CITY COUNCIL MEETING

Monday, February 26, 2024
Community Auditorium, 1915 Main Street

Malynda Wenzl, Mayor

Timothy A. Rippe, Council President
Donna Gustafson, Councilor
Michael Marshall, Councilor
Karen Martinez, Councilor
Elena Uhing, Councilor
Mariana Valenzuela, Councilor

TVCTV Livestream
Zoom Webinar Meeting ID: 850 7572 2488 Passcode: 97116

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CITY COUNCIL WORK SESSIONS

No public comment will be taken. The Council will take no formal action.

5:30 Goals and Objectives Refinement

Staff: Ashley Sonoff, SSW Consulting

6:15 Council Creek Regional Trail

Staff: Gregory Robertson, Public Works Director

CITY COUNCIL MEETING

A. 7:00 Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance

B. Public Comment: Time provided for anyone wishing to speak to City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Councilors present vote to extend the time. Zoom attendees may use the "Raise Hand" option to be called on.

1. Written Public Comment

C. Consent Agenda: Items under the Consent Agenda are considered routine and will all be

adopted with a single motion, without separate discussion. Councilors who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. **RESOLUTION 2024-03 APPOINTING CITY COUNCIL LIAISON TO THE FOREST GROVE CHAMBER OF COMMERCE AND REPEALING RESOLUTION NO. 2023-58**

2. Annual Liquor License Renewals

3. Endorse New Liquor License Application Red Rooster Saloon (Full On-Premises Sales, Commercial), 2004 Main St, Ste 110

4. Endorse Change of Liquor License Application Waltz Crewing (Brewery Public House), 1900 A St

5. Tourism Events Sponsorship Awards

D. Additions/Deletions

1. City Manager

2. Proposed by Councilors

E. Presentations: The Council will hold questions until the end of each presentation. A two-minute reminder will be given to the presenter to conclude remarks.

1. 7:15 **Washington County Supportive Housing Services Update**
   Staff: Jes Larson, Supportive Housing Director

2. 7:45 **Washington County Sheriff's Office: Jail Staffing**
   Staff: Caprice Massey, Washington County Sheriff

3. 8:00 **Charter Commission Update**
   Staff: Ashley Driscoll, City Attorney

F. Public Hearings, Ordinances, and Resolutions

1. 8:15 Public Hearing Second Reading
   ORDINANCE NO. 2024-03 AMENDING TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.065 THROUGH §35.095 OF CITY CODE, RELATING TO HISTORIC LANDMARKS BOARD AND COMMUNITY FORESTRY COMMISSION
   Staff: Mariah Woods, City Recorder

2. 8:25 **RESOLUTION NO. 2024-04 ADOPTING BYLAWS FOR THE CITY OF FOREST GROVE COMMUNITY FORESTRY COMMISSION AND HISTORIC LANDMARKS BOARD**
   Staff: Mariah Woods, City Recorder

3. 8:35 **<u>RESOLUTION NO. 2024-05</u> EXERCISING CITY AUTHORITY TO EXCLUDE AND EJECT PUBLIC UTILITY FROM TERRITORY ANNEXED INTO THE CITY**
   Staff: Keith Hormann, Light & Power Director

4. 8:45 **<u>RESOLUTION NO. 2024-06</u> MODIFYING THE TOURISM EVENTS SPONSORSHIP PROGRAM BY AMENDING EXHIBIT 1 OF RESOLUTION NO. 2023-52**
   Staff: Bryan Pohl, Community Development Director

G. 8:55 Council Communications:

1. Councilor Reports

   a. Timothy A. Rippe (EDC, RWPC, TVHSC, FG Chamber of Commerce)
   b. Donna Gustafson (PAC, JWC)
   c. Michael Marshall (CFC, P&R, CCESC)
   d. Karen Martinez (FGRFPD, SCC, WCCCA)
   e. Elena Uhing (CCE, FGSCC)
   f. Mariana Valenzuela (LC, CDBGPAD)

2. City Manager's Report

3. Mayor's Report (HLB, WCCC, R1ACT, MMC, WCC&MG, WCMG, MYAC)

H. 9:30 Adjournment

2024 Council Goal Refinement

FOREST GROVE OREGON

A place where families and businesses thrive.

City of Forest Grove

February 26, 2023

SSW CONSULTING

PRESENTATION OUTLINE

PURPOSE: REFINE 2024 GOALS

- Review Values
- Review Goals
- Review Objectives and discuss any proposed additions
- Discuss assignments for Boards and Commissions

VALUES

FINANCIAL STEWARDSHIP

We will be responsible stewards of the City's financial resources.

COMMUNITY ENGAGEMENT

We will invite members of the community in developing City policies and programs.

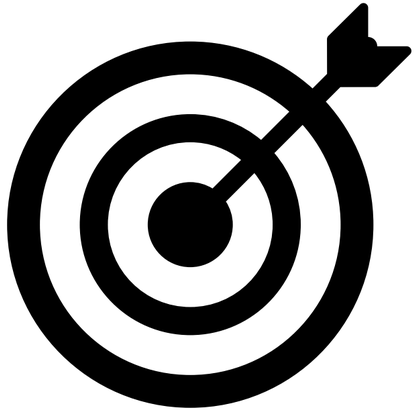
EQUITY, DIVERSITY AND INCLUSION

We are committed to fair inclusion where diverse members of our community can participate and thrive.

STRATEGIC PLANNING

We are dedicated to proactive long-term planning that anticipates evolving political, economic, and environmental conditions.

2024 GOALS



ADDRESS LONG-TERM GROWTH AND SUPPORT HOUSING STABILITY

PLAN AN INCLUSIVE AND SUSTAINABLE COMMUNITY

IMPROVE COMMUNITY SAFETY

SUSTAIN RECREATION OPPORTUNITIES FOR ALL

ARE THERE ANY ITEMS WE MISSED THAT WE SHOULD CONSIDER ADDING AS AN OBJECTIVE?

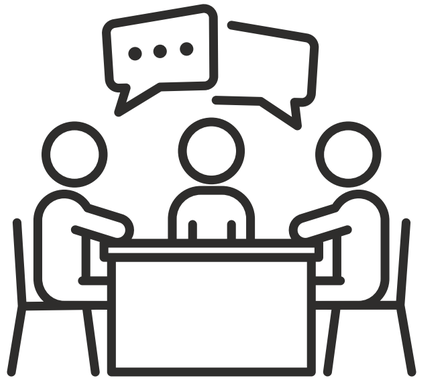
2024 OBJECTIVES

1	Develop a urban reserve concept plan to evaluate a growth strategy.
2	Lobby the State, County and Metro to develop a small city affordable housing policy that ensures the equitable distribution of funds and resources.
3	Update the Comprehensive Plan.
4	Develop a climate action plan.
5	Develop diversity, equity, and inclusion toolkit/lens to evaluate policies and programs.
6	Develop a 2040 Vision and Action Plan.
7	Update the Economic Opportunities Analysis.
8	Complete the City Charter review process.
9	Update the Economic Development Strategic Plan.

2024 OBJECTIVES, CON'T

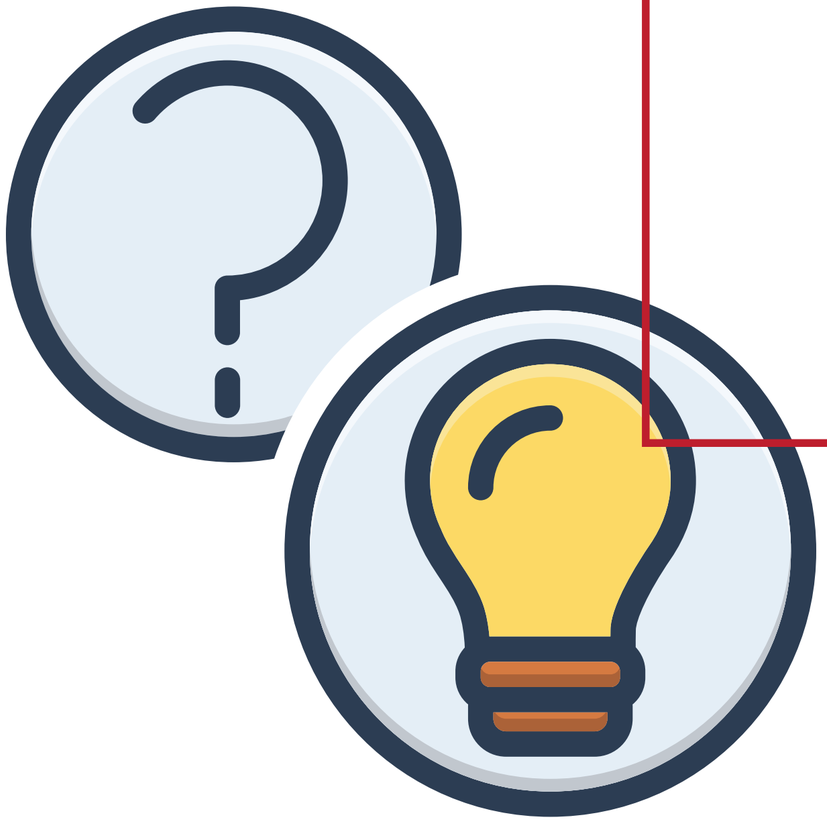
10	Evaluate funding options to clarify and implement the Urban Renewal Plan.
11	Make a decision regarding fire district governance.
12	Complete alternatives analysis for a northern fire station and select a preferred alternative fire station.
13	Update and approve the Emergency Operations Plan.
14	Complete the Eastside Park Plan.
15	Develop the Forest Grove Loop Trail Master Plan.
16	Complete the development of Kyle Park.
17	Complete the Parks and Recreation Fee Study and ensure long-term funding structure for the "fun for all" fund.
18	Update the Parks, Recreation, and Open Space Master Plan.

ARE THERE ANY OBJECTIVES COUNCIL WOULD LIKE TO ASSIGN TO BOARDS AND COMMISSIONS?



QUESTIONS + DISCUSSION

THANK YOU!



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FOREST GROVE COUNCIL RETREAT

AGENDA

8:30 am | Welcome + Agenda

9:00 am | Envrionmental Scan

9:50 am | BREAK

10:00 am | Goal Refinement Part 1

12:00 pm | LUNCH

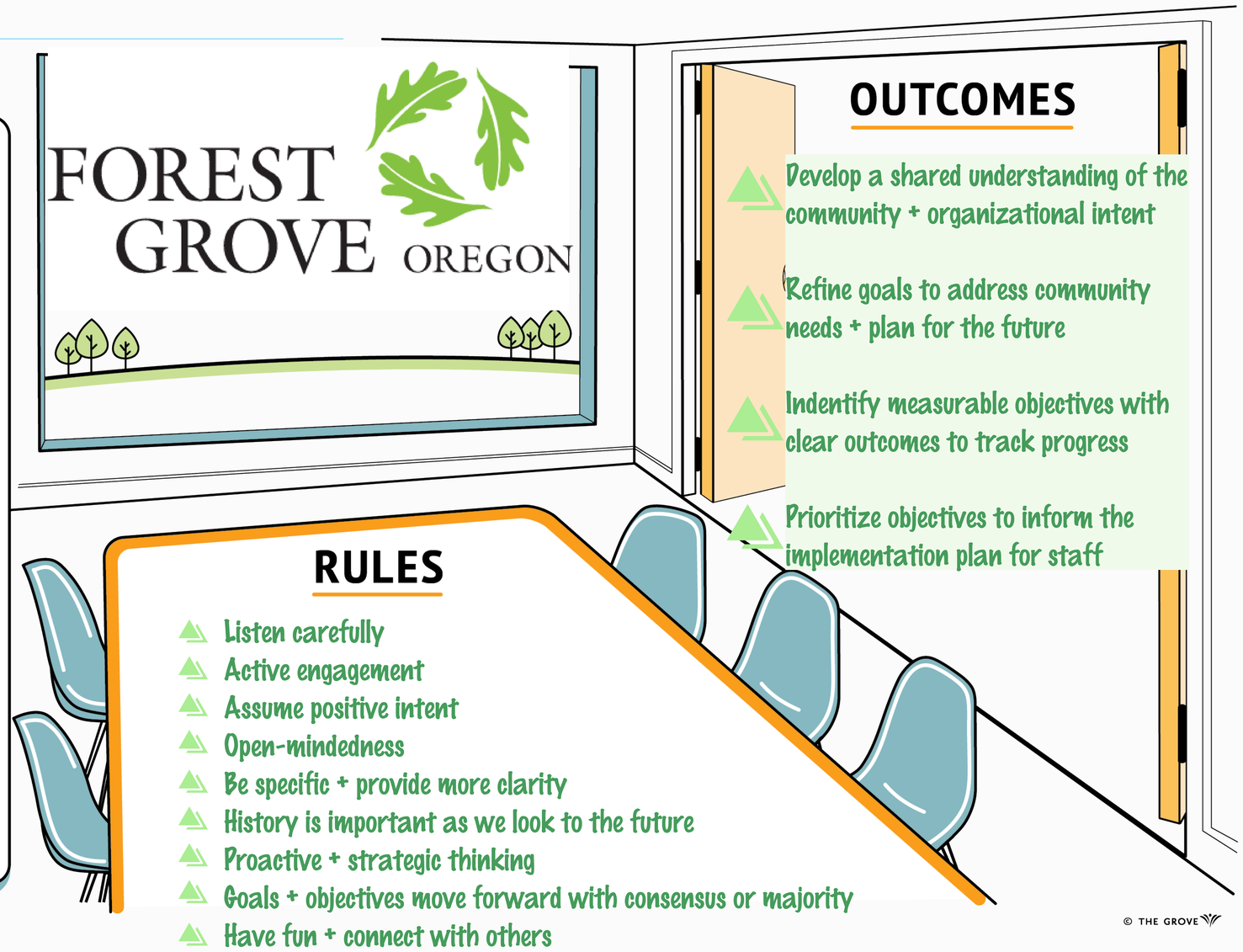
12:30 pm | Goal Refinement Part 2

2:00 pm | BREAK

2:10 pm | Goal Wrap-up

2:40 pm | Reflection + Next Steps

3:00 pm | Adjourn



OUTCOMES

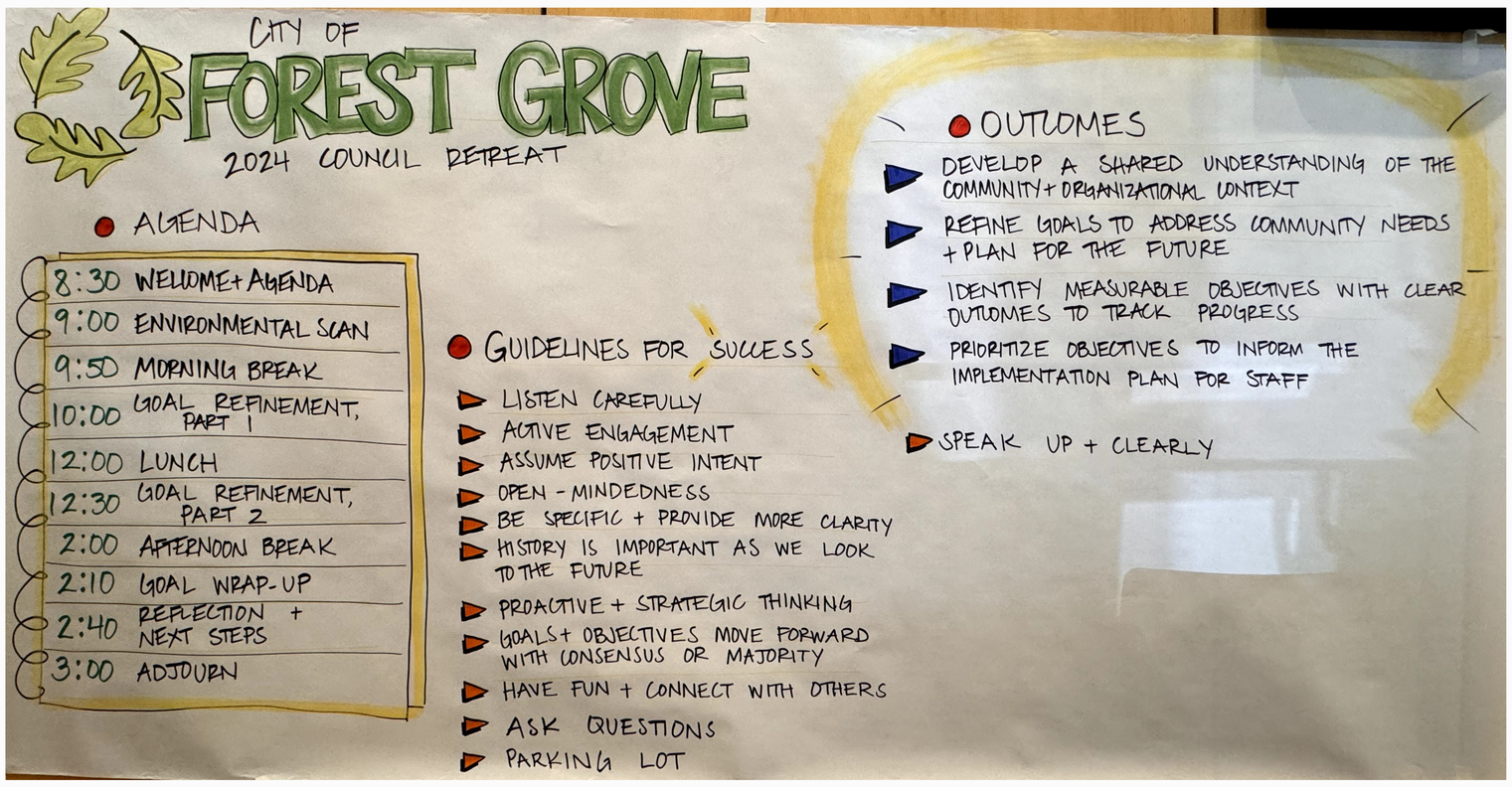
- Develop a shared understanding of the community + organizational intent
- Refine goals to address community needs + plan for the future
- Indentify measurable objectives with clear outcomes to track progress
- Prioritize objectives to inform the implementation plan for staff

RULES

- Listen carefully
- Active engagement
- Assume positive intent
- Open-mindedness
- Be specific + provide more clarity
- History is important as we look to the future
- Proactive + strategic thinking
- Goals + objectives move forward with consensus or majority
- Have fun + connect with others
- Ask questions
- Speak up + clearly
- Saving space for parking lot items

ATTENDEES

MALYNDA 30 day-challenge to build new routines	BRIAN Traditional zoning has ruined American cities	MICHAEL Teaching kids how to cook	MILES How when people show up they can influence change
GREGORY Traffic engineering 101 for residents	KAREN How to attract humming birds	KEITH The risk of the hydro electric system to the PNW	ELENA Foster care system
COLLEEN Changing behavior of people since COVID	PAUL Finance + how it works	JIM How to move from the Us VS them mentality	TIMOTHY Leadership 101
MARIAH Analysis of historical costume representation in televsion	ANNE Importance of creative play for all ages	MARIANA The journey of an immigrant	STEPHANIE Why type face choice matters
DAN Understanding English cricket	DONNA Removing gender rules when raising children	HENRY Basics of black + white photography	JESSIE Teenage angst - it will be okay



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ENVIRONMENTAL SCAN

FOREST GROVE OREGON

2024 COUNCIL RETREAT: ENVIRONMENTAL SCAN

Let's SHARE these accomplishments

2023 ACCOMPLISHMENTS

- **Admin:** TPM ordinance + clarified roles, City Hall project, B+C review + new ordinances, Council Rules + bylaws, IBEW + AFSCME contracts, new comms manager, City website, Council packet software, quarterly printed newsletter, monthly e-newsletter, increased social media presence
- **CD:** Hired 3 positions, Downtown Historic District, nutria code, tourism sponsorship + grant programs, TV Hwy access mgt gran, Housing Needs Analysis implementation, 2040 Plan RFP, Arbor Day planting at Talisman Park, 276 new lots added, 806 building permits
- **Fire:** RFP for Northern Fire Station Plan and EOP
- **Library:** Child/Teen programs back to pre-pandemic levels, con't curbside service, more outreach
- **L&P:** System operations/maint., EV chargers + e-bike incentives (Clean Fuels), energy efficiency program, rate increase
- **P&R:** Rec program launched, Eastside Park development, FG Loop Trail master plan, Kyle Park development launched, Stites Park complete, assessment + fee project launched
- **Police:** Hate + bias crime investigators symposium, estab. sabbatical and peer support programs, more participation in community events, listening sessions, 2 parent summits
- **PW:** Railroad crossing removal, completed equipment storage shelter, replaced underground storage tank, ~2.4 miles pavement overlay, ~84 curb ramps replaced

- Better collaboration across departments for community events
- Reconvened fire task force
- Parks + Rec scholarship program
- Implemented two tourism programs
- Obtained 3 federal approproations for HWY + solar
- Cops grant for 2 officers
- Created a rate structure for large data center requests- -
- How proactive staff has been on policies (banner + policies for City speech)
- Accomplishments need to be presented to the community
- City Hall moved + staff did so much work despite having to move back and forth
- New City Recorder, new program specialist, new communications specialist
- Police published their strategic plan
- Livability survey
- Passed drone ordinance

POLITICAL FACTORS

- Potential changes to Measure 110
- Legislative impacts

- **Housing + Land Use Development -- Strategic discussion on how, when and where we grow?**
- **Regional issues that impact us at the Metro, transportation level impact the funding that comes to us**
- **Concern with losing home rule**
- **SB 7- expand UGB**

TECHNOLOGY FACTORS

- New City website

ECONOMIC CLIMATE

- Inflation and increased cost of living - impact on wages
- Cost of materials/supplies - impact to projects
- More e-commerce / impacts the retail sector
- Less demand for commercial space post-pandemic
- Presence of trans-Pacific cable near Forest Grove
- Increased demand for data centers and associated industrial lands
- Key properties purchased by industrial dev.
- Federal and state incentives for semi-conductor industry

- **Keeping the workforce - how are we retaining employees with PGE increases, Fire depts. around us + their resouces? How to we retain people in this environment?**
- **We need a post-pandemic strategy for the business community to be sustainable**
- **Collaboration with City Club + Chamber on the Main Street revitalization**

COMMUNITY/ORGANIZATION CONTEXT

- Community growth
- Demand for more recreation programs, multi-use rec center
- Growing Police + Fire calls for service
- Industrial growth to support city
- Tourism - how can we support?

- **Retention of staff**
- **Recruiting for the jail - being short staffed and how that impacts community livability**
- **Creating a Governance 101 academy**
- **What is our engagement to multi-cultural and multi-generational communities for governance education + services they need?**

- Competitive wages/benefits for recruitment + retention
- Rate and fee studies, SDC updates
- Partnership opportunities with community organizations to expand work

- **Sabbatical - what's working and what is not**
- **How do we retain and recruit? Are we updating our policies to meet the needs of the new workforce? (Salary + hybrid/remote)**
-

2024 TOP PRIORITIES

- **Admin:** Work with depts to complete 7 ARPA projects, City Charter review, Finalize Police Chief recruitment process, IFFA bargaining contract, Reconcile 3 different paid leave programs, Recruitment/Retention, 5-year financial projection (levy), rate and fee studies (Aquatics, Rec, engineering, planning), Water and water system SDCs
- **CD:** URA programs/projects, Site B direction, long-term growth options/refine Westside Financial Plan, continue Housing Needs Analysis implementation, Economic Opportunity Analysis, 2040 Quality of Life Plan
- **Fire:** Northern Fire Station Plan, EOP, Fire Task Force/decision on consolidation
- **Library:** Impacts from WaCo funding analysis
- **L&P:** 6 capital projects, metering pilot project, emergency response, vegetation mgt., energy efficiency + clean fuels, new power requests
- **P&R:** Eastside Park plan, continue to build recreation program, master plan for FG Loop Trail, develop Kyle Park, engage with partners
- **Police:** New building, recruitment, soft skills trainings with PU, increase comm. and police training, traffic enforcement
- **PW:** Gales Creek/Thatcher Intersection, Martin Rd/Hwy 47 Roundabout, Maple/Fern Hill/Hwy 47, water treat. storage bin replacement, Stormwater + Sewer MP update, PW admin building remodel

Imlimenting a new GIS system

Urban Renewal Area

Discuss Urban Growth Boundary options

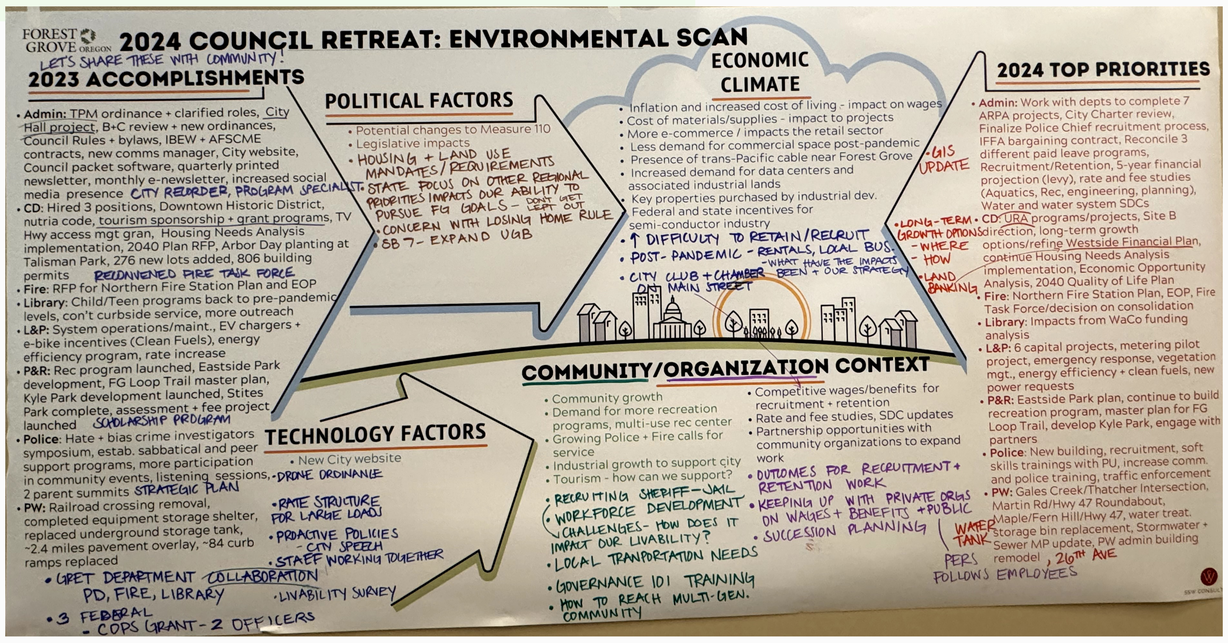
Water tank

+ 26th avenue

Governance 101 academy

Notes from Outreach

- Tourism strategic plan-- is this still relevant and being used?
- Strategic alignment on Economic Development
- Partner with Chamber + City Club for Ec Dev
- Affordable Housing -- how can we encourage AH
- Recreation + financial sustainability for recreation moving forward
- Focus on Emergency Operations plan
- Community Vision work
- Goal refinement- what does Carbon Neutral mean?
- Fire District decisions on governance
- Next steps for DEI- how do we continue this work?



PARKING LOT

- Community engagement for Police Chief recruitment
- More information about staffing calculated for each department
- New Goal: 2040 - Develop a long-term strategic planning process that anticipates evolving political, economic, + envrionmental conditions ---- multi-use recreation center feasibility center coming out of the 2040 plan
- Ride Share Connection work session
- Foster/ encourage establishment of Parks + Rec foundation non-profit
- Establish intergovernmental partnership group for recreation -- Work Session
- Biennial budget-- what does this look like? Council presentation? Council needs to make a motion for this to be a part of the work session.

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FOREST GROVE GOAL REFINEMENT PART 1

Council Goals

GOAL 1: SUPPORT HOUSING STABILITY

1 COMPLETE EVALUATION OF THE HOUSING NEEDS ANALYSIS RECOMMENDATIONS TO INCENTIVIZE AFFORDABLE HOUSING — PAUSE

REFINE
The state wants us to hold off for 3 years for housing analysis

2 DEVELOP POLICIES AND ACTIVATE PARTNER SERVICES THAT WILL ADDRESS HOMELESS SERVICES, I.E., TIME, PLACE, AND MANNER ORDINANCES

COMPLETE

3 ENGAGE THE STATE, COUNTY AND METRO ON AFFORDABLE HOUSING POLICIES FOR NON-ENTITLEMENT CITIES TO BETTER DEFINE HOW THEIR SERVICES CAN SUPPORT FOREST GROVE'S AFFORDABLE HOUSING NEEDS. — MORE DISCUSSION + Potential refinement

What is the measurable goal for this? This is operational.

This goal was created with bond funding that is no longer available.

The need is still there + we need to approach County and Metro to meet this need. If there is not support- - then we need to do something on our own.

4 REVIEW THE GOVERNORS BUDGET ALLOCATIONS TO SUPPORT HOUSING CHALLENGES AND HOW THEY MAY ADDRESS THE CITY'S HOUSING AND HOMELESSNESS SERVICE NEEDS. — MORE DISCUSSION + Potential refinement

SB1537

Review hosuing policies from state + compare with FG needs and wants

There needs to be equitable funding for the smaller cities

What is trhe measurable outcome?

