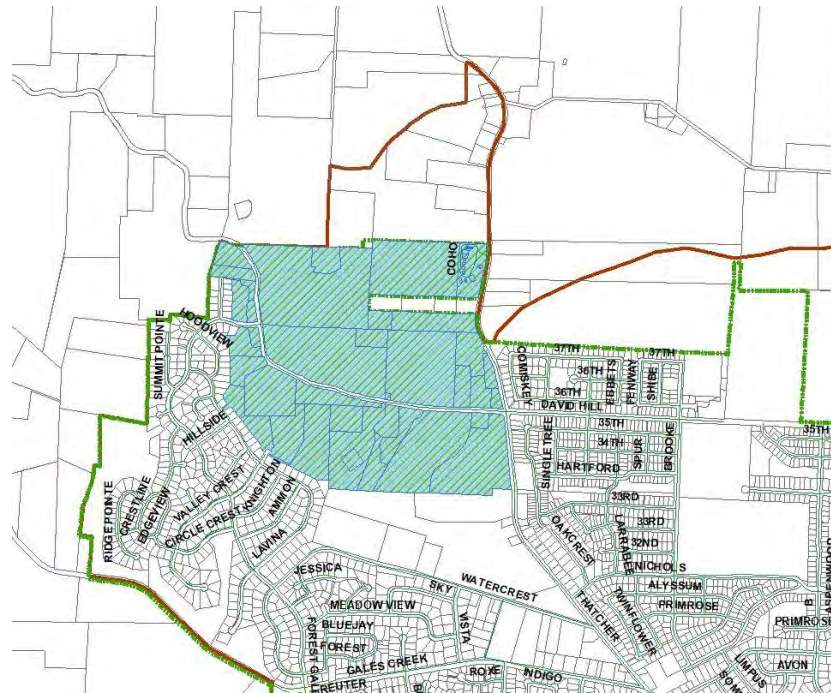


IMPLEMENTATION APPROACH

- ❑ Proposed HB 2001 Code Implementation Timeline (cont'd):
 - ❑ Community Comment Period: December through January 2022
 - ❑ PC Public Hearing and Decision: March 2022
 - ❑ CC Public Hearings: April & May 2022 with ordinance effective by June 30, 2022
 - ❑ June 30, 2022, is the state mandated deadline for implementing HB 2001.

HB 2001 IBTER

- ❑ The City received a grant from DLCD to prepare an HB 2001 extension request (called an Infrastructure Based Time Extension Request or IBTER).
- ❑ The focus area for the IBTER request is the David Hill urban growth area.



HB 2001 IBTER

- ❑ The IBTER is an interim step providing the opportunity to address infrastructure constraints in the David Hill area.
- ❑ If the IBTER is approved, middle housing types would be allowed in other areas of the City zoned for single family residential development.
- ❑ Middle housing types would also continue to be allowed in the City's medium and high density residential, Community Commercial and Town Center zones.



HB 2001 IBTER

- ☐ To qualify for an IBTER there must be significant infrastructure deficiencies affecting:
 - ☐ Transportation;
 - ☐ Water;
 - ☐ Sanitary Sewer; or
 - ☐ Storm drainage



HB 2001 IBTER

- ❑ An IBTER application must include:
 - ❑ Documentation of significant infrastructure deficiencies based on adopted level of service criteria.
 - ❑ Updated infrastructure costs.
 - ❑ Infrastructure funding “remediation” plan identifying funding sources, revenue collection timing and equity considerations (who benefits and who pays).



HB 2001 IBTER

- ❑ The City's IBTER application is due to DLCD by June 30th.
- ❑ On June 14th, City Council will be asked to approve a resolution approving submittal of an IBTER application for the David Hill urban growth area west of Thatcher Road inside the UGB.



