



*A place where families and businesses thrive.*

## CITY COUNCIL MEETING

**Monday, December 11, 2023**  
**Community Auditorium, 1915 Main Street**

**Malynda Wenzl, Mayor**

Donna Gustafson, Council President  
Michael Marshall, Councilor  
Karen Martinez, Councilor

Timothy A. Rippe, Councilor  
Elena Uhing, Councilor  
Mariana Valenzuela, Councilor

### **Zoom Webinar:**

[https://us06web.zoom.us/j/85075722488?pwd=Ue3gQIM3wExoV7yEXD865\\_if3RTD.r8lzEvTj5\\_VogNJv](https://us06web.zoom.us/j/85075722488?pwd=Ue3gQIM3wExoV7yEXD865_if3RTD.r8lzEvTj5_VogNJv)  
Meeting ID: 850 7572 2488  
Passcode: 97116

**TVCTV Livestream:** <https://reflect-tvctv.cablecast.tv/CablecastPublicSite/?site=6>

## **URBAN RENEWAL AGENCY WORK SESSION**

### **5:30 Site B Discussion**

Presenter: Bryan Pohl, Community Development Director

## **CITY COUNCIL WORK SESSIONS**

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

### **6:00 American Rescue Plan**

Staff: Paul Downey, Assistant City Manager/Finance Director

### **6:30 Boards & Commissions Appointments**

Staff: Jesse VanderZanden, City Manager

## **CITY COUNCIL MEETING**

### **A. 7:00 Call to Order**

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

**B. Public Comment:** Anyone wishing to speak to the City Council on an item not on the agenda or on the agenda and not scheduled for a public hearing may be heard. Comments limited to two (2) minutes. All testimony is recorded. Written comments may be submitted by 3:00 p.m. on the day of the meeting to [CityCouncilors@forestgrove-or.gov](mailto:CityCouncilors@forestgrove-or.gov). **Zoom Attendees:** Use the "Raise Hand" option to be called on.

1. Public Comment

- C. Consent Agenda:** Items under the Consent Agenda are considered routine and will 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 from the Consent Agenda will be discussed and acted upon following the approval of the remaining item(s).

1. Approve Community Forestry Commission Minutes of June 21, 2023
2. Approve Community Forestry Commission Minutes of September 20, 2023
3. Approve Monthly Building Activity Report for November 2023

**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 **Economic Opportunity Analysis**  
Staff: Bryan Pohl, Community Development Director
2. 7:30 **City Survey Results**  
Staff: Stephanie Fleischer, Communications and Programs Manager
3. 7:45 **Administrative Annual Update**  
Staff: Paul Downey, Assistant City Manager/Finance Director
4. 8:00 **Police Annual Update**  
Staff: Henry Reimann, Police Chief

**F. Public Hearings, Ordinances, and Resolutions**

1. 8:15 **ORDINANCE NO. 2023-07 ADOPTING REGULATION PERTAINING TO RECREATIONAL AND COMMERCIAL DRONE OPERATION WITHIN THE CITY OF FOREST GROVE UNDER SECTION 91 OF CITY CODE**  
Presenter: Henry Reimann, Police Chief
2. 8:30 **RESOLUTION NO. 2023-59 MAKING APPOINTMENTS TO CITY OF FOREST GROVE ADVISORY BOARDS, COMMITTEES, AND AND COMMISSIONS**  
Presenter: Jesse VanderZanden, City Manager
3. 8:40 **RESOLUTION NO. 2023-60 DESIGNATING CITY OF FOREST GROVE CITY COUNCIL MEETINGS FOR 2024**  
Presenter: Mariah Woods, City Recorder

**G. 8:45 Council Communications:** Limit remarks to a brief summary of Boards and Commissions liaison reports of three (3) minutes.

1. Councilor Reports
2. City Manager's Report
3. Mayor's Report

**H. 9:00 Adjournment**

**Americans with Disabilities Act (ADA) Notice:** The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), at least 48-hours in advance of the meeting.

# SITE B DISCUSSION

## Project Team:

**Bryan Pohl, Community Development  
Director**

**Paul Downey, Assistance City Manager  
& Finance Director**

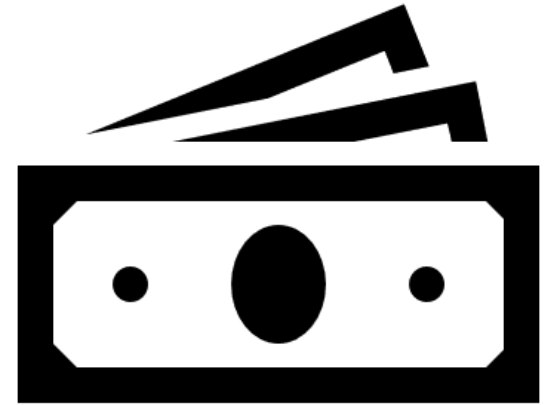
**Miles Glowacki, Economic  
Development Coordinator**

**Dan Riordan, Senior Planner**



# Funding Recap

- Debt paid off 12/31/2023
- Net proceeds of approximately \$600,000 per year
- Previous discussion was to use 50% for programs and 50% for projects
- Being refined with EDC this month.





# Site B

- ✓ One acre site
- ✓ Adjacent to B St. and Pacific Ave.
- ✓ Adjacent to Jesse Quinn Apartments



# Brief History

*Urban Renewal Agency involvement in the site began in 2015*

2012

City Council authorizes the purchase of the former Times-Litho property

2015

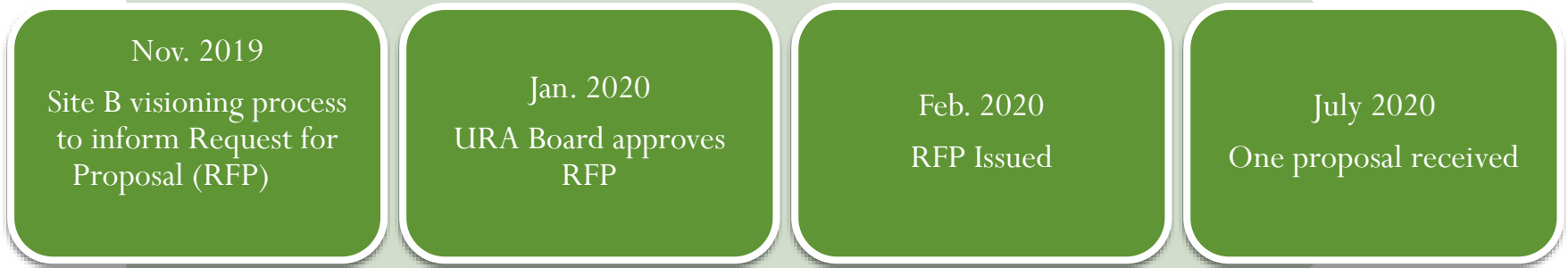
The Urban Renewal Agency acquires the property from the City for redevelopment

2017

The Jesse Quinn mixed-use project on the eastern portion of the site is completed



# Brief History



*Site B objectives included in the RFP:*

- ✓ *Enhance the downtown and adjacent neighborhood*
- ✓ *Maximize taxable assessed value*
- ✓ *Encourage new development that brings people downtown*
- ✓ *Provide retail, services, housing and/or employment*
- ✓ *Preference for projects with 30% of the housing affordable to households with incomes not exceeding 60% of Washington County's median household income (60% of \$98,906 = \$59,340)*



# Brief History

July 2020

URA Board approves Exclusive Negotiating Agreement (ENA)

Oct. 2021

ENA expires after one extension. URA Board holds work session and passes resolution to continue discussions with developer and land bank but drop the affordable housing preference.

# Why Hasn't Development Occurred at Site B?

- ✓ *COVID pandemic.*
- ✓ *Increased interest rates, construction costs, and inflation all affected the financial feasibility of the proposed grocery store as grocery stores operate on thin margins.*
- ✓ *Developer has 100% construction drawings, however, the Small Business Administration is not accepting new loan applications. Developer desires to still pursue a project on the property.*
- ✓ *Initially, the affordable housing preference was stated as a barrier to redevelopment due in part to the relatively small size of the site, the potential number of units, and lack of economies of scale. Navigating the grant and regulatory process was also mentioned. However, this preference was dropped in late 2021.*
- ✓ *Since 2021, the property has been land banked and has increased in value. The property was appraised in 2019 for \$390,000 with no encumbrances. At a 5% annual increase, the current value is likely between \$440,000-\$460,000.*

# Options to Reconsider

Continue land banking

Sell the property

Re-evaluate development objectives for the site and release a new RFP

# Continue to Land Bank

## Considerations:

- ✓ *Land banking does not generate tax increment revenue that could be used for other URA purposes.*
- ✓ *Vacant land creates a void at a prominent downtown location.*
- ✓ *Development costs will likely increase which makes redevelopment more expensive and therefore affect potential URA assistance.*
- ✓ *Land banking preserves future development options and the land continues to increase in valuation.*



# Sell the Property

## Considerations:

- ✓ *The Urban Renewal Agency Board could sell the property for development consistent the property's zoning.*
- ✓ *A Disposition and Development Agreement would still be required but could simply spell out the terms of the sale, the developer's intended use of the property and timeline for redevelopment.*
- ✓ *Selling the property would generate income that could be used for other projects in the Urban Renewal Plan including acquiring another redevelopment opportunity site or fund initiatives such as converting unused commercial space in the urban renewal area for residential use.*
- ✓ *This option results in less control over what is developed, however, it generates revenue for the URA.*





# Revise the RFP

## Considerations:

- ✓ *An RFP may generate interest in the property.*
- ✓ *The more conditions in the RFP, the higher the cost. However, this is one reason URA's are created, which is to fund specific development desired by the community. For example, a grocery store or hotel would likely require more URA assistance than townhouses because there is more risk.*
- ✓ *The questions for the Board regarding an RFP:*
  - ✓ *How to structure the RFP – general v. specific*
  - ✓ *If specific, what uses and if those uses should be required or allowed. Examples:*
    - ✓ *Boutique Hotel*
    - ✓ *Grocery Store*
    - ✓ *Mixed Use Apartments*
    - ✓ *Townhouses*
    - ✓ *All of the above*
  - ✓ *Potential financial assistance depends on what is proposed.*

**REQUEST FOR PROPOSALS**

Redevelopment of Times-Litho  
Site B

**URA**  
Forest Grove  
Urban Renewal Agency

ISSUED DATE: February 5, 2020  
DUE DATE: April 9, 2020, 4:00 p.m.

URBAN RENEWAL AGENCY  
OF FOREST GROVE

PO Box 326  
1924 Council Street  
Forest Grove, Oregon 97116  
(503) 992-3220

# What is included in an RFP?

- ✓ *Summary of redevelopment site characteristics*
- ✓ *Statement of Agency's redevelopment objectives*
- ✓ *Proposal selection process and schedule*
- ✓ *Proposal requirements*
  - ✓ *Proposer profile, experience and references*
  - ✓ *Description of proposed project*
  - ✓ *Statement of proposer's financial capabilities*
- ✓ *Proposal evaluation criteria*
  - ✓ *How well the proposal meets the Agency's objectives*
  - ✓ *Potential risk to the Agency and bond holders*
  - ✓ *Proposed schedule*

PROPOSAL



MAY 2020

# URA Board Discussion



# American Rescue Plan Act Update

Paul Downey, Assistant City  
Manager/Finance Director

Work Session: 12/11/202

# Purpose

- Update on American Rescue Plan Act (ARPA) funding and spending.
- Update on remaining projects and budgeted amounts to finish those projects.
- Update on funds available to spend by the deadline of December 31, 2024.
- Discuss potential reappropriation of funds.

# FY 2023-24 Adopted Budget

| <b>FY 2023-24 Budgeted Funds:</b>      |  |                  | Status                         |
|----------------------------------------|--|------------------|--------------------------------|
| City Website & Branding                |  | 120,000          | Website Nearing Completion     |
| Fee Study                              |  | 65,000           | Parks & Rec Fees Study Started |
| ADA Accessibility Study & Improvements |  | 80,000           |                                |
| EOA & Quality of Life Study            |  | 102,298          | RFP to be Issued This Month    |
| EOP Update                             |  | 30,000           | Contract to be Issued          |
| City Park at AT Smith House Cleanup    |  | 35,000           | Completed                      |
| Record Digitizing, Shredding           |  | 15,000           | Completed                      |
| Police Chief Recruitment               |  | 30,000           | Advertising in Jan/Feb 2024    |
| GIS Convert to Utility Network         |  | 250,000          | Getting Proposals              |
| Forest Grove Foundation - Rent         |  | 50,000           | 5 Months Rent Payments Left    |
| Library Teen Area Partition            |  | 150,000          | Construction Documents         |
| Library Restrooms                      |  | 250,000          | Concept Design                 |
| Police Officer                         |  | 116,000          | Officer to Be Hired Early 2024 |
| Mental Health Assistant - County       |  | 20,000           |                                |
| Program Coordinator                    |  | 90,000           | Partial                        |
| 2023 Summer Recreation Program         |  | 135,000          | Completed                      |
| Light & Power Security Projects        |  | 185,000          | Completed                      |
| Fire Medical Equipment/Police Drone    |  | 26,300           |                                |
|                                        |  |                  |                                |
| <b>Total Budgeted Funds</b>            |  | <b>1,749,598</b> |                                |



# FY 2023-24 Adopted Budget

|                                          |  |                         |
|------------------------------------------|--|-------------------------|
| <b>Reserves for FY 24-25:</b>            |  |                         |
| Police Officer                           |  | 65,000                  |
| GF Mental Health Assistant               |  | 13,500                  |
| GF Program Coordinator                   |  | 48,000                  |
| Summer 2024 Rec Program                  |  | 241,675                 |
| Potential Additional Summer Rec          |  | 42,000                  |
|                                          |  |                         |
| Total Reserved Funds                     |  | 410,175                 |
|                                          |  |                         |
| <b>Total Budgeted and Reserved Funds</b> |  | <b><u>2,159,773</u></b> |

# Overall Status

- The City has \$1,800,400 in ARPA funds remaining as of December 4, 2023.
- Funds must be spent by December 31, 2024, except for infrastructure projects where the funding has to be committed by December 31, 2024, and spent by June 30, 2026.
- Discussion about congressional “claw back” of ARPA funds has decreased.

# Summer Rec Program Recap

- In Resolution 2023-02, the Council reserved \$450,000 in ARPA funding for the 2023 and 2024 summer recreation programs and kept \$42,000 in reserve if additional funds were needed.
- \$120,000 was spent for the 2023 summer recreation program and \$42,000 for a storage container for recreation equipment.
- Staff is forecasting spending up to \$180,000 for the 2024 summer recreation program.
- Because ARPA is covering 100% of the expenses, the user fee revenue for 2023 and 2024 can be used to help fund a 2025 summer program when ARPA monies will no longer be available.

# Estimated Library Restroom Costs

- The budget to remodel all public restrooms to single user was \$250,000. The projected cost is \$380,000. This raises some project scope questions for discussion at the end of the presentation.

|                             |  |         |
|-----------------------------|--|---------|
| Architect's Cost Estimates: |  |         |
| East End Restrooms          |  | 194,000 |
| West End Restrooms          |  | 151,000 |
| Design/Const Admin          |  | 35,000  |
|                             |  |         |
| Total Cost Estimates        |  | 380,000 |

# FY 23-24 Remaining Projects

- On the following slide is the list of remaining projects with adjustments for updated estimated costs.

| <b>Remaining FY 23-24 Projects With Estimated Costs:</b> |                           |
|----------------------------------------------------------|---------------------------|
|                                                          | Remaining Estimated Costs |
| City Website & Branding                                  | 51,000                    |
| Fee Study                                                | 83,000                    |
| ADA Accessibility Study & Improvements                   | 80,000                    |
| EOA & Quality of Life Study                              | 102,298                   |
| EOP Update                                               | 30,000                    |
| Police Chief Recruitment                                 | 16,000                    |
| GIS Convert to Utility Network                           | 250,000                   |
| Forest Grove Foundation - Rent                           | 25,000                    |
| Library Teen Area                                        | 158,000                   |
| Library Restrooms                                        | 380,000                   |
| Police Officer                                           | 48,000                    |
| Program Coordinator                                      | 69,768                    |
| Fire Medical Equipment/Police Drone                      | 26,300                    |
|                                                          |                           |
| Total FY 23-24 Projects                                  | 1,319,366                 |
|                                                          |                           |
| <b>Reserves for FY 24-25:</b>                            |                           |
| Police Officer                                           | 65,000                    |
| GF Mental Health Assistant                               | 13,000                    |
| GF Program Coordinator                                   | 48,000                    |
| Summer 2024 Rec Program                                  | 180,000                   |
|                                                          |                           |
| Total Reserves for FY 2024-25                            | 306,000                   |
|                                                          |                           |
| <b>Total Costs</b>                                       | <b>1,625,366</b>          |
|                                                          |                           |
| <b>Current ARPA Cash Balance</b>                         | <b>1,800,400</b>          |
|                                                          |                           |
| <b>Remaining ARPA Funds Available</b>                    | <b>175,034</b>            |



# Funding Questions

- For the Library project, the question is whether to structurally remodel both ends of the Library to single user or to structurally remodel one side to single user and refurbish the other.
- Do we do all of the projects on the list?
- How are the remaining funds of \$175,000 to be spent? This amount may go up depending on Council's direction on the above questions.
- Staff has some potential projects for Council consideration.

# Potential Additional Projects

- Aquatic Center – Replace Slide and Diving Board. Both are old and need replacement. Staff is developing pricing and would recommend setting aside \$100,000. If costs are less, there are other smaller maintenance projects at the Aquatic Center.
- City Hall – Additional HVAC improvements not included in original design to fix heating issues in interior offices. Estimated cost \$40,000.
- Police facility - review design of locker room area, update cost estimate and revise estimated debt service if general obligation bonds issued. Estimated cost - \$30,000.
- Downtown - replace and replant downtown trees including sidewalk and brick repair. Estimated cost - \$80,000.
- Other projects?

# Next Steps

- Discuss projects to see if any changes want to be made.
- Discuss potential project(s) for remaining funds that are one-item uses.
- If Council agrees with summer recreation program funding levels, staff will bring resolution to January 8, 2024, Council meeting.
- Update Budget Committee of status of ARPA funding at the April 2024 Informational Budget Committee meeting.

# Questions?

## **CITY COUNCIL STAFF REPORT**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

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

**MEETING DATE:** *December 11, 2023*

**SUBJECT TITLE:** *Work Session and Resolution Regarding Board and Commission Appointments*

**ACTION REQUESTED:**

|                          |                          |                          |                                     |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                          | Ordinance                | Order                    | X                                   | Resolution               | Motion                   | Informational            |

### **BACKGROUND:**

On November 27, the City Council divided into two subcommittees and held concurrent work sessions to interview all new applicants to Boards and Commissions. Following the interviews, the Council convened in a work session and arrived at a consensus to appoint the following applicants:

|     |                            |                                               |
|-----|----------------------------|-----------------------------------------------|
| 1.  | Neil Poulson               | Historic Landmarks Board                      |
| 2.  | Kathy Walden               | Community Forestry Commission                 |
| 3.  | Katy Cannon                | Committee for Community Engagement            |
| 4.  | Alejandro Cisneros Barajas | Committee for Community Engagement – Student  |
| 5.  | David Andersen             | Committee for Community Engagement            |
| 6.  | Michelle Beck              | Parks and Recreation Commission – NE Quadrant |
| 7.  | Mackenzie Johnston Carey   | Parks and Recreation Commission – At Large    |
| 8.  | Seth Berdahl               | Planning Commission                           |
| 9.  | Brandon Culbertson         | Planning Commission                           |
| 10. | Laurie Kerns               | Public Arts Commission                        |
| 11. | Kristin Cast               | Public Arts Commission                        |
| 12. | Orson Marcel               | Public Arts Commission – Student              |
| 13. | Emily Lux                  | Public Arts Commission                        |
| 14. | Dana Eytzen                | Public Arts Commission                        |
| 15. | Linda Stiles Taylor        | Public Arts Commission                        |
| 16. | To be filled in            |                                               |
| 17. | To be filled in            |                                               |
| 18. | To be filled in            |                                               |

|     |                 |  |
|-----|-----------------|--|
| 19. | To be filled in |  |
| 20. | To be filled in |  |
| 21. | To be filled in |  |
| 22. | To be filled in |  |

The Council also reached consensus on three additional applicants for the Library Commission, however, due to a staff error, the expiring members were not notified to reapply, as was past practice. This created a potential conflict between the consensus appointments and members who wished to apply but were not notified.

This same error occurred for all Boards and Commissions; however, it did not pose a conflict for any Board or Commission as reapplicants were notified another way and reapplied and/or there were enough vacancies for all applicants.

In response, City staff sent a notice to all members whose terms were expiring and were not notified. This resulted in three additional reapplicants; one for the Committee for Community Engagement (CCE), one for the Community Forestry Commission (CFC), and two for the Library Commission. Each is listed below:

- CCE: the reapplicant for the CCE was Tom Cook. There are enough vacancies on CCE to accommodate the consensus appointments above and reappointment of Tom Cook. Additionally, there were no other new applicants who applied to CCE that could have been appointed if Tom did not reapply.
- CFC: the reapplicant for the CFC was Mark Nakajima. There are enough vacancies on CFC to accommodate the consensus appointment above and reappointment of Mark Nakajima. Additionally, there were no other new applicants who applied to CFC that could have been appointed if Mark did not reapply.
- Library Commission: the reapplicants for the Library Commission were Pamela Bailey and Morgan Knapp. The consensus new applicant appointments from the November 27 work session were Susan Greathouse, Kynah Attwood, and Mysu Pham. There was one other new applicant for the Library Commission, however, it was their 3<sup>rd</sup> choice and that person is slated for appointment to Parks and Rec.
- Historic Landmarks Board: the city received one other new applicant after the deadline, Benjamin Colteaux, PhD. The city received no other new applicants after the deadline. While the city would normally consider this application in the Fall, the Council has periodically made appointments outside the normal cycle and there are 5 vacancies on HLB.

The purpose of the work session is to complete applicant deliberations and reach consensus on remaining appointments. Pending deliberations, the consensus

appointments will be added to the table above which is also included in the resolution.

**ATTACHMENTS:**

- Applications for Tom Cook, Mark Nakajima, Pamela Bailey, Morgan Knapp, Susan Greathouse, Kynah Attwood, Mysu Pham, and Benjamin Colteaux.
- Resolution Making Appointments
- Current Boards and Commissions Roster
- List of applicants from November 27 work session

### Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Tue, 11/28/2023 - 5:28pm

107 77 205 55

### First Name and Last Name

Tom Cook

### Home Address

[REDACTED]

### City, State and Zip Code

Forest Grove

### Mailing Address, if different

[REDACTED]

### E-Mail Address

[REDACTED]

### Telephone/Cell Phone Number

[REDACTED]

### Employer

[REDACTED]

### Occupation/Profession

Chaplain

### Are you a high school student applicant?

No

### If so, which grade level and school do you attend?

### Are you currently on a board or commission and reapplying?

Yes

### Which board(s) would you like to apply for:

Committee for Community Engagement (1st Tuesday, 5:30pm)

### If you selected multiple boards, which is your preferred choice:

### Do you reside within the City limits?

Yes

### What specific topics interest you that relate to the board(s)?

How the city can engage the community better

### What contributions do you hope to bring to the board(s)?



I have been a member on this board for 6 years

**List your educational experience:**

Post graduate level

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Budget committee

Forest Grove Fire and Police Chaplain

**How did you hear of this opportunity?**

Veteran member of the board

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Tom Cook

**Date**

Tue, 11/28/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16917>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Wed, 11/22/2023 - 5:01pm

204 194 221 106

**First Name and Last Name**

Mark Nakajima

**Home Address**

[REDACTED]

**City, State and Zip Code**

Forest Grove, OR 97116

**Mailing Address, if different**

[REDACTED]

**E-Mail Address**

[REDACTED]

**Telephone/Cell Phone Number**

[REDACTED]

**Employer**

[REDACTED]

**Occupation/Profession**

Manager

**Are you a high school student applicant?**

No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**

Yes

**Which board(s) would you like to apply for:**

Community Forestry Commission (3rd Wednesday, 5:15pm)

**If you selected multiple boards, which is your preferred choice:**

**Do you reside within the City limits?**

No

**What specific topics interest you that relate to the board(s)?**

I have long time interest in urban forestry

**What contributions do you hope to bring to the board(s)?**

I have experience with the commission and understand how the commission works as a part of the city.

**List your educational experience:**

Bachelors degree in business.

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Currently serving on the EDC and previously on URAC.

**How did you hear of this opportunity?**

reapplying

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Mark Nakajima

**Date**

Wed, 11/22/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16912>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_commission\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_commission_application)

Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Tue, 11/28/2023 - 9:35pm

50 109 252 43

**First Name and Last Name**

Pamela Bailey

**Home Address**

[REDACTED]

**City, State and Zip Code**

Forest Grove, OR 97116

**Mailing Address, if different**

**E Mail Address**

[REDACTED]

**Telephone/Cell Phone Number**

[REDACTED]

**Employer**

[REDACTED]

**Occupation/Profession**

Teacher

**Are you a high school student applicant?**

No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**

Yes

**Which board(s) would you like to apply for:**

Library Commission (3rd Wednesday, 6 30pm)

**If you selected multiple boards, which is your preferred choice:**

Library Commission (3rd Wednesday, 6 30pm)

**Do you reside within the City limits?**

Yes

**What specific topics interest you that relate to the board(s)?**

As a teacher and parent, learning and literacy are very important to me The opportunity to continue to learn across the lifespan is crucial to having an informed citizenry. Our library serves as that

resource for the citizens of Forest Grove

Also, I just love books and want to support reading and learning in our community.

**What contributions do you hope to bring to the board(s)?**

As an educator I have been involved in various groups where people need to work together regardless of their background or beliefs

Respect for people with different points of view and the ability to listen to other views and find common ground is crucial to working on a team or commission. My background in education and various leadership positions has helped me hone those skills. I enjoy working with people. I love Forest Grove and want to give back to the community that is my home

**List your educational experience:**

BA in Art & Teaching degree from Grinnell College in Iowa, 1980

Montessori Teaching degree from College of St. Catherine in St. Paul, Minnesota, 1985

Masters in Teaching from Pacific University in Forest Grove, 2000

Reading Specialist/Elementary Teacher, Banks, OR, 25 years

**List any community involvement, appointed offices, elected offices and/or affiliations:**

I have served on the Library Commission, and as chair for several years.

Banks Education Association President, 2010 2018

**How did you hear of this opportunity?**

I am currently serving on the Library Commission

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Pamela Bailey

**Date**

Tue, 11/28/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16919>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

### Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Sun, 12/03/2023 - 7:08pm

73 25 22 91

### First Name and Last Name

Morgan Knapp

### Home Address

[REDACTED]

### City, State and Zip Code

Forest Grove, OR 97116

### Mailing Address, if different

### E Mail Address

[REDACTED]

### Telephone/Cell Phone Number

[REDACTED]

### Employer

[REDACTED]

### Occupation/Profession

Program Manager of Applied and Experiential Learning

### Are you a high school student applicant?

No

### If so, which grade level and school do you attend?

### Are you currently on a board or commission and reapplying?

Yes

### Which board(s) would you like to apply for:

Library Commission (3rd Wednesday, 6 30pm)

### If you selected multiple boards, which is your preferred choice:

Library Commission (3rd Wednesday, 6 30pm)

### Do you reside within the City limits?

Yes

### What specific topics interest you that relate to the board(s)?

I believe that libraries are a cornerstone of thriving communities. They are uniquely positioned to provide services to all residents of a town - building community, connecting residents with resources, providing education and entertainment, etc. I am specifically interested in helping grow

the Forest Grove City Library's capacity to help with community response and recovery in times of natural disaster. I believe our library can play a key role in our community resilience and recovery efforts, helping keep our beloved town safe and strong

**What contributions do you hope to bring to the board(s)?**

After serving three years on the board, I became the Chair this year. I am enjoying the opportunity to grow into this new position, and are hoping to be reappointed onto the Board so I can continue to grow as a citizen volunteer in this capacity. I look forward to welcoming new members of the Board to join us in our exciting work helping the library staff in their efforts to meet the needs of our town. Thank you for your consideration!

**List your educational experience:**

Bachelor of Commerce in International Business from the University of Victoria; Master of Public Administration from San Francisco State University

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Treasurer, Forest Grove Community School Board

**How did you hear of this opportunity?**

Reapplying

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Sarah Morgan Crow Knapp

**Date**

Sun, 12/03/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16924>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

Submission information

Form: [Boards and Commissions Application](#) <sup>(1)</sup>

Submitted by Visitor (not verified)

Sat, 11/11/2023 - 6:40pm

24 21 123 102

**First Name and Last Name**

Susan Greathouse

**Home Address**

[REDACTED]

**City, State and Zip Code**

Forest Grove

**Mailing Address, if different**

[REDACTED]

**E-Mail Address**

[REDACTED]

**Telephone/Cell Phone Number**

[REDACTED]

**Employer**

[REDACTED]

**Occupation/Profession**

Public Health Nutritionist/Registered Dietitian

**Are you a high school student applicant?**

No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**

No

**Which board(s) would you like to apply for:**

Library Commission (3rd Wednesday, 6:30pm)

**If you selected multiple boards, which is your preferred choice:**

**Do you reside within the City limits?**

Yes

**What specific topics interest you that relate to the board(s)?**

Interested in supporting expanded use of library and library resources, including outreach to diverse community groups, students and seniors.



**What contributions do you hope to bring to the board(s)?**

I am a life long learner and avid reader, and have an undergraduate degree in Comparative Literature. I have lived abroad and was in the Peace Corps in Honduras, and am bilingual in Spanish/English. My experience as a manager, providing trainings and in-services, and being a speaker at conferences have made me very comfortable with public speaking and working with people from a wide range of backgrounds and cultures.

**List your educational experience:**

BA in Comparative Literature and Hispanic Studies, Brown University

MPH in Public Health Nutrition with a minor in Maternal and Child Health, University of California, Berkeley

Board Certified Lactation Consultant (retired)

**List any community involvement, appointed offices, elected offices and/or affiliations:**

As chair of the Westside Quilters Guild Education Committee I have worked with Adelante Mujeres and Adelante Chicas for several years to encourage interest in fiber arts and sewing and quilting. I have volunteered with the Western Farmworkers' Association and deliver Meals on Wheels weekly. Prior to COVID, I was a volunteer at Virginia Garcia Memorial Health Center.

**How did you hear of this opportunity?**

On FG website

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Susan Greathouse

**Date**

Sat, 11/11/2023

**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/16888>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

### Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Sat, 11/04/2023 - 10:51am

174 247 160 206

### First Name and Last Name

Kynah Atwood

### Home Address

[REDACTED]

### City, State and Zip Code

Forest Grove

### Mailing Address, if different

[REDACTED]

### E-Mail Address

[REDACTED]

### Telephone/Cell Phone Number

[REDACTED]

### Employer

[REDACTED]

### Occupation/Profession

Teacher

### Are you a high school student applicant?

No

### If so, which grade level and school do you attend?

### Are you currently on a board or commission and reapplying?

No

### Which board(s) would you like to apply for:

Library Commission (3rd Wednesday, 6:30pm)

### If you selected multiple boards, which is your preferred choice:

### Do you reside within the City limits?

Yes

### What specific topics interest you that relate to the board(s)?

Community involvement at the library I love the library and I want to make sure our whole community is served.

**What contributions do you hope to bring to the board(s)?**

I would like to empower the teens of our community to have a voice and a safe space at the library which has been done in the last few years and I want to continue the support of this work

**List your educational experience:**

I have a master's degree in education

**List any community involvement, appointed offices, elected offices and/or affiliations:**

I humbly have too many to list here. A few relevant involvements are running district wide science fairs, working on the board of my HOA, and being the library instructional technology teacher in Beaverton School district

**How did you hear of this opportunity?**

I search for it myself. I am driven and have been looking for ways to be involved in the library

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Kynah Atwood

**Date**

Sat, 11/04/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16878>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Fri, 11/17/2023 - 4:58pm

64 59 249 15

**First Name and Last Name**

Mysu Pham

**Home Address**

[REDACTED]

**City, State and Zip Code**

[REDACTED]

**Mailing Address, if different**

[REDACTED]

**E-Mail Address**

[REDACTED]

**Telephone/Cell Phone Number**

[REDACTED]

**Employer**

N/A

**Occupation/Profession**

Student

**Are you a high school student applicant?**

No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**

No

**Which board(s) would you like to apply for:**

- Public Arts Commission (3rd Thursday, 5pm)
- Library Commission (3rd Wednesday, 6 30pm)

**If you selected multiple boards, which is your preferred choice:**

Public Arts Commission (3rd Thursday, 5pm)

**Do you reside within the City limits?**

Yes

**What specific topics interest you that relate to the board(s)?**

As a musician, I very much thrive in a community where art is appreciated and shared all around Events such as the Artisan Community Arts Fair and Chalk Art on the Sidewalk fill me with joy because we get to see the arts made by members of our own community Additionally, being exposed to reading and literacy at a young age and getting people to the library is very important and personal to me I see so many other places and schools around the country banning certain books because they're too sensitive or inappropriate, and I want to make sure it doesn't happen here in Forest Grove My dad raised me to seek out books as a kid, and to this day, it's that love that drives me to advocate for both arts and literature, because you can't have one without the other close by

**What contributions do you hope to bring to the board(s)?**

I hope to bring my experience as a young person being involved in civic engagement and our local community, as well as being a musician in the Pacific University Symphonic Band and the Parkrose Band program back at home in Portland, OR Not only will the boards be a learning experience for me, but I also look forward to sharing my ideas and inputs on how the city can improve our policies and programs to uplift the arts, artists, and/or the library and reading within our vibrant community

**List your educational experience:**

Parkrose High School Class of 2023, GPA 3.95, Weighted GPA 4.297, Rank 7/246; Pacific University Class of 2027, Pacesetter Scholar, Chemistry Major on Pre-Optometry track

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Member of Asian Pacific American Student Union, Vietnamese Student Association, Treasurer for Circle K 2024-2025, member of Chemistry Club at Pacific University Second flute in the Pacific Symphonic Band. Volunteer at Multnomah County Library for seven years.

**How did you hear of this opportunity?**

Pacific University Tom McCall Center for Civic Engagement

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Mysu Pham

**Date**

Fri, 11/17/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16904>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

### Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Mon, 12/04/2023 - 5:08pm

50 109 243 136

### First Name and Last Name

Benjamin Colteaux, PhD

### Home Address

[REDACTED]

### City, State and Zip Code

Forest Grove, OR 97116

### Mailing Address, if different

### E Mail Address

[REDACTED]

### Telephone/Cell Phone Number

[REDACTED]

### Employer

[REDACTED]

### Occupation/Profession

Senior Wildlife Biologist

### Are you a high school student applicant?

No

### If so, which grade level and school do you attend?

### Are you currently on a board or commission and reapplying?

No

### Which board(s) would you like to apply for:

Historic Landmarks Board (4th Tuesday, 6 30pm)

### If you selected multiple boards, which is your preferred choice:

### Do you reside within the City limits?

Yes

### What specific topics interest you that relate to the board(s)?

Preserving the historic legacy of Forest Grove while also looking towards the future.

### What contributions do you hope to bring to the board(s)?

I hope to bring a fresh perspective and energy to the board as an owner of a historic home and as a researcher with a passion for the local history of forest grove and the Clark Historic District in particular. I believe in preserving our historic resources while also keeping an eye on the future.

**List your educational experience:**

BA Biology, Dominican University of California, 2010

Post Graduate Certification, Geographic Information Systems, Virginia Commonwealth University, 2015

PhD - Integrative Life Sciences, Virginia Commonwealth University, 2017

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Board member, Friends of Historic Forest Grove

HLB Liaison FHFG

Owner of I.L. Smith House (1876) Clark Historic District

**How did you hear of this opportunity?**

HLB board liaison and discussion with M. Wentzl - Mayor

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Benjamin Charles Colteaux, PhD

**Date**

Mon, 12/04/2023

**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/16929>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

## RESOLUTION NO. 2023-59

### RESOLUTION MAKING APPOINTMENTS TO CITY OF FOREST GROVE ADVISORY BOARDS, COMMITTEES AND COMMISSIONS

**WHEREAS**, Council Rules of Procedure §14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C); and

**WHEREAS**, pursuant to §14.3, to be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointed term; Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove; and a maximum of two (2) members of each B/C may reside outside the city limits but within the Forest Grove School District; and

**WHEREAS**, pursuant to §14.6, unless stated otherwise by state law, all members shall be voting members and shall serve four (4) year terms except student members who shall be voting members and serve two (2) year terms; and

**WHEREAS**, pursuant to §14.10, Council arrived at a consensus in work sessions held on November 27 and December 11, 2023 to make the following B/C appointments.