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Council Goals

GOAL 2: PLANNING AN INCLUSIVE AND SUSTAINABLE COMMUNITY

5 EXPLORE HOW THE CITY CAN BE CARBON NEUTRAL BY 2050. — REFINE + DISCUSS

6 REVIEW, APPROVE, AND OPERATIONALIZE THE DEI PLAN. — REFINE + DISCUSS

What is our process for accountability

7 DEVELOP A 'FOREST GROVE 2040' QUALITY OF LIFE PLAN.

COMPLETE

8 SOLICIT INPUT AND ADVISE THE COUNCIL ON WHETHER TO IMPLEMENT A MAIN STREET PROGRAM. — REFINE + DISCUSS

Ongoing- but we need to be more specific to

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Council Goals

GOAL 2: PLANNING AN INCLUSIVE AND SUSTAINABLE COMMUNITY, CON'T

9 UPDATE THE ECONOMIC OPPORTUNITIES ANALYSIS WITH AN EMPHASIS ON OUTREACH TO ALL COMMERCIAL BUSINESSES — ONGOING

10 COMPLETE THE CITY CHARTER REVIEW PROCESS — REFINE + DISCUSS

Work is in progress + it's nearly to the finish line

11 DEVELOP A LIST OF ALTERNATE MOBILITY AND TRANSIT OPTIONS TO PRIORITIZE FOR FUTURE IMPLEMENTATION. — REFINE + DISCUSS

12 DEVELOP POLICY FOR PROPERTIES PURCHASED BY THE URA — REFINE + DISCUSS

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Council Goals

GOAL 3: IMPROVING COMMUNITY SAFETY

13 EXAMINE DRUG USE TRENDS LOCALLY AND NATIONALLY AND DEVELOP OUTREACH AND EDUCATION

COMPLETE

14 CONDUCT POLICE CHIEF RECRUITMENT

COMPLETE

15 MAKE A RECOMMENDATION REGARDING FIRE DISTRICT GOVERNANCE — Ongoing

16 COMPLETE ALTERNATIVES ANALYSIS FOR A NORTHERN FIRE STATION AND SELECT A PREFERRED ALTERNATIVE FIRE STATION — Ongoing

17 UPDATE AND APPROVE THE EMERGENCY OPERATIONS PLAN — Ongoing

18 RESEARCH REGULATIONS FOR DRONE USE WITHIN CITY LIMITS.

COMPLETE

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Council Goals

GOAL 4: EXPAND RECREATION OPPORTUNITIES

19 COMPLETE LIBRARY PARTITION

COMPLETE

20 COUNCIL APPROVAL OF EASTSIDE PARK PLAN — Ongoing

21 BUILD RECREATION PROGRAM AND ALIGN STAFFING TO SUPPORT THE SERVICES — MORE DISCUSSION + Potential refinement

22 MASTER PLAN FOR FOREST GROVE LOOP TRAIL AND DEVELOP KYLE PARK — Ongoing

23 DEVELOP STITES PARK AND COMMUNITY GARDEN

COMPLETE

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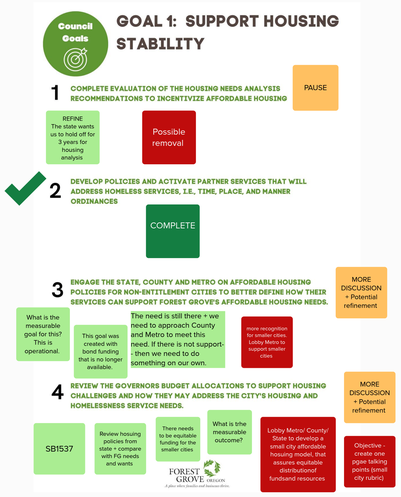
FOREST GROVE GOAL REFINEMENT PART 2



1. Refine to completion + evaluation of model that works for Forest Grove
   - Proactive
   - To inform State progress to Metro + City

NEW OBJECTIVE: Urban Reserve concept plan (can't qualify for grants because density + transportation)

3. Lobbying for metrics/ requirements that work for smaller community

ADD
New goal - update comp plan

Goal 2 Outcomes:
- Protect. resources
- Federal funding
- Sustainability
- Transit accessibility

5. Refine to: Develop a Climate Action Plan- include definitions
   - Environmental disposal

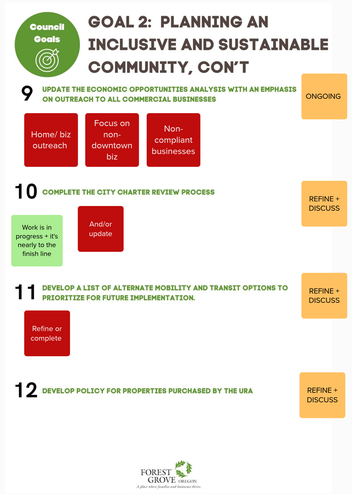
AS work with staff to refine

6. Develop DEI toolkit /lens to evaluate programs + policies

7. Complete

8. Ongoing

ADD
What the partnership/role is between the City + the Senior Center as they are no longer sustainable



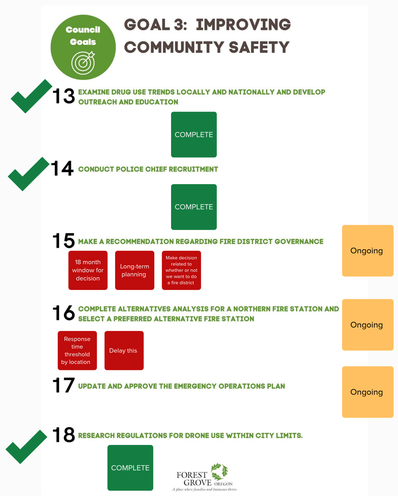
9. Keep as is

ADD
Economic Strategic Plan that focuses on strategy piece

10. Ongoing

11. PARKING LOT for more information during a work session
   - Too general -- not specific enough
   - Ride Connection review needs/services + coordinate with partners
   - Research + review what our standards are for service to the community

12. URA Plan education
   - prioritize
   - funding/ financing



ADD - Police building bond - Council direction

15. Continue with 18 months in advance of the levy
   - Council needs a work session with education on whether or not we go to a district or not -- Council needs education all of the options
   - Task force asked for evaluation from TVF+R

16. Ongoing - stay

17. Ongoing - stay

Expand the goal title: Expand Quality of Life Opportunities-- not just recreation

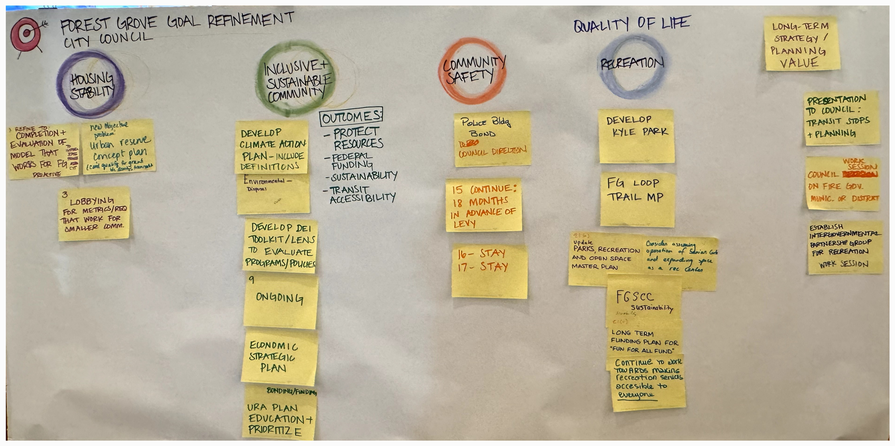
20. Ongoing as is

21.
   - Update Parks + Recreation and open space Master Plan
   - Establish sustainable funding for recreation (rates + fee study is underway)

22. Ongoing - but create two objectives

ADD
   - 1. Develop Kyle Park
   - 2. FG Loop Trail Master Plan
   - 3. Update Parks + Recreation and open spaces Master Plan - this includes recreation for all, + senior center, funding for all, recreation services accessible for all

Added to parking lot - Establish intergovernmental partnership group for recreation (work session)

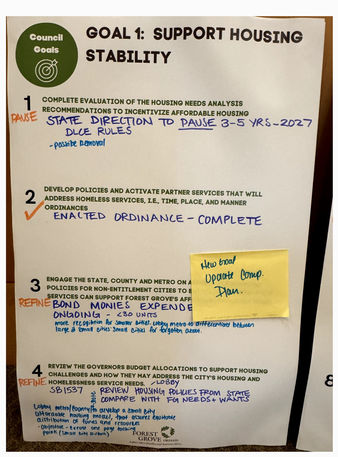


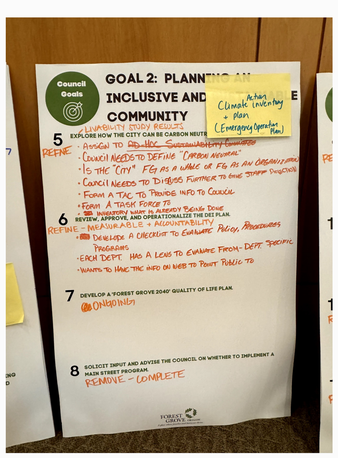
Values
+ long-term strategic planning

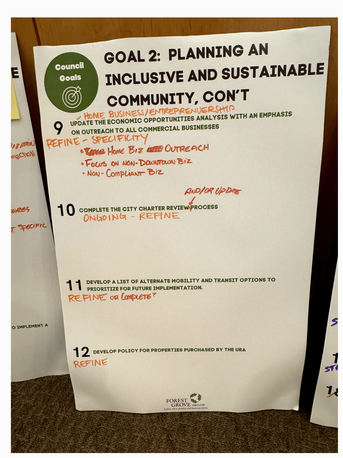
Work plan note:

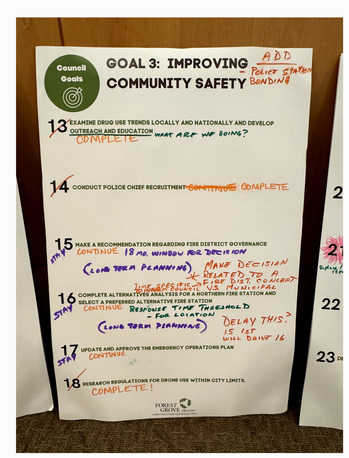
Monday- there needs to be discussion on what roles B+C have in our goals and objectives.

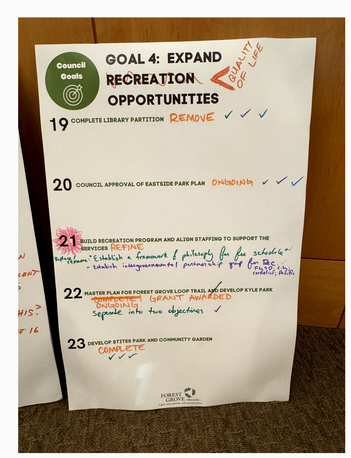
Prioritization exercise on Monday











FOREST GROVE OREGON

Council Creek Regional Trail (CCRT)

Work Session: Status, Update, and Discussion

Greg Robertson, Engineering and Public Works Director
Anne Lane, Parks and Recreation Director

02/26/2024

Agenda

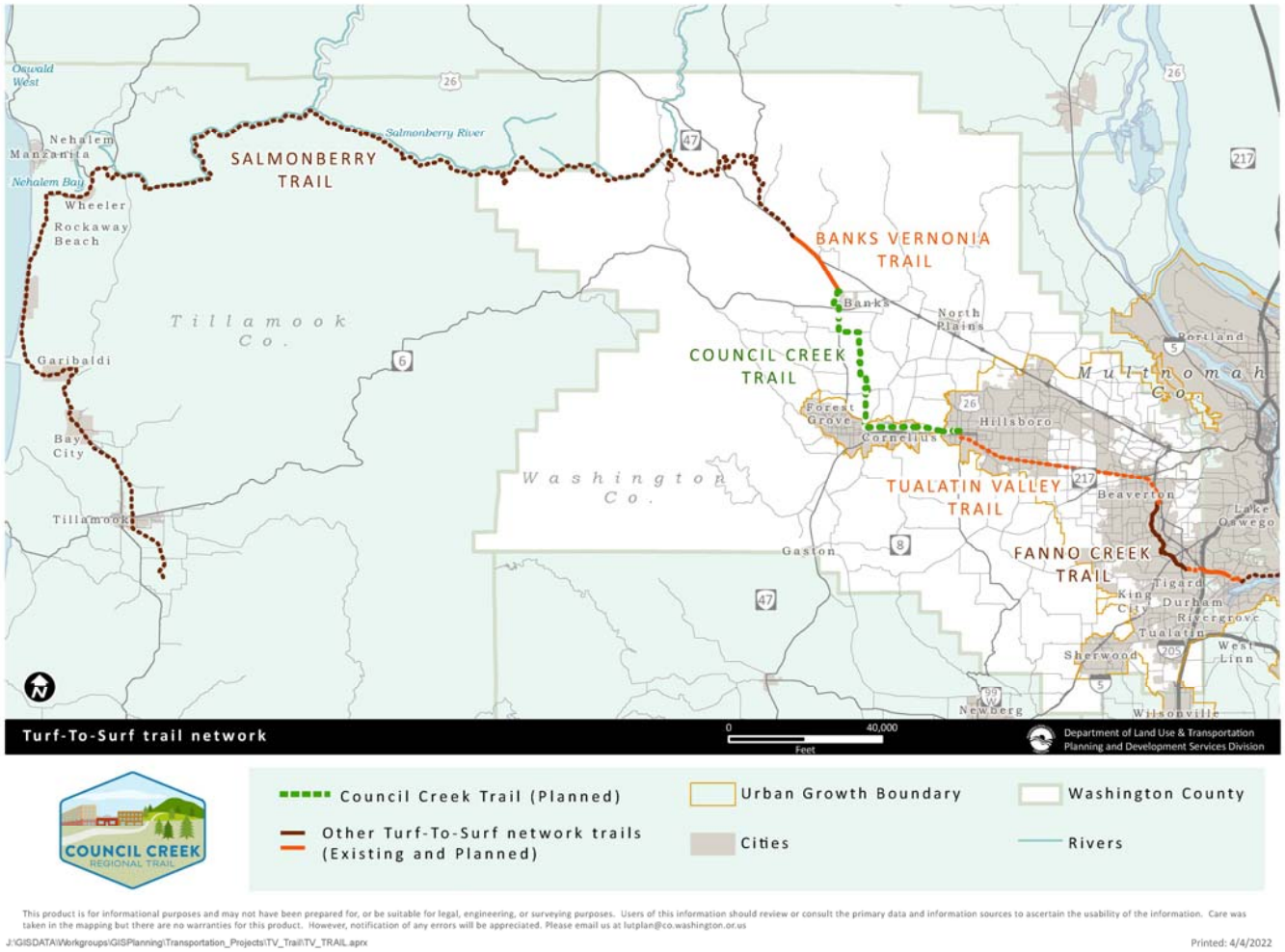
1. Background
2. Current Happenings
3. What's ahead
4. Discussion and Questions

Handouts:

- 30% Design Package
- Draft Operations, Management, and Maintenance Framework

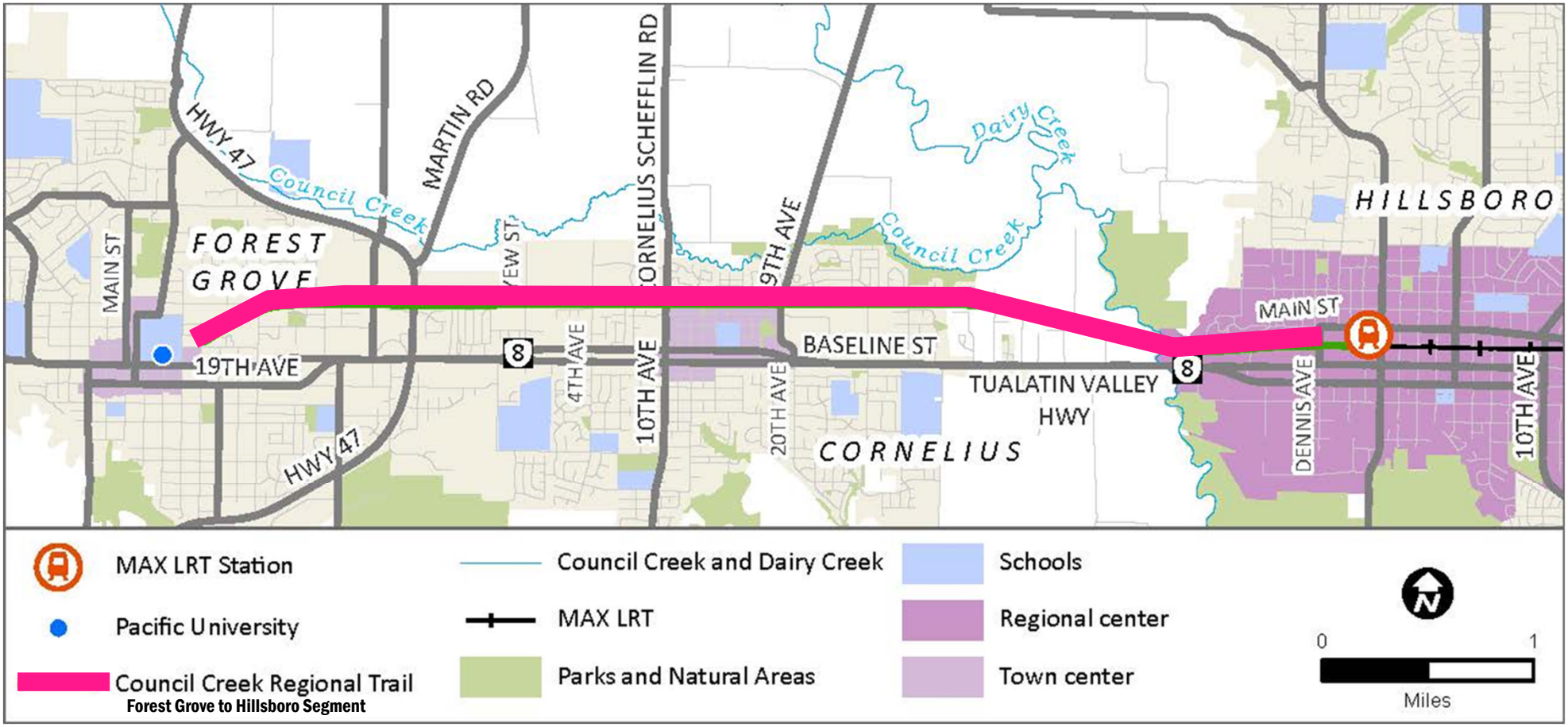
Overview

- CCRT Master Plan completed in 2015. Part of a broader network of trails
- CCRT will connect the cities of Forest Grove, Cornelius and Hillsboro
- Serves both recreational and transportation purposes
- Hillsboro to Forest Grove segment identified as near-term priority



FOREST GROVE OREGON

Current Project Scope



FOREST GROVE OREGON

Funding Details

Source		Grant Amount	Match Amount	Total
Federal	US Department of Transportation – Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant	$12,200,000	$3,200,000 (MSTIP Opportunity Fund) County - $300,000 Forest Grove, Hillsboro - $600,000 each	$16,900,000
Regional	22-24 Regional Flexible Fund Allocation (RFFA) grant	$1,345,950	$154,050 (MSTIP Opportunity Fund)	$1,500,000
	25-27 Regional Flexible Fund Allocation grant	$5,511,000	$789,000 (MSTIP Opportunity Fund)	$6,300,000
Total Committed		**$19,056,950**	**$5,643,050**	**$24,700,000**
Unfunded		**~$3,300,000**		
Total Cost		**~$28,000,0000**		

- Resolution 2021-52 pledged $600k in local match

FOREST GROVE OREGON

Current Happening

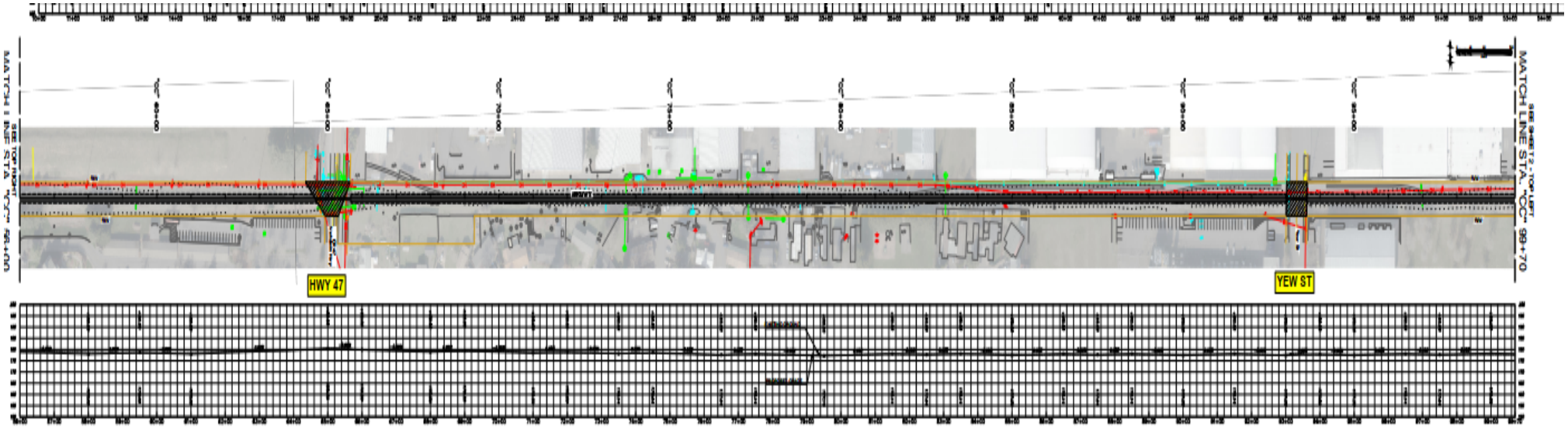
- Pacific and Western Railroad (PNWR) terminated their rail service easement
  - Railroad must be removed by June 30th
  - Some road crossings already removed

Current Happening

- Land Ownership Transfer
  - April 30, 2023 - State of Oregon Surplus Real Property Notice.
  - TriMet and Washington County expressed interest in acquiring the real property from ODOT, preserving it as a transportation corridor, but converting it to a bike/pedestrian trail, and possibly bus rapid transit or MAX light rail in the future.
  - TriMet must go through NEPA to obtain right of way.
  - Forest Grove expressed interest in acquiring a segment west of Hawthorne for future Storm Water Quality Management needs. Segment does not include RR right of way.
  - Appraisals are in process.
  - Ownership transferred before construction.

Current Happening

- Predesign Work Completed
  - 30% design issued for full 5.36-mile length
  - Finalized alignment – center of right of way on existing rock
  - Finalized cross section – 12 foot wide for majority of trail
  - 2 bridges at west end will be replaced (Dairy Creek and a cattle crossing)



FOREST GROVE OREGON

Current Happening

- Washington County considering land use application
- Would likely be a Type II which requires notice to all property owners within 300 feet of the project area

Current Happening

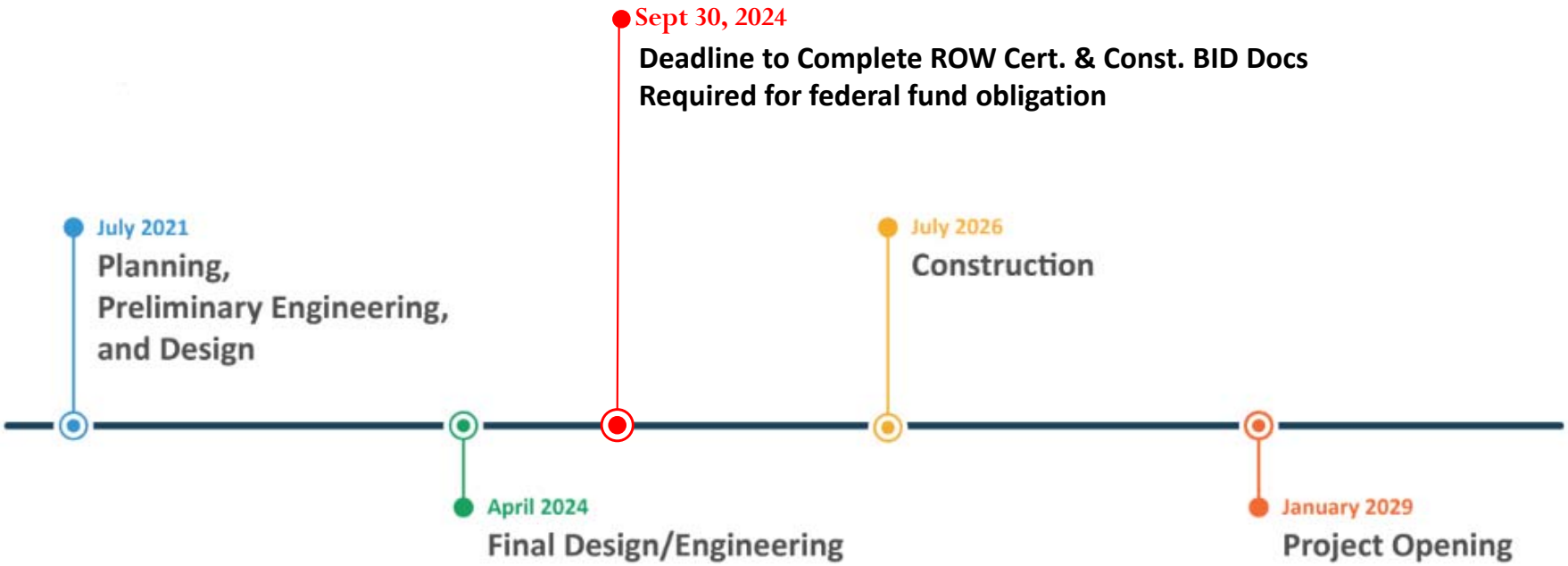
- Pedestrian Crossing Treatment Recommendations

Table 3: Summary Table of Recommended Treatments

Crossing Location	Crossing Treatment												
	Stop Bar	Sidewalk	Crosswalk	Asphalt Apron	Curb Ramps	Trail Signage	Crossing Signage	Advanced Roadway Signage	Raised Crossing	Median Island	Pedestrian Bump Outs	RRFB*	PHB*
Douglas Street		X			X	X							
Hawthorne Street	X	X	X		X	X	X		X		X		
Kingwood Street			X		X	X	X						
Laurel Street (Future)		X	X		X	X	X	X	X				
2398 Maple Street			X	X	X	X	X						
Oak Street	X		X		X	X	X		X				
Quince Street (OR 47)	X	X	X		X	X	X	X	X	X			X
Yew Street	X	X	X		X	X	X		X	X			

Example: Raised Crossing

Project Timeline



FOREST GROVE OREGON

Project Timeline

- Winter/Spring/Summer 2024
  - Corridor delivery and Implementation Plan
  - Management, Maintenance and Operations Plan
  - Begin Final design process
  - Finalize environmental studies
  - National Environmental Policy Act (NEPA) document prepared

- Fall 2024
  - Deadline for obligation of federal funds Sept 30, 2024
  - Obligation requires certification of ROW & completion of contract bid docs

Context

- Currently there are three other Parks projects that are in the Parks Master Plan, capital program and being planned and designed for future construction:
  - Kyle Park – approximately 6 acres and part of Loop Trail
  - Loop Trail – approximately 50% complete
  - Eastside Park – approximately .5 acre neighborhood park
- Each park is currently under contract to do public outreach, concept planning, and design.

PROPOSED FRAMEWORK

- Management, Maintenance and Operations
  - TriMet has agreed to own the right of way
  - Management and maintenance is proposed to be addressed in an IGA between partner agencies that outlines each entities roles and responsibilities
  - Consultant (ALTA) hired to put together draft framework
  - Draft framework being discussed by Technical Advisory Committee and Elected Officials Committee
  - Now is the time to comment on any potential framework

- Draft Framework Principles:
  - Each entity performs and pays for day to day maintenance and enforcement for the section of the trail in their jurisdiction
  - Trail-wide maintenance, i.e., repaving, done by one entity on behalf of all jurisdictions and each jurisdiction pays for their portion
  - Under this model, Forest Grove would maintain approximately 1/3 of the trial at an annual expense of approximately $50,000

Questions for Discussion

- Which agency should own the Right of Way?
- What is Council's priority regarding parks projects?
- Who should manage the CCRT and how?

Mariah Woods

From: Eric Gibson. <oregonhort@gmail.com>
Sent: Tuesday, February 13, 2024 10:04 AM
To: mayorsolesbee@cottagegrove.org; mayor@bakercity.gov; mayor@cityofelginor.org; mayorwheeler@portlandoregon.gov; mayor@ci.coburg.or.us; Mayor@ci.white-salmon.wa.us
Cc: citymanager@cottagegrove.org; cityofjohnday@grantcounty.or.gov; CityManager@cityofprineville.com; City Councilors; City_Recorder@cityoffossil.com; cityrecorder@cottagegrove.org
Subject: OREGON PUBLIC DEFENDER LETTER and More.
Attachments: Attorney Statement Update OJR 2024..pdf; Inmates Acting Above The Law 2024..docx; EXPERIENCED HOMELESSNESS 2024.docx; The End and Prevention of Homelessness 2024.docx; American Freedom_Freedom Letters 2024..docx

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello- Please share these and I hope they can help us as we move forward in 2024. God Bless You and Oregon!

Regards,
Eric Gibson

FYI

Mariah Woods

From: noreply@civicplus.com
Sent: Tuesday, February 13, 2024 1:07 PM
To: City Councilors
Subject: Online Form Submittal: Contact City Council

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Contact City Council

First Name	KC
Last Name	LeDell
Address	[redacted]
City	Oregon City
State	OR
Zip	97045-1679
Email	kc.ledell@gmail.com
Whom would you like to contact?	Entire Forest Grove City Council (Includes Mayor Wenzl)
Would you like a response?	Yes
Question / Comment	Good morning, My name is KC LeDell, I am running for a seat as a Circuit Court Judge in this May's election. I have been talking to local leaders in preparation for my campaign, and was hoping to talk to Forest Grove's elected leaders about how Forest Grove can be better served by our judicial system. I would love to find some time to touch bases and talk about the importance of judicial elections and the needs of the community. If you would be willing to meet with me, I would be happy to make myself available whenever is convenient for you! Thank you, and have a lovely week.

Email not displaying correctly? View it in your browser.

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	02.26.2024
FINAL ACTION:	RESO 2024-03

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *Monday, February 26, 2024*

SUBJECT TITLE: *Resolution: Council Liaison Appointment*

ACTION REQUESTED:		**Ordinance**		**Order**	X	**Resolution**		**Motion**		**Informational**

X all that apply

BACKGROUND:
Chapter III, Section 8 (c) of the City Charter and Council Rule Section 4.1 state that the Mayor, with the consent of Council, shall appoint members of boards, commissions, and committees established by ordinance or resolution. The Council has additionally agreed to designate a Council Liaison to the Forest Grove Chamber of Commerce. Following the recent resignation of Councilor Gustafson from the Chamber of Commerce Council Liaison role, the position is currently vacant. Section 14.8 of the Council Rules and Section 18(c) of City Code allow that Council Liaisons may be appointed at the discretion of the Mayor with the consent of the Council. An updated list of Council Liaison appointments has been appended.

FISCAL IMPACT:
None.

STAFF RECOMMENDATION:
Staff recommends the Council consider the attached resolution.

ATTACHMENT(S):
- Resolution approving Chamber of Commerce Council Liaison appointment
- Exhibit A: 2024-2025 Council Liaison List

RESOLUTION NO. 2024-03

RESOLUTION APPOINTING CITY COUNCIL LIAISON TO THE FOREST GROVE CHAMBER OF COMMERCE AND REPEALING RESOLUTION NO. 2023-58

WHEREAS, Chapter III, Section 8 (c) of the City Charter and Section 14.8 of Council Rules provide that Council liaisons may be appointed at the discretion of the Mayor with consent of the Council; and

WHEREAS, the City Council designated a Council Liaison to the Chamber of Commerce in Resolution 2023-58; and

WHEREAS, there is currently no liaison appointed to the Chamber of Commerce following Councilor Gustafson's resignation from the role; and

WHEREAS, Exhibit A lists the updated Council Liaison appointments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That Council President Timothy A. Rippe is hereby appointed as the Council Liaison to the Forest Grove Chamber of Commerce, and the list of Council Liaison appointments are updated following Exhibit A.

Section 2. Resolution No. 2023-58 is hereby repealed.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of February, 2024.

