



# CITY COUNCIL MEETING

Monday, April 13, 2026  
Community Auditorium, 1915 Main Street

---

**Malynda Wenzl, Mayor**

Mariana Valenzuela, Council President  
Angel Falconer, Councilor  
Donna Gustafson, Councilor

Michael Marshall, Councilor  
Karen Martinez, Councilor  
Brian Schimmel, Councilor

[TVCTV Livestream](#)

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

## 5:30 - CITY COUNCIL WORK SESSIONS

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

### Historic Downtown Design Standards & Guidelines

Matthew Johnson, Senior Planner; Robert Dortignacq, Historic Architect

### Downtown Parking

Jesse VanderZanden, City Manager; Gregory Robertson, Public Works Director

## 7:00 - CITY COUNCIL MEETING

### A. Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance
4. **Police Chief David Marzilli Swearing-In**
5. **Arbor Month Proclamation**
6. **Library Week Proclamation**
7. **Child Abuse Prevention Month, Sexual Assault Awareness Month, and Crime Victims' Rights Week Proclamation**

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

**C. Consent Agenda:** Items considered routine, that are adopted with a single motion without discussion. Councilors may remove items prior to the motion to adopt. Any removed items are discussed and acted upon following the approval of the remaining items.

1. Proclamation Request: Vietnamese American Remembrance Day
2. **RESOLUTION 2026-11 CONSENTING TO APPOINTMENTS TO CITY OF FOREST GROVE ADVISORY BOARDS, COMMITTEES AND COMMISSIONS**

**D. Additions/Deletions**

1. City Manager
2. Proposed by Councilors

**E. 7:30 Presentations:** The Council will hold questions until the end of each presentation.

1. **Family Peace Center Update**  
Rachel Schutz, Executive Director
2. **Library Commission Annual Report**  
Morgan Knapp, Chair; Colleen Winters, Library Director
3. **Community Forestry Commission Annual Report**  
Daniel Riordan, Senior Planner
4. **Comprehensive Plan**  
Daniel Riordan, Senior Planner

**F. 8:30 Public Hearings, Ordinances, and Resolutions**

1. **RESOLUTION 2026-12 ADOPTING AMENDED URBAN PLANNING AREA AGREEMENT BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE AND REPEALING RESOLUTION NO. 2018-75**  
Staff: Daniel Riordan, Senior Planner

**G. 8:40 Council Communications:**

1. Councilor Reports
  - a. Mariana Valenzuela (LC, CDBGPAB)
  - b. Angel Falconer (HLB, JWC, CCESC, Chamber of Commerce)
  - c. Donna Gustafson (PAC, RWPCB, WCCCA)
  - d. Michael Marshall (CFC, P&R)
  - e. Karen Martinez (FGRFPD, SCC, FGSCC)
  - f. Brian Schimmel (CCE, EDC, TVHSC)

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

**H. 9:00 Adjournment**

**9:00 - URBAN RENEWAL AGENCY BOARD MEETING**

See separate agenda.

**Americans with Disabilities Act (ADA) Notice:** The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: [mwoods@forestgrove-or.gov](mailto:mwoods@forestgrove-or.gov) or 503-992-3235



# **HISTORIC DOWNTOWN DESIGN STANDARDS & GUIDELINES: COUNCIL WORK SESSION**

Matt Johnson | Senior Planner

Robert Dortignacq | Historic Architect

City Council Meeting 4|13|26

City of Forest Grove

# AGENDA

Vision 2040 Plan

---

Purpose

---

Timeline & Consultant Intro

---

Project Background

---

Scope of Work

---

Discussion

# VISION 2040 PLAN

---

3



- **2040 GOAL STATEMENT:** Economy
- **2040 OUTCOME:** Revitalize downtown/  
Foster a community identity and sense of place
- **2040 ACTIONS**
  - **1.2:** Increase volume and diversity of commercial business development
  - **1.11:** Encourage and attract more events downtown to promote foot traffic
  - **1.16:** Explore exterior and architectural design standards to create a visual identity

# PURPOSE

- Discuss the process, timing, and expectations of the development of architectural standards and design guidelines for the Downtown Historic District, and introduce Robert Dortignacq, historic architect & consultant.



*Looking south down Main Street from 21<sup>st</sup> Avenue around 1911, and from the same location in 2016.*

# TIMELINE OF THE DOWNTOWN HISTORIC DISTRICT

---

5

## **2017: Council adopts Preservation Plan**

Consideration of the Downtown District was anticipated by the Historic Landmarks Board's 2017-2026 Preservation Plan, which was adopted by the City Council on January 23, 2017.

## **2018: Began defining Downtown District**

The first steps in establishing the Downtown District were to identify and evaluate historic resources for the designation. The downtown is part of the Original Town survey, which was recorded in 1872. The City completed an updated historic survey of the Original Town survey, along with an updated context statement that details the historic character of downtown. The consultant hired to prepare the update was also directed to recommend a boundary for the potential downtown district.

# TIMELINE OF THE DOWNTOWN HISTORIC DISTRICT

---

6

## **2020: Downtown District established and recognized by the State**

The City Council recommended the nomination of the district on May 11, 2020, and it was officially listed and recognized as a national historic district by the Oregon State Advisory Committee on Historic Preservation and the Oregon State Historic Preservation Officer on October 26, 2020.

## **2023: Council adds Downtown Historic District to Comprehensive Plan**

The City Council amended the City's Comprehensive Plan to include the Downtown Historic District on April 24, 2023.

# TIMELINE OF THE DOWNTOWN HISTORIC DISTRICT

---

7

## **Spring 2025: Secured funding to establish standards and guidelines for District**

Staff secured a grant from the State Preservation Office to create standards and guidelines for the district and subsequently held a joint work session with the Council and HLB.

## **Winter 2025/2026: Hired consultant who will draft standards and guidelines for District**

# ROBERT DORTIGNACQ- HISTORIC ARCHITECT

---

- Mr. Dortignacq has previously consulted with the City on the creation and adoption of the standards and guidelines for the City's residential Historic Districts.
- In addition to his work in Forest Grove, he crafted design guidelines for Oregon City's Historic Districts, created commercial infill guidelines for the City of Aurora, and also worked with the City of Independence to combine both residential and commercial design guidelines.
- As a Conservator for the American Institute for Conservation, he prepared Architectural Conditions Reports for the Hoover-Minthorn Historic Museum and property in Newberg, and also for the Troutdale Historical Society's properties.
- Lastly, he prepared preservation reports, projects, and consultations for Fort Dalles, the Salem Pioneer Cemetery, Willamette Heritage Center's Jason Lee House, Deepwood Estate's Scroll Garden, and he is involved with ongoing work for the Portland Water Bureau's Washington Park Historic District and Mt. Tabor Historic District.

# TIMELINE: LOOKING AHEAD

---

- The consultant's scope of work includes reviewing supporting documents from the creation of the downtown historic district, which are used to draft a set of design standards and guidelines for the historic district.
- An initial draft must be reviewed by the State Preservation Office before the end of the project's funding grant cycle (July 2026), to ultimately ensure alignment with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- After the draft is green-lit by the State, the City can review, modify, and refine it, subject to a timeline and process to be determined by the Council.

# BACKGROUND: PURPOSE OF A HISTORIC DISTRICT

1  
0

- Historic Districts intend to preserve and maintain the character of historic buildings, as they appear to the public.
- Historic District standards and guidelines define and protect only those visual elements common to the district.
- They do this by establishing standards and guidelines that are implemented in the Development Code.



# BACKGROUND: DESIGN STANDARDS VS. GUIDELINES

---

1  
1

**Design Standards:** Standards are the clear and objective standards for proposed project design, subject to administrative review to the design standards. The application of these standards are unambiguous in terms of review. If the project proposes to meet all the standards, it is reviewed and approved by staff.

**Design Guidelines:** Guidelines allow for flexibility in the project design. The application of guidelines are less specific than the standards. Guidelines allow the project design to vary from standards while keeping with the overall intent of those standards. If the project chooses compliance through the guidelines, it is considered by the HLB. All HLB decisions are appealable to Council.

\*The applicant chooses the path to compliance\*

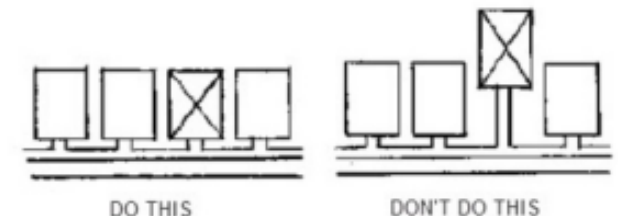
# BACKGROUND: DISTRICT DESIGN STANDARDS AND GUIDELINES

## BUILDING AND ADDITION PLACEMENT

Track 1 Development Standards	Track 2 Design Guidelines
<p><u>Related Code Standards</u></p> <ul style="list-style-type: none"> <li>Orientation: Locate the primary building side and entry of the building to face the public way. This side is typically parallel to the street. Maintain a similar orientation of the neighboring historic buildings.</li> <li>Additions are not allowed onto the primary side of a historic building.</li> <li>New structures or additions are not allowed in the front yard.</li> <li>Existing historic buildings or structures may not be moved or repositioned without Guideline review. See §17.5.225.</li> <li>Spacing: Maintain the existing front and side spacing and building placement determined by historic buildings within the block face.</li> <li>Removal of non-historic features or reconstruction of historic features, with documentation, is allowed on historic buildings. See §17.5.220(i)(vi).</li> <li>Maintain parkways and sidewalk alignment for the block face. See §17.8.620.</li> <li>Setbacks: Maintain and preserve the front yard setback as determined by historic buildings within the block face. Existing non-complying historic as well as non-historic structures may remain and may be repaired but not enlarged.</li> <li>Maintain average side yard setbacks as determined by historic buildings on the block face.</li> <li>Accessory Dwelling Units [ADU]: Either attached or detached: the side yard is governed by §17.3.130 Table 3-7.</li> </ul>	<p><u>Recommended</u></p> <ul style="list-style-type: none"> <li>Orientation: Locate and position new buildings similar to the historic buildings on the block face.</li> <li>Orient the building front towards the street. Building entries should be at the front of the building facing and accessing the street. Position additions at the rear of the building, if possible. Occasionally a side ell may be an appropriate addition. New structures and additions are not recommended on the front façade.</li> <li>Moving or repositioning a historic building or structure may affect its historic significance and needs to be reviewed carefully.</li> <li>Spacing: Maintain the pattern of buildings set apart by open spaces between them as established historically in the district and block face.</li> <li>Removal of non-historic additions is encouraged, as is reconstruction of missing historic features and additions with proper documentation.</li> <li>Maintain public parking strips, sidewalks, and street trees as appropriate for the block face.</li> <li>Setbacks: Maintain consistency in the historic pattern of setbacks and building spacing throughout each block. Front setbacks should be yards, perhaps with driveways along the sides of the buildings. New construction setbacks for all buildings should match those of the surrounding historic buildings.</li> <li>The front setback should be a yard, not a parking area.</li> </ul>



Typical Spacing and Setback Found in the Districts



# BACKGROUND: DOWNTOWN DISTRICT DESIGN STANDARDS AND GUIDELINES EXAMPLE

---

1  
3

## BUILDING AND ADDITION PLACEMENT

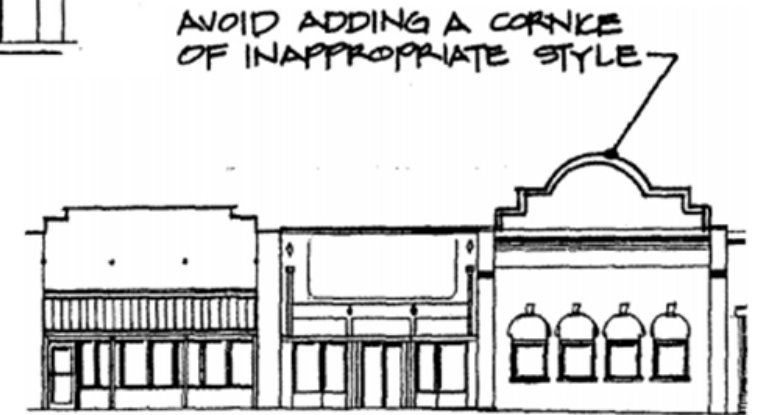
**STANDARD-** *Setbacks: Front setback- no setback. Side setback- no setback.*

**GUIDELINE-** *Setbacks: Front setback- no setback. Side setback- no setback. Where historic buildings differ from this, no change is required except for new additions which are encouraged to fill the lot width. New buildings have no front or side setbacks except by review.*

# EXAMPLE STANDARDS FOR HISTORIC DOWNTOWN

## Building Components:

- Storefronts
- Entrances and doors
- Canopies and Awnings
- Upper floor windows
- Cornices and rooflines
- Building materials



# SCOPE OF WORK: HOW ARE THE STANDARDS & GUIDELINES BEING DEVELOPED

---

1  
5

The consultant's work plan includes:

- Establishing a framework and refining the structure of standards & guidelines
- Defining district character (site, building form, massing, streetscape)
- Developing detailed design guidance for buildings and features
- Conducting a field review of existing conditions
- Prepare the supporting narrative (context, history, user guidance)
- Create graphics and illustrative materials

# ENGAGEMENT PLAN

---

The public engagement process for the Downtown Historic District Design Standards and Guidelines is still being developed but will include at a minimum the following parties:

- City Council
- Historic Landmarks Board
- Planning Commission
- Downtown Business and Property Owners

# DISCUSSION

---

- Any comments, questions, or concerns about the City's plans for:
  - The development of the draft Standards and Guidelines
  - Engagement process for the draft Standards and Guidelines
- Any other questions for Staff or our Consultant?



# DOWNTOWN PARKING

Jesse VanderZanden | City Manager

Greg Robertson | Public Works & Engineering Director

Work Session April 13, 2026

City of Forest Grove

# AGENDA

Purpose

---

Background

---

Parking Influencers

---

Potential Solutions

# PURPOSE

---

The purpose of tonight's work session is to characterize downtown parking and discuss potential solutions.

# 2040 PLAN

---



## 2040 GOAL AREA: ECONOMY

### 2040 ACTIONS

- 1.2 Increase volume and diversity of commercial business development
- 1.6 Strengthen partnerships with local small businesses
- 1.9 Partner with property owners to attract businesses
- 1.10 Incentive programs to support/retain small/local businesses
- 1.11 Encourage and attract more events downtown to promote foot traffic
- 1.13 Increase wayfinding signage for downtown parking

# 2040 PLAN

---



## 2040 GOAL AREA: COMMUNITY GROWTH

### 2040 ACTIONS

- 2.11 Increase enforcement of traffic laws
- 2.29 Implement intersection safety improvements
- 2.37 Enhance and add wayfinding signage in downtown and along arterials

# 2040 PLAN

---

## 2040 GOAL AREA: COMMUNITY CONNECTION

### 2040 ACTIONS

- 4.2 Explore opportunities to create a central community gathering space
- 4.5 Develop a festival street/pedestrian mall in downtown Forest Grove



# BACKGROUND: PARKING

- The City conducted a parking study in 2022. The results are provided here for context.
- The Department of Land Conservation and Development (DLCD) published a parking management guide in 2024 to assist communities with parking management.
- Forest Grove was a case example in the DLCD study.
- Parking demand strategies will also be reviewed.



# BACKGROUND: CITY PARKING STUDY

- Parking study accepted by City Council in June 2022
- Study days were Saturday, February 5, 2022, and Tuesday, February 8, 2022.
- Study days were selected to reflect when school and college were at peak occupancy.
- The study cost approximately \$14,000

## Downtown Forest Grove Parking Management Plan

Final Report—June 14, 2022

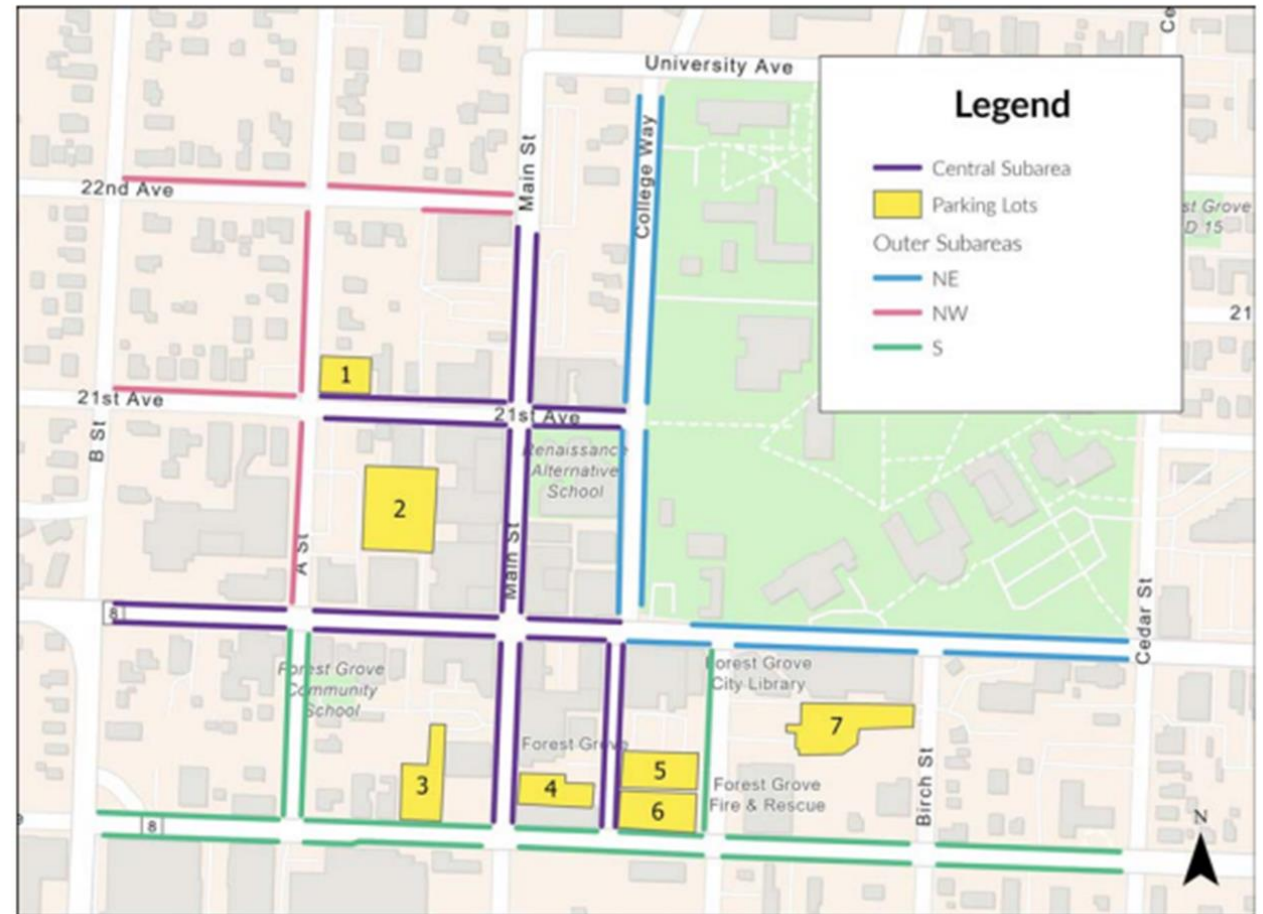
**Prepared for:**  
Community Development Department  
City of Forest Grove, Oregon  
1924 Council Street  
Forest Grove, OR 97116

**Prepared by:**  
Brian Davis, AICP  
Studio Davis LLC  
PO Box 450  
Audubon, NJ 08106



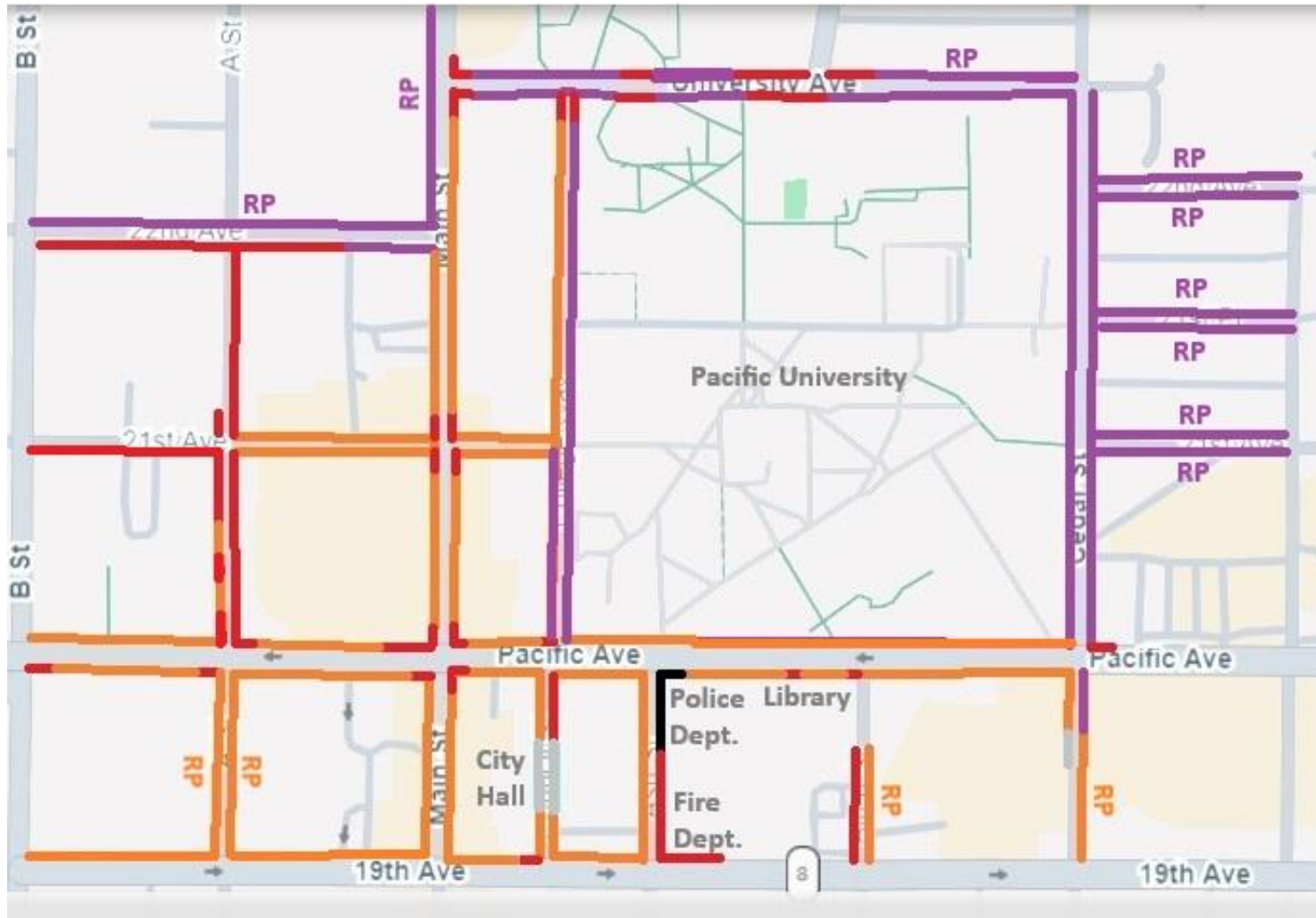
# BACKGROUND: PARKING STUDY AREA







- Study area was downtown where the highest demand occurs and where timed parking, i.e., 2-hour and 4-hour exist.
- City public parking lots were also included in the study and are in yellow.



**Figure 6:** Study area for a parking study in Forest Grove. Hourly turnover data were collected for “Central Blocks;” hourly occupancy data were collected for parking lots; and periodic occupancy data were collected for “Outer Blocks.”

# BACKGROUND: TIMED PARKING MAP



-  4 hour 8 am to 5 pm
-  2 hour 8 am to 5 pm
-  No Parking
-  Authorized Vehicles
-  Residential Permit Zone
-  Residential Permit Zone

# PARKING STUDY METHODOLOGY

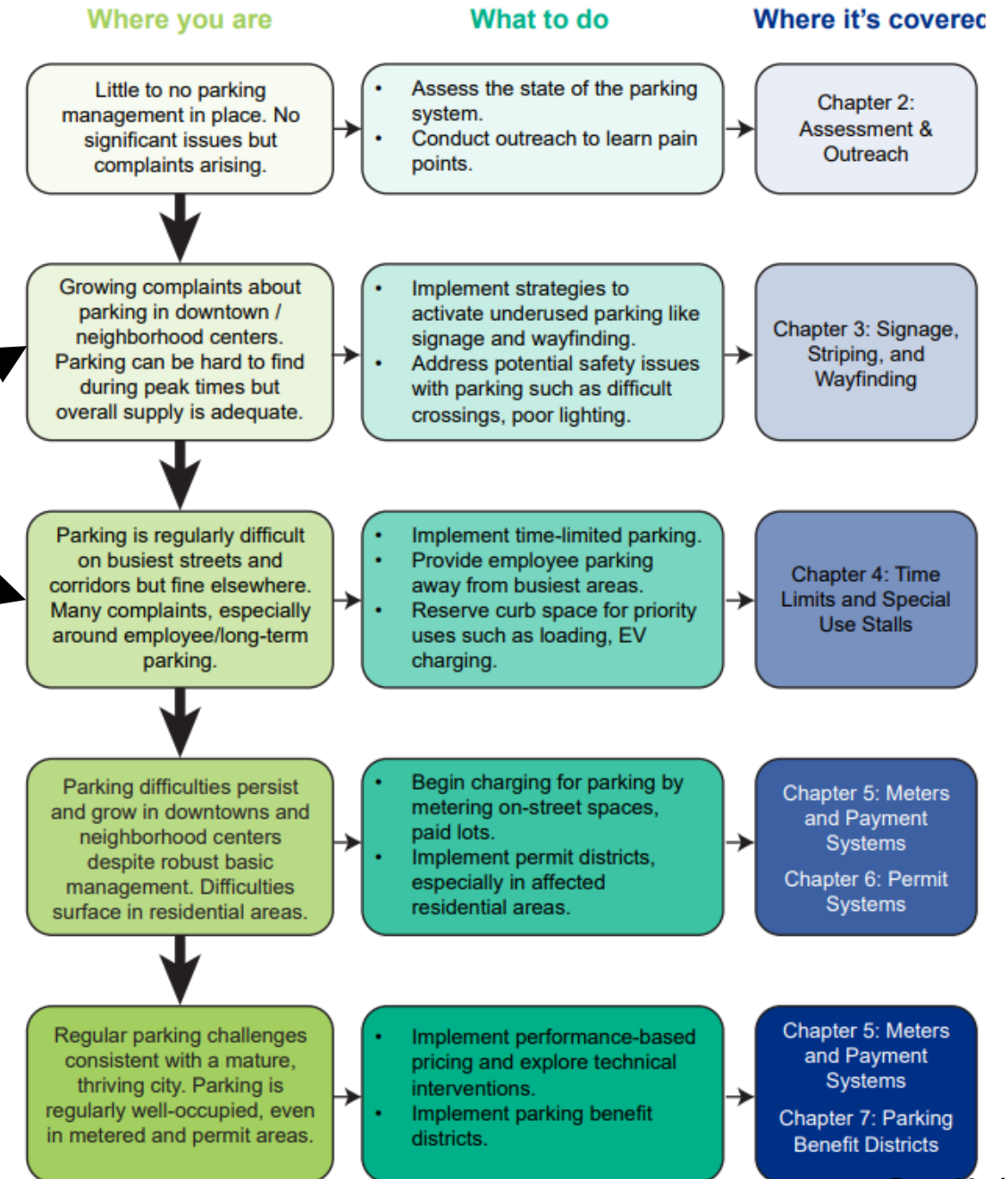
---

1  
1

- 85% rule: In parking management contexts, it is ideal to have one to two parking stalls available per block face. This corresponds to a target occupancy of about 85% depending upon the number of stalls.
- Research shows that problems related to cruising for parking begin when occupancies near or exceed the 85% level.
- As a result, on-street parking with occupancy levels exceeding 85% often indicates a need for additional parking management strategies.
- Conversely, areas below this percentage are underused, meaning parking spaces may be overmanaged/overpriced and could be detrimental to business.
- The study consultant selected a weekday and weekend day and tested parking occupancy between 10 a.m. to 7 p.m.

# PARKING DEMAND MANAGEMENT

- Example of parking demand management strategies.
- All public parking in the city is free.
- Based on the study results, Forest Grove parking can be hard to find during peak times but overall supply is within the 85% rule
- This chart would indicate a need to look at 1) wayfinding, 2) time-limited parking, 3) employee parking away from busiest areas, and 4) curb space for priority uses such as loading/unloading



# STUDY RESULTS: TUESDAY 1:00 PM

1  
3

Occupancy Map | Tuesday February 8, 2022 1:00 pm

- This graph shows where the parking occupancy issues occur at 1:00 p.m. on a Tuesday.
- The graph denotes parking is crowded along College due to Pacific U. being in session and that both city parking Lots 1, 2 and 3 are crowded or full.
- City parking lots 4 and 6 have available occupancy.

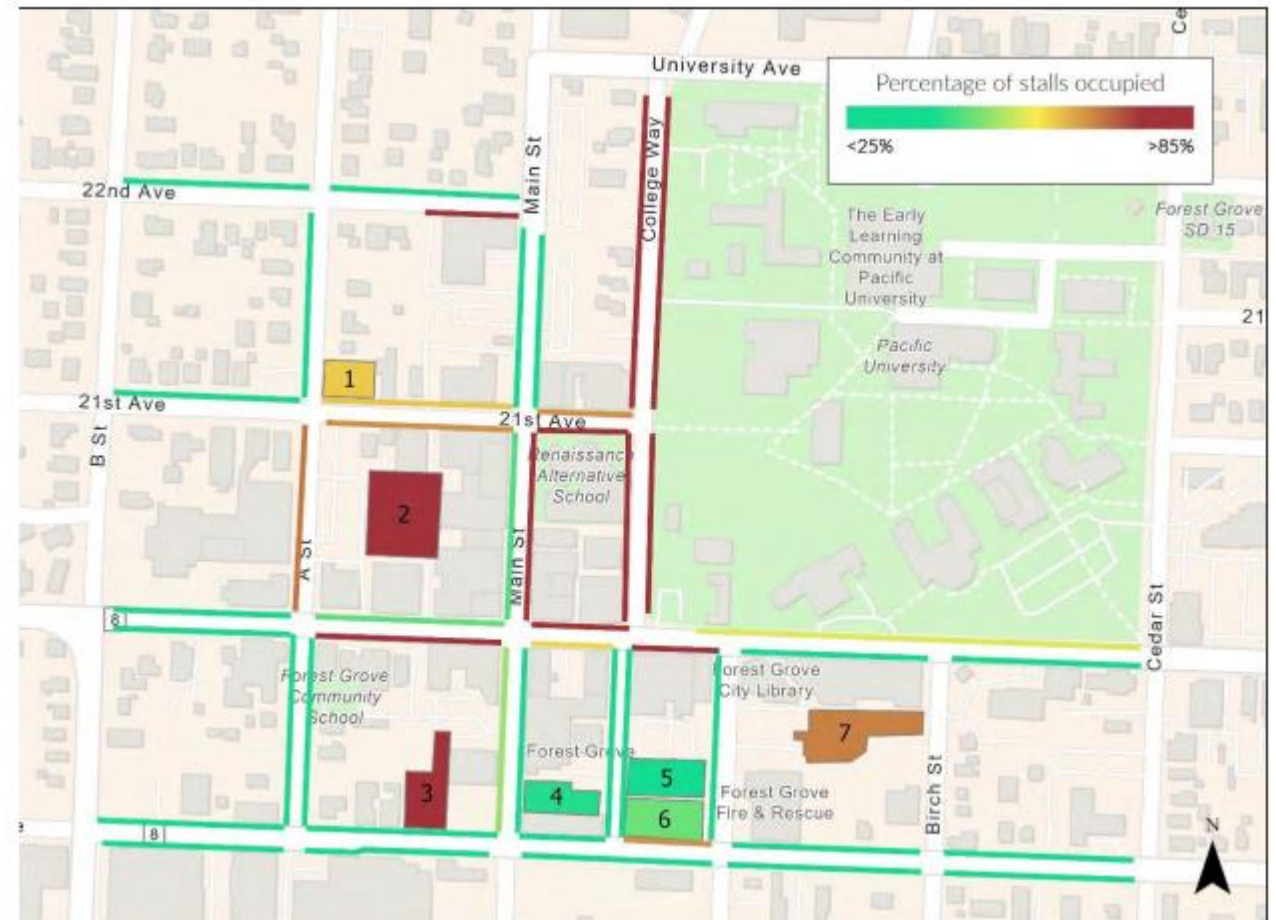


Figure 3: Percentage of stalls occupied for each blockface and parking lot in the study area at 1pm on the midweek study day

# STUDY RESULTS: TUESDAY 5:00 PM

- This graph shows where the parking occupancy issues occur at 5:00 p.m. on a Tuesday.
- The graph denotes the opposite of daytime. College Way has parking due to Pacific U. being out of session, however, Main Street is crowded due to business.
- City parking lots 1-7 have available occupancy.