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

**Section 1.** The City Council appoints the following applicants to the respective Boards or Commissions as outlined in the table below:

|     | <b>Name:</b>               | <b>Board or Commission:</b>                  |
|-----|----------------------------|----------------------------------------------|
| 1.  | Neil Poulson               | Historic Landmarks Board                     |
| 2.  | Kathy Walden               | Committee Forestry Commission                |
| 3.  | Katy Cannon                | Committee for Community Engagement           |
| 4.  | Alejandro Cisneros Barajas | Committee for Community Engagement – Student |
| 5.  | David Anderson             | Committee for Community Engagement           |
| 6.  | Michelle Beck              | Parks and Recreation – NE Quadrant           |
| 7.  | Mackenzie Johnston Carey   | Parks and Recreation – At Large              |
| 8.  | Seth Berdahl               | Planning Commission                          |
| 9.  | Brandon Culbertson         | Planning Commission                          |
| 10. | Laurie Kerns               | Public Arts Commission                       |
| 11. | Kristin Cast               | Public Arts Commission                       |
| 12. | Orson Marcel               | Public Arts Commission – Student Member      |
| 13. | Emily Lux                  | Public Arts Commission                       |
| 14. | Dana Eytzen                | Public Arts Commission                       |
| 15. | Linda Stiles Taylor        | Public Arts Commission                       |
| 16. | To be filled in            |                                              |
| 17. | To be filled in            |                                              |
| 18. | To be filled in            |                                              |
| 19. | To be filled in            |                                              |
| 20. | To be filled in            |                                              |
| 21. | To be filled in            |                                              |
| 22. | To be filled in            |                                              |



**Section 2.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 11<sup>th</sup> day of December, 2023.

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Mariah S. Woods, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of December, 2023.

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Malynda H. Wenzl, Mayor

## BOARD AND COMMISSIONS (B/C) ROSTER

| <div> <div>BUDGET COMMITTEE</div> <div>7 Members 3-Year Term</div> </div> <div> <div>Meetings: As needed.</div> <div>Staff: Asst. City Manager/Finance Director</div> </div> <div> <div>Staff Contact: Pall Downey, 503-992-3220</div> <div>Email: pdowney@forestgrove-or.gov</div> </div>                                                       |             |            |                                |              |    |       |       |          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|--------------------------------|--------------|----|-------|-------|----------|--|
|                                                                                                                                                                                                                                                                                                                                                  | Last Name   | First Name | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |  |
| 1                                                                                                                                                                                                                                                                                                                                                | Andersen    | David      | (Multiple CCI)                 | Forest Grove | OR | 97116 | 06/15 | 12/31/25 |  |
| 2                                                                                                                                                                                                                                                                                                                                                | Cook        | Tom        | (Multiple CCI)                 | Forest Grove | OR | 97116 | 03/18 | 12/31/25 |  |
| 3                                                                                                                                                                                                                                                                                                                                                | Galvan      | Teresa     |                                | Forest Grove | OR | 97116 | 07/23 | 12/31/26 |  |
| 4                                                                                                                                                                                                                                                                                                                                                | Groombridge | Wolanda    |                                | Forest Grove | OR | 97116 | 01/19 | 12/31/24 |  |
| 5                                                                                                                                                                                                                                                                                                                                                | Maisel      | David      | Chair                          | Forest Grove | OR | 97116 | 01/04 | 12/31/24 |  |
| 6                                                                                                                                                                                                                                                                                                                                                | Roth        | Debby      |                                | Forest Grove | OR | 97116 | 02/13 | 12/31/24 |  |
| 7                                                                                                                                                                                                                                                                                                                                                | Cecchini    | Kaitlin    |                                | Forest Grove | OR | 97116 | 01/24 | 12/31/26 |  |
| <div> <div>COMM. FOR COMMUNITY ENGAGEMENT</div> <div>7 Members; 1 HS Student</div> </div> <div> <div>Meetings: 1st Tues. 5:30 p.m. Comm Aud-Conf Rm</div> <div>Staff: Communications and Programs Manager</div> </div> <div> <div>Staff Contact: Stephanie Fleischer, 503-992-3289</div> <div>E-mail: sfleischer@forestgrove-or.gov</div> </div> |             |            |                                |              |    |       |       |          |  |
|                                                                                                                                                                                                                                                                                                                                                  | Last Name   | First Name | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |  |
| 1                                                                                                                                                                                                                                                                                                                                                | Andersen    | David      | (Multiple BC)                  | Forest Grove | OR | 97116 | 02/15 | 1/31/24  |  |
| 2                                                                                                                                                                                                                                                                                                                                                | Cook        | Tom        | Secretary (Multiple BC)        | Forest Grove | OR | 97116 | 12/16 | 1/31/24  |  |
| 3                                                                                                                                                                                                                                                                                                                                                | Finnigan    | Heather    |                                | Forest Grove | OR | 97116 | 02/22 | 1/31/26  |  |
| 4                                                                                                                                                                                                                                                                                                                                                | Greathouse  | Lowell     | Chair                          | Forest Grove | OR | 97116 | 01/20 | 1/31/24  |  |
| 5                                                                                                                                                                                                                                                                                                                                                | Shepherd    | Madigan    |                                | Forest Grove | OR | 97116 | 12/22 | 1/31/27  |  |
| 6                                                                                                                                                                                                                                                                                                                                                | VACANCY     |            |                                |              |    |       |       | 1/31/27  |  |
| 7                                                                                                                                                                                                                                                                                                                                                | VACANCY     |            |                                |              |    |       |       | 1/31/24  |  |
| 8                                                                                                                                                                                                                                                                                                                                                | VACANCY     |            | HS Student Advisor             |              |    |       |       | 1/31/27  |  |
|                                                                                                                                                                                                                                                                                                                                                  | Uhing       | Elena      | Council Liaison                | Forest Grove | OR | 97116 | 11/23 |          |  |

## BOARD AND COMMISSIONS (B/C) ROSTER

### COMMUNITY FORESTRY COMMISSION 7 Members; 1 HS Student

Meetings: 2nd Wed. 5:30 p.m. Comm Aud-Conf Rm  
Staff: Senior Planner

Staff Contact: Dan Riordan, 503-992-3226  
E-mail: driordan@forestgrove-or.gov

|   | Last Name       | First Name     | Officers/Represented Positions | City         | ST | Zip   | Apt   | Term            |
|---|-----------------|----------------|--------------------------------|--------------|----|-------|-------|-----------------|
| 1 | Countryman      | Bruce          |                                | Forest Grove | OR | 97116 | 02/13 | 12/31/24        |
| 2 | <b>Howell</b>   | <b>Michael</b> | <b>Vice Chair</b>              | Forest Grove | OR | 97116 | 02/16 | <b>12/31/23</b> |
| 3 | Hunter          | David          |                                | Forest Grove | OR | 97116 | 01/03 | 12/31/24        |
| 4 | <b>Nakajima</b> | <b>Mark</b>    | <b>Chair</b> (Multiple EDC)    | Forest Grove | OR | 97116 | 07/09 | <b>12/31/23</b> |
| 5 | <b>Sapp</b>     | <b>Jeremy</b>  |                                | Forest Grove | OR | 97116 | 03/21 | <b>12/31/23</b> |
| 6 | Marble          | Justin         |                                | Forest Grove | OR | 97116 | 12/22 | 12/31/26        |
| 7 | English         | Shaun          | <b>HS Student Advisor</b>      | Forest Grove | OR | 97116 | 12/22 | 12/31/24        |
| 8 | <b>VACANCY</b>  |                |                                | Forest Grove | OR | 97115 |       | 12/31/28        |
|   | Marshall        | Michael        | Council Liaison                | Forest Grove | OR | 97116 | 11/23 |                 |

### ECONOMIC DEVELOPMENT COMMISSION 15 Members; 1 HS Student

Meetings: 2nd Thurs. 12pm, McMenamins  
Staff: Economic Development Program Coordinator

Contact: Miles Glowacki, 503-992-3293  
E-mail: mglowacki@forestgrove-or.gov

|    | Last Name      | First Name     | Officers/Represented Positions                              | City         | ST | Zip   | Appt  | Term            |
|----|----------------|----------------|-------------------------------------------------------------|--------------|----|-------|-------|-----------------|
| 1  | Bafaro         | Brad           | FG School District (Public Schools)                         | Forest Grove | OR | 97116 | 08/17 | 12/31/24        |
| 2  | Budelman       | Tim            | <b>Chair</b> , Commercial/Industrial Owner (Norris-Stevens) | Portland     | OR | 97205 | 02/12 | 12/31/24        |
| 3  | <b>Craig</b>   | <b>Jill</b>    | Downtown Retail Business (Urban Decanter)                   | Forest Grove | OR | 97116 | 06/20 | <b>12/31/23</b> |
| 4  | Emerick        | Kevin          | Wood/Ag-Related Business (Woodfold Mfg)                     | Forest Grove | OR | 97116 | 10/17 | 12/31/25        |
| 5  | Krautscheid    | Steve          | <b>Vice Chair</b> , Health/Medical (Tuality Healthcare)     | Hillsboro    | OR | 97123 | 01/14 | 12/31/24        |
| 6  | <b>LaFave</b>  | <b>Richard</b> | Small Mfg/Traded Sector (RDF&P Inc)                         | Forest Grove | OR | 97116 | 06/20 | <b>12/31/23</b> |
| 7  | Langstraat     | Jim            | Pacific University (Higher Education)                       | Forest Grove | OR | 97116 | 04/19 | 12/31/26        |
| 8  | <b>Yakos</b>   | <b>Claudia</b> | FG/Cornelius Chamber                                        | Forest Grove | OR | 97116 | 04/23 | <b>12/31/23</b> |
| 9  | Nakajima       | Mark           | Small Commercial/Retail (Ace Hardware)                      | Forest Grove | OR | 97116 | 11/12 | 12/31/25        |
| 10 | <b>Raabe</b>   | <b>Thomas</b>  | Financial Institution (Heritage Bank)                       | Portland     | OR | 97229 | 09/16 | <b>12/31/23</b> |
| 11 | Rico           | Mara           | Latinx Community (Adelante Mujeres)                         | Portland     | OR | 97206 | 03/22 | 12/31/25        |
| 12 | Storms         | Guy            | Industrial/Commercial Broker (Henningsen)                   | Hillsboro    | OR | 97124 | 01/09 | 12/31/24        |
| 13 | <b>Watts</b>   | <b>Timothy</b> | Large Mfg/Technology (TTM Technologies)                     | McMinnville  | OR | 97128 | 06/22 | <b>12/31/23</b> |
| 14 | Zietz          | Mathea         | Large Commercial/Retail (McMenamins)                        | Beaverton    | OR | 97008 | 03/22 | 12/31/25        |
| 15 | <b>VACANCY</b> |                | <b>Food/Beverage Processor</b>                              |              |    |       |       | <b>12/31/23</b> |
| 16 | <b>VACANCY</b> |                | <b>HS Student Advisor</b>                                   |              |    |       |       | <b>12/31/24</b> |
|    | Rippe          | Tim            | Council Liaison                                             | Forest Grove | OR | 97116 | 11/23 |                 |

## BOARD AND COMMISSIONS (B/C) ROSTER

### HISTORIC LANDMARKS BOARD 7 Members; 1 HS Student

Meetings: 4th Tues. 6:30 p.m. Comm Aud-Conf Rm  
Staff: Senior Planner

Staff Contact: Kate McGuire, 503-992-3233  
E-mail: kmcguire@forestgrove-or.gov

|   | Last Name | First Name | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |
|---|-----------|------------|--------------------------------|--------------|----|-------|-------|----------|
| 1 | Brent     | Jennifer   | Chair                          | Forest Grove | OR | 97116 | 02/14 | 12/31/25 |
| 2 | Cushing   | George     | Secretary                      | Forest Grove | OR | 97116 | 03/03 | 12/31/25 |
| 3 | Ruby      | Heidi      |                                | Forest Grove | OR | 97116 | 01/21 | 12/31/24 |
| 4 | VACANCY   |            |                                |              |    |       |       | 12/31/28 |
| 5 | VACANCY   |            |                                |              |    |       |       | 12/31/25 |
| 6 | VACANCY   |            |                                |              |    |       |       | 12/31/26 |
| 7 | VACANCY   |            |                                |              |    |       |       | 12/31/26 |
| 8 | VACANCY   |            | HS Student Advisor             |              |    |       |       | 12/31/24 |
|   | Wenzl     | Malynda    | Council Liaison                | Forest Grove | OR | 97116 | 11/23 |          |

### LIBRARY COMMISSION 7 Members; 1 HS Student

Meetings: 3rd Wed. 6:30 p.m. Library - Rogers Room  
Staff Library Director

Staff Contact: Colleen Winters, 503-992-3246  
E-mail: cwinters@forestgrove-or.gov

|   | Last Name  | First Name     | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |
|---|------------|----------------|--------------------------------|--------------|----|-------|-------|----------|
| 1 | Bailey     | Pamela         |                                | Forest Grove | OR | 97116 | 08/09 | 12/31/23 |
| 2 | Beechwood  | Elizabeth      |                                | Hillsboro    | OR | 97124 | 02/16 | 12/31/23 |
| 3 | Beier      | Kirsten        |                                | Forest Grove | OR | 97116 | 03/18 | 12/31/24 |
| 4 | Ingram     | Valyrie        | Vice Chair                     | Forest Grove | OR | 97116 | 05/17 | 12/31/23 |
| 5 | Knapp      | Sarah "Morgan" | Chair                          | Forest Grove | OR | 97116 | 01/20 | 12/31/23 |
| 6 | Krebsbach  | Hattie         |                                | Forest Grove | OR | 97116 | 01/21 | 12/31/24 |
| 7 | Poulsen    | Kathleen       |                                | Forest Grove | OR | 97116 | 01/07 | 12/31/24 |
| 8 | VACANCY    |                | HS Student Advisor             |              |    |       |       | 12/31/24 |
|   | Valenzuela | Mariana        | Council Liaison                | Forest Grove | OR | 97116 | 12/22 |          |

## BOARD AND COMMISSIONS (B/C) ROSTER

### PARKS & RECREATION COMMISSION 9 Members; 1 HS Student

**Meetings:** 3rd Wed. 7:00 a.m. Comm Aud  
**Staff:** Parks and Recreation Director

**Staff Contact:** Anne Lane, 503-992-3237  
**E-mail:** [alane@forestgrove-or.gov](mailto:alane@forestgrove-or.gov)

|    | Last Name                | First Name              | Officers/Represented Positions          | City         | ST | Zip   | Appt         | Term            |
|----|--------------------------|-------------------------|-----------------------------------------|--------------|----|-------|--------------|-----------------|
| 1  | Bafaro                   | Brad                    | <b>Vice Chair</b> (FG Sch Dist Board)   | Forest Grove | OR | 97116 | 09/15        | 12/31/25        |
| 2  | Exo                      | Shari                   | At-Large                                | Forest Grove | OR | 97116 | 12/22        | 12/31/26        |
| 3  | Johnson                  | Aaron                   | SW (Rogers)                             | Forest Grove | OR | 97116 | 01/21        | 12/31/25        |
| 4  | <b>Johnston Carey</b>    | <b>Mackenzie</b>        | At-Large                                | Forest Grove | OR | 97116 | 02/16        | <b>12/31/23</b> |
| 5  | <b>McLaughlin</b>        | <b>Tammi</b>            | NE (Bard & Stites)                      | Forest Grove | OR | 97116 | 11/18        | <b>12/31/23</b> |
| 6  | Offer                    | Joe                     | At -Large                               | Forest Grove | OR | 97116 | 04/22        | 12/31/25        |
| 7  | Taylor                   | Susan                   | NW (Lincoln, Hazel Sills, Talisman)     | Forest Grove | OR | 97116 | 04/05        | 12/31/24        |
| 8  | VanBlarcom               | Glenn                   | NNW (Forest Glen, Knox Ridge, Thatcher) | Forest Grove | OR | 97116 | 01/11        | 12/31/24        |
| 9  | Waterstreet              | Paul                    | <b>Chair</b> , SE (Joseph Gale)         | Forest Grove | OR | 97116 | 10/93        | 12/31/24        |
| 10 | <b>VACANCY</b>           |                         | <b>HS Student Advisor</b>               |              |    |       |              | <b>12/31/24</b> |
|    | <a href="#">Marshall</a> | <a href="#">Michael</a> | <a href="#">Council Liaison</a>         | Forest Grove | OR | 97116 | <b>11/23</b> |                 |

### PLANNING COMMISSION

7 Members

No more than 2 same profession

**Meetings:** 1st & 3rd Mon 7:00 p.m. Comm Aud  
**Staff:** Community Development Director

**Staff Contact:** Bryan Pohl, 503-992-3224  
**E-mail:** [bpohl@forestgrove-or.gov](mailto:bpohl@forestgrove-or.gov)

|   | Last Name      | First Name       | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term            |
|---|----------------|------------------|--------------------------------|--------------|----|-------|-------|-----------------|
| 1 | <b>Danko</b>   | <b>Julie</b>     | Project Manager                | Forest Grove | OR | 97116 | 01/20 | <b>12/31/23</b> |
| 2 | Ellis          | Nicole           | Real Estate                    | Forest Grove | OR | 97116 | 07/23 | 12/31/26        |
| 3 | Farrell        | Tim              | Retired                        | Forest Grove | OR | 97116 | 04/22 | 12/31/25        |
| 4 | Redwine        | Joel             | Self-Employed                  | Forest Grove | OR | 97116 | 01/20 | 12/31/25        |
| 5 | Sanderson      | Virginia "Ginny" | <b>Chair</b> , Attorney        | Forest Grove | OR | 97116 | 01/18 | 12/31/25        |
| 6 | Stenberg       | Julie            | Broker and Legal Assistant     | Forest Grove | OR | 97116 | 07/23 | 12/31/26        |
| 7 | <b>VACANCY</b> |                  |                                |              |    |       |       | <b>12/31/27</b> |

## BOARD AND COMMISSIONS (B/C) ROSTER

**PUBLIC ARTS COMMISSION**  
9 Members; 1 HS Student

Meetings: 3rd Thurs. 5:00 p.m. Library - Rogers Conf Rm  
Staff: Library Director

Staff: Colleen Winters, 503-992-3246  
Contact: cwinters@forestgrove-or.gov

|    | Last Name | First Name   | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |
|----|-----------|--------------|--------------------------------|--------------|----|-------|-------|----------|
| 1  | Cooper    | Brenna       |                                | Forest Grove | OR | 97116 | 01/21 | 12/31/24 |
| 2  | Eytzen    | Dana         | Treasurer                      | Forest Grove | OR | 97119 | 08/10 | 12/31/23 |
| 3  | Harris    | Brian        |                                | Forest Grove | OR | 97116 | 12/22 | 12/31/26 |
| 4  | Leatham   | Kathleen     | Secretary                      | Carlton      | OR | 97111 | 02/06 | 12/31/25 |
| 5  | Lux       | Emily        | Vice-Chair                     | Forest Grove | OR | 97116 | 09/14 | 12/31/23 |
| 6  | Taylor    | Linda Stiles |                                | Forest Grove | OR | 97116 | 01/08 | 12/31/23 |
| 7  | Truax     | Pat          | Chair                          | Forest Grove | OR | 97116 | 02/06 | 12/31/25 |
| 9  | VACANCY   |              |                                |              |    |       |       | 12/31/24 |
| 9  | VACANCY   |              |                                |              |    |       |       | 12/31/25 |
| 10 | VACANCY   |              | HS Student Advisor             |              |    |       |       | 12/31/24 |
|    | Gustafson | Donna        | Council Liaison                | Forest Grove | OR | 97116 | 11/23 |          |

Green = Outside City Limits

| B/C:                                                         |                   |            |                                       |                     |                                | CCE                | CFC               | EDC<br>1st<br>Thurs | HLB                | LC                | P&R            | Planning             | Public Arts   | Notes          |
|--------------------------------------------------------------|-------------------|------------|---------------------------------------|---------------------|--------------------------------|--------------------|-------------------|---------------------|--------------------|-------------------|----------------|----------------------|---------------|----------------|
| Meeting Date/Time:                                           |                   |            |                                       |                     |                                | 1st Tues<br>5:30pm | 2nd Wed<br>5:30pm | Noon                | 4th Tues<br>6:30pm | 3rd Wed<br>6:30pm | 3rd Wed<br>7pm | 1st & 3rd<br>Mon 7pm | 3rd Thurs 5pm |                |
| Council Liaisons                                             |                   |            |                                       |                     |                                | Uhing              | Marshall          | Rippe               | Wenzl              | Valenzuela        | Marshall       |                      | Gustafson     |                |
| # HS Student Vacancies                                       |                   |            |                                       |                     |                                | 1                  |                   | 1                   | 1                  | 1                 | 1              |                      | 1             |                |
| Other Vacancies:                                             |                   |            |                                       |                     |                                | 5                  | 4                 | 6                   | 4                  | 4                 | 2              | 2                    | 5             |                |
| New Applicants                                               |                   |            |                                       |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
|                                                              | Interview<br>Time | App Date   | SUBCOMMITTEE 1: Malynda, Tim, Mariana |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
| 1                                                            | 5:34 PM           | 11/9/2023  | Neil                                  | Poulson             | Retired                        |                    |                   |                     | HLB                |                   |                |                      |               |                |
| 2                                                            | 5:41 PM           | 9/19/2023  | Abigail                               | Slama-Catron        | Student                        |                    |                   | EDC                 |                    |                   |                |                      |               | Did not attend |
| 3                                                            | 5:48 PM           | 11/11/2023 | Susan                                 | Greathouse          | Retired                        |                    |                   |                     |                    | LC                |                |                      |               |                |
| 4                                                            | 5:55 PM           | 10/20/2023 | Kathy                                 | Walden              | Retired                        |                    | CFC               |                     |                    |                   |                |                      |               |                |
| 5                                                            | 6:02 PM           | 11/1/2023  | Seth                                  | Berdahl             | Sr. IT Business Analyst        |                    |                   |                     |                    |                   |                | PC                   |               |                |
| 6                                                            | 6:09 PM           | 11/1/2023  | Brandon                               | Culbertson          | Grant Program Policy Officer   |                    |                   |                     |                    |                   |                | PC                   |               |                |
| 7                                                            | 6:16 AM           | 11/16/2023 | Katy                                  | Cannon              | Financial Education Specialist | CCE                |                   |                     |                    |                   |                |                      | PAC           |                |
| 8                                                            | 6:23 PM           | 11/4/2023  | Kynah                                 | Attwood             | Teacher                        |                    |                   |                     |                    | LC                |                |                      |               |                |
| 6:30 PM - 7:00 PM Council Deliberations & Appointment Status |                   |            |                                       |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
|                                                              | Interview<br>Time | App Date   | SUBCOMMITTEE 2: Donna, Karen, Mike    |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
| 1                                                            | 5:20 PM           | 11/16/2023 | Juanita                               | Hoffman             | Team Lead                      |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 2                                                            | 5:27 PM           | 11/17/2023 | Mysu                                  | Pham                | College Student                |                    |                   |                     |                    | LC                |                |                      | PAC           |                |
| 3                                                            | 5:34 PM           | 10/11/2023 | Alejandro                             | Cisneros Barajas    | HS Student                     | CCE                |                   |                     |                    |                   |                |                      | PAC           |                |
| 4                                                            | 5:41 PM           | 11/16/2023 | Laurie                                | Kerns               | Executive Assistant            |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 5                                                            | 5:48 PM           | 11/7/2023  | Michelle                              | Beck (*NE Quadrant) | Occupational Therapist         |                    |                   |                     |                    | LC                | P&R            |                      | PAC           |                |
| 6                                                            | 5:55 PM           | 11/17/2023 | Pat                                   | Otte                | Retired                        |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 7                                                            | 6:02 PM           | 5/25/2023  | Teresa                                | Galvan              | Finance & Admin Mgr            |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 8                                                            | 6:09 PM           | 4/17/2023  | Kristin                               | Cast                | Author                         |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 9                                                            | 6:16 PM           | 5/22/2023  | Orson                                 | Marcel              | HS Student                     |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 10                                                           | 6:23 PM           | 11/16/2023 | Carly                                 | Stevens Brittain    | Yoga Instructor/Home Schooler  |                    |                   |                     |                    |                   |                |                      | PAC           | Did not attend |
| 6:30 PM - 7:00 PM Council Deliberations & Appointment Status |                   |            |                                       |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
| Re-Applicants                                                |                   |            |                                       |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
|                                                              |                   | 10/19/2023 | David                                 | Andersen            | Reapplied (Retired)            | CCE                |                   |                     |                    |                   |                |                      |               |                |
|                                                              | At Large          | 10/21/2023 | Mackenzie                             | Johnston Carey      | Reapplied (Real Estate Agent)  |                    |                   |                     |                    |                   | P&R            |                      |               |                |
|                                                              |                   | 10/28/2023 | Emily                                 | Lux                 | Reapplied (Teacher)            |                    |                   |                     |                    |                   |                |                      | PAC           |                |
|                                                              |                   | 10/28/2023 | Dana                                  | Eytzen              | Reapplied (Mother)             |                    |                   |                     |                    |                   |                |                      | PAC           |                |
|                                                              |                   | 11/14/2023 | Linda                                 | Stiles Taylor       | Reapplied (Retired)            |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| Key                                                          | 1st<br>Choice     | 2nd Choice | 3rd Choice                            |                     | * NE P&R Quadrant Vacancy      |                    |                   |                     |                    |                   |                |                      |               |                |

**Mariah Woods**

---

**From:** Charlotte Lumae <charlotte.lumae@gmail.com>  
**Sent:** Tuesday, December 05, 2023 9:33 PM  
**To:** City Councilors  
**Cc:** WWRJ Organizing Committee  
**Subject:** Any plans for MLK Day 2024?

Has anyone at City Council heard if anyone is organizing anything for MLK Day this year? Some WWRJ (Western WashCo for Racial Justice) members are available to help if any organizations led by people of color would like some help with any project or event.

Alternately, if there is not already a plan going, WWRJ members could reserve a shelter (possibly Rogers Park?) and host, or hold space for another group to host, a community gathering for MLK Day. For example, we could create some banners together while we listen to music, historical speeches, etc. and have a sharing circle.

What do you think about this?

Charlotte





*A place where families and businesses thrive.*



## CFC Meeting Minutes June 21, 2023

***Approved by CFC on November 15, 2023***

- A. Called to Order:** Chair Nakajima called the meeting to order at 5:35 pm

**Members Present:** Bruce Countryman, Michael Howell, David Hunter, Mark Nakajima

**Members Absent:** Shaun English, Justin Marble, Jeremy Sapp

**Liaisons Present:** Councilor Rippe, Dan Riordan, Senior Planner

Other Attendees: Rich Blackmun, Engineering Division Manager, Sean Nguy (via Zoom), Adam Witkop (via Zoom)

- B. Public Comment:** None

- C. Action Items:**

1. **Review and Approve Meeting Minutes: April 19, 2023:** David moved and Michael seconded a motion to approve the April 19<sup>th</sup> meeting minutes. The motion passed unanimously.
2. **City Request to Remove One Street Tree Near Pacific Avenue Banner Pole:** Dan presented a request from the City Engineering Division and Light and Power Department to remove a street tree interfering with the decorative banner pole on Pacific Avenue near the post office. The Commission also discussed removal of two other street trees also near the banner pole. One tree is interfering with a streetlight and the other is in the planter strip adjacent to the post office. After discussing the issue, David made a motion, seconded by Michael, to authorize removal and replacement of the three street trees near the banner pole and post office. The motion passed unanimously.

- D. Discussion Items**

1. **Road Project Potentially Affecting a Giant Sequoia listed on the City's Register of Significant Trees at Mountain View Lane and Heather Street:** Dan brought forward for consideration by the Commission a potential issue affecting the Giant Sequoia listed on the City's Register of Significant Trees at Mountain View Lane and Heather Street. The tree is in the public right-of-way near the planned extension of Heather Street to Poplar Lane. The right-of-way dedication was required as a condition of approval for a land partition approved in 2006.

The location of the tree requires a staggered street intersection that does not meet code and could be a safety issue.

Dan asked the Commission to discuss the merits of keeping the tree on the City's Register of Significant Trees. Dan noted the Development Code allows removal of significant trees if the removal is for a public purpose, such a street project, and there is no alternative without significant cost or safety problems as determined by the CFC.

David noted the tree is one of the Gold Rush era Porter Sequoia trees. It was also noted the tree appears healthy. Mark suggested consideration be given to realigning the curve closer to the school district property near the transition of Mountain View Lane into Heather Street. It was noted, this would move the Mountain View Lane and Heather Street intersection away from the Sequoia tree. Staff agreed to investigate this suggestion understanding this would require involvement by the school district and possibly Washington County.

After discussion, the Commission reached consensus that the Giant Sequoia should not be removed from the City's Register of Significant Trees and should remain. The Commission also agreed that staff should explore options for realignment of Mountain View Land and Heater Street to save the tree.

2. **Visual Tree Assessment for two street trees located at 514 Willamina Avenue:** Dan presented a visual tree assessment for maple two street trees located at 514 Willamina Avenue. The trees are in the sidewalk planter strip in front of the house on the south side of the street. The trees appear to have vehicle damage and appear to be diseased. The tree roots are lifting the sidewalk and one tree has roots heading toward the water meter. As a result of the visual tree assessment, the arborist's recommendation is the trees should be removed and replaced.

3. **Emerald Ash Borer Update:** Dan provided a brief update on the Emerald Ash Borer situation. So far, the number of trees confirmed with EAB presence is 39. All trees are in the Forest Grove city limits.

The Commission discussed the mobile air curtain incinerator to be tested in May for disposing of ash wood infected by the EAB. The incinerator will be tested near the Fern Hill Wetlands outside the city limits. If tests are successful the mobile incinerator would allow the burning of infected wood near the infestation area.

4. **Council Boards and Commissions Review Update:** Councilor Rippe briefed the Commission on the City Council subcommittee's review of the City's boards and commissions. Councilor Rippe noted the Council subcommittee will likely recommend the CFC remain but meet quarterly.

- F. **Council Liaison Report:** Councilor Rippe provided an overview of matters before the City Council including the annual budget resolutions and discussions about time,

place and manner rules for homeless camping.

**G. Commissioner Communications:**

**H. Staff Communications:** Dan reported that may Eastern Redbud trees planted as street trees earlier this year have died and the trees will be replaced during the next street tree planting cycle in early 2024. Most of the trees are in the Gales Creek Terrace neighborhood.

**I. Announce Next Meeting and Adjourn:** David moved and Michael seconded a motion to adjourn the meeting at 6:39 pm. The next meeting will be on September 20, 2023.

Respectfully Submitted, Dan Riordan, Senior Planner / Staff Liaison to the CFC



*A place where families and businesses thrive.*



## CFC Meeting Minutes September 20, 2023

***Approved by CFC on November 15, 2023***

**A. Called to Order:** Chair Nakajima called the meeting to order at 5:36 pm

**Members Present:** Bruce Countryman, David Hunter, Mark Nakajima

**Members Absent:** Shaun English, Michael Howell, Justin Marble, Jeremy Sapp

**Liaisons Present:** Councilor Rippe, Dan Riordan, Senior Planner

**Others Present:** Rich Blackmun, Engineering Division

**B. Public Comment:** None

**C. Action Items:**

1. **Review and Approve Meeting Minutes: June 21, 2023:** A quorum was not present to approve the June meeting minutes. Approval will be deferred to the next meeting.

**D. Discussion Items**

1. **City Council Boards and Commission Review Update (Councilor Rippe):** Councilor Rippe provided an update on City Council's review of the City's Boards and Commissions. Councilor Rippe noted that Council has held several work sessions on the subject. Councilor Rippe mentioned the Council's subcommittee formed to review the boards and commissions recommended that the Community Forestry Commission meet quarterly, or as needed for public hearings, rather than meeting monthly.
2. **Downtown Street Trees (Dan):** Dan informed the Commission that the Community Development Department is receiving more requests for removal of street trees in the downtown due to safety concerns from lifting of the metal tree grates. Dan noted owner of Van Dyke Appliances requested removal of the street tree on Main Street in front of the store. Dan also mentioned that the manager of the UCC church has requested removal of the street trees adjacent to the church along 21<sup>st</sup> Avenue and College Way. Dan recommended that the City remove the street trees in a comprehensive manner during the winter to reduce the need for multiple street closures.

- 3. Emerald Ash Borer Update (Dan):** Dan provided the Commission with the latest EAB Bulletin published by the Oregon Department of Agriculture.
- 4. Street Tree Root Barrie Specifications (Dan):** Dan informed the Commission that City Council approved an amendment to the City's Development Code to require root barriers when new street trees are planted. Dan presented the revised street tree planting diagram including root barrier specifications. Rich Blackmun, City Engineer, informed the commission that moving forward the City will require installation of root barriers when new sidewalks are installed in new developments.
- F. Council Liaison Report:** Council Rippe updated the Commission on the City Council's response to a recent federal circuit court case requiring that homeless individuals have a place to camp overnight if shelter space is unavailable. . Councilor Rippe noted Council approved a resolution designating the gravel parking lot adjacent to 19<sup>th</sup> Avenue, between Ash Street and College Way as the designated camping area. Councilor Rippe also noted camping will be allowed only between the hours of 7 pm to 7 am. Chair Nakajima suggested the City contact Washington County about getting funding for a toilet at the gravel lot.
- G. Commissioner Communications:** David commented about the Parkview Terrace Development adjacent to Thatcher Road and Watercrest Road and potential impacts to the water table.
- Bruce Countryman suggested staff consider the hazard tree evaluation prepared by the City's Light and Power and Parks Departments to help address other hazard trees in the City. David also noted ANSI 300 tree pruning specifications as additional information that could be helpful.
- H. Staff Communications:**
- I. Announce Next Meeting and Adjourn:** The next meeting will be on November 15, 2023.

Respectfully Submitted, Dan Riordan, Senior Planner / Staff Liaison to the CFC

## Monthly Building Activity Report

### November-23

### 2023-2024

| Category                                  | Period: November-22 |                  | Period: November-23 |                        |
|-------------------------------------------|---------------------|------------------|---------------------|------------------------|
|                                           | # of Permits        | Value            | # of Permits        | Value                  |
| Man. Home Setup                           |                     |                  |                     |                        |
| Res 1 & 2 Family New                      |                     |                  | 3                   | 1,602,139.72           |
| SFR Addition & Alt/Repair                 | 10                  | 192,687.00       | 2                   | 36,168.64              |
| MultiFamily New                           |                     |                  |                     |                        |
| Multi Family Alterations/Repair/Additions |                     |                  |                     |                        |
| Group Care Facility                       |                     |                  |                     |                        |
| Commercial New                            |                     |                  |                     |                        |
| Commerical Addition                       |                     |                  |                     |                        |
| Commercial Alt/Repair                     | 2                   | 41,680.00        | 1                   | 123,452.00             |
| Industrial New                            |                     |                  |                     |                        |
| Industrial Addition                       |                     |                  |                     |                        |
| Industrial Alt/Repair                     |                     |                  |                     |                        |
| Gov/Pub/Inst (new/add)                    |                     |                  |                     |                        |
| Signs                                     | 2                   | 18,000.00        | 1                   | 12,000.00              |
| Grading                                   |                     |                  |                     |                        |
| Demolitions                               |                     |                  |                     |                        |
| <b>Total</b>                              | <b>14</b>           | <b>\$252,367</b> | <b>7</b>            | <b>\$ 1,773,760.36</b> |

#### Fiscal Year-to-Date

| 2022-2023 |              | 2023-2024 |              |
|-----------|--------------|-----------|--------------|
| Permits   | Value        | Permits   | Value        |
| 124       | \$19,393,441 | 104       | \$25,292,217 |





# Economic Opportunities Analysis

Presentation  
12-11-23

Bryan Pohl, Director,  
Community Development

# PURPOSE

- Inform City Council about the purpose and function of an Economic Opportunities Analysis (EOA) and the adoption process.
- Field any questions about the EOA prior to issuing a Request for Qualifications (RFQ) in January, 2024.



# BACKGROUND

## What is an EOA?

- Study that analyzes growth in commercial and industrial sectors
- Supporting document to the City's Comprehensive Plan
- Required by Statewide Planning Goal 9 (Economic Development)
- Required to be updated periodically
- Based on national, state, regional and local economic trends
- Considers City's economic advantages
- Makes recommendations on economic strategies and employment land supply
- Can inform Housing Needs Analysis (starts July, 2024)

# EOA CONTENTS

Section E, Item 1.

## Six primary sections

- Economic trends
- Target industries
- Employment land needs
- Inventory of vacant and underutilized land
- Reconciliation of 5 and 20-year land demand to existing inventory
- Summary of findings and policy implications

# 2019 EOA

- The City last completed an EOA in January, 2019.
- EOA's are generally updated every 5 years.
- General findings from the 2019 EOA included:
  - Oversupply of industrial lands
  - Undersupply of retail and mixed use
  - Direction to rezone some industrial lands to residential or mixed use
  - Little analysis of data center industry

# CHANGES/TRENDS SINCE 2019

- More e-commerce and how that impacts the retail sector
- Declining commercial sector in Portland
- Changing demand for commercial space post-pandemic
- Presence of trans-Pacific cable near Forest Grove
- Increased demand for data centers and associated industrial lands
- Purchase of key properties by industrial developers
- Pending projects and their effects on long-term land supply
- Potential additional industrial lands in North Plains and Hillsboro
- Loss of population in Oregon
- Federal and state incentives for semi-conductor industry

# NEXT STEPS

Section E, Item 1.