_____
Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of February, 2024.

_____
Malynda H. Wenzl, Mayor

CITY COUNCIL LIAISONS: LIST FORMAT
Calendar Years 2024-2025

Boards and Commissions	Council Liaison	Staff Liaison
Comm for Community Engagement (CCE) 1st Tuesday, 5:30 pm, Monthly	Elena Uhing	Communication Manager
Community Forestry Commission (CFC) 3rd Wednesday, 5:30 pm, Quarterly	Mike Marshall	Senior Planner
Economic Development Commission (EDC) 2nd Thursday, Noon, Monthly	Tim Rippe	Economic Development Manager
Historic Landmarks Board (HLB) 4th Tuesday, 6:30 pm, Quarterly	Malynda Wenzl	Senior Planner
Library Commission (LC) 3rd Wednesday, 6:30 pm, Monthly	Mariana Valenzuela	Library Director
Parks and Recreation Commission (P&R) 3rd Wednesday, 7 am, Monthly	Mike Marshall	Parks and Recreation Director
Public Arts Commission (PAC) 3rd Thursday, 5 pm, Monthly	Donna Gustafson	Library Director

Agencies	Council Liaison	Staff Liaison
CDBG Policy Advisory Board (PAB) 2nd Thursday, 7 pm, Monthly	Mariana Valenzuela Alternate: Elena Uhing	Public Works/Engineering Director
Forest Grove Rural Fire Protection District 1st Wednesday, 6 pm, Monthly	Karen Martinez	Fire Chief
Joint Water Commission (JWC) 2nd Friday, Noon, Quarterly	Rod Fuiton Pete Truax Donna Gustafson	City Manager
Regional Water Providers Consortium Board 1st Wednesday, 6:30 pm, Quarterly	Tim Rippe	Public Works/Engineering Director
Sister City Committee 1st Thursday, 4:30 pm, Monthly	Karen Martinez	Programs and Communications Assistant
Wash. Co. Consolidated Communications Agency (WCCCA) 3rd Thursday, 3 pm, Quarterly	Karen Martinez	City Manager

CITY COUNCIL LIAISONS: LIST FORMAT
Calendar Years 2024-2025

Wash. Co. Coordinating Committee (WCCC) 2nd Monday, Noon, Monthly	Malynda Wenzl Alternate: Donna Gustafson	City Manager
T.V. Highway Steering Committee 2nd Thursday, 4 pm, Monthly	Tim Rippe Alternate: Mariana Valenzuela	Senior Planner
Council Creek Elected Steering Committee 3rd Monday, 5 pm, Monthly	Mike Marshall Alternate: Karen Martinez	Public Works/Engineering Director
Region 1 Area Committee on Transportation 1st Monday, 5:30 pm, Monthly	Malynda Wenzl	Public Works/Engineering Director
Forest Grove Senior and Community Center 3rd Monday, 6 pm, Monthly	Elena Uhing	Assistant City Manager/Finance Director
Forest Grove Chamber of Commerce 3rd Monday, Noon, Monthly	Tim Rippe	Economic Development Coordinator
Mayoral Groups	**Council Liaison**	**Staff Liaison**
Metropolitan Mayor's Consortium (MMC) Monthly	Malynda Wenzl	City Manager
Washington County Chair + Mayors Group Monthly	Malynda Wenzl	City Manager
Washington County Mayors Group Monthly	Malynda Wenzl	City Manager
Mayor Youth Advisory Council	Malynda Wenzl	

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	C.
MEETING DATE:	02.26.2024
FINAL ACTION:	

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

DATE: *February 26, 2024*

SUBJECT TITLE: *Annual Liquor License Renewals 2024*

BACKGROUND:
The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2024. City Code Sections §110.071-110.073 requires any applicant/business requesting endorsement for a new liquor license application or liquor license renewal to submit to a criminal background check and have a valid City business license in accordance with City Code. A first round of renewal application has been received by the City. The Police Chief has reviewed the applicable criminal records check of the licensee and has made recommendation to:

- ***Forward with approval – No legal basis for denial noted.***

The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

STAFF RECOMMENDATION:
Staff recommends City Council authorize endorsement of the attached Annual Liquor License Renewals. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners**.** If application is approved, the OLCC will issue the license. If application is denied or restricted, there is a process by OLCC to contest the decision.

ATTACHMENT(s):
OLCC Reasons to Deny or Restrict a License
Annual Liquor License Renewals

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC ***can*** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:
   - Obtrusive or excessive noise, music or sound vibrations
   - Public drunkenness
   - Fights or altercations
   - Harassment
   - Unlawful drug sales
   - Alcohol or related litter

   OLCC is ***not*** able to consider the following issues when deciding to renew a liquor license:
   - Lack of parking
   - Increase in traffic
   - Too many licenses in a specific area (saturation)
   - Entertainment type - nude dancing, gambling, live bands, etc.
   - Increased noise
   - Zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
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MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: CIRCLE INN TAVERN

BUSINESS LOCATION ADDRESS: 3007 Pacific Avenue

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20094

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
x	**FULL ON-PREMISES SALES**		**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee 2·14·24 ***Date***

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
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LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: RAINBOW LANES

BUSINESS LOCATION ADDRESS: 2748 19TH PL

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20177

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
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x	**FULL ON-PREMISES SALES**		**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
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		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☒ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2·16·24

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AGENDA ITEM #:	
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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: FOREST GROVE LIQUOR STORE

BUSINESS LOCATION ADDRESS: 2811 19TH AVE

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 20148

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer	X	**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	X	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
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	FULL ON-PREMISES SALES		**LIMITED ON-PREMISES SALES**	x	**OFF-PREMISES SALES**
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APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee 2·16·24 ***Date***

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: LINDO MICHOACAN

BUSINESS LOCATION ADDRESS: 1927-1931 MAIN ST

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 30428

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
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APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2·16·24

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: BON APPETIT @ PACIFIC UNIVERSITY

BUSINESS LOCATION ADDRESS: 2043 COLLEGE WAY WASHBURNE RM 207

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 21284

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales	x	**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES	x	**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2.16.24

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
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MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: PAC THAI

BUSINESS LOCATION ADDRESS: 1923 PACIFIC AVE

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 20255

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales	x	**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES	x	**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee 2·16·24 ***Date***

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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: US MARKET 399

BUSINESS LOCATION ADDRESS: 3712 PACIFIC AVE STE A

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 21197

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer	x	**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		$ No Charge: Temp Annual Use
	FULL ON-PREMISES SALES		**LIMITED ON-PREMISES SALES**	x	**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee 2.14.24 ***Date***

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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: VEX

BUSINESS LOCATION ADDRESS: 1937 PACIFIC AVE

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 30394

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		$ No Charge: Temp Annual Use
x	**FULL ON-PREMISES SALES**		**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

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Chief of Police/Designee 2.16.24 ***Date***

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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: ZESTI FOOD CARTS

BUSINESS LOCATION ADDRESS: 2131 YEW ST

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 30205

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales	x	L – Limited On-Premises Sales		$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales		$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery		$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location		SEG – Special Event Grower	x	$ 35.00 Annual Renewal
	TSL – Temporary Sales License		SED – Special Event Distillery		$ 20.00 Event License
	BP – Brewery Public House		Distillery		$ No Charge: Temp Annual Use
	FULL ON-PREMISES SALES	Y	LIMITED ON-PREMISES SALES		OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

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RECOMMENDED ACTION:

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Chief of Police/Designee 2·16·24 ***Date***

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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: THEATRE IN THE GROVE

BUSINESS LOCATION ADDRESS: 2028 PACIFIC AVE

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 20436

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales	x	**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES	x	**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

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Chief of Police/Designee ***Date*** 2.16.24

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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: SVS FOREST GROVE INC

BUSINESS LOCATION ADDRESS: 2710 19TH AVE

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 30504

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer	x	**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES		**LIMITED ON-PREMISES SALES**	x	**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2·16·24

FOREST GROVE OREGON

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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: LA SIERRA CANTINA & MEXICAN RESTAURANT

BUSINESS LOCATION ADDRESS: 2331 PACIFIC AVE

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20083

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
x	**FULL ON-PREMISES SALES**		**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

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RECOMMENDED ACTION:

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Chief of Police/Designee ***Date*** 2·14·24

FOREST GROVE OREGON

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AGENDA ITEM #:	
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MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: JADE GREEN PALACE

BUSINESS LOCATION ADDRESS: 3018 PACIFIC AVE

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20147

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
x	**FULL ON-PREMISES SALES**		**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2.16.24

FOREST GROVE OREGON

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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: FOREST GROVE SENIOR & COMMUNITY CENTER

BUSINESS LOCATION ADDRESS: 2037 DOUGLAS ST

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 20007

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales	x	**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES	X	**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

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Chief of Police/Designee ***Date*** 2-16-24

FOREST GROVE OREGON

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AGENDA ITEM #:	
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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: DIAMOND PALACE RESTAURANT

BUSINESS LOCATION ADDRESS: 1921 MAIN ST

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20241

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
x	**FULL ON-PREMISES SALES**		**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
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			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

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Chief of Police/Designee 2·16·24 ***Date***

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AGENDA ITEM #:	
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FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: BUFFET DYNASTY

BUSINESS LOCATION ADDRESS: 2834 E PACIFIC AVE

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 20888

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales	x	**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES	x	**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
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			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: BLACKDOG BAR & GRILL

BUSINESS LOCATION ADDRESS: 2835 19TH AVE #900

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 30003

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
X	**FULL ON-PREMISES SALES**		**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2-16-24

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: BITES RESTAURANT

BUSINESS LOCATION ADDRESS: 2014 MAIN ST

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 20937

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	**F-COM** – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
✓	**FULL ON-PREMISES SALES**		**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2-16-24

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: BI-MART #635

BUSINESS LOCATION ADDRESS: 3225 PACIFIC HWY

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 20270

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales		**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer	x	**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES		**LIMITED ON-PREMISES SALES**	X	**OFF-PREMISES SALES**
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2·16·24

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: A FRAMER'S TOUCH

BUSINESS LOCATION ADDRESS: 1920 21ST AVE

LIQUOR LICENSE TYPE: L

CITY BUSINESS LICENSE: 20124

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales	x	**L** – Limited On-Premises Sales		**$100.00** New Application
	F- CAT – Full ON-Premises Sales, Caterer		**O** – Off-Premises Sales		**$ 75.00** Change of License
	F-FPC/F-CLU – Full On-Premises, Private		**SEW** – Special Event Winery		**$ 35.00** Temporary Sales
	F-PL – Full On-Premises Public Location		**SEG** – Special Event Grower	x	**$ 35.00** Annual Renewal
	TSL – Temporary Sales License		**SED** – Special Event Distillery		**$ 20.00** Event License
	BP – Brewery Public House		**Distillery**		**$** No Charge: Temp Annual Use
	FULL ON-PREMISES SALES	x	**LIMITED ON-PREMISES SALES**		**OFF-PREMISES SALES**
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			BREWERY – PUBLIC		
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date***

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: 7 STAR CONVENIENCE STORE #2

BUSINESS LOCATION ADDRESS: 3034 PACIFIC AVE STE B

LIQUOR LICENSE TYPE: O

CITY BUSINESS LICENSE: 30094

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer	x	O – Off-Premises Sales		$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery		$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location		SEG – Special Event Grower	x	$ 35.00 Annual Renewal
	TSL – Temporary Sales License		SED – Special Event Distillery		$ 20.00 Event License
	BP – Brewery Public House		Distillery		$ No Charge: Temp Annual Use
	FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES	X	OFF-PREMISES SALES
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2.16.24

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	C.
MEETING DATE:	02.26.2024
FINAL ACTION:	

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

DATE: *26 February 2024*

SUBJECT TITLE: *New Liquor License Application*

BACKGROUND:
City Code Sections §110.071-110.073 requires any applicant/business requesting endorsement for a new liquor license application to submit to a criminal background check and have a valid City business license in accordance with City Code. The Police Chief has reviewed the applicable records check of the licensee and has made recommendation to:

- ***Forward with approval – No legal basis for denial noted.***

The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

STAFF RECOMMENDATION:
Staff recommends City Council authorize endorsement of the attached Liquor License application. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners**.** If application is approved, the OLCC will issue the license. If application is denied or restricted, there is a process by OLCC to contest the decision.

ATTACHMENT(s):
Liquor License Application

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: RED ROOSTER SALOON

BUSINESS LOCATION ADDRESS: 2004 MAIN ST, STE 110

LIQUOR LICENSE TYPE: F-COM

CITY BUSINESS LICENSE: 30270

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
x	F-COM – Full On-Premises Sales		L – Limited On-Premises Sales	x	$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales		$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery		$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location		SEG – Special Event Grower		$ 35.00 Annual Renewal
	TSL – Temporary Sales License		SED – Special Event Distillery		$ 20.00 Event License
	BP – Brewery Public House		Distillery		$ No Charge: Temp Annual Use
x	FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES		OFF-PREMISES SALES
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
			BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee 2·16·24 ***Date***

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	C.
MEETING DATE:	02.26.2024
FINAL ACTION:	

CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

DATE: *26 February 2024*

SUBJECT TITLE: *Change of Liquor License Application*

BACKGROUND:
City Code Sections §110.071-110.073 requires any applicant/business requesting endorsement for a new liquor license application to submit to a criminal background check and have a valid City business license in accordance with City Code. The Police Chief has reviewed the applicable records check of the licensee and has made recommendation to:

- ***Forward with approval – No legal basis for denial noted.***

The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

STAFF RECOMMENDATION:
Staff recommends City Council authorize endorsement of the attached Change of Liquor License application. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners**.** If application is approved, the OLCC will issue the license. If application is denied or restricted, there is a process by OLCC to contest the decision.

ATTACHMENT(s):
Change of Liquor License Application

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
RECEIVED:	
MEETING DATE:	
FINAL ACTION:	

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: WALTZ BREWING

BUSINESS LOCATION ADDRESS: 1900 A ST

LIQUOR LICENSE TYPE: BP

CITY BUSINESS LICENSE: 30270

1.	TYPE OF LICENSE:			2.	LICENSE FEE:
	F-COM – Full On-Premises Sales		L – Limited On-Premises Sales		$100.00 New Application
	F- CAT – Full ON-Premises Sales, Caterer		O – Off-Premises Sales	x	$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private		SEW – Special Event Winery		$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location		SEG – Special Event Grower		$ 35.00 Annual Renewal
	TSL – Temporary Sales License		SED – Special Event Distillery		$ 20.00 Event License
x	BP – Brewery Public House		Distillery		$ No Charge: Temp Annual Use
	FULL ON-PREMISES SALES		LIMITED ON-PREMISES SALES		OFF-PREMISES SALES
	Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.
		✓	BREWERY – PUBLIC		
			Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.		

APPLICABLE CRIMINAL RECORDS CHECK:

☐ NONE ☑ SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

☑ FORWARD WITH APPROVAL ☐ REJECT APPLICATION (Memorandum Required)

Chief of Police/Designee ***Date*** 2·16·24

FOREST GROVE OREGON

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	C.5
MEETING DATE:	02.26.2024
FINAL ACTION:	

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Miles Glowacki, Economic Development Coordinator*
Bryan Pohl, Community Development Director

MEETING DATE: *February 26, 2024*

SUBJECT TITLE: *Tourism Event Sponsorship Awards*

ACTION REQUESTED:		**Ordinance**		**Order**		**Resolution**	X	**Motion**		**Informational**

X all that apply

BACKGROUND:

The City Council approved a 2.5% local Transient Lodging Tax (TLT) effective January 1, 2018. The TLT is a tax collected from lodging guests, defined as daily or weekly renters at hotels, motels, and other lodging establishments within the city limits.

Furthermore, the City Council approved Resolution 2023-52 on November 13, 2023, establishing a Tourism Event Sponsorship Program, funded by TLT. The Event Sponsorship Program was in addition to the Tourism Capital Grants Program and Tourism Installation Art Program.

The Tourism Events Sponsorship Program allows groups to apply for up to $5,000. In exchange for the funds, the city receives recognition as a sponsor in marketing materials including social media, the website, flyers, announcements and booth space, as applicable. According to the program requirements, sponsorship awards are placed on the Consent Agenda for approval by City Council as the applications come in. The Program is currently funded at $40,000 for FY 23-24.

The purpose of the Tourism Event Sponsorship Program is to provide financial assistance to events that directly contribute to the growth, development, and promotion of tourism with the objective increasing overnight lodging stays in the City of Forest Grove. The program is open to all businesses and non-profits located in Forest Grove. Event organizers can apply for City sponsorship through the city's website. Staff have reviewed the applications to ensure they meet the goals and criteria of the program, which are:

1. The event must be open to the public.
2. A portion of the expected attendees will likely travel from outside of Forest Grove.

3. A portion of the expected attendees will likely stay overnight in Forest Grove.
4. Application must be received at least 90 days in advance of the event.
5. Marketing materials must have the city logo and the city must be listed as a sponsor at the appropriate level.

Failure to hold the event or meet the obligations as outlined in the acceptance letter will require repayment of the sponsorship funding to the city. The Program has proven to be popular with event organizers. There are five sponsorship requests for the Council's consideration. Staff has scored each application and provided a recommended action for Council's consideration.

SUMMARY:

Event:	**Organizer:**	**Staff Recommendation:**	**Amount**
Junior Bowlers Tour	Junior Bowlers Tour	Approve	$2,500
Octoberfest	City Club	Approve	$5,000
Restaurant Month	Chamber of Commerce	Approve	$5,000
Independence Day	City Club	Approve	$5,000
Tinsel & Tidings	City Club	Approve	$5,000
Heritage Convention Reception	City Club	Approve	$5,000

Junior Bowlers' Tour
The Junior Bowlers' Tour has applied for a sponsorship award for a junior bowling tournament in Forest Grove. The event is scheduled for May 11 and 12, and more than half of the anticipated 100 participants, along with their families, will be traveling two or more hours to attend. The group is requesting $2,500. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Octoberfest Forest Grove 2024
The City Club of Forest Grove has applied for a sponsorship award for the Fourth Annual Octoberfest Celebration. The event is scheduled for either September 21 or September 28, with an expected attendance of over 3,000. It is anticipated that some of the attendees will be traveling two or more hours to attend. The group is requesting $5,000. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Forest Grove Restaurant Month
The Forest Grove / Cornelius Chamber of Commerce has applied for a sponsorship award for the inaugural Forest Grove Restaurant Month. The event is scheduled for the month of March. It is anticipated that some of the attendees will be traveling two or more hours to attend. The group is requesting $5,000 for marketing support. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Independence Day Forest Grove 2024
The City Club of Forest Grove has applied for a sponsorship award to restart the annual fireworks display. The event is scheduled for July 4, with an expected attendance of over 5,000. It is anticipated

that some of the attendees will be traveling two or more hours to attend. The group is requesting $5,000. To fully fund the event, the City Club is initiating a Kickstarter campaign. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Tinsel & Tidings 2024 – Artisan Holiday Market
The City Club of Forest Grove has applied for a sponsorship award for the annual Tinsel & Tidings event. The event is scheduled for December 7, with an expected attendance of over 2,000. The group is requesting $5,000. The event will have a market, music, games and other activities. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

Heritage Convention Reception
The City Club of Forest Grove has applied for a sponsorship award to host an opening reception for the Oregon Heritage Convention. While the City Club is not hosting the entire convention, it is working with organizers to host the reception. The Convention is expected to draw over 300 attendees, most from outside the Forest Grove area. The reception date will be finalized with the Convention planners. The group is requesting $5,000. Staff has reviewed and scored the request form, determining that the event meets the eligibility requirements of the program.

STAFF RECOMMENDATION:
Approve the six sponsorship requests.

FISCAL IMPACT:
$27,500 from the TLT fund.

ATTACHMENT(s):
- Junior Bowlers Tour Sponsorship Application
- Octoberfest Sponsorship Application
- Restaurant Month Sponsorship Application
- Independence Day Sponsorship Application
- Tinsel & Tidings Sponsorship Application
- Heritage Convention Reception Sponsorship Application
- Tourism Sponsorship Program

Tourism Sponsorship Applications: February 22, 2024

Event Name: Junior Bowlers Tour
Event Date(s): 5/11 – 5/12, 2024
Event Website: juniorbowlerstoursouthwest.com
Organization: Junior Bowlers Tour Southwest
Event Social Media: N/A
Event Location: Rainbow Lanes (2748 19th Pl. Forest Grove, OR 97116)

Requested Funding Amount: $2,500
Event Hours: 8:00 a.m. – 5:00 pm.
Expected Number of Attendees: 100

Describe the Event:
This is a youth bowling event. Youth bowling is one of the few events that encourages participation from all regardless of ability. The event has handicap to help level the playing field between all competitors. The event promotes fun and healthy competition between youth. Many of which go on to participate in bowling at a collegiate level. Our audience is youth bowlers from all over Idaho, Oregon and Washington. The Junior Bowlers Tour is an organization that has been in place for over 20 years, helping youth bowlers all over the west hone their skills, create friendships and promote the sport of bowling. We expect over 100youth to participate. Over half of the participants are from 2 hours or more away from Forest Grove. So those families will be travelling here to stay Friday and Saturday evenings.

Describe your marketing plan including anticipated reach:
Rainbow Lanes promotes this in conjunction with Junior Bowlers Tour. They have an established and very successful marketing plan and reach. This is why we have chosen to partner with them for the event in May. Any sponsorships or assistance we get will be named as the sponsor of the event in all promotions, social media, website, flyers and announcements.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	No
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable:	N/A

Tourism Sponsorship Applications: February 22, 2024

Event Name: Octoberfest Forest Grove
Event Date(s): 9/21/2024
Event Website: OktoberfestFG.com
Organization: City Club of Forest Grove
Event Social Media: Facebook.com/octoberfestfg
Event Location: Main Street & 21st Ave.

Requested Funding Amount: $5,000
Event Hours: 11:00 a.m. – 7:00 pm.
Expected Number of Attendees: 3,000

Describe the Event:
Planning is underway for the Fourth annual Oktoberfest Celebration in Forest Grove. This event is highly marketed to both residents and visitors from outside of the area. We have seen tourist from Washington and Idaho visit for this event. There was recently a spot-on KOIN news interviewing the director of this popular event. This event also focuses on Non-Profit and School support and fundraising.

Description as requested outlined below.
* Audience: Residents of Forest Grove and visitors from other cities
* What: Late morning and evening carnival, music, games and activities.
* Goal of the event is to stimulate community enrichment and collaboration and draw attention again to Forest Grove as a city to visit with its many offerings of shops, beauty and events.
* Expected number of attendees based on previous counts is estimated at over 3000

Describe your marketing plan including anticipated reach:
A multi-level, multifaceted approach will be used for marketing as follows.
* Strategic multi-level, multifaceted ad campaign in the News Times with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
* Strategic ad campaign in social media apps such as Facebook with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
* Communication via City of FG and FG/Cornelius Chamber of Commerce media venues.
The City will be listed as a sponsor and called out as such on most if not all of the digital and hard copy ads where sponsors are listed. The city is also welcome to have a booth at the event free of charge along with their banner at the event

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	Yes
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable:	N/A

Tourism Sponsorship Applications: February 22, 2024

Event Name: Forest Grove Restaurant Month
Event Date(s): Month of March
Event Website: FGCChamber.org
Organization: Forest Grove Cornelius Chamber of Commerce
Event Social Media: @fgcchamber
Event Location: Main Street & 21st Ave.

Requested Funding Amount: $5,000
Event Hours: Open Business Hours
Expected Number of Attendees: 5,000

Describe the Event:
We are launching a restaurant month for the Forest Grove area. The purpose is to drive business to our local eateries. Each establishment will offer either a tasting menu (3 course sampler), or a $5 item or both. Participation is free to any eatery. Participating restaurants will be listed on the chamber web page for the event. The chamber will market the event. We will market to areas over 50 miles away. Our hope is the locals and out of towners can find something new to try in our area. We expect 1000 people or more to eat out during this month and to order from the special menu items. We hope to collect data on how many people order the special menus items from several establishments to verify the value of having this type of event.

Describe your marketing plan including anticipated reach:
Our marketing plan includes:

- Pamplin media coverage
- WCVA media support
- Listings in many Oregon event calendars including travel Oregon
- Paid social media advertising
- Submission to several newsletters including Travel Oregon
- Posters printed and distributed around town
- Each eatery will post, share on their social media, newsletter, and calendar, etc.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	No
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable: *Presenting: $10,000 *Platinum: $5,000 *Gold: $2,500 *Silver: $1,000 *Bronze” $500	

Tourism Sponsorship Applications: February 22, 2024

Event Name: Independence Day
Event Date(s): 7/4/2024
Event Website: In Progress
Organization: City Club of Forest Grove
Event Social Media: In Progress
Event Location: TBD

Requested Funding Amount: $5,000
Event Hours: 5:00 p.m. – 10:00 p.m.
Expected Number of Attendees: 5,000

Describe the Event:
Planning is underway to restart the annual Fire Works display and Independence Day Celebration in Forest Grove. Due to covid and then cost increases the annual event had been canceled the past few years. The City Club of Forest Grove is launching a Kickstarter campaign and working with the Fire Department, School District and many local residents to bring back this previously popular event. Historically this event has brought thousands of residents and visitors from other cities to the beautiful city of Forest Grove to enjoy the fireworks and small-town charm. Description as requested outlined below.

- Audience: Residents of Forest Grove and visitors from other cities
- What: Late afternoon/early evening carnival, music and activities event followed by a fireworks display.
- Goal of the event is to stimulate community enrichment and collaboration and draw attention again to Forest Grove as a city to visit with its many offerings of shops, beauty and events.
- Expected number of attendees based on previous counts is estimated at over 5000

Describe your marketing plan including anticipated reach:
A multi-level, multifaceted approach will be used for marketing as follows.

- Strategic multi-level, multifaceted ad campaign in the News Times with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- Strategic ad campaign in social media apps such as Facebook with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- Communication via City of FG and FG/Cornelius Chamber of Commerce media venues.
- The City will be listed as a sponsor and called out as such on most if not all of the digital and hard copy ads where sponsors are listed. The city is also welcome to have a booth at the event free of charge along with their banner at the event.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	No
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable: N/A	

Tourism Sponsorship Applications: February 22, 2024

Event Name: Tinsel & Tidings and Artesian Market
Event Date(s): 12/7/2024
Event Website: CityClubFG.com/Artesian-holiday-market
Organization: City Club of Forest Grove
Event Social Media: In Progress
Event Location: TBD

Requested Funding Amount: $5,000
Event Hours: 10:00 a.m. – 5:00 p.m.
Expected Number of Attendees: 2,000

Describe the Event:
Planning is underway for our annual Artisan Holiday Market event in Forest Grove. Every year we have seen a draw from both local residents and shoppers who travel from outside cities to visit Forest Grove and participate in the events brought by the Artisans of Forest Grove. Description as requested outlined below.

- Audience: Residents of Forest Grove and visitors from other cities.
- What: Holiday market with local artisans showcasing the artistry and talents of the people of Forest Grove.
- Goal of the event is to stimulate micro and small business commerce and draw attention again to Forest Grove as a city to visit with its many offerings of shops, art and beauty.
- Expected number of attendees based on previous counts is estimated at over 2000.

Describe your marketing plan including anticipated reach:
A multi-level, multifaceted approach will be used for marketing as follows.

- Strategic multi-level, multifaceted ad campaign in the News Times with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- Strategic ad campaign in social media apps such as Facebook with targeted audiences both inside and outside of Forest Grove ensuring tourism draw.
- Communication via City of FG and FG/Cornelius Chamber of Commerce media venues.
- The City will be listed as a sponsor and called out as such on most if not all of the digital and hard copy ads where sponsors are listed. The city is also welcome to have a booth at the event free of charge along with their banner at the event.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	Yes
Will food be served or sold?	Yes
Will alcohol be served or sold?	No
Will there be product, merchandise or service sales?	Yes
Will there be canopies or tents?	No
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	Yes
Sponsorship levels if applicable: N/A	

Tourism Sponsorship Applications: February 22, 2024

Event Name: Heritage Convention Opening Reception
Event Date(s): 4/17/2024
Event Website: NA
Organization: City Club of Forest Grove
Event Social Media: NA
Event Location: TBD, but it will be in Forest Grove

Requested Funding Amount: $5,000
Event Hours: 5:00 p.m. – 10:00 p.m.
Expected Number of Attendees: 150

Describe the Event:
Exact date and time of event is unconfirmed. This event is a reception for the Heritage Conference coming to Forest Grove. We expect 100-150 guests to attend this event which will highlight Forest Grove including local history and businesses.

Describe your marketing plan including anticipated reach:
The City of Forest Grove will be listed as a financial sponsor for the Heritage Conference Reception. We welcome the City of Forest Grove to have a small booth at the event (as space allows) and a banner or signage at the reception. Perhaps a sign welcoming the Heritage Conference from The City of Forest Grove.

Questions:

Is the event open to the public?	Yes
Are patron admission, entry or participation fees charged?	No
Will food be served or sold?	Yes
Will alcohol be served or sold?	Yes
Will there be product, merchandise or service sales?	No
Will there be canopies or tents?	No
Will there be amplified sound?	Yes
Are you seeking other sponsorships?	No
Sponsorship levels if applicable: N/A	

Tourism Event Sponsorship Program

I. Purpose

The purpose of this program is to provide financial assistance to events that directly contribute to the growth, development and promotion of tourism with the objective of increasing overnight lodging stays within the City of Forest Grove.

The purpose of the guidelines is to provide requirements for the evaluation, administration and acceptance of event sponsorship requests received by the City of Forest Grove.

II. Overview

The City of Forest Grove allocates Transit Lodging Tax (TLT) dollars toward events that support the City's goals, objectives and values; generate additional stays in the city's hotels and motels, and can demonstrate a clear alignment with the tourism program's purpose and objectives.

The City reserves the right to decline any requests for sponsorship if the event does not meet the program criteria and guidelines, conflicts with the city's goals, objectives and values, and/or is not in alignment with the tourism program's purpose and objectives.

III. Review and Approval:

The Economic Development Office will be responsible for administering the Tourism Program. Applicants must complete a Tourism Event Sponsorship Program application. City staff will prepare a memo outlining the applications and making funding recommendations for Council approval on the Consent Agenda.

IV. Eligibility:

The Tourism Event Sponsorship Program is open to all businesses and non-profits located in the City of Forest Grove.

V. Criteria:

1. Event must be open to the general public.
2. A portion of the expected attendees will likely travel from outside Forest Grove.
3. A portion of the expected attendees will likely stay overnight in Forest Grove.
4. Application must be received at least 90 days in advance of the event.

VI. Review Considerations:

1. Audience Demographics
2. Potential Overnight Stays
3. Event History
4. Sponsorship Tiers
5. Benefits and Visibility
6. Customization of sponsorship packages

7. Measurement and analytics
8. Logistics and support
9. Budget
10. Legal Compliance
11. Timing
12. Long-term Relationship Building
13. Post-Event Evaluation

VII. Possible Expectations:

1. Branding and Visibility
    a. Logo placement on event promotional materials, including event website, banners, flyers, advertisements (digital and print), and signage.
    b. Recognition during open and closing remarks, if applicable.
2. Booth or Exhibition Space
    a. City may opt in to utilizing booth or exhibition space (at no cost to the city).
3. Advertising and Promotion
    a. Advertisements in event programs and materials.
    b. Social Media mentions and promotions.
    c. Access to event's attendee/ticket contact information lists.