Questions/Discussion

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ORDINANCE NO. 2021-02

**ORDINANCE VACATING THE ALLEY LOCATED
BETWEEN 1208 AND 1222 BIRCH STREET
FILE NO. 311-21-000011-PLNG**

WHEREAS, petitions have been filed with the City of Forest Grove to initiate the vacation of the alley located between 1208 and 1222 Birch Street; and

WHEREAS, notice of the proposed vacation was published in the *Forest Grove News-Times* on April 29 and May 6, 2021, as required by ORS 271.110(1); and

WHEREAS, notice of the proposed vacation was posted on and adjacent to the site proposed for vacation on April 19, 2021, as required by ORS 271.110(2); and

WHEREAS, notice of this proposal was mailed on April 19, 2021, to property owners and residents within 300 feet of the site, as required by Development Code §17.1.715; and

WHEREAS, the City Council held the duly-noticed Public Hearing concerning this vacation on May 10, 2021 and continued the hearing on May 24, 2021, and has made a determination pursuant to ORS 271.120 on the basis of the findings contained in Section 1 below.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. On the basis of the findings in attached Exhibit "A", the alley located between 1208 and 1222 Birch Street as described in Exhibit "B" is hereby vacated.

Section 2. This ordinance is effective 30 days following its enactment by the City Council.

Section 3. A certified copy of this ordinance shall be recorded with the Washington County Clerk, County Assessor and County Surveyor.

PRESENTED AND PASSED the first reading the 10th day of May, 2021.

PASSED the second reading the 24th day of May, 2021.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of May, 2021.

Peter B. Truax, Mayor

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ORDINANCE NO. 2021-02

EXHIBIT "A"

Criterion: Oregon Revised Statute Chapter 271.120 allows the city governing body (the City Council) to hear a vacation request. The proceedings can be initiated upon receipt of a petition from 100% of the adjoining property owners, and of the owners of 2/3 in area of the "affected property" (defined by statute as an area 200 feet on either side of the proposed vacation area, for a distance of 400 feet from either end).

Finding: *These petitions were filed with the Community Development Department on March 22, 2021.*

Criterion: A hearing date must be set.

Finding: *The hearing date was set for May 10, 2020.*

Criterion: Notice of the hearing must be published in the local paper at least once a week for two consecutive weeks prior to the hearing; and notice must be posted at or near each end of the proposed vacation.

Finding: *Notice was published in the Forest Grove News-Times on April 29 and May 6, 2021. Notice was posted at or near the proposed vacation site on April 19, 2021. Notice was mailed to property owners and residents within 300 feet of the site and within the affected area defined above, on April 19, 2021.*

Notice was also provided to these utility providers: Ziply, Northwest Natural Gas, MACC, and AT&T. No objections to the proposed vacation have been received.

Criterion: At the hearing, the Council must determine if a majority of the owners of the area affected have objected in writing to the vacation. Affected property is defined as that land lying on either side of the street for a distance of 200 feet, and the land beyond each terminus for a distance of 400 feet, of the part of the street proposed for vacation. The calculation of affected property does not include public right-of-way.

Finding: *Petitions in support of the vacation have been received from 100% of the abutting property owners and 86% of the owners of real property within the affected area defined by statute, in excess of the 2/3 requirement. No objections (letters or email) have been received.*

Criterion: Rights-of-way may not be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages.

Finding: *The abutting property owner is requesting the vacation to allow the further development of the property. As a result, it is found that the City has received consent from the abutting property owners and that the proposed vacation would not have an adverse impact on the market value of the property.*

Criterion: If matters are determined in favor of the vacation, the City shall by ordinance make such determination a matter of record and vacate the right-of-way.