- The EOA will look at all these trends and how they relate to Forest Grove and the present land supply.
- Requests for Quotes – January, 2024
- Consultant selection – February, 2024
- Analysis completion – June, 2024
- Process:
  - Technical Advisory Committee input
  - Economic Development Commission input
  - Planning Commission recommendation to Council
  - City Council work session
  - City Council approval by ordinance

# Questions

# 2023 LIVABILITY SURVEY

Stephanie Fleischer | Communications and Programs Manager

December 11, 2023



# SURVEY HISTORY

- Utilized to gather feedback on city services.
- Distributed every two years– started in 1998.
- Response rate **increased by 58%.**
  - Promotion began in August; survey mailed/went live September 1.
  - Last day to complete the survey was November 1.
  - Printed surveys (English and Spanish) mailed in utility bill.
  - Both options/languages promoted in the city newsletter (email and print), Parks & Rec email, city social media (shared by other city departments), at the Farmers Market, and city website.



# SURVEY PROMOTION

## HOW ARE WE DOING?

THE CITY OF FOREST GROVE IS CONDUCTING THE 2023 LIVABILITY SURVEY AND WE WANT TO HEAR FROM YOU.

Your participation will help shape the future of our community.

<https://bit.ly/2023fgsurvey>



## ¿CÓMO LO ESTAMOS HACIENDO?

LA CIUDAD DE FOREST GROVE ESTÁ REALIZANDO LA ENCUESTA DE HABITABILIDAD 2023 Y QUEREMOS CONOCER SU OPINIÓN.

Su participación ayudará a dar forma al futuro de nuestra comunidad.

<https://bit.ly/2023encuestaespanola>



The City of Forest Grove 2023 Livability Survey begins September 11. Look for it online and in your utility bill next month. For past survey results visit our [website](#).

## THE LIVABILITY SURVEY IS LIVE

Participate in the City's Livability Survey and help shape the future of our community! Use the QR code to complete the survey online. **Prefer a printed version?** A printed version of the survey is included in your utility bill for the month of September. Just mail it with your utility bill or place it in the City Hall dropbox when finished. So what are you waiting for?



[bit.ly/2023fgsurvey](https://bit.ly/2023fgsurvey)

## LA ENCUESTA DE HABITABILIDAD ESTÁ LISTA

¡Participe en la Encuesta de Habitabilidad de la Ciudad y ayude a dar forma al futuro de nuestra comunidad! Use el código QR para completar la encuesta en línea. **¿Prefiere una versión impresa?** Una versión impresa de la encuesta está incluida en su factura de servicios públicos para el mes de septiembre. Simplemente envíela por correo con su factura de servicios públicos o deposítela en el buzón del Ayuntamiento cuando la complete. Así que, ¿qué espera?



[bit.ly/2023encuestaespanola](https://bit.ly/2023encuestaespanola)



# SURVEY AND 2040 VISION

- Participants were asked to add their email to Forest Grove Vision 2040 email list if interested.
- Collected 115 subscribers.
- Plan to promote 2040 Vision list more in the future.

The screenshot displays the 'FOREST GROVE | 2040' website. The top section has a dark green background with white text. Below the title, there is a paragraph about the city initiative and a form with an 'Email Address' label, a text input field, and a green 'Subscribe' button. The bottom section has a white background with the heading 'STAY IN THE LOOP' and a paragraph about periodic email updates and social media links. The social media icons for Facebook, Instagram, Email, and a generic link icon are shown.

FOREST GROVE | 2040

Forest Grove 2040 is a city initiative that defines a long-term vision for our City. Residents play a vital role in defining and inspiring that vision. Thank you for your desire to participate and contribution to shaping your communities future.

Email Address

Subscribe

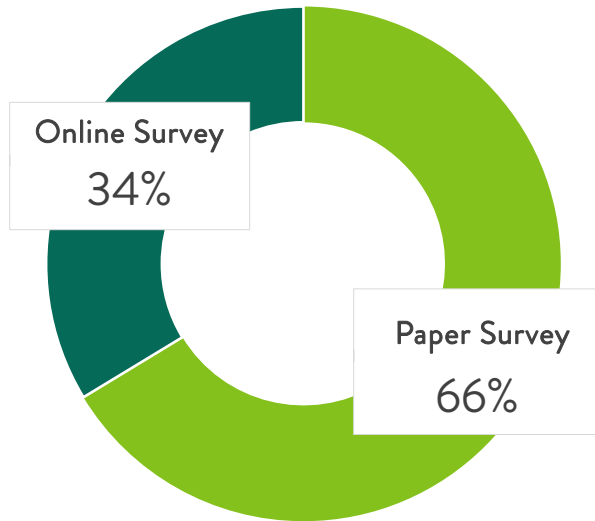
STAY IN THE LOOP

We will send periodic email updates and announcements regarding the Forest Grove 2023 visioning process. Please follow us on our social media channels to stay up to date!

[f](#) [@](#) [✉](#) [🔗](#)

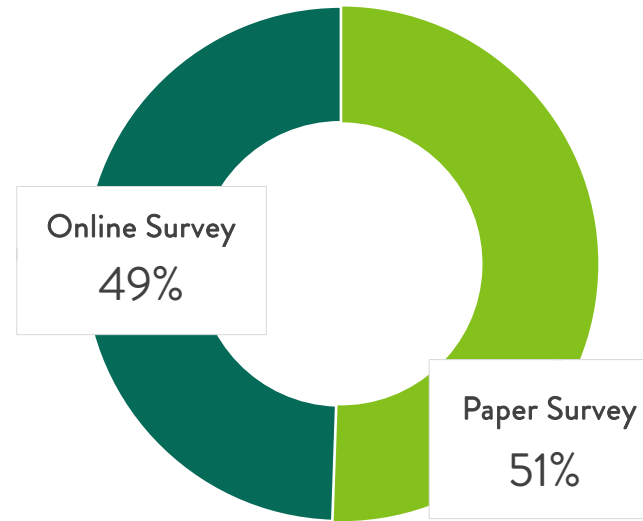
# PARTICIPATION COMPARISONS

## 2018



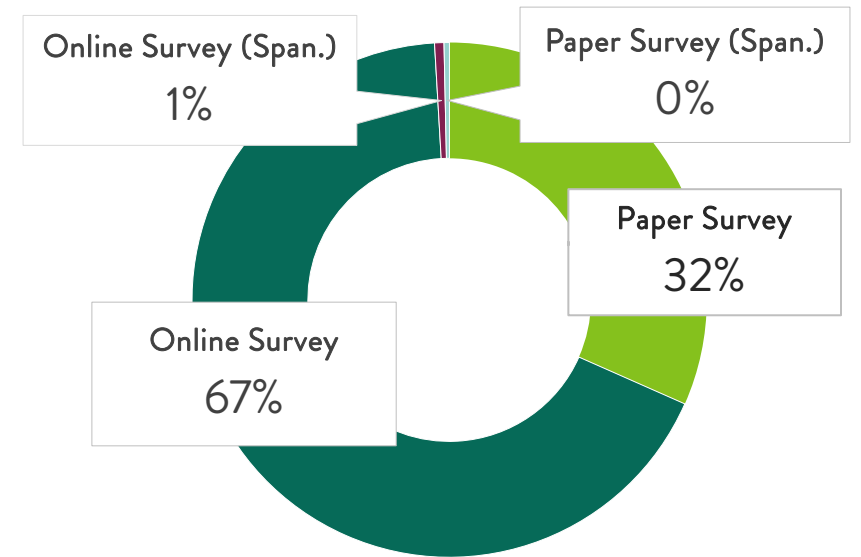
683 Surveys

## 2021



752 Surveys

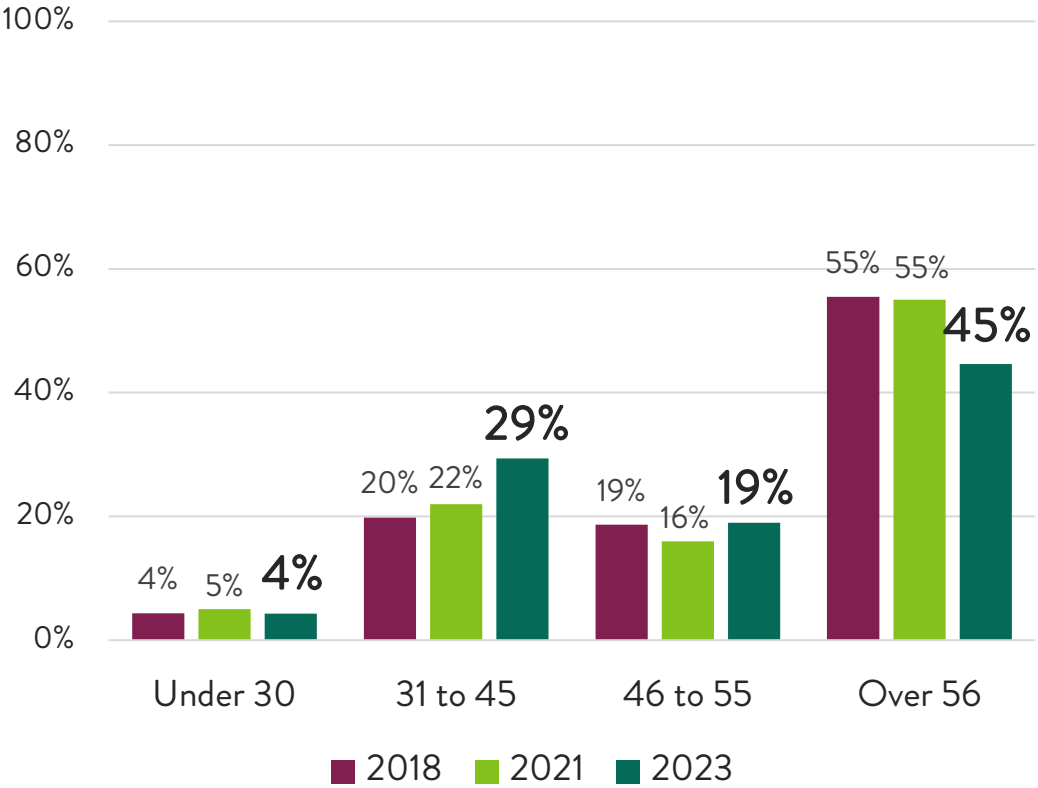
## 2023



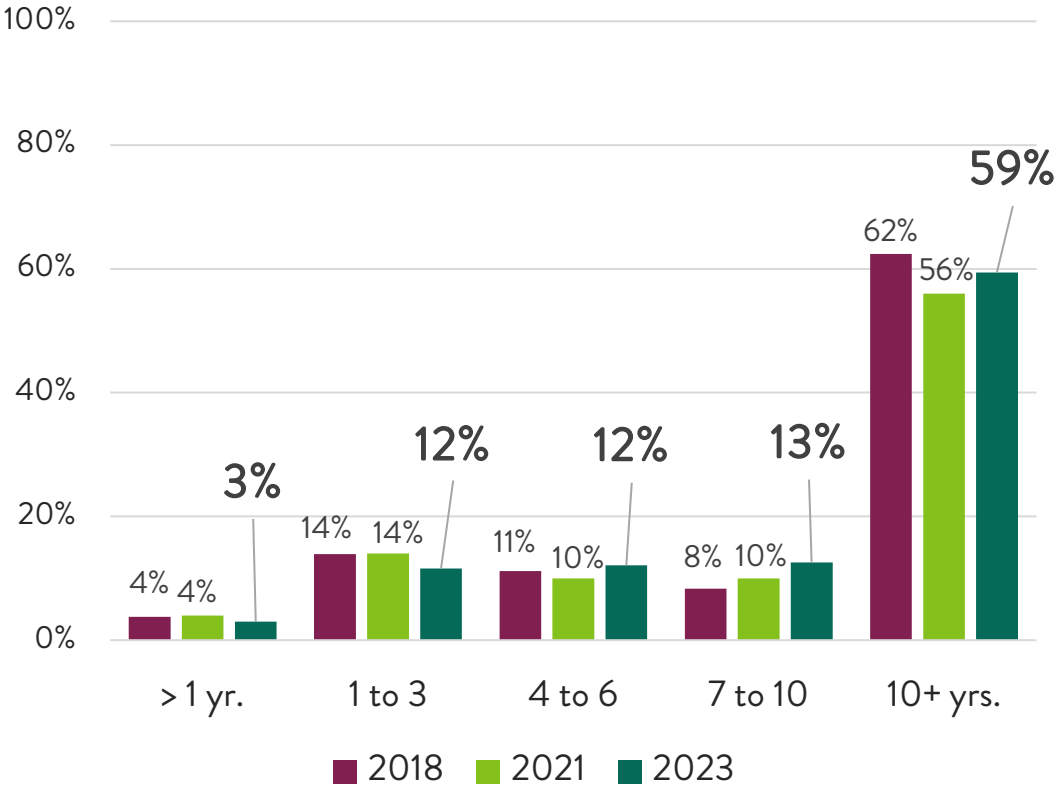
1,189 Surveys

# DEMOGRAPHICS

## Age

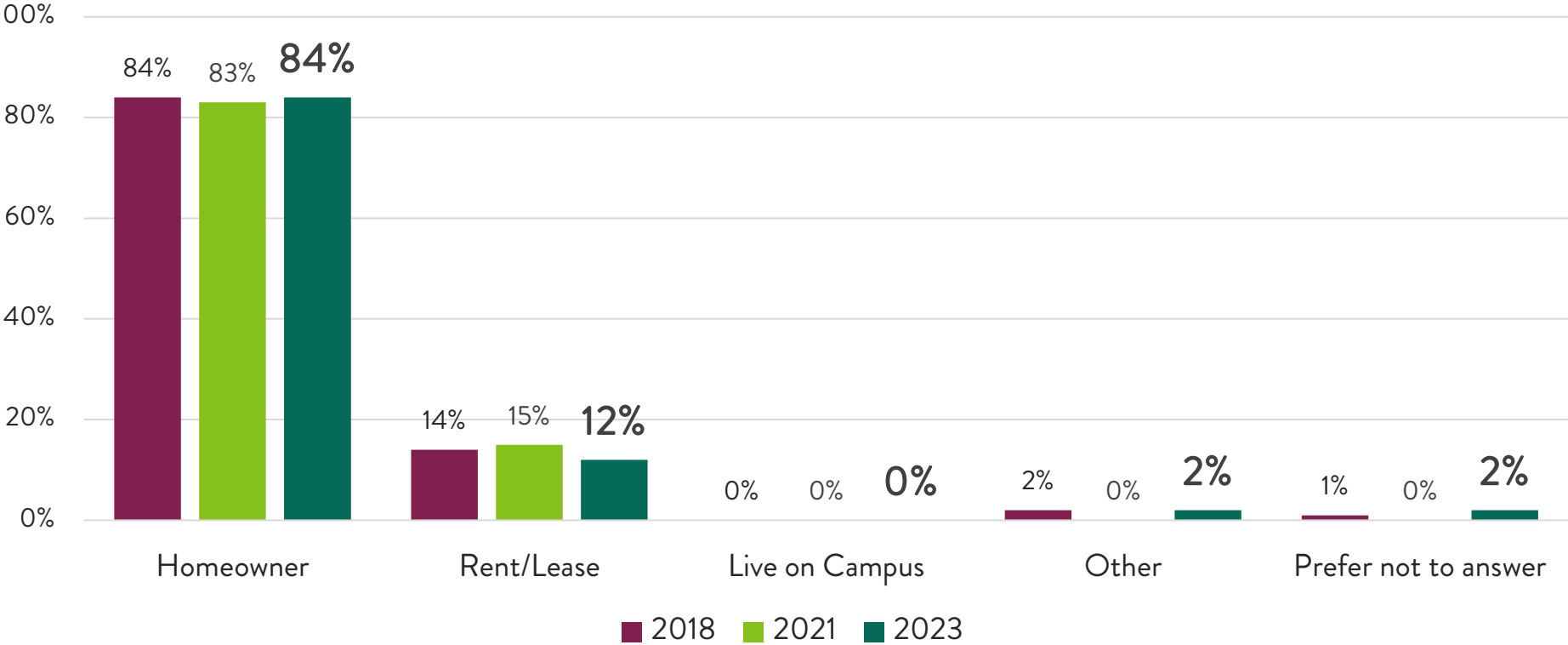


## Years of Residency



# DEMOGRAPHICS

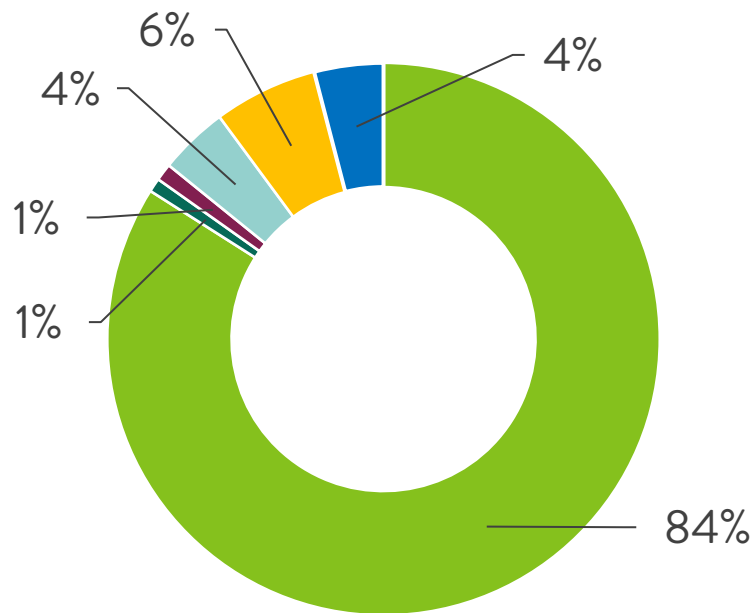
## Place of Residency



# DEMOGRAPHICS

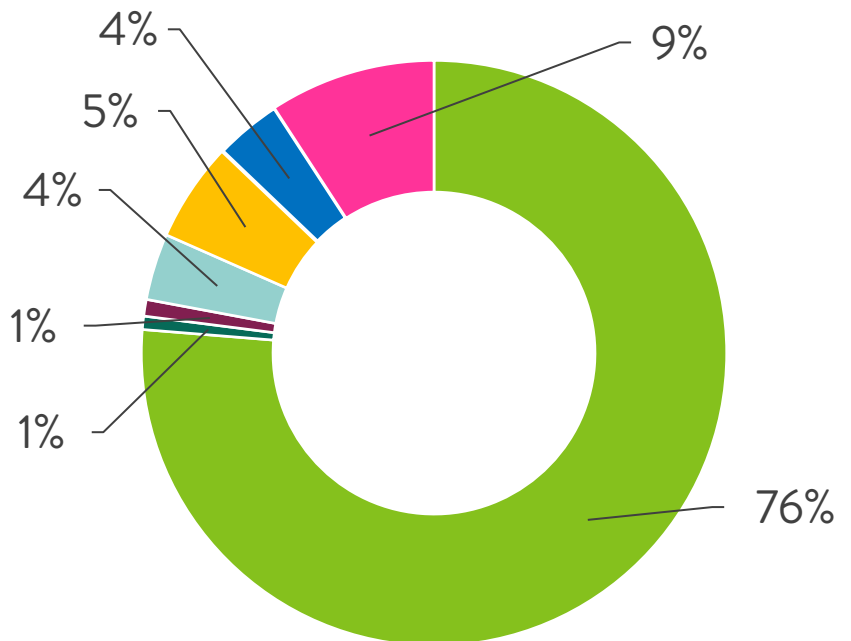
Ethnicity categories are based on the census track.

## Ethnicity 2021



- White (Non-Hispanic)
- Black/African-American
- Native American/Alaska Native
- Asian/Pacific Islander
- Hispanic/Latino
- Other

## Ethnicity 2023



- White (Non-Hispanic)
- Black/African-American
- Native American/Alaska Native
- Asian/Pacific Islander
- Hispanic/Latino
- Other
- Prefer not to answer

# CITY SERVICE RANKINGS

- Respondents asked to rank performance in core city services.
- There are 32 City Service Ranking Categories
- Questions have remained the same since 2006 to maintain a consistent baseline for measuring performance.
- Rankings are from 1 (very poorly) to 7 (very well) with a N/A option.

# CITY SERVICE RANKINGS

2018

5.36

AVERAGE  
OVERALL RANKING

2021

5.49

AVERAGE  
OVERALL RANKING

2023

5.37

AVERAGE  
OVERALL RANKING



# RANKINGS HIGHLIGHTS

## TOP THREE

1. FIRE RESPONSE- 6.30
2. ELECTRICITY- 6.16
3. SANITARY SEWER- 6.07

- “All in all, we love this town.”
- “FG is great.”
- “Quality of police response is excellent.”
- “We love Forest Grove!”
- “We have lived here for four years and love it here. I love the dog walking here. So many dog lovers :) Very happy here in Forest Grove!”
- “L&P, Police, Fire and Library are outstanding.”
- “...the city of Forest Grove is doing a very good job overall.”
- “...keep doing what you’re doing, Forest Grove is fantastic!”

# RANKINGS HIGHLIGHTS

## AREAS TO WATCH

1. CODE ENFORCEMENT- 4.14
2. BUILDING/PLANNING PERMITS- 4.37
3. CRIME PREVENTION PROGRAMS- 4.46

- “Code enforcement seems non existent. Need another code enforcement officer.”
- “The city does not actively deal with code issues.”
- “Building permit fees are outrageous and don't encourage development for small homeowners.”
- “...very hard to understand...\$100,000 or a \$1 million house... it's a \$40,000 permit; makes no sense.”
- “...unaware of fire and crime prevention programs.”
- “There is no crime or fire prevention programs in this city.”
- “...not aware of any crime prevention program”

# TOP THREE MENTIONS

Items mentioned most often in written comments.

1

## SHOPPING AND RESTAURANTS

Community improvements  
were an overall theme.

PARKING

2

## RECREATION CENTER

3

## BETTER AQUATIC CENTER HOURS

Open swim, splash pad,  
streamlined schedule, etc...

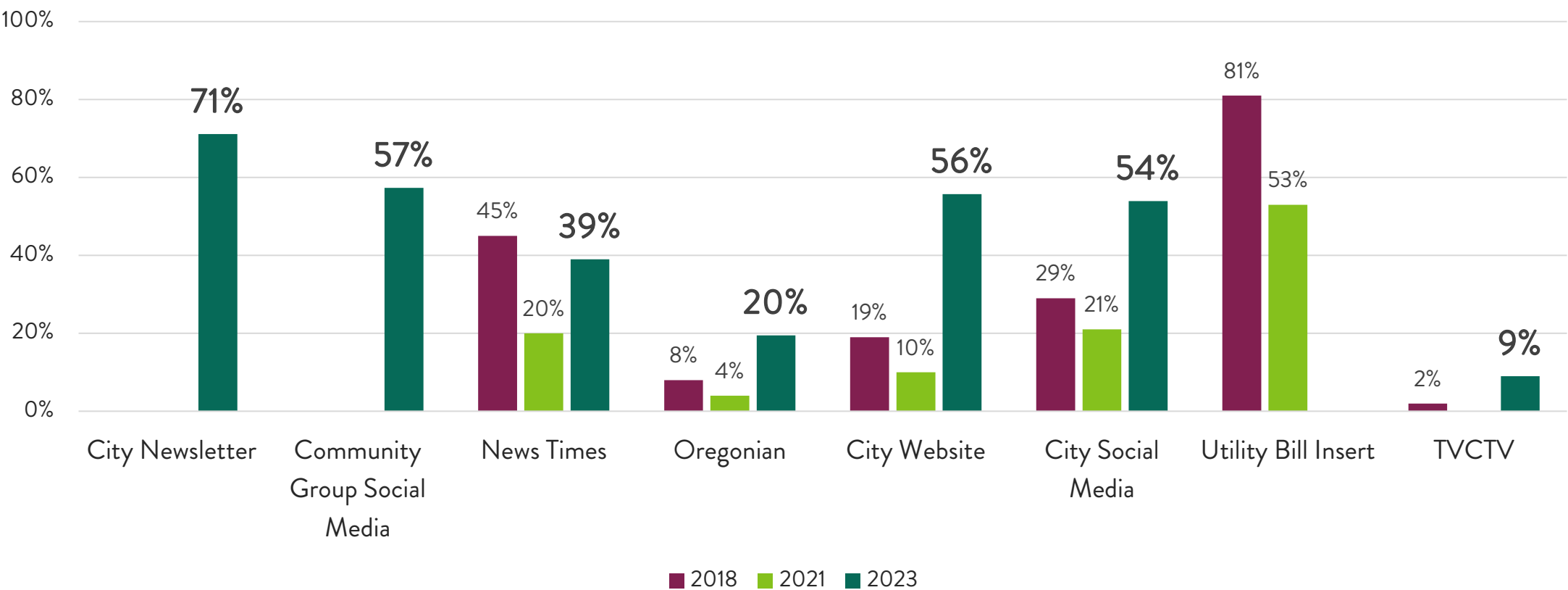
MORE SCHOOLS

# LIVABILITY QUESTIONS

- Top three sources of information regarding the City. Rank your sources.
- Future Forest Grove; What would you like to see in Forest Grove?  
Rank your choices.
- Type of growth
- City Charter 2-part question

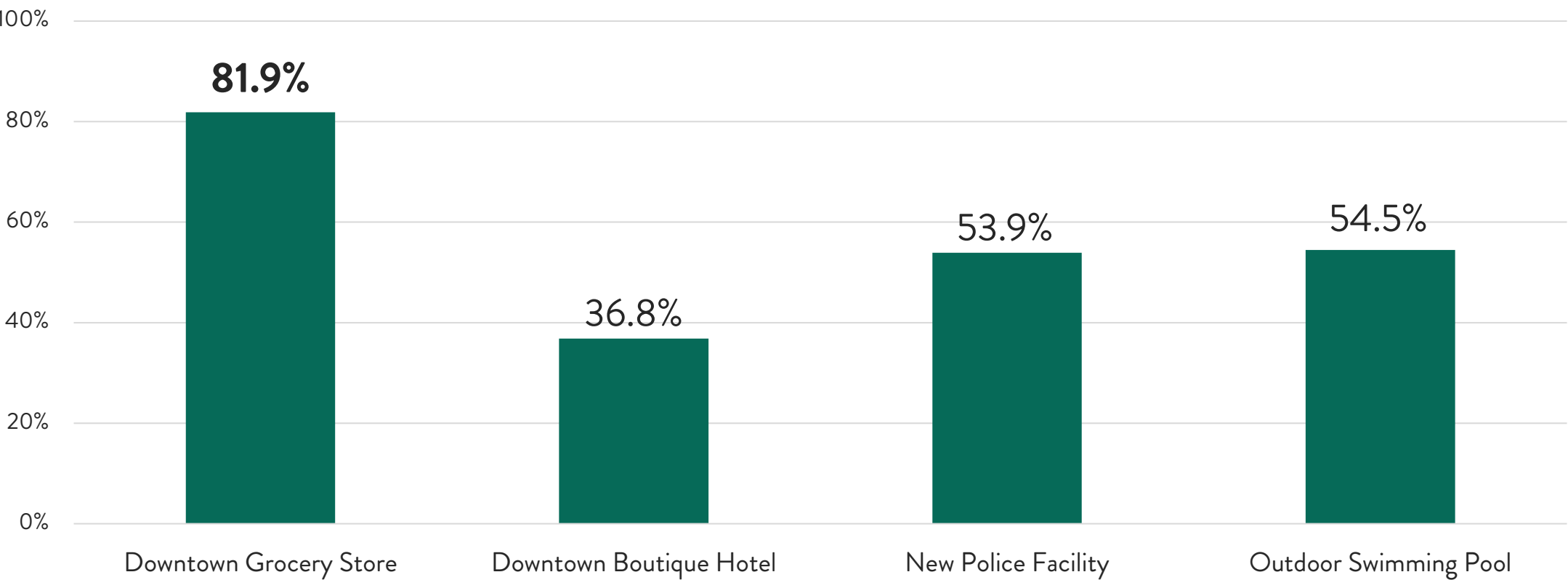
# TOP 3 INFORMATION SOURCES

What are your top three sources of information regarding the City of Forest Grove government?  
Please rank your choices.



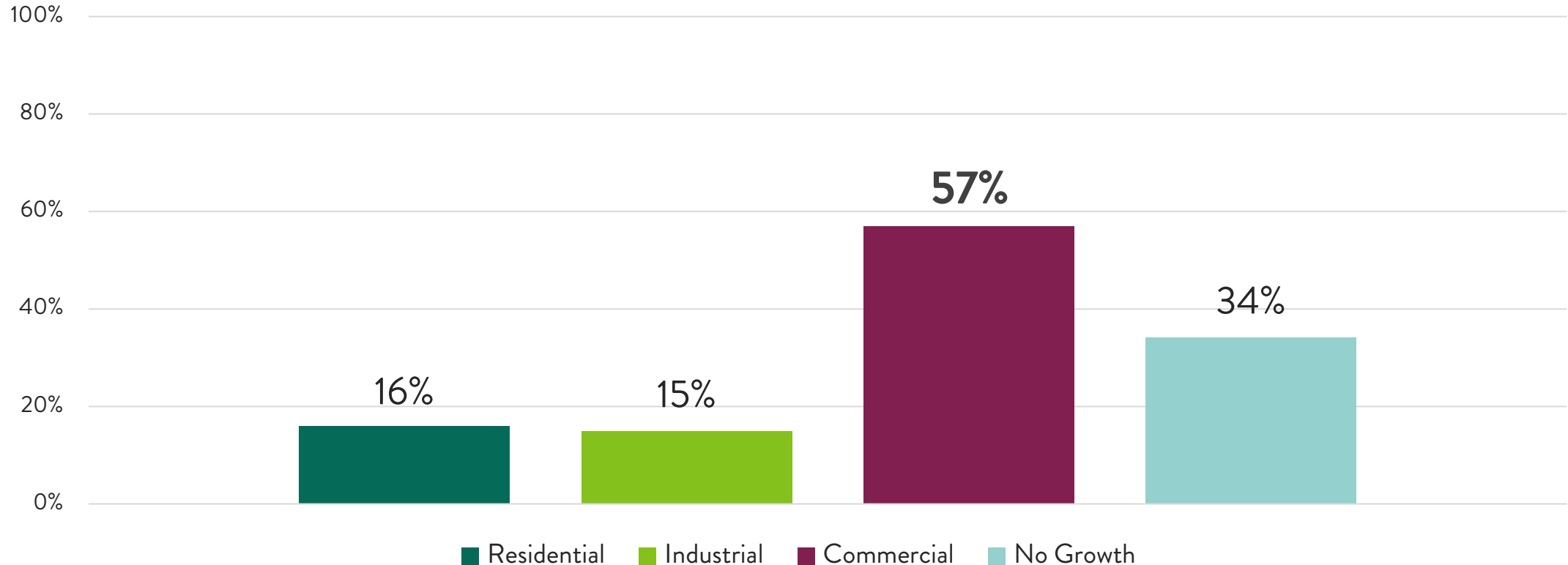
# FUTURE FOREST GROVE

The City is embarking on a 2040 visioning process. What would you like to see in Forest Grove?  
Please rank your top three choices.



# TYPE OF GROWTH

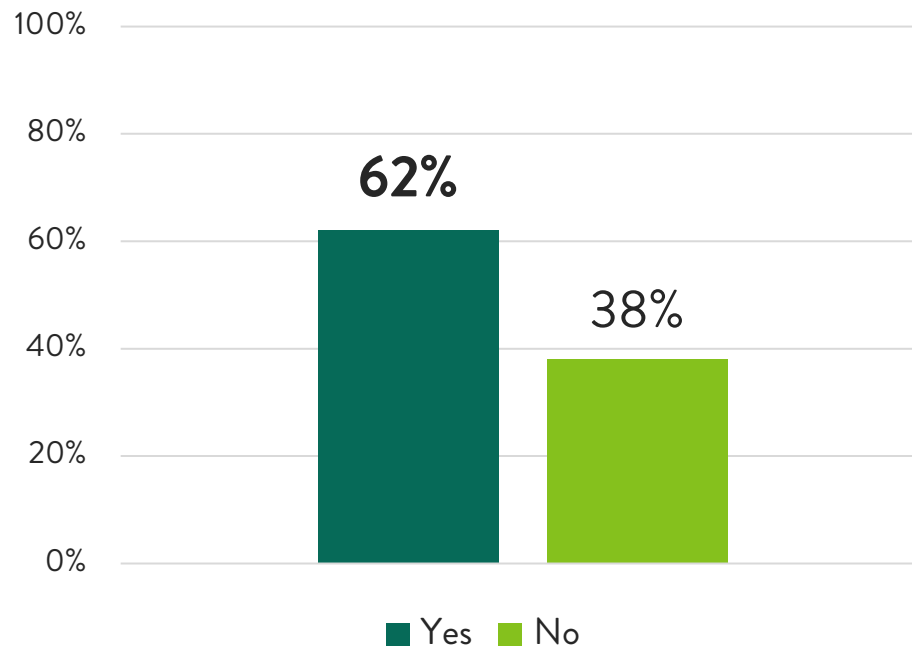
What type of growth do you think would benefit Forest Grove?



# CITY CHARTER 2-PART QUESTION

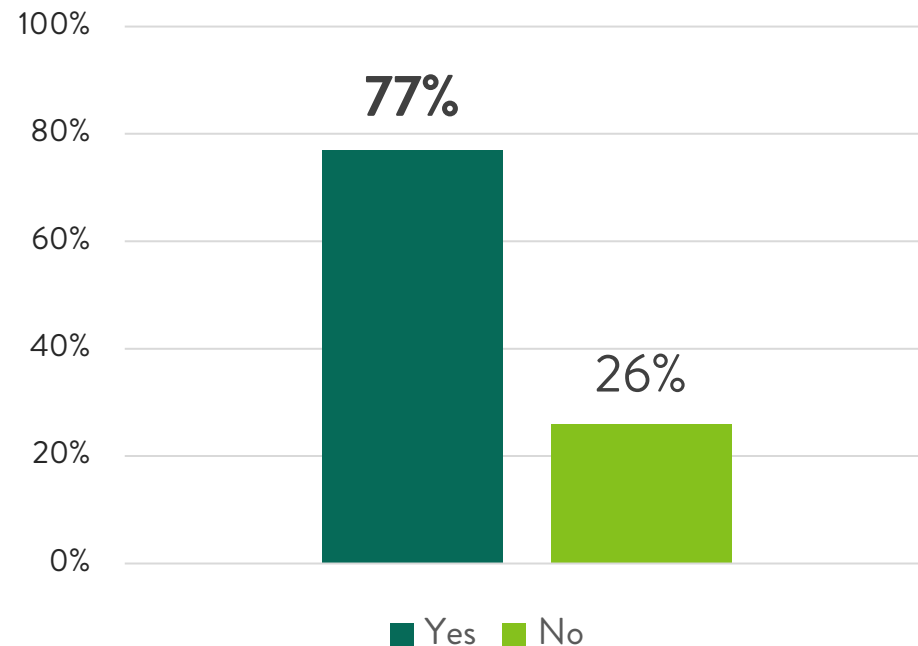
## Council Districts

Would you be in favor of establishing districts to ensure that each area in the city is represented by a City Councilor?



## Council Term Limits

Would you be in favor of limiting the number of terms these elected positions can serve?





# NEXT STEPS

- Share results with:
  - Department Directors & Staff
  - Community
  - Charter Review Commission
- Code Corner 2024
- Fee Study re: Aquatics and Building Permits
- Promote Visioning Process
- Promote Crime Prevention Programs
- Economic Opportunity Analysis

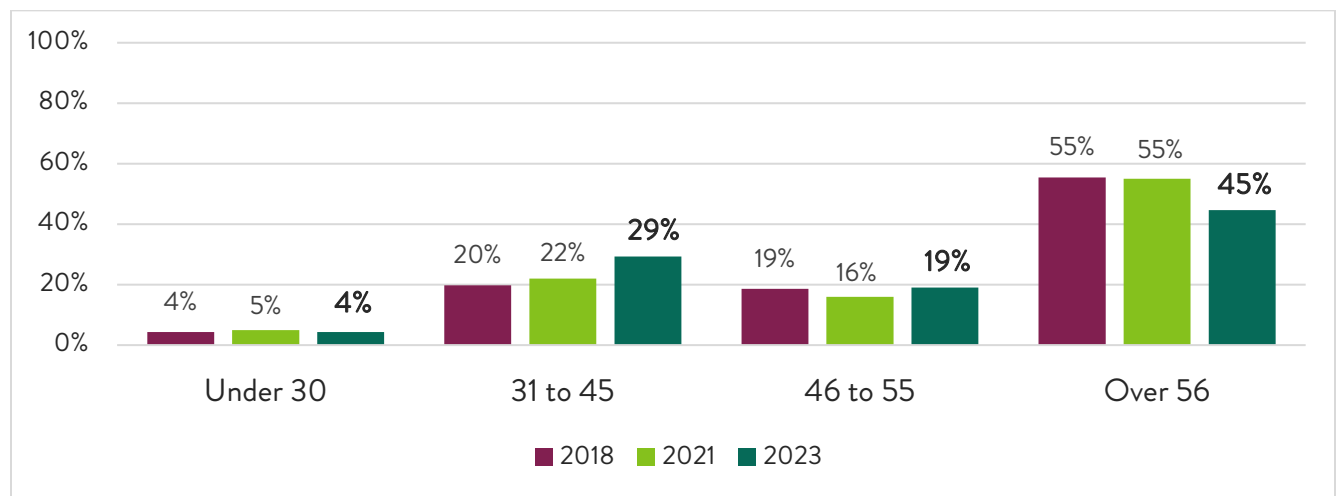
## RESPONSE RATE AND DEMOGRAPHICS

The 2023 City of Forest Grove Livability Survey earned a total of 1189 respondents a 58% increase from 2021. The survey was distributed online (website and social media), mailed (QR code in city newsletter and utility bill), and included a community engagement portion (Farmers Market).