Scoring Rubric

	100
Overnight Stays – Will attendees likely stay overnight in Forest Grove? Up to 30 points	
Brand Alignment – How does the event's theme and audience align with the City's brand? Up to 20 points	
Audience Reach – What is the estimated reach of the event's attendance? Up to 10 points	
Brand Reach – What is the total marketing budget and how will the City be recognized? Up to 10 points	
Brand Visibility - How prominent is the City's tourism brand on event materials? Up to 10 points	
Experience – Do the organizers have a proven record of producing successful events? Up to 10 points	
Seasonality – Will the event attract visitors during non-peak tourism times? Up to 10 points	
Scoring: 80 - 100 = Sponsorship amounts up to $5,000 60 - 79 = Sponsorship amounts up to $3,000 59 or less = No Funding	

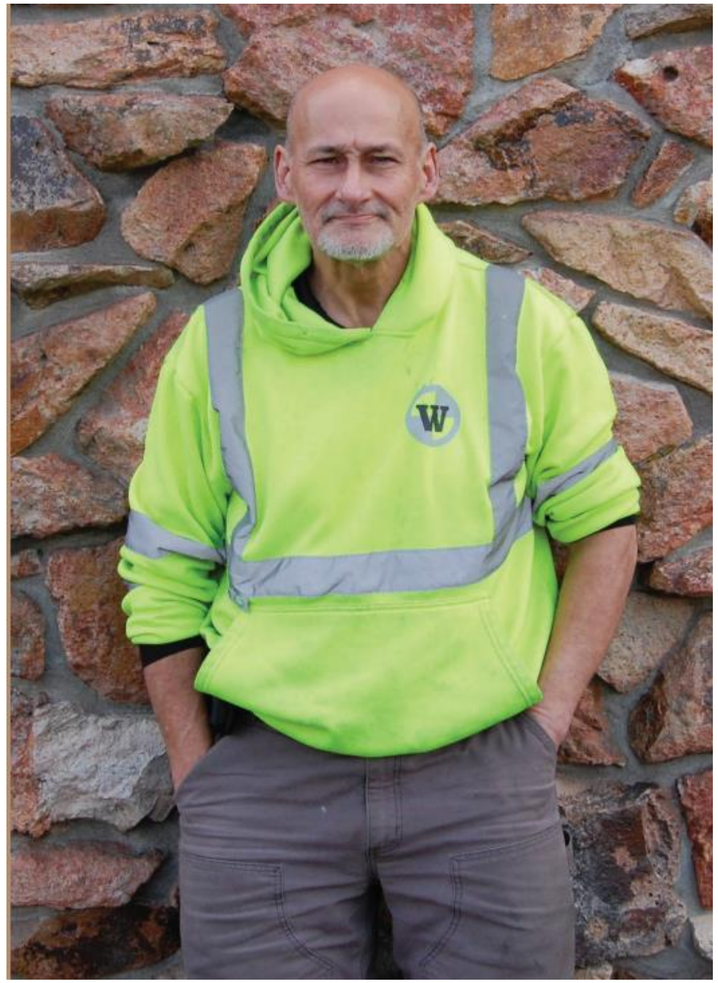
Department of
Housing Services

Washington County SHS Updates

Forest Grove City Council

February 26, 2024

Stories of Hope: Russell's story



Russell experienced unsheltered homelessness

Dedicated outreach workers built a relationship with Russell

Engaged with Hillsboro Bridge Shelter program and is working with a housing case manager to find permanent housing

"I'm still getting used to not needing to check on my stuff, knowing it is safe inside. I slept outside for the better part of eight years."
- Russell

Year 2 Highlights

1,385

Housing placements for previously homeless individuals (866 households)

1,137

Evictions prevented with emergency rent assistance (414 households)

2,522

Total People Served

84

Permanent Supportive Housing apartments (Heartwood Commons & The Viewfinder)

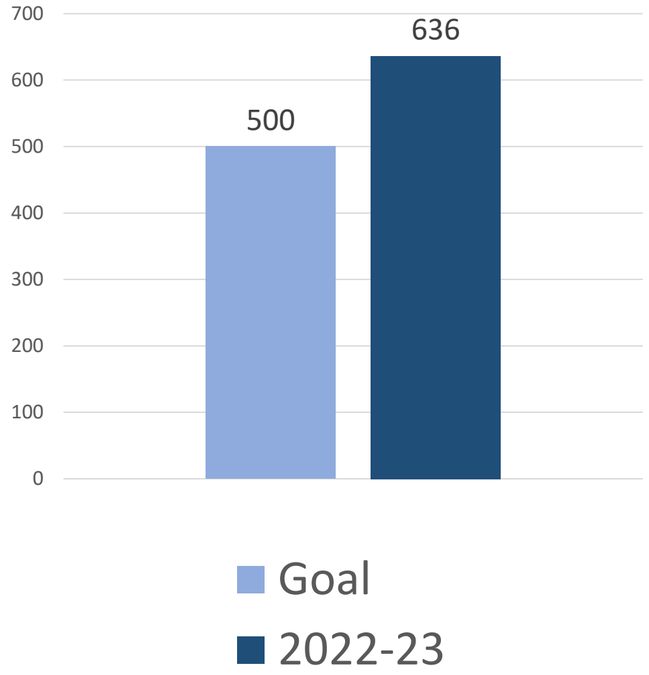
220

Shelter beds/rooms added. Total capacity doubled to more than 400 shelter beds/rooms currently open

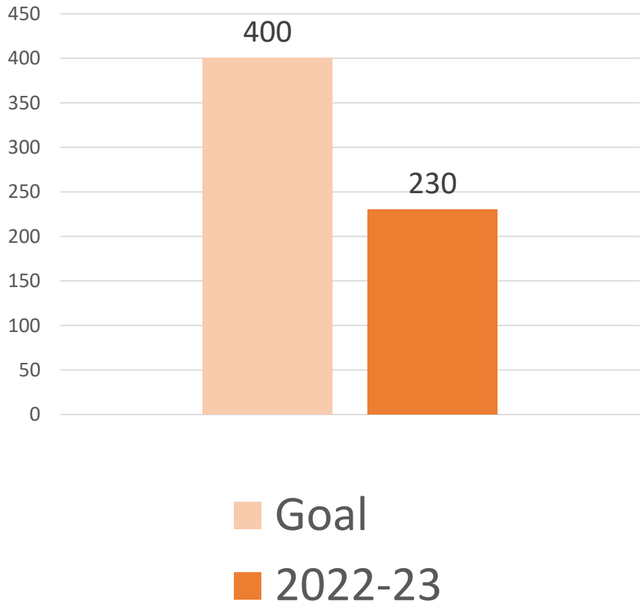
Read the full Supportive Housing Services Fiscal Year 2022-23 Annual Report online.

Housing Goals to Outcomes

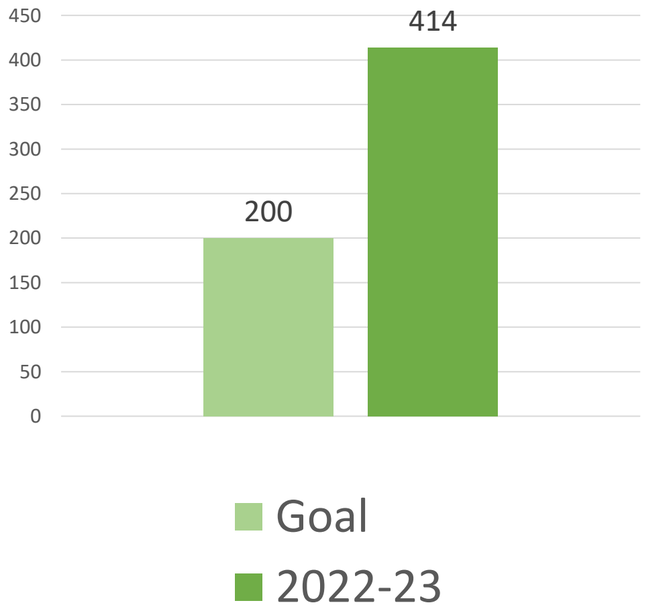
Housing Case Management System (Permanent Supportive Housing)



Rapid Rehousing

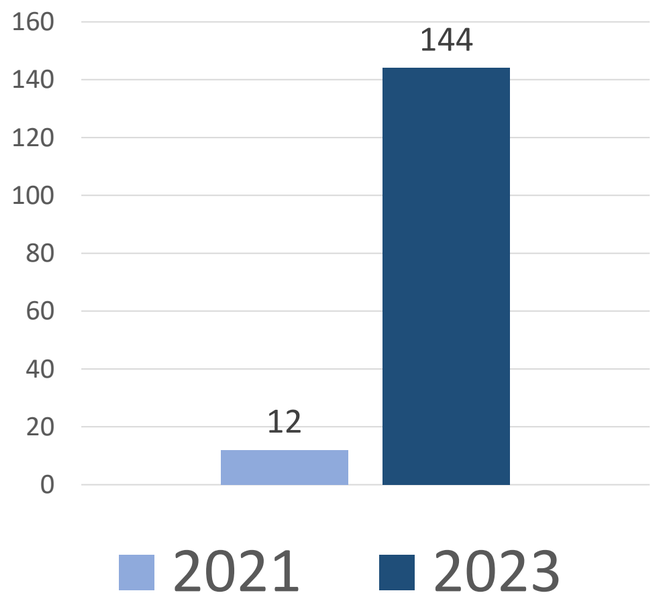


Eviction Prevention

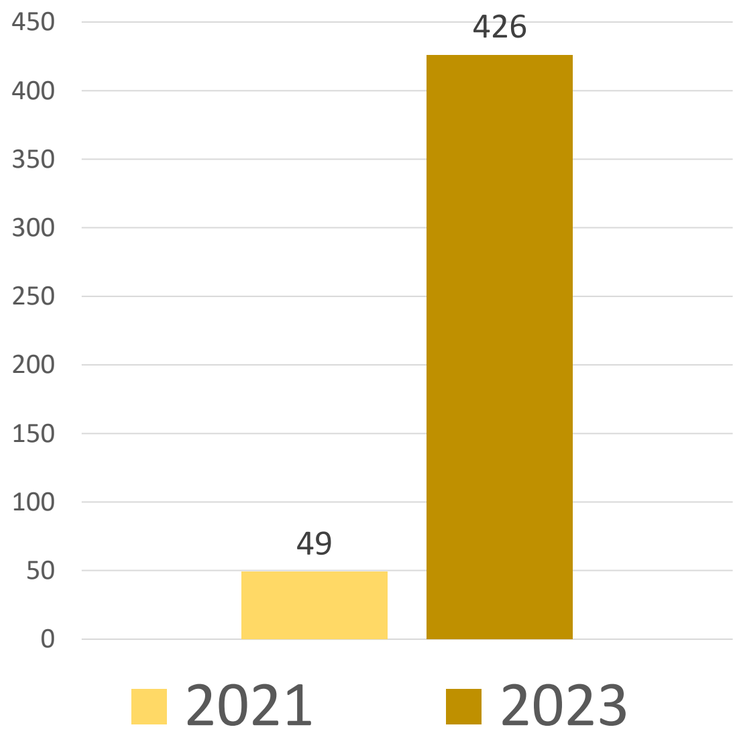


Building a system of care

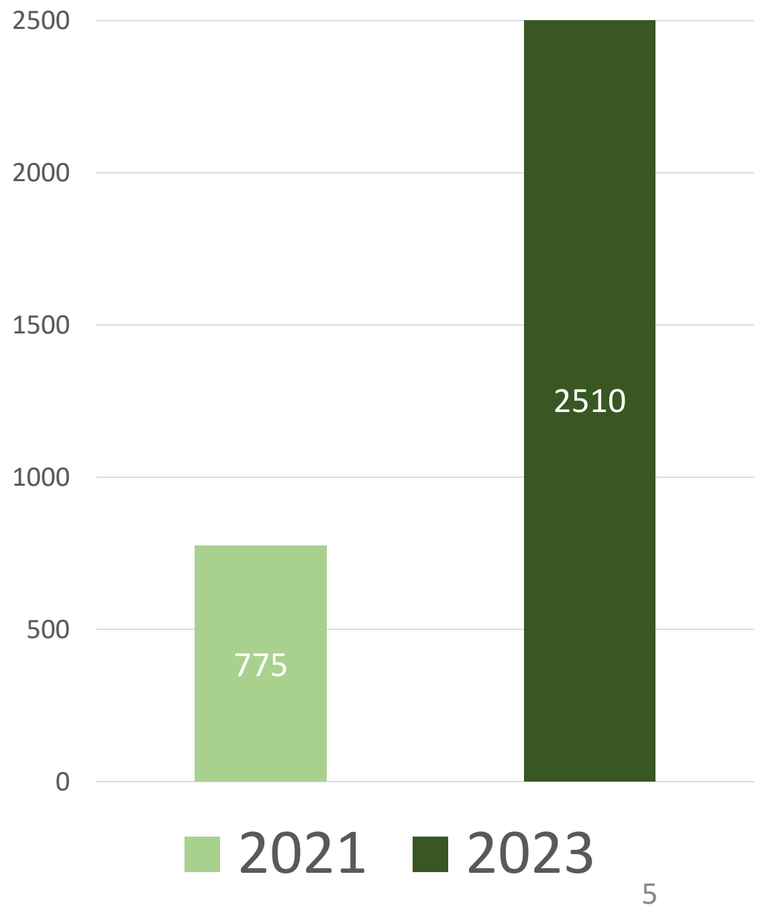
Case Managers/ Outreach Workers



Shelter Capacity



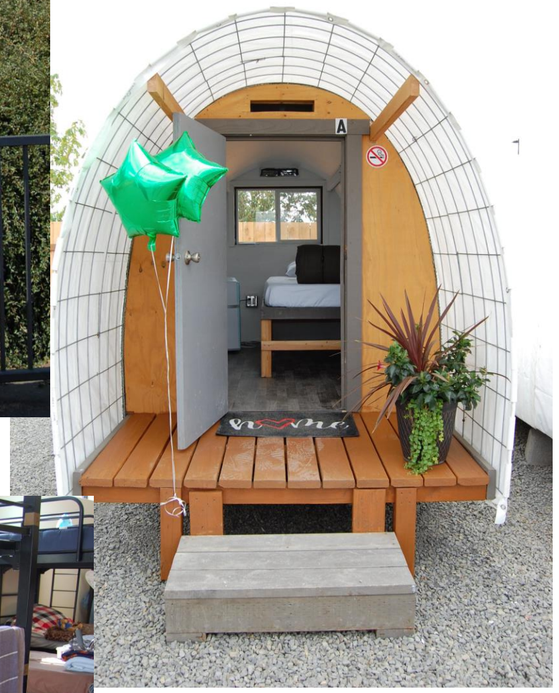
Housing Capacity



Shelter Program Outcomes

Scaled up year-round shelter capacity to **400+ beds or rooms**

- **Family Promise of Tualatin Valley** purchased Tigard hotel to serve 70 families
- **60 more shelter pods** to opened this winter
- Winter-only **shelters now open year-round**



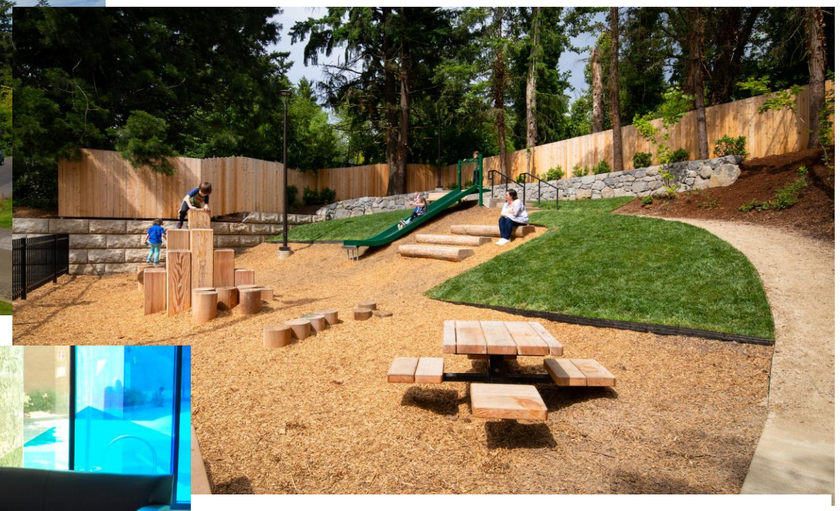
Next Up: Beaverton shelter construction underway

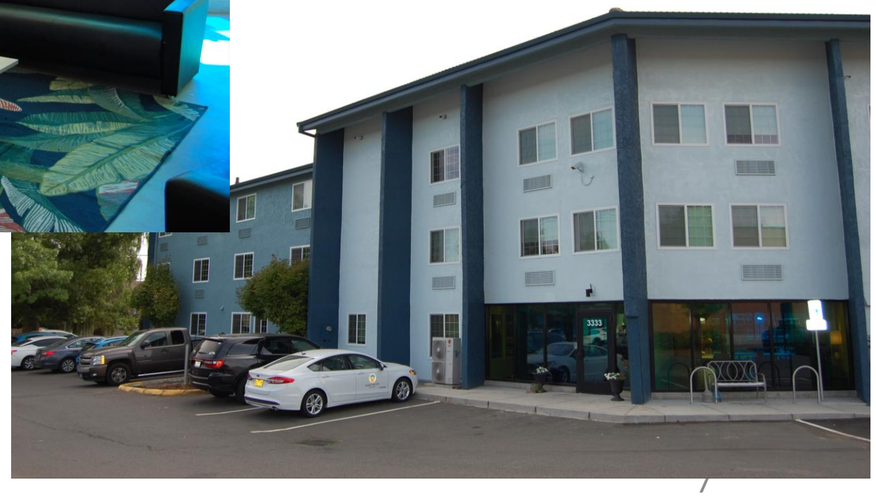
Permanent Supportive Housing (PSH)

84 PSH homes with wrap-around services opened in last year

- **Heartwood Commons**, the first fully PSH building in Washington County

28 more PSH homes planned at The Opal





Strategies for System Alignment

Medical case conferencing with Health Share, Kaiser, and Providence

Housing Liaisons

- Health system programs
- Corrections systems
- Shelter system (Year 3)

Partnering with landlords

- Funding to create PSH and support tenants in new bond buildings
- Risk Mitigation Fund and incentives

Willow Grace, Project Homeless Connect Housing Liaison

Investments in Equity

Equity in our workforce

- staff diversity > general pop.
- 50% have lived experience
- Culturally specific orgs pay more!

Expanded culturally specific services:

- Virginia Garcia
- NARA
- Greater Good NW

Greater Good NW staff photo

Equity Analyses

On track with most communities

Especially reaching Latine families

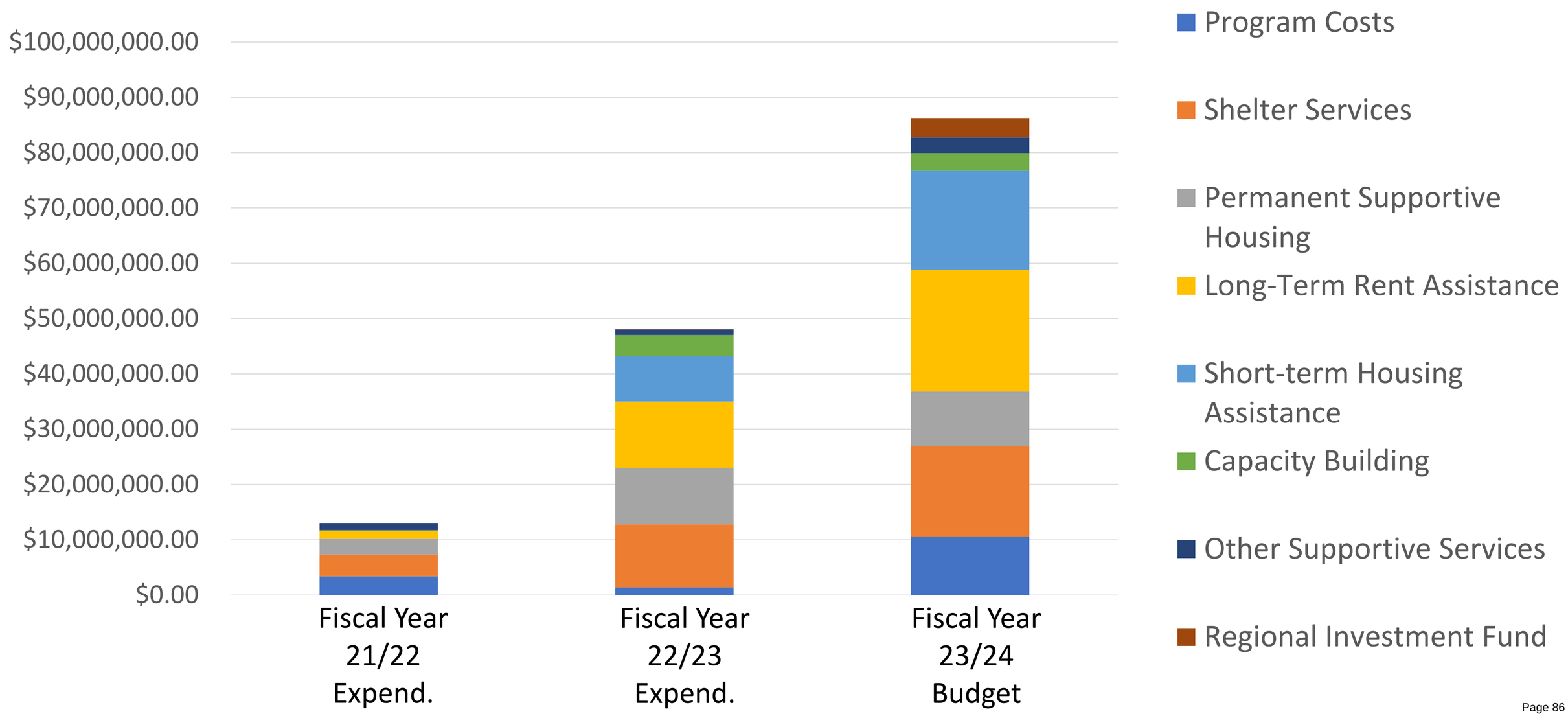
Need to do better reaching Asian American families

Next Steps:

- Culturally Specific Cohort
- Equity training for workforce
- Analyze and address barriers for Asian American families

Maria Caballero Rubio, Centro Cultural director, at Casa Amparo Shelter

Financial Overview



Quality Improvements for Year Three

Expanding evaluation and monitoring to build system efficiencies and cross sector alignment

Continuous improvement

Scaling up programs and planning for large system investments

Program participant opening her mailbox

Why we do this: Danica's story

PC: Lauren Everett, Metro

Danica started her career as a case manager connecting shelter guests with housing.

Now, she helps people who are already housed at Heartwood Commons as a resident services coordinator.

Danica brings services and resources to the building including free hair cuts, lending library partnerships, and community dinners.

"It's not just that you aren't homeless anymore... but that you are going home"

Department of Housing Services
www.washingtoncountyor.gov

Jail Staffing
Forest Grove City Council Meeting

February 2024

INTRODUCTION

- **Current situation**
  - How did we get here?
- **Staffing**
  - Effective strength, assignments, below minimum per shift; turnover.
- **Adults In Custody (AIC) Population**
  - Higher management, more assaultive.
- **Services**
  - Mandated responsibilities.
  - Near term imperative: safety, retention, align jail size to available staff, mandated responsibilities.
- **Decisions, Recommendations & Recovery**

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WASHINGTON COUNTY

CURRENT SITUATION – How did we get here?

COVID-19 Staffing Impacts

Stress & workload increase causing burnout:
- Higher rates of Adult In Custody (AIC) mental illness and addiction.
- Pre-sentenced AICs who have higher management needs rose from 50% to 80%.
- Dangerous AICs remain in jail longer.
- Staff remained masked for over two years.
- Other employment opportunities became more appealing

Recruitment & Retention Challenges Intensified

- Advertising budget cut in FY2022/23.
- Recruitment decline; 1st Qtr 2020 to 4th Qtr 2022; applicants to backgrounds dropped 62%.
- Burnout intensifies; more work, fewer staff.
- Retirement eligible staff depart sooner.
- Police recruitment new and very attractive.
- Increased turnover:
  - FY 2018 jail departures from agency 7%.
  - FY 2023 27%.
- Mandatory overtime limitations; emergency response imperatives.
- Past year onboarded 10 deputies, 20 departed.

Deputy Vacancies – 37

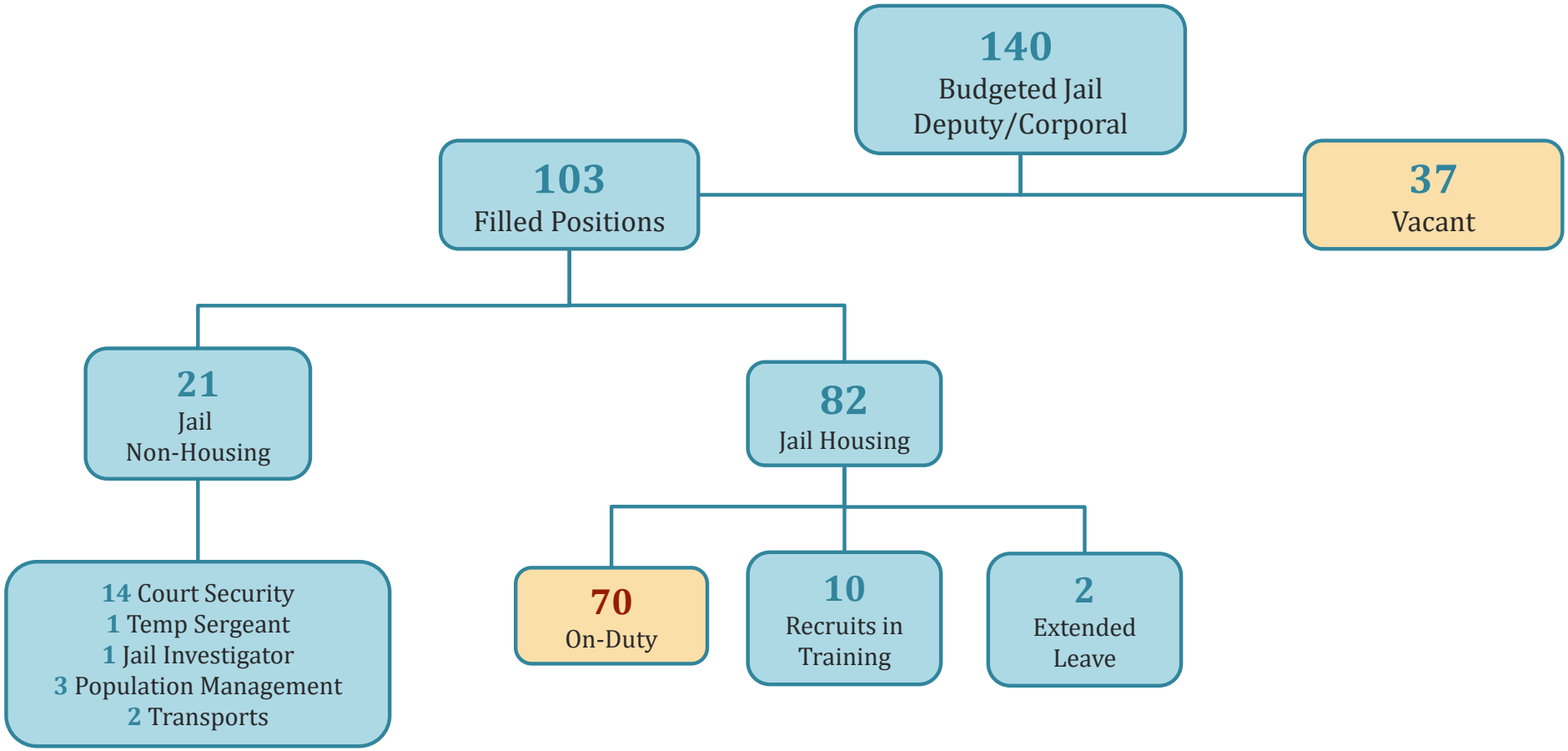
Jail Effective Strength

- 31% deputy vacancy rate for Housing, Intake and Release (82 deputies/corporals, 118 budgeted).

AIC Population Trends

- Increased lethality with rise in fentanyl & other addictions.
- Early onset mental illness from methamphetamine use.
- More assaultive.
- High management needs = ↑ mandated responsibilities: detox, attorney visits, social visits, medications, out-time.

JAIL DIVISION CERTIFIED STAFFING BREAKDOWN



Extended leave include injuries, FMLA/OFLA, military leave, work comp, etc.

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WASHINGTON COUNTY

Updated: 02/14/24

STAFFING IMPACTS

Recruitment and Retention

RECRUIT DEPUTIES

	HIRE	LOSS	RETENTION
2019	29	5	85%
2020	24	8	65%
2021	19	9	50%
2022	10	3	78%
2023	14	5	65%

PROBATIONARY PERIOD UNDERWAY

STATS SUBJECT TO CHANGE

ALL JAIL DEPUTY / CORPORAL SUMMARY STATISTICS

	FY 2021	FY 2022	FY 2023	FY 2024
OPERATIONAL GAIN	28	17	16	8
OPERATIONAL LOSS	25	22	32	22
TURNOVER RATE	19%	17%	27%	42.5%

Operational Gain / Loss | Any vacancies to the deputy/corporal group that impact their operation effective strength. Includes temp assignments to Sgt., full-time assignments, promotions, transfer to other workgroups, etc.

- Recruit deputy losses result from not successfully passing training or probation, including deputies who decide the work is not for them.
- FY 22/23 losses outpace gains.
- 9 recruit deputies are in training with a coach.
- One is scheduled to start in April 2024, more in process.

SHERIFF WASHINGTON COUNTY

Updated: 12/04/23

POD LOCKDOWNS DUE TO LOW STAFFING

Monthly Pod Lockdowns (Hours)

2024 Pods & Lobby Closure (In Hours)												
2024	**MOU**	**Pod 1**	**Pod 2**	**Pod 3**	**Pod 4**	**Pod 5**	**Pod 6**	**Pod 7**	**Pod 8**	**Pod 9**	**Lobby**	**Total (In Hours)**
January	0	Closed	1.25	0	20.75	0.5	Closed	0.75	Closed	0.75	43.5	**67.5**
YTD Total	**0**	**0**	**1.25**	**0**	**20.75**	**0.5**	**0**	**0.75**	**0**	**0.75**	**43.5**	**67.5**

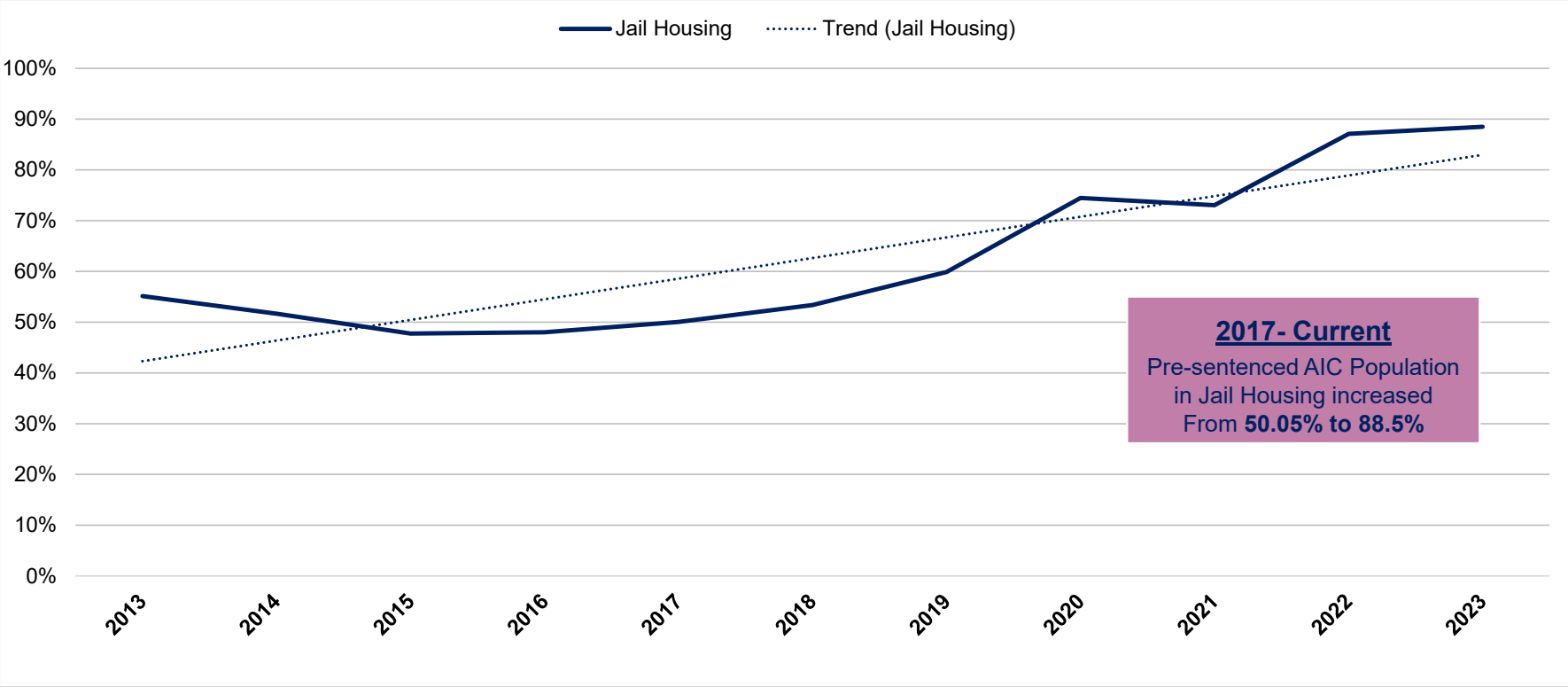
2023 Pods & Lobby Closure (In Hours)												
2023	**MOU**	**Pod 1**	**Pod 2**	**Pod 3**	**Pod 4**	**Pod 5**	**Pod 6**	**Pod 7**	**Pod 8**	**Pod 9**	**Lobby**	**Total (In Hours)**
January	0	Closed	8.5	0	4.5	3.5	4.5	3.5	4.25	1	15.5	**45.25**
February	0	Closed	5	0	12.5	2	9.5	2	2	2	13.5	**48.5**
March	0	Closed	3	0	9	1	9	0	8	0	16.25	**46.25**
April	0	Closed	9.25	0	10	0	14	1.75	17.25	1.75	31.25	**85.25**
May	0	Closed	28.25	0	28.25	1.5	19.25	6.75	19.25	5.25	61.5	**170**
June	0	Closed	59.5	0	56.5	32.5	41.5	45	38.5	18	43.5	**335**
July	0	Closed	59.75	0	61.5	24.5	51	30.5	41	7.25	57.75	**333.25**
August	0	Closed	16.5	0	43.75	12.75	35.25	17.25	14	0	29.5	**169**
September	0	Closed	15.5	0	20.5	17	13.25	14	Closed	3.5	3	**86.75**
October	0	Closed	23	0	33.5	22	22	20	Closed	3	9.5	**133**
November	0	Closed	2	0	2	5	Closed	5	Closed	0	10.75	**24.75**
December	0	Closed	14.5	0	16	15	Closed	15	Closed	0	20	**80.5**
Total	**0**	**0**	**244.75**	**0**	**298**	**136.75**	**219.25**	**160.75**	**144.25**	**41.75**	**312**	**1557.5**

Pods are generally open daily from 06:00 AM - 10:00 PM.