Occupancy Map | Tuesday February 8, 2022 5:00 pm

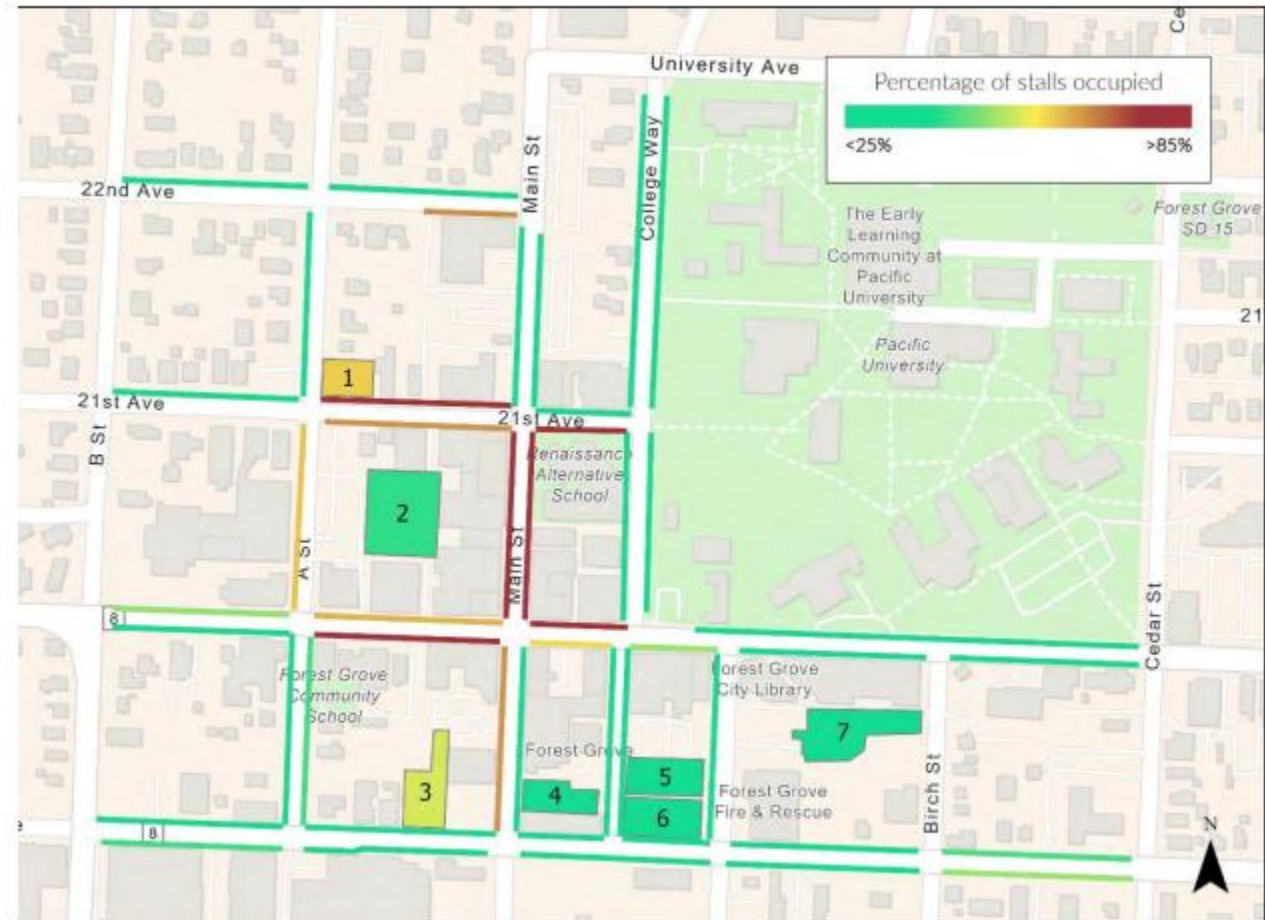


Figure 4: Percentage of stalls occupied for each blockface and parking lot in the study area at 5pm on the midweek study day

# STUDY RESULTS: TUESDAY

- This graph shows the parking occupancy of the entire city center study area on Tuesday.
- Occupancy ranges from 40%-65% indicating no additional demand management is needed.
- The reason 85% is not reached is because of the parking pattern noted on the previous two slides.



**Figure 8:** Percentage of stalls occupied by hour in Central Forest Grove during midweek study day

# STUDY RESULTS: TUESDAY

- This graph shows the parking occupancy of the Central “T” or Main and 21st on Tuesday.
- Occupancy ranges from 45%-90% with the peak period between 5:30-6:00 p.m.
- 85% and above is reached because the study area was limited to Main and 21<sup>st</sup> and did not include available parking a block or two away.



# STUDY RESULTS: SATURDAY 12:00 PM

- This graph shows where the parking occupancy issues occur at Noon on a Saturday.
- The graph denotes parking on Main Street both South and North of Pacific Avenue is crowded, however, parking is open a block or two away.
- Parking Lot 2 is full, however, parking lots 1, 3-7 have available occupancy.

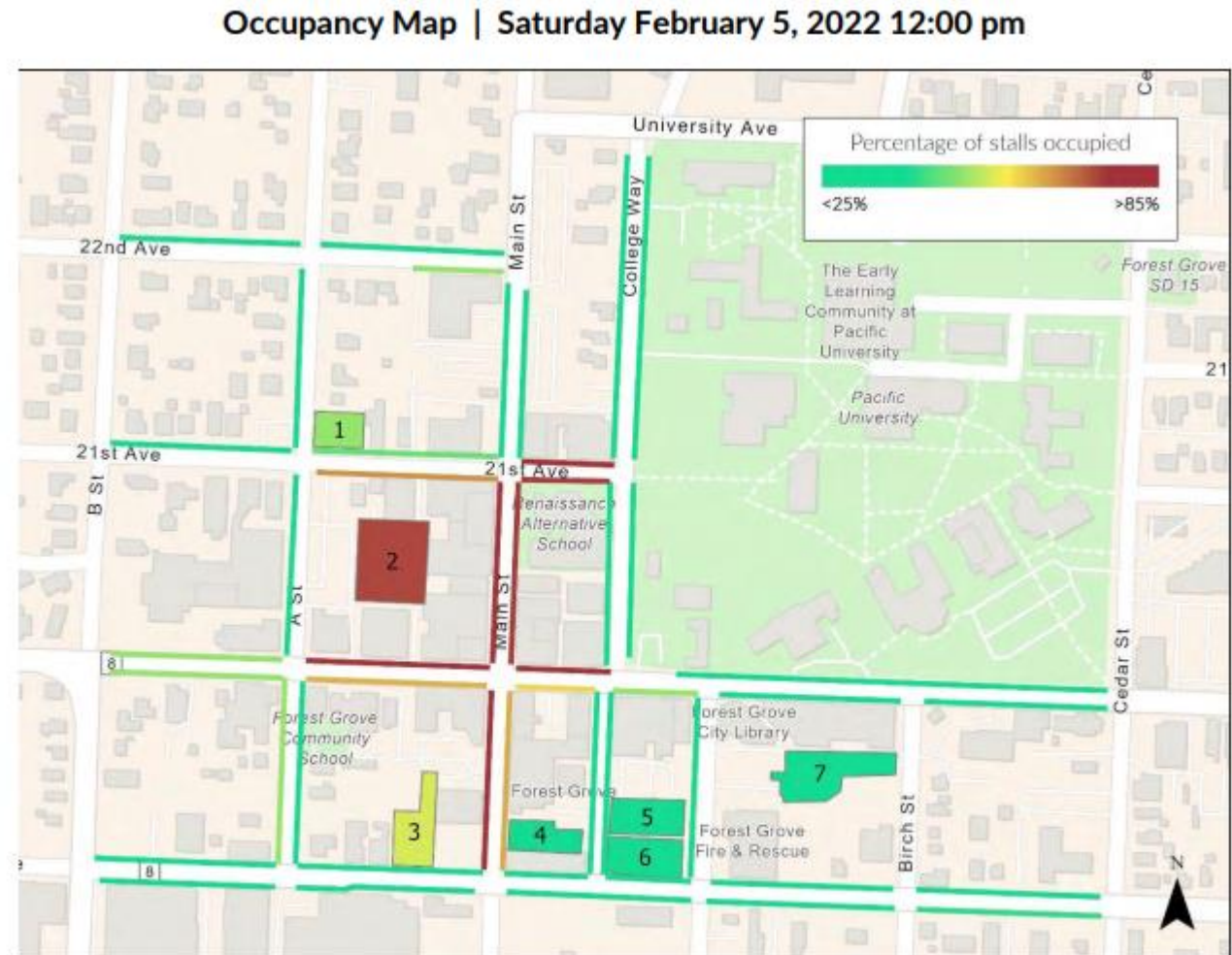


Figure 5: Percentage of stalls occupied for each blockface and parking lot in the study area at 12pm on the weekend study day

# STUDY RESULTS: SATURDAY 6:00 PM

- This graph shows where the parking occupancy issues occur at 6:00 p.m. on a Saturday.
- The graph denotes parking on Main Street, 21<sup>st</sup>, and A is crowded, however, parking is open a block or two away.
- Parking lots 1 and 2 are crowded, however, parking lots 3-7 have available occupancy.

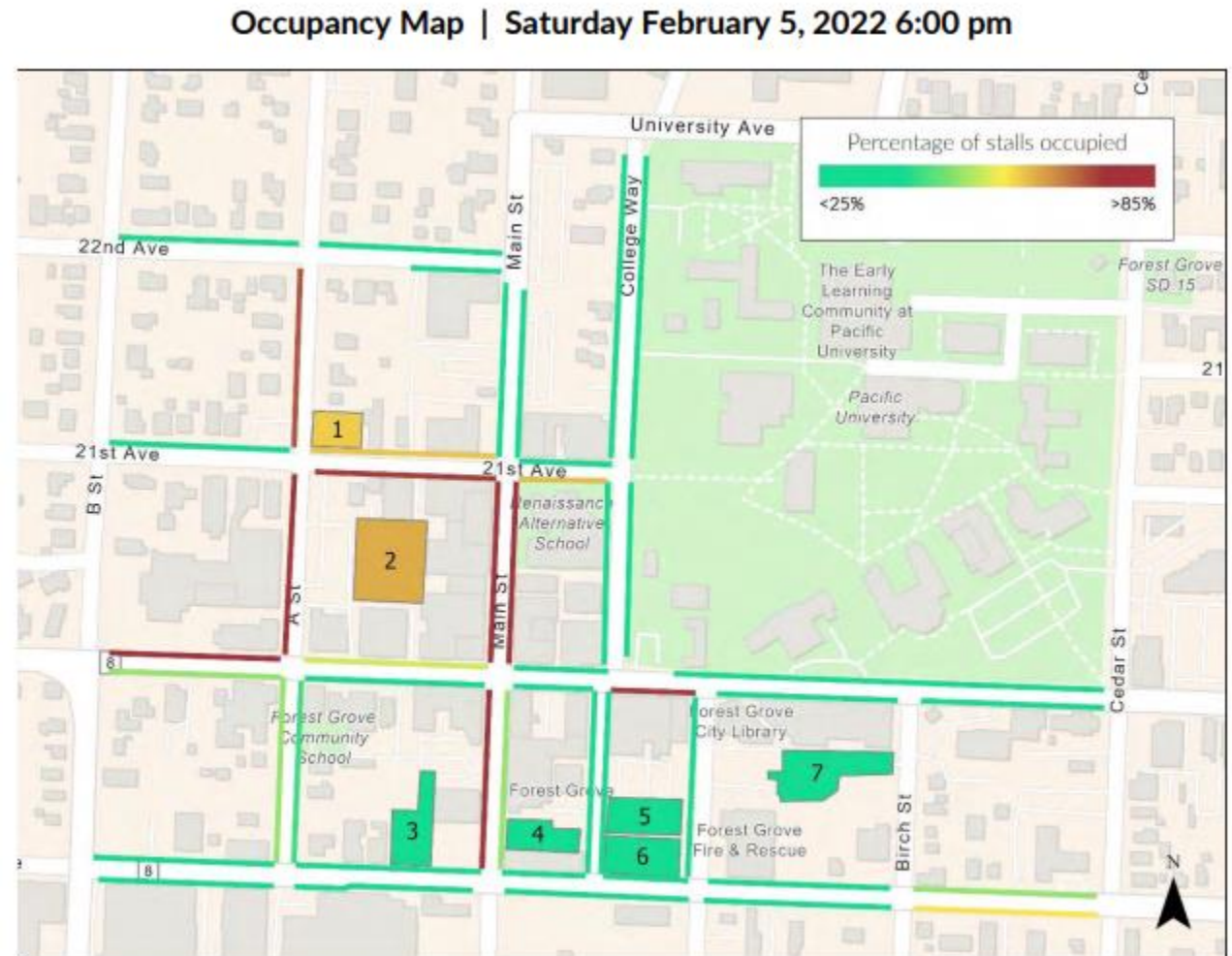


Figure 7: Percentage of stalls occupied for each block face and parking lot in the study area at 6pm on the weekend study day

# STUDY RESULTS: SATURDAY

- This graph shows the parking occupancy of the entire city center study area on Saturday.
- Occupancy ranges from 50%-70% indicating no additional demand management is needed.
- 85% is not reached likely because Pacific U. is out of session.



Figure 9: Percentage of stalls occupied by hour in Central Forest Grove during weekend study day

# PARKING STUDY RESULTS: SATURDAY

- This graph shows the parking occupancy of Main and 21<sup>st</sup> on Saturday.
- Occupancy ranges from 60%-85% indicating higher overall demand throughout the day than the city center area, with the peak period between 1-3 p.m.



# PARKING LOTS: CAPACITY

- The City has 7 public parking lots comprised of:
  - 202 total stalls
  - 37 of which are timed in Lots 4 & 5 during the weekday (Comm. Aud. and City Hall).
  - All other lots are unregulated meaning there is no permit, no time limits and no fee to park.

**Table 1:** Locations, numbers, and types of stalls in the downtown study area

Location	Stall Counts by Type					Total
	Unregulated	Timed	ADA	EV	School	
<b>On-Street</b>						
Central Subarea	0	169	2	0	0	<b>171</b>
Northeast Subarea	0	180	1	4	0	<b>185</b>
Northwest Subarea	46	24	0	0	0	<b>70</b>
South Subarea	69	73	0	0	0	<b>142</b>
<b>Lots</b>						
Lot #1	18	0	1	0	0	<b>19</b>
Lot #2	49	0	3	3	0	<b>55</b>
Lot #3	22	0	2	0	7	<b>31</b>
Lot #4	0	22	1	0	0	<b>23</b>
Lot #5	0	15	1	0	0	<b>16</b>
Lot #6	30	0	2	1	0	<b>33</b>
Lot #7	22	0	3	0	0	<b>25</b>

# PARKING LOTS: OCCUPANCY

- The Central lot (Lot 2) is comprised of 55 stalls and has the highest occupancy.
- The graph shows parking for a Thursday and a Saturday in February.
- Occupancy is between 85-90% during weekday working hours indicating it is used for employee parking. This relieves demand from nearby on-street parking.
- During all other times, including weekends, occupancy ranges from 50%-80%.



Figure 16: Hourly occupancy of Parking Lot #2 during both study days

# PARKING LOTS: OCCUPANCY

- The next busiest is Lot 3 located North of 19<sup>th</sup> between A and Main Street. It indicates the same pattern as the Central Lot where it goes above 85% during weekday working hours indicating it is used for employee parking.
- All other lots are consistently below 85% occupancy.

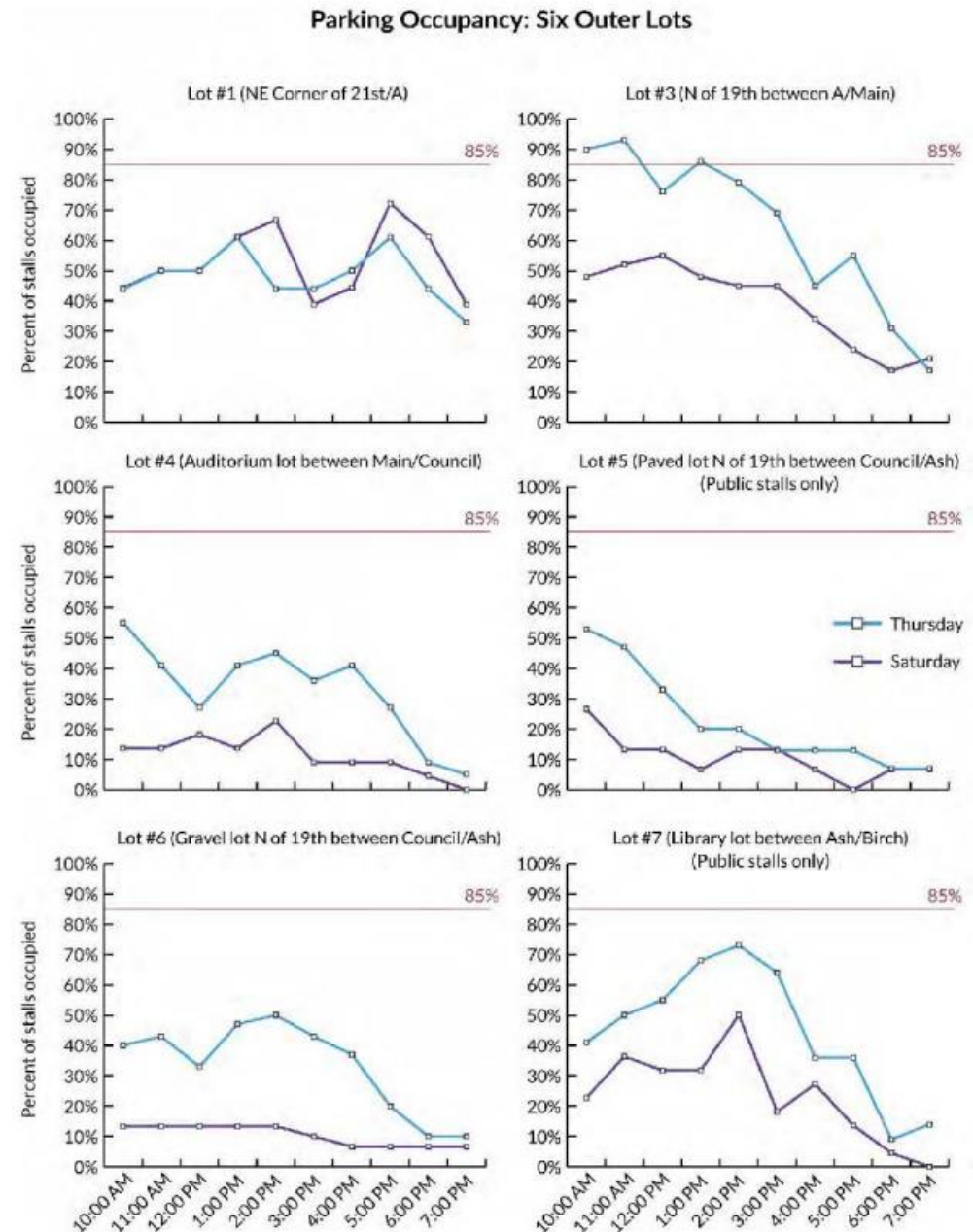


Figure 17: Hourly occupancy of Lot #1 and Lots 3-7

# OUTER BLOCK PARKING: OCCUPANCY

- Outer downtown blocks were also observed during the study times and did not reach 85% occupancy.

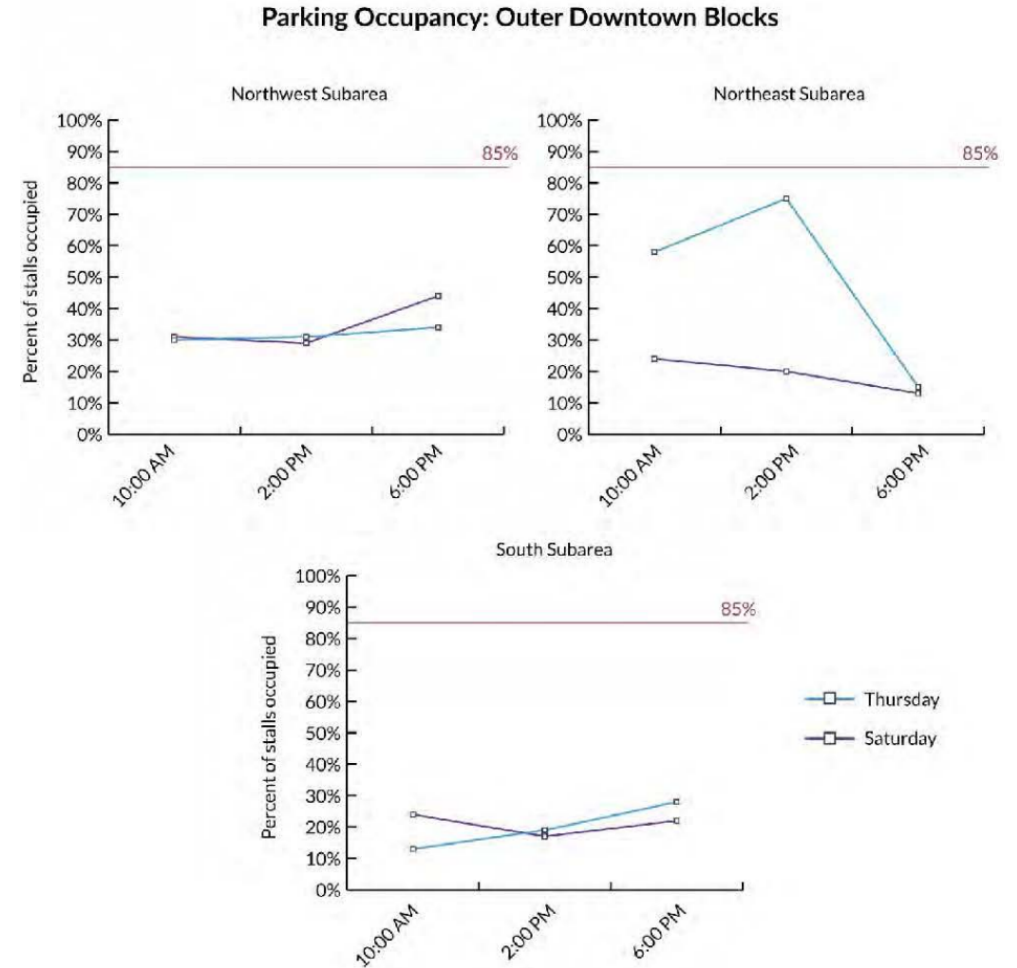


Figure 18: Hourly occupancy for outer-downtown subareas during both study days

# STUDY FINDINGS

---

- Parking system “working reasonably well”.
- Localized congestion with little to no parking at peak times, however, congestion is limited to small areas during those times and “downtown as a whole has ample parking supply to accommodate demand, even during the busiest times.”
- However, underutilization exists that can be improved upon to manage and possibly reduce parking congestion during peak times.

# STUDY RECOMMENDATIONS

---

- Prioritize maintenance of Central Lot 2. It is the “key” to the system working.
- Consider designating Central Lot 2 “employee only”.
- Do not consider Lot 1 for employee parking as it is ideal for customer parking, however, consider 2-hour time limits for this lot to improve circulation.
- Install more recognizable and consistent parking signage for parking lots.
- Install wayfinding signs directing patrons to the parking lots.
- Restripe / stripe additional stalls in the downtown area.

# INFLUENCERS: BACKGROUND

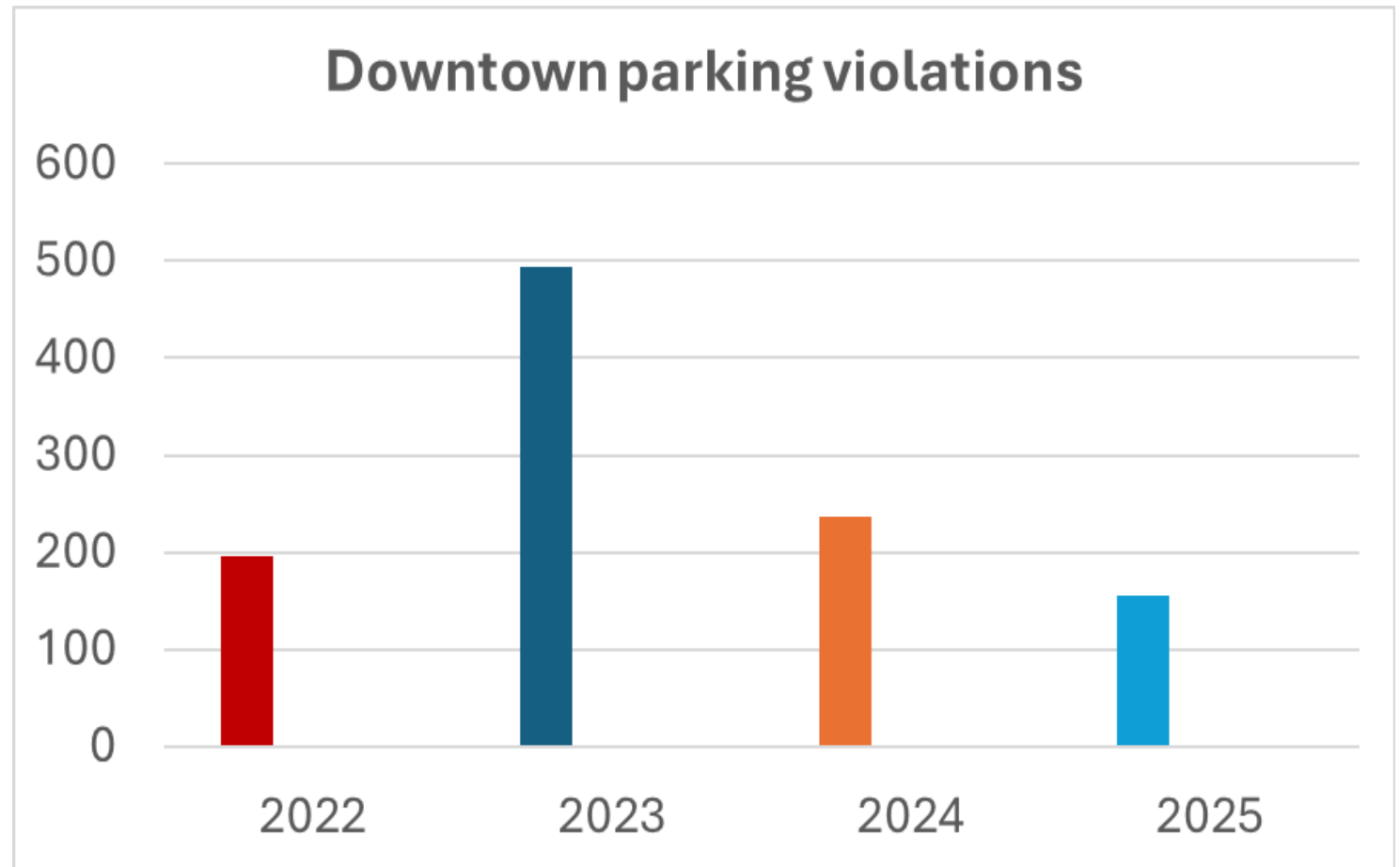
---

2  
7

- Code Enforcement
- Signage
- Wayfinding
- Street Closures

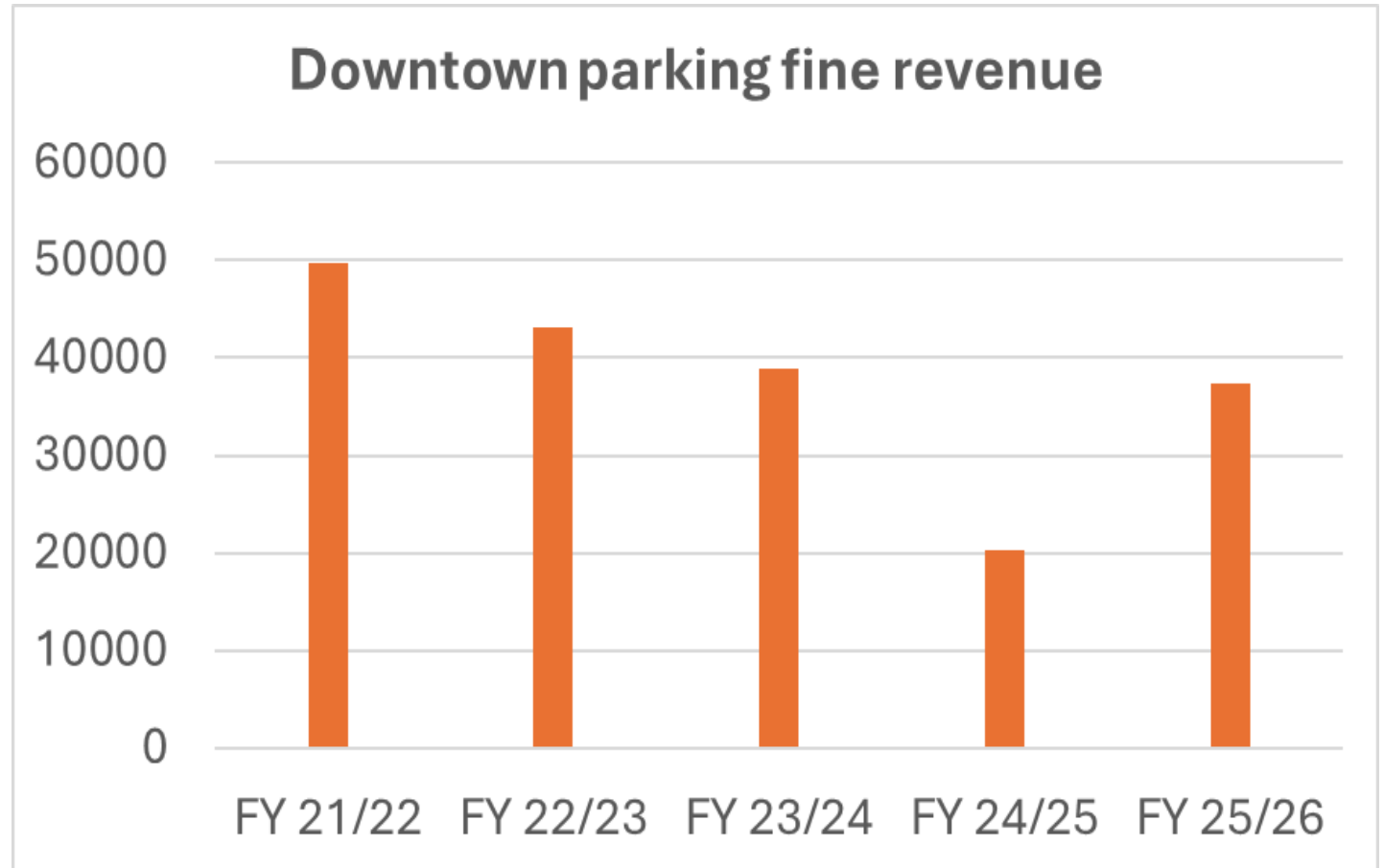
# CODE ENFORCEMENT

- Parking citations are down the past two years.



# CODE ENFORCEMENT

- Parking citations doubled from \$15 to \$30 in June 2025
- Parking revenue is deposited into the General Fund
- FY 25-26 is through February 2026



# SIGNAGE

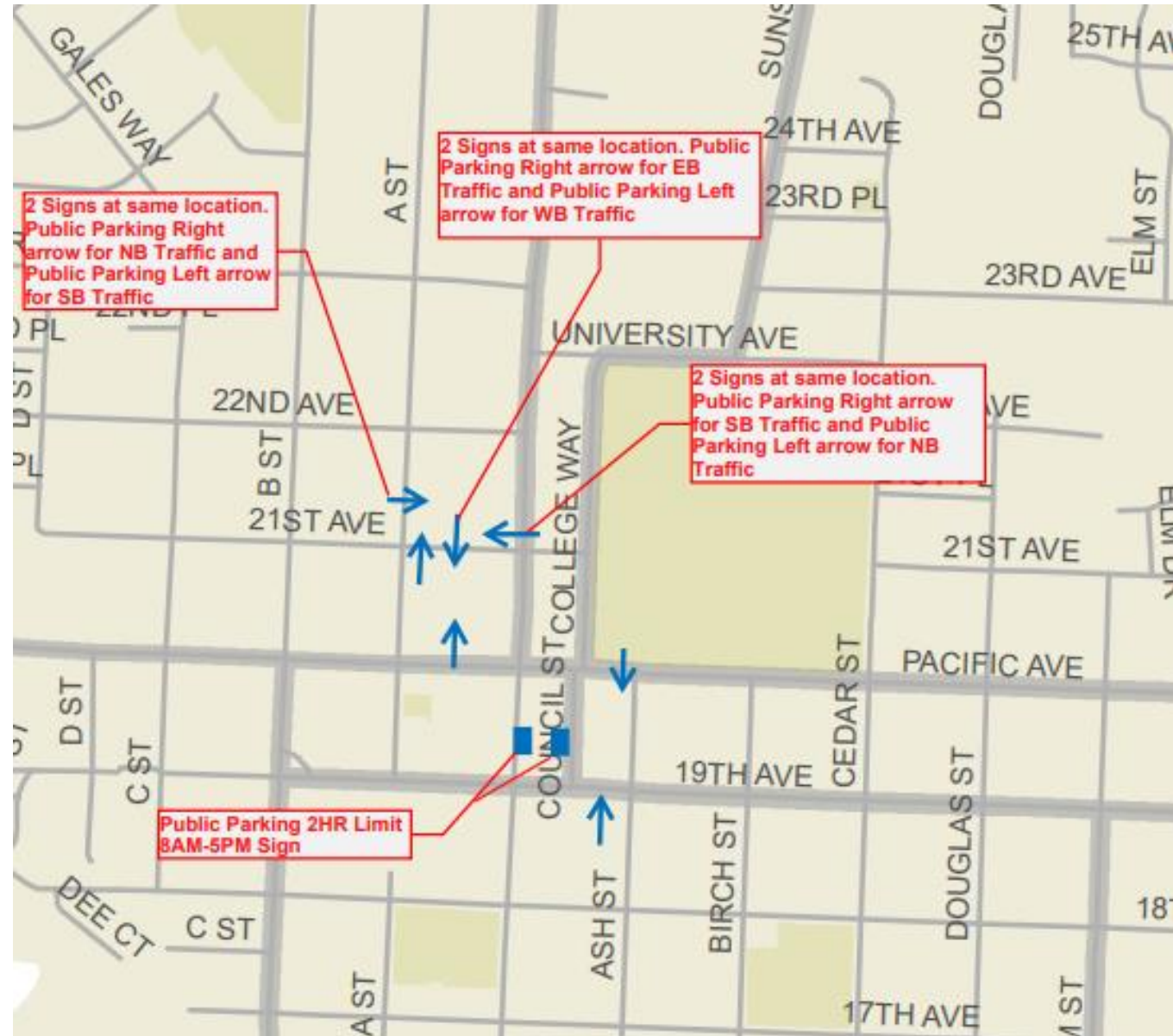
---

- Parking lot signage is inconsistent, however, all lots are signed.