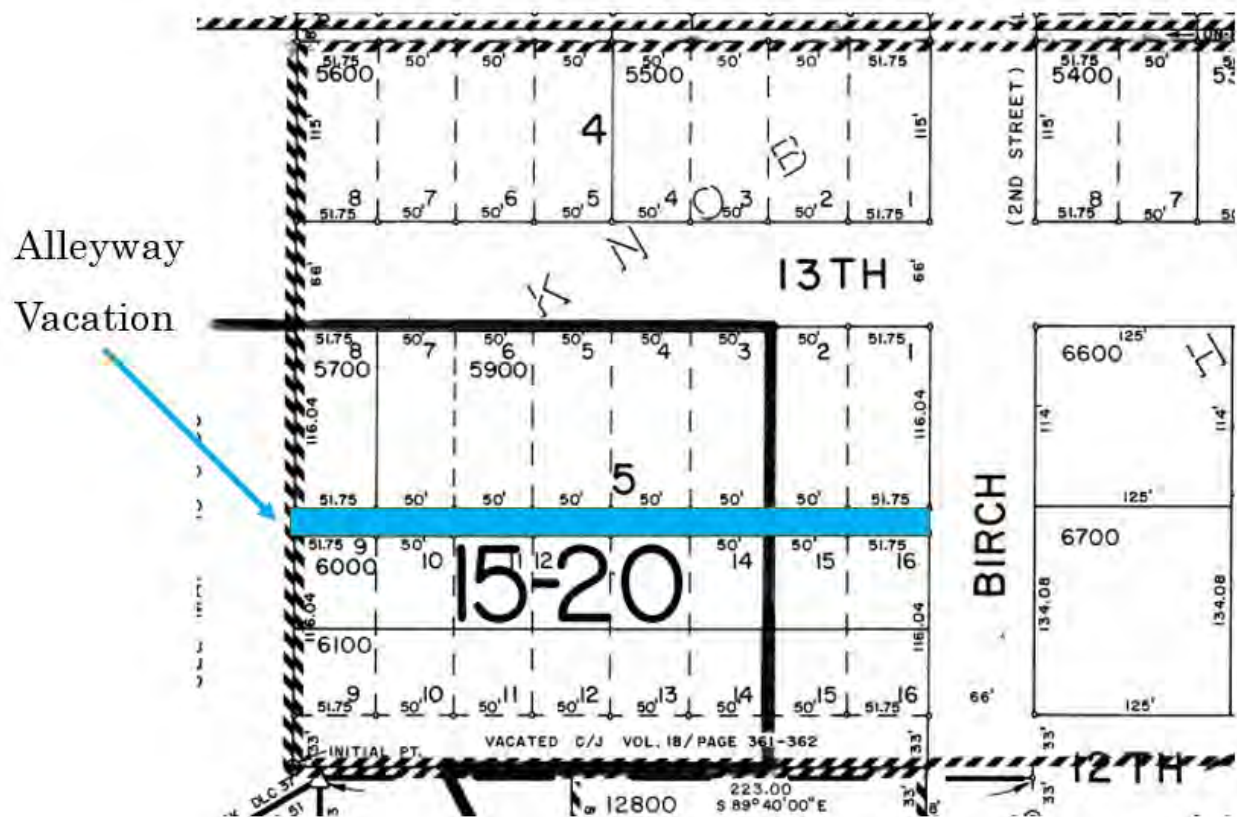
Finding: An ordinance to vacate the right-of-way is attached.

Criterion: The City may, upon hearing, make such reservations (conditions) as appear to be for the public interest.

Finding: No reservations, conditions or easements over the vacated area appear to be necessary.

EXHIBIT "B"

Washington County Tax Map 1S306CA



URA

Forest Grove
Urban Renewal Agency



URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, MAY 24, 2021

ZOOM WEBINAR

COMMUNITY AUDITORIUM, 1915 MAIN STREET

Zoom Video Conferencing

Public Webinar ID: 922 8094 5913

Pass Code: 05242021

Click Link: <https://zoom.us/j/92280945913?pwd=ZjV6cnhmQlpyT3V2eHczdi8zdUcydz09>

For help with Zoom: <https://support.zoom.us/hc/en-us/articles/115004954946>

6:00 PM URBAN RENEWAL AGENCY EXECUTIVE SESSION (Property Transactions)

6:30 PM URBAN RENEWAL AGENCY REGULAR MEETING

During the pandemic, all public meetings are held in a “hybrid” format allowing the public to attend meetings both virtual and in-person. The Community Auditorium is open and has limited availability and social distancing measures. The public can observe the meetings **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming or **LIVE Channel 30** on their website: <http://208.71.205.11/CablecastPublicSite/?channel=15>. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Director Board President

Donna Gustafson, Director

Kristy L. Kottkey, Director

Timothy A. Rippe, Director

Elena Uhing, Director

Mariana Valenzuela, 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: Hearings are held on each matter required by state law or City policy. Sign in before the meeting on the Public Hearing form posted in the foyer. The presiding officer will review the 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), provide your full name and please limit your remarks to three (3) minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Board action. All testimony is electronically recorded. Written testimony may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Public Comment: This is a time provided for anyone wishing to speak to the Board on an item not on the agenda or on the agenda, and not scheduled for a public hearing. Sign in before the meeting on the form posted in the foyer. The presiding officer will review the instructions prior to public comment. 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), provide your full name. Please limit your comments to two (2) minutes unless the presiding officer grants an extension. All testimony is electronically recorded. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Accommodations: In accordance with the Americans with Disabilities Act, the City of Forest Grove will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting City Recorder's Office, aruggles@forestgrove-or.gov, 503-992-3235, at least 48-hours advance notice of the meeting.