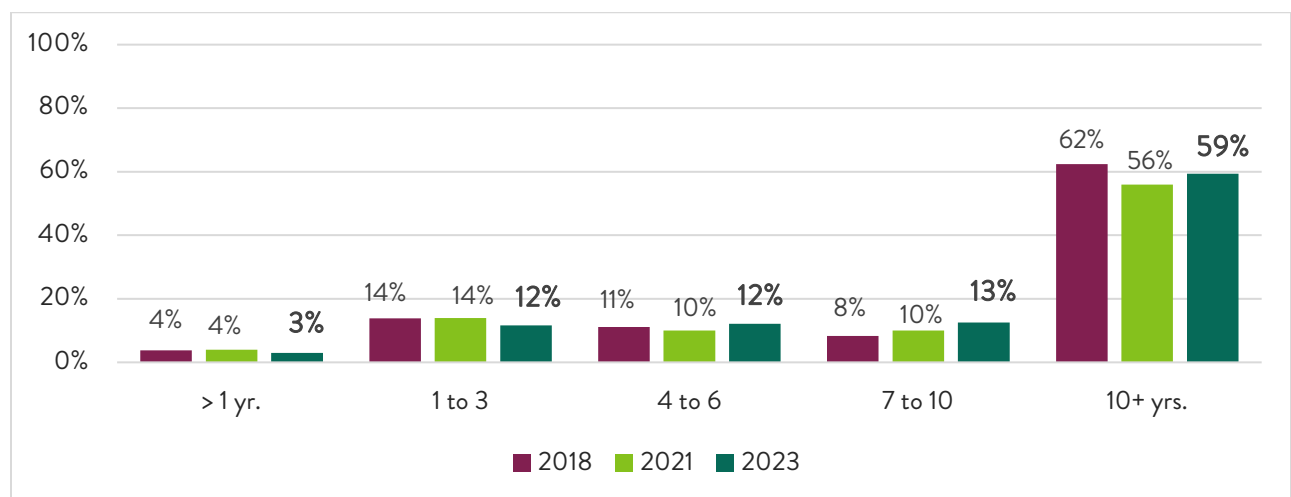
The survey breakdown is as follows:

- 802 online responses
- 376 paper responses
- 7 online Spanish responses
- 4 paper Spanish responses

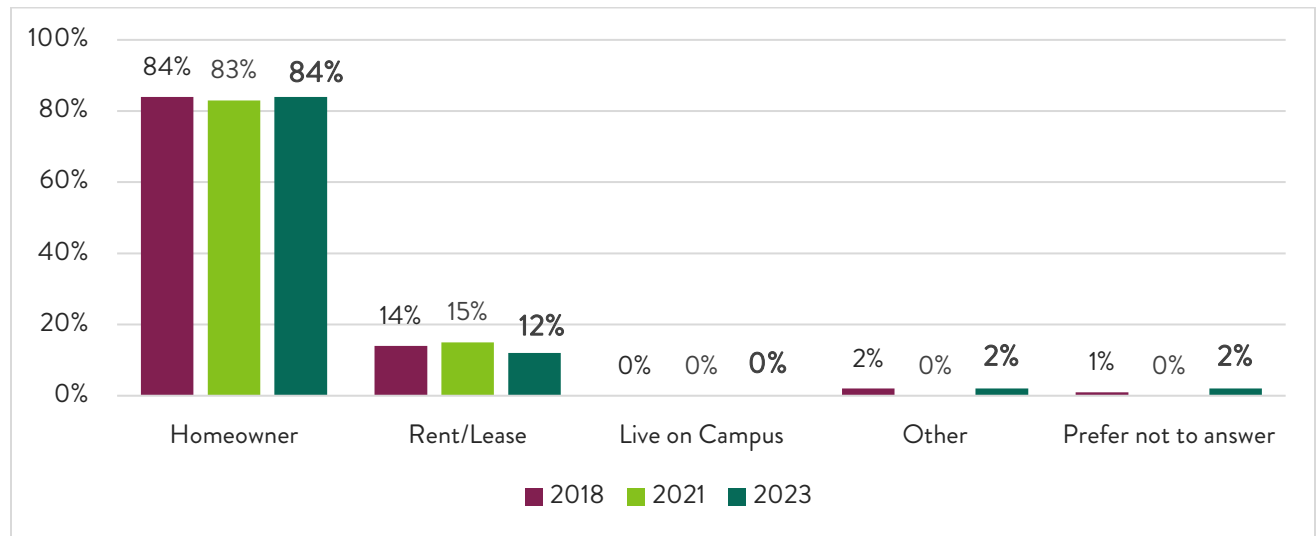
### Age



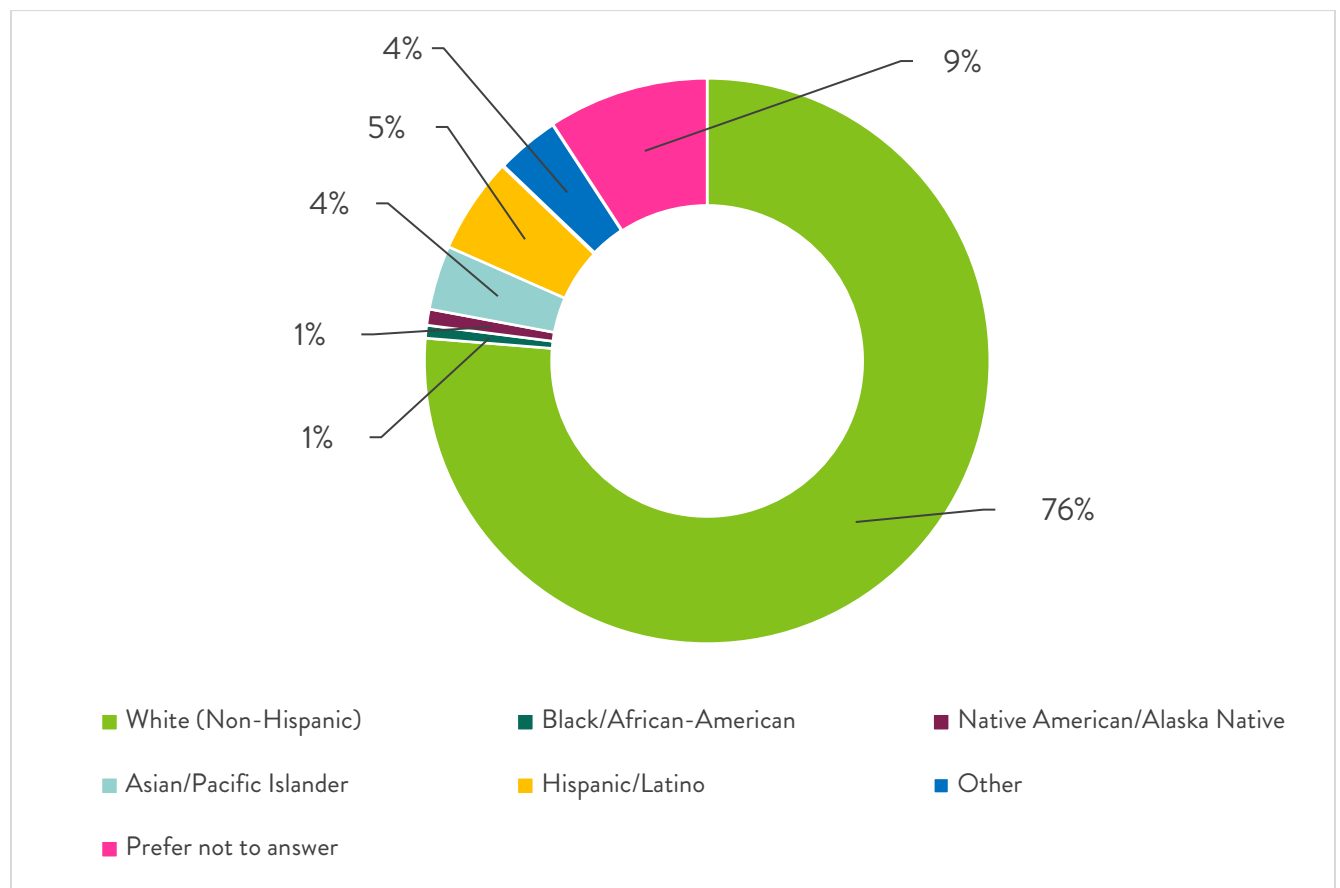
### Years of Residency



## Place of Residency



## Ethnicity



## CITY SERVICES RESPONSES

Respondents were asked to rank how well they believe the City is doing in providing a specific service. The ranking scale is from 1 (very poor) to 7 (very well), or N/A on an item. The results indicate the item's average score and are compared to the two previous surveys. The City's overall average is 5.37, higher than the 2018 average. The City's average fell slightly when compared to the 2021 average.

| SERVICE/FACILITY ITEM                                                                        | 2018 | 2021 | 2023 |
|----------------------------------------------------------------------------------------------|------|------|------|
| Street Lighting                                                                              | 5.48 | 5.69 | 5.54 |
| Street Cleaning                                                                              | 5.62 | 5.90 | 5.68 |
| Street Repair and Surfaces                                                                   | 4.65 | 4.89 | 4.73 |
| Bike Lanes                                                                                   | 4.92 | 5.03 | 4.86 |
| Parks and Trails                                                                             | 5.28 | 5.39 | 5.17 |
| Landscaping and Street Tree Trimming                                                         | 5.13 | 5.39 | 5.02 |
| Aquatic Center Programs                                                                      | 5.39 | 5.29 | 5.07 |
| Aquatic Center Open Hours                                                                    | 5.12 | 4.83 | 4.72 |
| Building or Planning Permits                                                                 | 4.29 | 4.51 | 4.37 |
| Business License or Parking Permits                                                          | 4.41 | 4.80 | 4.66 |
| Communication (website, social media, newsletters (print and/or email), newspaper ads, etc.) | 5.44 | 5.42 | 5.06 |
| Traffic control (signs, pavement markings, signals)                                          | 5.33 | 5.48 | 5.37 |
| Downtown Parking                                                                             | 4.37 | 4.89 | 4.71 |
| Parking Signs and Markings                                                                   | 5.23 | 5.56 | 5.39 |
| Parking Enforcement                                                                          | 4.57 | 4.86 | 4.79 |
| Enforcement of Codes (junk cars, noise, zoning, nuisance, etc.)                              | 4.03 | 4.23 | 4.14 |
| Timeliness of Police response                                                                | 5.67 | 5.72 | 5.60 |
| Quality of Police Response                                                                   | 5.62 | 5.49 | 5.58 |
| Crime Prevention Programs                                                                    | 5.01 | 4.67 | 4.46 |
| Emergency Medical Response                                                                   | 6.23 | 6.27 | 5.99 |
| Fire Response                                                                                | 6.35 | 6.41 | 6.30 |
| Fire Prevention Programs                                                                     | 5.83 | 5.81 | 5.67 |
| Library Customer Service                                                                     | 5.94 | 6.01 | 6.06 |
| Library Open Hours                                                                           | 5.62 | 5.53 | 5.92 |
| Library (materials available for checkout)                                                   | 5.84 | 5.98 | 6.07 |
| Utility Billing Customer Service                                                             | 6.00 | 6.18 | 6.02 |
| Municipal Court                                                                              | 5.04 | 5.43 | 5.32 |
| Electricity                                                                                  | 6.09 | 6.21 | 6.16 |
| Drinking Water                                                                               | 5.98 | 6.15 | 5.99 |
| Sanitary Sewer                                                                               | 5.99 | 6.14 | 6.07 |
| Storm Drainage; localized flooding prevention/follow-up                                      | 5.58 | 5.71 | 5.66 |
| Leaf Pickup                                                                                  | 5.46 | 5.82 | 5.65 |

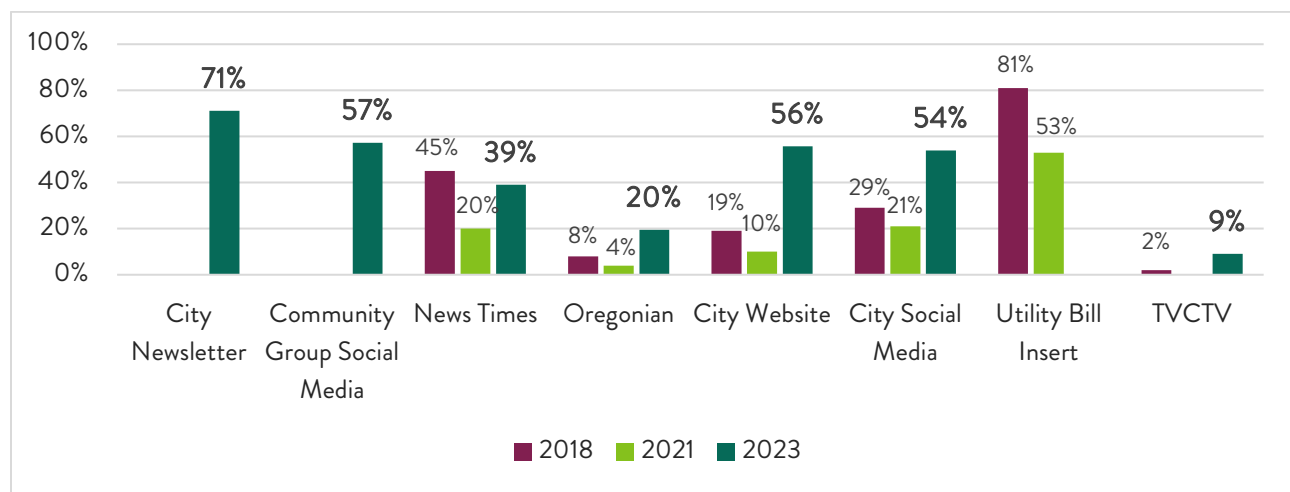
## CITY SERVICES- TOP THREE MENTIONS

Community improvements were an overall theme. Residents of Forest Grove written comments mentioned a need for better shopping and restaurants, Recreation Center, and improved recreational activities (trails, bike paths, better open swim/Aquatic Center hours).

## SURVEY RESPONSES

### Top 3 Information Sources

What are your top three sources of information regarding the City of Forest Grove government? Please rank your choices.



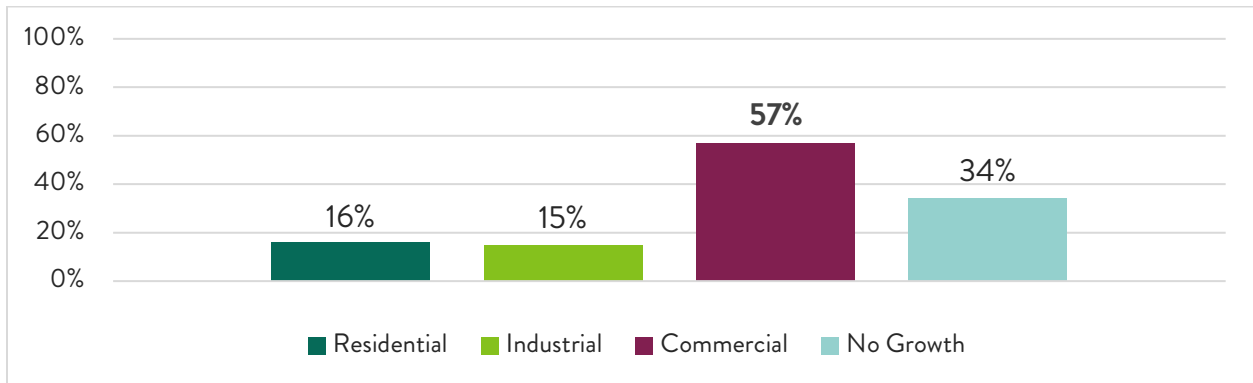
### Future Forest Grove

The City is embarking on a 2040 visioning process. what would like to see in Forest Grove? Please rank your choices.



## Type of Growth

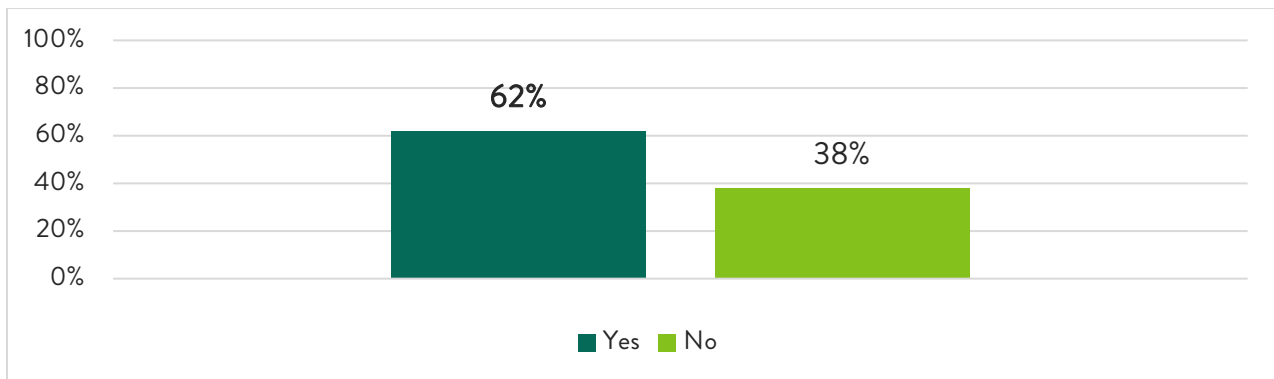
What type of growth do you think would benefit Forest Grove?



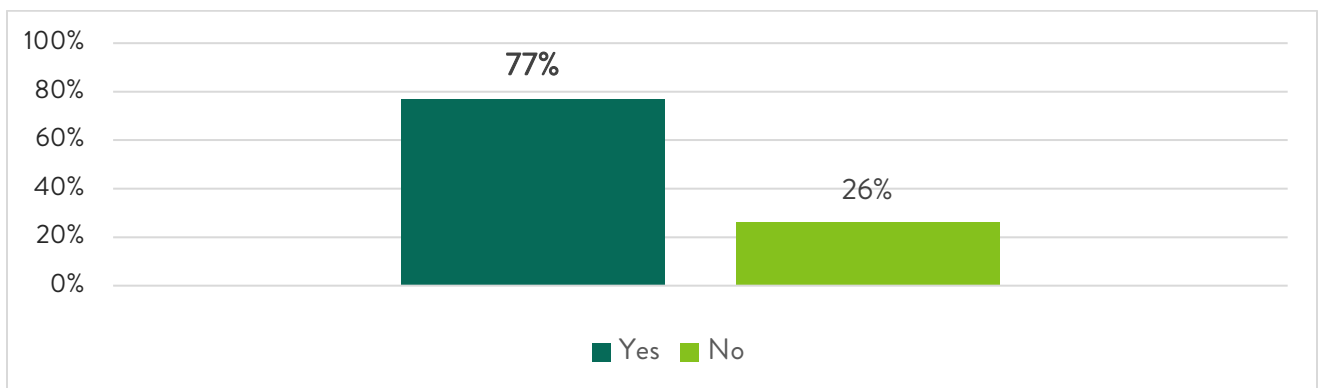
## City Charter 2-Part Question

A City Charter grants legal authority to a City government. A commission of residents has been appointed to review the City Charter. To help inform this discussion, please answer yes/no to the following questions:

Currently, all City Councilors are elected at large. Would you be in favor of establishing districts to ensure that each area in the city is represented by a City Councilor?



Currently, there are no term limits for the Mayor or City Councilors. Would you be in favor of limiting the number of terms these elected positions can serve?





# Objectives, Accomplishments, and Priorities Update

Paul Downey, Assistant City  
Manager/Finance Director  
Jesse VanderZanden, City  
Manager

# Purpose

- To help prepare City Council for the Retreat on February 24, 2024 regarding:
  - Progress on City Council Objectives.
  - Top Accomplishments this past year.
  - Top priorities for the coming year.



# Purpose

- This report will include items for all central Administration functions including Utility Billing, Communications, Programs, Budget, Finance, Human Resources, City Recorder, and City Manager.

# Council Objectives

Section E, Item 3.

- 1.2 Develop polices and activate partner services that will address homeless services (i.e., time, place, and manner ordinances).
- Status – Council adopted the time, place, and manner ordinance designating where overnight camping can and cannot occur. Staff continue to monitor homelessness in the City.
- 2.1 Explore how the City can be carbon neutral by 2050.
- Status – Staff is planning to start the process in FY 2024-25. Staff would like clarification from the Council on the scope of this objective, i.e., for City facilities and services or broader.

# Council Objectives

Section E, Item 3.

- 2.2 Review, approve, and operationalize DEI Plan.
  - Status – DEI values have been incorporated into the Goals and Objectives. A DEI lens is being used for all programs and projects, i.e., website, recruitments, recreation, and construction projects. Next step is to incorporate values into Forest Grove 2040 Plan Vision and Action Plan.
- 2.6 Complete the City Charter review process.
  - Status - Charter Review Committee established, met six times, and has a target to submit recommendations to City Council in May, 2024.

# Council Objectives

Section E, Item 3.

- 3.2 Conduct Police Chief recruitment.
- Status – Community feedback gathered over the summer. Feedback incorporated into recruitment announcement. Recruitment announcement will be nationally advertised in January/February 2024.

# Top Accomplishments

- Developed time, place and manner ordinance regarding homelessness and clarified roles and responsibilities amongst non-profits, city, and county.
- Completed Development Service Annex/ City Hall Project and moved staff back into the completed building in April, 2023. The building is now just referred to as City Hall.

# Top Accomplishments

Section E, Item 3.

- Completed significant review of Boards and Commissions (B&C) with City Council adopting new ordinances, Council Rules, and bylaws.
- Completed IBEW and AFSCME contracts.
- Close to finalizing the updated City website with a presentation to Council planned for January 8, 2023.

# Top Accomplishments

Section E, Item 3.

- Close to completing conversion to new software for City Council packets. The January 8, 2024, will be the first meeting that this software is used.
- Implemented quarterly printed newsletter, monthly e-newsletter, and increased social media presence including Instagram and Nextdoor.

# Top Priorities

Section E, Item 3.

- Collaborate with City departments to assure projects funded by the American Rescue Plan Act (ARPA) are being completed by the December 31, 2024, deadline. Examples of remaining projects include:
  - Library capital improvements
  - Americans with Disability Act study of city facilities.
  - Branding Logo and Guidelines
  - City website redesign
  - Forest Grove 2040 Vision and Action Plan
  - Economic Opportunity Analysis
  - Conversion of Geographic Information System to new platform



# Top Priorities

Section E, Item 3.

- Finalize Police Chief recruitment process.
- Negotiate IFFA (Firefighters) bargaining contract which expires June 30, 2024.
- Update the five-year financial projection as part of implementing the proposed additions in the levy.
- Conduct rate and fee studies for:
  - Aquatics and Recreation
  - Other city rates and fees, i.e., engineering and planning
  - Water and water system development charges

# Top Priorities

Section E, Item 3.

- Complete and implement Urban Renewal Agency (URA) programs and projects.
- Get direction on how to proceed with Site B.
- With Community Development, consider long-term growth options and refine the Westside Financial Plan.
- Complete City Charter review for Council consideration.

# Questions?

# Forest Grove Police Department Objectives, Accomplishments, and Priorities

Chief Henry Reimann

December 11, 2025



# Purpose

Section E, Item 4.

- Progress update regarding City Council Objectives.
- Top Accomplishments this past year.
- Top priorities for the coming year.

# FGPD is a full service Police Department

No call is too small



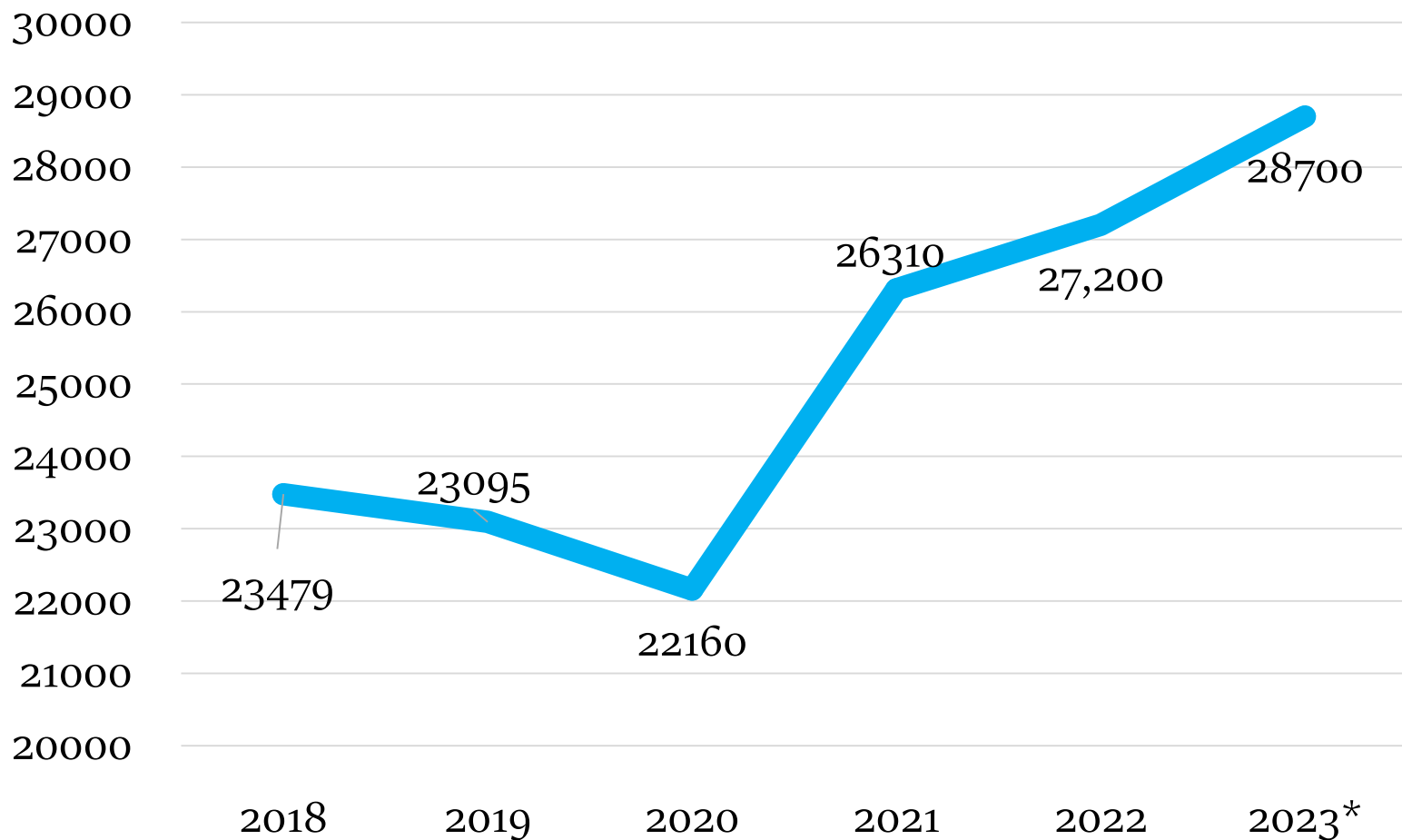
# DEPARTMENT OVERVIEW

The Police Department serves Forest Grove through law enforcement patrol, investigative services, crime prevention, and community outreach.

FGPD is allocated a chief, two captains, four sergeants, three detectives, School Resource Office (SRO), and 24 patrol officers.

The department also employs one full-time code enforcement officer, one community outreach specialist, a support unit supervisor, an evidence specialist, and two records specialists.

## TOTAL CALLS FOR SERVICE BY YEAR

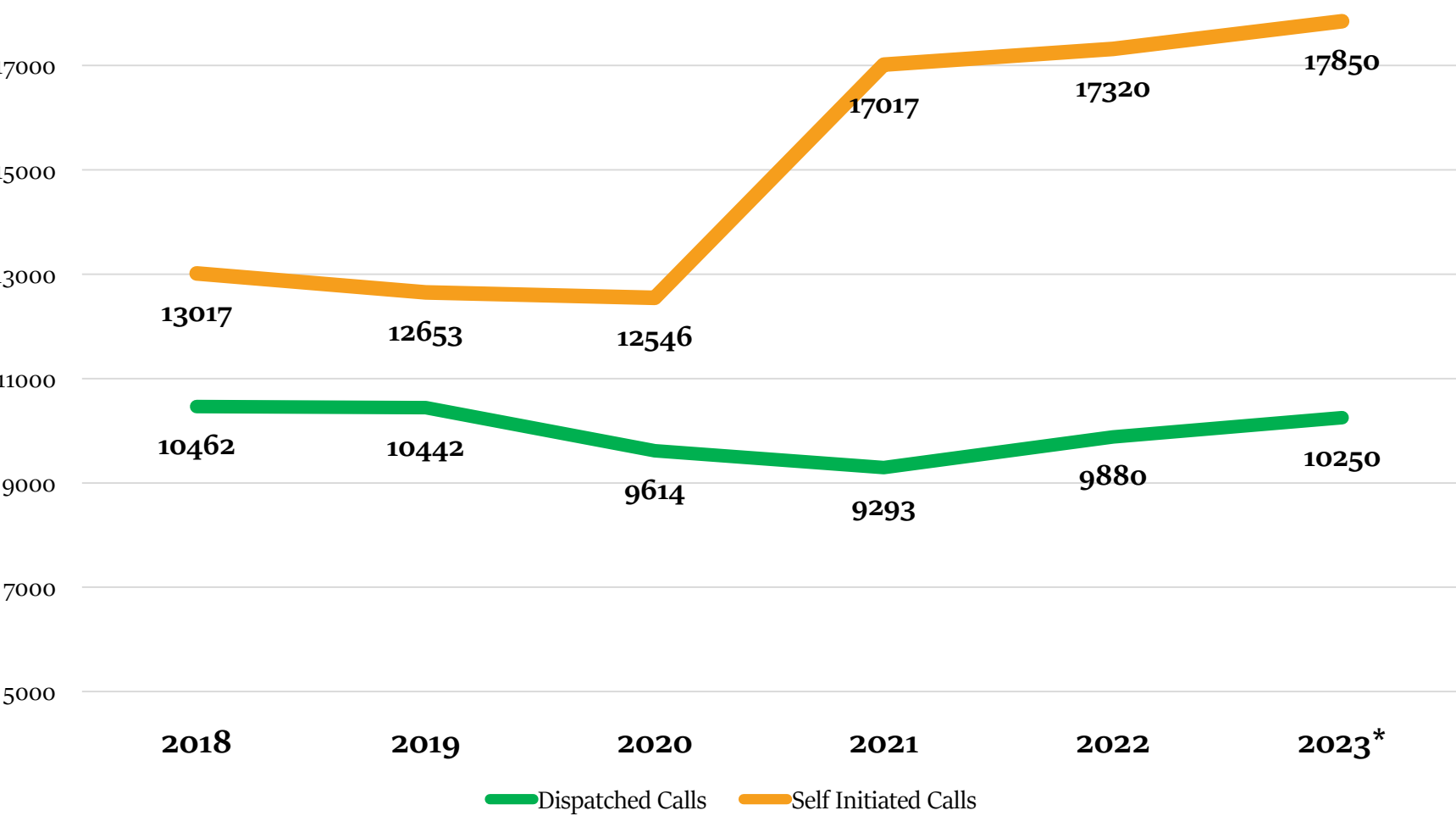


*\*Projected 2023*

*Total Calls for Service January-November 2023: 26,598*

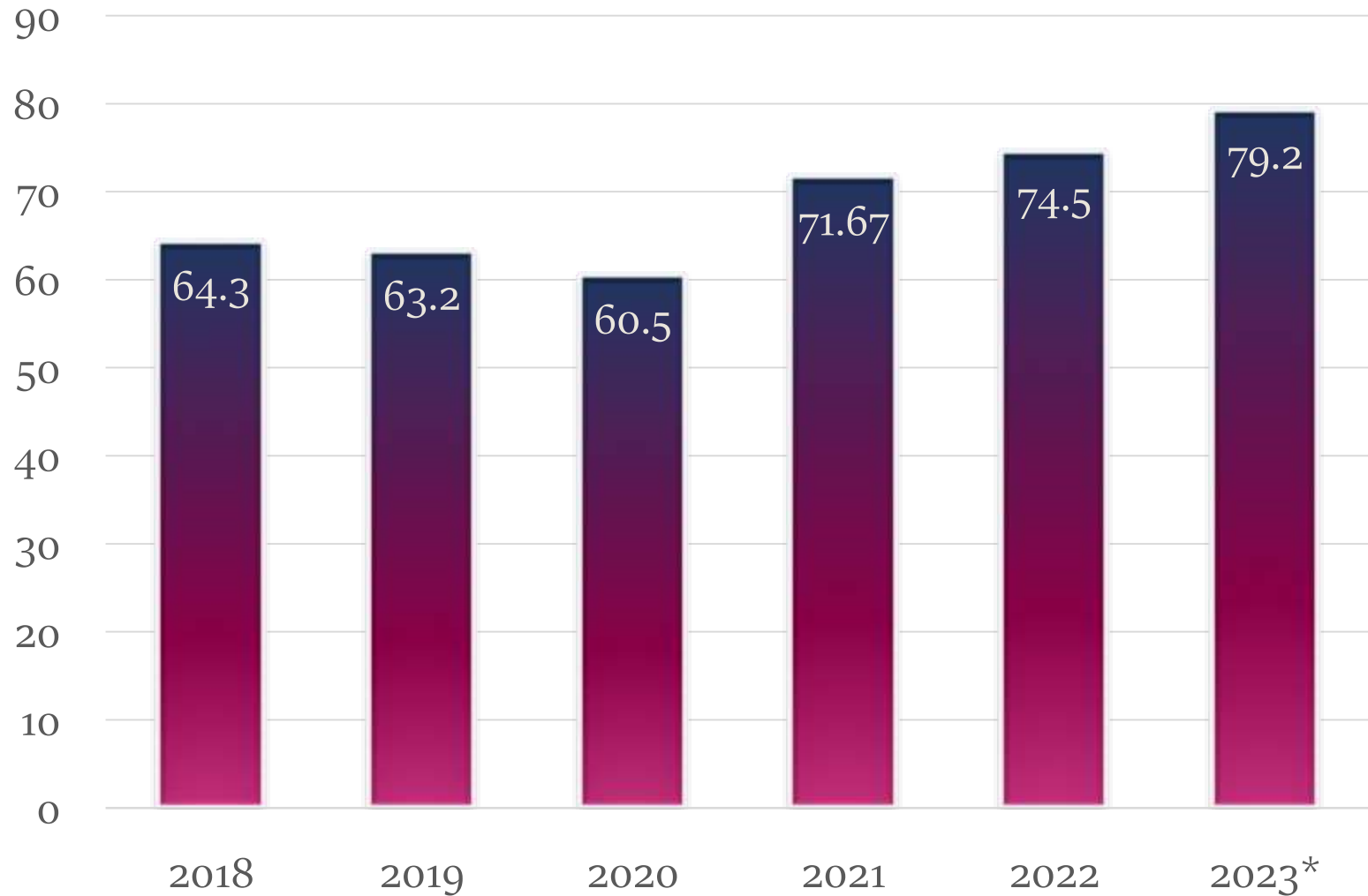


# COMMUNITY GENERATED vs. SELF INITATED CALLS



*\*Projected 2023*  
*Total Calls for Service January-November 2023: 26,598*

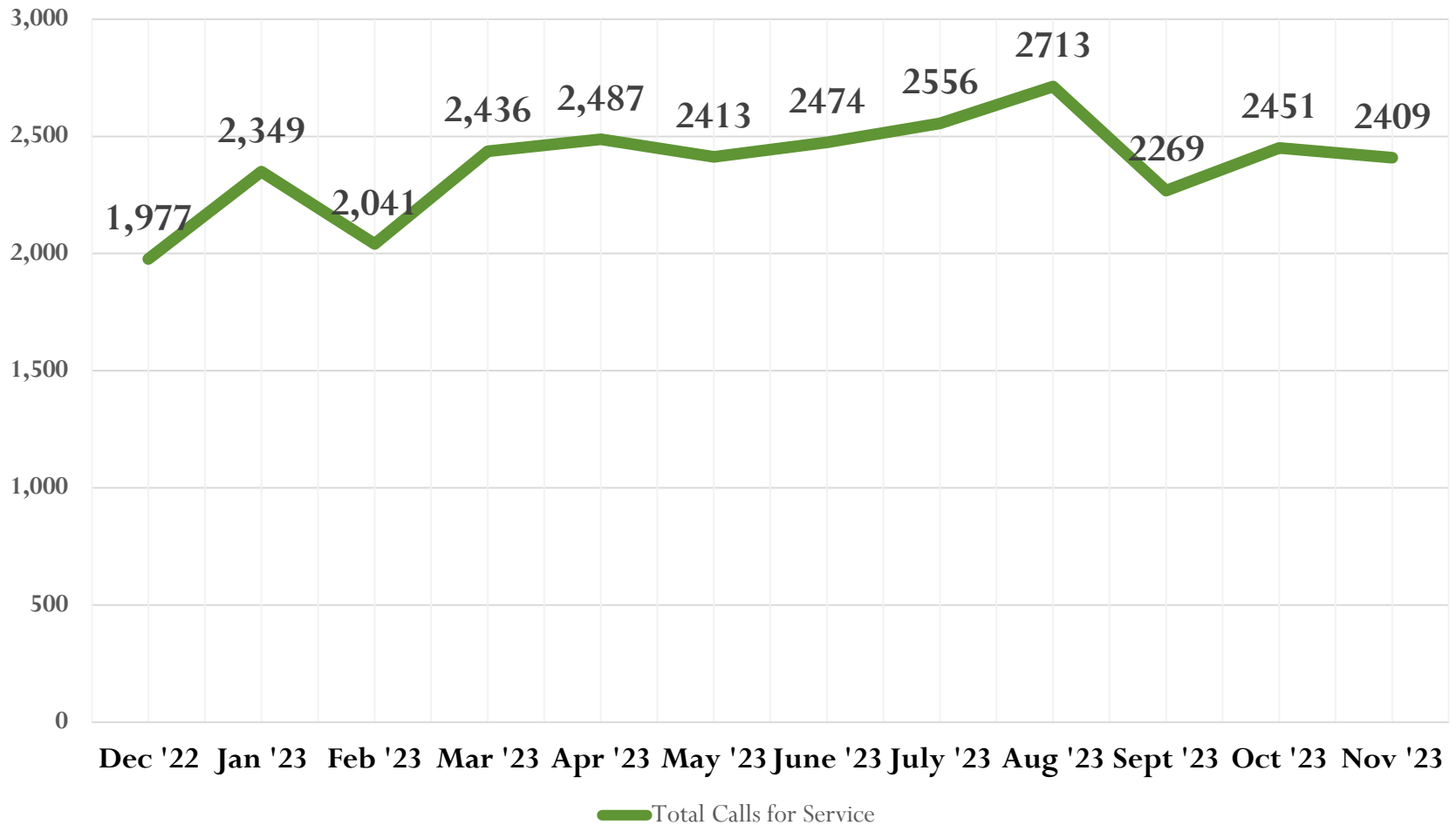
## AVERAGE NUMBER OF CALLS DAILY\*



*\*Includes Dispatched and Self-Initiated Calls for Service*

# Total Monthly Calls for Service:

Section E, Item 4.



| Call Type                        | June | July | Aug. | Sept. | Oct. | Nov. |
|----------------------------------|------|------|------|-------|------|------|
| Arrests (Including Cite/Release) | 74   | 90   | 64   | 68    | 86   | 97   |
| Traffic Stops                    | 382  | 605  | 619  | 381   | 416  | 482  |
| Thefts, Burgs, Stolen Vehicle    | 46   | 35   | 34   | 35    | 38   | 52   |
| Suspicious Circ./Person/Veh      | 123  | 121  | 113  | 133   | 130  | 103  |
| Assaults                         | 12   | 2    | 5    | 7     | 1    | 6    |
| Domestic/Disturbances            | 41   | 56   | 55   | 49    | 52   | 50   |
| Criminal Mischief                | 13   | 22   | 25   | 17    | 27   | 23   |
| DUII                             | 7    | 11   | 11   | 9     | 7    | 7    |
| CPR/AED/ Assist Fire Dept        | 19   | 17   | 20   | 12    | 15   | 15   |
| Welfare Checks                   | 109  | 95   | 91   | 87    | 78   | 71   |

# Council Objectives

Section E, Item 4.