# WAYFINDING

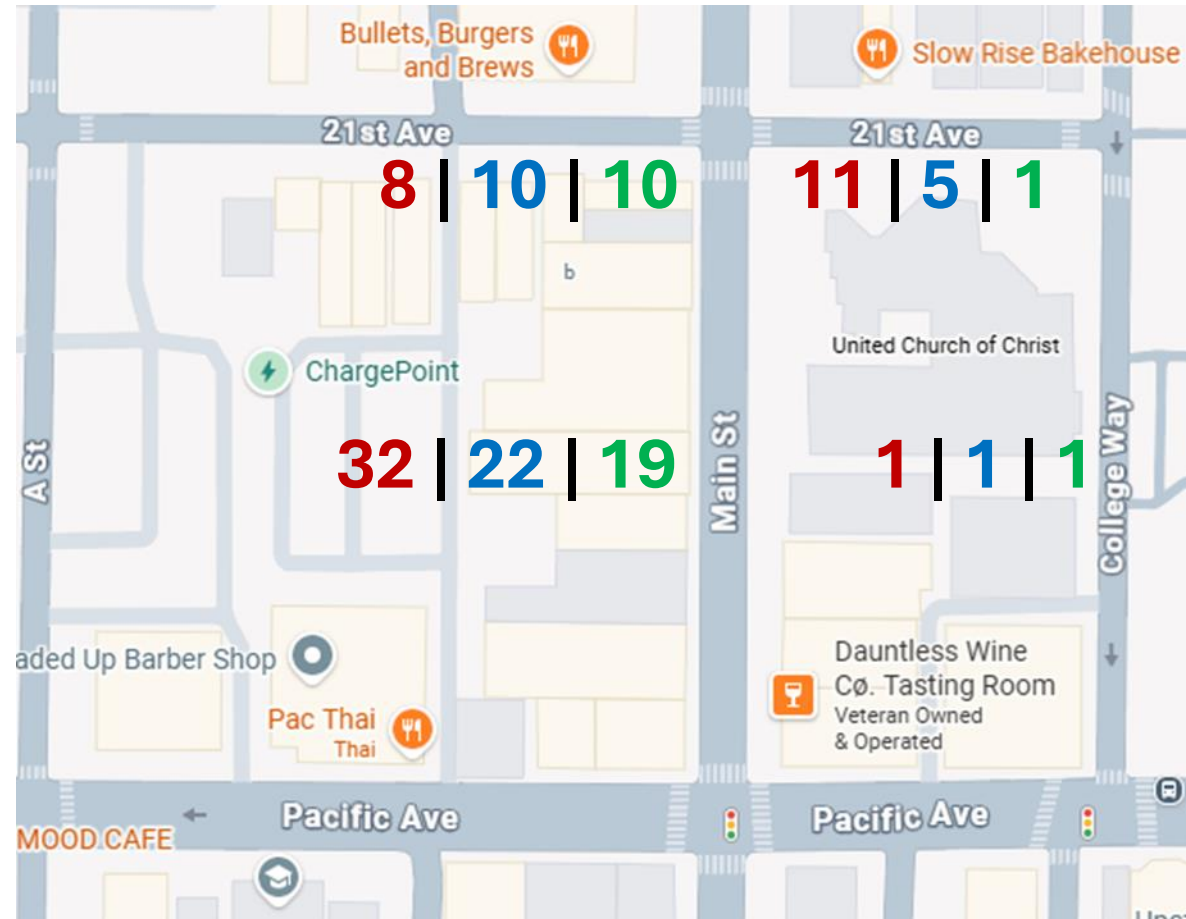
- Wayfinding signage directing patrons to parking lot parking is limited to a small area in downtown.



# STREET CLOSURES

- This map shows the total number of:
  - # = days the street was closed for an event for six hours or more
  - # = storefronts on that section of street
  - # = small businesses on that section of street

Storefronts that are not small business include non-profits such as Pacific University and American Legion which tend to have different demand patterns.



# STREET CLOSURES

- This graph shows the impact on parking occupancy when Main Street was closed for “Uncorked” which occurred on a Saturday.

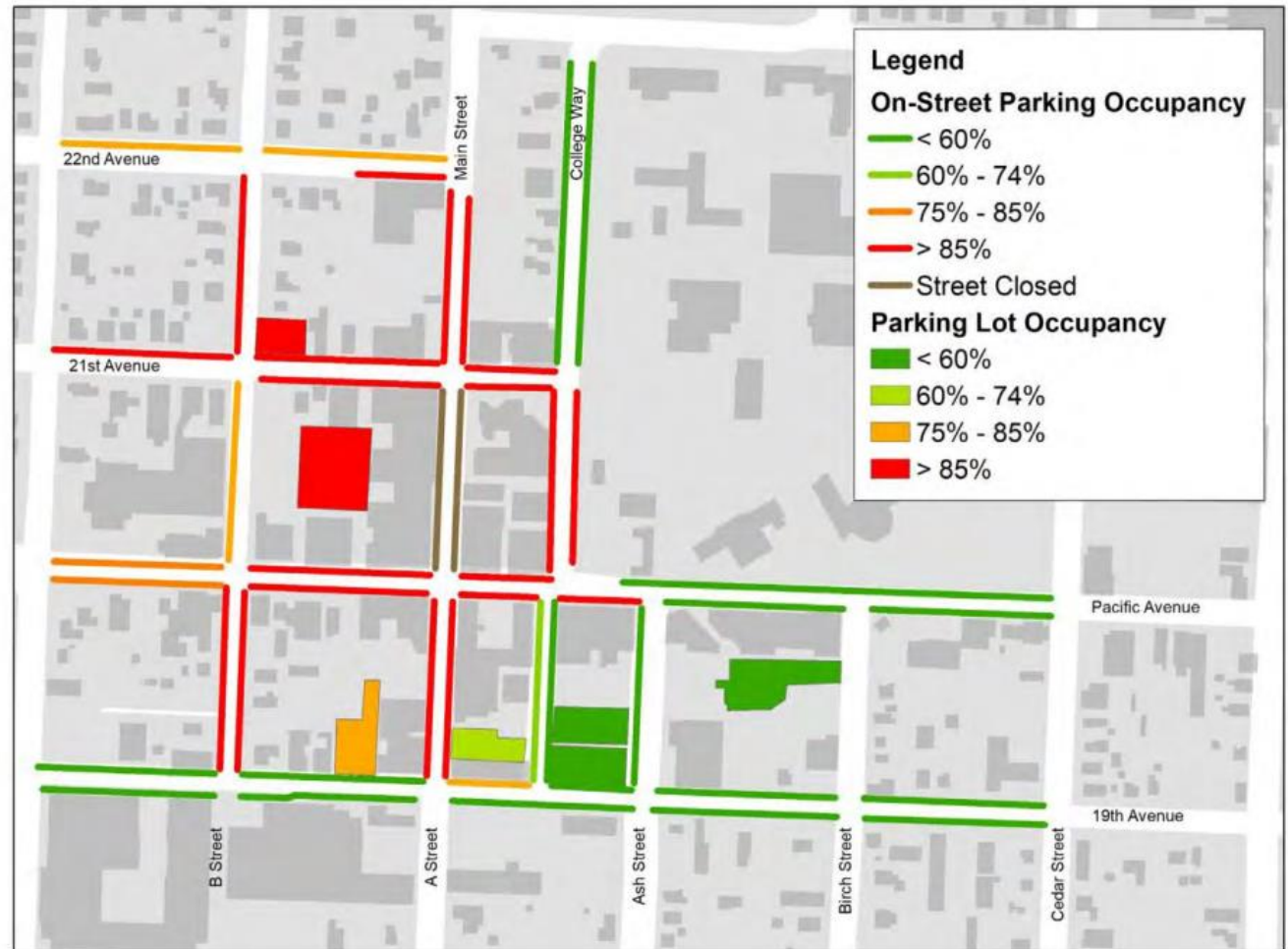


Figure 4: Saturday Peak Hour - 6:00 pm

# POTENTIAL SOLUTIONS

---

3  
4

- Increased code enforcement
- Increased parking lot signage / wayfinding
- Increased management of Central Lot 2
- Timed 2-hour parking in Lot 1
- “Fast Stop” parking
- More parking
- Private parking lots
- Events / Closures

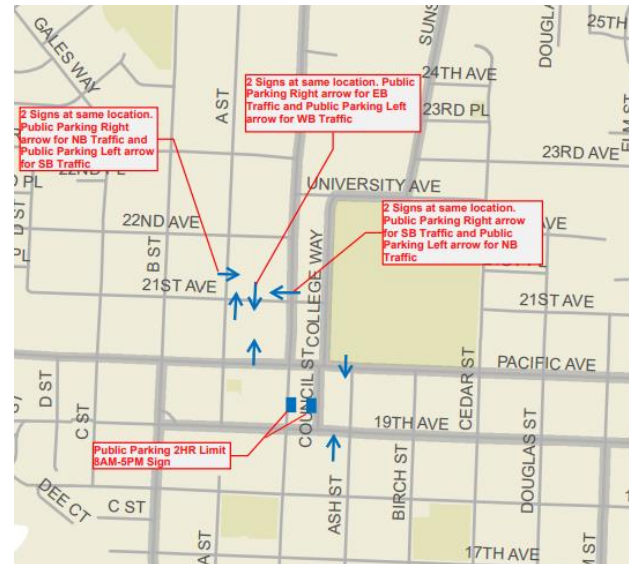
# CODE ENFORCEMENT

---

- This is already occurring.
- Enforcement will lead to increased circulation of vehicles in timed parking areas which will increase stall availability.
- Comments?

# SIGNAGE/WAYFINDING

- City staff is conducting a comprehensive review of parking lot and wayfinding signage.
- Goal is to install signage this summer.
- May result in a supplemental budget request.
- Comments?



# CENTRAL CITY LOT #2

---

- City has already completed significant improvements to Central Lot 2.
- Restriped in 2020 netting 11 additional parking stalls.
- Consider formalizing the existing use of the lot by designating “employee-only” parking during weekday working hours.
- City staff lack the resources to implement an employee-only parking permit system, however, could install employee-only parking signs that may impact demand patterns and encourage voluntary compliance.
- Comments?

# LOT #1 (NE corner of 21<sup>st</sup> and A)

---

3  
8

- Install 2-hour parking time limits.
- The study notes Lot #1 is ideally suited for shoppers and patrons and could benefit by installing 2-hour parking time limits. This would affirm usage by shoppers and patrons and reduce employee parking that may be occurring there.
- Code enforcement could incorporate enforcement into their regular timed parking enforcement duties.
- Comments?

# “FAST STOP”

- “Fast Stop” or short-term parking spots are for quick loading and unloading in high demand parking areas.
- They range from 5 to 30 minutes.
- They are most common in downtown and near city halls. The City has two 10-minute stalls near city hall.
- Portland, Eugene, Corvallis, and Bend utilize them in downtown.
- They are usually limited to one per block and located near businesses that experience a high volume of customer turnover such as hotels, retail and food.
- In Portland, the two adjacent businesses must agree to the fast stop stall.



# “FAST STOP”

---

## PROS

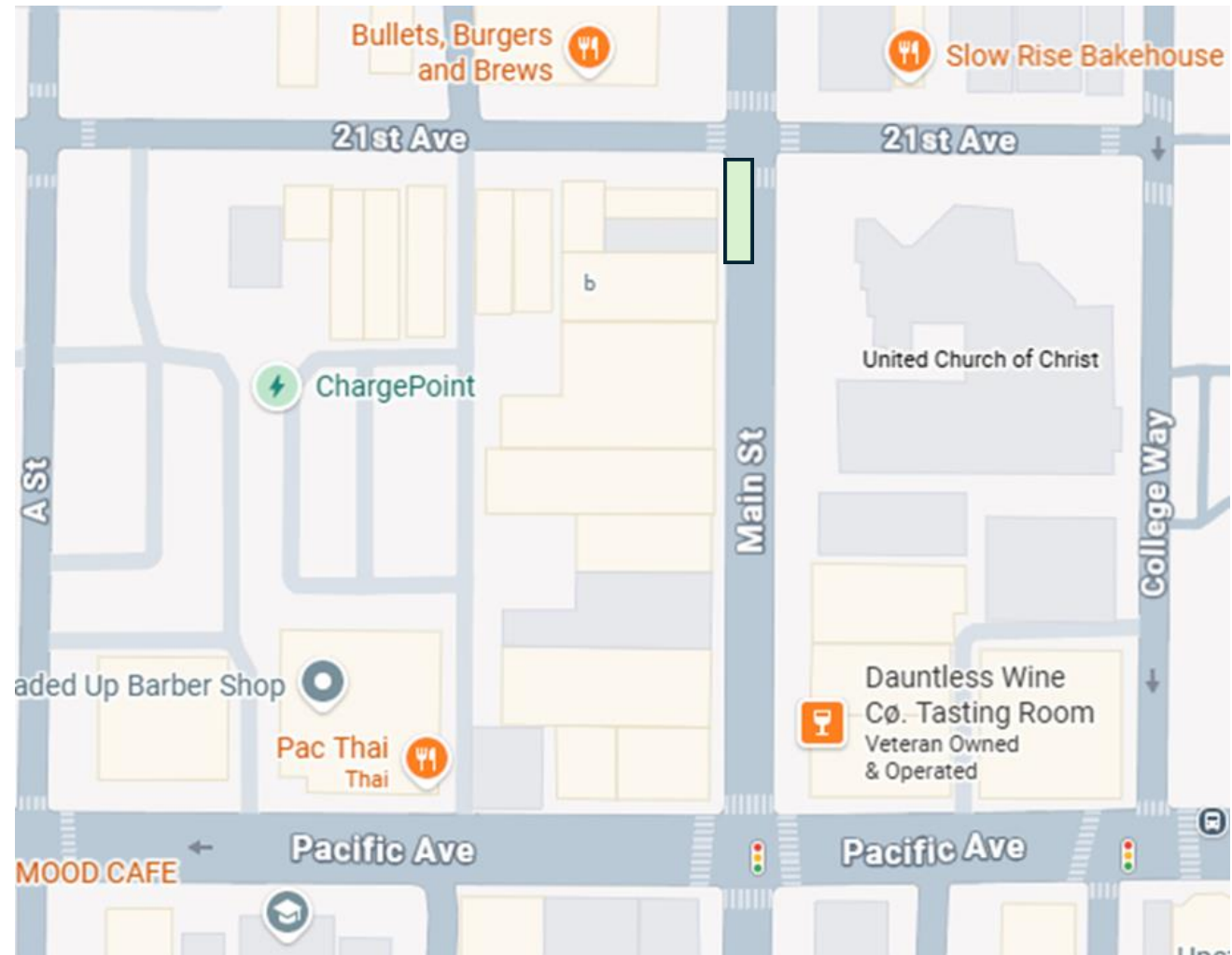
- Increases turnover and access
- Reduces double parking
- Allows customers easy, rapid access to businesses
- Good for picking up and dropping off passengers
- Free: often located adjacent to paid parking to incentive their use

## CONS


- Reduces timed parking used for dining and shopping
- Difficult to enforce
- Limits access to one location
- Requires additional signage
- If spot is full can lead to driver circling until open

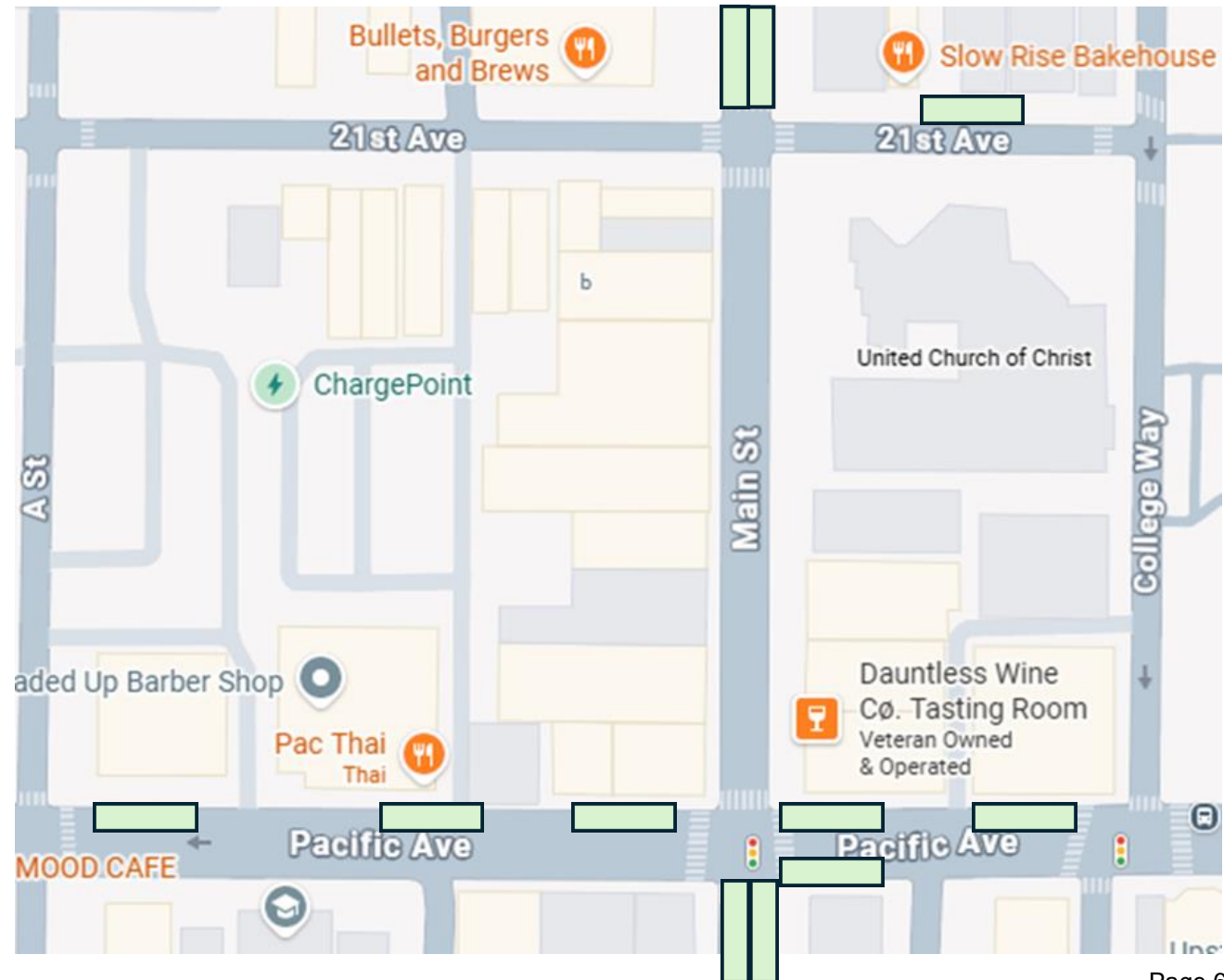
# “FAST STOP”

- Staff has identified a location for a pilot project fast stop of 15 minutes.
- The area where the fast stop would be implemented currently does not allow parking so implementation would not result in a reduction in parking from the existing inventory.
- Comments?



# MORE PARKING

- 11 parking spots have been added downtown in recent history by restriping the Central lot.
- Public Works staff has identified 16 potential additional spots. 
- Some of these spots result from the newly installed 4-way stop and others are recommended from the parking study.
- City staff can incorporate striping into an existing contract, however, it may require a budget amendment.
- The goal is to accomplish this summer.
- Comments?



# PRIVATE PARKING LOTS

---

4  
3

- Private parking lots can be used to supplement parking.
- This can take the form of public-private or private-private use agreements and is dependent upon who, what, when, and for what purpose.
- Staff has approached private owners of downtown parking lots with little interest being shown thus far.
- Staff recommends postponing this option until the improvements noted above are made and another parking study is conducted in the future.
- Private employers may approach private owners for separate use agreements at any time.
- Comments?

# EVENTS / CLOSURES

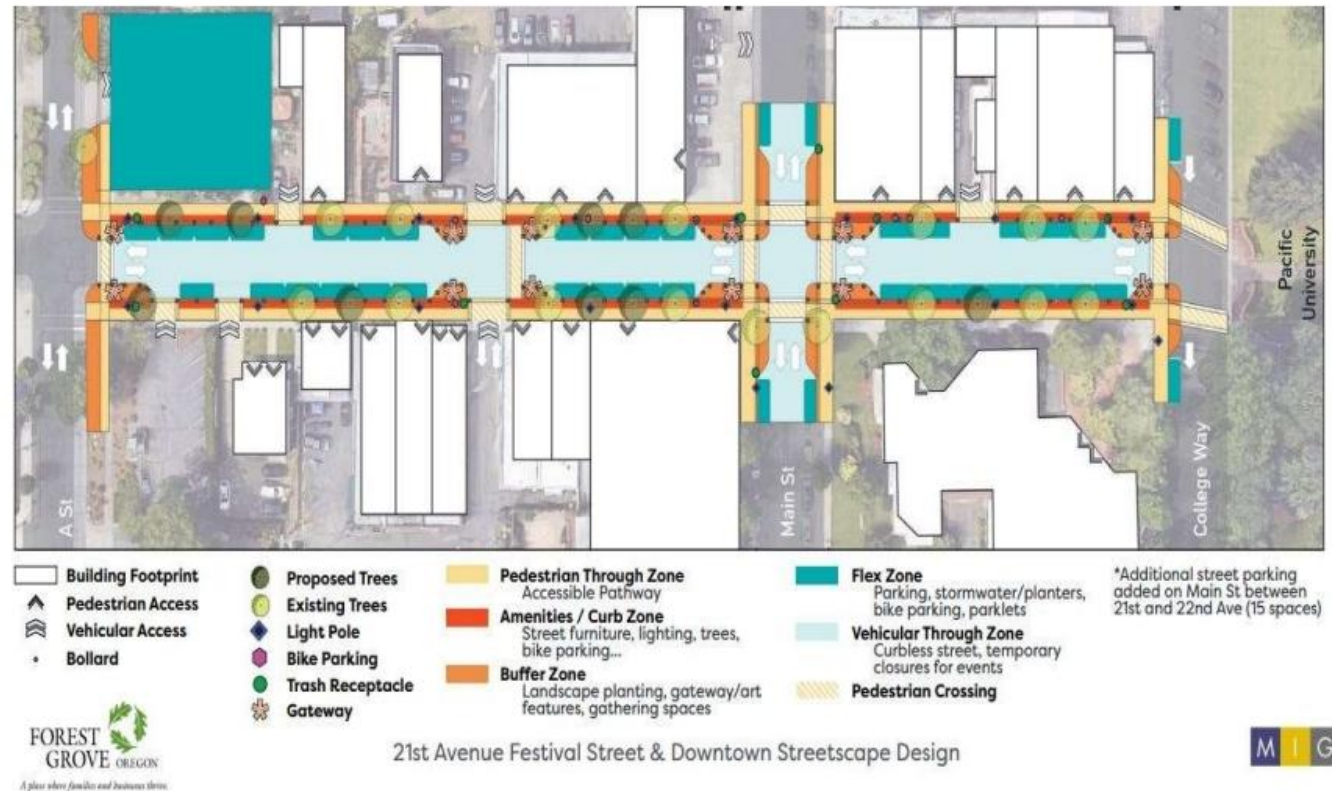
---

4  
4

- The use patterns shows street closures occur most often on the streets with the most businesses. While events attract visitors and can lead to increased foot traffic, street closures can sometimes negatively impact businesses due to a lack of parking and shoppers going elsewhere.
- Staff is actively evaluating placemaking options with the goal of meeting the objectives in the 2040 Plan of creating a central gathering space, supporting small businesses, and increasing events and foot traffic.
- Comments?

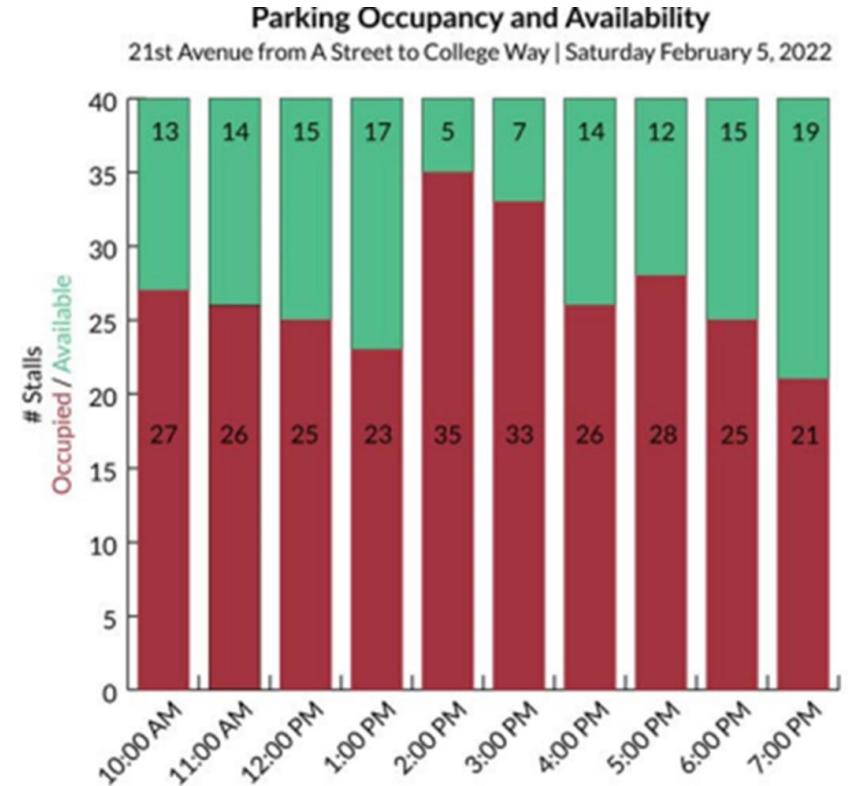
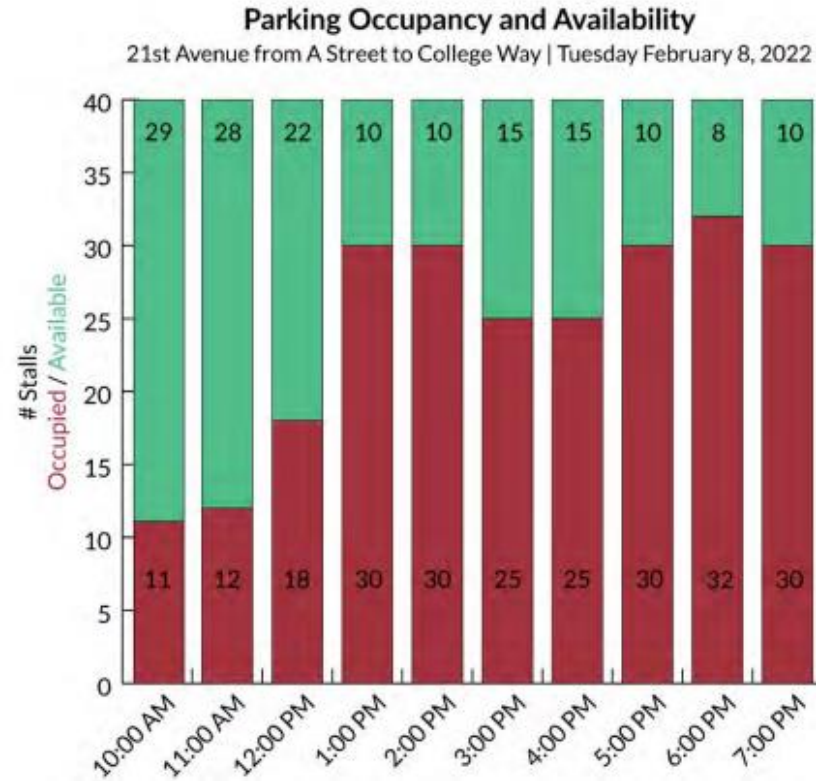
# LONG-TERM PLACEMAKING: FESTIVAL ST.

- Resolution 2022-54 adopted a preferred alternative for a potential Festival Street
- The City is requesting federal funds to construct
- Full implementation would reduce parking from 40 to 33 stalls.
- Attributes include:
  - Two-way traffic
  - Parallel parking
  - Primary: College to Main
  - Secondary: Main to A
  - Curb less / flat streetscape



# FESTIVAL STREET PARKING OCCUPANCY

- These graphs show parking availability on 21<sup>st</sup> Avenue between A and College.



**THANK YOU!**

**RESOLUTION NO. 2022-59**

**RESOLUTION ACCEPTING 2022 DOWNTOWN FOREST GROVE  
PARKING MANAGEMENT PLAN**

**WHEREAS**, the City retained Lancaster Engineering, and subsequently Studio Davis LLC, to prepare a comprehensive analysis of the on-street and off-street public parking supply, demand and turnover in downtown Forest Grove; and

**WHEREAS**, Lancaster Engineering and Studio Davis also prepared parking management recommendations based on the analysis for City Council consideration; and

**WHEREAS**, the parking analysis and parking management recommendations are contained in the Downtown Forest Grove Parking Management Plan; and

**WHEREAS**, Studio Davis completed the Parking Management Plan to the satisfaction of the City.

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

**Section 1.** The Forest Grove City Council accepts the Parking Management Plan dated June 14, 2022 (Exhibit A).


**Section 2.** The Forest Grove City Council hereby directs the City Manager to use the Parking Management Plan to guide future improvements to downtown parking and management of public parking spaces.

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

**PRESENTED AND PASSED** this 12<sup>th</sup> day of September, 2022.

  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 12<sup>th</sup> day of September, 2022.

  
Peter B Truax, Mayor

# Downtown Forest Grove Parking Management Plan

**Final Report—June 14, 2022**

**Prepared for:**  
Community Development Department  
City of Forest Grove, Oregon  
1924 Council Street  
Forest Grove, OR 97116

**Prepared by:**  
Brian Davis, AICP  
Studio Davis LLC  
PO Box 450  
Audubon, NJ 08106



*A place where families and businesses thrive.*

# Downtown Forest Grove Parking Management Plan

**Final Report—June 14, 2022**

**Prepared for:**  
Community Development Department  
City of Forest Grove, Oregon  
1924 Council Street  
Forest Grove, OR 97116

**Prepared by:**  
Brian Davis, AICP  
Studio Davis LLC  
PO Box 450  
Audubon, NJ 08106



*A place where families and businesses thrive.*

## Table of Contents

<b>1. Introduction.....</b>	<b>4</b>
Overview & Project Goals.....	5
Project History.....	5
Study Area and Analysis Methodology.....	6
<b>2. Parking Supply, Demand, and Turnover Analysis.....</b>	<b>11</b>
Occupancy Maps.....	12
Central Subarea Occupancy .....	19
Turnover .....	21
Highest Demand Area (“Central T”) Occupancy.....	23
Festival Street Impacts.....	25
Parking Lots .....	27
Outer Subareas.....	31
<b>3. Recommendations .....</b>	<b>33</b>
Overview.....	34
Parking Lot Maintenance, Activation, and Branding .....	34
New On-Street Striped Parking .....	38
Wayfinding .....	40
Permits and Policy Considerations .....	41
Long-Term Vision .....	42
<b>Appendices.....</b>	<b>45</b>

## Table of Figures

Figure 1: Study area block faces and parking lots.....	7
Figure 2: 11am midweek occupancy map .....	13
Figure 3: 1pm midweek occupancy map .....	14
Figure 4: 5pm midweek occupancy map .....	15
Figure 5: 12pm weekend occupancy map.....	16
Figure 6: 2pm weekend occupancy map .....	17
Figure 7: 6pm weekend occupancy map .....	18
Figure 8: Midweek occupancy by hour for Central subarea.....	19
Figure 9: Weekend occupancy by hour for Central subarea.....	20
Figure 10: Stay lengths for weekday study day.....	21
Figure 11: Stay lengths for weekend study day .....	22
Figure 12: Midweek occupancy by hour for busiest downtown block faces.....	23
Figure 13: Weekend occupancy by hour for busiest downtown block faces .....	24
Figure 14: Occupied and available stalls along 21 <sup>st</sup> Avenue - midweek.....	25
Figure 15: Occupied and available stalls along 21 <sup>st</sup> Avenue - weekend .....	26
Figure 16: Hourly occupancy of Parking Lot #2 during both study days.....	27
Figure 17: Hourly occupancy of Lot #1 and Lots 3-7.....	28
Figure 18: Hourly occupancy for outer-downtown subareas during both study days.....	31
Figure 19: Parking lot #2, with some signs of pavement fatigue and striping fading emerging.....	35
Figure 20: Parking signage in use in downtown Forest Grove.....	36
Figure 21: Best practice example of parking lot signage and branding.....	37
Figure 22: Recommended striping along Main Street north of 21 <sup>st</sup> Ave .....	38
Figure 23: Additional recommended parking as identified by Forest Grove Public Works.....	39
Figure 24: Pedestrian-oriented wayfinding sign in downtown Forest Grove.....	41
Figure 25: Pedestrian environment along Council Street approaching Pacific Avenue .....	44

# 1. Introduction

## Overview & Project Goals

This document presents a comprehensive parking management plan for downtown Forest Grove, Oregon. Over the past several years, the core of Forest Grove has grown and downtown has emerged as a vibrant commercial district surrounded by a mix of uses including residential, educational, civic, and others. Demand for parking in the area has grown accordingly. As the impacts of COVID-19 wane and activity returns to downtown, the area's recovery and growth are expected to continue. The goal of the parking management plan presented herein is to help the City successfully manage parking both now and in the future.