FOREST GROVE URBAN RENEWAL AGENCY AGENDA

MAY 24, 2021

Page 2 of 2

Bryan Pohl, Community Development Director	6:00	<u>EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.</u> Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision. <u>Separate Unique Zoom Webinar ID Number & Passcode Required</u> <u>In accordance with ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions.</u>
Paul Downey, Administrative Services Director	6:30	
Jesse VanderZanden, City Manager		
	6:30	1. <u>URBAN RENEWAL AGENCY REGULAR MEETING:</u> Call to Order and Roll Call.
Zoom Attendees:	6:35 5mins	2. <u>PUBLIC COMMENT:</u> Anyone wishing to speak to the Board on an item not on the agenda or on the agenda but not scheduled for a public hearing may be heard at this time. Please limit comments to two (2) minutes. Written comment may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov .
	6:40 5mins	3. <u>CONSENT AGENDA:</u> 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 12, 2021. B. Approve Urban Renewal Agency Work Session (Festival Street) Meeting Minutes of April 12, 2021.
		4. <u>ADDITIONS/DELETIONS:</u>
		5. <u>PRESENTATIONS:</u> None
Bryan Pohl, Community Development Director	6:45 10mins	6. <u>URA RESOLUTION NO. 2021-02 AUTHORIZING APPROVAL OF AMENDMENT NO. 1 TO EXCLUSIVE NEGOTIATING AGREEMENT WITH WELSHCORP, D.B.A. FRESHFOODS AND MFF PROPERTIES, LLC, (DEVELOPER), FOR PROPERTY KNOWN AS SITE B AND AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE AGREEMENT ON BEHALF OF URBAN RENEWAL AGENCY</u>
Jesse VanderZanden, City Manager		
	6:55	7. <u>ADJOURNMENT:</u>



Monday, April 12, 2021

Urban Renewal Agency Meeting Minutes

5:30 p.m., Zoom Community Auditorium

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Malynda Wenzl, Urban Renewal Agency (URA) Vice Chair Director, called the URA meeting to order at 5:32 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency Board of Directors conducted the meeting in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium as spaced allowed. Members of the public could observe the meeting **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30. Written comments were accepted by 3:00 p.m. the day of the meeting.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Vice Chair; and Peter Truax, Chair (arrived at 5:37 p.m.).

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; and Anna Ruggles, City Recorder (in the Community Auditorium).

ZOOM ATTENDEES: 1

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Meeting Minutes of July 13, 2020.
- B. Approve Urban Renewal Agency Work Session (Rotating Outdoor Public Art Gallery) Meeting Minutes of January 25, 2020.
- C. Approve Urban Renewal Agency Work Session (Goals and Objectives Refinement) Meeting Minutes of March 15, 2021.

MOTION: Director Uhing moved, seconded by Director Rippe, to approve the Consent Agenda as presented. **ROLL CALL VOTE:** **AYES:** Directors Gustafson, Kottkey, Rippe, Uhing, Valenzuela, and Director Vice Chair Wenzl. **NOES:** None. **ABSENT:** Director Chair Truax. **MOTION CARRIED 6-0.**

4. ADDITIONS/DELETIONS: None.

5. **PRESENTATIONS:** None.

6. **URA RESOLUTION NO. 2021-01 ADOPTING URBAN RENEWAL AGENCY 2021 WORK PLAN**

Staff Report:

Pohl presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the proposed resolution is adopting the URA's 2021 Work Plan, which adds Action Plans under each of the URA's Goals (5) and Objectives (13). Pohl reported staff met in work session with the Board on March 15, 2021, and presented the 2020 URA Work Plan Accomplishments and the draft 2021 URA Work Plan. Pohl reported one major item the URA accomplished this year that was not listed in the Work Plan was the creation and implementation of a Small Business Assistance Grant Program administered through CARES Act grant funding, noting the URA Board-approved program not only administered URA funds to struggling businesses early in the COVID-19 pandemic, it also served as a platform to administer two subsequent small business assistance grant programs. In conclusion of the above-noted staff report, Pohl advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting the Work Plan will be integrated with the proposed budget process for Fiscal Year 2021-22.