The Police Department has been assigned the following responsibilities.

GO: 12; Examine drug use trends locally and nationally and develop outreach and education.

GO: 18; Research regulations for drone use within city limits.



# Top Accomplishments

Section E, Item 4.

## Trainings:

- Hate and Bias crime investigators symposium  
(in partnership with the DA's office and Pacific University)

## Wellness:

- Sabbatical Program established
- Peer support program established



# Top Accomplishments

Section E, Item 4.

## Community Events:

- Increased our participation in community events.
- Listening sessions; Community BBQ, Rose Grove mobile park (AKA:)
- 2 Parent summits on gangs a drug awareness (NAMs & Centro), and a partnership with Adelante Mujeres parenting classes





# Top Priorities

- Continue our relationship with Pacific University in building soft skills trainings
- Increase the community/police training opportunities
- Traffic enforcement





# Questions?





*A place where families and businesses thrive.*

CITY RECORDER USE

Section F, Item 1.

AGENDA ITEM #: F.1.  
MEETING DATE: 12.11.2023  
FINAL ACTION: FIRST READING  
ORD 2023-07

## CITY COUNCIL STAFF MEMORANDUM

**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager  
Henry Reimann, Chief of Police

**MEETING DATE:** December 11, 2023

**SUBJECT TITLE:** First Reading and Public Hearing of Ordinance 2023-07 amending the Forest Grove Code of Ordinances Title IX (General Regulations) by adding Chapter 91, Drone Regulations

|                          |                                               |                                |                                     |                                 |                                        |
|--------------------------|-----------------------------------------------|--------------------------------|-------------------------------------|---------------------------------|----------------------------------------|
| <b>ACTION REQUESTED:</b> | <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Order | <input type="checkbox"/> Resolution | <input type="checkbox"/> Motion | <input type="checkbox"/> Informational |
|--------------------------|-----------------------------------------------|--------------------------------|-------------------------------------|---------------------------------|----------------------------------------|

*X all that apply*

### **BACKGROUND:**

The City Council conducted a work session on October 9, 2023 to discuss unmanned aerial systems (UAS) or drone regulations for public recreation use within city limits.

UAS's are aircraft without a human pilot onboard that are controlled by an operator on the ground, and are operated without the possibility of direct human intervention from within or on the aircraft. Drones can be operated for a variety of reasons including for commercial purposes, recreational use or in support of public agency services. Drones are often flown by hobbyists for recreation and used by the public for commercial film and photography.

Because drones utilize the airspace, which is regulated by the federal government, the Federal Aviation Authority (FAA) regulates and sets guidelines for the safe operation of drones in the United States. Further, the FAA has a mandate from Congress to develop a comprehensive plan to accelerate the integration of civic UAS into the national airspace system.

In this regard, the FAA requires recreational drone operators to register and mark their drones and to operate them under a number of best practice guidelines. The FAA also requires commercial drone operators to learn specific drone rules (Title 14 Code of Federal Regulations Part 107), obtain a Remote Pilot Certificate, and obtain an FAA tracking number. In addition to these federal requirements, the City requires a business permit for commercial filming by drone.

In addition to federal regulations, the State of Oregon regulates drones under Oregon Revised Statute (ORS) Chapter 837. These regulations pertain to definitions, registration, fees, and prohibited uses. For example, state law prohibits the operation of a drone over privately owned

premises in a manner that harasses and over critical infrastructure such as power, chemical, petroleum, water, electrical facilities, and more.

Staff reviewed the draft ordinance with the City's Parks and Recreation, Fire, Public Works, Light and Power, and the City Attorney to ensure the proposed regulations would not negatively affect their drone operations or infringe on federal regulations.

**DRONE ORDINANCE:**

The proposed ordinance requires both recreational and commercial drone operators to fly drones in compliance with federal and state laws. Due to the complexity and length of federal and state law, these laws and rules are included by reference in the ordinance but not specifically spelled out.

The ordinance does outline the duties of a drone operator and the penalties if the drone operator causes injury to a person, damage to property, and violates federal and state law while operating a drone. The ordinance also lists protected sites within the city; sites that are also broadly outlined in federal and state law.

Adoption of the proposed ordinance will allow the city to enforce federal, state, and city drone laws and regulations. Violations of the ordinance's provisions will be done in accordance with the enforcement procedures contained in city code, CFR Part 107, and ORS Chapter 837, which may include a general penalty, misdemeanor or administrative citation.

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

Staff recommends the City Council consider, amend as necessary, and pass the ordinance. If passed, staff will embark on a public information effort to assure all persons are aware of the new regulations.

**ATTACHMENTS:**

- 1) Proposed Ordinance 2023-07 with Exhibit A, Chapter 91, Drone Regulations
- 2) CFR Part 107
- 3) ORS Chapter 837

**ORDINANCE 2023-07****ORDINANCE ADOPTING REGULATIONS PERTAINING TO RECREATIONAL AND COMMERCIAL DRONE OPERATION WITHIN THE CITY OF FOREST GROVE UNDER SECTION 91 OF CITY CODE.**

**WHEREAS**, the Council conducted work session on October 9, 2023 to review and discuss unmanned aerial systems (UAS) or drone regulations for public recreation and commercial operation use within the City limits; and

**WHEREAS**, the proposed ordinance is responsive to City Council Objective 18 to “research regulations for drone use within city limits”; and

**WHEREAS**, Council requested staff develop an ordinance that would standardize UAS usage within city limits and outline the duties and responsibilities of drone operators in conjunction with federal and state law; and

**WHEREAS**, The Federal Aviation Authority (FAA) regulates and sets guidelines for the safe operation of drones in the United States under the Code of Federal Regulations Part 101 and Part 107; and

**WHEREAS**, The State of Oregon regulates and sets guidelines for the safe operation of drones in Oregon under Oregon Revised Statue (ORS) 837; and

**WHEREAS**, ORS 837 prohibits a local government from enacting drone regulations that are more restrictive than federal and state law and the proposed ordinance does not infringe on the operation or ownership of a drone or otherwise restrict drone operation more than federal and state law; and

**WHEREAS**, Adoption of the proposed ordinance will allow the City to enforce federal and state regulations and violation of the ordinance’s provisions will be done in accordance with the enforcement procedures contained in city code, federal and state law, and may include a general penalty, misdemeanor or administrative citations.

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

**Section 1:** The City Council adopts Exhibit A, Regulations Pertaining to Drone Usage within City Limits, and directs staff to incorporate the regulations into city code.

**Section 2:** The City Council directs city staff to publish the regulations and conduct an outreach effort to assure the regulations are broadly known.

This ordinance will take effect on the 30<sup>th</sup> day after enactment.

**PRESENTED AND PASSED** this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Mariah S. Woods, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Malynda H. Wenzl, Mayor

## EXHIBIT A: REGULATIONS PERTAINING TO DRONE USAGE WITHIN CITY LIMITS

### § 91.016 Purpose and intent.

The purpose of this chapter is to standardize unmanned aircraft systems or drone usage within the City of Forest Grove. This chapter does not preempt and is intended to operate in conjunction with federal and state laws and regulations regarding drones.

All ordinances herein are intended to protect the privacy, public safety, and welfare of the public and address specific areas of municipal concern where a drone incident could cause harm and injury.

### § 91.017 Definitions.

For purposes of this chapter, the following definitions shall apply:

**FAA** means the Federal Aviation Administration.

**Unmanned aircraft system or drone** means an aircraft without a human pilot on board, that is controlled from an operator on the ground, and operates without the possibility of direct human intervention from within, or on, the aircraft.

### §91.018 Operating requirements and restrictions.

Drones are allowed for recreational purposes in city parks, subject to the restrictions listed in this section and federal and state laws and regulations regarding drones. No person shall operate a drone in a manner that is prohibited by any federal and state laws and regulations. Drone operators may be required to produce a valid FAA registration upon request while operating the drone in a city park.

- A. Any person who causes injury to another person while operating a drone shall:
  - 1. Notify the City's Police Department of the injury within 24 hours of the incident.
  - 2. Provide the operator's name and current residential address to the City's Police Department and present a valid form of identification issued by the federal or state government.
  - 3. Each failure to report shall constitute a separate violation of this chapter.
- B. Any person who causes damage to property while operating a drone shall:
  - 1. Immediately locate and notify the owner or person in charge of the damaged property of the name and current residential address of the drone operator and of the owner of the drone involved.
  - 2. Provide the operator's name and current residential address to the City's Police Department and present a valid form of identification issued by the federal or state government.

3. In the event the owner or person in charge of the damaged property cannot reasonably be ascertained or located, the drone operator shall leave in a conspicuous place on the property damaged a written notice giving the name and current residential address of the drone operator and of the owner of the drone involved, as well as a statement of the circumstances of the incident resulting in the property damage. The drone operator must also provide this information to the City Police Department within 24 hours of the incident.
4. Each failure to report shall constitute a separate violation of this chapter.

#### **§ 91.019 Protected sites.**

- A. No person shall operate a drone within the airspace above or within a 200-foot horizontal distance of the following:
  - a. Police building(s), unless authorized by the Chief of Police.
  - b. Public utility facilities, including, but not limited to, any water, sewage, or electrical generating facility, unless authorized by the chief administrator of the facility.
  - c. Communication and utility structures, including, but not limited to, cell towers or similar equipment for the transmission of sounds, signal, or data, unless authorized by the chief administrator of the facility.
- B. No person shall operate a drone in a manner that disrupts or disturbs wildlife.

#### **§ 91.020 Exemptions.**

- A. The provisions of this chapter shall not apply to a drone that is used or operated by or on behalf of a government agency in compliance with applicable federal, state, county, and city laws and regulations.

#### **§ 91.021 Violations—Penalties.**

- A. All violations of the Code of Federal Regulations defined in Title 14 C.F.R. Part 101 and Title 14 C.F.R. Part 107 will be reported to the FAA.
- B. All violations of Oregon Revised Statute (ORS) Chapter 837 may be punished under ORS 837.990 and ORS 837.995.
- C. Any condition created, caused, committed, or maintained in violation of any provision of this chapter is hereby declared to be unlawful and a public nuisance.
- D. Any person who engages in a violation of this section, or who owns, possesses, manages, controls, or has charge of any drone in violation of this section, shall be subject to the penalties and remedies provided by this section.
- E. Any violation of this section shall constitute a separate offense for each day the violation persists.
- F. Any intentional injury or property damage caused while operating a drone will be referred to the County District Attorney for criminal prosecution.
- G. Upon any violation of this section, any Emergency Responder, or law enforcement officer (Officer) shall be authorized to use reasonable force to cause the violating drone to land on the ground. Neither the City, nor the Officers involved, shall be liable

for any damage to a drone caused by an Officer while enforcing this section if such damage was reasonably necessary to ensure unhindered performance of emergency services.

- H. Any drone found to be operated in violation of this section may be impounded and held as evidence in any enforcement proceeding, including a proceeding brought under this section.
- I. The expenses of seizing, eradicating, destroying, or taking remedial action with respect to any impounded drone shall not be recoverable from the owner and operator of the drone. Proof of liability for any forfeiture petition under this chapter shall be by a preponderance of the evidence.
- J. These penalties and remedies are cumulative, in addition to any other penalties and remedies available to the city.



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This content is from the eCFR and is authoritative but unofficial.

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## **Title 14 —Aeronautics and Space**

### **Chapter I —Federal Aviation Administration, Department of Transportation**

#### **Subchapter F —Air Traffic and General Operating Rules**

## Part 107 Small Unmanned Aircraft Systems

### Subpart A General

- § 107.1 Applicability.
- § 107.2 Applicability of certification procedures for products and articles.
- § 107.3 Definitions.
- § 107.5 Falsification, reproduction, or alteration.
- § 107.7 Inspection, testing, and demonstration of compliance.
- § 107.9 Safety event reporting.

### Subpart B Operating Rules

- § 107.11 Applicability.
- § 107.12 Requirement for a remote pilot certificate with a small UAS rating.
- § 107.13 Registration.
- § 107.15 Condition for safe operation.
- § 107.17 Medical condition.
- § 107.19 Remote pilot in command.
- § 107.21 In-flight emergency.
- § 107.23 Hazardous operation.
- § 107.25 Operation from a moving vehicle or aircraft.
- § 107.27 Alcohol or drugs.
- § 107.29 Operation at night.
- § 107.31 Visual line of sight aircraft operation.
- § 107.33 Visual observer.
- § 107.35 Operation of multiple small unmanned aircraft.
- § 107.36 Carriage of hazardous material.
- § 107.37 Operation near aircraft; right-of-way rules.
- § 107.39 Operation over human beings.
- § 107.41 Operation in certain airspace.
- § 107.43 Operation in the vicinity of airports.
- § 107.45 Operation in prohibited or restricted areas.
- § 107.47 Flight restrictions in the proximity of certain areas designated by notice to airmen.
- § 107.49 Preflight familiarization, inspection, and actions for aircraft operation.
- § 107.51 Operating limitations for small unmanned aircraft.

### Subpart C Remote Pilot Certification

- § 107.52 ATC transponder equipment prohibition.
- § 107.53 Automatic Dependent Surveillance-Broadcast (ADS-B) Out prohibition.
- § 107.56 Applicability.
- § 107.57 Offenses involving alcohol or drugs.
- § 107.59 Refusal to submit to an alcohol test or to furnish test results.
- § 107.61 Eligibility.

§ 107.63 Issuance of a remote pilot certificate with a small UAS rating.

§ 107.64 Temporary certificate.

§ 107.65 Aeronautical knowledge recency.

§ 107.67 Knowledge tests: General procedures and passing grades.

§ 107.69 Knowledge tests: Cheating or other unauthorized conduct.

§ 107.71 Retesting after failure.

§ 107.73 Knowledge and training.

§ 107.74 Small unmanned aircraft system training.

§ 107.77 Change of name or address.

§ 107.79 Voluntary surrender of certificate.

#### Subpart D Operations Over Human Beings

§ 107.100 Applicability.

§ 107.105 Limitations on operations over human beings.

§ 107.110 Category 1 operations.

§ 107.115 Category 2 operations: Operating requirements.

§ 107.120 Category 2 operations: Eligibility of small unmanned aircraft and other applicant requirements.

§ 107.125 Category 3 operations: Operating requirements.

§ 107.130 Category 3 operations: Eligibility of small unmanned aircraft and other applicant requirements.

§ 107.135 Labeling by remote pilot in command for Category 2 and 3 operations.

§ 107.140 Category 4 operations.

§ 107.145 Operations over moving vehicles.

§ 107.150 Variable mode and variable configuration of small unmanned aircraft systems.

§ 107.155 Means of compliance.

§ 107.160 Declaration of compliance.

§ 107.165 Record retention.

#### Subpart E Waivers

§ 107.200 Waiver policy and requirements.

§ 107.205 List of regulations subject to waiver.

## PART 107—SMALL UNMANNED AIRCRAFT SYSTEMS

**Authority:** 49 U.S.C. 106(f), 40101 note, 40103(b), 44701(a)(5), 46105(c), 46110, 44807.

**Source:** Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016, unless otherwise noted.

### Subpart A—General

## § 107.1 Applicability.

- (a) Except as provided in paragraph (b) of this section, this part applies to the registration, airman certification, and operation of civil small unmanned aircraft systems within the United States. This part also applies to the eligibility of civil small unmanned aircraft systems to operate over human beings in the United States.
- (b) This part does not apply to the following:
  - (1) Air carrier operations;
  - (2) Any aircraft subject to the provisions of 49 U.S.C. 44809;
  - (3) Any operation that the holder of an exemption under section 333 of Public Law 112–95 or 49 U.S.C. 44807 elects to conduct pursuant to the exemption, unless otherwise specified in the exemption; or
  - (4) Any operation that a person elects to conduct under part 91 of this chapter with a small unmanned aircraft system that has been issued an airworthiness certificate.

[Amdt. No. 107–8, 86 FR 4381, Jan. 15, 2021]

## § 107.2 Applicability of certification procedures for products and articles.

The provisions of part 21 of this chapter do not apply to small unmanned aircraft systems operated under this part unless the small unmanned aircraft system will operate over human beings in accordance with § 107.140.

[Amdt. No. 107–8, 86 FR 4381, Jan. 15, 2021]

## § 107.3 Definitions.

The following definitions apply to this part. If there is a conflict between the definitions of this part and definitions specified in § 1.1 of this chapter, the definitions in this part control for purposes of this part:

**Control station** means an interface used by the remote pilot to control the flight path of the small unmanned aircraft.

**Corrective lenses** means spectacles or contact lenses.

**Declaration of compliance** means a record submitted to the FAA that certifies the small unmanned aircraft conforms to the Category 2 or Category 3 requirements under subpart D of this part.

**Small unmanned aircraft** means an unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.

**Small unmanned aircraft system (small UAS)** means a small unmanned aircraft and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system.

**Unmanned aircraft** means an aircraft operated without the possibility of direct human intervention from within or on the aircraft.

**Visual observer** means a person who is designated by the remote pilot in command to assist the remote pilot in command and the person manipulating the flight controls of the small UAS to see and avoid other air traffic or objects aloft or on the ground.

[Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016, as amended by Amdt. No. 107–8, 86 FR 4381, Jan. 15, 2021]

### § 107.5 Falsification, reproduction, or alteration.

- (a) No person may make or cause to be made—
  - (1) Any fraudulent or intentionally false record or report that is required to be made, kept, or used to show compliance with any requirement under this part.
  - (2) Any reproduction or alteration, for fraudulent purpose, of any certificate, rating, authorization, record or report under this part.
- (b) The commission by any person of an act prohibited under paragraph (a) of this section is a basis for any of the following:
  - (1) Denial of an application for a remote pilot certificate or a certificate of waiver;
  - (2) Denial of a declaration of compliance;
  - (3) Suspension or revocation of any certificate, waiver, or declaration of compliance issued or accepted by the Administrator under this part and held by that person; or
  - (4) A civil penalty.

[Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016, as amended by Amdt. No. 107–8, 86 FR 4381, Jan. 15, 2021]

### § 107.7 Inspection, testing, and demonstration of compliance.

- (a) A remote pilot in command, owner, or person manipulating the flight controls of a small unmanned aircraft system must—
  - (1) Have in that person's physical possession and readily accessible the remote pilot certificate with a small UAS rating and identification when exercising the privileges of that remote pilot certificate.
  - (2) Present his or her remote pilot certificate with a small UAS rating and identification that contains the information listed at § 107.67(b)(1) through (3) for inspection upon a request from—
    - (i) The Administrator;
    - (ii) An authorized representative of the National Transportation Safety Board;
    - (iii) Any Federal, State, or local law enforcement officer; or
    - (iv) An authorized representative of the Transportation Security Administration.
  - (3) Make available, upon request, to the Administrator any document, record, or report required to be kept under the regulations of this chapter.

- (b) The remote pilot in command, visual observer, owner, operator, or person manipulating the flight controls of a small unmanned aircraft system must, upon request, allow the Administrator to make any test or inspection of the small unmanned aircraft system, the remote pilot in command, the person manipulating the flight controls of a small unmanned aircraft system, and, if applicable, the visual observer to determine compliance with this part.
- (c) Any person holding an FAA-accepted declaration of compliance under subpart D of this part must, upon request, make available to the Administrator:
  - (1) The declaration of compliance required under subpart D of this part; and
  - (2) Any other document, record, or report required to be kept under the regulations of this chapter.
- (d) Any person holding an FAA-accepted declaration of compliance under subpart D of this part must, upon request, allow the Administrator to inspect its facilities, technical data, and any manufactured small UAS and witness any tests necessary to determine compliance with that subpart.

[Amdt. No. 107–8, 86 FR 4381, Jan. 15, 2021]

### § 107.9 Safety event reporting.

No later than 10 calendar days after an operation that meets the criteria of either paragraph (a) or (b) of this section, a remote pilot in command must report to the FAA, in a manner acceptable to the Administrator, any operation of the small unmanned aircraft involving at least:

- (a) Serious injury to any person or any loss of consciousness; or
- (b) Damage to any property, other than the small unmanned aircraft, unless one of the following conditions is satisfied:
  - (1) The cost of repair (including materials and labor) does not exceed \$500; or
  - (2) The fair market value of the property does not exceed \$500 in the event of total loss.

## Subpart B—Operating Rules

### § 107.11 Applicability.

This subpart applies to the operation of all civil small unmanned aircraft systems subject to this part.

### § 107.12 Requirement for a remote pilot certificate with a small UAS rating.

- (a) Except as provided in paragraph (c) of this section, no person may manipulate the flight controls of a small unmanned aircraft system unless:
  - (1) That person has a remote pilot certificate with a small UAS rating issued pursuant to subpart C of this part and satisfies the requirements of § 107.65; or
  - (2) That person is under the direct supervision of a remote pilot in command and the remote pilot in command has the ability to immediately take direct control of the flight of the small unmanned aircraft.

- (b) Except as provided in paragraph (c) of this section, no person may act as a remote pilot in command unless that person has a remote pilot certificate with a small UAS rating issued pursuant to Subpart C of this part and satisfies the requirements of § 107.65.
- (c) The Administrator may, consistent with international standards, authorize an airman to operate a civil foreign-registered small unmanned aircraft without an FAA-issued remote pilot certificate with a small UAS rating.

### § 107.13 Registration.

A person operating a civil small unmanned aircraft system for purposes of flight must comply with the provisions of § 91.203(a)(2) of this chapter.

### § 107.15 Condition for safe operation.

- (a) No person may operate a civil small unmanned aircraft system unless it is in a condition for safe operation. Prior to each flight, the remote pilot in command must check the small unmanned aircraft system to determine whether it is in a condition for safe operation.
- (b) No person may continue flight of the small unmanned aircraft when he or she knows or has reason to know that the small unmanned aircraft system is no longer in a condition for safe operation.

### § 107.17 Medical condition.

No person may manipulate the flight controls of a small unmanned aircraft system or act as a remote pilot in command, visual observer, or direct participant in the operation of the small unmanned aircraft if he or she knows or has reason to know that he or she has a physical or mental condition that would interfere with the safe operation of the small unmanned aircraft system.

### § 107.19 Remote pilot in command.

- (a) A remote pilot in command must be designated before or during the flight of the small unmanned aircraft.
- (b) The remote pilot in command is directly responsible for and is the final authority as to the operation of the small unmanned aircraft system.
- (c) The remote pilot in command must ensure that the small unmanned aircraft will pose no undue hazard to other people, other aircraft, or other property in the event of a loss of control of the small unmanned aircraft for any reason.
- (d) The remote pilot in command must ensure that the small UAS operation complies with all applicable regulations of this chapter.
- (e) The remote pilot in command must have the ability to direct the small unmanned aircraft to ensure compliance with the applicable provisions of this chapter.

[Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016, as amended by Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021]

### § 107.21 In-flight emergency.

- (a) In an in-flight emergency requiring immediate action, the remote pilot in command may deviate from any rule of this part to the extent necessary to meet that emergency.

- (b) Each remote pilot in command who deviates from a rule under paragraph (a) of this section must, upon request of the Administrator, send a written report of that deviation to the Administrator.

### **§ 107.23 Hazardous operation.**

No person may:

- (a) Operate a small unmanned aircraft system in a careless or reckless manner so as to endanger the life or property of another; or
- (b) Allow an object to be dropped from a small unmanned aircraft in a manner that creates an undue hazard to persons or property.

### **§ 107.25 Operation from a moving vehicle or aircraft.**

No person may operate a small unmanned aircraft system—

- (a) From a moving aircraft; or
- (b) From a moving land or water-borne vehicle unless the small unmanned aircraft is flown over a sparsely populated area and is not transporting another person's property for compensation or hire.

### **§ 107.27 Alcohol or drugs.**

A person manipulating the flight controls of a small unmanned aircraft system or acting as a remote pilot in command or visual observer must comply with the provisions of §§ 91.17 and 91.19 of this chapter.

### **§ 107.29 Operation at night.**

- (a) Except as provided in paragraph (d) of this section, no person may operate a small unmanned aircraft system at night unless—
  - (1) The remote pilot in command of the small unmanned aircraft has completed an initial knowledge test or training, as applicable, under § 107.65 after April 6, 2021; and
  - (2) The small unmanned aircraft has lighted anti-collision lighting visible for at least 3 statute miles that has a flash rate sufficient to avoid a collision. The remote pilot in command may reduce the intensity of, but may not extinguish, the anti-collision lighting if he or she determines that, because of operating conditions, it would be in the interest of safety to do so.
- (b) No person may operate a small unmanned aircraft system during periods of civil twilight unless the small unmanned aircraft has lighted anti-collision lighting visible for at least 3 statute miles that has a flash rate sufficient to avoid a collision. The remote pilot in command may reduce the intensity of, but may not extinguish, the anti-collision lighting if he or she determines that, because of operating conditions, it would be in the interest of safety to do so.
- (c) For purposes of paragraph (b) of this section, civil twilight refers to the following:
  - (1) Except for Alaska, a period of time that begins 30 minutes before official sunrise and ends at official sunrise;
  - (2) Except for Alaska, a period of time that begins at official sunset and ends 30 minutes after official sunset; and
  - (3) In Alaska, the period of civil twilight as defined in the Air Almanac.



- (d) After May 17, 2021, no person may operate a small unmanned aircraft system at night in accordance with a certificate of waiver issued prior to April 21, 2021 under § 107.200. The certificates of waiver issued prior to March 16, 2021 under § 107.200 that authorize deviation from § 107.29 terminate on May 17, 2021.

[Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016, as amended by Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021; 86 FR 13631, Mar. 10, 2020]

### § 107.31 Visual line of sight aircraft operation.

- (a) With vision that is unaided by any device other than corrective lenses, the remote pilot in command, the visual observer (if one is used), and the person manipulating the flight control of the small unmanned aircraft system must be able to see the unmanned aircraft throughout the entire flight in order to:
  - (1) Know the unmanned aircraft's location;
  - (2) Determine the unmanned aircraft's attitude, altitude, and direction of flight;
  - (3) Observe the airspace for other air traffic or hazards; and
  - (4) Determine that the unmanned aircraft does not endanger the life or property of another.
- (b) Throughout the entire flight of the small unmanned aircraft, the ability described in paragraph (a) of this section must be exercised by either:
  - (1) The remote pilot in command and the person manipulating the flight controls of the small unmanned aircraft system; or
  - (2) A visual observer.

### § 107.33 Visual observer.

If a visual observer is used during the aircraft operation, all of the following requirements must be met:

- (a) The remote pilot in command, the person manipulating the flight controls of the small unmanned aircraft system, and the visual observer must maintain effective communication with each other at all times.
- (b) The remote pilot in command must ensure that the visual observer is able to see the unmanned aircraft in the manner specified in § 107.31.
- (c) The remote pilot in command, the person manipulating the flight controls of the small unmanned aircraft system, and the visual observer must coordinate to do the following:
  - (1) Scan the airspace where the small unmanned aircraft is operating for any potential collision hazard; and
  - (2) Maintain awareness of the position of the small unmanned aircraft through direct visual observation.

### § 107.35 Operation of multiple small unmanned aircraft.

A person may not manipulate flight controls or act as a remote pilot in command or visual observer in the operation of more than one unmanned aircraft at the same time.

[Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021]

### **§ 107.36 Carriage of hazardous material.**

A small unmanned aircraft may not carry hazardous material. For purposes of this section, the term hazardous material is defined in 49 CFR 171.8.

### **§ 107.37 Operation near aircraft; right-of-way rules.**

- (a) Each small unmanned aircraft must yield the right of way to all aircraft, airborne vehicles, and launch and reentry vehicles. Yielding the right of way means that the small unmanned aircraft must give way to the aircraft or vehicle and may not pass over, under, or ahead of it unless well clear.
- (b) No person may operate a small unmanned aircraft so close to another aircraft as to create a collision hazard.

### **§ 107.39 Operation over human beings.**

No person may operate a small unmanned aircraft over a human being unless—

- (a) That human being is directly participating in the operation of the small unmanned aircraft;
- (b) That human being is located under a covered structure or inside a stationary vehicle that can provide reasonable protection from a falling small unmanned aircraft; or
- (c) The operation meets the requirements of at least one of the operational categories specified in subpart D of this part.

[Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021]

### **§ 107.41 Operation in certain airspace.**

No person may operate a small unmanned aircraft in Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport unless that person has prior authorization from Air Traffic Control (ATC).

### **§ 107.43 Operation in the vicinity of airports.**

No person may operate a small unmanned aircraft in a manner that interferes with operations and traffic patterns at any airport, heliport, or seaplane base.

### **§ 107.45 Operation in prohibited or restricted areas.**

No person may operate a small unmanned aircraft in prohibited or restricted areas unless that person has permission from the using or controlling agency, as appropriate.

### **§ 107.47 Flight restrictions in the proximity of certain areas designated by notice to airmen.**

A person acting as a remote pilot in command must comply with the provisions of §§ 91.137 through 91.145 and 99.7 of this chapter.

### **§ 107.49 Preflight familiarization, inspection, and actions for aircraft operation.**

Prior to flight, the remote pilot in command must:

- (a) Assess the operating environment, considering risks to persons and property in the immediate vicinity both on the surface and in the air. This assessment must include:
  - (1) Local weather conditions;
  - (2) Local airspace and any flight restrictions;
  - (3) The location of persons and property on the surface; and
  - (4) Other ground hazards.
- (b) Ensure that all persons directly participating in the small unmanned aircraft operation are informed about the operating conditions, emergency procedures, contingency procedures, roles and responsibilities, and potential hazards;
- (c) Ensure that all control links between ground control station and the small unmanned aircraft are working properly;
- (d) If the small unmanned aircraft is powered, ensure that there is enough available power for the small unmanned aircraft system to operate for the intended operational time;
- (e) Ensure that any object attached or carried by the small unmanned aircraft is secure and does not adversely affect the flight characteristics or controllability of the aircraft; and
- (f) If the operation will be conducted over human beings under subpart D of this part, ensure that the aircraft meets the requirements of § 107.110, § 107.120(a), § 107.130(a), or § 107.140, as applicable.

[Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016, as amended by Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021]

### **§ 107.51 Operating limitations for small unmanned aircraft.**

A remote pilot in command and the person manipulating the flight controls of the small unmanned aircraft system must comply with all of the following operating limitations when operating a small unmanned aircraft system:

- (a) The groundspeed of the small unmanned aircraft may not exceed 87 knots (100 miles per hour).
- (b) The altitude of the small unmanned aircraft cannot be higher than 400 feet above ground level, unless the small unmanned aircraft:
  - (1) Is flown within a 400-foot radius of a structure; and
  - (2) Does not fly higher than 400 feet above the structure's immediate uppermost limit.
- (c) The minimum flight visibility, as observed from the location of the control station must be no less than 3 statute miles. For purposes of this section, flight visibility means the average slant distance from the control station at which prominent unlighted objects may be seen and identified by day and prominent lighted objects may be seen and identified by night.
- (d) The minimum distance of the small unmanned aircraft from clouds must be no less than:
  - (1) 500 feet below the cloud; and
  - (2) 2,000 feet horizontally from the cloud.

## Subpart C—Remote Pilot Certification

### § 107.52 ATC transponder equipment prohibition.

Unless otherwise authorized by the Administrator, no person may operate a small unmanned aircraft system under this part with a transponder on.

[Amdt. No. 107–7, 86 FR 4513, Jan. 15, 2021]

### § 107.53 Automatic Dependent Surveillance-Broadcast (ADS-B) Out prohibition.

Unless otherwise authorized by the Administrator, no person may operate a small unmanned aircraft system under this part with ADS-B Out equipment in transmit mode.

[Amdt. No. 107–7, 86 FR 4513, Jan. 15, 2021]

### § 107.56 Applicability.

This subpart prescribes the requirements for issuing a remote pilot certificate with a small UAS rating.

[Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016. Redesignated by Amdt. No. 107–7, 86 FR 4513, Jan. 15, 2021]

### § 107.57 Offenses involving alcohol or drugs.

- (a) A conviction for the violation of any Federal or State statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances is grounds for:
  - (1) Denial of an application for a remote pilot certificate with a small UAS rating for a period of up to 1 year after the date of final conviction; or
  - (2) Suspension or revocation of a remote pilot certificate with a small UAS rating.
- (b) Committing an act prohibited by § 91.17(a) or § 91.19(a) of this chapter is grounds for:
  - (1) Denial of an application for a remote pilot certificate with a small UAS rating for a period of up to 1 year after the date of that act; or
  - (2) Suspension or revocation of a remote pilot certificate with a small UAS rating.

### § 107.59 Refusal to submit to an alcohol test or to furnish test results.

A refusal to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer in accordance with § 91.17(c) of this chapter, or a refusal to furnish or authorize the release of the test results requested by the Administrator in accordance with § 91.17(c) or (d) of this chapter, is grounds for:

- (a) Denial of an application for a remote pilot certificate with a small UAS rating for a period of up to 1 year after the date of that refusal; or
- (b) Suspension or revocation of a remote pilot certificate with a small UAS rating.

## § 107.61 Eligibility.

Subject to the provisions of §§ 107.57 and 107.59, in order to be eligible for a remote pilot certificate with a small UAS rating under this subpart, a person must:

- (a) Be at least 16 years of age;
- (b) Be able to read, speak, write, and understand the English language. If the applicant is unable to meet one of these requirements due to medical reasons, the FAA may place such operating limitations on that applicant's certificate as are necessary for the safe operation of the small unmanned aircraft;
- (c) Not know or have reason to know that he or she has a physical or mental condition that would interfere with the safe operation of a small unmanned aircraft system; and
- (d) Demonstrate aeronautical knowledge by satisfying one of the following conditions, in a manner acceptable to the Administrator:
  - (1) Pass an initial aeronautical knowledge test covering the areas of knowledge specified in § 107.73; or
  - (2) If a person holds a pilot certificate (other than a student pilot certificate) issued under part 61 of this chapter and meets the flight review requirements specified in § 61.56, complete training covering the areas of knowledge specified in § 107.74.

[Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016, as amended by Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021]

## § 107.63 Issuance of a remote pilot certificate with a small UAS rating.

An applicant for a remote pilot certificate with a small UAS rating under this subpart must make the application in a form and manner acceptable to the Administrator.