Parking management is a critical component of placemaking. A right-sized and well-managed parking system is not only critical to a neighborhood's economic success, but also to its livability, vibrancy, and overall sense of place. The plan presented herein draws upon robust data collection efforts undertaken to quantify the number and types of parking stalls available in the downtown area, the demand patterns within the area, and the turnover patterns within the busiest parts of downtown. It also draws upon a significant public input and outreach efforts, undertaken with a goal of producing recommendations that are likely to be both effective and broadly supported.

## Project History

Work on the Downtown Forest Grove parking management plan began in 2019. In early summer 2019, the project was initiated and a group of stakeholders were identified. Three separate meetings with the stakeholder group were conducted over the course of the summer and fall of 2019 to learn about the perceptions, challenges, and impacts of parking felt by local businesses and residents, and to discuss early findings and recommendations.

A robust data collection effort was conducted in August 2019, with two rounds of observations: A first set during a weekday intended to represent typical operating conditions, and a second set during a large downtown event (Forest Grove *UnCorked*) that was intended to represent the busiest operating conditions for the downtown parking system. Draft analyses and recommendations were produced during fall and winter of 2019 and presented to the stakeholder group and Forest Grove City Council.

At the direction of Council, a further set of observations was scheduled to support the previous work. The goals of the second set of observations were to better understand the impacts of Pacific University on the downtown parking system, and to capture data for a more typical weekend day than the event day observed previously. These observations were set to take place in March 2020 but were postponed at the onset of the COVID-19 pandemic.

Data collection efforts resumed in February 2022 as economic activity began to return to a significant share of pre-pandemic levels. Given the time elapsed between rounds of data collection, the second set of observations were designed to help understand the impacts of COVID-19 and the related changes in land use in addition to the goals stated above. The resulting plan draws from insights from both rounds of data collection.

## Study Area and Analysis Methodology

The study area consists of the downtown core of Forest Grove and immediately outlying blocks. A total of 48 block faces and seven public parking lots were selected for observation, designed to provide an understanding of the various factors impacting demand in the downtown area. The study area is generally bounded by A street to the west, 19th Avenue to the south, Cedar Street to the east, and University Avenue to the north. A robust mix of land uses exists within the study area, including residential, retail, restaurant, office, school uses, and others.

To evaluate how parking usage varies between the different contexts, the study area was initially divided into the following four subareas:

**Central:** The Central subarea encompasses Main Street, 21st Avenue, and Pacific Avenue which front many different types of retail and restaurant uses. Because of the central location and the mix of nearby land uses, it is expected that this subarea will generally be the busiest and may also display the most complex demand patterns. The subarea consists of 18 block faces.

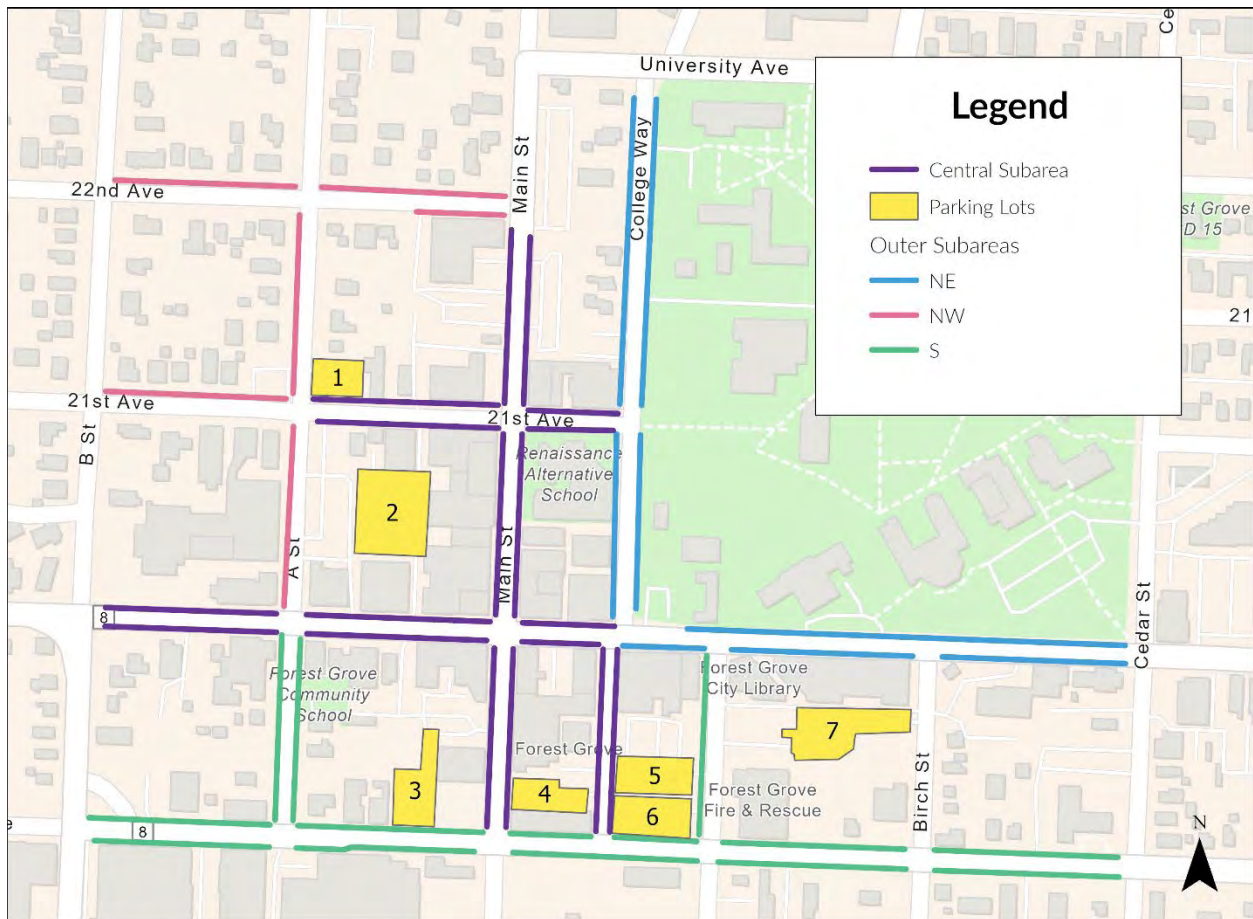
**Northeast:** The Northeast subarea is comprised of 8 block-faces along College Way and Pacific Avenue, including two long “superblock” faces, directly in front of Pacific University. While these blocks do not encompass all available parking for Pacific University, it is assumed that demand for these blocks is generally driven by the University.

**Northwest:** The Northwest subarea is comprised of block-faces along 21st Avenue, 22nd Avenue, and A Street. Land uses within this subarea are primarily residential in nature, and it is expected that residential uses drive parking demand within the subarea. The subarea consists of 10 block faces; four additional block faces in the area do not allow parking.

**South:** The South subarea encompasses 14 block-faces along 19th Avenue, Ash Street, and A Street. There are several uses within the subarea including retail uses, the police department, fire department, and some city offices and other employment uses. The mix of uses is somewhat similar to the City Center subarea, albeit with employment uses expected to generate more of the demand observed within the subarea than within the City Center subarea.

The study area and subareas are shown in Figure 1.

The data collection was conducted in two steps: an inventory of parking supply, followed by observations and analyses of demand and turnover. The parking supply inventory was conducted in the field, with the project team recording the number of stalls and the types of stalls and/or regulatory signage/stripping for each block face and public parking lot within the study area. Quantifying the number of stalls is straightforward for block faces and lots with striped parking; for unstriped parking, a combination of physical measurements and utilization observations were used to determine an approximate number of stalls.



**Figure 1:** Study area block faces and parking lots

Demand observations were conducted following conclusion of the supply inventory. The initial work on this project included observations on two study days:

- Data were collected on Saturday, August 17, 2019, to observe a heavy-demand scenario: The *Forest Grove UnCorked* festival, which drew a significant number of visitors and entailed the closure of parking along Main Street between Pacific and 21<sup>st</sup> Avenues. This study day was expected to be among the busiest days of the year.
- Data were collected on Thursday, August 22, 2019, to observe what was expected to be a typical weekday.

As described above, when work on the project resumed in early 2022, two additional study days were selected:

- Data were collected on Saturday, February 5, 2022, to observe a typical weekend day with Pacific University in session.

- Data were collected on Tuesday, February 8, 2022, to observe a typical weekday with Pacific University in session.

The type and frequency of demand observations varied by subarea as follows:

- For the **City Center subarea**, hourly occupancy and turnover data were collected. This entails recording a unique identifying feature for each vehicle observed—typically the first three to four characters of the license plate—to determine how long vehicles are occupying a particular stall. The data collection occurred from 10:00 am to 8:00 pm.
- For the **seven parking lots**, hourly occupancy data were collected. These data are collected simply by counting the number of vehicles parked each hour. Some lots include spaces that are unavailable for public use, e.g., much of the parking in parking lot #5 is reserved for city employees; these stalls were not included in the data collection efforts. Data collection hours were again 10:00 am to 8:00 pm.
- For the **South, Northeast, and Northwest subareas**—also referred to as outer subareas within this document—occupancy data were collected three times on each study day. Data were collected at expected peak times during each day: 11:00 am, 1:00 pm, and 5:00 pm during the midweek study day and 12:00 pm, 2:00 pm, and 6:00 pm during the weekend study day.

## Stall Counts and Types

The results of the parking inventory are summarized in Table 1. Descriptions of the stall types are provided below.

**Table 1:** Locations, numbers, and types of stalls in the downtown study area

Location	Stall Counts by Type					Total
	Unregulated	Timed	ADA	EV	School	
<b>On-Street</b>						
Central Subarea	0	169	2	0	0	<b>171</b>
Northeast Subarea	0	180	1	4	0	<b>185</b>
Northwest Subarea	46	24	0	0	0	<b>70</b>
South Subarea	69	73	0	0	0	<b>142</b>
<b>Lots</b>						
Lot #1	18	0	1	0	0	<b>19</b>
Lot #2	49	0	3	3	0	<b>55</b>
Lot #3	22	0	2	0	7	<b>31</b>
Lot #4	0	22	1	0	0	<b>23</b>
Lot #5	0	15	1	0	0	<b>16</b>
Lot #6	30	0	2	1	0	<b>33</b>
Lot #7	22	0	3	0	0	<b>25</b>

The study area includes the following types of parking stalls:

- **2-Hour:** Stalls that allow for time stays up to two hours between 8:00 am and 5:00 pm. These are found throughout the downtown area, and striped parallel stalls are often signed as 2-hour stalls.
- **4-Hour:** Stalls that allow for stays up to four hours between 8:00 am and 5:00 pm. Within the study area, these are found primarily along College Way
- **Short-stay:** These stalls are signed for 30 minute maximum stays and are located sporadically throughout the study area.
- **Unregulated:** Spaces that have no signage or restrictions on the amount of time a vehicle stays
- **Disabled:** Spaces reserved for use by those displaying a disabled placard, license plate, or other legal permit
- **School parking:** Spaces that are reserved for school/university demand during some or all of the day
- **Unregulated:** Stalls that do not have time limits or use restrictions.

## Terminology

The key metrics employed in this analysis are described below:

**Occupancy** is a measure of how much of the parking supply of a given area is utilized, expressed as a percentage of the total parking supply. For on-street parking, parking is considered “functionally full” when occupancy levels exceed 85%; this is often indicative of a need for a change in management. The term ‘peak hour(s)’ is used in this report to indicate the hour of the day when occupancy was observed to be the highest. The timing of the peak hour and the occupancy level during the peak hour relative to other times of the day reveal important information about drivers of demand.

**Stay length** is the duration of time that a particular vehicle was observed to occupy a particular parking space. Stay lengths of more than three to four hours likely indicate residential or commuter demand, while shorter stay lengths are likely to indicate demand for retail, restaurant, entertainment, or commercial uses. Since each parking space for which turnover was measured was observed once per hour, stay lengths are recorded as the total number of hours that a particular vehicle was observed.

**Total vehicles** quantifies the number of unique vehicles (based on the recorded license plate numbers) observed during a given study period. This metric complements duration of stay in providing an understanding of the turnover of parking stalls. Along commercial corridors, it is desirable for parking to serve as many unique vehicles as is practical, as it indicates a high turnover of customers. A parking stall serving fewer than three unique vehicles over the study day is likely serving residential demand or a lower demand area, while three or more unique vehicles served is more likely indicative of a parking space serving commercial uses or a mix of uses. Since data were collected once per hour, the number of unique

vehicles served reported therein is likely lower than the actual number of unique vehicles served, as there is a chance any stay under one hour total will not be observed.

**Percentage of overstays** is reported for stalls that have a signed maximum stay length, and refers to the percentage of vehicle that were observed to exceed the time limit. High percentage of overstays could indicate that time limits are not adequate to serve demand; conversely, they could also represent the need for more robust enforcement. As with other turnover metric, the percentage of overstays reported herein are affected by the one-hour resolution of data, and thus entail uncertainty for spaces with time limits of one hour or less.

## 2. Parking Supply, Demand, and Turnover Analysis

## Occupancy Maps

This section presents the observations and analyses for the parking study conducted in February 2022. The previous analyses for this planning effort, based upon data collection that took place in August 2019, were originally presented in a memorandum from November 2019; this memorandum is included in the appendix to this report. Where appropriate, these analyses highlight key differences between the current findings and those from 2019. The recommendations presented in the following section take the aggregate of these analyses into account.

One of the best tools for visualizing parking demand is by composing a heatmap where each block face or parking lot is colored based upon the percentage of overall stalls occupied.

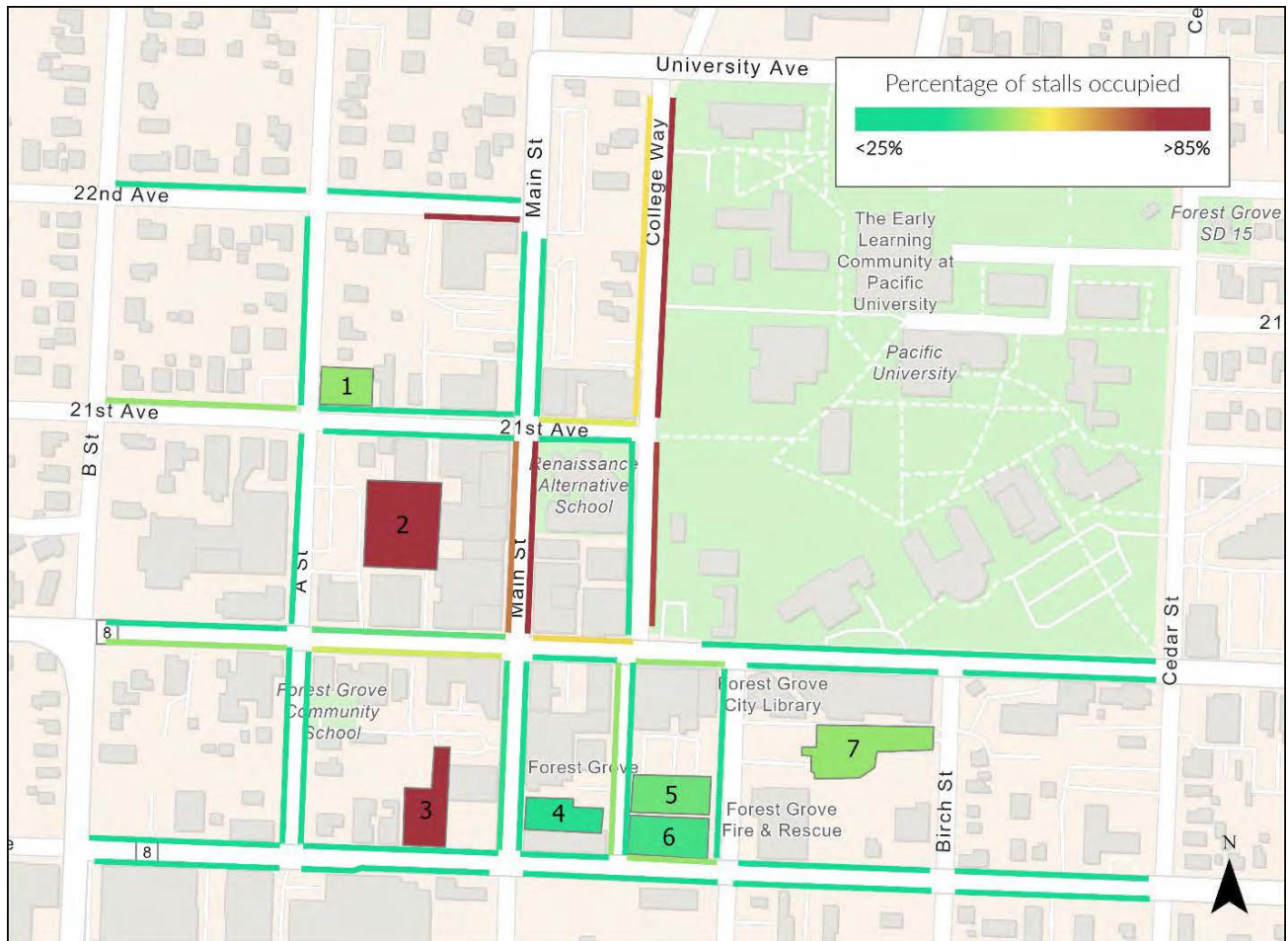
The following six figures present heat maps for the February 2022 round of observations in Forest Grove:

- Figure 2 on page 13 illustrates the demand during the 11:00 am hour on the midweek study day
- Figure 3 on page 14 illustrates the demand during the 1:00 pm hour on the midweek study day
- Figure 4 on page 15 illustrates the demand during the 5:00 pm hour on the midweek study day
- Figure 5 on page 16 illustrates the demand during the 12:00 pm hour on the weekend study day
- Figure 6 on page 17 illustrates the demand during the 2:00 pm hour on the weekend study day
- Figure 7 on page 18 illustrates the demand during the 6:00 pm hour on the weekend study day

Within these figures, brighter greens and cooler colors represent block faces and lots with low demand and thus available parking, while brighter reds and warmer colors represent block faces and lots with high demand and thus little to no available parking. A common rule of thumb in parking management is that demand levels above ~85% is considered "functionally full," as research has shown that detrimental impacts to the overall system begin to occur at this level. Thus, demand at or above 85% is shown as "fully red" on the maps.

Maps for the remaining observation hours, during which only the Central subarea and parking lots were observed, are shown in Appendix A.

## Occupancy Map | Tuesday February 8, 2022 11:00 am

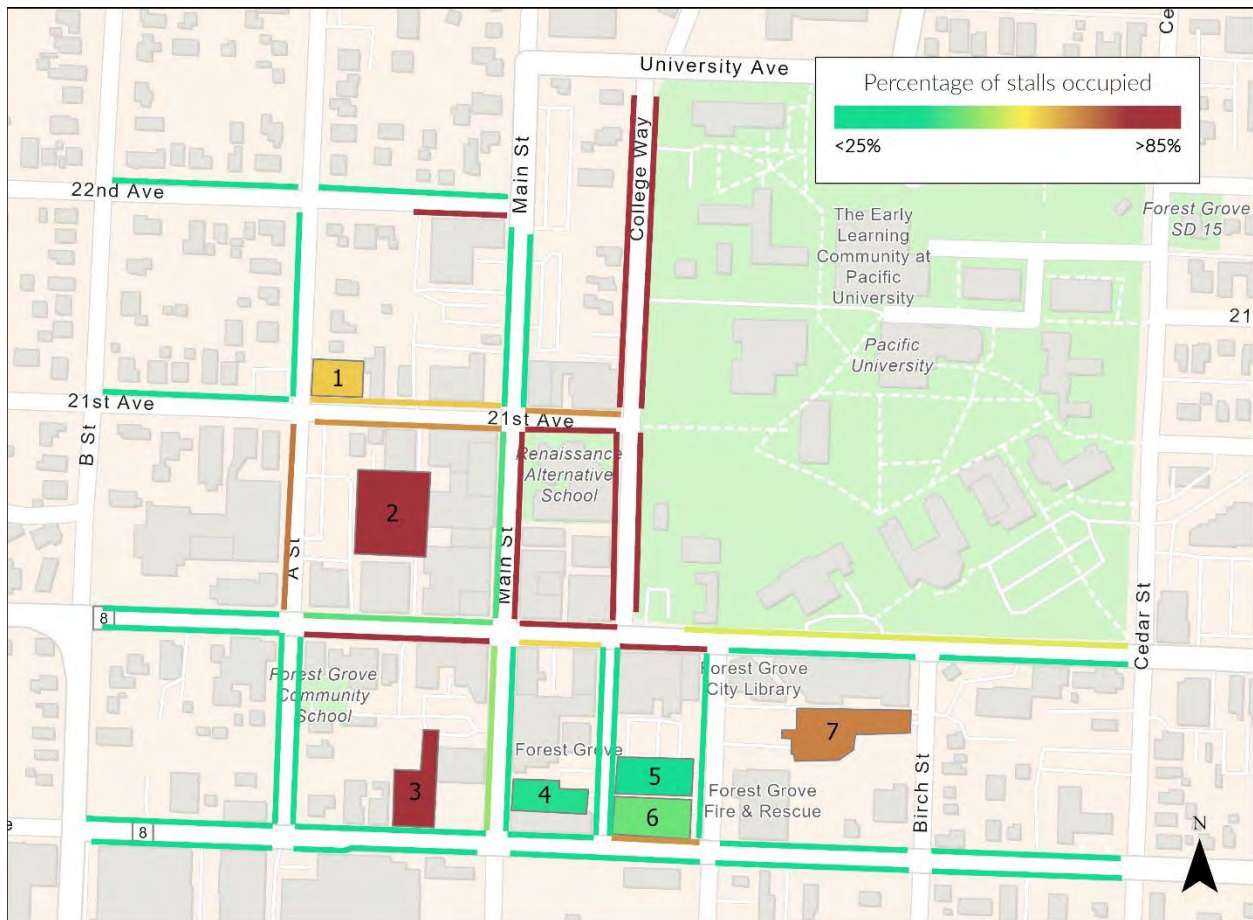


**Figure 2:** Percentage of stalls occupied for each blockface and parking lot in the study area at 11am on the midweek study day

### Takeaways:

- Demand early in the day is concentrated along the block of Main Street between Pacific and 21<sup>st</sup> Avenues, along College Way adjacent to Pacific University, and within parking lots #2 and #3. Outside these areas, there is ample parking available throughout the study area. Most land uses in the area begin to peak after the 11:00 am hour and this appears to manifest in the demand patterns.

## Occupancy Map | Tuesday February 8, 2022 1:00 pm

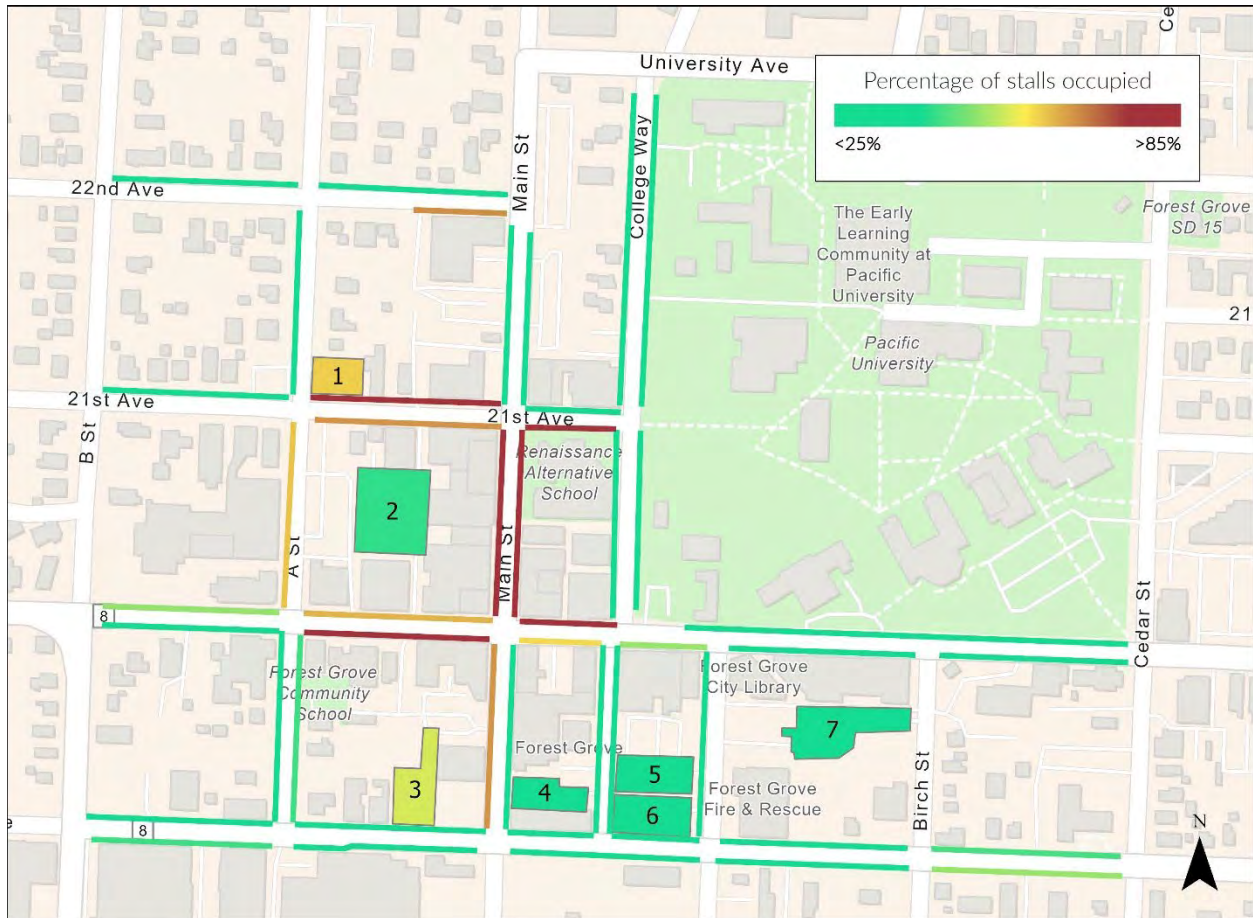


**Figure 3:** Percentage of stalls occupied for each blockface and parking lot in the study area at 1pm on the midweek study day

### Takeaways:

- The 1:00 pm hour was observed to be the earlier of two observed peaks during the midweek study day; this is described in more detail in the following section. During this hour, Main Street and adjacent to Pacific University continue to see the high demand observed at 11:00 am. Additionally, parking along other block faces along Pacific Avenue, College Way, 21<sup>st</sup> Avenue, and A Street is beginning to fill, and increased demand is evident in parking lots #1 and #7 while lots #2 and 3 remain at or near capacity. Parking areas south of Pacific Avenue remain reasonably low in demand at this hour.

## Occupancy Map | Tuesday February 8, 2022 5:00 pm

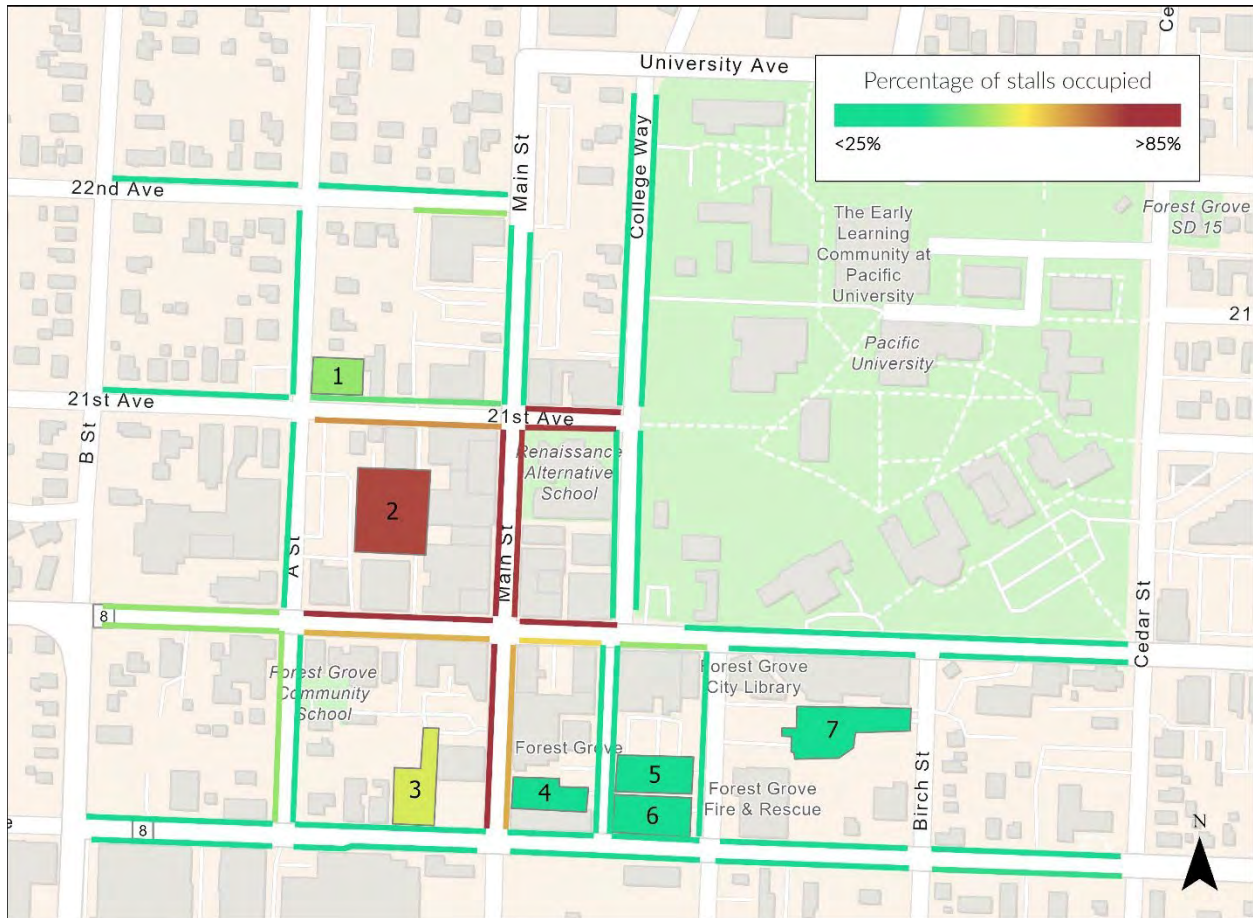


**Figure 4:** Percentage of stalls occupied for each blockface and parking lot in the study area at 5pm on the midweek study day

### Takeaways:

- The 5:00 pm hour on Tuesday was found to be the peak hour for parking demand on-street within the Central subarea. High demand rates are observed along Main Street, Pacific Avenue, and 21<sup>st</sup> Avenue, and A Street. This is likely due primarily to the retail, restaurant, and related uses downtown as demand from Pacific University has waned by 5pm and parking occupancy in the *Northeast* subarea is accordingly low. Some demand due to restaurant and entertainment uses south of Pacific is evident within Lot #3 and nearby on-street parking.