Before proceeding with Board discussion, Vice Chair Wenzl asked for a motion to adopt URA Resolution No. 2021-01.

VanderZanden read URA Resolution No. 2021-01 by title.

MOTION: Director Uhing moved, seconded by Director Valenzuela, to approve URA Resolution No. 2021-01 Adopting Urban Renewal Agency 2021 Work Plan.

Board of Directors Discussion:

In response to Vice Chair Wenzl's inquiry pertaining to the Small Business Assistance Grant Program, Downey reported the URA received reimbursement of \$125,000 from the Coronavirus Aid, Relief and Economic Security Act (CARES Act) for administering the program in Fiscal Year 2020.

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

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

7. **ADJOURNMENT:**

Vice Chair Wenzl adjourned the URA regular meeting at 5:43 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**Urban Renewal Agency Work Session Minutes
Festival Street, MIG Consulting**

**Monday, April 12, 2021
5:50 p.m., Zoom 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 URA work session to order at 5:43 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the work session was conducted in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium as spaced allowed. Members of the public could observe the meeting **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY ZOOM REMOTELY: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Vice Chair; and Peter Truax, Chair.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Colleen Winters, Library Director (attendee); and Anna Ruggles, City Recorder (in the Community Auditorium).

ZOOM ATTENDEES: 1

2. WORK SESSION: FESTIVAL STREET

Pohl and VanderZanden facilitated the work session, noting the purpose of the work session was to address URA Goal 4, Objective 4.3 to select a preferred alternative for the Festival Street, between A Street and College Way, identify funding, and complete the design on the preferred alternative. Staff gave a presentation to Council on October 12, 2020, and presented the results of the concept analysis for the proposed festival street. Pohl introduced Alex Dupey, MIG Consulting, who presented a PowerPoint presentation overview of the Design Concepts for 21st Avenue, between A Street and College Way, Shared-Use Festival Street and Town Center Streetscape, noting the online survey resulted in 400+ participants. Dupey presented slides showing aerial descriptions of the street zones, which included pedestrian through zone; amenities/curb zone; buffer an aerial description zone; flex

zone; and vehicular through zone and the following Design Concept Options: Street Zones Two-Way Option; Street Zones Two-Way Option (Parallel); Street Zones One-Way Option; Street Zones One-Way Option (Diagonal); and Street Zones One-Way Option (Parallel).

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the Design Concept Options noted above for 21st Avenue Shared-Use Festival Street and Town Center Streetscape. Dupey and Pohl addressed inquiries pertaining to street closures and variations of the Street Zone Options, noting festival streets typically offer an enhanced streetscape and place-making opportunities that stay open to traffic during normal times and closed when used for public outdoor gatherings on an as-needed basis. Dupey and Pohl addressed inquiries pertaining to vehicular parking (diagonal/parallel) and number of parking spaces for Street Zones Two-Way Option (minus 4 parking spaces) and Street Zones One-Way Option (minus 7-8 parking spaces), noting there is adequate parking capacity based on preliminary parking analysis conducted for the Downtown District. In addition, the goal is to create a space that is pedestrian friendly that has amenities, such as flex space for businesses, public seating/gathering and features, such as a curb less street that slows vehicular traffic. In conclusion of the above-noted Board discussion, Pohl and VanderZanden advised the next steps are to meet with businesses and submit a recommendation on the preferred design concept and prepare cost estimates for the URA Board consideration and submit final Design Concept for 21st Avenue Shared-Use Festival Street and Town Center Streetscape to Council for consideration at a later date.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA work session meeting at 6:22 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>05/24/2021</u>
FINAL ACTION:	<u>URA RESO</u> <u>2021-02</u>

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *May 24, 2021*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Approve ENA Amendment #1 and Authorize Executive Director to Execute*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT: The Forest Grove Urban Renewal Agency (URA) signed an Exclusive Negotiating Agreement (ENA) with WelshCORP LLC (Developer) to give the Developer time to explore developing a project for the URA-owned Site B on the corner of “B” Street and Pacific Avenue which is the vacant property next to the Jesse Quinn Apartments. The current proposed project is an approximate 20,000 square-foot grocery store with up to 20 affordable-housing apartments above the grocery store. Half of the units are projected to be for up to 60% of the County’s Area Median Income (AMI) with the other half of the units for up to 80% of AMI.