Critical Responsibilities Impacted

- Out-Time
- Attorney Visits
- Med Pass
- Detox Checks
- Social Visits

PRE-SENTENCED JAIL AIC POPULATION



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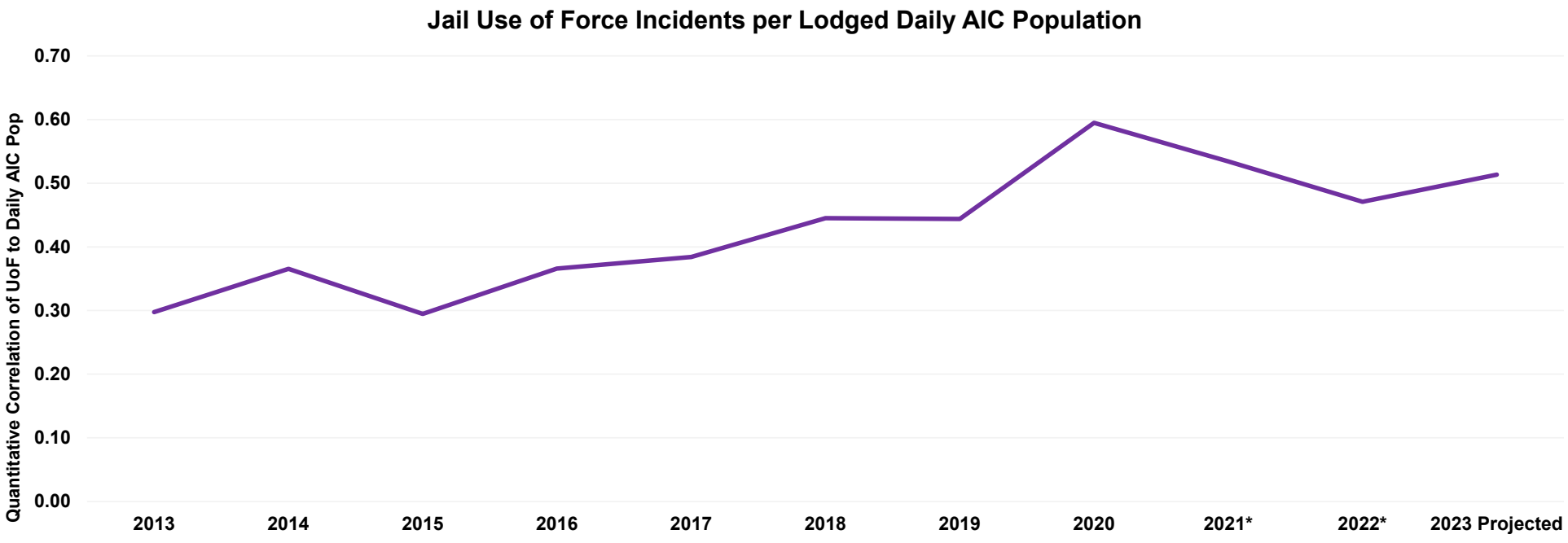
WASHINGTON COUNTY

STAFFING IMPACTS

Tension in the Facility



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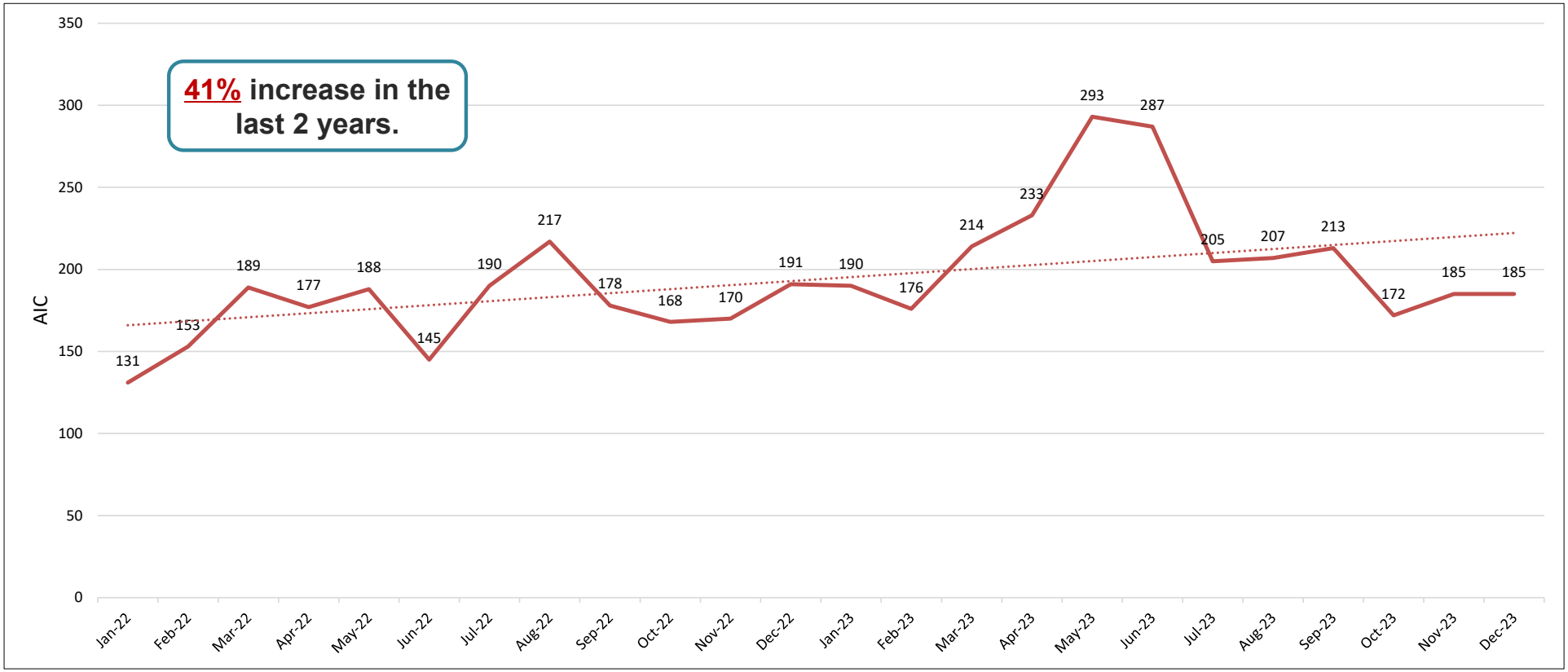
AIC ON DETOX PROTOCOL



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WASHINGTON COUNTY

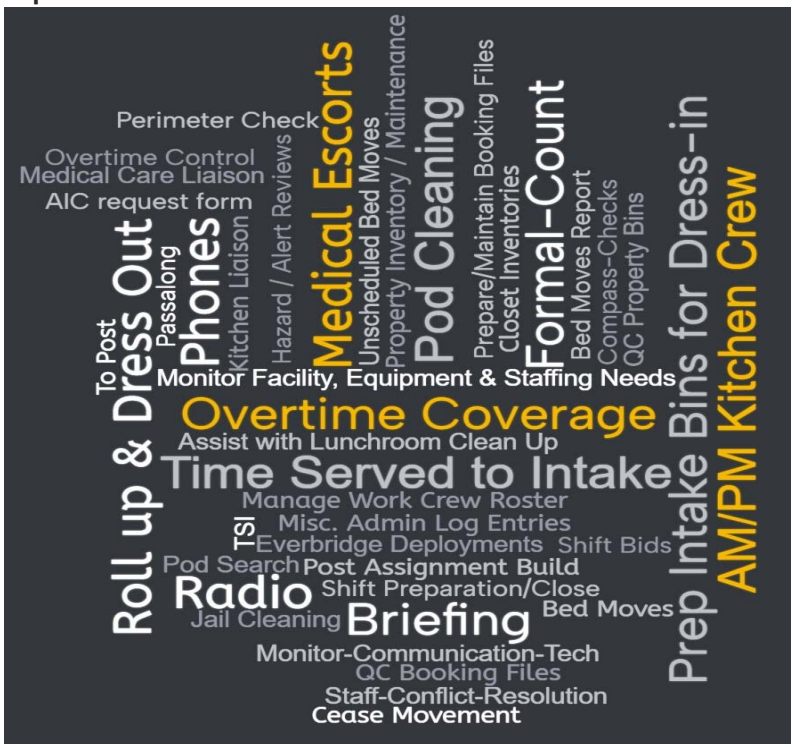
Updated: 10/31/23

CRITICAL RESPONSIBILITIES

Mandated: 78

- Large Font = Tasks that occur multiple times a day/week.
- Yellow Font = Tasks often delayed or take longer to complete due to low staffing.

Operational Need: 43



Other: 7

WCSO Policy: 4

BOOKING CRITERIA

- Reduce the pressure at intake and enable reliable emergency response.
- Assist with reducing AIC population with available staff.
- Criteria:
  - All felonies.
  - Person Class A Misdemeanors.
  - DUII, if no responsible person available.
  - Criminal Trespass I.
  - Any offense subject to mandatory arrest under Oregon Law (domestic violence, sex crimes, violation of restraining order or a court stalking protective order, etc.)
  - Exceptions as needed in community; patrol sergeant to jail sergeant phone call.
  - Arrest warrants for above crimes.

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WASHINGTON COUNTY

DECISIONS & RECOMMENDATIONS

- Reduce AIC Capacity; align with available staff.
- Rent beds at other local jails.
- Recruitment:
  - Additional background investigators.
  - Ongoing contracted marketing specialist.
  - Retention bonus.
  - Lateral hiring bonus.
  - Direct Support From County Talent Acquisition Liaison; at least until fully staffed.
  - Partner agency referrals.
  - Community college partnerships.
- Patrol, trainers, court security/transports assist with overtime (court security frequently understaffed to meet court needs).
- Continue or expand Variable Hour Jail Deputies.

SHERIFF
WASHINGTON COUNTY

RECOVERY ROADMAP

Spring 2024 Shift Bid: 70
60 Jail Deputies | 10 Jail Corporals

Increase Booking Limits
Dependent on Staffing

Assess Re-opening Pod
Shift Bid: **102-107**

Assess Re-opening 2nd Pod
Shift Bid: **107-112**

Assess Re-opening 3rd Pod
Shift Bid: **113-118**

SHIFT BIDS

	SPRING	FALL
2020	95	99
2021	95	96
2022	98	92
2023	86	74
2024	**70**	

SHERIFF
WASHINGTON COUNTY

FOREST GROVE OREGON

A place where families and businesses thrive.

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Ashley Driscoll, City Attorney*

PROJECT TEAM: *Joyce Phillips, Communications and Programs Assistant*

MEETING DATE: *February 26, 2024*

SUBJECT TITLE: *City Charter Presentation*

ACTION REQUESTED:		**Ordinance**		**Order**		**Resolution**		**Motion**	X	**Informational**

X all that apply

BACKGROUND:

In February 2023 the City of Forest Grove began the process of recruiting and convening a Charter Review Committee (committee). The primary function of the committee was to review the existing Charter to determine if it will adequately serve the community well into the future. The committee consisted of ten voting members appointed by the Council after an open recruitment. The Council appointed at least two (2) members of the committee who reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest). The remaining three (3) members were at large.

The City held an open recruitment for the members. The mayor appointed Elysha Johnson to serve as the chair and the committee appointed Adolph "Val" Valfre as vice chair. The committee was authorized to review the entire Charter, using the most recent League of Oregon Cities' Model Charter as a template, and make recommendations to the Council on any aspect of the Charter. In addition, the Council asked for specific recommendations on the following issues/subjects:

- Geographic representation for Council members.
- Term limits for the mayor and Council members.
- The necessity of a city manager residency requirement.
- Roles of the mayor and council president.

The committee held 12 publicly noticed meetings at the Community Auditorium and via zoom, and will be holding two publicly advertised public listening sessions in which the committee will take and consider written and oral testimony before finalizing a recommendation to Council.

PURPOSE OF PRESENTATION

The purpose of tonight's presentation is to brief the City Council on the committee's recommendations prior to the committee holding public listening sessions on the committee's recommendations in mid-March. The committee will consider community comments prior to finalizing its recommendation to the City Council. Once the committee has finalized its recommendation, the City Attorney will hold a work session with City Council in April to discuss the committee's recommendations. The City Council will then have an opportunity to accept, modify, add, or reject the committee's recommendations and hold public hearing(s) in advance of deciding what Charter changes will be placed on the ballot for general election. Although the committee's recommendations may change after considering public input, the current recommendations include:

Changes to the role of the Mayor

The committee recommends, by a six to five vote, that the city amend the Charter to have the mayor vote only in the case of a tie. In reaching this recommendation, the committee reviewed information from comparable jurisdictions and input from past and current mayors. Alternatively, the committee discussed that requiring the mayor to vote on all matters before the council fostered more transparency regarding the mayor's position on key matters facing the city. Ultimately the committee decided that the benefits of having the mayor vote in case of a tie outweighed the detriments.

Changes to the role of Council President

The committee voted unanimously to recommend that the council president should retain the right to vote while acting as the mayor. The committee considered how the recommended change to the role of the mayor would impact the role of the council president when acting as the mayor. The committee concluded that the reasons the committee is recommending changes to the role of the mayor are less applicable to when the council president is briefly acting as the mayor. The committee further recommends requiring the council president appointment to rotate every two years.

Not requiring the City Manager to reside in the City

The committee unanimously recommended the city remove the city manager residency requirement and instead negotiate such a provision with an applicant during contract negotiations. The committee discussed the importance of a highly functioning city manager and the fact that the position requires a unique set of skills, knowledge, and experience. Although the committee expressed a strong preference for having a city manager reside in or near the city, the committee preferred to allow the City to have the flexibility to hire the right candidate for the position, rather than reduce the potential candidate pool.

Not establishing City Council term limits

The committee does not recommend the city impose term limits on the mayor or councilors. In making this recommendation, the committee considered the length of tenure of both city councilors and mayors over the last twenty years. The average tenure for a councilor was 7.3 years and the average tenure for a mayor was 13 years (not including the current mayor, in her first year). To that end, it appears council seats turn over regularly, whereas the mayor's position has been held for a longer period of time.

Not establishing a requirement for City Council geographical representation

The committee recommends the council not implement wards or districts at this time. In reaching their decision, the committee reviewed legal opinions, maps, voter turnout for Forest Grove, data on current geographic representation, and more. In reviewing a map of the residency of the current city council, the committee noted there was at least one council representative from each city quadrant. The committee also noted that implementing a ward system would not address the larger issue of voter participation and would potentially add additional burdens to the City's budget.

ATTACHMENT(s):

- Charter Review Committee Final Committee Report and Recommendations, 2024

City of Forest Grove

Charter Review Committee

Final Committee Report and Recommendations

2024

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Introduction

In February 2023 the City of Forest Grove began the process of recruiting and convening a Charter Review Committee. The primary function of the Charter Review Committee ("committee") was to review the existing Charter to determine if it will adequately serve the community well into the future.

The Committee consisted of ten[1] voting members appointed by the Council after an open recruitment. The Council appointed at least two (2) members of the Committee who reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest). The remaining three (3) members were at large. The City held an open recruitment for the members.

The mayor appointed Elysha Johnson to serve as the chair and the committee appointed Adolph "Val" Valfre as vice chair.

This report describes the process undertaken by the committee, and recounts the committee's analysis of each issue and subject.

Scope of Review

The committee was authorized to review the entire Charter, using the most recent League of Oregon Cities' Model Charter as a template, and make recommendations to the Council on any aspect of the Charter. In addition, the council asked for specific recommendations on the following issues/subjects:

- Geographic representation for council members.
- Term limits for the mayor and council members.
- The necessity of a city manager residency requirement.
- Roles of the mayor and council president.

Meetings

The committee held 12 publicly noticed meetings at the Community Auditorium and via zoom, including two publicly advertised public hearings in which the committee took and considered written and oral testimony offered during the review process.

[1] The Council originally appointed 11; one member resigned.

Process

The process the committee employed to reach the recommendations below included first identifying the differences between the League of Oregon Cities Model Charter and the existing City of Forest Grove Charter, and noting those areas for review and discussion, along with the specific recommendations from council. The committee also considered additional areas of review by majority vote or by city attorney recommendation. These areas included addressing how the city handles appointing city councilors when the council has a number of vacancies; ranked choice voting; and the process for appointing city councilors.

After identifying areas for review, the committee reviewed each section in numerical order. The committee considered information and data applicable to each section under review. This information often included how some of the city's comparable jurisdictions in Washington County (such as Hillsboro, Tualatin, Tigard, Newberg, Sherwood and Cornelius) handled certain issues. If many of the nearby comparable cities had not addressed a certain issue (such as ranked choice voting or wards) the committee looked at examples from across the state. Once the committee believed it had enough information to deliberate on potential amendments, each member of the committee was invited to participate in discussion and then vote on any recommended amendments.

At this stage, the committee's general approach was to first consider what problem, concern, or inequality the committee would be addressing with any amendments. The committee understood that the Charter functions as the municipal equivalent of a state or federal constitution, setting forth guiding principles for governance. The Charter establishes the framework for how a local government operates in terms of its structure, responsibilities, functions, and processes. However, the Charter can be inflexible and difficult to amend in the face of unintended consequences or evolving environments. An overly proscriptive Charter can produce inefficiencies, restrict a city from adjusting to, or evolving with, a changing environment or unintentionally advantage or disadvantage certain groups. To that end, the committee approached each matter by first asking if the issue was a "charter issue" or if it could be addressed through a different avenue, such as an ordinance, policy, or change in council or administrative protocol. The committee endeavored to look at historical patterns and longstanding concerns and issues facing the city (the "big picture"), rather than draft amendments targeted at specific current subjects or individuals.

Recommended Changes and Topics Considered

1. <u>Geographical Representation</u>

The committee recommends the council not implement wards or districts at this time. In reaching their decision, the committee reviewed the following information:

- State wide data regarding which cities had implemented wards and details about their system, including their population, number of wards, electoral system and total number of councilors;

- Legal opinion on the drawing of voting districts;
- Map showing the current council representation by quadrant;
- Data on registered voters by precinct in Forest Grove;
- Data on current geographic representation for city boards and commissions;
- Forest Grove data on voter turnout by precinct since 2019; and
- A research paper on Ward Electoral Systems in Oregon Cities

The committee considered four structural options for wards, including (1) candidates nominated by ward, but voted on at-large; (2) candidates nominated by ward, voted on only by ward (electoral ward); (3) some candidates nominated by ward, some at large, all voting at large; (4) some candidates nominated by ward, voted on by ward, others at large and voted on at large.

In reviewing a map of the residency of the current city council the committee noted there was at least one council representative from each city quadrant.

The committee identified the advantages of wards as ensuring representation from each quadrant of the city and potentially reducing the cost of elections. The committee also discussed potential disadvantages, including the risk that each ward may not have a viable candidate, particularly considering that in Forest Grove each ward would be comprised of about 4,000 voters (or fewer if the city implemented more than four wards). The committee also discussed the concern that if council members were elected only by their ward, the council member would be incentivized to make decisions that advantaged their ward rather than the best decision for the city as a whole.

The committee also reviewed the legal requirements of the city implementing voting wards. For voting wards (i.e., where voters in a ward elect a representative), the City would need to ensure the ward complies with state and federal equal voting laws. This would require a review of ward jurisdictional boundaries every ten years after the biennial census.

Of the City's comparable jurisdictions within Washington County, only the largest (Hillsboro) is divided into wards. All the other jurisdictions (Sherwood, Tigard, Cornelius, Tualatin and Newberg) are not.

The vote not to recommend wards was unanimous. Most committee members expressed concern that wards are not as beneficial in cities the size of Forest Grove, and that implementing a ward system may impact the number of strong and viable candidates, while not increasing equitable representation. The committee also noted that implementing a ward system would not address the larger issue of voter participation and would potentially add additional burdens to the City's budget.

No Proposed Amendments.

2. Role of the Mayor and Council President

The committee recommends the city modify the role of the mayor and the council president.

a. Mayor votes only in case of a tie.

The committee recommends, by a six to five vote, that the city amend the Charter to have the mayor vote only in the case of a tie. In reaching this recommendation, the committee reviewed

information from comparable jurisdictions and input from past and current mayors. The committee discussed the possibility that if the mayor was not responsible for voting on every matter, the mayor could reserve more focus for other mayoral duties, such as presiding over the meetings, preserving order, enforcing the council rules, determining the order of council business, reviewing council agendas, and serving as the City's civic leader. The majority of the committee also suggested that if the mayor is not required to vote on every matter, they could be more neutral during difficult conversations and potentially be more effective in building consensus.

Alternatively, the committee discussed that requiring the mayor to vote on all matters before the council fostered more transparency regarding the mayor's position on key matters facing the city. The committee noted that because the mayor would be required to vote on the most controversial decisions in the case of a tie, there is no guarantee that the mayor would be more successful at fostering consensus or remaining neutral.

Ultimately the committee decided that the benefits of having the mayor vote only in case of a tie outweighed the detriments.

b. Mayor as "civic leader" rather than "political head."

The committee recommends, by an eight to one vote, that the city change the role of the mayor from "political head" to "civic leader." The committee believes the term "political head" implies that the mayor has a political affiliation, and prefers a more neutral term. The intent is not to substantively change the role of the mayor, but rather to update the description to be apolitical (and therefore potentially less divisive) and reflect the non-partisan nature of the mayor's role.

Similar to the phrase "political head," the phrase "civic leader" recognizes the traditional and inherent authority of the office of mayor. In other words, the public traditionally perceives that the mayor as the leader of the organization and whoever occupies that position will either be asked to take on additional duties, or have additional duties assigned.

Proposed Amendments

SECTION 8. MAYOR
(a) The Mayor presides over and facilitates Council meetings, preserves order, enforces Council rules, and determines the order of business under Council rules. (b) The Mayor ~~is a voting member of the Council~~ **shall vote only in case of a tie** and has no veto authority. (c) The Mayor, with the consent of Council, appoints boards, commissions and committees established by ordinance or resolution. (d) The Mayor must sign all records of Council decisions. (e) The Mayor serves as the ~~political head~~ **civic leader** of City government.

c. Council president retains vote while acting as the mayor; rotates every two years.

The committee voted unanimously to recommend that the council president should retain the right to vote while acting as the mayor. The committee considered how the recommended change to the role of the mayor would impact the role of the council president when acting as the mayor. The committee concluded that the reasons the committee is recommending changes to the role of the mayor are less applicable to when the council president is briefly acting as the mayor. The committee also discussed and considered potential scenarios that could create complications or ambiguities if the council president's right to vote was not explicitly clarified in the Charter. For example, the council president is the presiding officer when the mayor is absent from a meeting. If the mayor is absent and the council president can only vote in case of a tie, if any other remaining councilors are absent or unable to vote, the number of voting members is diminished and city business may be slowed or stifled.

The committee further recommends requiring the appointed council president appointment to rotate every two years. Although the council elects the council president every year, the committee believed requiring the position to rotate every two years will ensure that an incumbent council president does not retain the role at the exclusion of other members who may be interested. The committee believes allowing willing council members to gain experience presiding over meetings, and otherwise acting as the mayor, helps develop future leaders.

Proposed Amendment

SECTION 9. COUNCIL PRESIDENT

At its first meeting each year, the Council must elect a President from its membership. **The President shall not serve for more than two consecutive years.** The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties. **The President retains the right to vote while acting as the Mayor but does not have an additional vote to break a tie.**

3. Enacting Ordinances and Approving Resolutions and Orders

The committee recommends the city modify the process for enacting ordinances and approving resolutions and orders by allowing substantive amendments to ordinances, resolutions and orders be either read aloud at a meeting, or be made available in writing prior to the meeting. These modifications align with the Model Charter from the League of Oregon Cities.

The committee discussed that the city's practice is to post an agenda one week prior to each council meeting. Occasionally, after the agenda is posted, an issue will arise that needs to be addressed prior to council approving a particular item (i.e. an exhibit missing from a contract, a tweak to a personnel rule, a typographical or edit to an ordinance etc.). In order to foster efficiency, other cities simply repost the agenda with the more recent version of the resolution, order or ordinance, instead of requiring the change be read aloud at the meeting. Depending on the change, reading it aloud may be time-consuming and slow down the process. However, if the Council believes it is in the public's interest to do so, under the proposed amendment, the Council retains the option to read the amendments aloud.

Proposed Amendments

SECTION 16. ORDINANCE ENACTMENT

(a) Except as authorized by subsection (b), enactment of an ordinance requires approval by a majority of the Council at two meetings.

(b) The Council may enact an ordinance at a single meeting by unanimous approval by at least five members, provided the proposed ordinance is available to the public at least seven days before the meeting as prescribed by Council rules.

(c) Any substantive amendment to a proposed ordinance must be read aloud ~~before the Council enacts the ordinance.~~ **or made available in writing to the public before the council adopts the ordinance at that meeting.**

(d) After the enactment of an ordinance, the vote of each member must be entered into the Council minutes.

(e) After enactment of an ordinance and signature by the Mayor, the City Recorder must attest to the ordinance by name, title, and date of enactment.

SECTION 19. RESOLUTION ADOPTION

(a) Adoption of a resolution or any other Council administrative decision requires approval by the Council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud **or made available in writing to the public before the council adopts the resolution at that meeting**. ~~before the Council adopts the resolution.~~

(c) After adoption of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.

(d) After adoption of a resolution and signature by the Mayor, the City Recorder must attest to the resolution by name, title, and date of adoption.

SECTION 22. ORDER ADOPTION

(a) Adoption of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting.

(b) Any substantive amendment to an order must be read aloud **or made available in writing to the public before the council adopts the order at that meeting.** ~~before the Council adopts the order~~.

(c) After adoption of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.

(d) After adoption of an order and signature by the Mayor, the City Recorder must attest to the order by name, title, and date of adoption.

4. Term Limits

The committee does not recommend the city impose term limits on the mayor or councilors. In making this recommendation, the committee considered the length of tenure of both city councilors and mayors in the city over the last twenty years. The average tenure for a Forest Grove councilor was 7.3 years and the average tenure for a mayor was 13 years (not including the current mayor, in her first year). To that end, it appears council seats turn over regularly, whereas the mayor's position has been held for a longer period of time.

The committee discussed the benefits of term limits, which include potentially reducing possible abuses of power by incumbents who stay too long in office, and also potentially encouraging political participation by newcomers.

Conversely, the committee discussed that the election process itself already serves as the antidote for long-serving elected officials who are no longer responsive to the community's concerns. Some also view term limits as an infringement on the democratic process, as citizens are restricted from selecting a candidate they may see as the most qualified for the position. The committee also discussed the disadvantage of term limits as disqualifying particularly qualified candidate for the position based solely on the length of their term in office and not the will of the voters.

No proposed amendments.

5. Term

Currently the Charter provides that a new council term begins at the first Council meeting "immediately after the election is certified by the county elections officials." This has caused some confusion regarding when exactly new councilors take office. For example, if election results are certified on a Monday morning and there is a council meeting scheduled for that evening, would the former councilors' terms end at that meeting? Would the councilor-elect have enough time to prepare for and attend the meeting? Most city charters, including the League of Oregon Cities Model Charter, provide that new council terms begin after the new year. This allows for both the incoming and outgoing councilors (as well as the city) to prepare for the transition.

Proposed Amendments

SECTION 29. TERM
The term of an officer elected at a general election begins **at the first council meeting of the year immediately after the election** ~~at the first Council meeting immediately after the election is certified by county elections officials~~, and continues until the successor qualifies and assumes the office.

6. Filling Vacancies

The Committee recommends several changes to how the city fills vacant councilor positions.

a. Quorum and voting requirements

First, the committee examined recent situations across the state where the number of sitting councilors fell below the charter's quorum requirements. This most recently occurred in Baker City, Oregon when four of the city's seven councilors resigned. The remaining three councilors then also had to resign to allow the Baker County Board of Commissioners to appoint a sufficient number of councilors. The Baker County BOC appointed four new councilors, and did not reappoint any of the previous three councilors.

In Forest Grove, the city's Charter sets the quorum at four members ("a majority of the council"). Because of this requirement, the council must have at least four sitting members to conduct *any* council business. That means if the number of seated councilors falls below four, under the city's Charter, the remaining councilors cannot meet to take any action, including voting to fill the vacant positions.

The committee examined a number of different ways to address these circumstances, including how the City would currently address this issue, which is relying on provisions in state law, ORS 221.160(1), that allow cities in these circumstances to either conduct a special election when there are seated councilors, but not enough to meet the quorum requirements, or another provision, ORS 221.160(2), which allows the County Board of Commissioners to appoint enough councilors to satisfy the quorum requirement when there are no remaining councilors. The committee found that the disadvantages to relying on state law include potentially requiring either an expensive and time-consuming special election, or removing local control of seated councilors by allowing the County's BOC to select the councilors (like in Baker City).