## Occupancy Map | Saturday February 5, 2022 12:00 pm

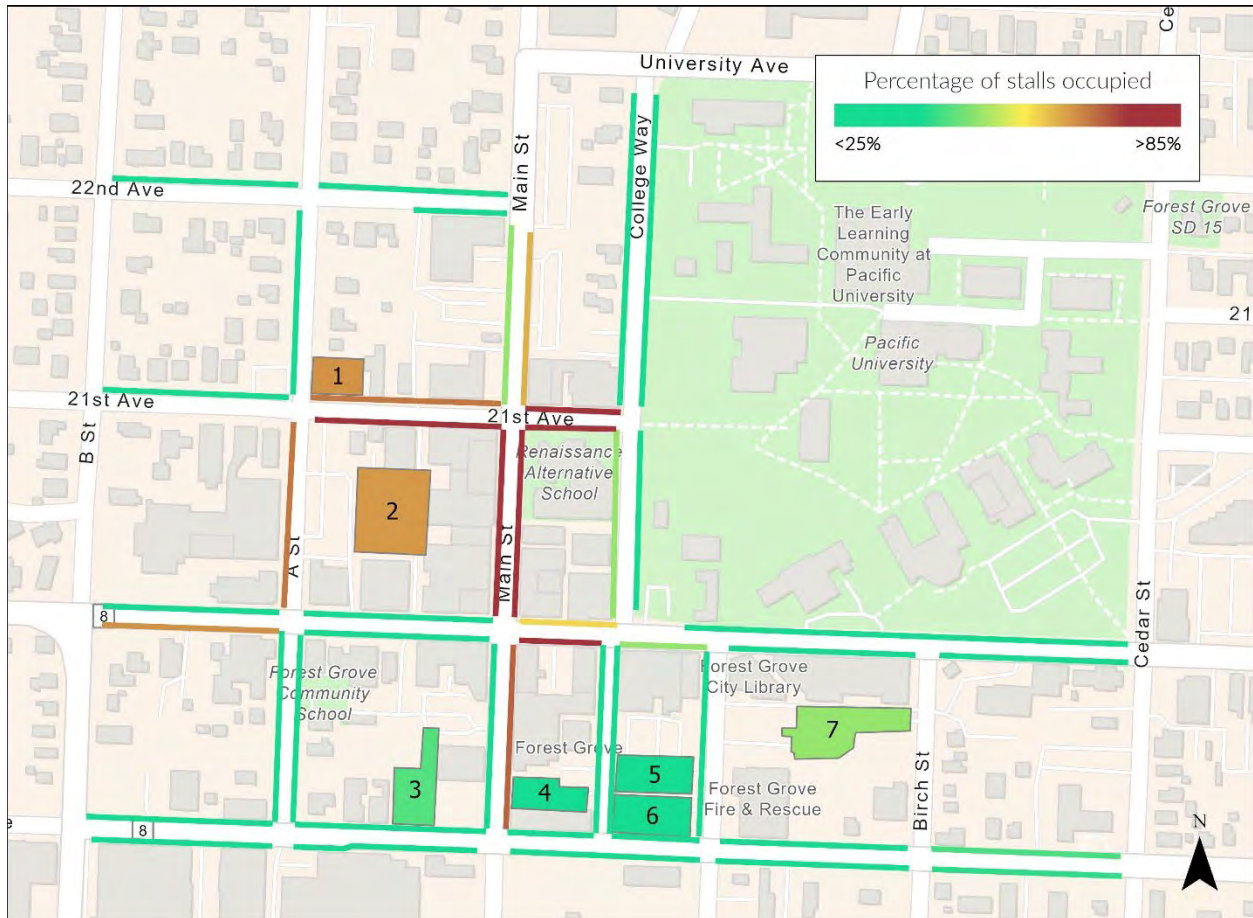


**Figure 5:** Percentage of stalls occupied for each blockface and parking lot in the study area at 12pm on the weekend study day

### Takeaways:

- The 12:00 pm hour on Saturday was observed to be the busiest hour of the day for on-street parking within the Central subarea and parking lot#2. High demand is observed along Main Street, 21<sup>st</sup> Avenue, and Pacific Avenue, and on-street parking is in greater demand south of Pacific Avenue now than at any point during the weekday study day. Notably, demand along Main Street at the northern extents of the study area remains low even as nearby parking fills. It is expected that this demand derives primarily from downtown’s restaurant, retail, and entertainment uses, and people generally park adjacent to their destination where possible—which it typically is—and take parking further away only where it is not.

## Occupancy Map | Saturday February 5, 2022 2:00 pm

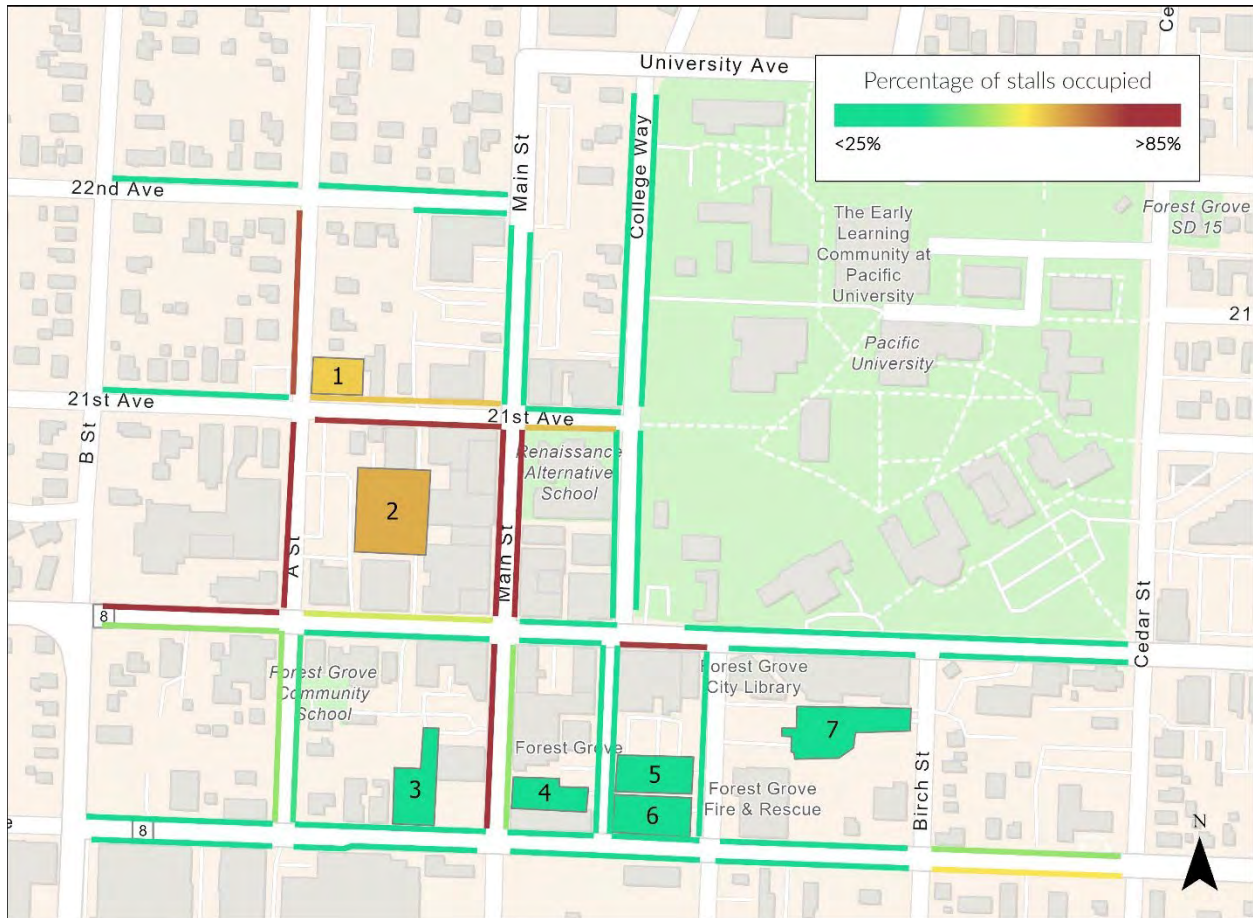


**Figure 6:** Percentage of stalls occupied for each blockface and parking lot in the study area at 2pm on the weekend study day

### Takeaways:

- Throughout the earlier hours of the weekend study day demand levels are observed to be relatively consistent, and aggregate demand at 2:00 pm is nearly identical to demand at noon although in some cases the busiest block faces have moved. Parking along the segment of Main Street between Pacific and 21<sup>st</sup> Avenues remains in high demand, and parking along 21<sup>st</sup> Avenue and Lot #1 are observed to be busier than at noon while demand in Lot #2 and along Pacific Avenue has fallen off somewhat. Parking along Main Street north of 21<sup>st</sup> sees its highest demand of the study during this hour (though it is still in relatively low demand) while other outlying areas remain in low demand.

## Occupancy Map | Saturday February 5, 2022 6:00 pm



**Figure 7:** Percentage of stalls occupied for each block face and parking lot in the study area at 6pm on the weekend study day

### Takeaways:

- By 6:00 pm on the weekend study day demand has fallen off a bit compared to the busier earlier hours, but the Central subarea remains relatively busy. Additionally, demand along some outlying blocks is busier than other observation periods, typically driven by adjacent popular land uses. Segments of Main Street both north and South of Pacific Avenue along with segments of A Street, 21<sup>st</sup>, and Pacific Avenues remain in heavy demand, and lots north of Pacific Avenue see moderate to heavy demand.

## Central Subarea Occupancy

Another useful way to visualize parking demand is by plotting the percentage of occupied stalls versus time of day as a line graph. These charts are often colloquially called “camel curves,” as the number, size, and timing of the “humps” reveals important information about the demand patterns and uses driving them.

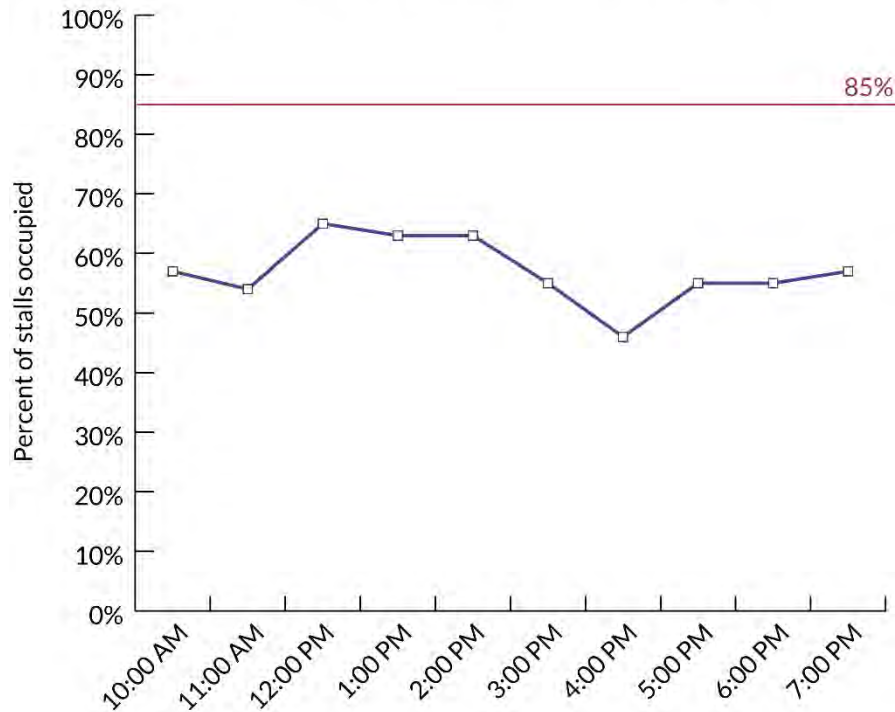
The occupancy curve for the midweek study day for the Central subarea is shown in Figure 8. The occupancy curve for the weekend study day for this subarea is shown in Figure 9.



**Figure 8:** Percentage of stalls occupied by hour in Central Forest Grove during midweek study day

### Parking Occupancy

City Center Study Area | Saturday February 5, 2022



**Figure 9:** Percentage of stalls occupied by hour in Central Forest Grove during weekend study day

#### Takeaways:

- For the weekday study day, two distinct peaks were observed: an early peak during the 1:00 pm hour and a second peak during the 5:00 pm hour. Peak periods on Saturday were longer and less distinct. These patterns are typical of those seen in mixed-use commercial settings, with peaks corresponding roughly to lunch and dinner hours indicative of the retail, restaurant, and entertainment uses driving the bulk of demand in this area.
- Demand levels varied between about 40% and 70% during the weekday study day. On Saturday, they remained within an even tighter window, between 46% and 65%. This is likely indicative of a robust mix of uses driving demand, which generate peak demand at different times and thus in total generate a consistent level of demand over the course of the day. Notably, demand does not fall off significantly after 5:00 pm although stay time regulations are signed to end at this time.
- While demand within the Central subarea as a whole does not approach 85%, the parking north of Pacific Avenue tends to see higher demand levels than parking south of Pacific. A closer look is taken at this high-demand area in a subsequent section.

## Turnover

Turnover properties for the Central subarea are shown in Figure 10 for the midweek study day and in Figure 11 for the weekend study day. These figures show a graph of the number of vehicles observed in “bins” based upon the number of hours they are observed to stay. As a measurement of the overall impact on the parking system, the number of stall-hours occupied by vehicles for each one-hour time stay bin is also shown. As an example, one vehicle parked for five hours and five vehicles each parked for one hour would each represent five stall-hours.

The total number of vehicles observed, the average stay time, and the percentage of total vehicles observed to have exceeded the two-hour time limit are also reported.

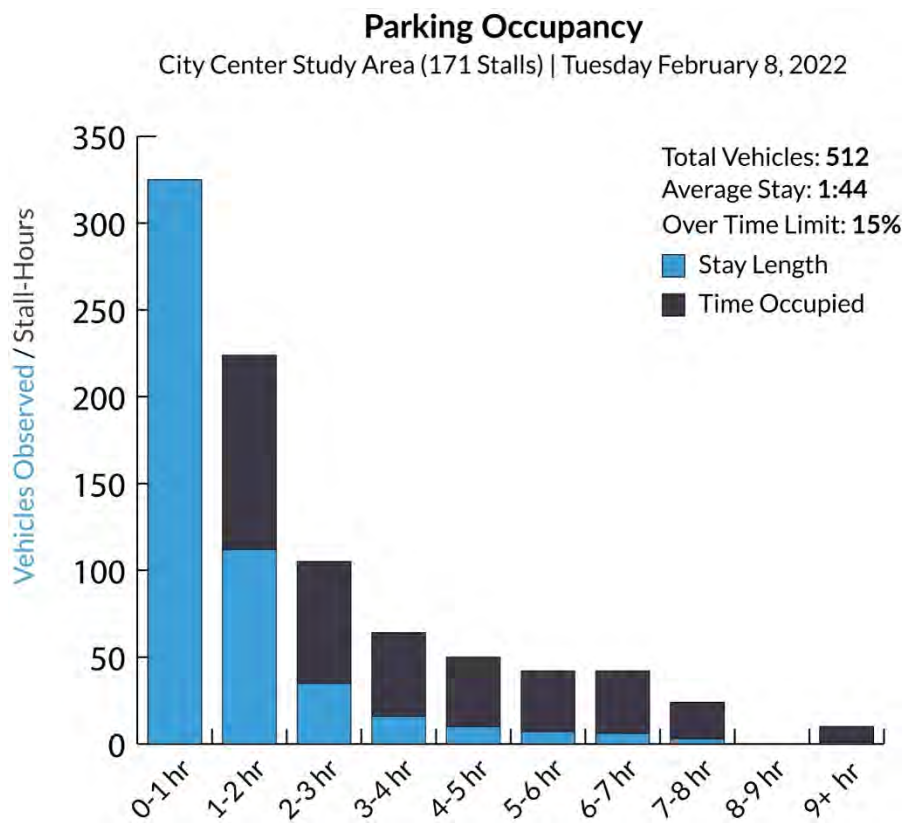


Figure 10: Stay lengths for weekday study day

## Parking Occupancy

City Center Study Area (171 Stalls) | Saturday February 5, 2022

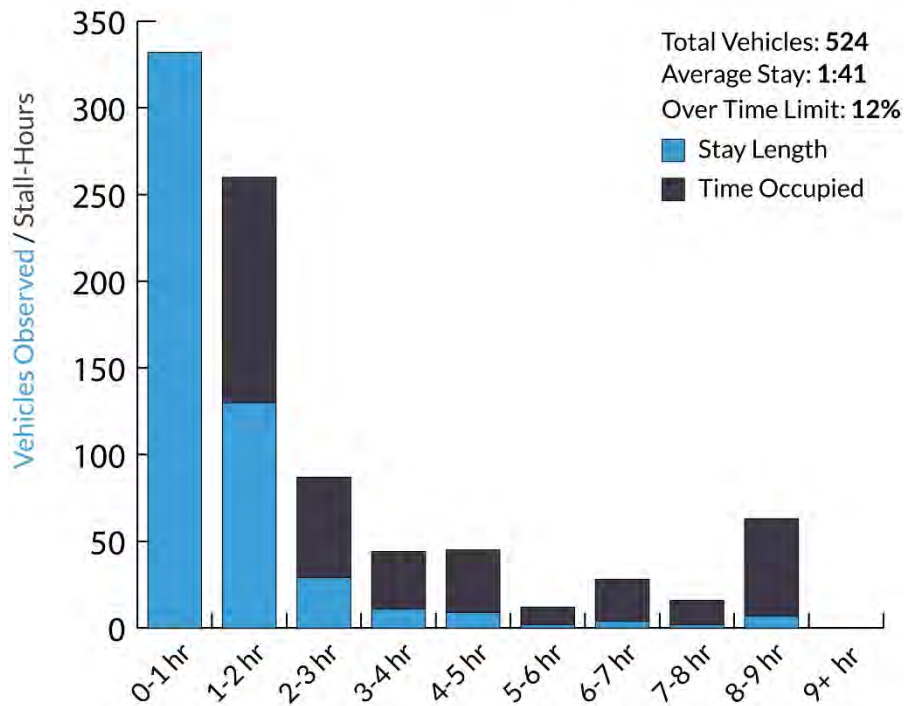


Figure 11: Stay lengths for weekend study day

### Takeaways

- Turnover properties were largely similar on both study days. The system served 512 vehicles during the weekday study period and 524 during the weekend. Average stay times were 1 hour 44 minutes during the weekday and 1 hour 41 minutes during the weekend. A total of 15% and 12% of vehicles were observed to exceed the signed two-hour time limits on the weekday and weekend, respectively.
- The two-hour time limits appear to be appropriate for most of the demand served by the system. On both study days, a majority of vehicles were observed to stay one hour or less, and a majority of the remaining vehicles stayed less than two hours. These shorter stays accounted for most of the overall demand upon the system in terms of time-based impact.
- For longer stays, it is likely that those in the three- to four-hour range are visitors and customers while the longer stays are likely employees or proprietors of local businesses. Management measures aimed at driving this longer-term demand to parking lots may help relieve congestion; however, the overall impact of overstays upon the system is reasonably light and tends to concentrate toward times and areas where demand is lower.

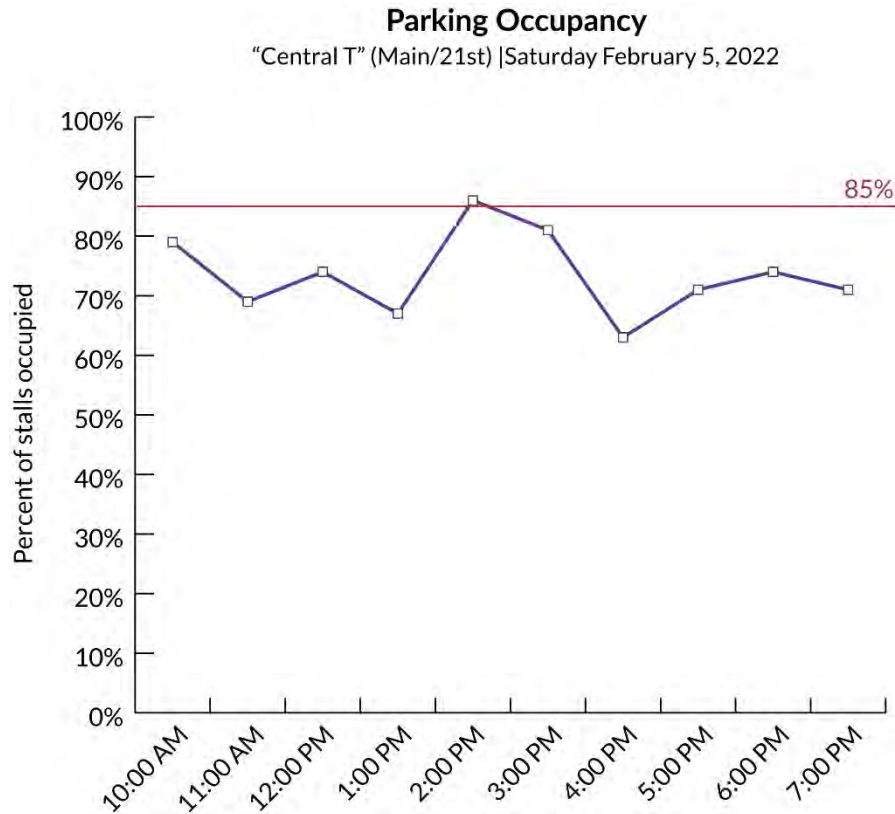
## Highest Demand Area (“Central T”) Occupancy

As noted above, it is evident that during the commercial peak demand periods parking north of Pacific Avenue within the downtown area tends to be more congested than the parking south of Pacific Avenue. To further explore trends within this area, occupancy curves are presented for the highest-demand area within downtown, dubbed the “Central T” and consisting of the segment of Main Street between Pacific and 21<sup>st</sup> Avenues, and the segment of 21<sup>st</sup> Avenue between College Way and A Street.

The occupancy curve for the midweek study day is shown in Figure 12 and the occupancy curve for the weekend study day is shown in Figure 13.



**Figure 12:** Percentage of stalls occupied by hour within highest demand area during weekday study day



**Figure 13:** Percentage of stalls occupied by hour within highest demand area during weekend study day

### Takeaways

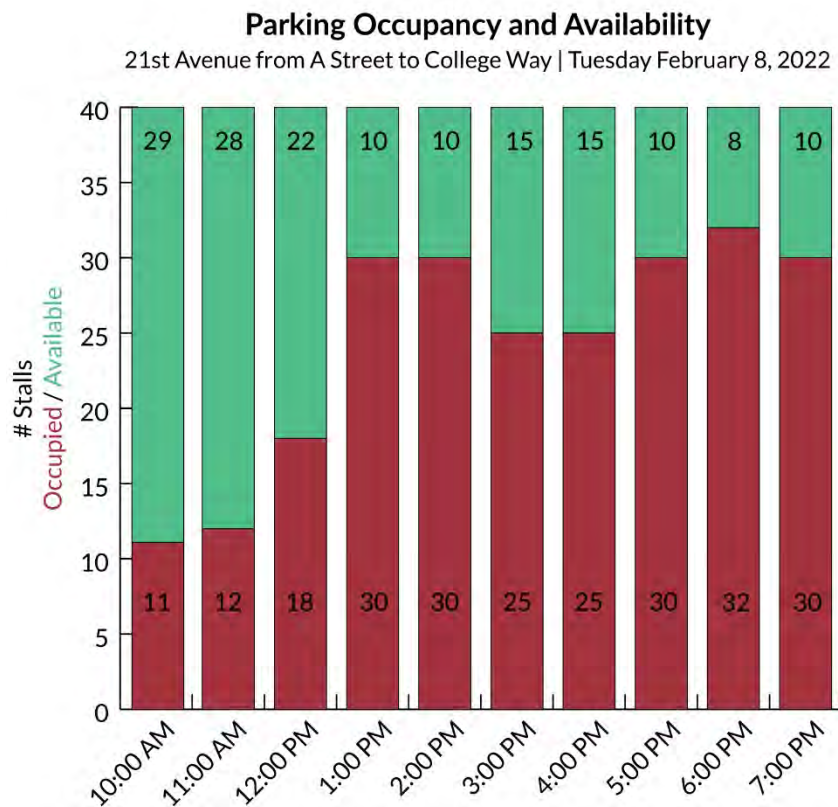
- During both study days, occupancy was at or near 85% of capacity during the peak demand periods. This is the point at which potential or perceived negative impacts from parking congestion often begin to manifest. Because this part of downtown operates relatively independently of the rest of the Central subarea and sees demand consistently approach this level, customers and businesses downtown likely experience these impacts even though parking supply in aggregate is sufficient in downtown.
- As with the greater Central subarea, demand within the “Central T” was observed to be more consistent on the weekend study day than during the weekday. During the weekend, only one apparent peak was observed, occurring during the 2:00 pm hour. During this time, demand was 86%. During the rest of the study day demand was consistently 63% or higher. By contrast, two apparent peaks—at 1:00 pm and 6:00 pm—were observed during the weekday study day, and demand was observed to be as low as 43% at 10:00 am and as high as 88% during the 6:00 pm peak. In both cases, these patterns are indicative of those driven by retail, restaurant, and entertainment uses, which display similar peaks during weekdays and flatter demand levels on weekends.

## Festival Street Impacts

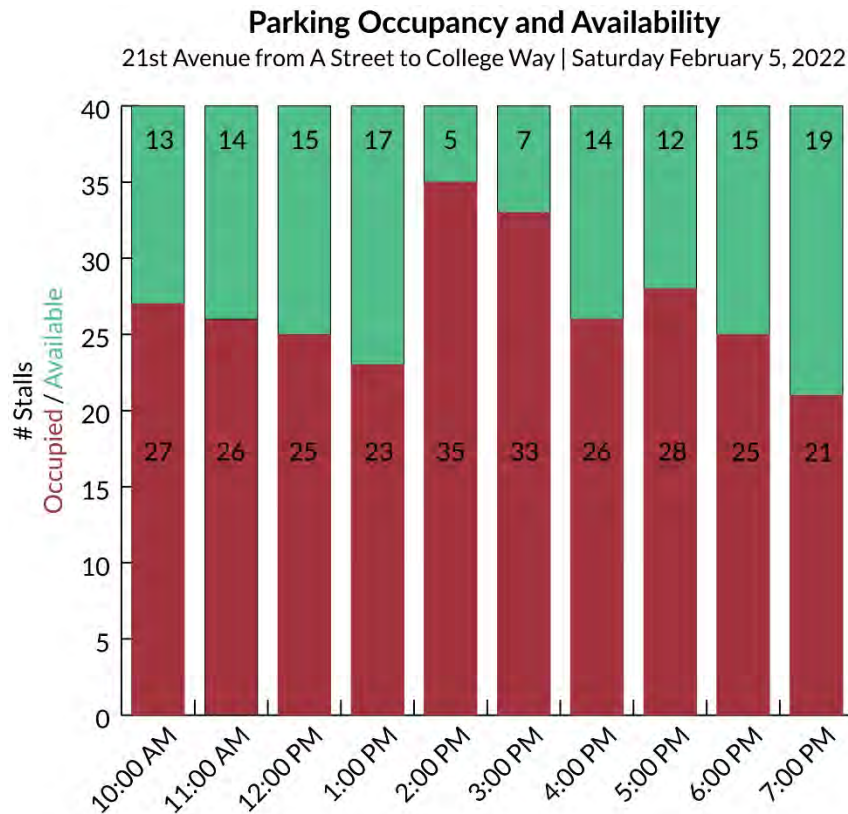
A Festival Street is proposed for the segment of 21st Avenue between College Way and A Street, which would feature numerous elements to enhance the vibrancy of the street and create a destination for events and activities. The proposed redesign reduces the on-street parking supply by seven stalls. A key element of this parking plan is to identify and address any potential impacts arising from the proposed Festival Street.

At the time of the 2022 analysis, there were 40 functional parking stalls along the segment of 21<sup>st</sup> Avenue proposed for redesign. It is noted that this is a reduction of one stall from the 2019 counts; this stall has been converted to outdoor seating for Bella Donna’s restaurant. The redesign of 21<sup>st</sup> Avenue currently under consideration shows 33 parking stalls.

Figures 14 and 15 summarize the parking occupancy and availability along the affected segment of 21<sup>st</sup> Avenue for the weekday and weekend study day, respectively. These figures present stacked bars corresponding to each study hour, with occupied stalls shown at bottom in red and available stalls shown above in green.



**Figure 14:** Occupied and available on-street parking stalls by hour on weekday study day for segment of 21st Avenue proposed as Festival Street



**Figure 15:** Occupied and available on-street parking stalls by hour on weekend study day for segment of 21st Avenue proposed as Festival Street

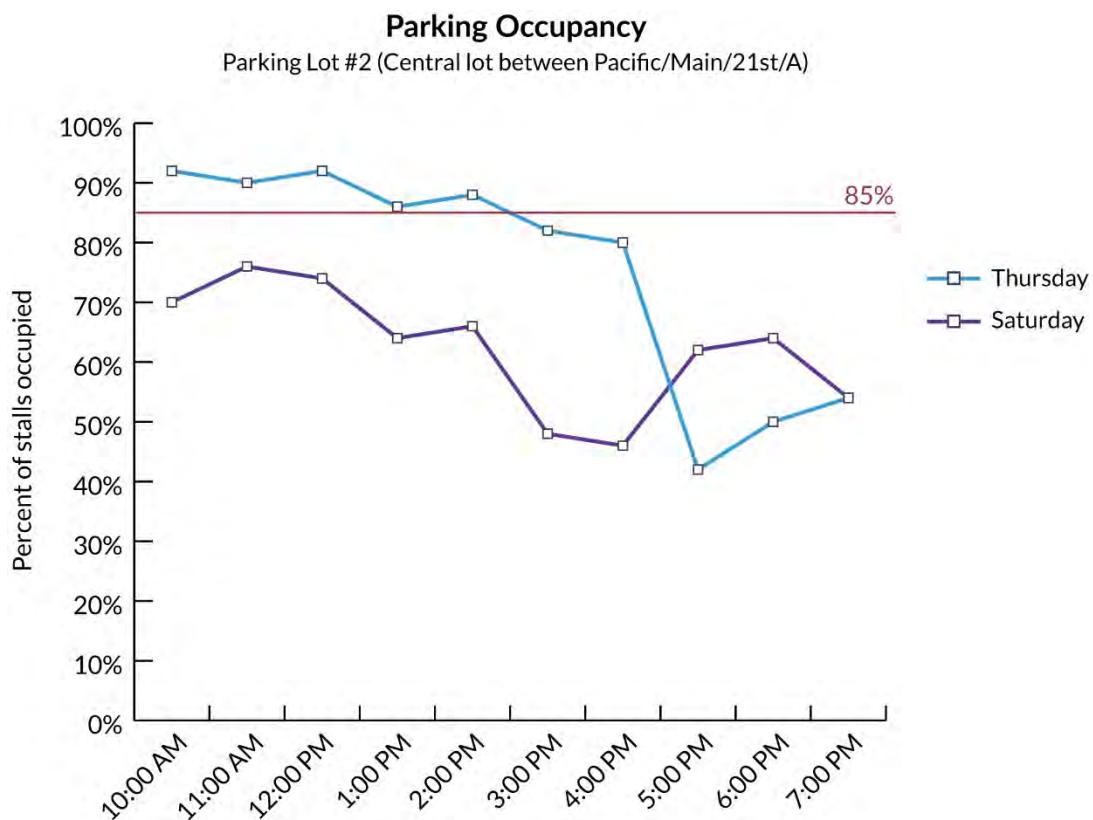
## Takeaways

- For most of the day on both study days, there is ample parking supply along 21st Avenue to accommodate observed demand. There was more demand than could be accommodated by the 33 stalls remaining after the redesign observed during only one study hour: the 2:00 pm Saturday afternoon peak, with a demand for 35 stalls. While parking would be tight or full during several other hours following the redesign, there would be sufficient parking to accommodate that demand directly on 21<sup>st</sup> Avenue during all other hours.
- As described above, there are numerous empty stalls within the downtown area even during the busiest hours. The nearby public lots in particular have capacity to handle displace demand from the redesign. Thus even without mitigations, typical demand can be met with available supply within one block of the Festival Street. However, several recommendations are offered in the following section designed to help people find and access these spaces more easily, and to stripe additional nearby street frontage to create additional parking stalls. As conversion of 21<sup>st</sup> Avenue to a Festival Street is likely to attract events and corresponding parking demand to the area, recommendations focusing on activating underutilized resources like the public parking lots will be important to the success of the Festival Street.

## Parking Lots

The downtown study area includes seven parking lots with some or all spaces available for public use. From the 2019 study and the initial observations conducted in February 2022, it became clear that the busiest and potentially most important parking lot to the overall system was Parking Lot #2. This lot, centrally located on the block bound by Pacific Avenue, 21<sup>st</sup> Avenue, A Street, and Main Street, had high demand levels consistently throughout the study.

Occupancy curves for Parking Lot #2 for both study days are presented in Figure 16 below. Occupancy curves for the remaining six public lots are presented in Figure 17 on page 28. Key takeaways for all lots follow.