- (a) The application must include either:
  - (1) Evidence showing that the applicant passed an initial aeronautical knowledge test. If applying using a paper application, this evidence must be an airman knowledge test report showing passage of the knowledge test; or
  - (2) If a person holds a pilot certificate (other than a student pilot certificate) issued under part 61 of this chapter and meets the flight review requirements specified in § 61.56, a certificate of completion of an initial training course under this part that covers the areas of knowledge specified in § 107.74.
- (b) If the application is being made pursuant to paragraph (a)(2) of this section:
  - (1) The application must be submitted to the responsible Flight Standards office, a designated pilot examiner, an airman certification representative for a pilot school, a certificated flight instructor, or other person authorized by the Administrator;
  - (2) The person accepting the application submission must verify the identity of the applicant in a manner acceptable to the Administrator; and
  - (3) The person making the application must, by logbook endorsement or other manner acceptable to the Administrator, show the applicant meets the flight review requirements specified in § 61.56 of this chapter.

[Docket FAA-2015-0150, Amdt. 107-1, 81 FR 42209, June 28, 2016, as amended by Docket FAA-2018-0119, Amdt. 107-2, 83 FR 9172, Mar. 5, 2018; Amdt. No. 107-8, 86 FR 4382, Jan. 15, 2021]]

### § 107.64 Temporary certificate.

- (a) A temporary remote pilot certificate with a small UAS rating is issued for up to 120 calendar days, at which time a permanent certificate will be issued to a person whom the Administrator finds qualified under this part.
- (b) A temporary remote pilot certificate with a small UAS rating expires:
  - (1) On the expiration date shown on the certificate;
  - (2) Upon receipt of the permanent certificate; or
  - (3) Upon receipt of a notice that the certificate sought is denied or revoked.

### § 107.65 Aeronautical knowledge recency.

A person may not exercise the privileges of a remote pilot in command with small UAS rating unless that person has accomplished one of the following in a manner acceptable to the Administrator within the previous 24 calendar months:

- (a) Passed an initial aeronautical knowledge test covering the areas of knowledge specified in § 107.73;
- (b) Completed recurrent training covering the areas of knowledge specified in § 107.73; or
- (c) If a person holds a pilot certificate (other than a student pilot certificate) issued under part 61 of this chapter and meets the flight review requirements specified in § 61.56, completed training covering the areas of knowledge specified in § 107.74.
- (d) A person who has passed a recurrent aeronautical knowledge test in a manner acceptable to the Administrator or who has satisfied the training requirement of paragraph (c) of this section prior to April 6, 2021 within the previous 24 calendar months is considered to be in compliance with the requirement of paragraph (b) or (c) of this section, as applicable.

[Amdt. No. 107-8, 86 FR 4382, Jan. 15, 2021; 86 FR 13631, Mar. 10, 2021]

### § 107.67 Knowledge tests: General procedures and passing grades.

- (a) Knowledge tests prescribed by or under this part are given by persons and in the manner designated by the Administrator.
- (b) An applicant for a knowledge test must have proper identification at the time of application that contains the applicant's:
  - (1) Photograph;
  - (2) Signature;
  - (3) Date of birth, which shows the applicant meets or will meet the age requirements of this part for the certificate and rating sought before the expiration date of the airman knowledge test report; and
  - (4) Permanent mailing address. If the applicant's permanent mailing address is a post office box number, then the applicant must also provide a current residential address.

- (c) The minimum passing grade for the knowledge test will be specified by the Administrator.

### **§ 107.69 Knowledge tests: Cheating or other unauthorized conduct.**

- (a) An applicant for a knowledge test may not:
  - (1) Copy or intentionally remove any knowledge test;
  - (2) Give to another applicant or receive from another applicant any part or copy of a knowledge test;
  - (3) Give or receive assistance on a knowledge test during the period that test is being given;
  - (4) Take any part of a knowledge test on behalf of another person;
  - (5) Be represented by, or represent, another person for a knowledge test;
  - (6) Use any material or aid during the period that the test is being given, unless specifically authorized to do so by the Administrator; and
  - (7) Intentionally cause, assist, or participate in any act prohibited by this paragraph.
- (b) An applicant who the Administrator finds has committed an act prohibited by paragraph (a) of this section is prohibited, for 1 year after the date of committing that act, from:
  - (1) Applying for any certificate, rating, or authorization issued under this chapter; and
  - (2) Applying for and taking any test under this chapter.
- (c) Any certificate or rating held by an applicant may be suspended or revoked if the Administrator finds that person has committed an act prohibited by paragraph (a) of this section.

### **§ 107.71 Retesting after failure.**

An applicant for a knowledge test who fails that test may not reapply for the test for 14 calendar days after failing the test.

### **§ 107.73 Knowledge and training.**

An initial aeronautical knowledge test and recurrent training covers the following areas of knowledge:

- (a) Applicable regulations relating to small unmanned aircraft system rating privileges, limitations, and flight operation;
- (b) Airspace classification, operating requirements, and flight restrictions affecting small unmanned aircraft operation;
- (c) Aviation weather sources and effects of weather on small unmanned aircraft performance;
- (d) Small unmanned aircraft loading;
- (e) Emergency procedures;
- (f) Crew resource management;
- (g) Radio communication procedures;
- (h) Determining the performance of the small unmanned aircraft;
- (i) Physiological effects of drugs and alcohol;

- (j) Aeronautical decision-making and judgment;
- (k) Airport operations;
- (l) Maintenance and preflight inspection procedures; and
- (m) Operation at night.

[Amdt. No. 107–8, 86 FR 4383, Jan. 15, 2021]

### § 107.74 Small unmanned aircraft system training.

Training for pilots who hold a pilot certificate (other than a student pilot certificate) issued under part 61 of this chapter and meet the flight review requirements specified in § 61.56 covers the following areas of knowledge:

- (a) Applicable regulations relating to small unmanned aircraft system rating privileges, limitations, and flight operation;
- (b) Effects of weather on small unmanned aircraft performance;
- (c) Small unmanned aircraft loading;
- (d) Emergency procedures;
- (e) Crew resource management;
- (f) Determining the performance of the small unmanned aircraft;
- (g) Maintenance and preflight inspection procedures; and
- (h) Operation at night.

[Amdt. No. 107–8, 86 FR 4383, Jan. 15, 2021]

### § 107.77 Change of name or address.

- (a) **Change of name.** An application to change the name on a certificate issued under this subpart must be accompanied by the applicant's:
  - (1) Remote pilot certificate with small UAS rating; and
  - (2) A copy of the marriage license, court order, or other document verifying the name change.
- (b) The documents in paragraph (a) of this section will be returned to the applicant after inspection.
- (c) **Change of address.** The holder of a remote pilot certificate with small UAS rating issued under this subpart who has made a change in permanent mailing address may not, after 30 days from that date, exercise the privileges of the certificate unless the holder has notified the FAA of the change in address using one of the following methods:
  - (1) By letter to the FAA Airman Certification Branch, P.O. Box 25082, Oklahoma City, OK 73125 providing the new permanent mailing address, or if the permanent mailing address includes a post office box number, then the holder's current residential address; or



- (2) By using the FAA Web site portal at [www.faa.gov](http://www.faa.gov) providing the new permanent mailing address, or if the permanent mailing address includes a post office box number, then the holder's current residential address.

### § 107.79 Voluntary surrender of certificate.

- (a) The holder of a certificate issued under this subpart may voluntarily surrender it for cancellation.
- (b) Any request made under paragraph (a) of this section must include the following signed statement or its equivalent: "I voluntarily surrender my remote pilot certificate with a small UAS rating for cancellation. This request is made for my own reasons, with full knowledge that my certificate will not be reissued to me unless I again complete the requirements specified in §§ 107.61 and 107.63."

## Subpart D—Operations Over Human Beings

**Source:** Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021

### § 107.100 Applicability.

This subpart prescribes the eligibility and operating requirements for civil small unmanned aircraft to operate over human beings or over moving vehicles in the United States, in addition to those operations permitted by § 107.39(a) and (b).

### § 107.105 Limitations on operations over human beings.

Except as provided in §§ 107.39(a) and (b) and 107.145, a remote pilot in command may conduct operations over human beings only in accordance with the following, as applicable: § 107.110 for Category 1 operations; §§ 107.115 and 107.120 for Category 2 operations; §§ 107.125 and 107.130 for Category 3 operations; or § 107.140 for Category 4 operations.

### § 107.110 Category 1 operations.

To conduct Category 1 operations—

- (a) A remote pilot in command must use a small unmanned aircraft that—
  - (1) Weighs 0.55 pounds or less on takeoff and throughout the duration of each operation under Category 1, including everything that is on board or otherwise attached to the aircraft; and
  - (2) Does not contain any exposed rotating parts that would lacerate human skin upon impact with a human being.
- (b) No remote pilot in command may operate a small unmanned aircraft in sustained flight over open-air assemblies of human beings unless the operation meets the requirements of either § 89.110 or § 89.115(a) of this chapter.

[Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021, as amended by 86 FR 62473, Nov. 10, 2021]

### § 107.115 Category 2 operations: Operating requirements.

To conduct Category 2 operations—

- (a) A remote pilot in command must use a small unmanned aircraft that—
  - (1) Is eligible for Category 2 operations pursuant to § 107.120(a);
  - (2) Is listed on an FAA-accepted declaration of compliance as eligible for Category 2 operations in accordance with § 107.160; and
  - (3) Is labeled as eligible to conduct Category 2 operations in accordance with § 107.120(b)(1).
- (b) No remote pilot in command may operate a small unmanned aircraft in sustained flight over open-air assemblies of human beings unless the operation meets the requirements of either § 89.110 or § 89.115(a) of this chapter.

### § 107.120 Category 2 operations: Eligibility of small unmanned aircraft and other applicant requirements.

- (a) To be eligible for use in Category 2 operations, the small unmanned aircraft must be designed, produced, or modified such that it—
  - (1) Will not cause injury to a human being that is equivalent to or greater than the severity of injury caused by a transfer of 11 foot-pounds of kinetic energy upon impact from a rigid object;
  - (2) Does not contain any exposed rotating parts that would lacerate human skin upon impact with a human being; and
  - (3) Does not contain any safety defects.
- (b) The applicant for a declaration of compliance for a small unmanned aircraft that is eligible for use in Category 2 operations in accordance with paragraph (a) of this section, must meet all of the following requirements for the applicant's unmanned aircraft to be used in Category 2 operations:
  - (1) Display a label on the small unmanned aircraft indicating eligibility to conduct Category 2 operations. The label must be in English and be legible, prominent, and permanently affixed to the small unmanned aircraft.
  - (2) Have remote pilot operating instructions that apply to the operation of the small unmanned aircraft system. The applicant for a declaration of compliance must make available these instructions upon sale or transfer of the aircraft or use of the aircraft by someone other than the applicant who submitted a declaration of compliance pursuant to § 107.160. Such instructions must address, at a minimum—
    - (i) A system description that includes the required small unmanned aircraft system components, any system limitations, and the declared category or categories of operation;
    - (ii) Modifications that will not change the ability of the small unmanned aircraft system to meet the requirements for the category or categories of operation the small unmanned aircraft system is eligible to conduct; and
    - (iii) Instructions for how to verify and change the mode or configuration of the small unmanned aircraft system, if they are variable.

- (3) Maintain a product support and notification process. The applicant for a declaration of compliance must maintain product support and notification procedures to notify the public and the FAA of—
  - (i) Any defect or condition that causes the small unmanned aircraft to no longer meet the requirements of this subpart; and
  - (ii) Any identified safety defect that causes the small unmanned aircraft to exceed a low probability of casualty.

### **§ 107.125 Category 3 operations: Operating requirements.**

To conduct Category 3 operations, a remote pilot in command—

- (a) Must use a small unmanned aircraft that—
  - (1) Is eligible for Category 3 operations pursuant to § 107.130(a);
  - (2) Is listed on an FAA-accepted declaration of compliance as eligible for Category 3 operations in accordance with § 107.160; and
  - (3) Is labeled as eligible for Category 3 operations in accordance with § 107.130(b)(1);
- (b) Must not operate the small unmanned aircraft over open-air assemblies of human beings; and
- (c) May only operate the small unmanned aircraft above any human being if operation meets one of the following conditions:
  - (1) The operation is within or over a closed- or restricted-access site and all human beings located within the closed- or restricted-access site must be on notice that a small unmanned aircraft may fly over them; or
  - (2) The small unmanned aircraft does not maintain sustained flight over any human being unless that human being is—
    - (i) Directly participating in the operation of the small unmanned aircraft; or
    - (ii) Located under a covered structure or inside a stationary vehicle that can provide reasonable protection from a falling small unmanned aircraft.

*[Amdt. No. 107–8, 86 FR 4382, Jan. 15, 2021, as amended by 86 FR 62473, Nov. 10, 2021]*

### **§ 107.130 Category 3 operations: Eligibility of small unmanned aircraft and other applicant requirements.**

- (a) To be eligible for use in Category 3 operations, the small unmanned aircraft must be designed, produced, or modified such that it—
  - (1) Will not cause injury to a human being that is equivalent to or greater than the severity of the injury caused by a transfer of 25 foot-pounds of kinetic energy upon impact from a rigid object;
  - (2) Does not contain any exposed rotating parts that would lacerate human skin upon impact with a human being; and
  - (3) Does not contain any safety defects.

- (b) The applicant for a declaration of compliance for a small unmanned aircraft that is eligible for use in Category 3 operations in accordance with paragraph (a) of this section, must meet all of the following requirements for the applicant's small unmanned aircraft to be used in Category 3 operations:
  - (1) Display a label on the small unmanned aircraft indicating eligibility to conduct Category 3 operations. The label must be in English and be legible, prominent, and permanently affixed to the small unmanned aircraft.
  - (2) Have remote pilot operating instructions that apply to the operation of the small unmanned aircraft system. The applicant for a declaration of compliance must make available these instructions upon sale or transfer of the aircraft or use of the aircraft by someone other than the applicant who submitted a declaration of compliance pursuant to § 107.160. Such instructions must address, at a minimum—
    - (i) A system description that includes the required small unmanned aircraft system components, any system limitations, and the declared category or categories of operation;
    - (ii) Modifications that will not change the ability of the small unmanned aircraft system to meet the requirements for the category or categories of operation the small unmanned aircraft system is eligible to conduct; and
    - (iii) Instructions for how to verify and change the mode or configuration of the small unmanned aircraft system, if they are variable.
  - (3) Maintain a product support and notification process. The applicant for a declaration of compliance must maintain product support and notification procedures to notify the public and the FAA of—
    - (i) Any defect or condition that causes the small unmanned aircraft to no longer meet the requirements of this subpart; and
    - (ii) Any identified safety defect that causes the small unmanned aircraft to exceed a low probability of fatality.

### § 107.135 Labeling by remote pilot in command for Category 2 and 3 operations.

If a Category 2 or Category 3 label affixed to a small unmanned aircraft is damaged, destroyed, or missing, a remote pilot in command must label the aircraft in English such that the label is legible, prominent, and will remain on the small unmanned aircraft for the duration of the operation before conducting operations over human beings. The label must correctly identify the category or categories of operation over human beings that the small unmanned aircraft is qualified to conduct in accordance with this subpart.

### § 107.140 Category 4 operations.

- (a) *Remote pilot in command requirements.* To conduct Category 4 operations—
  - (1) A remote pilot in command—
    - (i) Must use a small unmanned aircraft that is eligible for Category 4 operations pursuant to paragraph (b) of this section; and
    - (ii) Must operate the small unmanned aircraft in accordance with all operating limitations that apply to the small unmanned aircraft, as specified by the Administrator.

(2) No remote pilot in command may operate a small unmanned aircraft in sustained flight over open-air assemblies of human beings unless the operation meets the requirements of either § 89.110 or § 89.115(a) of this chapter.

(b) **Small unmanned aircraft requirements for Category 4.** To be eligible to operate over human beings under this section, the small unmanned aircraft must—

(1) Have an airworthiness certificate issued under part 21 of this chapter.

(2) Be operated in accordance with the operating limitations specified in the approved Flight Manual or as otherwise specified by the Administrator. The operating limitations must not prohibit operations over human beings.

(3) Have maintenance, preventive maintenance, alterations, or inspections performed in accordance with paragraph (c)(1) of this section.

(c) **Maintenance requirements for Category 4.** The owner must (unless the owner enters into an agreement with an operator to meet the requirements of this paragraph (c), then the operator must) meet the requirements of this paragraph (c):

(1) Ensure the person performing any maintenance, preventive maintenance, alterations, or inspections:

(i) Uses the methods, techniques, and practices prescribed in the manufacturer's current maintenance manual or Instructions for Continued Airworthiness that are acceptable to the Administrator, or other methods, techniques, and practices acceptable to the Administrator;

(ii) Has the knowledge, skill, and appropriate equipment to perform the work;

(iii) Performs the maintenance, preventive maintenance, or alterations on the small unmanned aircraft in a manner using the methods, techniques, and practices prescribed in the manufacturer's current maintenance manual or Instructions for Continued Airworthiness prepared by its manufacturer, or other methods, techniques, and practices acceptable to the Administrator;

(iv) Inspects the small unmanned aircraft in accordance with the manufacturer's instructions or other instructions acceptable to the Administrator; and

(v) Performs the maintenance, preventive maintenance, or alterations using parts of such a quality that the condition of the aircraft will be at least equal to its original or properly altered condition.

(2) Maintain all records of maintenance, preventive maintenance, and alterations performed on the aircraft and ensure the records are documented in a manner acceptable to the Administrator. The records must contain the description of the work performed, the date the work was completed, and the name of the person who performed the work.

(3) Maintain all records containing—

(i) The status of life-limited parts that are installed on, or part of, the small unmanned aircraft;

(ii) The inspection status of the aircraft; and

(iii) The status of applicable airworthiness directives including the method of compliance, the airworthiness directive number, and revision date. If the airworthiness directive involves recurring action, the record must contain the time and date of the next required action.

- (4) Retain the records required under paragraphs (c)(2) and (3) of this section, as follows:
  - (i) The records documenting maintenance, preventive maintenance, or alterations performed must be retained for 1 year from when the work is completed or until the maintenance is repeated or superseded by other work.
  - (ii) The records documenting the status of life-limited parts, compliance with airworthiness directives, and inspection status of the small unmanned aircraft must be retained and transferred with the aircraft upon change in ownership.
- (5) Ensure all records under paragraphs (c)(2) and (3) of this section are available for inspection upon request from the Administrator or any authorized representative of the National Transportation Safety Board (NTSB).
- (d) **Compliance with parts 43 and 91 of this chapter.** Compliance with part 43 and part 91, subpart E, of this chapter fulfills the requirements in paragraphs (b)(3) and (c) of this section.

[Amdt. No. 107-8, 86 FR 4383, Jan. 15, 2021; 86 FR 13633, Mar. 10, 2021]

### § 107.145 Operations over moving vehicles.

No person may operate a small unmanned aircraft over a human being located inside a moving vehicle unless the following conditions are met:

- (a) The operation occurs in accordance with § 107.110 for Category 1 operations; § 107.115 for Category 2 operations; § 107.125 for Category 3 operations; or § 107.140 for Category 4 operations.
- (b) For an operation under Category 1, Category 2, or Category 3, the small unmanned aircraft, throughout the operation—
  - (1) Must remain within or over a closed- or restricted-access site, and all human beings located inside a moving vehicle within the closed- or restricted-access site must be on notice that a small unmanned aircraft may fly over them; or
  - (2) Must not maintain sustained flight over moving vehicles.
- (c) For a Category 4 operation, the small unmanned aircraft must—
  - (1) Have an airworthiness certificate issued under part 21 of this chapter.
  - (2) Be operated in accordance with the operating limitations specified in the approved Flight Manual or as otherwise specified by the Administrator. The operating limitations must not prohibit operations over human beings located inside moving vehicles.

### § 107.150 Variable mode and variable configuration of small unmanned aircraft systems.

A small unmanned aircraft system may be eligible for one or more categories of operation over human beings under this subpart, as long as a remote pilot in command cannot inadvertently switch between modes or configurations.

### § 107.155 Means of compliance.

- (a) **Establishment of compliance.** To meet the requirements of § 107.120(a) for operations in Category 2, or the requirements of § 107.130(a) for operations in Category 3, the means of compliance must consist of test, analysis, or inspection.

- (b) **Required information.** An applicant requesting FAA acceptance of a means of compliance must submit the following information to the FAA in a manner specified by the Administrator:
  - (1) **Procedures.** Detailed description of the means of compliance, including applicable test, analysis, or inspection procedures to demonstrate how the small unmanned aircraft meets the requirements of § 107.120(a) for operations in Category 2 or the requirements of § 107.130(a) for operations in Category 3. The description should include conditions, environments, and methods, as applicable.
  - (2) **Compliance explanation.** Explanation of how application of the means of compliance fulfills the requirements of § 107.120(a) for operations in Category 2 or the requirements of § 107.130(a) for operations in Category 3.
- (c) **FAA acceptance.** If the FAA determines the applicant has demonstrated compliance with paragraphs (a) and (b) of this section, it will notify the applicant that it has accepted the means of compliance.
- (d) **Rescission.**
  - (1) A means of compliance is subject to ongoing review by the Administrator. The Administrator may rescind its acceptance of a means of compliance if the Administrator determines that a means of compliance does not meet any or all of the requirements of this subpart.
  - (2) The Administrator will publish a notice of rescission in the FEDERAL REGISTER.
- (e) **Inapplicability of part 13, subpart D, of this chapter.** Part 13, subpart D, of this chapter does not apply to the procedures of paragraph (a) of this section.

#### § 107.160 Declaration of compliance.

- (a) **Required information.** In order for an applicant to declare a small unmanned aircraft is compliant with the requirements of this subpart for Category 2 or Category 3 operations, an applicant must submit a declaration of compliance for acceptance by the FAA, in a manner specified by the Administrator, that includes the following information:
  - (1) Applicant's name;
  - (2) Applicant's physical address;
  - (3) Applicant's email address;
  - (4) The small unmanned aircraft make and model name, and series, if applicable;
  - (5) The small unmanned aircraft serial number or range of serial numbers that are the subject of the declaration of compliance;
  - (6) Whether the declaration of compliance is an initial declaration or an amended declaration;
  - (7) If the declaration of compliance is an amended declaration, the reason for the re-submittal;
  - (8) The accepted means of compliance the applicant used to fulfill requirements of § 107.120(a) or § 107.130(a) or both;
  - (9) A declaration that the applicant—
    - (i) Has demonstrated that the small unmanned aircraft, or specific configurations of that aircraft, satisfies § 107.120(a) or § 107.130(a) or both, through the accepted means of compliance identified in paragraph (a)(8) of this section;

- (ii) Has verified that the unmanned aircraft does not contain any safety defects;
- (iii) Has satisfied § 107.120(b)(3) or § 107.130(b)(3), or both; and
- (iv) Will, upon request, allow the Administrator to inspect its facilities, technical data, and any manufactured small unmanned aircraft and witness any tests necessary to determine compliance with this subpart; and

(10) Other information as required by the Administrator.

(b) **FAA acceptance.** If the FAA determines the applicant has demonstrated compliance with the requirements of this subpart, it will notify the applicant that it has accepted the declaration of compliance.

(c) **Notification of a safety issue.** Prior to initiating rescission proceedings pursuant to paragraphs (d)(1) through (3) of this section, the FAA will notify the applicant if a safety issue has been identified for the declaration of compliance.

(d) **Rescission.**

(1) No person may operate a small unmanned aircraft identified on a declaration of compliance that the FAA has rescinded pursuant to this subpart while that declaration of compliance is rescinded.

(2) The FAA may rescind a declaration of compliance if any of the following conditions occur:

- (i) A small unmanned aircraft for which a declaration of compliance was accepted no longer complies with § 107.120(a) or § 107.130(a);
- (ii) The FAA finds a declaration of compliance is in violation of § 107.5(a); or
- (iii) The Administrator determines an emergency exists related to safety in accordance with the authority in 49 U.S.C. 46105.

(3) If a safety issue identified under paragraph (c) of this section has not been resolved, the FAA may rescind the declaration of compliance as follows:

- (i) The FAA will issue a notice proposing to rescind the declaration of compliance. The notice will set forth the Agency's basis for the proposed rescission and provide the holder of the declaration of compliance with 30 calendar days from the date of issuance of the proposed notice to submit evidentiary information to refute the proposed notice.
- (ii) The holder of the declaration of compliance must submit information demonstrating how the small unmanned aircraft meets the requirements of this subpart within 30 calendar days from the date of issuance of the proposed notice.
- (iii) If the FAA does not receive the information required by paragraph (d)(3)(ii) of this section within 30 calendar days from the date of the issuance of the proposed notice, the FAA will issue a notice rescinding the declaration of compliance.

(4) If the Administrator determines that an emergency exists in accordance with paragraph (d)(2)(iii) of this section, the FAA will exercise its authority under 49 U.S.C. 46105(c) to issue an order rescinding a declaration of compliance without initiating the process in paragraph (d)(3) of this section.

(e) **Petition to reconsider the rescission of a declaration of compliance.** A person subject to an order of rescission under paragraph (d)(3) of this section may petition the FAA to reconsider the rescission of a declaration of compliance by submitting a request to the FAA in a manner specified by the Administrator within 60 days of the date of issuance of the rescission.



- (1) A petition to reconsider the rescission of a declaration of compliance must demonstrate at least one of the following:
  - (i) A material fact that was not present in the original response to the notification of the safety issue and an explanation for why it was not present in the original response;
  - (ii) The FAA made a material factual error in the decision to rescind the declaration of compliance; or
  - (iii) The FAA did not correctly interpret a law, regulation, or precedent.
- (2) Upon consideration of the information submitted under paragraph (e)(1) of this section, the FAA will issue a notice either affirming the rescission or withdrawing the rescission.
- (f) ***Inapplicability of part 13, subpart D, of this chapter.*** Part 13, subpart D, of this chapter does not apply to the procedures of paragraphs (d) and (e) of this section.

### § 107.165 Record retention.

- (a) A person who submits a declaration of compliance under this subpart must retain and make available to the Administrator, upon request, the information described in paragraph (a)(1) of this section for the period of time described in paragraph (a)(2) of this section.
  - (1) All supporting information used to demonstrate the small unmanned aircraft meets the requirements of §§ 107.120(a), for operations in Category 2, and 107.130(a), for operations in Category 3.
  - (2) The following time periods apply:
    - (i) If the person who submits a declaration of compliance produces a small unmanned aircraft, that person must retain the information described in paragraph (a)(1) of this section for two years after the cessation of production of the small unmanned aircraft system for which the person declared compliance.
    - (ii) If the person who submits a declaration of compliance designs or modifies a small unmanned aircraft, that person must retain the information described in paragraph (a)(1) of this section for two years after the person submitted the declaration of compliance.
- (b) A person who submits a means of compliance under this subpart must retain and make available to the Administrator, upon request, and for as long as the means of compliance remains accepted, the detailed description of the means of compliance and justification showing how the means of compliance meets the requirements of §§ 107.120(a), for operations in Category 2, and 107.130(a), for operations in Category 3.

## Subpart E—Waivers

### § 107.200 Waiver policy and requirements.

- (a) The Administrator may issue a certificate of waiver authorizing a deviation from any regulation specified in § 107.205 if the Administrator finds that a proposed small UAS operation can safely be conducted under the terms of that certificate of waiver.
- (b) A request for a certificate of waiver must contain a complete description of the proposed operation and justification that establishes that the operation can safely be conducted under the terms of a certificate of waiver.

- (c) The Administrator may prescribe additional limitations that the Administrator considers necessary.
- (d) A person who receives a certificate of waiver issued under this section:
  - (1) May deviate from the regulations of this part to the extent specified in the certificate of waiver; and
  - (2) Must comply with any conditions or limitations that are specified in the certificate of waiver.

### § 107.205 List of regulations subject to waiver.

A certificate of waiver issued pursuant to § 107.200 may authorize a deviation from the following regulations of this part:

- (a) Section 107.25—Operation from a moving vehicle or aircraft. However, no waiver of this provision will be issued to allow the carriage of property of another by aircraft for compensation or hire.
- (b) Section 107.29(a)(2) and (b)—Anti-collision light required for operations at night and during periods of civil twilight.
- (c) Section 107.31—Visual line of sight aircraft operation. However, no waiver of this provision will be issued to allow the carriage of property of another by aircraft for compensation or hire.
- (d) Section 107.33—Visual observer.
- (e) Section 107.35—Operation of multiple small unmanned aircraft systems.
- (f) Section 107.37(a)—Yielding the right of way.
- (g) Section 107.39—Operation over people.
- (h) Section 107.41—Operation in certain airspace.
- (i) Section 107.51—Operating limitations for small unmanned aircraft.
- (j) Section 107.145—Operations over moving vehicles.

[Docket FAA–2015–0150, Amdt. 107–1, 81 FR 42209, June 28, 2016, as amended by Amdt. No. 107–8, 86 FR 4387, Jan. 15, 2021]

## Chapter 837 — Aircraft Operation

## 2021 EDITION

## AIRCRAFT OPERATION

## AVIATION

## GENERALLY

- 837.005 Exemptions of certain aircraft from requirements of registration; rules
- 837.010 Federal pilot certificate required
- 837.015 Registration of aircraft
- 837.030 Exhibition of certificate on demand
- 837.040 Persons required to register aircraft; application; timing; late fees; rules
- 837.045 Fee schedule
- 837.050 Transfer of aircraft registration moneys to State Aviation Account
- 837.055 Assignment of number; delivery of certificate of registration; duplicate certificates; applications as public records
- 837.060 Expiration and renewal of registrations; late fees
- 837.065 Effect of paying aircraft registration fee with worthless check
- 837.070 Notice of sale of aircraft; transfer of registration; fee
- 837.075 Aircraft dealer's license; fee
- 837.080 Prohibited operation of aircraft
- 837.085 Dropping articles without permit prohibited; exceptions
- 837.090 Landings on public highways and grounds prohibited
- 837.095 Flying over military and naval establishments; photographs from airplanes
- 837.100 Issuance of citations for violations

## UNMANNED AIRCRAFT SYSTEMS

## (Definitions)

- 837.300 Definitions

(Use of Unmanned Aircraft Systems by Law Enforcement Agencies)

- 837.310 Restrictions; exceptions
- 837.320 Authorized use upon issuance of warrant; exigent circumstances
- 837.330 Written consent
- 837.335 Search and rescue; use in emergencies
- 837.340 Investigations of crimes and accidents
- 837.345 Training

(Use of Unmanned Aircraft Systems in State Parks)

- 837.350 Restrictions; authorized use; rules

(Public Bodies)

- 837.360 Restrictions; exception for educational institution; civil penalties; registration; fees; rules
- 837.362 Policies and procedures for use of data

(Offenses)

- 837.365 Weaponized unmanned aircraft systems; penalties
- 837.370 Operation over privately owned premises; penalties
- 837.372 Operation over critical infrastructure facility; penalty
- 837.374 Reckless interference with aircraft; penalties

(Civil Remedies)

- 837.375 Interference with an unmanned aircraft system; unauthorized control
- 837.380 Action by owner of real property; Attorney General

(Preemption)

- 837.385 Preemption of local laws regulating unmanned aircraft systems

(Armed Forces of the United States)

- 837.390 Applicability

PENALTIES

- 837.990 Penalties

837.995 Crimes involving unmanned aircraft systems; penalties

837.998 Civil penalties

## GENERALLY

**837.005 Exemptions of certain aircraft from requirements of registration; rules.** ORS 837.015 and 837.040 to 837.070 do not apply to:

- (1) Aircraft owned by any person, firm or corporation and certificated by the appropriate federal agency for domestic or foreign scheduled air commerce;
  - (2) Military aircraft of the United States of America;
  - (3) Aircraft licensed by a foreign country with which the United States has reciprocal relations exempting aircraft registered by the United States, or any political subdivision thereof, from registration within such foreign country; or
  - (4) Classes of aircraft designated as exempt by rules adopted by the State Aviation Board.
- [Formerly 493.010; 2005 c.22 §520; 2005 c.75 §1]

**837.010 Federal pilot certificate required.** No person shall fly aircraft in this state unless holding a pilot certificate of competency issued by the appropriate federal agency. [Formerly 493.020]

**837.015 Registration of aircraft.** Unless exempted by ORS 837.005, no person shall fail to register any aircraft when required by ORS 837.040 to 837.070. [Formerly 493.030]

**837.020** [Formerly 493.040; 1991 c.186 §1; 2007 c.768 §57; 2016 c.35 §2; repealed by 2017 c.226 §1]

**837.025** [Formerly 493.050; 1991 c.206 §1; 1997 c.585 §3; 2009 c.694 §1; 2015 c.450 §1; repealed by 2017 c.226 §1]

**837.030 Exhibition of certificate on demand.** Every pilot operating within this state shall present a federal certificate of competency on demand. The certificate shall be kept in the personal possession of the licensee when operating aircraft within this state and must be presented for inspection upon demand of any passenger, peace officer, official manager in charge of any airport, other aircraft operator or federal or state agent. [Formerly 493.060; 2017 c.226 §3]

**837.035** [Formerly 493.070; 1993 c.741 §94; 1997 c.263 §3; 1999 c.935 §38; 2007 c.740 §41; repealed by 2017 c.226 §1]

**837.040 Persons required to register aircraft; application; timing; late fees; rules.** (1) Except as provided in subsection (2) of this section, the following are required to register civil aircraft with the Oregon Department of Aviation:

- (a) The owner of a civil aircraft that is capable of flight and that is based in this state.
- (b) The owner of a civil aircraft that is used for commercial operations in this state.
- (2) An owner need not register a civil aircraft that is:
  - (a) Exempted by the provisions of ORS 837.005; or
  - (b) Subject to assessment and taxation under ORS 308.558.
- (3) An owner who is otherwise required to comply with subsection (1) of this section is not exempt from compliance because the aircraft has an appropriate, effective permit or license issued by the United States.
- (4) An owner applying for registration of an aircraft under this section shall file an application form supplied by the department. The State Aviation Board may adopt rules specifying the information that

may be required on the application form.

(5)(a) The owner of a civil aircraft that is based in Oregon shall register the aircraft within 60 days of the date the aircraft becomes subject to registration. The owner of a civil aircraft that is not based in Oregon but that is used in Oregon for commercial operations shall register the aircraft prior to the first time the aircraft is used in Oregon for commercial operations.

(b) The department may impose a late fee on a person who fails to register an aircraft within the time required by this subsection. The board may determine by rule the amount of late fees that may be imposed under this paragraph. The board may adopt a graduated schedule of late fees, but the maximum amount of a late fee may not be more than the amount of the registration fee.

(6) An application for registration must be accompanied by the registration fee specified in ORS 837.045 and, if a late fee is imposed under subsection (5) of this section, by the late fee.

(7) Registration under this section is not complete until the owner receives a notice of registration from the department. [Formerly 493.080; 1993 c.741 §95; 2005 c.75 §2]

**837.045 Fee schedule.** (1) The registration fee to be paid under ORS 837.040, and the fee to be paid upon renewal of registration under ORS 837.060, is as follows:

| AIRCRAFT CLASSIFICATION<br>AND FEE SCHEDULE                            |       |
|------------------------------------------------------------------------|-------|
| Single engine fixed wing, piston                                       | \$ 65 |
| Single engine fixed wing, turboprop                                    | 250   |
| Multiengine fixed wing, piston                                         | 150   |
| Multiengine fixed wing, turboprop                                      | 300   |
| Turbojet fixed wing                                                    | 700   |
| Helicopter piston engine                                               | 65    |
| Helicopter turbine engine                                              | 175   |
| Lighter than air, home built,<br>sailplane, experimental or gyrocopter | 55    |
| Ultralight aircraft                                                    | 55    |
| Ex-military multiengine or turbojet/<br>ex-air carrier                 | 300   |

(2) Any registration fees and penalties due in a previous year but not paid remain due and payable and may be collected by the Oregon Department of Aviation prior to renewal of registration of the aircraft in the current year. [Formerly 493.090; 1991 c.186 §2; 1997 c.585 §8; 2005 c.75 §3; 2009 c.693 §1; 2015 c.450 §2]

**837.050 Transfer of aircraft registration moneys to State Aviation Account.** Notwithstanding ORS 293.445, the Oregon Department of Aviation may transfer to the State Aviation Account any and all moneys paid for aircraft registration under ORS 837.040 and 837.045 if the registration is not completed due to the failure of the aircraft owner to pay the appropriate registration fee or penalty due. This section applies to all moneys paid, but not yet refunded and to future payments. [Formerly 493.095]

**837.055 Assignment of number; delivery of certificate of registration; duplicate certificates; applications as public records.** (1) Upon receipt of an application for registration of any aircraft and payment of the required license fee, the Director of the Oregon Department of Aviation shall assign to the application and the aircraft to be registered a distinctive number and register the facts stated in the application and the number in an index to be kept for that purpose.

(2) A certificate of registration, bearing the same number assigned to the application, and in a form and design to be determined by the Oregon Department of Aviation, shall be delivered to the owner of the aircraft without further expense to such applicant.

(3) The following apply to the use and display of certificates of registration and other signs denoting registration for aircraft:

(a) The certificate of registration shall be carried in the aircraft at all times.

(b) No sign to denote registration of aircraft by the State of Oregon, other than those furnished by the director, shall be used.

(4) Duplicate certificates of registration may be obtained, upon proof of loss or destruction of the original, by application therefor to the department and the payment of \$15 for each additional certificate. The facts stated in any application for registration shall be a public record and open to inspection by the public during reasonable office hours.