The committee also considered adjusting the quorum requirement in the Charter to automatically reduce when a council seat is vacant. The drawback to this adjustment is it consolidates power into the hands of a minority of city councilors for a variety of city decisions, not just to appoint new councilors. For example, if there were only three remaining councilors, two councilors could pass most resolutions or orders, which gives a super-minority of two councilors a significant amount of control over important city decisions.

Instead, the committee recommends that the city amend the Charter to carve out exceptions to the Charter's quorum and voting requirements solely for filling council vacancies. For example, if the city only had three seated councilors, the three councilors could meet and vote on appointing new councilors, notwithstanding that the Charter otherwise requires four sitting councilors to conduct business. However, those three councilors could only appoint new councilors and could not conduct any other city business.

The committee believes this compromise achieves the right balance between allowing city business to continue when council membership is low, while not consolidating decision making authority in the hands of a super minority of councilors for an extended period of time.

b. Appointment term

The Committee recommends that the City amend the Charter to provide that if a council position is filled by appointment, that appointment only extends to the next general election. As a result, an appointed councilor will serve up to a maximum of a two-year term without having been elected. If the original term does not expire at the next general election, the election for that position will be for the remainder of the expired term. For example, if a councilor vacates their position in the first year of the four-year term, the appointed replacement will serve until the next general election. At that time voters will select a candidate to serve two years, completing the original term.

c. Process

The Committee recommends the city add a Charter requirement for the council to adopt by ordinance a process for appointing members to vacant council positions. The council has already done this by implementing section 30.42 of the Forest Grove Municipal Code. The impact of this Charter amendment is that any council in the future could not repeal this code section and replace it with another process.

Proposed Amendments

SECTION 32. FILLING VACANCIES	
(a)	A Mayor or Councilor vacancy will be filled by appointment by a majority of the remaining Council members**, notwithstanding any quorum or voting requirements of this Charter.** ~~The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office~~.
(b)	**The appointee's term of office shall begin immediately upon appointment and qualification and shall continue until the first council meeting of the year immediately after the next general election; and if the term of office does not then expire, the remainder of the term shall be filled by election at such general election.**
(c)	**The Council must adopt by ordinance a process for appointing members to vacant council positions.**
(d)	If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a Councilor pro-tem.

d. Reasons for vacancies

Pursuant to a six to one vote, the committee recommends the city amend the reasons the council may vote to declare a seat vacant to clarify that any conviction of a misdemeanor or felony may form the basis of the vacancy. The proposed language is also recommended in the League of Oregon Cities Model Charter. The existing language is more ambiguous, providing that any "public offense punishable by loss of liberty" could lead the council to declare the seat vacant. The committee noted that the vacancy would not occur automatically; the council would first need to meet and vote to declare the seat vacant. This allows the council to review the matter and typically hear from the impacted council member before voting to declare the seat vacant.

The committee also discussed that the League of Oregon Cities Model Charter provides that a councilor can be absent from all city council meetings for 60 days rather than 45 days without council consent before the council can declare the seat vacant. The committee preferred the existing shorter period (45 days). The committee reached this conclusion based in part on the advent of remote meeting attendance.

Proposed Amendment

SECTION 31. VACANCIES
The Mayor or a Councilor office becomes vacant: (a) Upon the incumbent's: (1) Death, (2) Adjudicated incompetence, or (3) Recall from the office. (b) Upon declaration by the Council after the incumbent's: (1) Failure to qualify for the office within 10 days prior to the time the term of office is to begin, (2) Absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent, (3) Ceasing to reside in the City, (4) Ceasing to be a qualified elector under State law, (5) ~~Conviction of a public offense punishable by loss of liberty,~~ **Conviction of a misdemeanor or felony crime,** (6) Resignation from the office, or (7) Violation of Section 33(i).

7. City Manager Residency Requirement

The Committee unanimously recommended the city remove the city manager residency requirement and instead negotiate such a provision with an applicant during contract negotiations.

Section 33(C) of the Charter requires that the city manager reside in the City of Forest Grove within 6 months of hire. Section 33(C) allows the council to extend—but not waive—the residency requirement.

The League of Oregon Cities Model Charter does not have a city manager residency requirement. In the Model Charter's footnote 54, the guide states that "if a residency requirement is desired but is not practicable due to a housing shortage or other conditions," a city can consider alternative language, or impose a requirement "more flexibly by ordinance or contract." Stated differently, a city manager residency requirement in the Charter is inflexible and does allow for exceptions, such as lack of affordable housing, or a suitable applicant that resides just beyond the strict requirement. As a note, Tualatin is the only city in Washington County with a city manager residency requirement.

The committee discussed the importance of a highly functioning city manager and the fact that the position requires a unique set of skills, knowledge and experience. Although the committee

expressed a strong preference for having a city manager reside in or near the city, the committee preferred to allow the City to have the flexibility to hire the right candidate for the position, rather than reduce the potential candidate pool. The committee also noted that under the proposed language, if a council desired residency, that council could negotiate residency with an incoming city manager.

Proposed Amendment

SECTION 33. CITY MANAGER	
(a)	The office of City Manager is established as the administrative head of the City government. The Manager is responsible to the Mayor and Council for the proper administration of all City business. The Manager will assist the Mayor and Council in the development of City policies and carry out policies established by ordinances and resolutions.
(b)	A majority of the Council may appoint and may remove the Manager. The appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management.
(c)	The Manager need not reside in the City. ~~at the time of employment, but must within six months become and remain a resident of the City while appointed as Manager. A majority of the Council may modify the contract to extend the time to comply.~~

8. Ranked Choice Voting

The committee discussed at length whether the city should amend the Charter to require ranked choice voting (RCV). RCV requires voters to rank candidates by preference instead of voting for just one candidate. A candidate wins by receiving a majority of the first preference votes cast. When there is no majority winner, this method allows for an instant runoff. In most forms of RCV, the candidate with the lowest number of first-preference votes is eliminated and the second-preference votes from those ballots are allocated to the remaining candidates and tabulated. This process continues until a candidate achieves a majority of the votes cast.

Some cities and counties in Oregon have already implemented RCV, including the cities of Portland and Corvallis, as well as Benton and Multnomah counties. The committee studied the different RCV options (including single-winner RCV and proportional RCV) and discussed that the City of Forest Grove could implement either type of RCV without amending the Charter, thus providing more flexibility regarding when the city could consider making the change.[2]

[2] SECTION 24 - COUNCILORS of the Charter requires that the city elect three councilors every two years. However, the Charter is silent on how those elections must be conducted. The council could, by ordinance, establish individual seats for each councilor and hold individual single-winner contests for each seat so long as the city continues to elect three councilors for four-year terms at every general election.

The committee is generally in favor of exploring RCV, but did not believe now was the appropriate time to amend the Charter to implement it. The committee found that RCV is still gaining traction in Oregon and across the United States and that much could be learned from others' experiences. The committee also expressed concern that the implementation and voter education costs could be significant.

Further, the committee discussed that a measure promoting RCV will be on the statewide ballot in November 2024. House Bill ("HB") 2004 referred to the voters at the November 2024 general election a measure to establish RCV, as of December 10, 2026, as the voting method used for the nomination and election to the offices of President and Vice President of the United States, U.S. Senator, Representative in Congress, Governor, Secretary of State, State Treasurer, and Attorney General. HB 2004 also authorizes[3] local government to elect candidates for office and requires the Secretary of State to, among other things, establish a program to educate voters about RCV elections.

The committee believes it is prudent for the city to wait until after HB 2004 is considered on a statewide level prior to implementing RCV locally for a number of reasons. First, if RCV appears on the ballot in the November 2024 election at both the statewide level with HB 2004 and the local level with the Charter amendment, local voters may be confused regarding how the two measures interact and impact each other. Second, if HB 2004 goes into effect, some (if not all) of the education and implementation costs may be assumed by the state. And finally, waiting allows the city to learn from other jurisdictions' experiences with RCV in order to select the type that will work best for the city.

9. Future Charter Reviews

The recommends that the council consider adopting an ordinance requiring the city to undergo a charter review on a regular basis. The committee believes that many of the issues under consideration now (specifically including wards) should be reconsidered as the city continues to grow and evolve.

[3] Although the additional language in state law is helpful, the city already has the power to implement ranked choice voting under its home rule authority.

FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	02.26.2024
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

MEETING DATE: *26 February, 2024*

SUBJECT TITLE: *Update HLB & CFC Bylaw Codes*

ACTION REQUESTED:	X	**Ordinance**		**Order**		**Resolution**		**Motion**		**Informational**

ADDENDUM FOR FEBRUARY 26, 2024 COUNCIL MEETING

On February 12, 2024 the Council held the first reading for Ordinance 2024-03, and unanimously advanced the Ordinance to a second reading. If approved, the Ordinance will remove bylaw language from the Community Forestry Commission and Historic Landmarks Board sections of the City Code. This will allow the Council to pass the updated bylaws for the CFC and HLB in Resolution 2024-04.

STAFF REPORT FROM FEBRUARY 12, 2024 MEETING

ISSUE STATEMENT:

On November 13, 2023, the Forest Grove City Council passed Resolution No. 2023-54 updating section 14 of Council Rules relating to boards and commissions. Per the City Charter, § 11, and Council Rules of Procedure, § 14.15, these updates require that the bylaws for each advisory group be updated and subsequently approved by the Council. Staff has updated the bylaws for the respective groups in accordance with the Council Rules of Procedure for Council's review and approval.

The Council passed Resolution 2024-01 on January 8, 2024, which approved the bylaws for the Committee for Community Engagement, Economic Development Commission, Library Commission, Parks & Recreation Commission, and Public Arts Commission. The remaining two groups, the Historic Landmarks Board and Community Forestry Commission, were not included in that resolution because their bylaws are enshrined in the city code and therefore require an ordinance to be updated.

In order to simplify the process for any future updates by the Council, staff is recommending that the code be updated so that the administrative aspects of the bylaws are not enumerated in their entirety in the code. Instead, proposed language has been added to the code indicating that the bylaws will follow the City issued template. The sections of the text regarding the function and scope of both groups have been left in, as well as any portions unique to the groups and their specific requirements. Lastly, some minor edits were made for clarity and consistence.

At the second reading of this Ordinance, a corresponding Resolution will be brought in front of the Council to pass the bylaws for CFC and HLB.

To enable a review of the proposed changes, the following template is provided:

- Regular text indicates existing code language.
- Highlighted text indicates proposed new code language.
- ~~Strikethrough~~ indicates proposed deleted existing code language.

PROPOSED CHANGES WITH MARK-UP:

HISTORIC LANDMARKS BOARD

§ 35.065 PURPOSE.

(A) The purpose of the Historic Landmarks Board (HLB) 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 HLB is directly responsible to the Council.

(B) The further purpose of the HLB is to maintain a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the City.

(Prior Code, § 9.105) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)

§ 35.066 BYLAWS.

The City Council shall adopt rules of procedure for the Historic Landmarks Board following a standard template provided by the City.

~~§ 35.066 MEMBERSHIP.~~

~~(A) Members of the HLB shall be composed of seven members and one student member who shall be appointed by City Council.~~

~~(B) Two members may reside outside of corporate limits of the city.~~

~~(C) All members shall have a demonstrated positive interest, competence or knowledge of historic preservation.~~

~~(D) Members are required to attend training courses as assigned and approved by City Council.~~

~~(E) An individual member may not act in official capacity.~~

~~(F) The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.~~

~~(G) Commission members serve without compensation.~~

~~(Prior Code, § 9.110) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)~~

~~§ 35.067 TERMS OF OFFICE.~~

~~(A) HLB members shall be voting members and shall serve four year terms.~~

~~(B) Student members shall be voting member and shall serve a two year term. Student appointee must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.~~

~~(C) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.~~

~~(D) Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.~~

~~(E) HLB members must apply during open recruitment and be interviewed by City Council after each term to continue service. HLB members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.~~

~~(F) Members may not serve on more than two Boards or Commissions at the same time.~~

~~(G) Appointments to vacant positions shall be filled by City Council for the unexpired term.~~

~~(Prior Code, § 9.115) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)~~

~~§ 35.068 OFFICERS.~~

~~(A) The Chair and Vice Chair shall be elected by the voting members at the first regularly-scheduled HLB meeting of each year.~~

~~(B) The Chair may not serve more than 48-consecutive months.~~

~~(C) In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.~~

~~(D) The Chair shall:~~

~~(1) Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.~~

~~(2) Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.~~

~~(3) An HLB member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.~~

~~(4) The agenda shall follow a standard template provided by the City.~~

~~(5) Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.~~

~~(6) Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.~~

~~(7) The Chair shall submit and present an Annual Report to the City Council listing the HLB's major activities for the past year and objectives for the coming year.~~

~~(E) The Vice Chair shall preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.~~

~~(Prior Code, § 9.120) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)~~

§ ~~35.069~~ 35.067 EXPENSES.

Commission members shall be reimbursed for duly authorized expenses.

(Prior Code, § 9.125) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)

~~§ 35.070 MEETING PROCEDURES AND QUORUM.~~

~~(A) *Meetings.*~~

~~(1) Unless otherwise required by state law or city code, the HLB shall hold meetings no less than four times a year unless more frequently as established by the HLB.~~

~~(2) In January of each year, the HLB shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.~~

~~(3) The HLB meeting agenda and packet shall be distributed to the HLB at least five days prior to the meeting.~~

~~(4) All meetings are open to the public. Anyone wishing to speak to the HLB may do so under Citizen Communications. In the interest of time, comments may be limited to three minutes unless additional time is granted by the presiding officer.~~

~~(5) The student member may provide a report at every meeting.~~

~~(6) A public meeting is defined as two or more members meeting who have been delegated authority by the HLB to advise or make recommendations to the HLB.~~

~~(7) Special meetings may be called by a vote of the HLB at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three or more HLB members.~~

~~(8) All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (O.R.S. Chapter 192) and subject to Public Records Law (O.R.S. Chapter192).~~

~~(B) *Minutes.*~~

~~(1) The HLB may appoint a secretary at the first regularly-scheduled HLB meeting of each year to take the HLB meeting minutes.~~

~~(2) Written minutes are required for all meetings.~~

~~(3) The minutes shall follow a standard template provided by the city.~~

~~(4) The meeting minutes shall briefly summarizing what took place and must include: 1) any action items; 2) attendance, and 3) vote of each member. Verbatim minutes are not required.~~

~~(5) Staff may take minutes if the HLB requests the City to do so.~~

~~(6) Staff shall review the minutes to ensure compliance with state law.~~

~~(7) Staff shall post the approved minutes to the website as soon as possible.~~

~~(C) *Attendance.*~~

~~(1) Members are expected to attend every meeting.~~

~~(2) Members shall notify the staff liaison prior to the regular meeting to report an absence.~~

~~(3) The Chair, with the consent of the HLB, may submit a recommendation to City Council to deem a member's position vacant for three or more absences in a 12-month period.~~

~~(4) The City Recorder's Office shall notify any member who has three or more absences in a 12-month period that their position may be subject to vacancy.~~

~~(5) *Quorum.* Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.~~

~~(D) *Voting and decision making.*~~

~~(1) *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.~~

~~(2) The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.~~

~~(3) The HLB shall operate in the general public interest serving the community as a whole. The HLB shall serve no special interest(s) or endorse any commercial product or enterprise.~~

~~(E) *Conflicts of interest and ethics law.*~~

~~(1) HLB members are considered public officials subject to the Oregon Government Ethics Law(O.R.S. Chapter 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.~~

~~(2) HLB members are subject to the Restrictions on Political Campaigning when acting in official capacity (O.R.S. § 260.432).~~

~~(3) A civil penalty may be imposed by the State for each violation of any provision of the O.R.S.~~

~~(F) *Role of Council Liaison.*~~

~~(1) The Council Liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.~~

~~(2) Council Liaison's role is to collaborate between the City Council and the HLB to ensure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.~~

~~(3) The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the HLB.~~

~~(G) *Role of staff liaison.*~~

~~(1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the HLB by utilizing their expertise regarding city policy and process.~~

~~(2) The staff liaison shall:~~

~~(a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a HLB.~~

~~(b) Review the agenda in consultation with the HLB Chair. The agenda shall follow a standard template provided by the City.~~

~~(c) Prepare, post and distribute the HLB packet at least five days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.~~

~~(d) Prepare HLB meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.~~

~~(e) Report any member who has three or more absences in a 12-month period to the City Recorder's Office.~~

~~(3) Additional staff liaison duties and responsibilities may be found in the Council Rules, Section14.~~

~~(H) *Registry.* The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (O.R.S. Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.~~

~~(I) *Amending bylaws.*~~

~~(1) A majority of all members must vote affirmatively to modify the HLB bylaws on at least two separate readings at two separate meetings.~~

~~(2) A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.~~

~~(3) All bylaws or rules, including changes, must be approved by the City Council.~~

~~(4) Bylaws shall follow a standard template provided by the city.~~

~~(Prior Code, § 9.130) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)~~

§ ~~35.071~~ 35.068 POWERS AND DUTIES.

The HLB is authorized to:

(A) Maintain the City's Register of Historic and Cultural Landmarks (Historic Register), by recommending to the City Council:

(1) ~~Recommending to the City Council~~ the designation of historic or cultural landmark properties that meet the criteria for designation. All such designated landmarks shall be included in the Historic Register; and

(2) ~~Recommending to the City Council~~ the removal of a landmark from the Historic Register.

(B) Regulate and protect landmarks through the review and approval or disapproval of certain proposed changes in accordance with the criteria for alterations or demolition of landmarks as contained in the Development Code;

(C) Review proposed activities by the City and other agencies that may seriously affect designated landmarks and advise the Planning Commission and City Council regarding such matters;

(D) Perform other activities relating to historic and cultural landmark preservation, including, but not limited to:

(1) Providing public education on the historic, scenic, and cultural landmarks of the city;

(2) Providing advice to the City Council and other city boards on preservation of historic and cultural landmarks;

(3) Providing technical economic information on preservation of historic and cultural landmarks;

(4) Making recommendations to the City Council for historic and cultural landmark preservation programs, such as tax incentives to preserve designated landmarks;

(5) Securing the views of the public and owners of landmarks regarding the community's cultural, historic, and scenic values;

(6) Maintaining criteria for inventory and evaluation to implement the purposes of this section;

(7) Periodically reviewing and making recommendations for updating the Historic Register; and

(8) Recommending to the City Council the acceptance of donations of funds and property, including partial interest in property such as facade easements.

~~(E) Adopt rules and procedures for the operation of the HLB.~~

(Prior Code, § 9.135) (Ord. 2009-04, passed 3-9-2009)

§ ~~35.072~~ 35.069 CRITERIA FOR LANDMARK DESIGNATION.

~~The Historic Landmarks Board may recommend to the City Council for designation as an historic or cultural landmark and for inclusion in the Historic Register any structure, archaeological or prehistoric site, or historic site, upon a finding by the Board that the subject property:~~

The HLB may recommend that the City Council designate as a historic or cultural landmark and include in the Historic Register any structure, archaeological or prehistoric site, or historic site, upon a finding by the HLB that the subject property:

(A) Is associated with events that have made a significant contribution to the history of the city, the county, the state, or the nation;

(B) Is associated with the lives of persons holding a significant place in the history of the city, the county, the state, or the nation;

(C) Embodies distinguishing architectural characteristics, in exterior design, of a period, style, method of construction, craftsmanship, or in use of indigenous materials;

(D) Is representative of the work of a designer, architect, or master builder who influenced the development and appearance of the city, the state, the Pacific Northwest, or the nation; and

(E) In the case of proposed designation of a site, yields or may be likely to yield information in history, prehistory, or archaeology.

(Prior Code, § 9.150) (Ord. 2009-04, passed 3-9-2009)

§ ~~35.073~~ 35.070 PROCEDURE FOR LANDMARK DESIGNATION.

(A) Designation of property as a historic or cultural landmark may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department, using forms provided by the Director.

(B) Designation of property as a historic or cultural landmark is classified as a Type IV procedure, and is subject to all of the procedures and timelines outlined in the Development Code. Designation requires public hearings before the following review bodies:

(1) ~~Historic Landmarks Board~~ HLB; and

(2) City Council.

(C) If the HLB acts to reject a proposed designation, no further action shall be taken unless the applicant files an appeal of the action with the City Council.

(D) If the City Council acts to approve the proposed designation, or to approve the proposal with modifications, it shall adopt an ordinance setting forth the findings of fact on which such approval is based, and order an amendment of the zoning map to label the designated property with the Historic Landmarks (HL) overlay zone. Immediately upon designation of the property as a landmark, the designated landmark (not the entire tax lot) shall be subject to the provisions of this subchapter.

(E) Individual historic resources listed on the National Register of Historic Places shall automatically receive landmark designation on the date the property is listed. However, a landmark that is

removed from the National Register of Historic Places will retain its local landmark designation unless the designation is removed through the procedures listed in this subchapter.

(Prior Code, § 9.155) (Ord. 2009-04, passed 3-9-2009)

§ ~~35.074~~ 35.071 PROCEDURE FOR REMOVAL OF A LANDMARK DESIGNATION.

(A) Removal of a designated landmark from the Historic Register may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department.

(B) Removal of a designated landmark from the Historic Register is classified as a Type IV procedure, and is subject to all of the notice procedures and timelines outlined in the Development Code. Removal of the ~~HL overlay~~ landmark designation requires two sequential public hearings before the following review bodies:

(1) Historic Landmarks Board; and

(2) City Council.

(C) The HLB shall make its decision on the basis of the criteria contained in § ~~35.073~~ 35.070 and shall make specific findings of fact as to whether the landmark has lost its historic or cultural value based on these criteria.

(D) If the ~~Board~~ HLB acts to deny a request for removal of a landmark from the Historic Register, no further action shall be taken unless the applicant files an appeal of the ~~Board~~ HLB's action with the City Council.

(E) Within 60 days from the date of the recommendation by the HLB to approve a request to remove a landmark from the Historic Register, the City Council shall conduct a public hearing to consider the request and recommendation of the HLB. Public notice shall be provided in accordance with Type IV procedures. Following the public hearing, the City Council shall act to approve the removal of the landmark designation as requested, or to remove some portion of the landmark from the Historic Register, or to deny the request. When removing a landmark designation from the Historic Register, the ordinance shall amend the zoning map to remove the HL overlay zone from the property.

(Prior Code, § 9.160) (Ord. 2009-04, passed 3-9-2009)

§ ~~35.075~~ 35.072 ANNUAL NOTIFICATION.

(A) Once each year, between January 1 and April 1, the Director shall mail notice to the owners and occupants on which each Historic Register landmark is located and to all owners of properties located within designated historic districts.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of residents shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or remind the owners and occupants of each landmark listed on the Historic Register that such landmark has been found by the city to be a significant historic or cultural landmark, and that its listing on the Historic Register subjects the property to certain review requirements.

(D) The notice shall also include, at a minimum, the following:

(1) A brief explanation of the existence and function of the City's Register of Historic and Cultural Landmarks;

(2) A statement that particular actions affecting the exterior appearance of landmarks will require prior review and action by the HLB or city staff, as provided in this subchapter;

(3) A statement that the HLB is available and willing to review on an informal basis any plans that may affect the historic or architectural integrity of the landmark; and

(3) A statement that the Community Development Department has access to resource materials and persons to provide guidance in developing plans for work that may affect the historic or architectural integrity of the landmark, and to assist in researching the history of the landmark.

(Prior Code, § 9.165) (Ord. 2009-04, passed 3-9-2009)

COMMUNITY FORESTRY COMMISSION

§ 35.090 PURPOSE.

(A) The purpose of the Community Forestry Commission (CFC) 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 related to the urban forest. The CFC is directly responsible to the Council.

(B) The CFC shall also serve as the City's Tree Board for Tree City USA® qualification.

(Prior Code, § 9.205) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.091 BYLAWS.

The City Council shall adopt rules of procedure for the Community Forestry Commission following a standard template provided by the City.

~~§ 35.091 MEMBERSHIP.~~

~~(A) Members of the CFC shall be composed of seven members and one student member who shall be appointed by the City Council.~~

~~(B) Three members may reside outside the corporate limits of the city.~~

~~(C) Members shall be selected from a variety of organizations, interest groups, people with expertise in the growing, planting, and maintenance of trees, and the public at large.~~

~~(D) Members are required to attend training courses as assigned and approved by City Council.~~

~~(E) An individual member may not act in official capacity.~~

~~(F) The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasances in office.~~

~~(G) Commission members serve without compensation.~~

~~(Ord. 2020-04, passed 8-10-2020)~~

~~§ 35.092 TERMS OF OFFICE.~~

~~(A) CFC members shall be voting members and shall serve four year terms.~~

~~(B) Student members shall be voting members and shall serve two year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.~~

~~(C) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.~~

~~(D) Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.~~

~~(E) CFC Members must apply during open recruitment and be interviewed by City Council after each term to continue service. CFC members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.~~

~~(F) Members may not serve on more than two Boards or Commissions at the same time.~~

~~(G) Appointments to vacant positions shall be filled by City Council for the unexpired term.~~

~~(Prior Code, § 9.210) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)~~

~~§ 35.093 OFFICERS.~~

~~(A) The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled CFC meeting each year.~~

~~(B) The Chair may not serve more than 48-consecutive months.~~

~~(C) In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.~~

~~(D) The Chair shall:~~

~~(1) Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.~~

~~(2) Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.~~

~~(3) A CFC member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.~~

~~(4) The agenda shall follow a standard template provided by the City.~~
~~(5) Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.~~

~~(6) Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.~~

~~(7) The Chair shall submit and present an Annual Report to the City Council listing the CFC's major activities for the past year and objectives for the coming year.~~

~~(E) The Vice Chair shall preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.~~

~~(Prior Code, § 9.215) (Ord. 2009-04, passed 3-9-2009; Ord 2020-04, passed 8-10-2020)~~

§ ~~35.094~~ 35.092 EXPENSES.

Commission members shall be reimbursed for duly authorized expenses.

(Prior Code, § 9.220) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

~~§ 35.095 MEETINGS PROCEDURES AND QUORUM.~~

~~(A) *Meetings.*~~

~~(1) Unless otherwise required by state law or city code, the CFC shall hold meetings no less than four times a year unless more frequently as established by the CFC.~~

~~(2) At the first regularly scheduled CFC meeting each year, the CFC shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.~~

~~(3) The CFC meeting agenda and packet shall be distributed to the CFC at least five days prior to the meeting.~~

~~(4) All meetings are open to the public. Anyone wishing to speak to the CFC may do so under *Citizen Communications*. In the interest of time, comments may be limited to three minutes unless additional time is granted by the presiding officer.~~

~~(5) The student member may provide a report at every meeting.~~

~~(6) A public meeting is defined as two or more members meeting who have been delegated authority by the CFC to advise or make recommendations to the CFC.~~

~~(7) Special meetings may be called by a vote of the CFC at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three or more CFC members.~~

~~(8) All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (O.R.S. Chapter 192) and subject to Public Records Law (O.R.S. Chapter192).~~

~~(B) *Minutes.*~~

~~(1) The CFC may appoint a secretary at the first regularly scheduled CFC meeting of each year to take the CFC meeting minutes.~~

~~(2) Written minutes are required for all meetings.~~

~~(3) The minutes shall follow a standard template provided by the city.~~

~~(4) The meeting minutes shall briefly summarizing what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required~~

~~(5) Staff may take minutes if the CFC requests the city to do so.~~

~~(6) Staff shall review the minutes to assure compliance with state law.~~

~~(7) Staff shall post the approved minutes to the website as soon as possible.~~

~~(C) *Attendance.*~~

~~(1) Members are expected to attend every meeting.~~

~~(2) Members shall notify the staff liaison prior to the regular meeting to report an absence.~~

~~(3) The Chair, with the consent of the CFC, may submit a recommendation to City Council to deem a member's position vacant for three or more absences in a 12-month period.~~

~~(4) The City Recorder's Office shall notify any member who has three or more absences in a 12-month period that their position may be subject to vacancy.~~

~~(D) *Quorum.* Unless otherwise required by state law, a majority of the total number of voting CFC members constitutes a quorum.~~

~~(E) *Voting and decision making.*~~

~~(1) *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.~~

~~(2) The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.~~

~~(3) The CFC shall operate in the general public interest serving the community as a whole. The CFC shall serve no special interest(s) or endorse any commercial product or enterprise.~~

~~(F) *Conflicts of interest and ethics law.*~~

~~(1) CFC members are considered public officials subject to the Oregon Government Ethics Law(O.R.S. Ch. 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.~~

~~(2) CFC members are subject to the Restrictions on Political Campaigning when acting in official capacity (O.R.S. § 260.432).~~

~~(3) A civil penalty may be imposed by the State for each violation of any provision of the O.R.S.~~

~~(G) *Role of Council Liaison.*~~

~~(1) The Council Liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.~~

~~(2) Council Liaison's role is to collaborate between the City Council and the CFC to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.~~

~~(3) The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the CFC.~~

~~(H) *Role of staff liaison.*~~

~~(1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the CFC by utilizing their expertise regarding city policy and process.~~

~~(2) The staff liaison shall:~~

~~(a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a CFC.~~

~~(b) Review the agenda in consultation with the CFC Chair. The agenda shall follow a standard template provided by the city.~~

~~(c) Prepare, post and distribute the CFC packet at least five days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.~~

~~(d) Prepare CFC meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.~~

~~(e) Report any member who has three or more absences in a 12-month period to the City Recorder's Office.~~

~~(f) Additional staff liaison duties and responsibilities may be found in the Council Rules, § 14.~~

~~(I) *Registry.* The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (O.R.S. Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.~~

~~(J) *Amending bylaws.*~~

~~(1) A majority of all members must vote affirmatively to modify the CFC bylaws on at least two separate readings at two separate meetings.~~

~~(2) A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.~~

~~(3) All bylaws or rules, including changes, must be approved by the City Council.~~

~~(4) Bylaws shall follow a standard template provided by the city.~~

~~(Prior Code, § 9.225) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)~~

§ ~~35.096~~ 35.093 POWERS AND DUTIES.

The CFC is authorized to:

(A) Maintain the city's Significant Tree Register (Tree Register) by:

(1) Holding public hearings for designation of register trees and making recommendations to the City Council consistent with this subchapter.

(2) Holding public hearings for the removal of register tree designation and making recommendations to the City Council consistent with this subchapter.

(B) Promote protection and care of register trees in accordance with best arboriculture practices;

(C) Review proposed activities by the city that may affect protected trees and advise the Director, the Planning Commission, and City Council regarding such matters;

(D) Consider appeals of administrative decisions and Director referrals related to permits for removal or pruning protected trees. Appeals of CFC decisions shall be considered by City Council following the procedures set forth in the Development Code for Type I (Administrative Decisions).

(E) Perform other activities relating to urban forest including, but not limited to:

(1) Providing public education on the history and importance of the Tree Register;

(2) Providing advice to the City Council and other city boards on tree care and best management practices;

(3) Recommending to City Council or Planning Commission revisions to the Forest Grove Tree Protection ordinance contained in the Development Code;

(4) Providing technical information related to community tree issues;

(5) Making recommendations to the City Council for community forestry related programs and policies;

(6) Assist with the preparation and implementation of an urban forestry plan;

(7) Periodically reviewing and making recommendations for updating the Tree Register and urban forestry plan;

(8) Coordinating the city's annual Arbor Day celebration; and

(9) Recommending to the City Council the acceptance of grant funds and donations toward the protection and planting of trees in the community.

~~(F) Adopt rules and procedures for the operation of the CFC.~~

(Prior Code, § 9.230) (Ord. 200904, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ ~~35.097~~ 35.094 CRITERIA AND PROCEDURE FOR DESIGNATION OF REGISTER TREES.