**Figure 16:** Hourly occupancy of Parking Lot #2 during both study days

### Parking Occupancy: Six Outer Lots

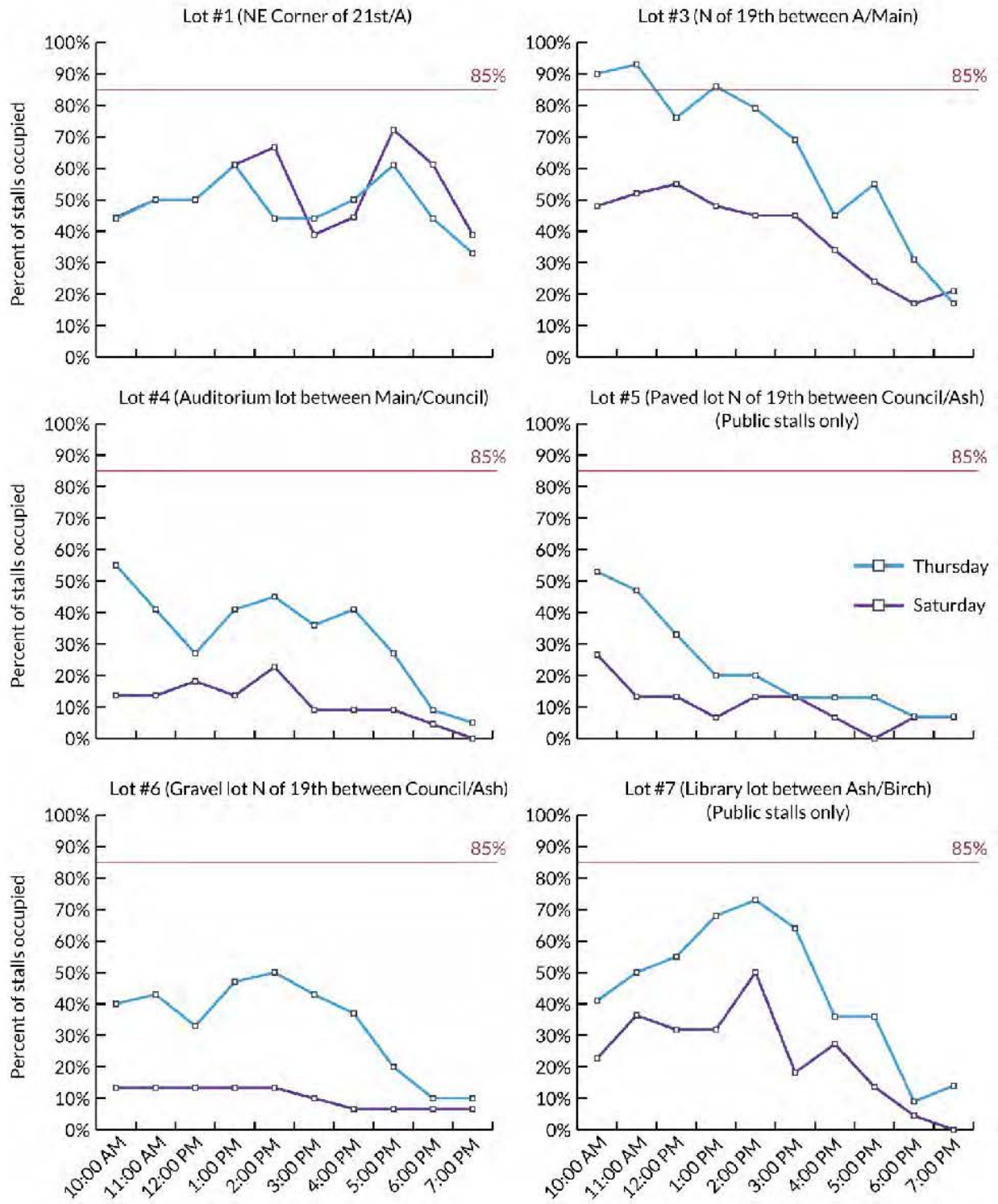


Figure 17: Hourly occupancy of Lot #1 and Lots 3-7

## Takeaways:

- **Lot #1** saw a fairly consistent level of demand varying between about 40% and 70% throughout the day on both study days. The peak periods and less busy periods observed within this lot are generally similar to those that were observed for on-street parking along blocks near this centrally-located lot. Like the Central subarea as a whole, demand for this lot was slightly lower in aggregate for this study period than in 2019. Combined with its location and overall visibility, this suggests that this lot acts as an extension of the nearby on-street system, absorbing excess demand as on-street parking fills.
- As mentioned, **Lot #2** was observed to be the busiest lot, both in terms of the number of vehicles accommodated and the percentage of occupied stalls. The lot was busiest during the daytime hours of the mid-week study day, when the lot was operating near or at capacity for the first seven observation hours before falling off at 5:00 pm. During other hours, the lot typically operated above 60% of capacity and rarely fell below 50%. Because this is the largest lot with 55 total stalls, this represents a significant number of vehicles. Even at the lowest demand levels, the lot was still observed to accommodate 24 vehicle (Tuesday 2/8) and 27 vehicles (Saturday 2/5).

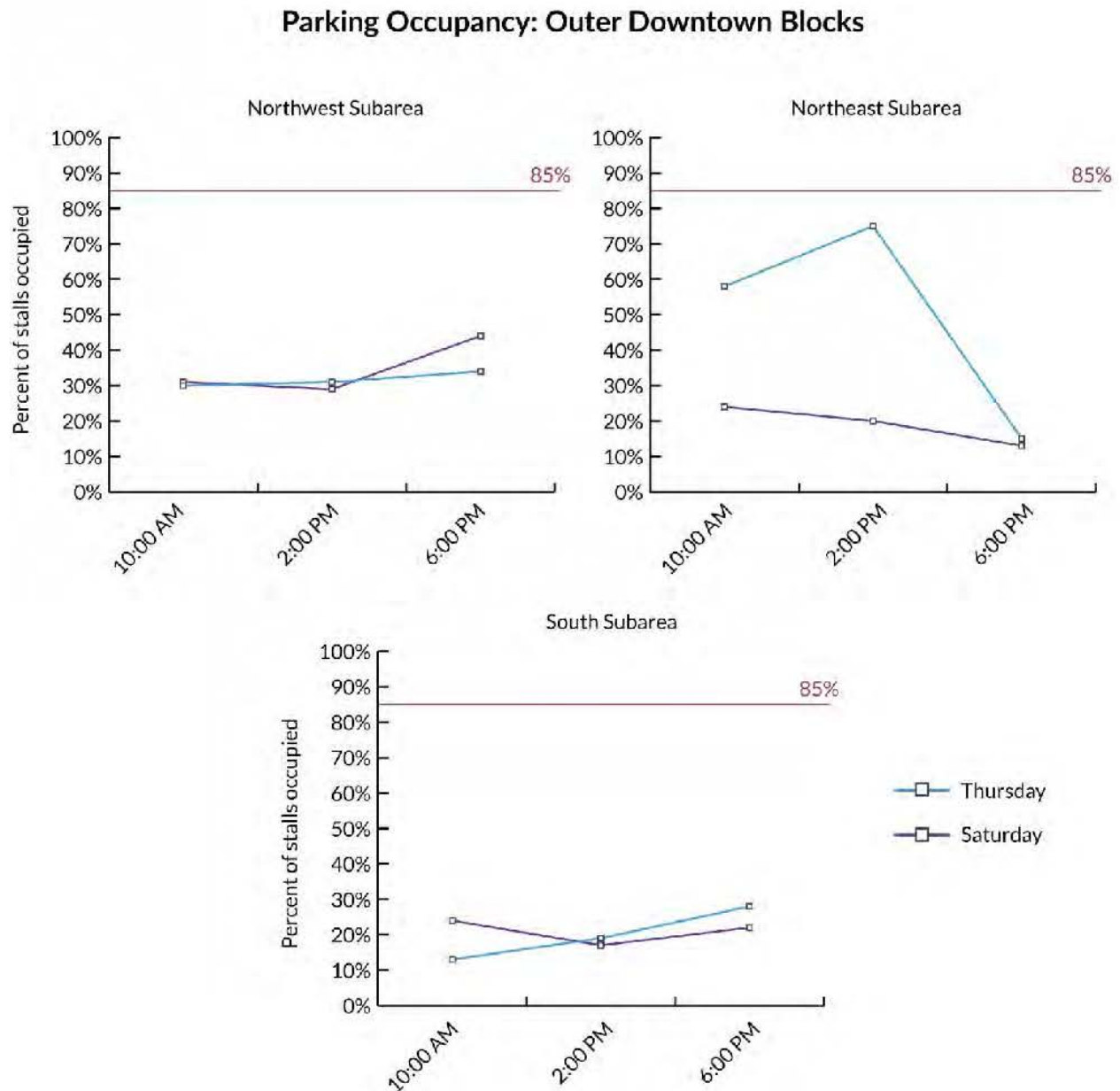
Based upon these observed usage patterns, it appears that this lot is serving primarily demand from local employees and shopkeepers, likely including many that work at businesses adjacent to the lot. Because these are high-duration stays, this relieves significant demand from the nearby on-street system. As the lot is located centrally within the highest demand area, Lot#2's impacts are likely a key reason that the system as a whole appears to be working reasonably well.

- **Lot #3** was observed to operate at or near capacity for the earlier part of the midweek study day, with demand driven by Forest Grove Community School. During these times most or all of the seven stalls reserved for school use were full, with significant demand observed within the public stalls as well. During the weekend study day, the lot operated at approximately 50% of capacity for the early part of the day. In both cases, demand for the lot begins to fall off later in the day. This is likely a function of the earlier peak periods of nearby land uses (school, bank, City offices) relative to retail, restaurant, and related uses north of Pacific Avenue.
- **Lot #4** also saw demand levels hover consistently around 40% to 50% during the midweek study day before falling off later in the day. This lot saw little to no demand during the weekend study day. This likely indicates that demand for this lot is primarily driven by the adjacent City Auditorium and other nearby city offices.
- **Lot #5** saw demand levels of around 50% early during the midweek study day, but demand fell off earlier in this lot than in Lot #4. Low levels of demand were observed throughout the weekend study day. This lot likely serves demand for visitors to nearby city offices. It is noted that this most of the parking stalls in this lot are reserved for city employees during daytime weekday hours. Only full-time public stalls are analyzed here; however employee stalls represent a potential source of additional parking for special events on weekends.

- **Lot #6** saw some demand during the midweek study period, during which it appeared to be sparsely populated by vans, pick-up trucks, and other work-related vehicles. During the weekend, it appeared to only serve a small number of vehicles. This lot appears to have ample capacity to accommodate additional demand at most or all times.
- **Lot #7** saw similar demand patterns on both the midweek and weekend study day, with a noticeable peak at the 2:00 pm hour and demand at its lowest levels at the beginning and end of the observation period. Demand was somewhat higher during the weekday than the weekend, though the overall shape of the curve is similar. This likely indicates that this lot is serving primarily demand from Forest Grove City Library and potentially visitors to the Police Department.

## Outer Subareas

Parking occupancy curves for the three outer subareas—the Northeast, Northwest, and South subareas—are shown in Figure 18. These figures show the occupancy during each of the three observation periods for these subareas, with both study days combined onto one chart.



**Figure 18:** Hourly occupancy for outer-downtown subareas during both study days

## Takeaways

- Within all three of the outer subareas, demand was generally observed to be reasonably low in aggregate. All high-demand block faces observed appeared to arise from nearby and uses; for example, demand adjacent to restaurants in these subareas (e.g. Forest Grove sushi, Growler Garage) was high during mealtime observation periods but low otherwise.
- By far, the busiest parts of the outer subareas were the block faces adjacent to Pacific University during the midweek study day. However, while these block faces accommodate a significant number of vehicles, the parking capacity adjacent to the university was observed to be sufficient to accommodate University-generated demand. Parking along the east side of College Way is striped diagonally, with 86 stalls total on the east side of the street between Pacific Avenue and University Avenue, and parallel stalls in place elsewhere adjacent to the University. Thus, while demand attributable to Pacific University was observed to be significant during the weekday, it was observed to remain local to block faces adjacent to the University with little to no spillover onto the rest of the system observed. Like other outer subarea locations, this parking saw little demand during nights and during the weekend observations. The high capacity and location of the diagonal stalls along College Way are thus good for accommodating excess demand for special events.

# 3. Recommendations

## Overview

The results of the analyses conducted for this study generally paint a picture of a parking system working reasonably well. While there can be localized congestion and areas with little to no parking during peak times, this congestion is typically limited to small areas at any one time, and downtown as a whole has ample parking supply to accommodate demand, even during the busiest times.

There are, however, significant challenges to management of the parking system, both in the present context and as Forest Grove continues to grow. As the City recovers from COVID, it is expected that downtown parking demand will only continue to grow. Maintaining good operating conditions will likely necessitate activation of parking lots and other facilities that are underutilized at present. And while parking is typically available within a block or two of any downtown destination, the highest-demand block faces often fill to capacity which can be problematic. Lastly, periodic special events such as the *UnCorked* festival attract enough demand to fill a significant share of public resources to capacity.

The set of recommendations that follows is designed to preserve and enhance the elements of the parking system that are currently working well, while improving upon observed inefficiencies and activating underutilized resources. A number of specific and immediately actionable recommendations are offered, along with a longer-term vision and future actions the City can consider and integrate with other planning efforts for the downtown area.

## Parking Lot Maintenance, Activation, and Branding

Demand across the public parking lots within downtown Forest Grove varied significantly from lot to lot, with lots toward the northern and western end of the study area generally much busier than lots toward the eastern and southern end. Below, several recommendations are offered which aim to preserve and protect the utility of the busier lots while activating presently underutilized lots to the extent possible.

### Maintenance and Preservation of Central Lot

The centrally located downtown parking lot—Parking Lot #2 as identified previously—accommodates a significant amount of overall parking demand in downtown Forest Grove, particularly during the daytime peak hours. As described in the analysis, it appears that much of the demand for this lot derives from proprietors and employees of the businesses surrounding. This means that many of the parked vehicles that use this lot are long-duration stays. Because of this, Lot #2 is of paramount importance to the overall parking system and operations and the City should prioritize its maintenance and upkeep.

In early 2020, this lot was resurfaced and re-striped. While mostly still in good repair, it is beginning to show signs of fatigue, with cracks emerging and striping fading; an example is visible in the photo in Figure 19. Further, while the parking lot is reasonably well-lit, safety concerns may arise later at night when activity downtown wanes and the lot begins to empty.

The City should prioritize maintenance of this parking lot, ensuring that the pavement and striping is refreshed on a regular basis. Because of the heavy use this lot sees, it may require these basic elements of maintenance more regularly than other lots or resources. In the longer term, the City may consider

measures to address potential safety concerns within the lot, such as encouraging dumpsters and trash receptacles to be placed in less visible locations where possible, and encouraging more adjacent businesses to utilize lot-facing frontage to bring more activity to the area.

As described above, the lot appears to serve primarily demand from nearby employees and shopkeepers at present. This is an ideal use of the lot given its location and dynamics, as it absorbs much of the long-duration demand, allowing on-street parking to remain available for valuable shorter stays likely to be driven by customers and visitors. The City may want to formalize this use of the lot by designating this as employee parking. This could potentially be done by issuing permits to park in the lot, perhaps as part of a greater permit program, but it could also simply be an “honor system” measure. Similar to the signed two-hour parking, simply signing the stalls as employee parking might result in high overall compliance even without enforcement, especially given that the parking is already largely used in this fashion.



**Figure 19:** Parking lot #2, with some signs of pavement fatigue and striping fading emerging

### Branding/Signage

At present, publicly available lots and stalls in Forest Grove can be hard to find and identify. Signage for these lots is inconsistent, with several different types of signage in use. Figure 20 shows examples of the different styles of signage currently installed within public lots. These differences in signage can

sometimes present ambiguity or cause confusion among visitors. It is recommended that the City install consistent, uniform signage as budget allows, ensuring that all public parking lots are designated with the same sign or style of signs, and any signage managing parking within the lots—e.g., signs marking two-hour time limits—is consistent from lot to lot.



**Figure 20:** Several different types and styles of signage are used within the public lots in downtown Forest Grove. It is recommended that the City install consistent, uniform signage.

Grants Pass, Oregon, provides a good example of effective parking lot branding. Lots are each named based on a theme—local animals in this case, e.g., Duck Lot, Owl Lot, Beaver Lot—and each lot has an accompanying piece of art or signage. The public lots are clearly and consistently signed with a sign style that incorporates the city’s logo and is consistent with its other branding. Some examples of the signage from Grants Pass are shown in Figure 21.



**Figure 21:** Signage and accompanying art/murals from Grants Pass, Oregon provide a best practice for parking lot branding

This sort of branding and signage can be an excellent way to encourage utilization of parking lots, helping in two ways:

1. It provides affirmation for visitors and others who may not be familiar with local regulations that the parking is indeed legal and publicly available; and
2. For those who may be unfamiliar with the area, it provides a landmark that helps them to navigate and easily locate their vehicle at the end of their stay.

The City of Forest Grove should adopt a similar branding convention. Lot names and potentially amenities could be integrated into other planning and placemaking efforts as with Grants Pass, or the City might consider naming lots based on their desired or expected use. An example of the latter might entail rebranding Lot #1 as the “Festival Street Lot,” Lot #2 as the “Employee Lot,” Lot #4 as the “Auditorium Lot,” etc. Regardless of the naming convention, the key is to provide clear and consistent signage, and to ensure that the lots are consistently labeled across the City’s wayfinding, maps, and related resources.

### Paving and Striping Lot #6

Over the longer term, the City may consider paving and striping Lot #6. This lot is currently gravel and was observed to be inefficiently utilized even during periods where there may be nearby demand. Striping and paving this lot is a clear way to add capacity to the system and effectively create a new resource to relieve pressure on the greater system. However, this is likely to be among the more expensive projects to implement recommended here, and there is not presently significant demand for this parking aside from the busiest days of the year. Thus, this project is recommended as a potential future mitigation as demand in the area rises and funding becomes available.

## New On-Street Striped Parking

In most downtown contexts, striping on-street parking stalls leads to more efficient utilization of the space by providing affirmation and guidance. While much of the highest-demand parking in downtown Forest Grove is presently striped, it is recommended that the following additional striping be added to improve efficiency of the system and support emerging land use and demand patterns.

### Main Street between 21<sup>st</sup> and 22<sup>nd</sup> Avenues

As noted above, the segment of 21<sup>st</sup> Avenue between College Way and A Street is proposed for a “Festival Street” redesign that would reduce parking supply along the impacted segments from 40 stalls to 33.

While parking supply in the downtown area was found to be sufficient to accommodate typical demand as-is, a key recommendation identified in this planning work is the addition of striping for 19 total stalls—an increase of 16 from the three striped currently—to the segment of Main Street north of 21<sup>st</sup> Avenue. This parking was not observed to be in high demand currently, and is thus ideally situated to relieve pressure on the system resulting from the Festival Street redesign. Striping this parking will increase effective capacity of the system and improve the efficiency with which the parking is utilized.

This proposed restriping along Main Street is shown in Figure 22.

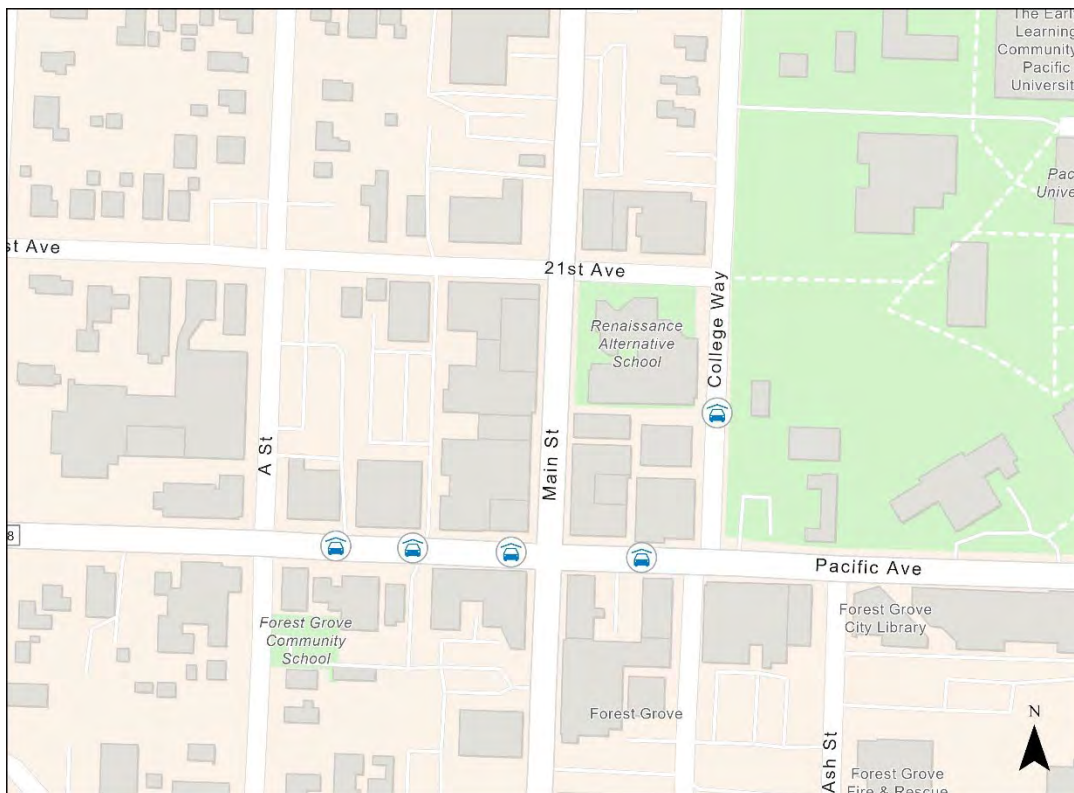


**Figure 22:** Recommended striping to create additional stalls along Main Street north of 21<sup>st</sup> Ave

### Other Centrally Located Streets

City of Forest Grove Public Works has identified five additional locations where an additional parking stall could be created through restriping. Based upon the results of our study, these stalls are located within the highest-demand areas downtown and addition of these stalls would not have a deleterious impact on the walking environment or street culture. Thus, we recommend that the City restripe to create these stalls as proposed by Public Works.

A map showing the locations of the five new parking stalls as proposed is shown in **Figure 23**.



**Figure 23:** Additional recommended parking as identified by Forest Grove Public Works

### Pacific and Western Downtown

In addition to the areas noted above, there was one block face within the Central subarea that is not currently striped despite reasonably high demand: The south face of Pacific Avenue between A and B Streets. This segment is signed for two-hour parking and could be striped to accommodate six stalls. Generally, it is worthwhile to stripe parking that is signed with a time limit, and demand along this segment appears high enough to warrant both the time limit and striping.

As the retail and residential segments of the *Jesse Quinn* building have been built out and occupied, parking demand within the western portion of downtown has grown. If development along the western

edge of downtown continues apace, it will likely become advantageous to stripe additional parking in this area along segments including B Street between Pacific and 21<sup>st</sup> Avenues and 21<sup>st</sup> Avenue between A and B Streets.

## Wayfinding

Guiding visitors to and from parking assets within downtown should be a primary consideration for the City's wayfinding efforts, and as budget allows, it is recommended additional signage be installed to this end. In addition to City-provided signage, wayfinding can be incorporated into public facing maps and visitor guides, and in tandem with branding efforts recommended above, can be a powerful tool to help downtown's visitors navigate to parking both in their cars and on foot.

Wayfinding efforts should consider the differing needs of drivers and pedestrians and be designed accordingly. To wit:

- **Drivers**, ideally, would access parking as directly as possible from the main routes into the area—primarily Pacific Avenue and 19<sup>th</sup> Street—while spending as little time as possible on busier pedestrian-oriented streets like Main Street and 21<sup>st</sup> Avenue. Driver-targeted wayfinding should be designed to this end. The City should consider installation of signs along these main routes that direct people toward the public lots, particularly those south of Pacific Avenue as these car trips don't impact the pedestrian-oriented area to the north of Pacific.
- For **pedestrians**, wayfinding should again focus on helping people find and identify lots, but should reinforce the walkability of downtown and generally try to encourage people to park once and walk to other destinations. An excellent example of a pedestrian-focused wayfinding sign is located just north of Pacific Avenue on the east side of Main Street, labeling streets, public parking and nearby destinations (although it is noted that Parking Lots #1 and #4 do not appear to be labeled on this sign, potentially causing confusion). This sign is pictured in Figure 24.

The City should install this or similar signage in other locations downtown, ideally near parking lots and other key intersections. Additional information on these signs could include walking times to various parking lots and destinations. These could be supported with other smaller signs or pavement markings indicating directions and walking times to lots and destinations.



Figure 24: Pedestrian-oriented wayfinding sign in downtown Forest Grove

## Permits and Policy Considerations

Several recommendations are offered below regarding parking management policy and time limits, aimed at supporting current management measures that were observed to work well and addressing observed inefficiencies that could be ameliorated through signage, permits, or other policy measures.

## Employee Parking

Managing parking for employees of commercial businesses downtown is a key priority in downtown contexts, as stay times within parking stalls are generally long and employees often arrive at times where they have “first choice” of available parking. In Forest Grove, much employee demand appears to be organically absorbed by the Lot #2 as described previously. However there is some evidence of employee trips impacting the system, and as the Lot #2 nears capacity these impacts may increase absent mitigation.

The time limits in place limiting on-street parking to two hours are largely effective, but there are some stays of six or more hours observed which likely are due to employee demand. These impacts and other future impacts of employee parking could be minimized by ensuring that employees have safe, legal dedicated parking near to their destinations. This could be accomplished by officially designating Lot #2 as employee parking, potentially implementing a permit system if resources are available for administration. Other underutilized parking lots like those south of Pacific Avenue could also be designated for employee parking, in part or in full. It is noted that Lot #1 is ideally located and situated for

visitors and patrons, so it is not recommended that employees be encouraged or permitted to park in this lot.

## Time Limits

By and large, the signed time limits downtown are appropriate given the nearby land uses and the way resulting parking utilization manifests. The two-hour limits throughout most on-street parking downtown, the four-hour limits adjacent to Pacific University, and the two-hour limits within Lots #4 and #5 all appear to be accommodating demand as intended.

Some gains in efficiency and functional capacity could likely be realized through the following changes to time limits:

Parking Lot #1 currently does not have time limits. It appears that at least some demand from this lot arises from employee parking. Given its central location and utility to visitors, particularly following the Festival Street redesign along 21<sup>st</sup> Avenue, the City should consider signing this lot with two hour time limits in tandem with other employee-focused measures described above to free this parking for visitors.

There are two 30-minute stalls along the East side of Council Street between 19<sup>th</sup> and Pacific Avenues that were observed to accommodate very little demand. 30-minute stalls are typically most useful in retail settings with locations attracting very quick trips, e.g., fast food, coffee shops, drycleaners. In areas closer to offices and more standard retail such as the area near these stalls, two-hour limits are more appropriate. These stalls would accommodate a wider range of demand with few negative impacts if converted to two-hour stalls.

Finally, if additional parking is striped in the future—potential examples identified above include 21<sup>st</sup> Avenue between A and B Streets and B Street between Pacific and 21<sup>st</sup> Avenues—these segments should likely be signed with appropriate time limits (e.g., two hours if the general downtown mix of land uses is driving demand).

It is noted that additional enforcement of time limits is not recommended at this time. Enforcement is a costly mitigation, and in areas where there is no fee for parking it is unlikely to bring in a corresponding amount of revenue. Further, the benefits of enforcement in downtown are likely to be marginal, as overstays were not observed to have a significant impact on the system. These long stays can be more effectively addressed through other measures recommended herein.

## Long-Term Vision

The parking analyses presented herein show clearly that the system tends to be far busier during most periods in the part of downtown located north of Pacific Avenue than in the part located south of Pacific. This is likely due to a confluence of two factors:

1. The land uses that tend to attract high, shorter-term parking demand (food and drink, retail, entertainment) are much higher in intensity north of Pacific Avenue than south; and

2. Pacific Avenue itself handles a high volume of traffic and can be unpleasant or intimidating to cross at times, so it divides downtown to some degree.

These insights can provide context to the City's long-term planning efforts. The areas of downtown south of Pacific tend to have fewer active land uses and street-facing windows. This can make sidewalks feel narrow and degrade the walking environment generally; an example of this is the segment of Council Street approaching Pacific Avenue, pictured in Figure 25. Encouraging more street-facing activity in this area would improve the walking environment and help connect parking resources in this area to the busier parts of downtown in addition to generating new and healthy demand locally.

In tandem, the City should focus on maintaining walkability along and especially across Pacific Avenue. Two signalized crossings of Pacific are available in close proximity to one another at Main Street and College Way/Council Street. However these are the only signalized crossings downtown. The next crossing to the west is at B Street, more than 800 feet from Main Street and the next crossing to the east is at Cedar Street, more than 1,000 feet from College Way. As the downtown core grows it will likely be beneficial to install additional crossings.

In particular, the City should explore opportunities to upgrade the existing marked crosswalk at A Street. New activity from the *Jesse Quinn* and the westward growth of downtown generally has likely increased demand at this crosswalk, and engineering warrants for improvement may be met now or in the near future. Improving this crossing to a signalized or beaconized crossing would help connect parking resources and improve the walking environment generally.



**Figure 25:** Council Street approaching Pacific Avenue, where narrow sidewalks and few street-facing windows degrade the walking environment