(5) Registration of an aircraft does not require, nor does it constitute, evidence of legal ownership of the aircraft. [Formerly 493.100; 1993 c.161 §1; 1993 c.741 §96; 1997 c.585 §4]

**837.060 Expiration and renewal of registrations; late fees.** (1) All registrations under ORS 837.040 expire annually on the anniversary of the date the aircraft is originally registered with the Oregon Department of Aviation.

(2) The owner of an aircraft subject to renewal of registration shall renew the registration on or before the date of expiration by filing a form provided by the department and paying the fee for renewal of registration established in ORS 837.045. The department may impose a late fee on a person who fails to renew registration within the time required in the same manner and in the same amounts as late fees imposed under ORS 837.040. [Formerly 493.110; 1991 c.186 §3; 1997 c.585 §9; 2005 c.75 §4]

**837.065 Effect of paying aircraft registration fee with worthless check.** If any person pays the aircraft registration fee to the Oregon Department of Aviation with a bank check and the check is returned to the department as uncollectible, the Director of the Oregon Department of Aviation shall charge the person the fee for dishonored checks under ORS 30.701 (5). If the person does not pay the fee charged under this section, the director may do all of the following:

(1) Suspend the registration in payment of which the check was presented; and

(2) Authorize any department employee or police officer to seize and recover the registration certificate and any other evidence of the suspended registration certificate. [Formerly 493.120; 1997 c.585 §5; 2017 c.226 §5]

**837.070 Notice of sale of aircraft; transfer of registration; fee.** (1) Upon the purchase of any aircraft registered in accordance with ORS 837.040, title to the certificate of registration assigned thereto shall vest in the purchaser. Within 10 days after the date of:

(a) Purchase, the purchaser shall file with the Oregon Department of Aviation an application to transfer the registration, stating the name and business address of the purchaser, the name of the seller, the registration number assigned to the aircraft, and a brief description of the aircraft as required for an original registration.

(b) Sale, the seller shall notify the Director of the Oregon Department of Aviation of the sale with the name and address of the purchaser, registration number assigned to the aircraft and a brief description of the aircraft as required for an original registration.

(2) Upon the receipt of the application and the payment of a fee of \$15, the director shall transfer the license and registration number to the purchaser, and shall record the transfer. No sale or transfer of any aircraft registered under ORS 837.040 shall be valid without compliance with the provisions of this section. If an aircraft is not registered at the time of purchase, even though the aircraft may have been purchased within the state, new or used, the purchaser shall register it in accordance with ORS 837.040 and 837.045. [Formerly 493.130; 1993 c.741 §97; 1997 c.585 §6]

**837.075 Aircraft dealer's license; fee.** (1) Any dealer in new or used aircraft, or both, shall apply to the Oregon Department of Aviation for a dealer's license. Upon such application, the department shall issue an aircraft dealer's license to the applicant for an annual fee of \$250. The dealer's license shall be in lieu of all other licenses or registration required by ORS 837.040 upon the dealer's aircraft within this state, so long as they are kept for resale and are not used in commercial operations within this state.

(2) This section does not prohibit the registering of a dealer's aircraft under ORS 837.040.

(3) Upon the sale by a dealer of an aircraft which is not registered under ORS 837.040, the dealer shall advise the purchaser of the registration requirements under ORS 837.040 to 837.070 and furnish the purchaser with the proper application forms. [Formerly 493.140; 1997 c.585 §7]

**837.080 Prohibited operation of aircraft.** (1) A person commits the offense of prohibited operation of an aircraft if the person operates an aircraft in the air, or on the ground or water:

(a) While the person is under the influence of intoxicating liquor, drugs or controlled substances.

(b) In a careless or reckless manner so as to endanger the life or property of another.

(2) The offense described in this section, prohibited operation of an aircraft, is punishable as provided under ORS 837.990. [Formerly 493.160]

**837.085 Dropping articles without permit prohibited; exceptions.** (1) Unless a permit is granted by the Director of the Oregon Department of Aviation or except in an emergency, no person shall throw or drop any missile or other article or substance from any aircraft in flight, except over ground temporarily or permanently devoted to flying, or over open water.

(2) This section does not prohibit, or require a permit for, the use of an airplane for crop dusting or any other agricultural purposes or for seeding any agricultural or horticultural crop or for dusting or spraying in furtherance of insect and pest control. Any such use of an airplane shall be made with due regard for the safety of others. [Formerly 493.170]

**837.090 Landings on public highways and grounds prohibited.** Except in an emergency, no person shall land aircraft on highways or public parks or other public grounds without permission from the authorities in charge thereof. [Formerly 493.180]

**837.095 Flying over military and naval establishments; photographs from airplanes.** No person shall fly over a government fort or tract of land set aside for military or naval purpose, nor shall any person make any photograph or map of such fort or land from any aircraft without written permission having been obtained from the person in command of the fort or land. [Formerly 493.190]

**837.100 Issuance of citations for violations.** In addition to any other persons permitted to enforce violations, the Director of the Oregon Department of Aviation and any employee specifically designated by the director may issue citations for violations established under ORS 837.990 in the manner provided by ORS chapter 153. [Formerly 493.225; 1991 c.460 §11; 1999 c.1051 §114; 2011 c.597 §148]

**837.105** [Formerly 493.230; repealed by 1999 c.440 §1]

## UNMANNED AIRCRAFT SYSTEMS

(Definitions)

**837.300 Definitions.** As used in ORS 837.300 to 837.390 and 837.995:

(1) "Aircraft" has the meaning given that term in ORS 836.005.

(2) "Law enforcement agency" means an agency that employs peace officers, as defined in ORS 133.005, or that prosecutes offenses.



(3) “Public body” has the meaning given that term in ORS 174.109.

(4) “Unmanned aircraft system” means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

(5) “Warrant” means a warrant issued under ORS 133.525 to 133.703. [2013 c.686 §1; 2015 c.315 §1; 2016 c.72 §1]

**Note:** 837.300 to 837.390 and 837.995 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 837 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

(Use of Unmanned Aircraft Systems by Law Enforcement Agencies)

**837.310 Restrictions; exceptions.** (1) Except as otherwise provided in ORS 837.310 to 837.345, a law enforcement agency may not operate an unmanned aircraft system, acquire information through the operation of an unmanned aircraft system or disclose information acquired through the operation of an unmanned aircraft system.

(2) Any image or other information that is acquired through the use of an unmanned aircraft system by a law enforcement agency in violation of ORS 837.310 to 837.345, and any evidence derived from that image or information:

(a) Is not admissible in, and may not be disclosed in, a judicial proceeding, administrative proceeding, arbitration proceeding or other adjudicatory proceeding; and

(b) May not be used to establish reasonable suspicion or probable cause to believe that an offense has been committed. [2013 c.686 §2; 2015 c.315 §2]

**Note:** See note under 837.300.

**837.320 Authorized use upon issuance of warrant; exigent circumstances.** (1) A law enforcement agency may operate an unmanned aircraft system, acquire information through the operation of an unmanned aircraft system, or disclose information acquired through the operation of an unmanned aircraft system, if:

(a) A warrant is issued authorizing use of an unmanned aircraft system; or

(b) The law enforcement agency has probable cause to believe that a person has committed a crime, is committing a crime or is about to commit a crime, and exigent circumstances exist that make it unreasonable for the law enforcement agency to obtain a warrant authorizing use of an unmanned aircraft system.

(2) A warrant authorizing the use of an unmanned aircraft system must specify the period for which operation of the unmanned aircraft system is authorized. In no event may a warrant provide for the operation of an unmanned aircraft system for a period of more than 30 days. Upon motion and good cause shown, a court may renew a warrant after the expiration of the 30-day period. [2013 c.686 §3; 2015 c.315 §3]

**Note:** See note under 837.300.

**837.330 Written consent.** A law enforcement agency may operate an unmanned aircraft system for the purpose of acquiring information about an individual, or about the individual’s property, if the individual has given written consent to the use of an unmanned aircraft system for those purposes. [2013 c.686 §4; 2015 c.315 §4]

**Note:** See note under 837.300.

**837.335 Search and rescue; use in emergencies.** (1) A law enforcement agency may operate an unmanned aircraft system, acquire information through the operation of an unmanned aircraft system, or disclose information acquired through the operation of an unmanned aircraft system, for the purpose of search and rescue activities, as defined in ORS 404.200.

(2) A law enforcement agency may operate an unmanned aircraft system, acquire information through the operation of an unmanned aircraft system, or disclose information acquired through the operation of an unmanned aircraft system, for the purpose of assisting an individual in an emergency if:

(a) The law enforcement agency reasonably believes that there is an imminent threat to the life or safety of the individual, and documents the factual basis for that belief; and

(b) Not more than 48 hours after the emergency operation begins, an official of the law enforcement agency files a sworn statement with the circuit court that describes the nature of the emergency and the need for use of an unmanned aircraft system.

(3) A law enforcement agency may operate an unmanned aircraft system, acquire information through the operation of an unmanned aircraft system, or disclose information acquired through the operation of an unmanned aircraft system, during a state of emergency that is declared by the Governor under ORS chapter 401 if:

(a) The unmanned aircraft system is used only for the purposes of preserving public safety, protecting property or conducting surveillance for the assessment and evaluation of environmental or weather related damage, erosion or contamination; and

(b) The unmanned aircraft system is operated only in the geographical area specified in a proclamation pursuant to ORS 401.165 (5). [2013 c.686 §5; 2015 c.315 §5]

**Note:** See note under 837.300.

**837.340 Investigations of crimes and accidents.** (1) A law enforcement agency may operate an unmanned aircraft system, acquire information through the operation of an unmanned aircraft system, or disclose information acquired through the operation of an unmanned aircraft system, for the purpose of reconstruction of a specific crime scene or accident scene, or similar physical assessment, related to a specific investigation.

(2) The period that a law enforcement agency may operate an unmanned aircraft system under this section may not exceed five days for the purpose of reconstruction of a specific crime scene or accident scene, or similar physical assessment, related to a specific investigation. [2013 c.686 §6; 2015 c.315 §6; 2017 c.502 §2]

**Note:** See note under 837.300.

**837.345 Training.** (1) A law enforcement agency may operate an unmanned aircraft system for the purpose of training in:

(a) The use of unmanned aircraft systems; and

(b) The acquisition of information through the operation of an unmanned aircraft system.

(2) Any image or other information that is acquired through the use of an unmanned aircraft system by a law enforcement agency under this section, and any evidence derived from that image or information:

(a) Is not admissible in, and may not be disclosed in, a judicial proceeding, administrative proceeding, arbitration proceeding or other adjudicatory proceeding; and

(b) May not be used to establish reasonable suspicion or probable cause to believe that an offense has been committed. [2013 c.686 §7; 2015 c.315 §7]

**Note:** See note under 837.300.

(Use of Unmanned Aircraft Systems in State Parks)

**837.350 Restrictions; authorized use; rules.** (1) The State Parks and Recreation Commission shall adopt rules managing the use of unmanned aircraft systems by people in state parks to protect natural, cultural, scenic and recreational resources in a park property or adjacent areas while providing for enjoyment of recreational use of unmanned aircraft systems.

(2) Subject to ORS 837.300 to 837.390, rules adopted under this section may allow:

(a) The State Parks and Recreation Department and the department's agents and contractors to use unmanned aircraft systems in carrying out the duties of the department.

(b) The use of unmanned aircraft systems for the purpose of resource management, emergency operations or protection of property. [2021 c.172 §2]

**Note:** See note under 837.300.

(Public Bodies)

**837.360 Restrictions; exception for educational institution; civil penalties; registration; fees; rules.** (1) As used in this section, "educational institution" means an education service district, school district, public charter school, community college or public university listed in ORS 352.002.

(2)(a) A public body, other than an educational institution, may not operate an unmanned aircraft system in the airspace over this state without registering the unmanned aircraft system with the Oregon Department of Aviation.

(b) An educational institution may not operate an unmanned aircraft system in the airspace over this state without registering as a user of unmanned aircraft systems with the department. The department may not require an educational institution to register individual unmanned aircraft systems under this section.

(3) The Oregon Department of Aviation may impose a civil penalty of up to \$10,000 against a public body that violates subsection (2) of this section.

(4) Evidence obtained by a public body through the use of an unmanned aircraft system in violation of subsection (2) of this section is not admissible in any judicial or administrative proceeding and may not be used to establish reasonable suspicion or probable cause to believe that an offense has been committed.

(5)(a) The Oregon Department of Aviation shall establish a registry of unmanned aircraft systems registered under subsection (2)(a) of this section and may charge a fee sufficient to reimburse the department for the maintenance of the registry.

(b) The department may not charge a fee to an educational institution under this subsection.

(6) The Oregon Department of Aviation shall require the following information for registration of an unmanned aircraft system under subsection (2)(a) of this section:

(a) The name of the public body that owns or operates the unmanned aircraft system.

(b) The name and contact information of the individuals who operate the unmanned aircraft system.

(c) Identifying information for the unmanned aircraft system as required by the department by rule.

(7)(a) A public body that registers one or more unmanned aircraft systems under subsection (2)(a) of this section shall provide an annual report to the Oregon Department of Aviation that:

(A) Summarizes the frequency of use of the unmanned aircraft systems by the public body during the preceding calendar year;

(B) Summarizes the purposes for which the unmanned aircraft systems have been used by the public body during the preceding calendar year; and

(C) Indicates how the public can access the policies and procedures established under ORS 837.362.

(b) The department shall adopt rules requiring an educational institution that registers as a user of unmanned aircraft systems under subsection (2)(b) of this section to maintain records of the educational institution's use of unmanned aircraft systems.

(8) The State Aviation Board may adopt all rules necessary for the registration of unmanned aircraft systems in Oregon that are consistent with federal laws and regulations. [2013 c.686 §8; 2015 c.315 §8;

2016 c.72 §8; 2019 c.337 §2]

**Note:** See note under 837.300.

**837.362 Policies and procedures for use of data.** (1) A public body that operates an unmanned aircraft system shall establish policies and procedures for the use, storage, accessing, sharing and retention of data, including but not limited to video and audio recordings, resulting from the operation of the unmanned aircraft system.

(2) The public body shall post the following information on the public body's website or otherwise make the following information available to the public:

(a) The policies and procedures established under this section.

(b) The text of ORS 192.345.

(3) The policies and procedures established under this section must include:

(a) The length of time data will be retained by the public body.

(b) Specifications for third party storage of data, including handling, security and access to the data by the third party.

(c) A policy on disclosure of data through intergovernmental agreements. [2016 c.72 §7]

**Note:** See note under 837.300.

(Offenses)

**837.365 Weaponized unmanned aircraft systems; penalties.** (1) Except as provided in subsection (3) of this section, a person may not intentionally, knowingly or recklessly operate or cause to be operated an unmanned aircraft system that is:

(a) Capable of firing a bullet or projectile; or

(b) Specifically designed or modified to cause, and is presently capable of causing, serious physical injury as defined in ORS 161.015.

(2)(a) Except as provided in paragraphs (b) and (c) of this subsection, violation of subsection (1) of this section is a Class A misdemeanor.

(b) Violation of subsection (1) of this section is a Class C felony if the person intentionally, knowingly or recklessly operates an unmanned aircraft system and the unmanned aircraft system fires a bullet or projectile.

(c) Violation of subsection (1) of this section is a Class B felony if the person intentionally, knowingly or recklessly operates an unmanned aircraft system and the unmanned aircraft system:

(A) Fires a bullet or projectile that causes serious physical injury, as defined in ORS 161.015, to another person; or

(B)(i) Is specifically designed or modified to cause, and is presently capable of causing, serious physical injury as defined in ORS 161.015; and

(ii) The design or modification causes serious physical injury, as defined in ORS 161.015, to another person.

(3) Subsection (1) of this section does not apply if:

(a) The person uses the unmanned aircraft system to release, discharge, propel or eject a nonlethal projectile for purposes other than to injure or kill persons or animals;

(b) The person uses the unmanned aircraft system for nonrecreational purposes in compliance with specific authorization from the Federal Aviation Administration;

(c) The person notifies the Oregon Department of Aviation, the Oregon State Police and any other agency that issues a permit or license for the activity requiring the use of the unmanned aircraft system of the time and location at which the person intends to use an unmanned aircraft system that is capable of releasing, discharging, propelling or ejecting a projectile at least five days before the person uses the system;

(d) If the person intends to use an unmanned aircraft system that is capable of releasing, discharging, propelling or ejecting a projectile in an area open to the public, the person provides reasonable notice to the public of the time and location at which the person intends to use the unmanned aircraft system; and

(e) The person maintains a liability insurance policy in an amount not less than \$1 million that covers injury resulting from use of the unmanned aircraft system.

(4) The notification requirement of subsection (3)(c) of this section does not apply to:

(a) A career school licensed under ORS 345.010 to 345.450;

(b) A community college as defined in ORS 341.005;

(c) A school;

(d) The Oregon Health and Science University;

(e) A public university listed in ORS 352.002; or

(f) An institution that is exempt from ORS 348.594 to 348.615 under ORS 348.597 (2).

(5) Notwithstanding subsection (3) of this section, a person may not use an unmanned aircraft system that is capable of releasing, discharging, propelling or ejecting a projectile for purposes of crowd management.

(6) As used in this section, “school” means a public or private institution of learning providing instruction at levels kindergarten through grade 12, or their equivalents. [2013 c.686 §10; 2015 c.315 §9; 2016 c.72 §2; 2017 c.502 §1; 2018 c.120 §6]

**Note:** See note under 837.300.

**837.370 Operation over privately owned premises; penalties.** (1) Except as provided in subsection (2) of this section, a person may not operate an unmanned aircraft system over the boundaries of privately owned premises in a manner so as to intentionally, knowingly or recklessly harass or annoy the owner or occupant of the privately owned premises.

(2) Subsection (1) of this section does not apply to the use of an unmanned aircraft system by a law enforcement agency under ORS 837.335.

(3)(a) Except as provided in paragraphs (b) and (c) of this subsection, violation of subsection (1) of this section is a Class B violation.

(b) If, at the time of the offense, the person has one prior conviction under this section, violation of subsection (1) of this section is a Class A violation.

(c) If, at the time of the offense, the person has two or more prior convictions under this section, violation of subsection (1) of this section is a Class B misdemeanor.

(d) If the court imposes a sentence of probation for a violation under paragraph (c) of this subsection, the court may order as a condition of probation that the person may not possess an unmanned aircraft system. [2017 c.502 §4]

**Note:** See note under 837.300.

**837.372 Operation over critical infrastructure facility; penalty.** (1) As used in this section, “critical infrastructure facility” means any of the following facilities, if completely enclosed by a fence or other physical barrier that is obviously designed to exclude intruders, or if marked with a sign conspicuously posted on the property that indicates that entry is forbidden:

(a) A petroleum or alumina refinery;

(b) An electrical power generating facility, substation, switching station or electrical control center;

(c) A chemical, polymer or rubber manufacturing facility;

(d) A water intake structure, water treatment facility, wastewater treatment plant or pump station;

(e) A natural gas compressor station;

(f) A liquid natural gas terminal or storage facility;

(g) A telecommunications central switching office;

(h) A port, railroad switching yard, trucking terminal or other freight transportation facility;

- (i) A gas processing plant, including a plant used in the processing, treatment or fractionation of natural gas;
- (j) A transmission facility used by a federally licensed radio or television station;
- (k) A steelmaking facility that uses an electric arc furnace to make steel;
- (L) A dam that is classified as a high hazard by the Water Resources Department;
- (m) Any portion of an aboveground oil, gas or chemical pipeline that is enclosed by a fence or other physical barrier that is obviously designed to exclude intruders; or
- (n) A correctional facility or law enforcement facility.
- (2) Except as provided in subsection (3) of this section, a person commits a Class A violation if the person intentionally or knowingly:
  - (a) Operates an unmanned aircraft system over a critical infrastructure facility at an altitude not higher than 400 feet above ground level; or
  - (b) Allows an unmanned aircraft system to make contact with a critical infrastructure facility, including any person or object on the premises of or within the facility.
- (3) This section does not apply to:
  - (a) The federal government.
  - (b) A public body.
  - (c) A law enforcement agency.
  - (d) A person under contract with or otherwise acting under the direction or on behalf of the federal government, a public body or a law enforcement agency.
  - (e) An owner or operator of the critical infrastructure facility.
  - (f) A person who has the prior written consent of the owner or operator of the critical infrastructure facility.
  - (g) The owner or occupant of the property on which the critical infrastructure facility is located.
  - (h) A person who has the prior written consent of the owner or occupant of the property on which the critical infrastructure facility is located.
  - (i) A person operating an unmanned aircraft system for commercial purposes in compliance with authorization granted by the Federal Aviation Administration. [2016 c.72 §13]

**Note:** See note under 837.300.

**837.374 Reckless interference with aircraft; penalties.** (1) A person commits a Class A violation if the person possesses or controls an unmanned aircraft system and recklessly causes the unmanned aircraft system to:

- (a) Direct a laser at an aircraft while the aircraft is in the air;
- (b) Crash into an aircraft while the aircraft is in the air; or
- (c) Prevent the takeoff or landing of an aircraft.
- (2) A person commits a Class A misdemeanor if the person possesses or controls an unmanned aircraft system and knowingly or intentionally causes the unmanned aircraft system to:
  - (a) Direct a laser at an aircraft while the aircraft is in the air;
  - (b) Crash into an aircraft while the aircraft is in the air; or
  - (c) Prevent the takeoff or landing of an aircraft.
- (3) Notwithstanding subsection (1) of this section, a person commits a Class A misdemeanor if the person violates subsection (1) of this section and the person has one or more convictions under subsection (1) of this section at the time of the offense.
- (4) In addition to and not in lieu of any other sentence the court may impose, upon a person's second or subsequent conviction under this section, the court shall, at the time of sentencing, declare the unmanned aircraft system used in the offense to be contraband and order that the unmanned aircraft system be forfeited. [2016 c.72 §5; 2019 c.337 §1]

**Note:** See note under 837.300.

## (Civil Remedies)

**837.375 Interference with an unmanned aircraft system; unauthorized control.** In addition to any other remedies allowed by law, a person who intentionally interferes with, or gains unauthorized control over, an unmanned aircraft system licensed by the Federal Aviation Administration, or operated by the Armed Forces of the United States as defined in ORS 352.313, an agency of the United States or a federal, state or local law enforcement agency, is liable to the owner of the unmanned aircraft system in an amount of not less than \$5,000. The court shall award reasonable attorney fees to a prevailing plaintiff in an action under this section. [2013 c.686 §14; 2015 c.315 §10]

**Note:** See note under 837.300.

**837.380 Action by owner of real property; Attorney General.** (1) Except as provided in subsections (2) and (3) of this section, a person who owns or lawfully occupies real property in this state may bring an action against any person or public body that operates an unmanned aircraft system that is flown over the property if:

(a) The operator of the unmanned aircraft system has flown the unmanned aircraft system over the property on at least one previous occasion; and

(b) The person notified the owner or operator of the unmanned aircraft system that the person did not want the unmanned aircraft system flown over the property.

(2) A person may not bring an action under this section if:

(a) The unmanned aircraft system is lawfully in the flight path for landing at an airport, airfield or runway; and

(b) The unmanned aircraft system is in the process of taking off or landing.

(3) A person may not bring an action under this section if the unmanned aircraft system is operated for commercial purposes in compliance with authorization granted by the Federal Aviation Administration. This subsection does not preclude a person from bringing another civil action, including but not limited to an action for invasion of privacy or an action for invasion of personal privacy under ORS 30.831.

(4) A prevailing plaintiff may recover treble damages for any injury to the person or the property by reason of a trespass by an unmanned aircraft system as described in this section, and may be awarded injunctive relief in the action.

(5) A prevailing plaintiff may recover attorney fees under ORS 20.080 if the amount pleaded in an action under this section is \$10,000 or less.

(6) The Attorney General, on behalf of the State of Oregon, may bring an action or claim for relief alleging nuisance or trespass arising from the operation of an unmanned aircraft system in the airspace over this state. A court shall award reasonable attorney fees to the Attorney General if the Attorney General prevails in an action under this section. [2013 c.686 §15; 2015 c.315 §11; 2016 c.72 §10]

**Note:** See note under 837.300.

## (Preemption)

**837.385 Preemption of local laws regulating unmanned aircraft systems.** Except as expressly authorized by state statute, the authority to regulate the ownership or operation of unmanned aircraft systems is vested solely in the Legislative Assembly. Except as expressly authorized by state statute, a local government, as defined ORS 174.116, may not enact an ordinance or resolution that regulates the ownership or operation of unmanned aircraft systems or otherwise engage in the regulation of the ownership or operation of unmanned aircraft systems. [2013 c.686 §17; 2015 c.315 §12]

**Note:** See note under 837.300.

(Armed Forces of the United States)

**837.390 Applicability.** ORS 837.300 to 837.390 and 837.995 and section 11, chapter 686, Oregon Laws 2013, do not apply to the Armed Forces of the United States as defined in ORS 352.313. [2013 c.686 §16]

**Note:** See note under 837.300.

## PENALTIES

**837.990 Penalties.** (1) Except as otherwise provided in this section and subject to ORS 153.022, a person commits a Class A violation if the person violates any provision of this chapter or any rule adopted, or order issued, under this chapter.

(2) The offense described in ORS 837.080, prohibited operation of an aircraft, is a Class B misdemeanor. [Formerly 493.991; 1999 c.1051 §115; 2005 c.75 §5; 2007 c.71 §248]

**837.995 Crimes involving unmanned aircraft systems; penalties.** (1) A person commits a Class A felony if the person possesses or controls an unmanned aircraft system and intentionally causes, or attempts to cause, the unmanned aircraft system to:

- (a) Fire a bullet or other projectile at an aircraft while the aircraft is in the air;
- (b) Direct a laser at an aircraft while the aircraft is in the air; or
- (c) Crash into an aircraft while the aircraft is in the air.

(2) A person who intentionally interferes with, or gains unauthorized control over, an unmanned aircraft system licensed by the Federal Aviation Administration, or operated by the Armed Forces of the United States as defined in ORS 352.313, an agency of the United States or a federal, state or local law enforcement agency, commits a Class C felony. [2013 c.686 §13; 2015 c.315 §13]

**Note:** See note under 837.300.

**837.998 Civil penalties.** (1) Except as provided in subsection (2) of this section, in addition to any other penalty provided by law, the Director of the Oregon Department of Aviation may impose a civil penalty not to exceed \$720 for each violation of any provision of this chapter or any rule adopted, or order issued, under this chapter.

(2) The director may impose a civil penalty not to exceed \$2,500 for violation of ORS 837.080 or any rule adopted, or order issued, under this chapter to enforce ORS 837.080.

(3) The director shall impose civil penalties under this section in the manner provided in ORS 183.745. [2013 c.403 §2]





*A place where families and businesses thrive.*

CITY RECORDER USE ONLY:

AGENDA ITEM #: \_\_\_\_\_

MEETING DATE: 12.11.2023

FINAL ACTION: RESO 2023-59

## CITY COUNCIL STAFF REPORT

**TO:** City Council

**FROM:** Jesse VanderZanden, City Manager

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

**MEETING DATE:** December 11, 2023

**SUBJECT TITLE:** Work Session and Resolution Regarding Board and Commission Appointments

**ACTION REQUESTED:**

|                          |                          |                          |                                     |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                          | Ordinance                | Order                    | X                                   | Resolution               | Motion                   | Informational            |

### **BACKGROUND:**

On November 27, the City Council divided into two subcommittees and held concurrent work sessions to interview all new applicants to Boards and Commissions. Following the interviews, the Council convened in a work session and arrived at a consensus to appoint the following applicants:

|     |                            |                                               |
|-----|----------------------------|-----------------------------------------------|
| 1.  | Neil Poulson               | Historic Landmarks Board                      |
| 2.  | Kathy Walden               | Community Forestry Commission                 |
| 3.  | Katy Cannon                | Committee for Community Engagement            |
| 4.  | Alejandro Cisneros Barajas | Committee for Community Engagement – Student  |
| 5.  | David Andersen             | Committee for Community Engagement            |
| 6.  | Michelle Beck              | Parks and Recreation Commission – NE Quadrant |
| 7.  | Mackenzie Johnston Carey   | Parks and Recreation Commission – At Large    |
| 8.  | Seth Berdahl               | Planning Commission                           |
| 9.  | Brandon Culbertson         | Planning Commission                           |
| 10. | Laurie Kerns               | Public Arts Commission                        |
| 11. | Kristin Cast               | Public Arts Commission                        |
| 12. | Orson Marcel               | Public Arts Commission – Student              |
| 13. | Emily Lux                  | Public Arts Commission                        |
| 14. | Dana Eytzen                | Public Arts Commission                        |
| 15. | Linda Stiles Taylor        | Public Arts Commission                        |
| 16. | To be filled in            |                                               |
| 17. | To be filled in            |                                               |
| 18. | To be filled in            |                                               |

|     |                 |  |
|-----|-----------------|--|
| 19. | To be filled in |  |
| 20. | To be filled in |  |
| 21. | To be filled in |  |
| 22. | To be filled in |  |

The Council also reached consensus on three additional applicants for the Library Commission, however, due to a staff error, the expiring members were not notified to reapply, as was past practice. This created a potential conflict between the consensus appointments and members who wished to apply but were not notified.

This same error occurred for all Boards and Commissions; however, it did not pose a conflict for any Board or Commission as reapplicants were notified another way and reapplied and/or there were enough vacancies for all applicants.

In response, City staff sent a notice to all members whose terms were expiring and were not notified. This resulted in three additional reapplicants; one for the Committee for Community Engagement (CCE), one for the Community Forestry Commission (CFC), and two for the Library Commission. Each is listed below:

- CCE: the reapplicant for the CCE was Tom Cook. There are enough vacancies on CCE to accommodate the consensus appointments above and reappointment of Tom Cook. Additionally, there were no other new applicants who applied to CCE that could have been appointed if Tom did not reapply.
- CFC: the reapplicant for the CFC was Mark Nakajima. There are enough vacancies on CFC to accommodate the consensus appointment above and reappointment of Mark Nakajima. Additionally, there were no other new applicants who applied to CFC that could have been appointed if Mark did not reapply.
- Library Commission: the reapplicants for the Library Commission were Pamela Bailey and Morgan Knapp. The consensus new applicant appointments from the November 27 work session were Susan Greathouse, Kynah Attwood, and Mysu Pham. There was one other new applicant for the Library Commission, however, it was their 3<sup>rd</sup> choice and that person is slated for appointment to Parks and Rec.
- Historic Landmarks Board: the city received one other new applicant after the deadline, Benjamin Colteaux, PhD. The city received no other new applicants after the deadline. While the city would normally consider this application in the Fall, the Council has periodically made appointments outside the normal cycle and there are 5 vacancies on HLB.

The purpose of the work session is to complete applicant deliberations and reach consensus on remaining appointments. Pending deliberations, the consensus

appointments will be added to the table above which is also included in the resolution.

**ATTACHMENTS:**

- Applications for Tom Cook, Mark Nakajima, Pamela Bailey, Morgan Knapp, Susan Greathouse, Kynah Attwood, Mysu Pham, and Benjamin Colteaux.
- Resolution Making Appointments
- Current Boards and Commissions Roster
- List of applicants from November 27 work session

Published on *Forest Grove Oregon* ([https //www forestgrove or gov](https://www.forestgrove.or.gov))

[Home](#) > [Boards & Commissions Application](#) > [Webform results](#) > Boards & Commissions Application

Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>  
Submitted by Visitor (not verified)  
Tue, 11/28/2023 - 5:28pm  
107 77 205 55

**First Name and Last Name**  
Tom Cook

**Home Address**  
[REDACTED]

**City, State and Zip Code**  
Forest Grove

**Mailing Address, if different**  
[REDACTED]

**E-Mail Address**  
[REDACTED]

**Telephone/Cell Phone Number**  
[REDACTED]

**Employer**  
[REDACTED]

**Occupation/Profession**  
Chaplain

**Are you a high school student applicant?**  
No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**  
Yes

**Which board(s) would you like to apply for:**  
Committee for Community Engagement (1st Tuesday, 5:30pm)

**If you selected multiple boards, which is your preferred choice:**

**Do you reside within the City limits?**  
Yes

**What specific topics interest you that relate to the board(s)?**  
How the city can engage the community better

**What contributions do you hope to bring to the board(s)?**

I have been a member on this board for 6 years

Section F, Item 2.

**List your educational experience:**

Post graduate level

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Budget committee

Forest Grove Fire and Police Chaplain

**How did you hear of this opportunity?**

Veteran member of the board

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Tom Cook

**Date**

Tue, 11/28/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16917>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

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Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>  
Submitted by Visitor (not verified)  
Wed, 11/22/2023 - 5:01pm  
204 194 221 106

**First Name and Last Name**  
Mark Nakajima

**Home Address**  
[REDACTED]

**City, State and Zip Code**  
Forest Grove, OR 97116

**Mailing Address, if different**  
[REDACTED]

**E-Mail Address**  
[REDACTED]

**Telephone/Cell Phone Number**  
[REDACTED]

**Employer**  
[REDACTED]

**Occupation/Profession**  
Manager

**Are you a high school student applicant?**  
No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**  
Yes

**Which board(s) would you like to apply for:**  
Community Forestry Commission (3rd Wednesday, 5:15pm)

**If you selected multiple boards, which is your preferred choice:**

**Do you reside within the City limits?**  
No

**What specific topics interest you that relate to the board(s)?**  
I have long time interest in urban forestry

**What contributions do you hope to bring to the board(s)?**

I have experience with the commission and understand how the commission works as a city.

Section F, Item 2.

**List your educational experience:**

Bachelors degree in business.

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Currently serving on the EDC and previously on URAC.

**How did you hear of this opportunity?**

reapplying

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Mark Nakajima

**Date**

Wed, 11/22/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16912>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_commission\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_commission_application)

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### Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>

Submitted by Visitor (not verified)

Tue, 11/28/2023 - 9:35pm

50 109 252 43

### First Name and Last Name

Pamela Bailey

### Home Address

[REDACTED]

### City, State and Zip Code

Forest Grove, OR 97116

### Mailing Address, if different

### E Mail Address

[REDACTED]

### Telephone/Cell Phone Number

[REDACTED]

### Employer

[REDACTED]

### Occupation/Profession

Teacher

### Are you a high school student applicant?

No

### If so, which grade level and school do you attend?

### Are you currently on a board or commission and reapplying?

Yes

### Which board(s) would you like to apply for:

Library Commission (3rd Wednesday, 6 30pm)

### If you selected multiple boards, which is your preferred choice:

Library Commission (3rd Wednesday, 6 30pm)

### Do you reside within the City limits?

Yes

### What specific topics interest you that relate to the board(s)?

As a teacher and parent, learning and literacy are very important to me. The opportunity to continue to learn across the lifespan is crucial to having an informed citizenry. Our library serves as that



resource for the citizens of Forest Grove

Also, I just love books and want to support reading and learning in our community.

Section F, Item 2.

**What contributions do you hope to bring to the board(s)?**

As an educator I have been involved in various groups where people need to work together regardless of their background or beliefs

Respect for people with different points of view and the ability to listen to other views and find common ground is crucial to working on a team or commission. My background in education and various leadership positions has helped me hone those skills. I enjoy working with people. I love Forest Grove and want to give back to the community that is my home

**List your educational experience:**

BA in Art & Teaching degree from Grinnell College in Iowa, 1980

Montessori Teaching degree from College of St. Catherine in St. Paul, Minnesota, 1985

Masters in Teaching from Pacific University in Forest Grove, 2000

Reading Specialist/Elementary Teacher, Banks, OR, 25 years

**List any community involvement, appointed offices, elected offices and/or affiliations:**

I have served on the Library Commission, and as chair for several years.

Banks Education Association President, 2010 2018

**How did you hear of this opportunity?**

I am currently serving on the Library Commission

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Pamela Bailey

**Date**

Tue, 11/28/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16919>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>  
Submitted by Visitor (not verified)  
Sun, 12/03/2023 - 7:08pm  
73 25 22 91

**First Name and Last Name**  
Morgan Knapp

**Home Address**  
[REDACTED]

**City, State and Zip Code**  
Forest Grove, OR 97116

**Mailing Address, if different**

**E Mail Address**  
[REDACTED]

**Telephone/Cell Phone Number**  
[REDACTED]

**Employer**  
[REDACTED]

**Occupation/Profession**  
Program Manager of Applied and Experiential Learning

**Are you a high school student applicant?**  
No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**  
Yes

**Which board(s) would you like to apply for:**  
Library Commission (3rd Wednesday, 6 30pm)

**If you selected multiple boards, which is your preferred choice:**  
Library Commission (3rd Wednesday, 6 30pm)

**Do you reside within the City limits?**  
Yes

**What specific topics interest you that relate to the board(s)?**  
I believe that libraries are a cornerstone of thriving communities. They are uniquely positioned to provide services to all residents of a town - building community, connecting residents with resources, providing education and entertainment, etc. I am specifically interested in helping grow

the Forest Grove City Library's capacity to help with community response and recovery in the event of a natural disaster. I believe our library can play a key role in our community resilience and recovery efforts, helping keep our beloved town safe and strong

Section F, Item 2.

**What contributions do you hope to bring to the board(s)?**

After serving three years on the board, I became the Chair this year. I am enjoying the opportunity to grow into this new position, and am hoping to be reappointed onto the Board so I can continue to grow as a citizen volunteer in this capacity. I look forward to welcoming new members of the Board to join us in our exciting work helping the library staff in their efforts to meet the needs of our town. Thank you for your consideration!