(A) The criteria for designation of register trees are as follows:

(1) *Register Tree criteria*. A tree may be recommended for Tree Register designation if the CFC finds:

(a) The tree has a distinctive size, shape, or location which warrants a significant status;

(b) The tree has a special botanical significance as a specimen in the city area;

(c) The tree possesses exceptional beauty which warrants a significant status;

(d) The tree is significant due to a functional or aesthetic relationship to a natural resource;

(e) Along with one of the above, the tree is significant based upon its association with historic figures, properties, or the general growth and development of the city.

(2) *Grove criteria*. A grove may be recommended for Tree Register designation if the CFC finds:

(a) The grove is relatively mature and evenly aged;

(b) The grove has a purity of species composition, is of a rare or unusual nature, or is an exceptional example of a type of forest such as riparian or woodland;

(c) The grove is in a healthy growing condition;

(d) The grove has a crucial functional and/or aesthetic relationship to a natural resource; or

(e) The grove has a historic significance based upon its association with historic figures, properties, or the general growth and development of the city.

(B) *Update of Tree Register*. Provisions shall be made for periodic updates of the Tree Register as required by changes in the number and condition of significant trees.

(C) *Notification*. Prior to the public hearings specified in division (D) below, each property owner of the tree(s) or grove under consideration for Register Tree status shall be notified by mail. The notice shall inform tree or grove owners that they can request in writing that the tree(s) on their property not be considered for Register status. Attached to the recommendation to Council shall be a list of current property owners who have requested their tree(s) not be placed on the Register. The notice shall also include, at a minimum, the following:

(1) A brief explanation of the existence and function of the city's Tree Register;

(2) A statement that particular actions affecting the tree or grove will require prior review and action by the CFC or city staff, as provided in the Development Code;

(3) A statement that the CFC is available and willing to review on an informal basis any plans that may be prepared for work which might affect the tree or grove; and

(4) A statement that the city can provide resource materials and guidance in developing plans for work which may affect the tree or grove.

(D) *Public hearings*. The designation and updating of the Tree Register is classified as a Type IV procedure and is subject to all of the procedures and timelines outlined in § 17.1.710 of the Development Code. Designation requires public hearing before the following review bodies:

(1) Community Forestry Commission; and

(2) City Council.

(Prior Code, § 9.305) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ ~~35.098~~ 35.095 CRITERIA AND PROCEDURE FOR REMOVAL OF REGISTER TREE DESIGNATION.

(A) Removal of a designated tree from the Tree Register may be proposed by a property owner or his or her authorized agent, by the CFC, by the Director, or by the City Council. In proposing removal, an application shall be prepared and filed with the city, using prescribed forms. Notice of the public hearing shall be given as prescribed in §§ 17.1.610 and 17.1.620 of the Development Code for a Type III review.

(B) The CFC shall hold a public hearing, adopt findings addressing the criteria and make are commendation to the City Council.

(1) The CFC shall make its decision on the basis of the criteria contained in § 17.5.140(C) of the Development Code and shall make specific findings of fact as to whether the tree has lost its significant value based on these criteria.

(Prior Code, § 9.310) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ ~~35.099~~ 35.096 ANNUAL NOTIFICATION OF REGISTER TREE OWNERS.

(A) Once each year, between January 1 and April 1, the city shall mail a notice to the owners and occupants of the property on which each register tree is located.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of occupants shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or to remind the owners and occupants of the property that such tree or grove has been found by the city to be a significant tree or grove, and that its listing on the Tree Register subjects the tree or grove to certain review requirements and may require permit and city approval.

(Prior Code, § 9.315) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

PROPOSED CHANGES WITHOUT MARK-UP:

HISTORIC LANDMARKS BOARD

§ 35.065 PURPOSE.

(A) The purpose of the Historic Landmarks Board (HLB) 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 HLB is directly responsible to the Council.

(B) The further purpose of the HLB is to maintain a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the City.

(Prior Code, § 9.105) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)

§ 35.066 BYLAWS.

The City Council shall adopt rules of procedure for the Historic Landmarks Board following a standard template provided by the City.

§ 35.067 EXPENSES.

Commission members shall be reimbursed for duly authorized expenses.

(Prior Code, § 9.125) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)

§ 35.068 POWERS AND DUTIES.

The HLB is authorized to:

(A) Maintain the City's Register of Historic and Cultural Landmarks (Historic Register), by recommending to the City Council:

(1) the designation of historic or cultural landmark properties that meet the criteria for designation. All such designated landmarks shall be included in the Historic Register; and

(2) the removal of a landmark from the Historic Register.

(B) Regulate and protect landmarks through the review and approval or disapproval of certain proposed changes in accordance with the criteria for alterations or demolition of landmarks as contained in the Development Code;

(C) Review proposed activities by the City and other agencies that may seriously affect designated landmarks and advise the Planning Commission and City Council regarding such matters;

(D) Perform other activities relating to historic and cultural landmark preservation, including, but not limited to:

(1) Providing public education on the historic, scenic, and cultural landmarks of the city;

(2) Providing advice to the City Council and other city boards on preservation of historic and cultural landmarks;

(3) Providing technical economic information on preservation of historic and cultural landmarks;

(4) Making recommendations to the City Council for historic and cultural landmark preservation programs, such as tax incentives to preserve designated landmarks;

(5) Securing the views of the public and owners of landmarks regarding the community's cultural, historic, and scenic values;

(6) Maintaining criteria for inventory and evaluation to implement the purposes of this section;

(7) Periodically reviewing and making recommendations for updating the Historic Register; and

(8) Recommending to the City Council the acceptance of donations of funds and property, including partial interest in property such as facade easements.

(Prior Code, § 9.135) (Ord. 2009-04, passed 3-9-2009)

§ 35.069 CRITERIA FOR LANDMARK DESIGNATION.

The HLB may recommend that the City Council designate as a historic or cultural landmark and include in the Historic Register: any structure; archaeological or prehistoric site; or historic site, upon a finding by the HLB that the subject property:

(A) Is associated with events that have made a significant contribution to the history of the city, the county, the state, or the nation;

(B) Is associated with the lives of persons holding a significant place in the history of the city, the county, the state, or the nation;

(C) Embodies distinguishing architectural characteristics, in exterior design, of a period, style, method of construction, craftsmanship, or in use of indigenous materials;

(D) Is representative of the work of a designer, architect, or master builder who influenced the development and appearance of the city, the state, the Pacific Northwest, or the nation; and

(E) In the case of proposed designation of a site, yields or may be likely to yield information in history, prehistory, or archaeology.

(Prior Code, § 9.150) (Ord. 2009-04, passed 3-9-2009)

§ 35.070 PROCEDURE FOR LANDMARK DESIGNATION.

(A) Designation of property as a historic or cultural landmark may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department, using forms provided by the Director.

(B) Designation of property as a historic or cultural landmark is classified as a Type IV procedure, and is subject to all of the procedures and timelines outlined in the Development Code. Designation requires public hearings before the following review bodies:

(1) HLB; and

(2) City Council.

(C) If the HLB acts to reject a proposed designation, no further action shall be taken unless the applicant files an appeal of the action with the City Council.

(D) If the City Council acts to approve the proposed designation, or to approve the proposal with modifications, it shall adopt an ordinance setting forth the findings of fact on which such approval is based, and order an amendment of the zoning map to label the designated property with the Historic Landmarks (HL) overlay zone. Immediately upon designation of the property as a landmark, the designated landmark (not the entire tax lot) shall be subject to the provisions of this subchapter.

(E) Individual historic resources listed on the National Register of Historic Places shall automatically receive landmark designation on the date the property is listed. However, a landmark that is removed from the National Register of Historic Places will retain its local landmark designation unless the designation is removed through the procedures listed in this subchapter.

(Prior Code, § 9.155) (Ord. 2009-04, passed 3-9-2009)

§ 35.071 PROCEDURE FOR REMOVAL OF A LANDMARK DESIGNATION.

(A) Removal of a designated landmark from the Historic Register may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department.

(B) Removal of a designated landmark from the Historic Register is classified as a Type IV procedure, and is subject to all of the notice procedures and timelines outlined in the Development Code. Removal of the landmark designation requires two sequential public hearings before the following review bodies:

(1) Historic Landmarks Board; and

(2) City Council.

(C) The HLB shall make its decision on the basis of the criteria contained in § 35.070 and shall make specific findings of fact as to whether the landmark has lost its historic or cultural value based on these criteria.

(D) If the HLB acts to deny a request for removal of a landmark from the Historic Register, no further action shall be taken unless the applicant files an appeal of the ~~Board~~ HLB's action with the City Council.

(E) Within 60 days from the date of the recommendation by the HLB to approve a request to remove a landmark from the Historic Register, the City Council shall conduct a public hearing to consider the request and recommendation of the HLB. Public notice shall be provided in accordance with Type IV procedures. Following the public hearing, the City Council shall act to approve the removal of the landmark designation as requested, or to remove some portion of the landmark from the Historic Register, or to deny the request. When removing a landmark designation from the Historic Register, the ordinance shall amend the zoning map to remove the HL overlay zone from the property.

(Prior Code, § 9.160) (Ord. 2009-04, passed 3-9-2009)

§ 35.072 ANNUAL NOTIFICATION.

(A) Once each year, between January 1 and April 1, the Director shall mail notice to the owners and occupants on which each Historic Register landmark is located and to all owners of properties located within designated historic districts.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of residents shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or remind the owners and occupants of each landmark listed on the Historic Register that such landmark has been found by the city to be a significant historic or cultural landmark, and that its listing on the Historic Register subjects the property to certain review requirements.

(D) The notice shall also include, at a minimum, the following:

(1) A brief explanation of the existence and function of the City's Register of Historic and Cultural Landmarks;

(2) A statement that particular actions affecting the exterior appearance of landmarks will require prior review and action by the HLB or city staff, as provided in this subchapter;

(3) A statement that the HLB is available and willing to review on an informal basis any plans that may affect the historic or architectural integrity of the landmark; and

(3) A statement that the Community Development Department has access to resource materials and persons to provide guidance in developing plans for work that may affect the historic or architectural integrity of the landmark, and to assist in researching the history of the landmark.

(Prior Code, § 9.165) (Ord. 2009-04, passed 3-9-2009)

COMMUNITY FORESTRY COMMISSION

§ 35.090 PURPOSE.

(A) The purpose of the Community Forestry Commission (CFC) 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 related to the urban forest. The CFC is directly responsible to the Council.

(B) The CFC shall also serve as the City's Tree Board for Tree City USA® qualification.

(Prior Code, § 9.205) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.091 BYLAWS.

The City Council shall adopt rules of procedure for the Community Forestry Commission following a standard template provided by the City.

§ 35.092 EXPENSES.

Commission members shall be reimbursed for duly authorized expenses.

(Prior Code, § 9.220) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.093 POWERS AND DUTIES.

The CFC is authorized to:

(A) Maintain the city's Significant Tree Register (Tree Register) by:

(1) Holding public hearings for designation of register trees and making recommendations to the City Council consistent with this subchapter.

(2) Holding public hearings for the removal of register tree designation and making recommendations to the City Council consistent with this subchapter.

(B) Promote protection and care of register trees in accordance with best arboriculture practices;

(C) Review proposed activities by the city that may affect protected trees and advise the Director, the Planning Commission, and City Council regarding such matters;

(D) Consider appeals of administrative decisions and Director referrals related to permits for removal or pruning protected trees. Appeals of CFC decisions shall be considered by City Council following the procedures set forth in the Development Code for Type I (Administrative Decisions).

(E) Perform other activities relating to urban forest including, but not limited to:

(1) Providing public education on the history and importance of the Tree Register;

(2) Providing advice to the City Council and other city boards on tree care and best management practices;

(3) Recommending to City Council or Planning Commission revisions to the Forest Grove Tree Protection ordinance contained in the Development Code;

(4) Providing technical information related to community tree issues;

(5) Making recommendations to the City Council for community forestry related programs and policies;

(6) Assist with the preparation and implementation of an urban forestry plan;

(7) Periodically reviewing and making recommendations for updating the Tree Register and urban forestry plan;

(8) Coordinating the city's annual Arbor Day celebration; and

(9) Recommending to the City Council the acceptance of grant funds and donations toward the protection and planting of trees in the community.

(Prior Code, § 9.230) (Ord. 200904, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.094 CRITERIA AND PROCEDURE FOR DESIGNATION OF REGISTER TREES.

(A) The criteria for designation of register trees are as follows:

(1) *Register Tree criteria*. A tree may be recommended for Tree Register designation if the CFC finds:

(a) The tree has a distinctive size, shape, or location which warrants a significant status;

(b) The tree has a special botanical significance as a specimen in the city area;

(c) The tree possesses exceptional beauty which warrants a significant status;

(d) The tree is significant due to a functional or aesthetic relationship to a natural resource;

(e) Along with one of the above, the tree is significant based upon its association with historic figures, properties, or the general growth and development of the city.

(2) *Grove criteria*. A grove may be recommended for Tree Register designation if the CFC finds:

(a) The grove is relatively mature and evenly aged;

(b) The grove has a purity of species composition, is of a rare or unusual nature, or is an exceptional example of a type of forest such as riparian or woodland;

(c) The grove is in a healthy growing condition;

(d) The grove has a crucial functional and/or aesthetic relationship to a natural resource; or

(e) The grove has a historic significance based upon its association with historic figures, properties, or the general growth and development of the city.

(B) *Update of Tree Register*. Provisions shall be made for periodic updates of the Tree Register as required by changes in the number and condition of significant trees.

(C) *Notification*. Prior to the public hearings specified in division (D) below, each property owner of the tree(s) or grove under consideration for Register Tree status shall be notified by mail. The notice shall inform tree or grove owners that they can request in writing that the tree(s) on their property not be considered for Register status. Attached to the recommendation to Council shall be a list of current property owners who have requested their tree(s) not be placed on the Register. The notice shall also include, at a minimum, the following:

(1) A brief explanation of the existence and function of the city's Tree Register;

(2) A statement that particular actions affecting the tree or grove will require prior review and action by the CFC or city staff, as provided in the Development Code;

(3) A statement that the CFC is available and willing to review on an informal basis any plans that may be prepared for work which might affect the tree or grove; and

(4) A statement that the city can provide resource materials and guidance in developing plans for work which may affect the tree or grove.

(D) *Public hearings*. The designation and updating of the Tree Register is classified as a Type IV procedure and is subject to all of the procedures and timelines outlined in § 17.1.710 of the Development Code. Designation requires public hearing before the following review bodies:

(1) Community Forestry Commission; and

(2) City Council.

(Prior Code, § 9.305) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.095 CRITERIA AND PROCEDURE FOR REMOVAL OF REGISTER TREE DESIGNATION.

(A) Removal of a designated tree from the Tree Register may be proposed by a property owner or his or her authorized agent, by the CFC, by the Director, or by the City Council. In proposing removal, an application shall be prepared and filed with the city, using prescribed forms. Notice of the public hearing shall be given as prescribed in §§ 17.1.610 and 17.1.620 of the Development Code for a Type III review.

(B) The CFC shall hold a public hearing, adopt findings addressing the criteria and make are commendation to the City Council.

(1) The CFC shall make its decision on the basis of the criteria contained in § 17.5.140(C) of the Development Code and shall make specific findings of fact as to whether the tree has lost its significant value based on these criteria.

(Prior Code, § 9.310) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.096 ANNUAL NOTIFICATION OF REGISTER TREE OWNERS.

(A) Once each year, between January 1 and April 1, the city shall mail a notice to the owners and occupants of the property on which each register tree is located.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of occupants shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or to remind the owners and occupants of the property that such tree or grove has been found by the city to be a significant tree or grove, and that its listing on the Tree Register subjects the tree or grove to certain review requirements and may require permit and city approval.

(Prior Code, § 9.315) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

FISCAL IMPACT:

Adoption of the ordinance will have no fiscal impact on the City.

STAFF RECOMMENDATION:

Staff recommends City Council approve the attached ordinance and corresponding bylaws.

ATTACHMENT:

- Ordinance 2024-03
- Exhibit A: Amended Code Text

ORDINANCE NO. 2024-03

ORDINANCE AMENDING TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.065 THROUGH §35.095 OF CITY CODE, RELATING TO HISTORIC LANDMARKS BOARD AND COMMUNITY FORESTRY COMMISSION

WHEREAS, the Historic Landmarks Board (HLB) was established by Ordinance No. 1980-15, which was adopted by the City Council on September 8, 1980, and its current bylaws set by Ordinance 2020-02; and

WHEREAS, the Community Forestry Commission (CFC) was established by Resolution No. 1992-23, which was adopted by the City Council on May 26, 1992, and its current bylaws set by Ordinance 2020-04; and

WHEREAS, pursuant to Resolution No. 2023-54, the Council amended its Council Rules of Procedure, §14, relating to the Advisory Boards, Commissions and Committees (B/C); and

WHEREAS, as set forth in the Council Rules of Procedure, § 14.15, bylaws shall follow a standard template provided by the City and must be approved by Council Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council hereby amends Forest Grove Code of Ordinances Title III (Administration) §35.065 through §35.095 to read as shown in Exhibit A.

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

PRESENTED AND PASSED first reading this 12th day of February, 2024.

PASSED the second reading this 26th day of February, 2024.

_____

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of February, 2024.

_____

Malynda H. Wenzl, Mayor

HISTORIC LANDMARKS BOARD

§ 35.065 PURPOSE.

(A) The purpose of the Historic Landmarks Board (HLB) 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 HLB is directly responsible to the Council.

(B) The further purpose of the HLB is to maintain a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the City.

(Prior Code, § 9.105) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)

§ 35.066 BYLAWS.

The City Council shall adopt rules of procedure for the Historic Landmarks Board following a standard template provided by the City.

§ 35.067 EXPENSES.

Commission members shall be reimbursed for duly authorized expenses.

(Prior Code, § 9.125) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-02, passed 5-26-2020)

§ 35.068 POWERS AND DUTIES.

The HLB is authorized to:

(A) Maintain the City's Register of Historic and Cultural Landmarks (Historic Register), by recommending to the City Council:

(1) the designation of historic or cultural landmark properties that meet the criteria for designation. All such designated landmarks shall be included in the Historic Register; and

(2) the removal of a landmark from the Historic Register.

(B) Regulate and protect landmarks through the review and approval or disapproval of certain proposed changes in accordance with the criteria for alterations or demolition of landmarks as contained in the Development Code;

(C) Review proposed activities by the City and other agencies that may seriously affect designated landmarks and advise the Planning Commission and City Council regarding such matters;

(D) Perform other activities relating to historic and cultural landmark preservation, including, but not limited to:

(1) Providing public education on the historic, scenic, and cultural landmarks of the city;

(2) Providing advice to the City Council and other city boards on preservation of historic and cultural landmarks;

(3) Providing technical economic information on preservation of historic and cultural landmarks;

(4) Making recommendations to the City Council for historic and cultural landmark preservation programs, such as tax incentives to preserve designated landmarks;

(5) Securing the views of the public and owners of landmarks regarding the community's cultural, historic, and scenic values;

(6) Maintaining criteria for inventory and evaluation to implement the purposes of this section;

(7) Periodically reviewing and making recommendations for updating the Historic Register; and

(8) Recommending to the City Council the acceptance of donations of funds and property, including partial interest in property such as facade easements.

(Prior Code, § 9.135) (Ord. 2009-04, passed 3-9-2009)

§ 35.069 CRITERIA FOR LANDMARK DESIGNATION.

The HLB may recommend that the City Council designate as a historic or cultural landmark and include in the Historic Register: any structure; archaeological or prehistoric site; or historic site, upon a finding by the HLB that the subject property:

(A) Is associated with events that have made a significant contribution to the history of the city, the county, the state, or the nation;

(B) Is associated with the lives of persons holding a significant place in the history of the city, the county, the state, or the nation;

(C) Embodies distinguishing architectural characteristics, in exterior design, of a period, style, method of construction, craftsmanship, or in use of indigenous materials;

(D) Is representative of the work of a designer, architect, or master builder who influenced the development and appearance of the city, the state, the Pacific Northwest, or the nation; and

(E) In the case of proposed designation of a site, yields or may be likely to yield information in history, prehistory, or archaeology.

(Prior Code, § 9.150) (Ord. 2009-04, passed 3-9-2009)

§ 35.070 PROCEDURE FOR LANDMARK DESIGNATION.

(A) Designation of property as a historic or cultural landmark may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department, using forms provided by the Director.

(B) Designation of property as a historic or cultural landmark is classified as a Type IV procedure and is subject to all of the procedures and timelines outlined in the Development Code. Designation requires public hearings before the following review bodies:

(1) HLB; and

(2) City Council.

(C) If the HLB acts to reject a proposed designation, no further action shall be taken unless the applicant files an appeal of the action with the City Council.

(D) If the City Council acts to approve the proposed designation, or to approve the proposal with modifications, it shall adopt an ordinance setting forth the findings of fact on which such approval is based and order an amendment of the zoning map to label the designated property with the Historic Landmarks (HL) overlay zone. Immediately upon designation of the property as a landmark, the designated landmark (not the entire tax lot) shall be subject to the provisions of this subchapter.

(E) Individual historic resources listed on the National Register of Historic Places shall automatically receive landmark designation on the date the property is listed. However, a landmark that is removed from the National Register of Historic Places will retain its local landmark designation unless the designation is removed through the procedures listed in this subchapter.

(Prior Code, § 9.155) (Ord. 2009-04, passed 3-9-2009)

§ 35.071 PROCEDURE FOR REMOVAL OF A LANDMARK DESIGNATION.

(A) Removal of a designated landmark from the Historic Register may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department.

(B) Removal of a designated landmark from the Historic Register is classified as a Type IV procedure, and is subject to all of the notice procedures and timelines outlined in the Development Code. Removal of the landmark designation requires two sequential public hearings before the following review bodies:

(1) Historic Landmarks Board; and

(2) City Council.

(C) The HLB shall make its decision on the basis of the criteria contained in § 35.070 and shall make specific findings of fact as to whether the landmark has lost its historic or cultural value based on these criteria.

(D) If the HLB acts to deny a request for removal of a landmark from the Historic Register, no further action shall be taken unless the applicant files an appeal of the ~~Board~~ HLB's action with the City Council.

(E) Within 60 days from the date of the recommendation by the HLB to approve a request to remove a landmark from the Historic Register, the City Council shall conduct a public hearing to consider the request and recommendation of the HLB. Public notice shall be provided in accordance with Type IV procedures. Following the public hearing, the City Council shall act to approve the removal of the landmark designation as requested, or to remove some portion of the landmark from the Historic Register, or to deny the request. When removing a landmark designation from the Historic Register, the ordinance shall amend the zoning map to remove the HL overlay zone from the property.

(Prior Code, § 9.160) (Ord. 2009-04, passed 3-9-2009)

§ 35.072 ANNUAL NOTIFICATION.

(A) Once each year, between January 1 and April 1, the Director shall mail notice to the owners and occupants on which each Historic Register landmark is located and to all owners of properties located within designated historic districts.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of residents shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or remind the owners and occupants of each landmark listed on the Historic Register that such landmark has been found by the

city to be a significant historic or cultural landmark, and that its listing on the Historic Register subjects the property to certain review requirements.

(D) The notice shall also include, at a minimum, the following:

(1) A brief explanation of the existence and function of the City's Register of Historic and Cultural Landmarks;

(2) A statement that particular actions affecting the exterior appearance of landmarks will require prior review and action by the HLB or city staff, as provided in this subchapter;

(3) A statement that the HLB is available and willing to review on an informal basis any plans that may affect the historic or architectural integrity of the landmark; and

(3) A statement that the Community Development Department has access to resource materials and persons to provide guidance in developing plans for work that may affect the historic or architectural integrity of the landmark, and to assist in researching the history of the landmark.

(Prior Code, § 9.165) (Ord. 2009-04, passed 3-9-2009)

COMMUNITY FORESTRY COMMISSION

§ 35.090 PURPOSE.

(A) The purpose of the Community Forestry Commission (CFC) 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 related to the urban forest. The CFC is directly responsible to the Council.

(B) The CFC shall also serve as the City's Tree Board for Tree City USA® qualification.

(Prior Code, § 9.205) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.091 BYLAWS.

The City Council shall adopt rules of procedure for the Community Forestry Commission following a standard template provided by the City.

§ 35.092 EXPENSES.

Commission members shall be reimbursed for duly authorized expenses.

(Prior Code, § 9.220) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.093 POWERS AND DUTIES.

The CFC is authorized to:

(A) Maintain the city's Significant Tree Register (Tree Register) by:

(1) Holding public hearings for designation of register trees and making recommendations to the City Council consistent with this subchapter.

(2) Holding public hearings for the removal of register tree designation and making recommendations to the City Council consistent with this subchapter.

(B) Promote protection and care of register trees in accordance with best arboriculture practices;

(C) Review proposed activities by the city that may affect protected trees and advise the Director, the Planning Commission, and City Council regarding such matters;

(D) Consider appeals of administrative decisions and Director referrals related to permits for removal or pruning protected trees. Appeals of CFC decisions shall be considered by City Council following the procedures set forth in the Development Code for Type I (Administrative Decisions).

(E) Perform other activities relating to urban forest including, but not limited to:

(1) Providing public education on the history and importance of the Tree Register;

(2) Providing advice to the City Council and other city boards on tree care and best management practices;

(3) Recommending to City Council or Planning Commission revisions to the Forest Grove Tree Protection ordinance contained in the Development Code;

(4) Providing technical information related to community tree issues;

(5) Making recommendations to the City Council for community forestry related programs and policies;

(6) Assist with the preparation and implementation of an urban forestry plan;

(7) Periodically reviewing and making recommendations for updating the Tree Register and urban forestry plan;

(8) Coordinating the city's annual Arbor Day celebration; and

(9) Recommending to the City Council the acceptance of grant funds and donations toward the protection and planting of trees in the community.

(Prior Code, § 9.230) (Ord. 200904, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.094 CRITERIA AND PROCEDURE FOR DESIGNATION OF REGISTER TREES.

(A) The criteria for designation of register trees are as follows:

(1) *Register Tree criteria*. A tree may be recommended for Tree Register designation if the CFC finds:

(a) The tree has a distinctive size, shape, or location which warrants a significant status;

(b) The tree has a special botanical significance as a specimen in the city area;

(c) The tree possesses exceptional beauty which warrants a significant status;

(d) The tree is significant due to a functional or aesthetic relationship to a natural resource;

(e) Along with one of the above, the tree is significant based upon its association with historic figures, properties, or the general growth and development of the city.

(2) *Grove criteria*. A grove may be recommended for Tree Register designation if the CFC finds:

(a) The grove is relatively mature and evenly aged;

(b) The grove has a purity of species composition, is of a rare or unusual nature, or is an exceptional example of a type of forest such as riparian or woodland;

(c) The grove is in a healthy growing condition;

(d) The grove has a crucial functional and/or aesthetic relationship to a natural resource; or

(e) The grove has a historic significance based upon its association with historic figures, properties, or the general growth and development of the city.

(B) *Update of Tree Register*. Provisions shall be made for periodic updates of the Tree Register as required by changes in the number and condition of significant trees.

(C) *Notification*. Prior to the public hearings specified in division (D) below, each property owner of the tree(s) or grove under consideration for Register Tree status shall be notified by mail. The notice
shall inform tree or grove owners that they can request in writing that the tree(s) on their property not be considered for Register status. Attached to the recommendation to Council shall be a list of current property owners who have requested their tree(s) not be placed on the Register. The notice shall also include, at a minimum, the following:

(1) A brief explanation of the existence and function of the city's Tree Register;

(2) A statement that particular actions affecting the tree or grove will require prior review and action by the CFC or city staff, as provided in the Development Code;

(3) A statement that the CFC is available and willing to review on an informal basis any plans that may be prepared for work which might affect the tree or grove; and

(4) A statement that the city can provide resource materials and guidance in developing plans for work which may affect the tree or grove.

(D) *Public hearings*. The designation and updating of the Tree Register is classified as a Type IV procedure and is subject to all of the procedures and timelines outlined in § 17.1.710 of the Development Code. Designation requires public hearing before the following review bodies:

(1) Community Forestry Commission; and

(2) City Council.

(Prior Code, § 9.305) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.095 CRITERIA AND PROCEDURE FOR REMOVAL OF REGISTER TREE DESIGNATION.

(A) Removal of a designated tree from the Tree Register may be proposed by a property owner or his or her authorized agent, by the CFC, by the Director, or by the City Council. In proposing removal, an application shall be prepared and filed with the city, using prescribed forms. Notice of the public hearing shall be given as prescribed in §§ 17.1.610 and 17.1.620 of the Development Code for a Type III review.

(B) The CFC shall hold a public hearing, adopt findings addressing the criteria and make are commendation to the City Council.

(1) The CFC shall make its decision on the basis of the criteria contained in § 17.5.140(C) of the Development Code and shall make specific findings of fact as to whether the tree has lost its significant value based on these criteria.

(Prior Code, § 9.310) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

§ 35.096 ANNUAL NOTIFICATION OF REGISTER TREE OWNERS.

(A) Once each year, between January 1 and April 1, the city shall mail a notice to the owners and occupants of the property on which each register tree is located.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of occupants shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or to remind the owners and occupants of the property that such tree or grove has been found by the city to be a significant tree or grove, and that its listing on the Tree Register subjects the tree or grove to certain review requirements and may require permit and city approval.

(Prior Code, § 9.315) (Ord. 2009-04, passed 3-9-2009; Ord. 2020-04, passed 8-10-2020)

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	02.26.2024
FINAL ACTION:	Reso. 2024-04

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Mariah Woods, City Recorder*

MEETING DATE: *26 February, 2024*

SUBJECT TITLE: *Adopt Bylaws for Boards & Commissions*

ACTION REQUESTED:		**Ordinance**		**Order**	**X**	**Resolution**		**Motion**		**Informational**

ISSUE STATEMENT

The City Council passed Resolution 2023-54 on November 13, 2023, updating section 14 of Council rules relating to Boards and Commissions. Per City Charter, § 11, and Council Rules of Procedure, § 14.15, these updates require that the bylaws for each B/C be updated and subsequently approved by the Council. The bylaws for most of the boards and commission were passed on January 8, 2024, in Resolution 2024-01.

Ordinance 2024-03 passed its first reading on February 12, 2024, and is slated for a second reading on February 26, 2024. This ordinance removes bylaw language from the Community Forestry Commission (CFC) and Historic Landmarks Board (HLB) sections of the City Code, allowing the Council to pass updated bylaws for the CFC and HLB. Resolution 2024-04 would pass those bylaws, in following with the updated city template.

STAFF RECOMMENDATION

Staff recommends that City Council approve the attached resolution and corresponding bylaws.

ATTACHMENT

- Resolution 2024-04
- CFC and HLB Bylaws

RESOLUTION NO. 2024-04

ADOPTING BYLAWS FOR THE CITY OF FOREST GROVE COMMUNITY FORESTRY COMMISSION AND HISTORIC LANDMARKS BOARD

WHEREAS, the Community Forestry Commission (CFC) was established by Resolution No. 1992-23, which was adopted by the City Council on May 26, 1992, and its current bylaws set by Ordinance 2020-04; and

WHEREAS, the Historic Landmarks Board (HLB) was established by Ordinance No. 1980-15, which was adopted by the City Council on September 8, 1980, and its current bylaws set by Ordinance 2020-02; and

WHEREAS, Resolution No. 2023-54 amended the Council Rules of Procedure, §14, relating to the Advisory Boards, Commissions and Committees (B/C); and

WHEREAS, the City Council passed Ordinance No. 2024-03 removing bylaw language for the CFC and HLB from City Code; and

WHEREAS, as set forth in the Council Rules of Procedure, § 14.15, bylaws shall follow a standard template provided by the City and must be approved by Council Resolution; and

WHEREAS, Exhibits A and B comprise the updated bylaws for CFC and HLB.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City hereby accepts and adopts the City of Forest Grove Community Forestry Commission and Historic Landmarks Board bylaws, attached as Exhibits A and B.