# Appendix A:

## Hourly Occupancy Maps

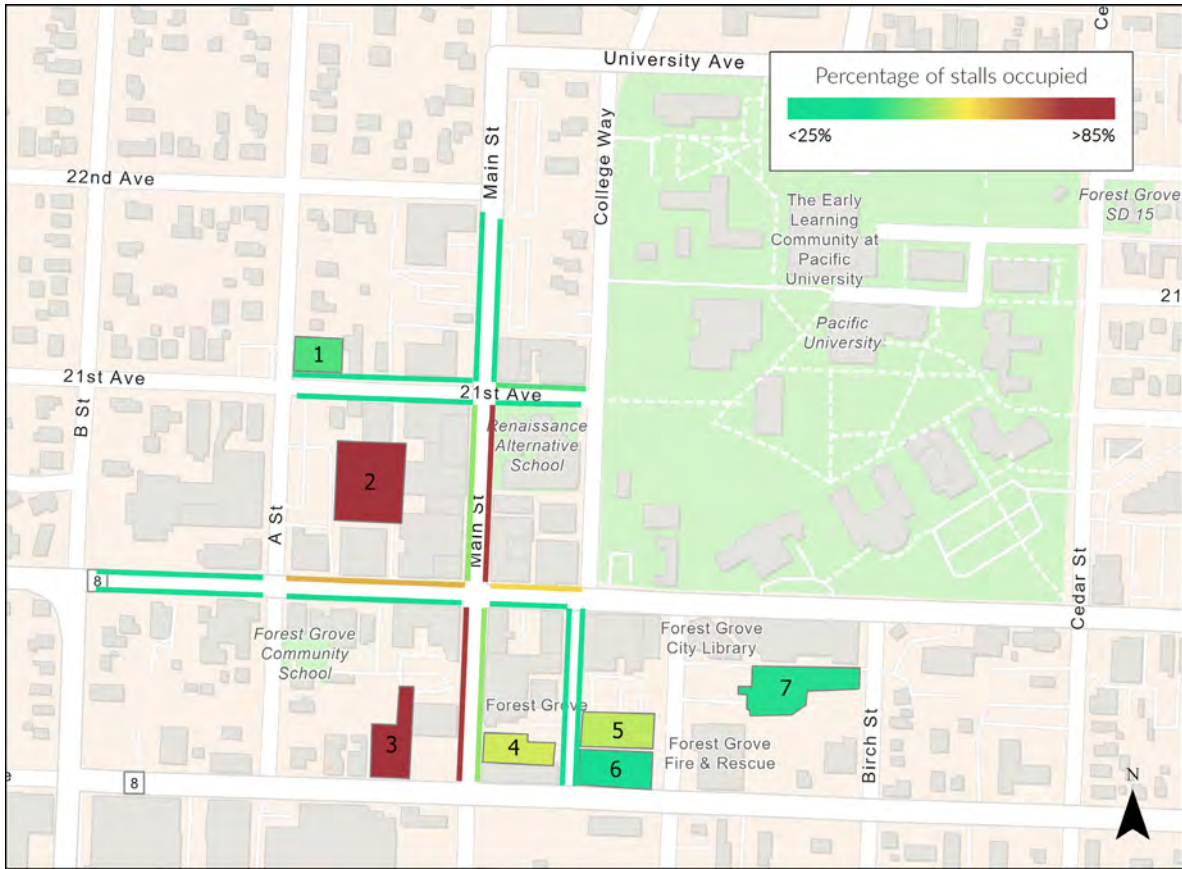


Figure A1: Occupancy map for 10am Tuesday February 8

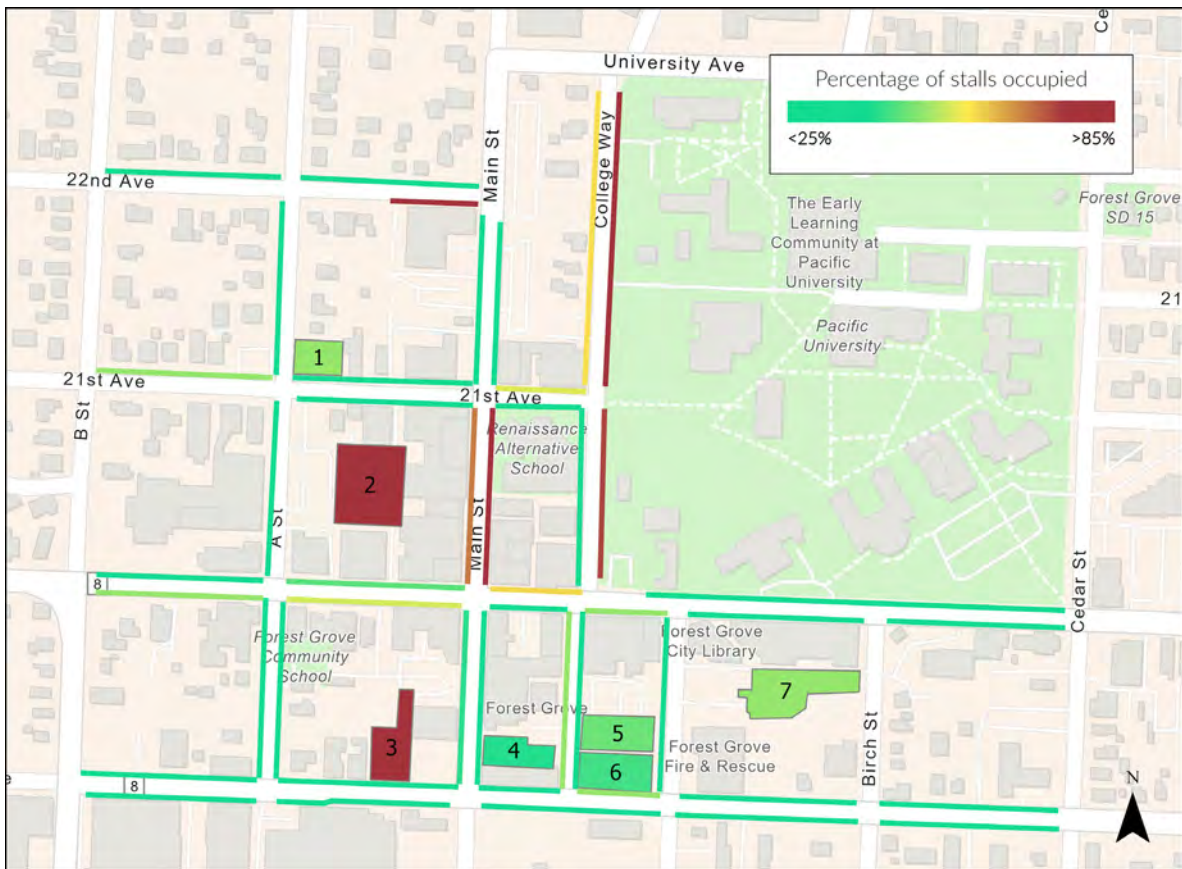


Figure A2: Occupancy map for 11am Tuesday February 8

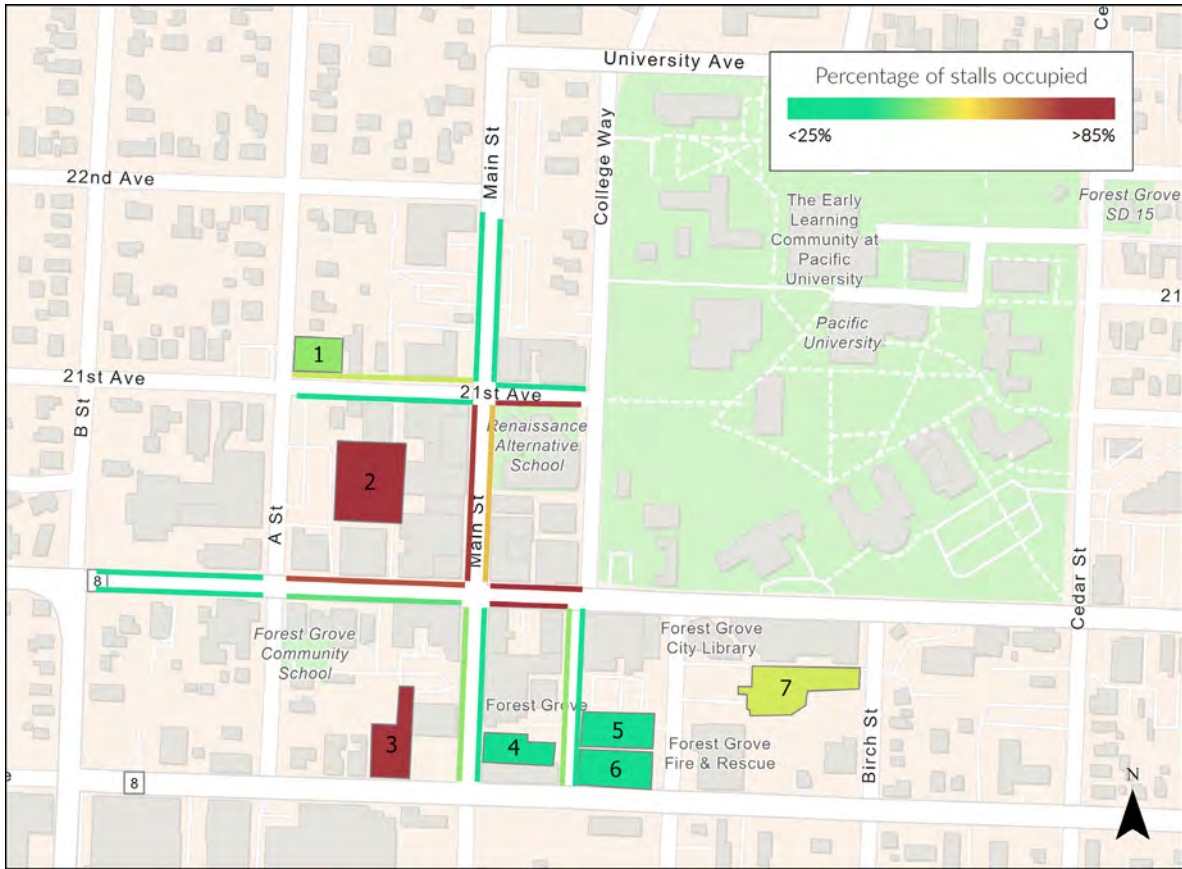


Figure A3: Occupancy map for 12pm Tuesday February 8

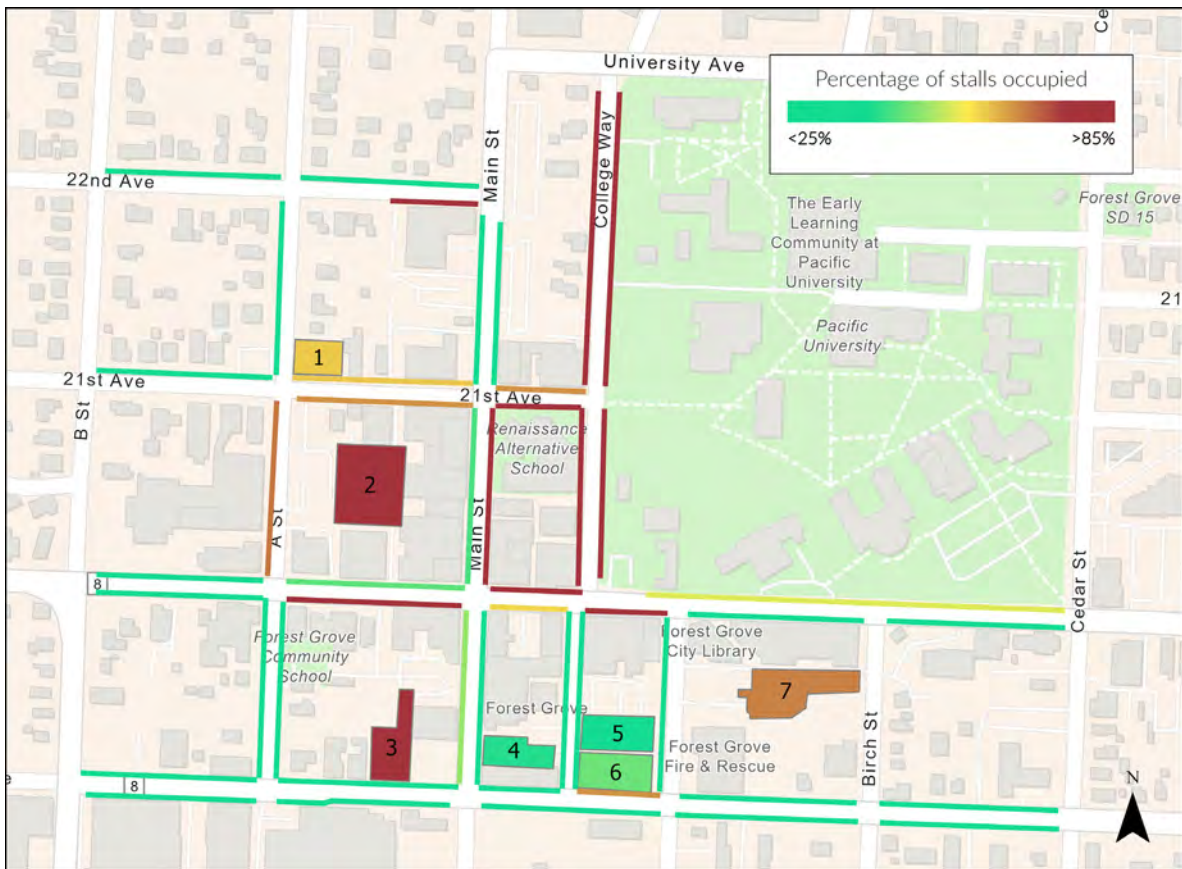


Figure A4: Occupancy map for 1pm Tuesday February 8

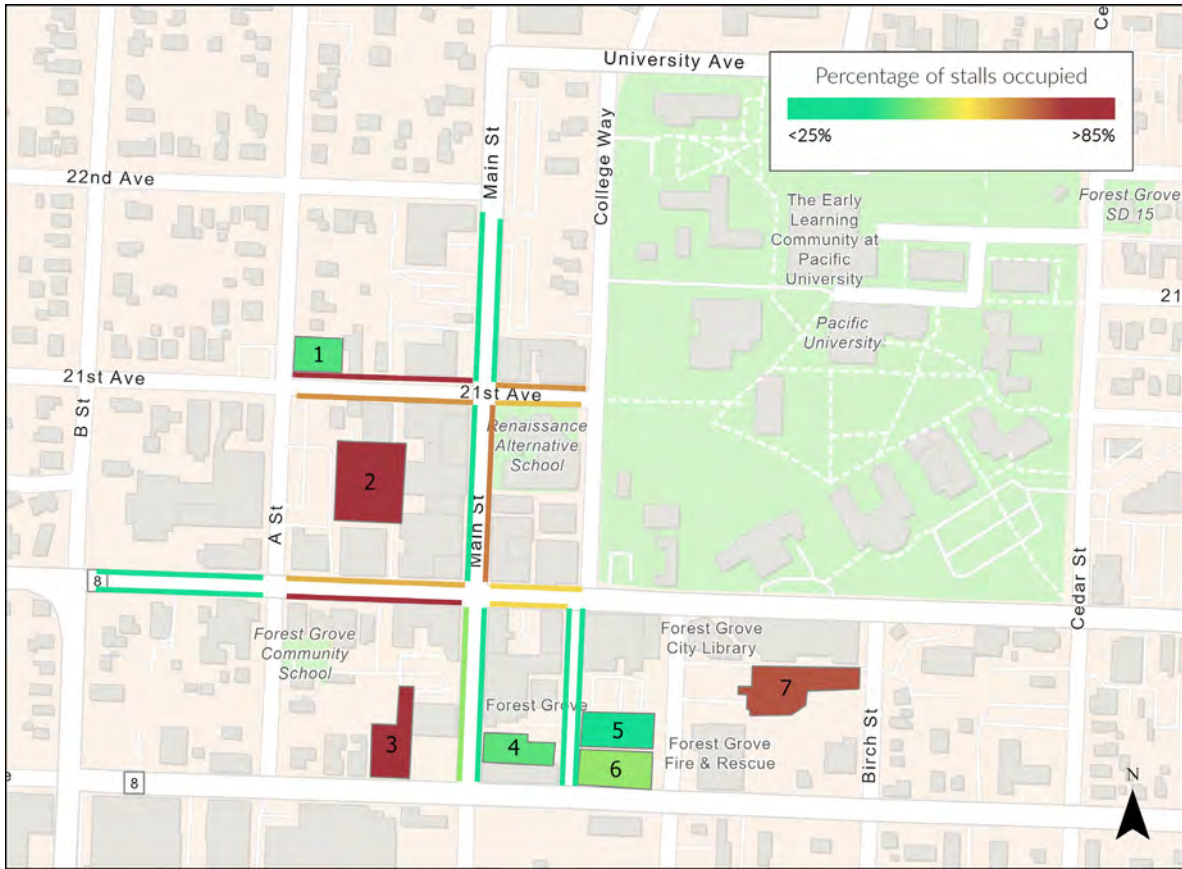


Figure A5: Occupancy map for 2pm Tuesday February 8

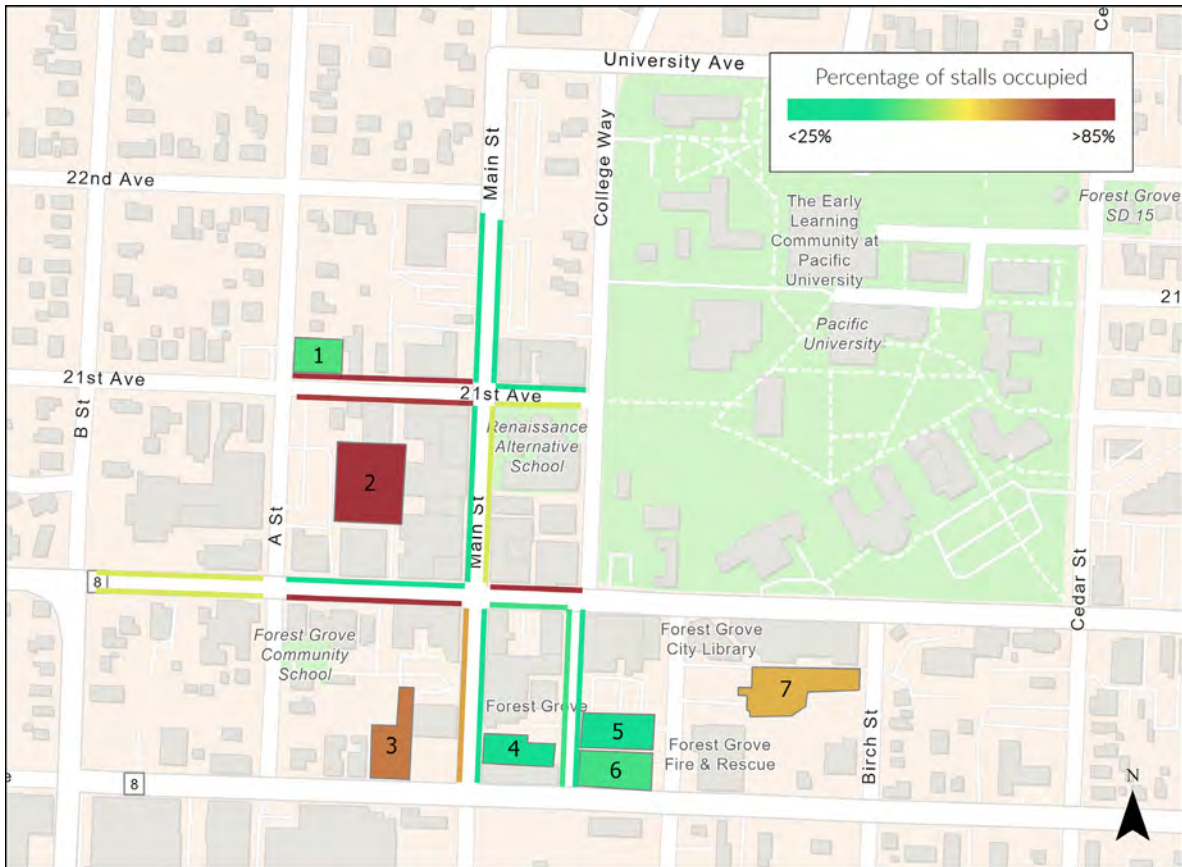


Figure A6: Occupancy map for 3pm Tuesday February 8

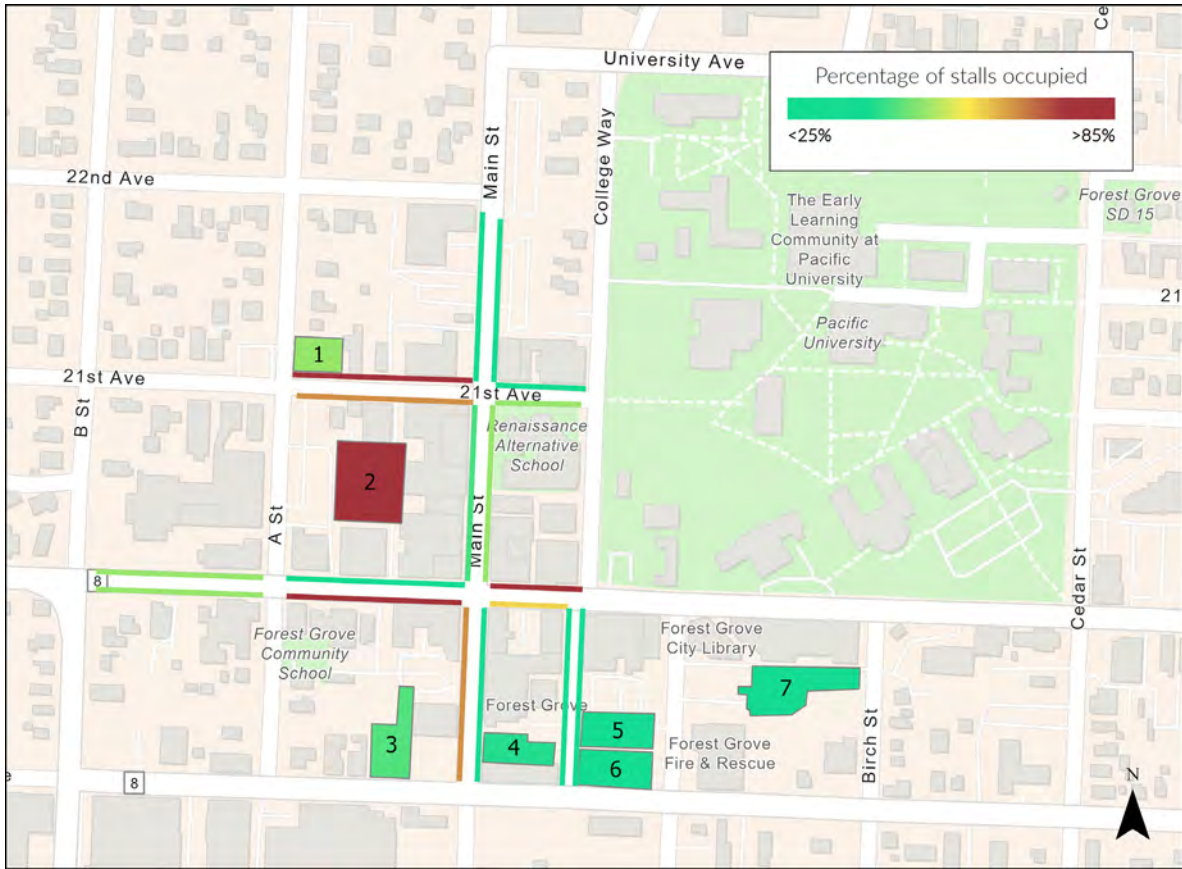


Figure A7: Occupancy map for 4pm Tuesday February 8

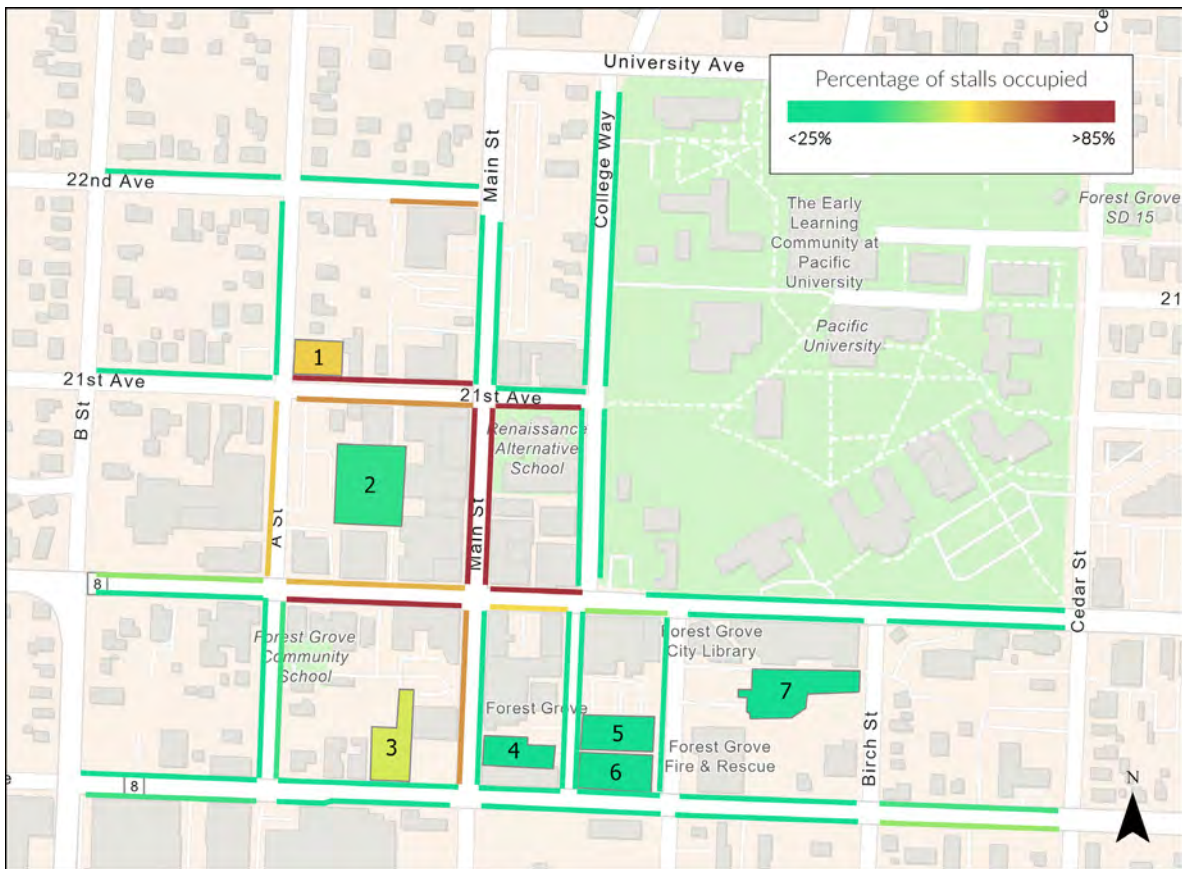


Figure A8: Occupancy map for 5pm Tuesday February 8

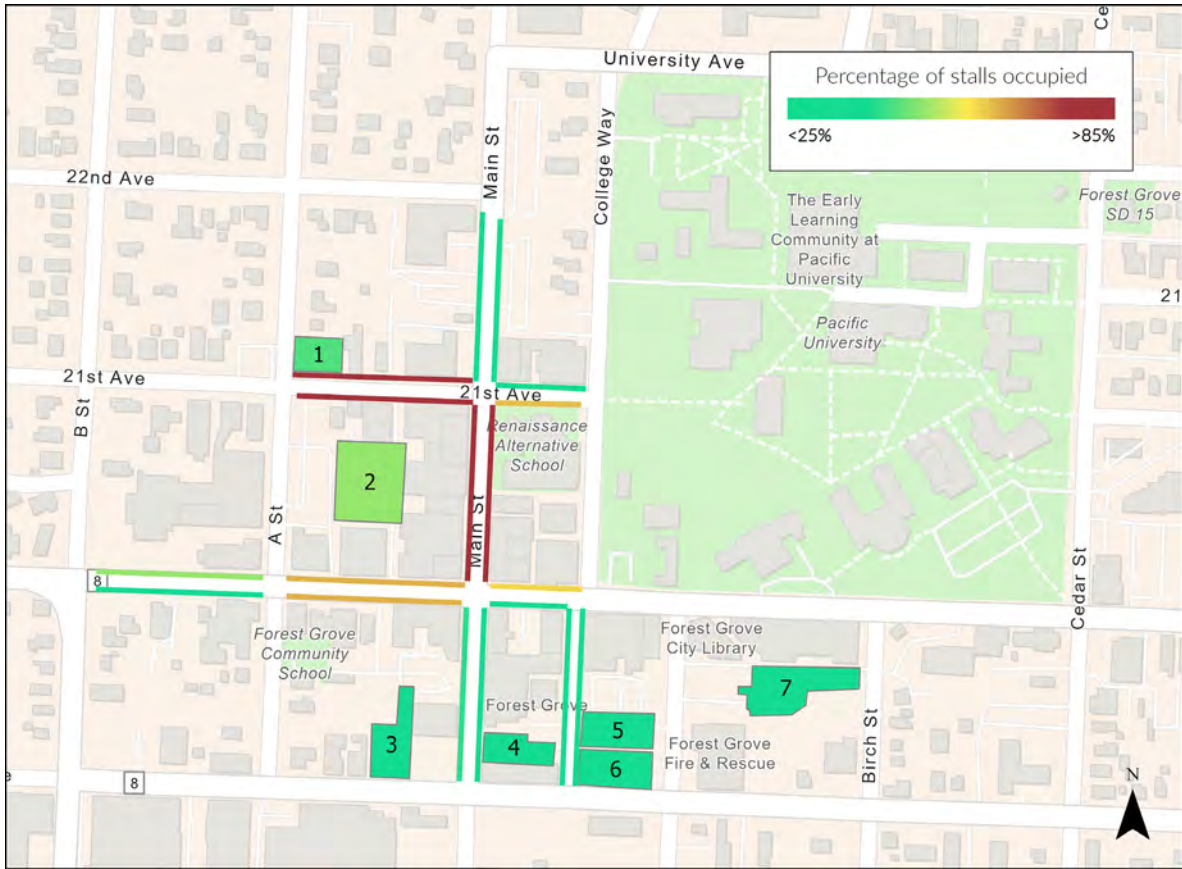


Figure A9: Occupancy map for 6pm Tuesday February 8

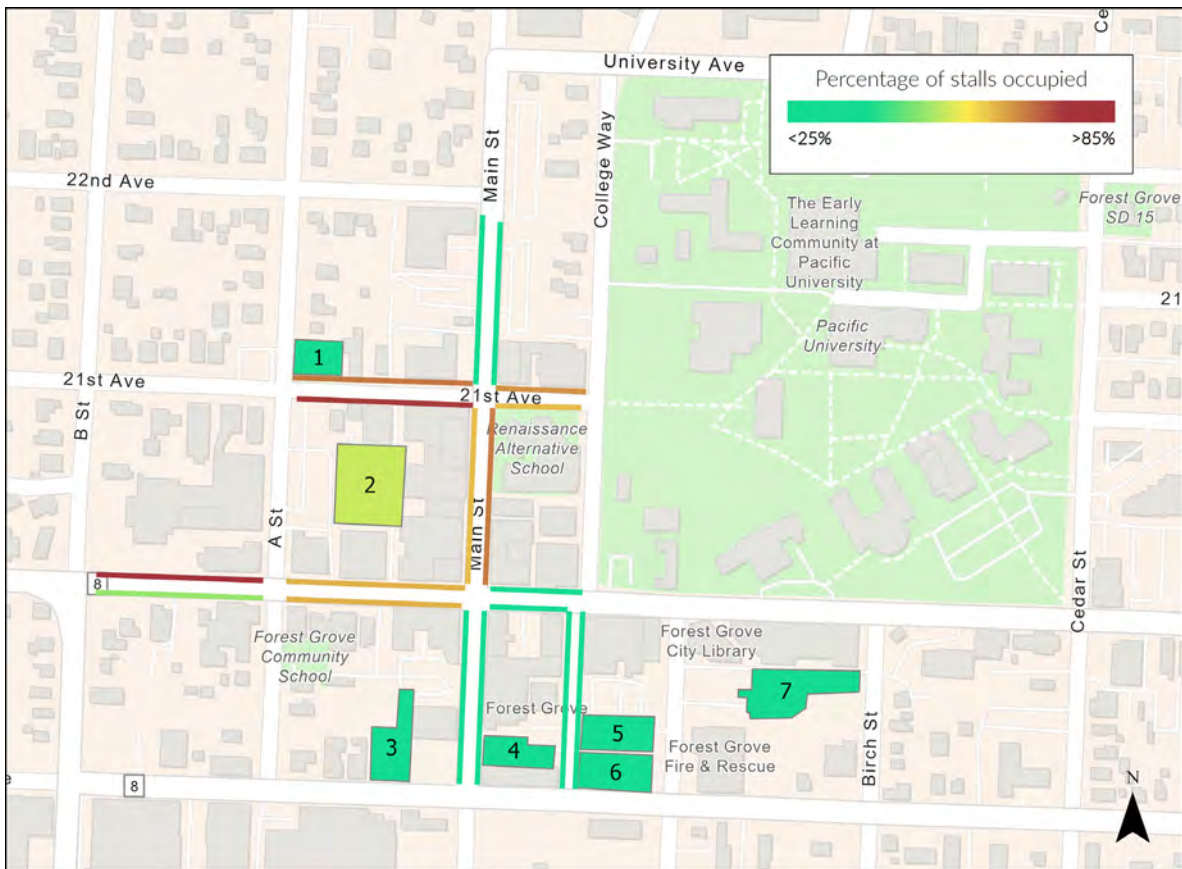


Figure A10: Occupancy map for 7pm Tuesday February 8

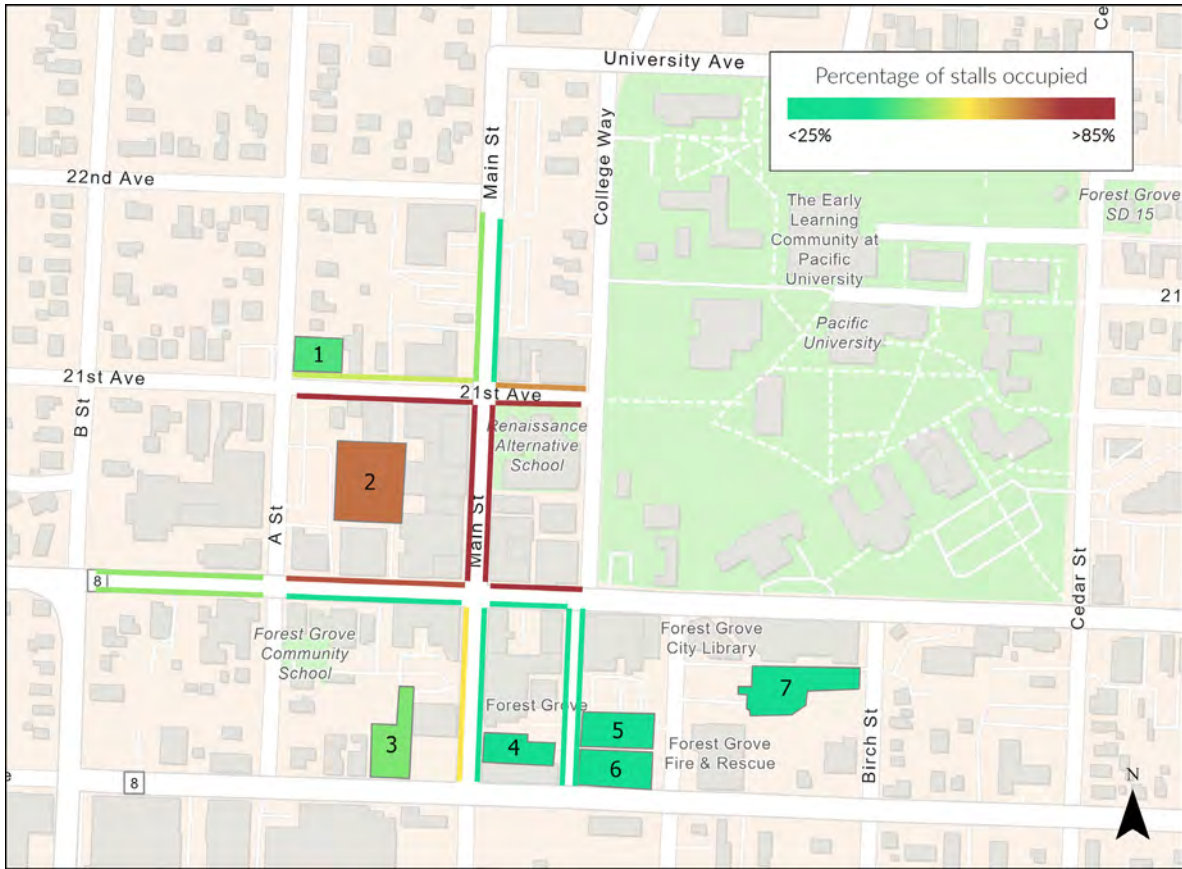


Figure A11: Occupancy map for 10am Saturday February 5

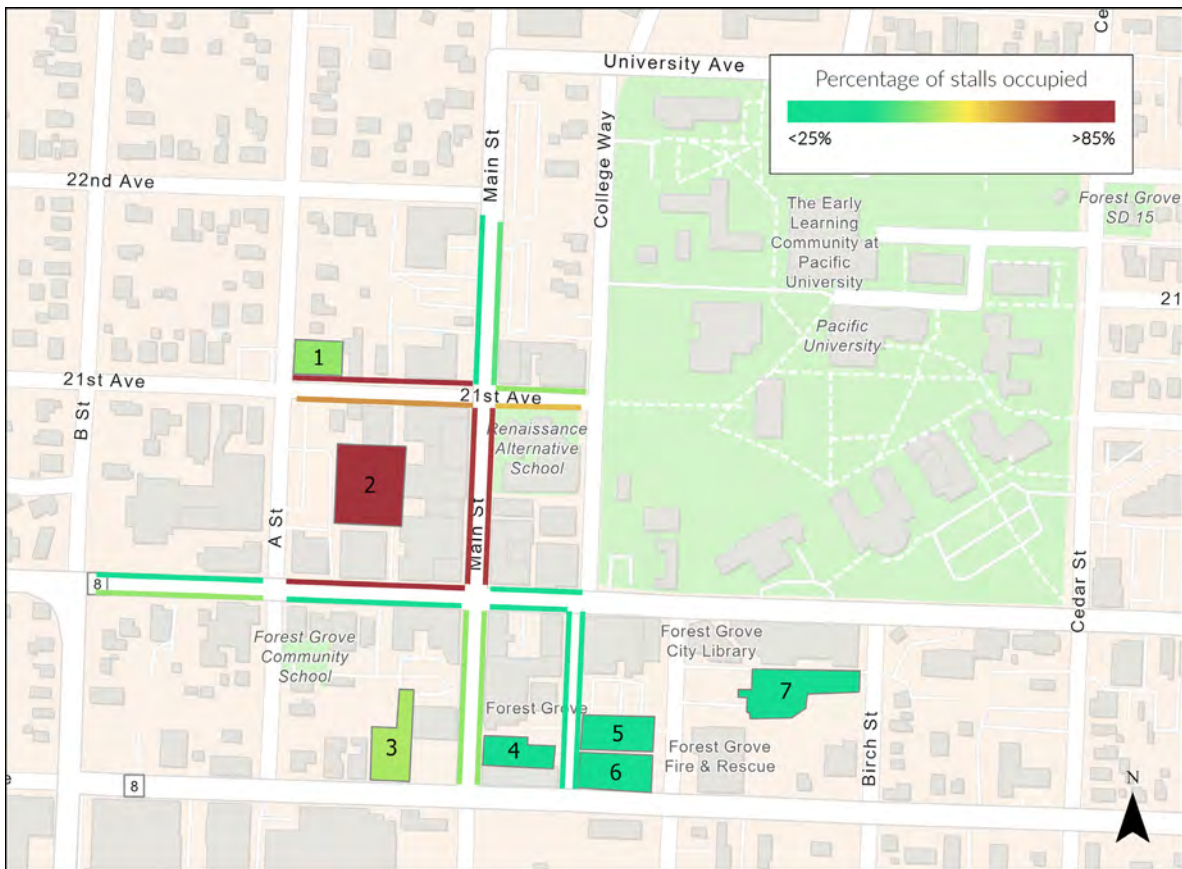


Figure A12: Occupancy map for 11am Saturday February 5

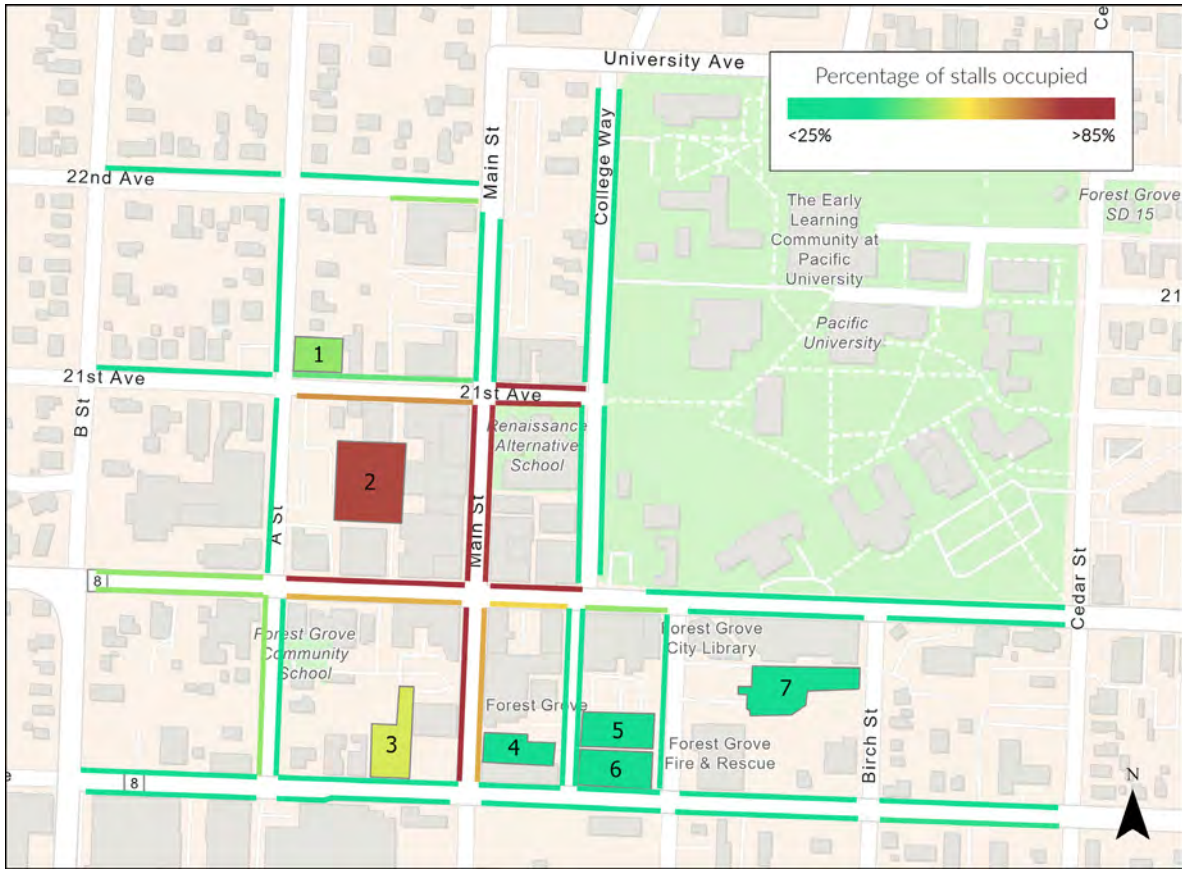


Figure A13: Occupancy map for 12pm Saturday February 5

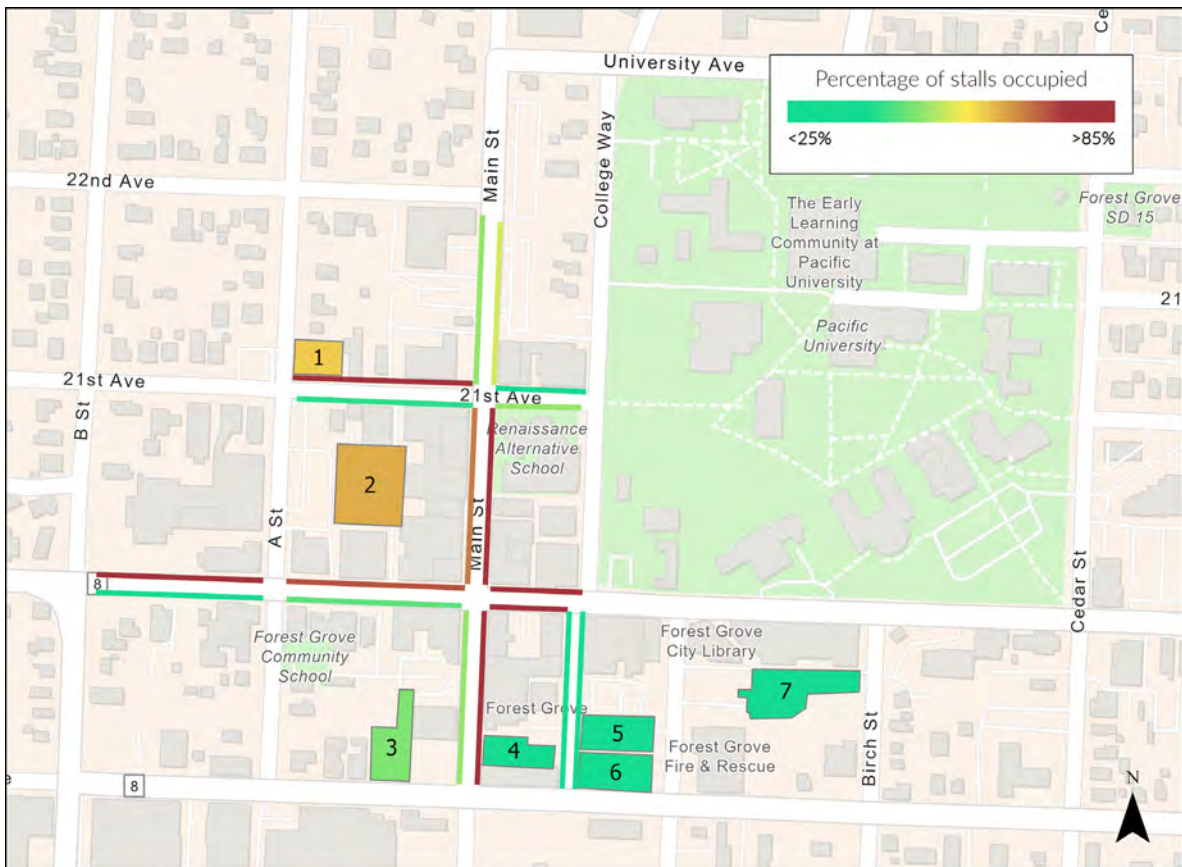


Figure A14: Occupancy map for 1pm Saturday February 5

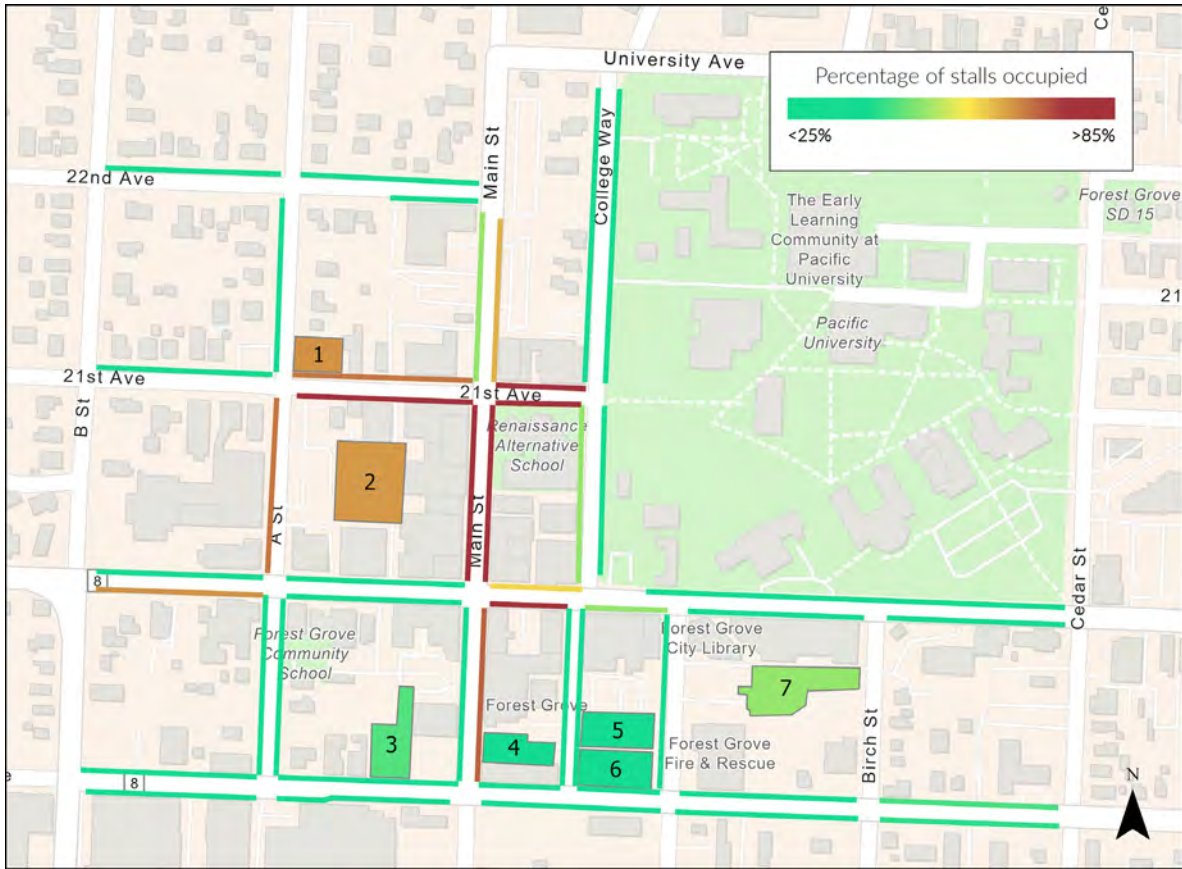


Figure A15: Occupancy map for 2pm Saturday February 5

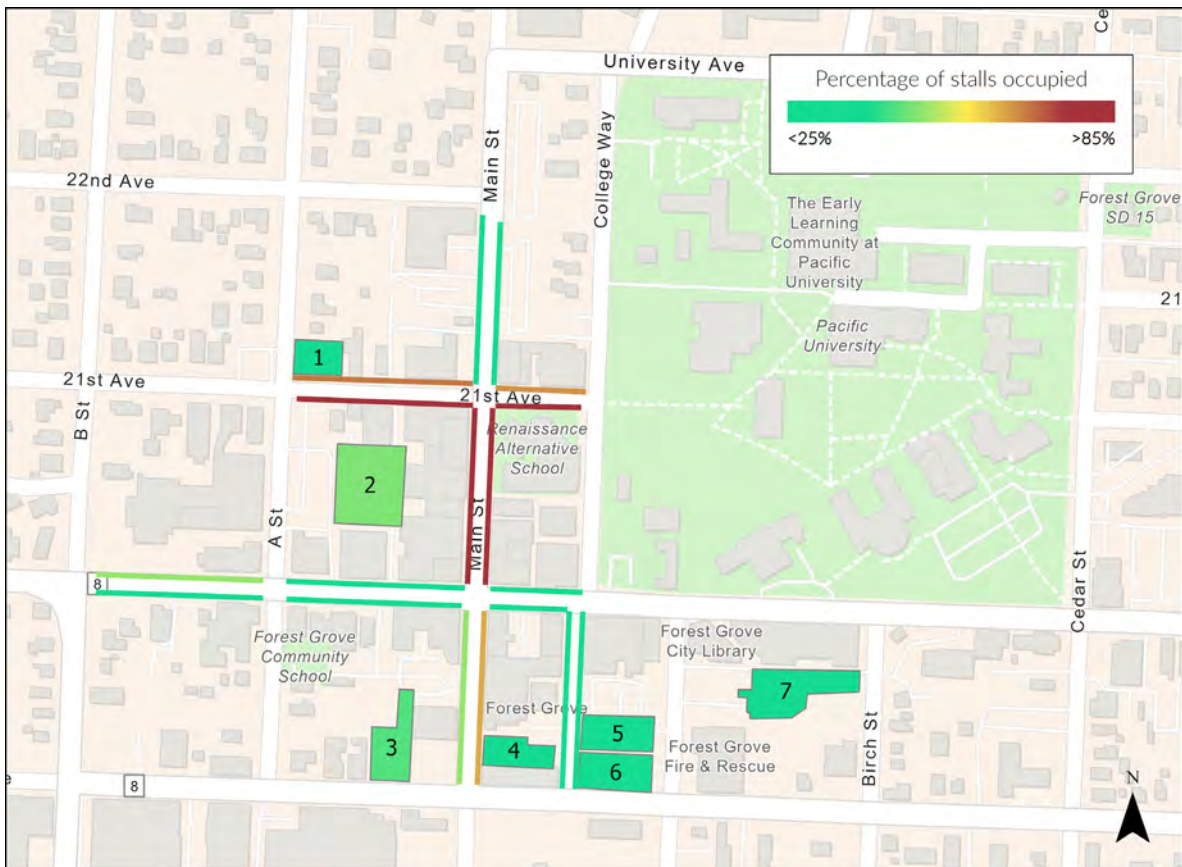


Figure A16: Occupancy map for 3pm Saturday February 5

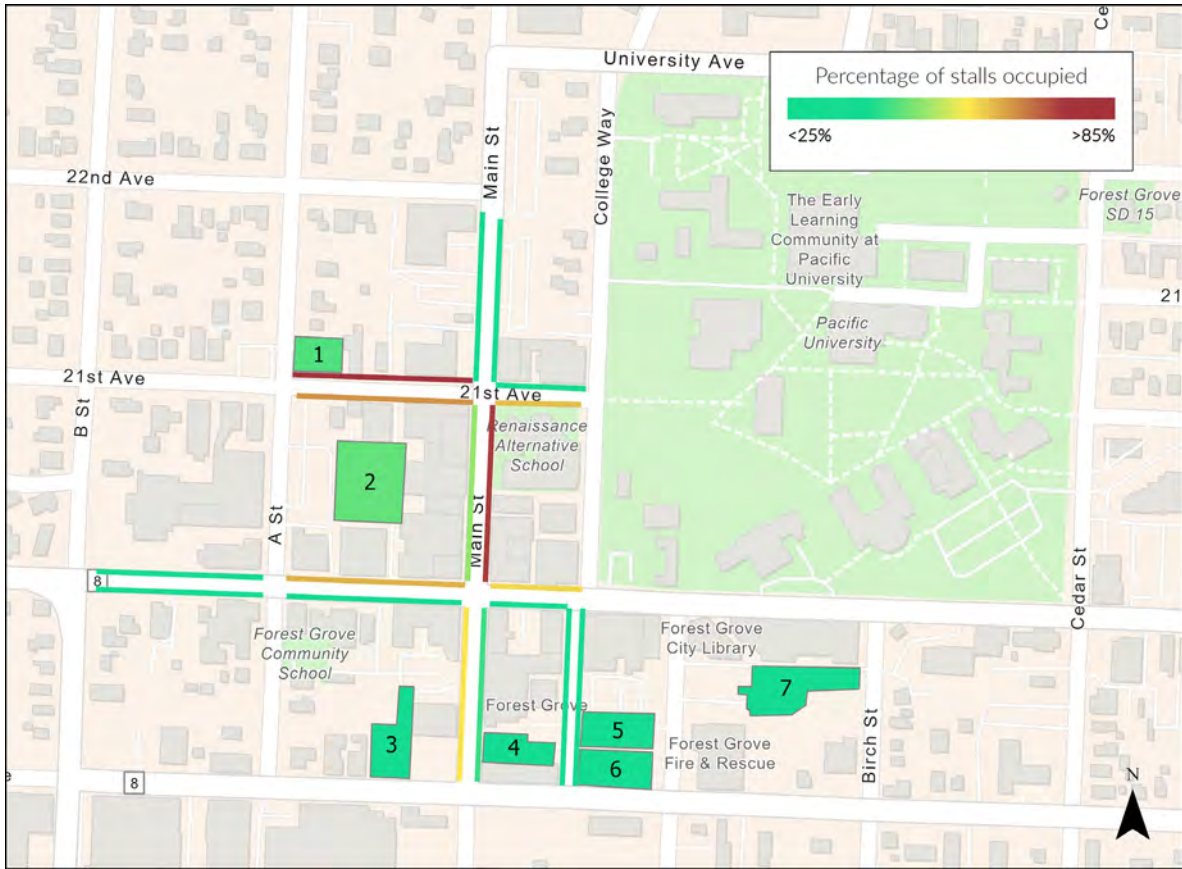


Figure A17: Occupancy map for 4pm Saturday February 5

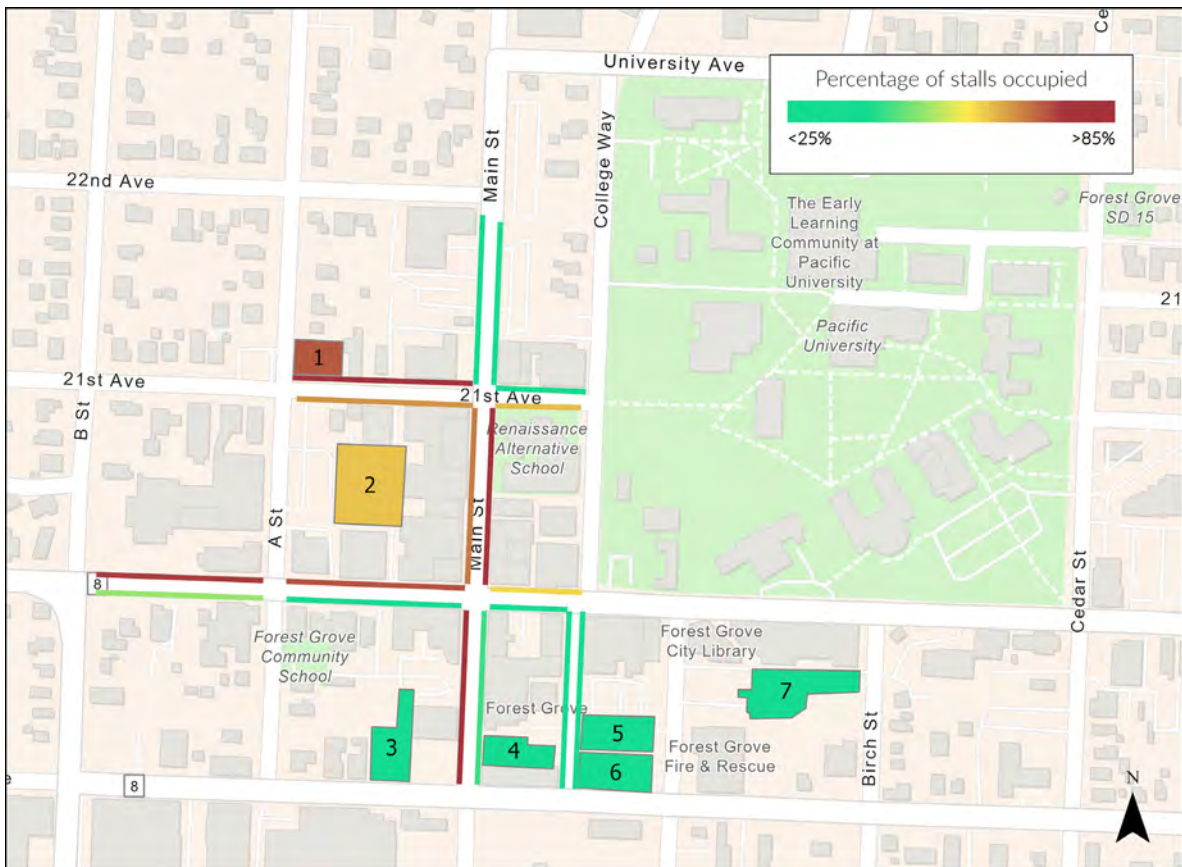


Figure A18: Occupancy map for 5pm Saturday February 5

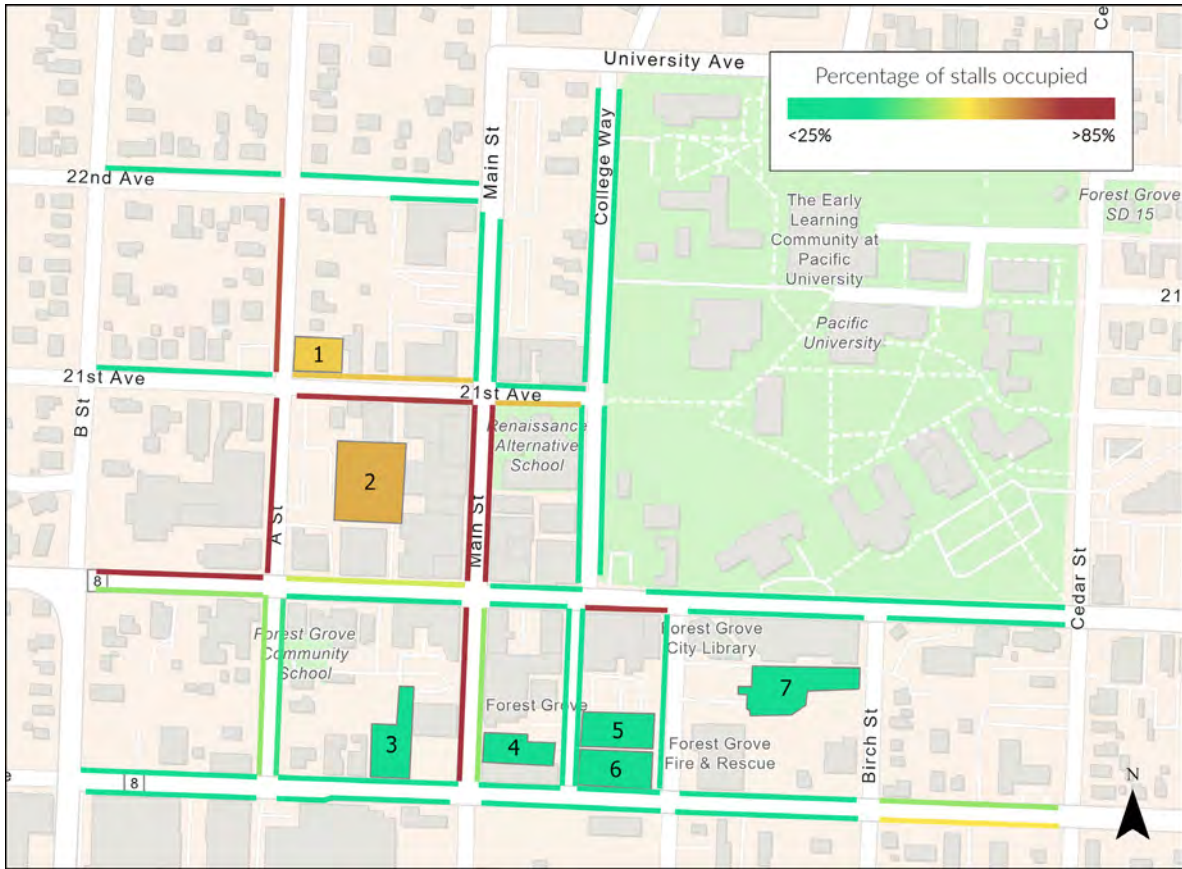


Figure A19: Occupancy map for 6pm Tuesday February 8

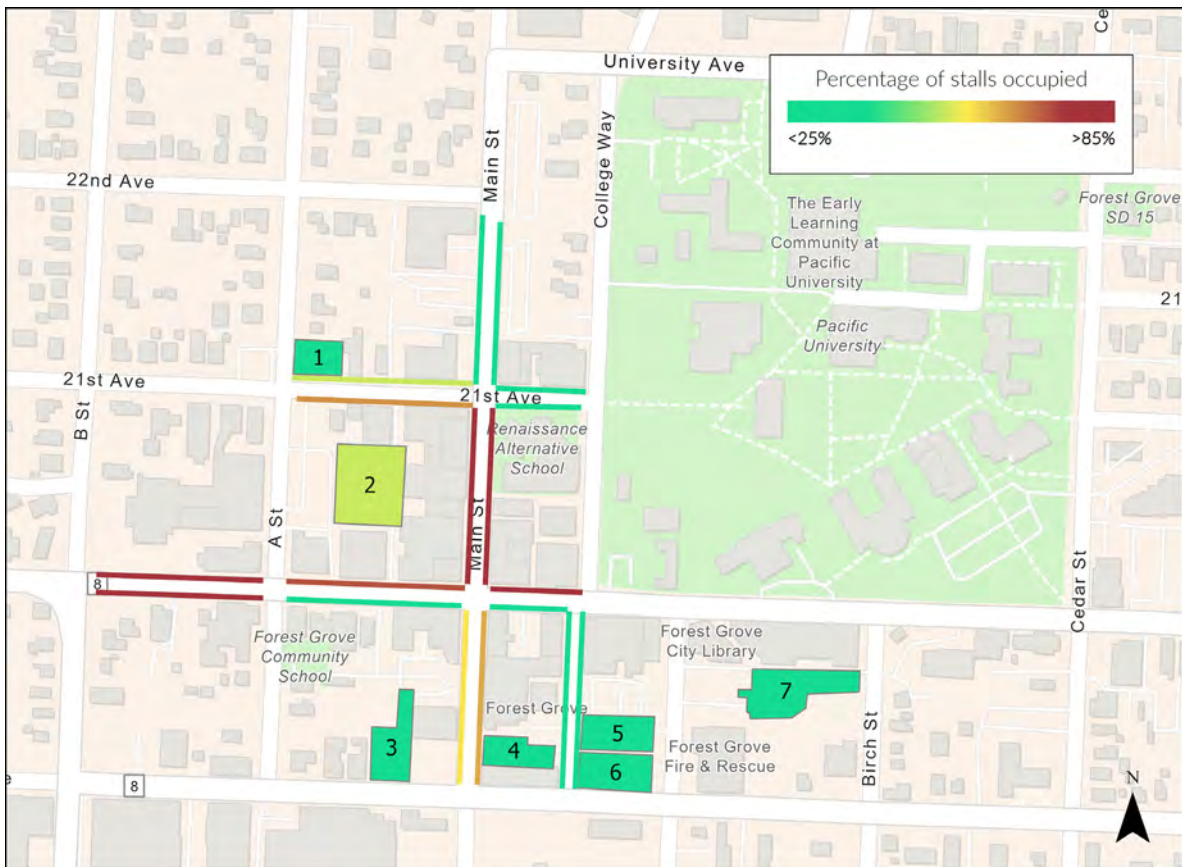


Figure A20: Occupancy map for 7pm Tuesday February 8

# Appendix B:

## Festival Street Outreach Sheet

# 21st Avenue Festival Street: Parking Management Plan

## Summary:

A Festival Street is proposed for 21st Avenue, which would feature numerous elements to enhance the vibrancy of the street and create a destination for events and activities. The proposed redesign reduces the on-street parking supply by four stalls.

Concurrently, the City is developing a comprehensive parking management plan for the downtown core. A key element of this plan is to identify and address any potential impacts from the Festival Street.

## Current Parking Conditions:

Figures 3 and 4 below show the hourly parking demand for on-street parking along the proposed Festival Street on a recent Saturday and Tuesday. For most of the day, there is ample parking supply along 21st Avenue to accommodate observed demand. It is noted that even during the busiest periods (dinnertime/early evening on weekdays and midday on weekends), five or more vacant stalls were observed along 21st Avenue.

While parking is somewhat tight during these peak periods throughout downtown, there are numerous empty stalls, particularly within the public parking lots like the lot at the western end of the Festival Street pictured in Figure 1. Thus even without mitigations, typical demand can be met with available supply within one block of the Festival Street.

## Mitigations:

While parking supply in the downtown area was found to be sufficient to accommodate typical demand as-is, several measures are proposed to ensure continued ease-of-access and to accommodate demand from busier-than-average days and events. A key measure will be adding striping for 19 total stalls—an increase of 16 from the three striped currently—to the segment of Main Street north of 21st Avenue. This proposal is shown in Figure 2.

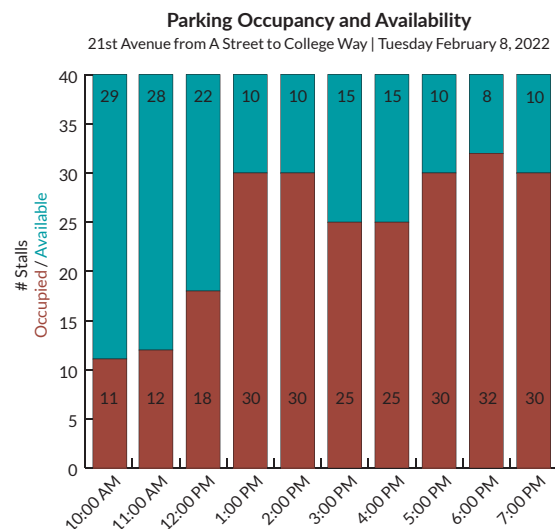
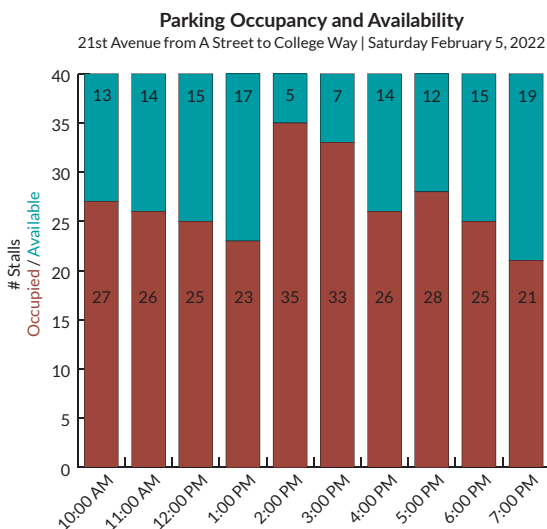