**List your educational experience:**

Bachelor of Commerce in International Business from the University of Victoria; Master of Public Administration from San Francisco State University

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Treasurer, Forest Grove Community School Board

**How did you hear of this opportunity?**

Reapplying

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Sarah Morgan Crow Knapp

**Date**

Sun, 12/03/2023

**Source URL:**<https://www.forestgrove-or.gov/node/17751/submission/16924>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

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Submission information

Form: [Boards and Commissions Application](#) <sup>(1)</sup>  
Submitted by Visitor (not verified)  
Sat, 11/11/2023 - 6:40pm  
24 21 123 102

**First Name and Last Name**  
Susan Greathouse

**Home Address**  
[REDACTED]

**City, State and Zip Code**  
Forest Grove

**Mailing Address, if different**  
[REDACTED]

**E-Mail Address**  
[REDACTED]

**Telephone/Cell Phone Number**  
[REDACTED]

**Employer**  
[REDACTED]

**Occupation/Profession**  
Public Health Nutritionist/Registered Dietitian

**Are you a high school student applicant?**  
No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**  
No

**Which board(s) would you like to apply for:**  
Library Commission (3rd Wednesday, 6:30pm)

**If you selected multiple boards, which is your preferred choice:**

**Do you reside within the City limits?**  
Yes

**What specific topics interest you that relate to the board(s)?**  
Interested in supporting expanded use of library and library resources, including outreach to diverse community groups, students and seniors.

**What contributions do you hope to bring to the board(s)?**

I am a life long learner and avid reader, and have an undergraduate degree in Comparative Literature. I have lived abroad and was in the Peace Corps in Honduras, and am bilingual in Spanish/English. My experience as a manager, providing trainings and in-services, and being a speaker at conferences have made me very comfortable with public speaking and working with people from a wide range of backgrounds and cultures.

**List your educational experience:**

BA in Comparative Literature and Hispanic Studies, Brown University

MPH in Public Health Nutrition with a minor in Maternal and Child Health, University of California, Berkeley

Board Certified Lactation Consultant (retired)

**List any community involvement, appointed offices, elected offices and/or affiliations:**

As chair of the Westside Quilters Guild Education Committee I have worked with Adelante Mujeres and Adelante Chicas for several years to encourage interest in fiber arts and sewing and quilting. I have volunteered with the Western Farmworkers' Association and deliver Meals on Wheels weekly. Prior to COVID, I was a volunteer at Virginia Garcia Memorial Health Center.

**How did you hear of this opportunity?**

On FG website

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Susan Greathouse

**Date**

Sat, 11/11/2023

**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/16888>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

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Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>  
Submitted by Visitor (not verified)  
Sat, 11/04/2023 - 10:51am  
174 247 160 206

**First Name and Last Name**  
Kynah Atwood

**Home Address**  
[REDACTED]

**City, State and Zip Code**  
Forest Grove

**Mailing Address, if different**  
[REDACTED]

**E-Mail Address**  
[REDACTED]

**Telephone/Cell Phone Number**  
[REDACTED]

**Employer**  
[REDACTED]

**Occupation/Profession**  
Teacher

**Are you a high school student applicant?**  
No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**  
No

**Which board(s) would you like to apply for:**  
Library Commission (3rd Wednesday, 6:30pm)

**If you selected multiple boards, which is your preferred choice:**

**Do you reside within the City limits?**  
Yes

**What specific topics interest you that relate to the board(s)?**  
Community involvement at the library I love the library and I want to make sure our whole community is served.

**What contributions do you hope to bring to the board(s)?**

I would like to empower the teens of our community to have a voice and a safe space at the library which has been done in the last few years and I want to continue the support of this work

**List your educational experience:**

I have a master's degree in education

**List any community involvement, appointed offices, elected offices and/or affiliations:**

I humbly have too many to list here. A few relevant involvements are running district wide science fairs, working on the board of my HOA, and being the library instructional technology teacher in Beaverton School district

**How did you hear of this opportunity?**

I search for it myself. I am driven and have been looking for ways to be involved in the library

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Kynah Atwood

**Date**

Sat, 11/04/2023

**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/16878>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>  
Submitted by Visitor (not verified)  
Fri, 11/17/2023 - 4:58pm  
64 59 249 15

**First Name and Last Name**  
Mysu Pham

**Home Address**  
[REDACTED]

**City, State and Zip Code**  
[REDACTED]

**Mailing Address, if different**  
[REDACTED]

**E-Mail Address**  
[REDACTED]

**Telephone/Cell Phone Number**  
[REDACTED]

**Employer**  
N/A

**Occupation/Profession**  
Student

**Are you a high school student applicant?**  
No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**  
No

**Which board(s) would you like to apply for:**

- Public Arts Commission (3rd Thursday, 5pm)
- Library Commission (3rd Wednesday, 6 30pm)

**If you selected multiple boards, which is your preferred choice:**  
Public Arts Commission (3rd Thursday, 5pm)

**Do you reside within the City limits?**  
Yes

**What specific topics interest you that relate to the board(s)?**



As a musician, I very much thrive in a community where art is appreciated and shared all the time. Events such as the Artisan Community Arts Fair and Chalk Art on the Sidewalk fill me with joy because we get to see the arts made by members of our own community. Additionally, being exposed to reading and literacy at a young age and getting people to the library is very important and personal to me. I see so many other places and schools around the country banning certain books because they're too sensitive or inappropriate, and I want to make sure it doesn't happen here in Forest Grove. My dad raised me to seek out books as a kid, and to this day, it's that love that drives me to advocate for both arts and literature, because you can't have one without the other close by.

**What contributions do you hope to bring to the board(s)?**

I hope to bring my experience as a young person being involved in civic engagement and our local community, as well as being a musician in the Pacific University Symphonic Band and the Parkrose Band program back at home in Portland, OR. Not only will the boards be a learning experience for me, but I also look forward to sharing my ideas and inputs on how the city can improve our policies and programs to uplift the arts, artists, and/or the library and reading within our vibrant community.

**List your educational experience:**

Parkrose High School Class of 2023, GPA 3.95, Weighted GPA 4.297, Rank 7/246; Pacific University Class of 2027, Pacesetter Scholar, Chemistry Major on Pre-Optometry track.

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Member of Asian Pacific American Student Union, Vietnamese Student Association, Treasurer for Circle K 2024-2025, member of Chemistry Club at Pacific University. Second flute in the Pacific Symphonic Band. Volunteer at Multnomah County Library for seven years.

**How did you hear of this opportunity?**

Pacific University Tom McCall Center for Civic Engagement

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Mysu Pham

**Date**

Fri, 11/17/2023

**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/16904>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

Published on *Forest Grove Oregon* ([https //www forestgrove or gov](https://www.forestgrove.or.gov))

[Home](#) > [Boards & Commissions Application](#) > [Webform results](#) > Boards & Commissions Application

Submission information

Form: [Boards and Commissions Application](#) <sup>[1]</sup>  
Submitted by Visitor (not verified)  
Mon, 12/04/2023 - 5:08pm  
50 109 243 136

**First Name and Last Name**  
Benjamin Colteaux, PhD

**Home Address**  
[REDACTED]

**City, State and Zip Code**  
Forest Grove, OR 97116

**Mailing Address, if different**

**E Mail Address**  
[REDACTED]

**Telephone/Cell Phone Number**  
[REDACTED]

**Employer**  
[REDACTED]

**Occupation/Profession**  
Senior Wildlife Biologist

**Are you a high school student applicant?**  
No

**If so, which grade level and school do you attend?**

**Are you currently on a board or commission and reapplying?**  
No

**Which board(s) would you like to apply for:**  
Historic Landmarks Board (4th Tuesday, 6 30pm)

**If you selected multiple boards, which is your preferred choice:**

**Do you reside within the City limits?**  
Yes

**What specific topics interest you that relate to the board(s)?**  
Preserving the historic legacy of Forest Grove while also looking towards the future.

**What contributions do you hope to bring to the board(s)?**

I hope to bring a fresh perspective and energy to the board as an owner of a historic home, a researcher with a passion for the local history of forest grove and the Clark Historic District. In particular I believe in preserving our historic resources while also keeping an eye on the future

**List your educational experience:**

BA Biology, Dominican University of California, 2010

Post Graduate Certification, Geographic Information Systems, Virginia Commonwealth University, 2015

PhD - Integrative Life Sciences, Virginia Commonwealth University, 2017

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Board member, Friends of Historic Forest Grove

HLB Liaison FHFG

Owner of I.L.Smith House (1876) Clark Historic District

**How did you hear of this opportunity?**

HLB board liaison and discussion with M. Wentzl - Mayor

**Please type your name below as a signature. By signing below, you are affirming that if appointed, you have sufficient time to devote to this responsibility and attend meetings. Please note that information provided on this form is a public record that may be subject to disclosure upon request.**

Benjamin Charles Colteaux, PhD

**Date**

Mon, 12/04/2023

**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/16929>

**Links**

[1] [http://www.forestgrove-or.gov/bc/webform/board\\_and\\_committee\\_application](http://www.forestgrove-or.gov/bc/webform/board_and_committee_application)

**RESOLUTION NO. 2023-59****RESOLUTION MAKING APPOINTMENTS TO CITY  
OF FOREST GROVE ADVISORY BOARDS,  
COMMITTEES AND COMMISSIONS**

**WHEREAS**, Council Rules of Procedure §14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C); and

**WHEREAS**, pursuant to §14.3, to be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointed term; Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove; and a maximum of two (2) members of each B/C may reside outside the city limits but within the Forest Grove School District; and

**WHEREAS**, pursuant to §14.6, unless stated otherwise by state law, all members shall be voting members and shall serve four (4) year terms except student members who shall be voting members and serve two (2) year terms; and

**WHEREAS**, pursuant to §14.10, Council arrived at a consensus in work sessions held on November 27 and December 11, 2023 to make the following B/C appointments.

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

**Section 1.** The City Council appoints the following applicants to the respective Boards or Commissions as outlined in the table below:

|     | <b>Name:</b>               | <b>Board or Commission:</b>                  |
|-----|----------------------------|----------------------------------------------|
| 1.  | Neil Poulson               | Historic Landmarks Board                     |
| 2.  | Kathy Walden               | Committee Forestry Commission                |
| 3.  | Katy Cannon                | Committee for Community Engagement           |
| 4.  | Alejandro Cisneros Barajas | Committee for Community Engagement – Student |
| 5.  | David Anderson             | Committee for Community Engagement           |
| 6.  | Michelle Beck              | Parks and Recreation – NE Quadrant           |
| 7.  | Mackenzie Johnston Carey   | Parks and Recreation – At Large              |
| 8.  | Seth Berdahl               | Planning Commission                          |
| 9.  | Brandon Culbertson         | Planning Commission                          |
| 10. | Laurie Kerns               | Public Arts Commission                       |
| 11. | Kristin Cast               | Public Arts Commission                       |
| 12. | Orson Marcel               | Public Arts Commission – Student Member      |
| 13. | Emily Lux                  | Public Arts Commission                       |
| 14. | Dana Eytzen                | Public Arts Commission                       |
| 15. | Linda Stiles Taylor        | Public Arts Commission                       |
| 16. | To be filled in            |                                              |
| 17. | To be filled in            |                                              |
| 18. | To be filled in            |                                              |
| 19. | To be filled in            |                                              |
| 20. | To be filled in            |                                              |
| 21. | To be filled in            |                                              |
| 22. | To be filled in            |                                              |

**Section 2.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Mariah S. Woods, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Malynda H. Wenzl, Mayor

# BOARD AND COMMISSIONS (B/C) ROSTER

Section F, Item 2.

## BUDGET COMMITTEE 7 Members 3-Year Term

Meetings: As needed.  
Staff: Asst. City Manager/Finance Director

Staff Contact: Pall Downey, 503-992-3220  
Email: pdowney@forestgrove-or.gov

|   | Last Name   | First Name | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |
|---|-------------|------------|--------------------------------|--------------|----|-------|-------|----------|
| 1 | Andersen    | David      | (Multiple CCI)                 | Forest Grove | OR | 97116 | 06/15 | 12/31/25 |
| 2 | Cook        | Tom        | (Multiple CCI)                 | Forest Grove | OR | 97116 | 03/18 | 12/31/25 |
| 3 | Galvan      | Teresa     |                                | Forest Grove | OR | 97116 | 07/23 | 12/31/26 |
| 4 | Groombridge | Wolanda    |                                | Forest Grove | OR | 97116 | 01/19 | 12/31/24 |
| 5 | Maisel      | David      | Chair                          | Forest Grove | OR | 97116 | 01/04 | 12/31/24 |
| 6 | Roth        | Debby      |                                | Forest Grove | OR | 97116 | 02/13 | 12/31/24 |
| 7 | Cecchini    | Kaitlin    |                                | Forest Grove | OR | 97116 | 01/24 | 12/31/26 |

## COMM. FOR COMMUNITY ENGAGEMENT 7 Members; 1 HS Student

Meetings: 1st Tues. 5:30 p.m. Comm Aud-Conf Rm  
Staff: Communications and Programs Manager

Staff Contact: Stephanie Fleischer, 503-992-3289  
E-mail: sfleischer@forestgrove-or.gov

|   | Last Name  | First Name | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term    |
|---|------------|------------|--------------------------------|--------------|----|-------|-------|---------|
| 1 | Andersen   | David      | (Multiple BC)                  | Forest Grove | OR | 97116 | 02/15 | 1/31/24 |
| 2 | Cook       | Tom        | Secretary (Multiple BC)        | Forest Grove | OR | 97116 | 12/16 | 1/31/24 |
| 3 | Finnigan   | Heather    |                                | Forest Grove | OR | 97116 | 02/22 | 1/31/26 |
| 4 | Greathouse | Lowell     | Chair                          | Forest Grove | OR | 97116 | 01/20 | 1/31/24 |
| 5 | Shepherd   | Madigan    |                                | Forest Grove | OR | 97116 | 12/22 | 1/31/27 |
| 6 | VACANCY    |            |                                |              |    |       |       | 1/31/27 |
| 7 | VACANCY    |            |                                |              |    |       |       | 1/31/24 |
| 8 | VACANCY    |            | HS Student Advisor             |              |    |       |       | 1/31/27 |
|   | Uhing      | Elena      | Council Liaison                | Forest Grove | OR | 97116 | 11/23 |         |

# BOARD AND COMMISSIONS (B/C) ROSTER

Section F, Item 2.

## COMMUNITY FORESTRY COMMISSION 7 Members; 1 HS Student

Meetings: 2nd Wed. 5:30 p.m. Comm Aud-Conf Rm  
Staff: Senior Planner

Staff Contact: Dan Riordan, 503-992-3226  
E-mail: driordan@forestgrove-or.gov

|   | Last Name       | First Name     | Officers/Represented Positions | City         | ST | Zip   | Apt   | Term            |
|---|-----------------|----------------|--------------------------------|--------------|----|-------|-------|-----------------|
| 1 | Countryman      | Bruce          |                                | Forest Grove | OR | 97116 | 02/13 | 12/31/24        |
| 2 | <b>Howell</b>   | <b>Michael</b> | <b>Vice Chair</b>              | Forest Grove | OR | 97116 | 02/16 | <b>12/31/23</b> |
| 3 | Hunter          | David          |                                | Forest Grove | OR | 97116 | 01/03 | 12/31/24        |
| 4 | <b>Nakajima</b> | <b>Mark</b>    | <b>Chair</b> (Multiple EDC)    | Forest Grove | OR | 97116 | 07/09 | <b>12/31/23</b> |
| 5 | <b>Sapp</b>     | <b>Jeremy</b>  |                                | Forest Grove | OR | 97116 | 03/21 | <b>12/31/23</b> |
| 6 | Marble          | Justin         |                                | Forest Grove | OR | 97116 | 12/22 | 12/31/26        |
| 7 | English         | Shaun          | <b>HS Student Advisor</b>      | Forest Grove | OR | 97116 | 12/22 | 12/31/24        |
| 8 | <b>VACANCY</b>  |                |                                | Forest Grove | OR | 97115 |       | 12/31/28        |
|   | Marshall        | Michael        | Council Liaison                | Forest Grove | OR | 97116 | 11/23 |                 |

## ECONOMIC DEVELOPMENT COMMISSION 15 Members; 1 HS Student

Meetings: 2nd Thurs. 12pm, McMenamins  
Staff: Economic Development Program Coordinator

Contact: Miles Glowacki, 503-992-3293  
E-mail: mglowacki@forestgrove-or.gov

|    | Last Name      | First Name     | Officers/Represented Positions                              | City         | ST | Zip   | Appt  | Term            |
|----|----------------|----------------|-------------------------------------------------------------|--------------|----|-------|-------|-----------------|
| 1  | Bafaro         | Brad           | FG School District (Public Schools)                         | Forest Grove | OR | 97116 | 08/17 | 12/31/24        |
| 2  | Budelman       | Tim            | <b>Chair</b> , Commercial/Industrial Owner (Norris-Stevens) | Portland     | OR | 97205 | 02/12 | 12/31/24        |
| 3  | <b>Craig</b>   | <b>Jill</b>    | Downtown Retail Business (Urban Decanter)                   | Forest Grove | OR | 97116 | 06/20 | <b>12/31/23</b> |
| 4  | Emerick        | Kevin          | Wood/Ag-Related Business (Woodfold Mfg)                     | Forest Grove | OR | 97116 | 10/17 | 12/31/25        |
| 5  | Krautscheid    | Steve          | <b>Vice Chair</b> , Health/Medical (Tuality Healthcare)     | Hillsboro    | OR | 97123 | 01/14 | 12/31/24        |
| 6  | <b>LaFave</b>  | <b>Richard</b> | Small Mfg/Traded Sector (RDF&P Inc)                         | Forest Grove | OR | 97116 | 06/20 | <b>12/31/23</b> |
| 7  | Langstraat     | Jim            | Pacific University (Higher Education)                       | Forest Grove | OR | 97116 | 04/19 | 12/31/26        |
| 8  | <b>Yakos</b>   | <b>Claudia</b> | FG/Cornelius Chamber                                        | Forest Grove | OR | 97116 | 04/23 | <b>12/31/23</b> |
| 9  | Nakajima       | Mark           | Small Commercial/Retail (Ace Hardware)                      | Forest Grove | OR | 97116 | 11/12 | 12/31/25        |
| 10 | <b>Raabe</b>   | <b>Thomas</b>  | Financial Institution (Heritage Bank)                       | Portland     | OR | 97229 | 09/16 | <b>12/31/23</b> |
| 11 | Rico           | Mara           | Latinx Community (Adelante Mujeres)                         | Portland     | OR | 97206 | 03/22 | 12/31/25        |
| 12 | Storms         | Guy            | Industrial/Commercial Broker (Henningsen)                   | Hillsboro    | OR | 97124 | 01/09 | 12/31/24        |
| 13 | <b>Watts</b>   | <b>Timothy</b> | Large Mfg/Technology (TTM Technologies)                     | McMinnville  | OR | 97128 | 06/22 | <b>12/31/23</b> |
| 14 | Zietz          | Mathea         | Large Commercial/Retail (McMenamins)                        | Beaverton    | OR | 97008 | 03/22 | 12/31/25        |
| 15 | <b>VACANCY</b> |                | <b>Food/Beverage Processor</b>                              |              |    |       |       | <b>12/31/23</b> |
| 16 | <b>VACANCY</b> |                | <b>HS Student Advisor</b>                                   |              |    |       |       | <b>12/31/24</b> |
|    | Rippe          | Tim            | Council Liaison                                             | Forest Grove | OR | 97116 | 11/23 |                 |

# BOARD AND COMMISSIONS (B/C) ROSTER

Section F, Item 2.

## HISTORIC LANDMARKS BOARD 7 Members; 1 HS Student

Meetings: 4th Tues. 6:30 p.m. Comm Aud-Conf Rm  
Staff: Senior Planner

Staff Contact: Kate McGuire, 503-992-3233  
E-mail: kmcguire@forestgrove-or.gov

|   | Last Name | First Name | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |
|---|-----------|------------|--------------------------------|--------------|----|-------|-------|----------|
| 1 | Brent     | Jennifer   | Chair                          | Forest Grove | OR | 97116 | 02/14 | 12/31/25 |
| 2 | Cushing   | George     | Secretary                      | Forest Grove | OR | 97116 | 03/03 | 12/31/25 |
| 3 | Ruby      | Heidi      |                                | Forest Grove | OR | 97116 | 01/21 | 12/31/24 |
| 4 | VACANCY   |            |                                |              |    |       |       | 12/31/28 |
| 5 | VACANCY   |            |                                |              |    |       |       | 12/31/25 |
| 6 | VACANCY   |            |                                |              |    |       |       | 12/31/26 |
| 7 | VACANCY   |            |                                |              |    |       |       | 12/31/26 |
| 8 | VACANCY   |            | HS Student Advisor             |              |    |       |       | 12/31/24 |
|   | Wenzl     | Malynda    | Council Liaison                | Forest Grove | OR | 97116 | 11/23 |          |

## LIBRARY COMMISSION 7 Members; 1 HS Student

Meetings: 3rd Wed. 6:30 p.m. Library - Rogers Room  
Staff Library Director

Staff Contact: Colleen Winters, 503-992-3246  
E-mail: cwinters@forestgrove-or.gov

|   | Last Name  | First Name     | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |
|---|------------|----------------|--------------------------------|--------------|----|-------|-------|----------|
| 1 | Bailey     | Pamela         |                                | Forest Grove | OR | 97116 | 08/09 | 12/31/23 |
| 2 | Beechwood  | Elizabeth      |                                | Hillsboro    | OR | 97124 | 02/16 | 12/31/23 |
| 3 | Beier      | Kirsten        |                                | Forest Grove | OR | 97116 | 03/18 | 12/31/24 |
| 4 | Ingram     | Valyrie        | Vice Chair                     | Forest Grove | OR | 97116 | 05/17 | 12/31/23 |
| 5 | Knapp      | Sarah "Morgan" | Chair                          | Forest Grove | OR | 97116 | 01/20 | 12/31/23 |
| 6 | Krebsbach  | Hattie         |                                | Forest Grove | OR | 97116 | 01/21 | 12/31/24 |
| 7 | Poulsen    | Kathleen       |                                | Forest Grove | OR | 97116 | 01/07 | 12/31/24 |
| 8 | VACANCY    |                | HS Student Advisor             |              |    |       |       | 12/31/24 |
|   | Valenzuela | Mariana        | Council Liaison                | Forest Grove | OR | 97116 | 12/22 |          |



# BOARD AND COMMISSIONS (B/C) ROSTER

Section F, Item 2.

## PARKS & RECREATION COMMISSION 9 Members; 1 HS Student

Meetings: 3rd Wed. 7:00 a.m. Comm Aud  
Staff: Parks and Recreation Director

Staff Contact: Anne Lane, 503-992-3237  
E-mail: [alane@forestgrove-or.gov](mailto:alane@forestgrove-or.gov)

|    | Last Name      | First Name | Officers/Represented Positions          | City         | ST | Zip   | Appt  | Term     |
|----|----------------|------------|-----------------------------------------|--------------|----|-------|-------|----------|
| 1  | Bafaro         | Brad       | Vice Chair (FG Sch Dist Board)          | Forest Grove | OR | 97116 | 09/15 | 12/31/25 |
| 2  | Exo            | Shari      | At-Large                                | Forest Grove | OR | 97116 | 12/22 | 12/31/26 |
| 3  | Johnson        | Aaron      | SW (Rogers)                             | Forest Grove | OR | 97116 | 01/21 | 12/31/25 |
| 4  | Johnston Carey | Mackenzie  | At-Large                                | Forest Grove | OR | 97116 | 02/16 | 12/31/23 |
| 5  | McLaughlin     | Tammi      | NE (Bard & Stites)                      | Forest Grove | OR | 97116 | 11/18 | 12/31/23 |
| 6  | Offer          | Joe        | At -Large                               | Forest Grove | OR | 97116 | 04/22 | 12/31/25 |
| 7  | Taylor         | Susan      | NW (Lincoln, Hazel Sills, Talisman)     | Forest Grove | OR | 97116 | 04/05 | 12/31/24 |
| 8  | VanBlarcom     | Glenn      | NNW (Forest Glen, Knox Ridge, Thatcher) | Forest Grove | OR | 97116 | 01/11 | 12/31/24 |
| 9  | Waterstreet    | Paul       | Chair, SE (Joseph Gale)                 | Forest Grove | OR | 97116 | 10/93 | 12/31/24 |
| 10 | VACANCY        |            | HS Student Advisor                      |              |    |       |       | 12/31/24 |
|    | Marshall       | Michael    | Council Liaison                         | Forest Grove | OR | 97116 | 11/23 |          |

## PLANNING COMMISSION 7 Members No more than 2 same profession

Meetings: 1st & 3rd Mon 7:00 p.m. Comm Aud  
Staff: Community Development Director

Staff Contact: Bryan Pohl, 503-992-3224  
E-mail: [bpohl@forestgrove-or.gov](mailto:bpohl@forestgrove-or.gov)

|   | Last Name | First Name       | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |
|---|-----------|------------------|--------------------------------|--------------|----|-------|-------|----------|
| 1 | Danko     | Julie            | Project Manager                | Forest Grove | OR | 97116 | 01/20 | 12/31/23 |
| 2 | Ellis     | Nicole           | Real Estate                    | Forest Grove | OR | 97116 | 07/23 | 12/31/26 |
| 3 | Farrell   | Tim              | Retired                        | Forest Grove | OR | 97116 | 04/22 | 12/31/25 |
| 4 | Redwine   | Joel             | Self-Employed                  | Forest Grove | OR | 97116 | 01/20 | 12/31/25 |
| 5 | Sanderson | Virginia "Ginny" | Chair, Attorney                | Forest Grove | OR | 97116 | 01/18 | 12/31/25 |
| 6 | Stenberg  | Julie            | Broker and Legal Assistant     | Forest Grove | OR | 97116 | 07/23 | 12/31/26 |
| 7 | VACANCY   |                  |                                |              |    |       |       | 12/31/27 |

# BOARD AND COMMISSIONS (B/C) ROSTER

Section F, Item 2.

**PUBLIC ARTS COMMISSION**  
9 Members; 1 HS Student

Meetings: 3rd Thurs. 5:00 p.m. Library - Rogers Conf Rm  
Staff: Library Director

Staff: Colleen Winters, 503-992-3246  
Contact: cwinters@forestgrove-or.gov

|    | Last Name | First Name   | Officers/Represented Positions | City         | ST | Zip   | Appt  | Term     |
|----|-----------|--------------|--------------------------------|--------------|----|-------|-------|----------|
| 1  | Cooper    | Brenna       |                                | Forest Grove | OR | 97116 | 01/21 | 12/31/24 |
| 2  | Eytzen    | Dana         | Treasurer                      | Forest Grove | OR | 97119 | 08/10 | 12/31/23 |
| 3  | Harris    | Brian        |                                | Forest Grove | OR | 97116 | 12/22 | 12/31/26 |
| 4  | Leatham   | Kathleen     | Secretary                      | Carlton      | OR | 97111 | 02/06 | 12/31/25 |
| 5  | Lux       | Emily        | Vice-Chair                     | Forest Grove | OR | 97116 | 09/14 | 12/31/23 |
| 6  | Taylor    | Linda Stiles |                                | Forest Grove | OR | 97116 | 01/08 | 12/31/23 |
| 7  | Truax     | Pat          | Chair                          | Forest Grove | OR | 97116 | 02/06 | 12/31/25 |
| 9  | VACANCY   |              |                                |              |    |       |       | 12/31/24 |
| 9  | VACANCY   |              |                                |              |    |       |       | 12/31/25 |
| 10 | VACANCY   |              | HS Student Advisor             |              |    |       |       | 12/31/24 |
|    | Gustafson | Donna        | Council Liaison                | Forest Grove | OR | 97116 | 11/23 |          |

Green = Outside City Limits

| B/C:                                                         |                   |            |                                       |                     |                                | CCE                | CFC               | EDC<br>1st<br>Thurs | HLB                | LC                | P&R            | Planning             | Public Arts   | Notes          |
|--------------------------------------------------------------|-------------------|------------|---------------------------------------|---------------------|--------------------------------|--------------------|-------------------|---------------------|--------------------|-------------------|----------------|----------------------|---------------|----------------|
| Meeting Date/Time:                                           |                   |            |                                       |                     |                                | 1st Tues<br>5:30pm | 2nd Wed<br>5:30pm | Noon                | 4th Tues<br>6:30pm | 3rd Wed<br>6:30pm | 3rd Wed<br>7pm | 1st & 3rd<br>Mon 7pm | 3rd Thurs 5pm |                |
| Council Liaisons                                             |                   |            |                                       |                     |                                | Uhing              | Marshall          | Rippe               | Wenzl              | Valenzuela        | Marshall       |                      | Gustafson     |                |
| # HS Student Vacancies                                       |                   |            |                                       |                     |                                | 1                  |                   | 1                   | 1                  | 1                 | 1              |                      | 1             |                |
| Other Vacancies:                                             |                   |            |                                       |                     |                                | 5                  | 4                 | 6                   | 4                  | 4                 | 2              | 2                    | 5             |                |
| New Applicants                                               |                   |            |                                       |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
|                                                              | Interview<br>Time | App Date   | SUBCOMMITTEE 1: Malynda, Tim, Mariana |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
| 1                                                            | 5:34 PM           | 11/9/2023  | Neil                                  | Poulson             | Retired                        |                    |                   |                     | HLB                |                   |                |                      |               |                |
| 2                                                            | 5:41 PM           | 9/19/2023  | Abigail                               | Slama-Catron        | Student                        |                    |                   | EDC                 |                    |                   |                |                      |               | Did not attend |
| 3                                                            | 5:48 PM           | 11/11/2023 | Susan                                 | Greathouse          | Retired                        |                    |                   |                     |                    | LC                |                |                      |               |                |
| 4                                                            | 5:55 PM           | 10/20/2023 | Kathy                                 | Walden              | Retired                        |                    | CFC               |                     |                    |                   |                |                      |               |                |
| 5                                                            | 6:02 PM           | 11/1/2023  | Seth                                  | Berdahl             | Sr. IT Business Analyst        |                    |                   |                     |                    |                   |                | PC                   |               |                |
| 6                                                            | 6:09 PM           | 11/1/2023  | Brandon                               | Culbertson          | Grant Program Policy Officer   |                    |                   |                     |                    |                   |                | PC                   |               |                |
| 7                                                            | 6:16 AM           | 11/16/2023 | Katy                                  | Cannon              | Financial Education Specialist | CCE                |                   |                     |                    |                   |                |                      | PAC           |                |
| 8                                                            | 6:23 PM           | 11/4/2023  | Kynah                                 | Attwood             | Teacher                        |                    |                   |                     |                    | LC                |                |                      |               |                |
| 6:30 PM - 7:00 PM Council Deliberations & Appointment Status |                   |            |                                       |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
|                                                              | Interview<br>Time | App Date   | SUBCOMMITTEE 2: Donna, Karen, Mike    |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
| 1                                                            | 5:20 PM           | 11/16/2023 | Juanita                               | Hoffman             | Team Lead                      |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 2                                                            | 5:27 PM           | 11/17/2023 | Mysu                                  | Pham                | College Student                |                    |                   |                     |                    | LC                |                |                      | PAC           |                |
| 3                                                            | 5:34 PM           | 10/11/2023 | Alejandro                             | Cisneros Barajas    | HS Student                     | CCE                |                   |                     |                    |                   |                |                      | PAC           |                |
| 4                                                            | 5:41 PM           | 11/16/2023 | Laurie                                | Kerns               | Executive Assistant            |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 5                                                            | 5:48 PM           | 11/7/2023  | Michelle                              | Beck (*NE Quadrant) | Occupational Therapist         |                    |                   |                     |                    | LC                | P&R            |                      | PAC           |                |
| 6                                                            | 5:55 PM           | 11/17/2023 | Pat                                   | Otte                | Retired                        |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 7                                                            | 6:02 PM           | 5/25/2023  | Teresa                                | Galvan              | Finance & Admin Mgr            |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 8                                                            | 6:09 PM           | 4/17/2023  | Kristin                               | Cast                | Author                         |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 9                                                            | 6:16 PM           | 5/22/2023  | Orson                                 | Marcel              | HS Student                     |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| 10                                                           | 6:23 PM           | 11/16/2023 | Carly                                 | Stevens Brittain    | Yoga Instructor/Home Schooler  |                    |                   |                     |                    |                   |                |                      | PAC           | Did not attend |
| 6:30 PM - 7:00 PM Council Deliberations & Appointment Status |                   |            |                                       |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
| Re-Applicants                                                |                   |            |                                       |                     |                                |                    |                   |                     |                    |                   |                |                      |               |                |
|                                                              |                   | 10/19/2023 | David                                 | Andersen            | Reapplied (Retired)            | CCE                |                   |                     |                    |                   |                |                      |               |                |
|                                                              | At Large          | 10/21/2023 | Mackenzie                             | Johnston Carey      | Reapplied (Real Estate Agent)  |                    |                   |                     |                    |                   | P&R            |                      |               |                |
|                                                              |                   | 10/28/2023 | Emily                                 | Lux                 | Reapplied (Teacher)            |                    |                   |                     |                    |                   |                |                      | PAC           |                |
|                                                              |                   | 10/28/2023 | Dana                                  | Eytzen              | Reapplied (Mother)             |                    |                   |                     |                    |                   |                |                      | PAC           |                |
|                                                              |                   | 11/14/2023 | Linda                                 | Stiles Taylor       | Reapplied (Retired)            |                    |                   |                     |                    |                   |                |                      | PAC           |                |
| Key                                                          | 1st<br>Choice     | 2nd Choice | 3rd Choice                            |                     | * NE P&R Quadrant Vacancy      |                    |                   |                     |                    |                   |                |                      |               |                |



*A place where families and businesses thrive.*

CITY RECORDER USE ONLY:

AGENDA ITEM #: F.3

MEETING DATE: 12.11.2023

FINAL ACTION: \_\_\_\_\_

## CITY COUNCIL STAFF REPORT

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Mariah Woods, City Recorder*

**MEETING DATE:** *December 11, 2023*

**SUBJECT TITLE:** *Accept City Council Meeting Schedule for 2024*

**ACTION REQUESTED:**

☐ Ordinance

☐ Order

☒ X

☐ Resolution

☐ Motion

☐ Informational

### ISSUE STATEMENT

City Charter, § 11, and Council Rules of Procedure, § 3.1, provide the Council shall adopt a resolution setting its regular Council meeting dates for the year.

Regular Council meetings shall be held on the second and fourth Monday of each month unless otherwise stated in the attached resolution. The Council normally holds one meeting in March due to the National League of Cities Conference, which will be held March 11-13, 2024, and one meeting in the months of July, August and December. Two Mondays fall on holidays: May 27 (Memorial Day) and November 11 (Veteran's Day). Per Council rules, those meeting dates are shifted to the Tuesday of those weeks. In line with these rules, the schedule for 2024 is as follows:

|                       |                  |
|-----------------------|------------------|
| January 8             | January 22       |
| February 12           | February 26      |
| March 18              |                  |
| April 8               | April 22         |
| May 13                | May 28 (Tuesday) |
| June 10               | June 24          |
| July 8                |                  |
|                       | August 26        |
| September 9           | September 23     |
| October 14            | October 28       |
| November 12 (Tuesday) | November 25      |
| December 9            |                  |

**STAFF RECOMMENDATION**

Staff recommends City Council approve the attached resolution setting the Council's regular meeting calendar for the year.

**ATTACHMENT**

- 2024 City Council Meeting Calendar
- Resolution 2023-60

RESOLUTION NO. 2023-60

RESOLUTION DESIGNATING CITY OF FOREST GROVE  
CITY COUNCIL MEETINGS FOR 2024

**WHEREAS**, Pursuant to Council Rules, Section 3.1, the City Council must adopt a resolution designating its meeting dates for the year.

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

**Section 1.** The Forest Grove City Council Regular Meetings for 2023 shall be held on the second and fourth Monday of each month (unless Monday is a City holiday, the meeting will be held Tuesday), starting at 7:00 p.m. and adjourning at 9:30 p.m. following Council Rules, as follows:

|                       |                  |
|-----------------------|------------------|
| January 8             | January 22       |
| February 12           | February 26      |
| March 18              |                  |
| April 8               | April 22         |
| May 13                | May 28 (Tuesday) |
| June 10               | June 24          |
| July 8                |                  |
|                       | August 26        |
| September 9           | September 23     |
| October 14            | October 28       |
| November 12 (Tuesday) | November 25      |
| December 9            |                  |

**Section 2.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Mariah S. Woods, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Malynda H. Wenzl, Mayor



2024

JANUARY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

FEBRUARY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |    |    |

MARCH

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

APRIL

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

MAY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

JUNE

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

JULY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

AUGUST

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SEPTEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

OCTOBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

NOVEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

DECEMBER

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

Holidays:

|               |                            |               |                        |
|---------------|----------------------------|---------------|------------------------|
| January 1st   | New Year's Day             | September 2th | Labor Day              |
| January 15th  | Martin Luther King Jr. Day | November 11th | Veteran's Day          |
| February 19th | Presidents Day             | November 28th | Thanksgiving Day       |
| May 27th      | Memorial Day               | November 29th | Day After Thanksgiving |
| June 19th     | Juneteenth                 | December 25th | Christmas Day          |
| July 4th      | Independence Day           |               |                        |

City Council Meetings      Holidays      NLC Conference