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

PRESENTED AND PASSED this 26th day of February, 2024.

_____

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of February, 2024.

_____

Malynda H. Wenzl, Mayor

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City Of Forest Grove Community Forestry Commission

Community Forestry Commission Bylaws

Section 1: Community Forestry Commission (herein referred to as CFC)

Section 2: Established by Council Resolution No. 1992-23 on May 26, 1992

Section 3: Purpose

1. The purpose of the CFC is to encourage broad-based community representation and to advise City Council within the scope of Council Goals and objectives, unless otherwise directed by Council.
2. The purpose of Community Forestry Commission, Code § 35.090-35.099, is to encourage broad-based community representation and advise City Council on public policy issues affecting Forest Grove and Council adopted Goals and Objectives related to the urban forest.
3. The Community Forestry Commission serves as the City's Tree Board for Tree City USA® qualification and works to increase the number of trees in the community through planting programs, education and protection of existing trees.

Section 4: Powers and Responsibilities/Objectives

1. Maintain the City's Significant Tree Register;
2. Promote activities relating to urban forest, tree care and best management practices;
3. Recommend to City Council or Planning Commission revisions to the Forest Grove Tree Protection ordinance contained in the Development Code;
4. Coordinate the City's annual Arbor Day celebration; and
5. Make funding recommendations for the Tree Management Program.

Section 5: Organization and Structure

1. Membership:
   a. CFC shall be composed of 7 members and one student member.
   b. A maximum of 2 members may reside outside of city limits, so long as those members reside within the Forest Grove School District. All remaining Members must live within the City limits.
   c. Members are selected from a variety of organizations, interest groups and people with expertise in the growing, planting, and maintenance of trees, and community at-large.
   d. Members are required to attend any assigned trainings.
   e. An individual member may not act in an official capacity.

f. The City Council may remove a member for any reason, including neglect of duty or malfeasance in office.
g. Members serve without compensation.

2. Terms of Office:
   a. Members shall be voting members and serve four (4) year terms. Student members shall be voting members and serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
   b. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
   c. Members may not serve on more than two (2) B/Cs concurrently.
   d. Appointments to vacant positions may be filled for the unexpired term with consent of Council.

3. Officers:
   The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled meeting of each year. A member may not serve as chair for more than 48-consecutive months.

4. Powers and Duties of Officers:
   In the absence of the Chair and Vice Chair, the member with the longest continuous service shall serve as Presiding Officer pro tempore until such time the meeting is adjourned.

   (1) Chair shall:
      a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
      b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered. The agenda shall follow a standard template provided by the City.
      c. A member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the item will be placed on the next regularly scheduled meeting agenda or an agreed upon future agenda.
      d. Ensure that all actions are properly taken and recorded and, if required, sign findings and recommendations.
      e. Present recommendations to the City Council.
      f. Submit and present an Annual Report to the City Council, following a standard template provided by the City.

   (2) Vice Chair shall:
      Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

1. Meetings:
    a. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).
    b. CFC shall hold meetings no less than four (4) times a year.
    c. In January of each year, CFC shall adopt a schedule of its meetings for the coming year, and schedule its Annual Report presentation to the City Council.
    d. The meeting agenda and packet shall be distributed and noticed at least five (5) days prior to the meeting.
    e. All meetings are open to the public. Anyone wishing to speak may do so under *Citizen Communications*. Comments may be limited to three (3) minutes per person.
    f. The student member may provide a report at every meeting.
    g. A public meeting is defined as <u>two (2) or more members</u> meeting who have been delegated authority by the B/C to advise or make recommendations.
    h. CFC may form subcommittees to address specific topics only with approval from the City Council.

2. Minutes:
    a. Written minutes are required for all meetings.
    b. The minutes shall follow a standard template provided by the City.
    c. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
    d. CFC may appoint a secretary at the first regularly scheduled meeting of each year to take the B/C meeting minutes.
    e. Staff may take minutes if the B/C requests the City to do so.
    f. Staff shall review the minutes to assure compliance with state law.
    g. Staff shall post the approved minutes to the website as soon as possible.

3. Attendance:
    a. Members are expected to attend every meeting.
    b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
    c. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
    d. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

4. Quorum:
    Unless otherwise required by state law, a majority of the total number of

voting members constitutes a quorum.

5. Voting and Decision Making:
   a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
   b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote, the motion fails.

6. Conflicts of Interest and Ethics Law:
   a. Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
   b. Members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
   c. CFC shall not conduct fundraising activities without authorization from the Council.

7. Role of Council Liaison:
   a. The Council liaison shall be a non-voting member.
   b. Communicate between the B/C and the Council, representing each group's collective interest to the other, and ensuring that B/C is working within Council Goals and Objectives
   c. Actively attend and report to each entity at their regularly scheduled meetings.

8. Role of Staff Liaison:
   a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of their positions.
   b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
   c. Prepare, post and distribute the packet.
   d. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
   e. Staff work for B/C's shall be limited to the above outlined responsibilities unless otherwise directed by the City Manager, and the B/C shall not assign work to staff.

9. Amending Bylaws:
   a. A majority of all members must vote affirmatively to recommend bylaw changes to the City Council.
   b. All bylaws must be approved by the City Council.
   c. Bylaws shall follow a standard template provided by the City.

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Historic Landmarks Board Bylaws

Section 1: **Historic Landmarks Board** (herein referred to as HLB)

Section 2: Established by Council Ordinance No. 1980-15 on September 8, 1980.

Section 3: **Purpose**

1. The purpose of the HLB is to encourage broad-based community representation and to advise City Council within the scope of Council Goals and objectives, unless otherwise directed by Council.
2. The purpose of the HLB, Code § 35.065-35.072, is to encourage broad-based community representation and advise City Council on public policy issues affecting Forest Grove and Council adopted Goals and Objectives related to historic and cultural landmark preservation.
3. The HLB maintains a comprehensive program to identify, designate, and protect the history, culture, archeology, and landscape of the City.

Section 4: **Powers and Responsibilities/Objectives**

The HLB is authorized to:

1. Maintain the City's Register of Historic and Cultural Landmarks (Historic Register), by recommending to the City Council:
    a. the designation of historic or cultural landmark properties that meet the criteria for designation. All such designated landmarks shall be included in the Historic Register; and
    b. the removal of a landmark from the Historic Register.
2. Regulate and protect landmarks through the review and approval or disapproval of certain proposed changes in accordance with the criteria for alterations or demolition of landmarks as contained in the Development Code;
3. Review proposed activities by the City and other agencies that may seriously affect designated landmarks and advise the Planning Commission and City Council regarding such matters;
4. Perform other activities relating to historic and cultural landmark preservation, including, but not limited to:
    a. Providing public education on the historic, scenic, and cultural landmarks of the city;
    b. Providing advice to the City Council and other City boards on preservation of historic and cultural landmarks;
    c. Providing technical economic information on preservation of historic and cultural landmarks;

d. Making recommendations to the City Council for historic and cultural landmark preservation programs, such as tax incentives to preserve designated landmarks;
e. Securing the views of the public and owners of landmarks regarding the community's cultural, historic, and scenic values;
f. Maintaining criteria for inventory and evaluation to implement the purposes of this section;
g. Periodically reviewing and making recommendations for updating the Historic Register; and
h. Recommending to the City Council the acceptance of donations of funds and property, including partial interest in property such as facade easements.

Section 5: Organization and Structure

1. Membership:
   a. HLB shall be composed of 7 members and one student member.
   b. A maximum of 2 members may reside outside of city limits, so long as those members reside within the Forest Grove School District. All remaining Members must live within the City limits.
   c. All members shall have a demonstrated positive interest, competence or knowledge of historic preservation.
   d. Members are required to attend any assigned trainings.
   e. An individual member may not act in an official capacity.
   f. The City Council may remove a member for any reason, including neglect of duty or malfeasance in office.
   g. Members serve without compensation.

2. Terms of Office:
   a. Members shall be voting members and serve four (4) year terms. Student members shall be voting members and serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
   b. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
   c. Members may not serve on more than two (2) B/Cs concurrently.
   d. Appointments to vacant positions may be filled for the unexpired term with consent of Council.

3. Officers:
   The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled meeting of each year. A member may not serve as chair for more than 48-consecutive months.

4. Powers and Duties of Officers:
   In the absence of the Chair and Vice Chair, the member with the longest continuous service shall serve as Presiding Officer pro tempore until such time the meeting is adjourned.

(1) Chair shall:

a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered. The agenda shall follow a standard template provided by the City.
c. A member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the item will be placed on the next regularly scheduled meeting agenda or an agreed upon future agenda.
d. Ensure that all actions are properly taken and recorded and, if required, sign findings and recommendations.
e. Present recommendations to the City Council.
f. Submit and present an Annual Report to the City Council, following a standard template provided by the City.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

1. Meetings:
   a. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).
   b. HLB shall hold meetings no less than four (4) times a year.
   c. In January of each year, HLB shall adopt a schedule of its meetings for the coming year and schedule its Annual Report presentation to the City Council. Additional meetings outside of the adopted schedule may be scheduled as needed for application reviews.
   d. The meeting agenda and packet shall be distributed and noticed at least five (5) days prior to the meeting.
   e. All meetings are open to the public. Anyone wishing to speak may do so under *Citizen Communications*. Comments may be limited to three (3) minutes per person.
   f. The student member may provide a report at every meeting.
   g. A public meeting is defined as <u>two (2) or more members</u> meeting who have been delegated authority by the B/C to advise or make recommendations.
   h. The B/C may form subcommittees to address specific topics only with approval from the City Council.

2. Minutes:
   a. Written minutes are required for all meetings.

b. The minutes shall follow a standard template provided by the City.
c. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
d. HLB may appoint a secretary at the first regularly scheduled meeting of each year to take the B/C meeting minutes.
e. Staff may take minutes if the B/C requests the City to do so.
f. Staff shall review the minutes to assure compliance with state law.
g. Staff shall post the approved minutes to the website as soon as possible.

3. Attendance:
   a. Members are expected to attend every meeting.
   b. Members shall notify the Staff Liaison prior to the regular meeting to report an absence.
   c. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
   d. The Chair, with the consent of the HLB, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

4. Quorum:
   Unless otherwise required by state law, a majority of the total number of voting members constitutes a quorum.

5. Voting and Decision Making:
   a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
   b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote, the motion fails.

6. Conflicts of Interest and Ethics Law:
   a. Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
   b. Members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
   c. The HLB shall not conduct fundraising activities without authorization from the Council.

7. Role of Council Liaison:
   a. The Council liaison shall be a non-voting member.
   b. Communicate between the HLB and the Council, representing each group's collective interest to the other, and ensuring that the HLB is working within Council Goals and Objectives

c. Actively attend and report to each entity at their regularly scheduled meetings.

8. Role of Staff Liaison:
    a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of their positions.
    b. Review the agenda in consultation with the HLB Chair. The agenda shall follow a standard template provided by the City.
    c. Prepare, post and distribute the packet.
    d. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
    e. Staff work for the HLB shall be limited to the above outlined responsibilities unless otherwise directed by the City Manager, and the HLB shall not assign work to staff.

9. Amending Bylaws:
    a. A majority of all members must vote affirmatively to recommend bylaw changes to the City Council.
    b. All bylaws must be approved by the City Council.
    c. Bylaws shall follow a standard template provided by the City.

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CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	
FINAL ACTION:	

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Keith Hormann, L&P Director*

MEETING DATE: *February 26, 2024*

SUBJECT TITLE: *PGE Exclusion Resolution*

ACTION REQUESTED:		Ordinance		Order	X	Resolution		Motion		Informational

X all that apply

BACKGROUND:

Per the passage of Ordinance 2023-06 on November 27, 2023, the City Council approved the annexation of 20 acres of property at 910 Martin Road. This property has electric service provided by Portland General Electric (PGE). Per Oregon Revised Statute (ORS) 221.420(2)(a), the City of Forest Grove has the right to exclude or reject PGE from servicing this property, and it can now be served with City of Forest Grove power services. The City has worked collaboratively with Portland General Electric on annexing this property into Forest Grove Light and Power's service territory.

FISCAL IMPACT: Under current conditions, approximately $1,000 in revenue per year for electric service to a single customer currently located at 910 Martin Road. The property is zoned Industrial and therefore revenue may increase depending upon what industry may develop there.

STAFF RECOMMENDATION: Staff recommends City Council adopt the proposed resolution to exclude PGE and assume City of Forest Grove Light and Power electric service.

ATTACHMENTS:

- Resolution Exercising City Authority
- Powerpoint Describing Annexed Property

RESOLUTION NO. 2024-05

RESOLUTION EXERCISING CITY AUTHORITY TO EXCLUDE AND EJECT PUBLIC UTILITY FROM TERRITORY ANNEXED INTO THE CITY

WHEREAS, the City, through the Light and Power Department, provides electric service to customers within the City limits and some surrounding areas; and

WHEREAS, the City has taken all actions necessary and appropriate to annex into the City limits that certain territory shown on Exhibit A hereto ("Annexed Territory"); and

WHEREAS, the Annexed Territory has heretofore been included in the exclusive service territory allocated by the Oregon Public Utility Commission to Portland General Electric ("PGE"); and

WHEREAS, so long as the Annexed Territory remains within PGE's exclusive service territory, no person other than PGE may offer or provide electric service to any customer located in the Annexed Territory; and

WHEREAS, the City has the statutory authority pursuant to ORS 221.420(2)(a) to "exclude or eject" PGE from the Annexed Territory; and

WHEREAS, upon exercising its statutory authority to exclude or eject PGE from the Annexed Territory, the City may lawfully offer and provide electric service to all current and future customers located in the Annexed Territory.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council hereby exercises its statutory authority pursuant to ORS 221.420(2)(a) to exclude or eject PGE from the Annexed Territory.

Section 2. The City Council hereby authorizes and directs the Light and Power Department to take all actions that are necessary and appropriate to offer and to provide electric service to current and future customers located in the Annexed Territory consistent with the duly adopted rates, terms, and conditions of service applicable to such customer.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of February, 2024.

_____
Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of February, 2024.

_____
Malynda H. Wenzel, Mayor

FOREST GROVE OREGON

EVERS PROPERTY

ZONING MAP AMENDMENT

FILE NO. 311-23-000017-PLNG

Dan Riordan, Senior Planner

Bryan Pohl, Director of Community Development

11/27/2023

PUBLIC HEARING PURPOSE

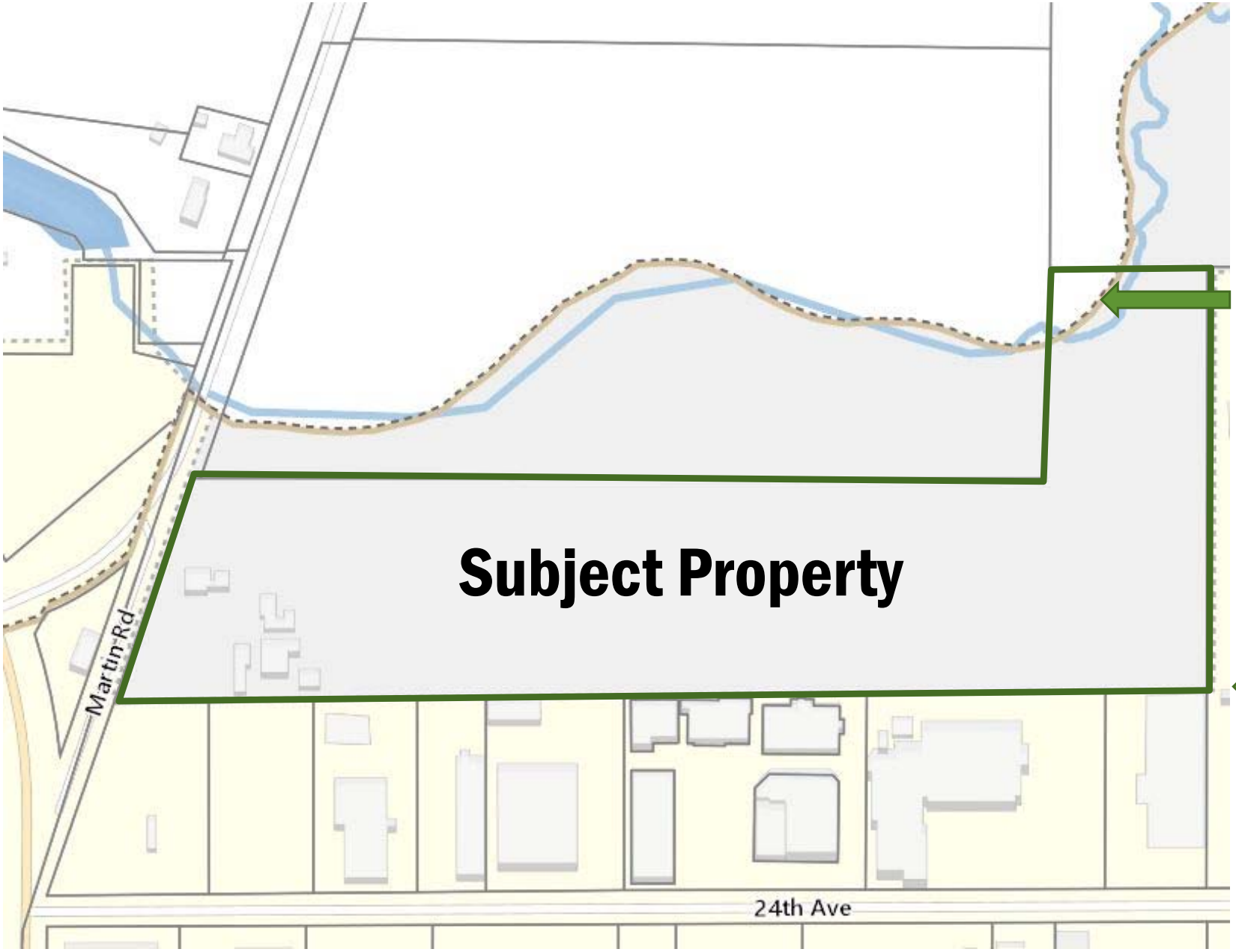
- The owner of land north of the 24th Avenue industrial district, and east of Martin Road, requests that City Council adopt an order amending the Forest Grove zoning map to assign a City zoning district to land subject to annexation.

- The area for redesignation is inside the urban growth boundary and is zoned Future Development-10 by Washington County.

- The Forest Grove Zoning Map designates the property inside the urban growth boundary as General Industrial.

- The property owner requests that the property inside the urban growth boundary be zoned General Industrial upon annexation.

OVERVIEW



Urban Growth Boundary

City Limits

FOREST GROVE OREGON

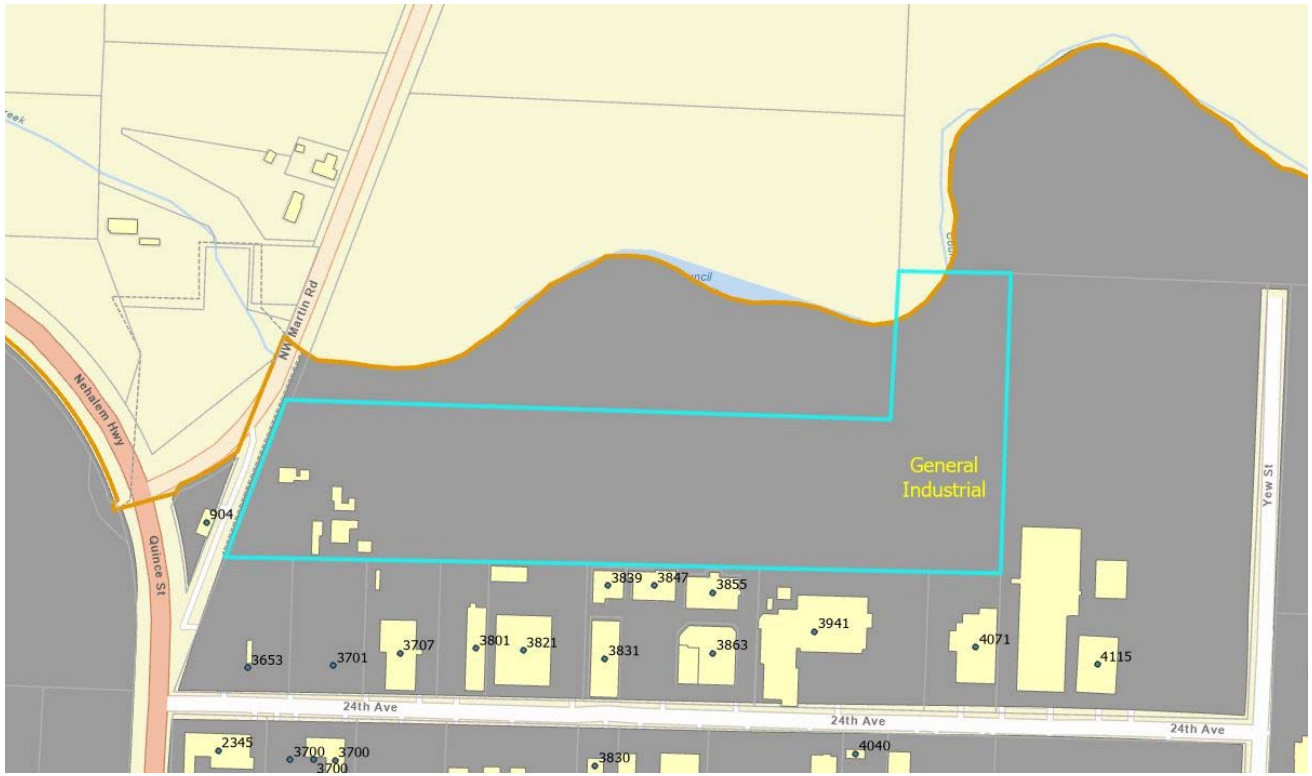
OVERVIEW

Current Washington County Zoning

FOREST GROVE OREGON

OVERVIEW

Forest Grove Comprehensive Plan Map Designation



FOREST GROVE OREGON

REVIEW CRITERIA

- Zoning Map Amendments (Development Code §17.2.770):

- ✓ The zone change is consistent with the Comprehensive Plan map.

- ✓ The zone change is consistent with the relevant goals and policies of Comprehensive Plan.

- ✓ The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity.

REVIEW CRITERIA

- Zoning Map Amendments (DC 17.2.770):

- ✓ The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities or reduce the level of service below acceptable levels.

- ✓ Public facilities and services for water supply, sanitary waste disposal, stormwater disposal and police and fire protection are capable of supporting the uses allowed by the zone.

- ✓ Establishment of the zone district is not subject to the meeting of conditions.

PLANNING COMMISSION REVIEW

- As required by the Development Code, the Planning Commission held a public hearing on the annexation petition and assignment of zoning on October 16th.

- On October 16th the Planning Commission adopted a motion that City Council adopt an order approving an amendment to the Forest Grove Zoning Map to designate the property subject to annexation inside the urban growth boundary General Industrial upon annexation.

- The Planning Commission's written decision and findings showing the review criteria are met are attached to the order.

STAFF RECOMMENDATION

- Since the annexation petition meets the approval criteria, staff recommends that City Council adopt a motion tonight approving an amending the Forest Grove Zoning Map to designate the property subject to annexation inside the urban growth boundary General Industrial upon annexation.

Questions?

FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	
MEETING DATE:	02.26.2024
FINAL ACTION:	RESO 2024-06

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Miles Glowacki, Economic Development Coordinator*
Bryan Pohl, Community Development Director

MEETING DATE: *February 26, 2024*

SUBJECT TITLE: *Resolution No. 2024-06 modifying the Tourism Events Sponsorship Program by amending Exhibit 1 of Resolution 2023-52.*

ACTION REQUESTED:		**Ordinance**		**Order**	X	**Resolution**		**Motion**		**Informational**

X all that apply

BACKGROUND:

Resolution No. 2023-52, passed November 13, 2023, established three tourism programs: 1) Tourism Capital Grant program, 2) Tourism Events Sponsorship Program and 3) Tourism Installation Art Program. Further, Resolution 2023-52 established estimated funding levels for each program.

After implementation and review of the programs it has become clear that additional clarifications are needed to ensure the smooth and continued operation of the Tourism Events Sponsorship Program. The purpose of the Tourism Events Sponsorship Program is to provide financial assistance to events that directly contribute to the growth, development, and promotion of tourism with the objective increasing overnight lodging stays in the City of Forest Grove. The Tourism Events Sponsorship Program allows groups to apply for up to $5,000 and in exchange for the funds, the city expects to receive recognition as a sponsor in marketing materials. The program is open to all businesses and non-profits located in Forest Grove.

CURRENT STATUS:

To streamline and clarify the guidelines for the Tourism Events Sponsorship Program, the following revisions are proposed:

1. The city will only award a sponsorship equal to or less than the maximum sponsorship level of the event. For example, if a Platinum level sponsorship for the event is valued at $2,000, the maximum award that could be granted is $2,000. This adjustment ensures consistency

and fairness in sponsorship allocations, aligning with predefined sponsorship tiers set by event organizers.

2. If an event lacks a predefined sponsorship program, the maximum award for the event shall be $2,000. This requirement aims to incentivize event organizers to establish structured sponsorship programs, thereby facilitating the raising of additional funds for events. Additionally, it ensures adequate funding allocations for all events in Forest Grove and maintains the Tourism Events Sponsorship Program within the budgeted amount.

3. The event organizer must produce marketing materials and include the City in those marketing materials. At a minimum, examples include a banner, website posting, social media posting, brochures, and other marketing materials. This requirement assures that the event organizer adequately publishes the event and recognizes the event sponsor(s).

These revisions will enhance the transparency and effectiveness of the Tourism Event Sponsorship Program while promoting financial sustainability and equitable distribution of resources.

STAFF RECOMMENDATION:

Approve Resolution No. 2024-06 modifying the Tourism Events Sponsorship Program by amending Exhibit 1 of Resolution 2023-52.

FISCAL IMPACT:

Staff is not requesting a change in the budget for this program.

ATTACHMENT(s):

Resolution No. 2024-06
Tourism Event Sponsorship Guidelines with proposed modifications in **bold**

RESOLUTION NO. 2024-06

RESOLUTION MODIFYING THE TOURISM EVENTS SPONSORSHIP PROGRAM BY AMENDING EXHIBIT 1 OF RESOLUTION NO. 2023-52

WHEREAS, the City Council approved a 2.5% local Transit Lodging Tax (TLT) effective January 1, 2018, and the TLT is collected from lodging guests, defined as daily or weekly renters at hotels, motels, and other lodging establishments within the city limits; and

WHEREAS, the City Council approved a Tourism Program funded by the TLT under Resolution No. 2023-52 effective November 13, 2023, that created three separate programs; 1) a Tourism Event Sponsorship Program, 2) a Tourism Capital Program and 3) a Public Installation Art Program; and

WHEREAS, the Tourism Events Sponsorship Program has been popular in its initial implementation and staff would like to clarify and modify some aspects of the Program; and

WHEREAS, the City Council recognizes the importance of the Tourism Events Sponsorship Program and acknowledges the need for further clarification to ensure fiscal sustainability, equitable distribution, transparency, and Program effectiveness.

NOW, THEREFORE, BE IT RESOLVED BY THE FOREST GROVE AS FOLLOWS:

Section 1. The City Council modifies the Tourism Events Sponsorship Program by amending Exhibit 1 of Resolution No. 2023-52, herein attached.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of February 2024.

_____
Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of February, 2024.

_____
Malynda H. Wenzl, Mayor

Exhibit 1: Tourism Events Sponsorship Program

I. Purpose

The purpose of this program is to provide financial assistance to events that directly contribute to the growth, development and promotion of tourism with the objective of increasing overnight lodging stays within the City of Forest Grove. The purpose of the guidelines is to provide requirements for the evaluation, administration and acceptance of event sponsorship requests received by the City of Forest Grove.

II. Overview

The City of Forest Grove allocates Transit Lodging Tax (TLT) dollars toward events that support the City's goals, objectives and values; generate additional stays in the city's hotels and motels, and can demonstrate a clear alignment with the tourism program's purpose and objectives.

The City reserves the right to decline any requests for sponsorship if the event does not meet the program criteria and guidelines, conflicts with the city's goals, objectives and values, and is not in alignment with the tourism program's purpose and objectives.

III. Review and Approval:

The Economic Development Office will be responsible for administering the Tourism Program. Applicants must complete a Tourism Event Sponsorship Program application. City staff will prepare a memo outlining the applications and making funding recommendations for Council approval on the Consent Agenda.

IV. Eligibility:

The Tourism Event Sponsorship Program is open to all businesses and non-profits located in the City of Forest Grove.

V. Criteria:

1. Event must be open to the general public.
2. A portion of the expected attendees will likely travel from outside Forest Grove.
3. A portion of the expected attendees will likely stay overnight in Forest Grove.
4. Application must be received at least 90 days in advance of the event.
5. **The city will only award a sponsorship equal to or less than the maximum sponsorship level of the event. For instance, if a Platinum level sponsorship is valued at $2,000, the maximum award that could be granted is $2,000.**
6. **If an event lacks a predefined sponsorship program, the maximum award for the event shall be $2,000.**
7. **The event organizer must produce marketing materials and include the City in those marketing materials. At a minimum, examples include a banner, website posting, social media posting, brochures, and other marketing materials.**

VI. Review Considerations:

1. Audience Demographics
2. Potential Overnight Stays
3. Event History
4. Sponsorship Tiers
5. Benefits and Visibility
6. Customization of sponsorship packages
7. Measurement and analytics
8. Logistics and support
9. Budget
10. Legal Compliance
11. Timing
12. Long-term Relationship Building
13. Post-Event Evaluation

VII. An agreement letter between the City and the event organizers will need to be signed by both parties before the release of the sponsorship funds. The city reserves the right to recompense if the event organizers fail to meet the ~~guidelines~~ **criteria** of the program, fail to hold the event, or fail to recognize the city as outlined in the agreement.

VIII. Possible Expectations:

1. Branding and Visibility
    a. Logo placement on event promotional materials, including event website, banners, flyers, advertisements (digital and print), and signage.
    b. Recognition during open and closing remarks, if applicable.
2. Booth or Exhibition Space
    a. City may opt in to utilizing booth or exhibition space (at no cost to the city).
3. Advertising and Promotion
    a. Advertisements in event programs and materials.
    b. Social Media mentions and promotions.
    c. Access to event's attendee/ticket contact information lists.

Scoring Rubric

	100
Overnight Stays – Will attendees likely stay overnight in Forest Grove? Up to 30 points	
Brand Alignment – How does the event's theme and audience align with the City's brand? Up to 20 points	
Audience Reach – What is the estimated reach of the event's attendance? Up to 10 points	
Brand Reach – What is the total marketing budget and how will the City be recognized? Up to 10 points	
Brand Visibility - How prominent is the City's tourism brand on event materials? Up to 10 points	
Experience – Do the organizers have a proven record of producing successful events? Up to 10 points	
Seasonality – Will the event attract visitors during non-peak tourism times? Up to 10 points	
Scoring: 80 - 100 = Sponsorship amounts up to $5,000 60 - 79 = Sponsorship amounts up to $3,000 59 or less = No Funding	