The Executive Director gave WelshCORP an automatic 120-day extension of time as allowed by the ENA. The Developer needs additional time to put the project together as affordable housing project funding from Washington County, if approved, will not be available until October 2021. More information is needed on the affordable housing funding before the URA and the Developer can negotiate a Disposition and Development Agreement (DDA). The Developer feels the project has a good probability of success and hopes to begin construction before the end of 2021.

Staff has drafted an amendment to extend the ENA through October ~~31~~, 2021, to give the Developer and City staff sufficient time to do their due diligence on the project. The DDA will probably need to be completed before that date but staff did not want to have to come back to the Board for another extension.

FISCAL IMPACT: There is no fiscal impact to the URA by granting the extension.

STAFF RECOMMENDATION: Staff recommends the URA Board of Directors approve the attached resolution to approve the amendment to the ENA and authorize the Executive Director to execute the agreement.

ATTACHMENT: Resolution Authorizing Approval Of Amendment No. 1 To The Exclusive Negotiating Agreement With WelshCORP, D.B.A. Freshfoods And MFF Properties, LLC, (Developer), For The Property Known As Site B And Authorizing The Executive Director To Execute The Agreement On Behalf Of The Urban Renewal Agency

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2021-02

**RESOLUTION AUTHORIZING APPROVAL OF AMENDMENT NO. 1
TO THE EXCLUSIVE NEGOTIATING AGREEMENT WITH WELSHCORP, D.B.A.
FRESHFOODS AND MFF PROPERTIES, LLC, (DEVELOPER), FOR THE PROPERTY
KNOWN AS SITE B AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE
THE AGREEMENT ON BEHALF OF THE URBAN RENEWAL AGENCY**

WHEREAS, the developer has proposed a concept development on the Urban Renewal Agency (URA)-owned property known as Site B; and

WHEREAS, City staff and developer have signed an Exclusive Negotiating Agreement (ENA) on July 28, 2020, in order for the developer to do pre-development design with the ultimate goal of negotiating a Disposition and Development Agreement (DDA) between the developer and the URA; and

WHEREAS, the URA Executive Director granted the developer an extension of time until May 28, 2021, to negotiate a DDA with the URA as permitted by the ENA; and

WHEREAS, due to timing of funding availability for the project, the developer and the URA need more time to enter into the DDA; and

WHEREAS, staff is recommending an extension of time until October 31, 2021, when the last element of funding will be available.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE
URBAN RENEWAL AGENCY AS FOLLOWS:**

Section 1. The URA approves Amendment No. 1 to the Exclusive Negotiating Agreement granting an extension of time for the ENA until October 31, 2021.

Section 2. That the URA Board of Directors authorize the URA Executive Director to sign the amendment in a form substantially akin to that attached to this resolution as Exhibit A.

Section 3. This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 24th day of May, 2021.

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 24th day of May, 2021, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Board Chair

Exclusive Negotiating Agreement Amendment #1

Amendment #1 to Exclusive Negotiation Agreement (the “Agreement”) between Forest Grove Urban Renewal Agency (“Agency”) and WelshCorp, d.b.a. FreshFoods and MFF Properties, LLC (together the “Developer”).

Original Agreement Dated July 28, 2020

Amendment #1 to the Agreement – Developer is working to finalize the project on Site B at the corner of Pacific Avenue and “B” Street in Forest Grove. Developer will have to wait until October 2021 for affordable housing funding from Washington County. Developer received an automatic 120-day extension as provided by Article 2 of the Agreement which expires on May 28, 2021. Developer has requested additional timing to finalize the project including approval of the affordable housing component of the project. Agency is agreeable to an additional extension of time to complete the Disposition and Development Agreement (DDA) as the project has a good probability of success.

Agency hereby agrees to grant an extension of time for the Agreement until October 31, 2021, for the parties to complete the DDA. All other terms of the original agreement remain in effect.

SIGNED AND DATED THIS _____ day of _____ 2021, by

FOREST GROVE URBAN RENEWAL AGENCY

DEVELOPER

BY: _____

Title: Executive Director

BY: _____

Title: President and Owner, WelshCORP

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