Striping to provide five additional stalls within a block of the 21st Avenue is also proposed, with four stalls to be installed along the North Side of Pacific Avenue between Main and A Streets and one along College Way between Pacific and 21st. Additional wayfinding and other elements to increase utilization of the public lots are also proposed, and several elements to manage parking around events will be included in the final plan.



Fig 1. Public Lot at 21st & A



Fig 2. Proposed new striping on Main



Figs 3 & 4. Parking demand patterns observed during a typical Saturday (left) and Tuesday (right)

# Appendix C:

## 2019 Analysis

# Technical Memorandum



**LANCASTER  
ENGINEERING**

**To:** Dan Riordan, City of Forest Grove  
**From:** Brian Davis, Jessica Hajar, & Gregory Mallon  
**Date:** November 13, 2019  
**Subject:** Forest Grove Parking Study Preliminary Analysis

321 SW 4th Ave., Suite 400  
Portland, OR 97204  
phone: 503.248.0313  
fax: 503.248.9251  
lancasterengineering.com

## Overview

In order to gain an understanding of parking operations within downtown Forest Grove, a detailed study of parking supply, demand, and utilization patterns was conducted. The primary study days were Saturday, August 17<sup>th</sup>, 2019 and Thursday, August 22<sup>nd</sup>, 2019. These days were selected to provide a picture of parking demand during a typical weekday, and a busy weekend which featured an event downtown (the *Forest Grove UnCorked* festival). The results of this analysis will inform management recommendations as this plan evolves, and can be used to project potential revenues and maintenance needs.

## Study Area and Methodology

The study area entails the downtown area of Forest Grove, which includes 48 block faces and 7 public parking lots. The study area is bounded by A street to the west, 19<sup>th</sup> Avenue to the south, Cedar Street to the east, and University Avenue to the north. A variety of land uses are present in this area, including residential, retail, restaurant, office, and school. To evaluate how parking usage varies between the different contexts, the study area was initially divided into four subareas:

**City Center:** The City Center subarea encompasses Main Street, 21<sup>st</sup> Avenue, and Pacific Avenue which front many different types of retail and restaurant uses. Because of the central location and the mix of nearby land uses, it is expected that this subarea will generally be the busiest and may also display the most complex demand patterns. The subarea consists of 18 block faces.

**Northwest:** The Northwest subarea is comprised of block-faces along 21<sup>st</sup> Avenue, 22<sup>nd</sup> Avenue, and A Street. Land uses within this subarea are primarily residential in nature, and it is expected that residential uses drive parking demand within the subarea. The subarea consists of 10 block faces, with four blocks designated as no parking.

**Northeast:** The Northeast subarea is comprised of 8 block-faces along College Way and Pacific Avenue, including two long “superblock” faces, directly in front of Pacific University. While these blocks do not encompass all available parking for Pacific University, it is assumed that demand for these blocks is generally driven by the University.



**South:** The South subarea encompasses 14 block-faces along 19<sup>th</sup> Avenue, Ash Street, and A Street. There are a number of uses within the subarea including retail uses, the police department, fire department, and some city offices and other employment uses. The mix of uses is somewhat similar to the City Center subarea, albeit with employment uses expected to generate more of the demand observed within the subarea than within the City Center subarea.

The study area and districts are shown in Figure 1; the data collection methodologies of each study area are described in the following section.

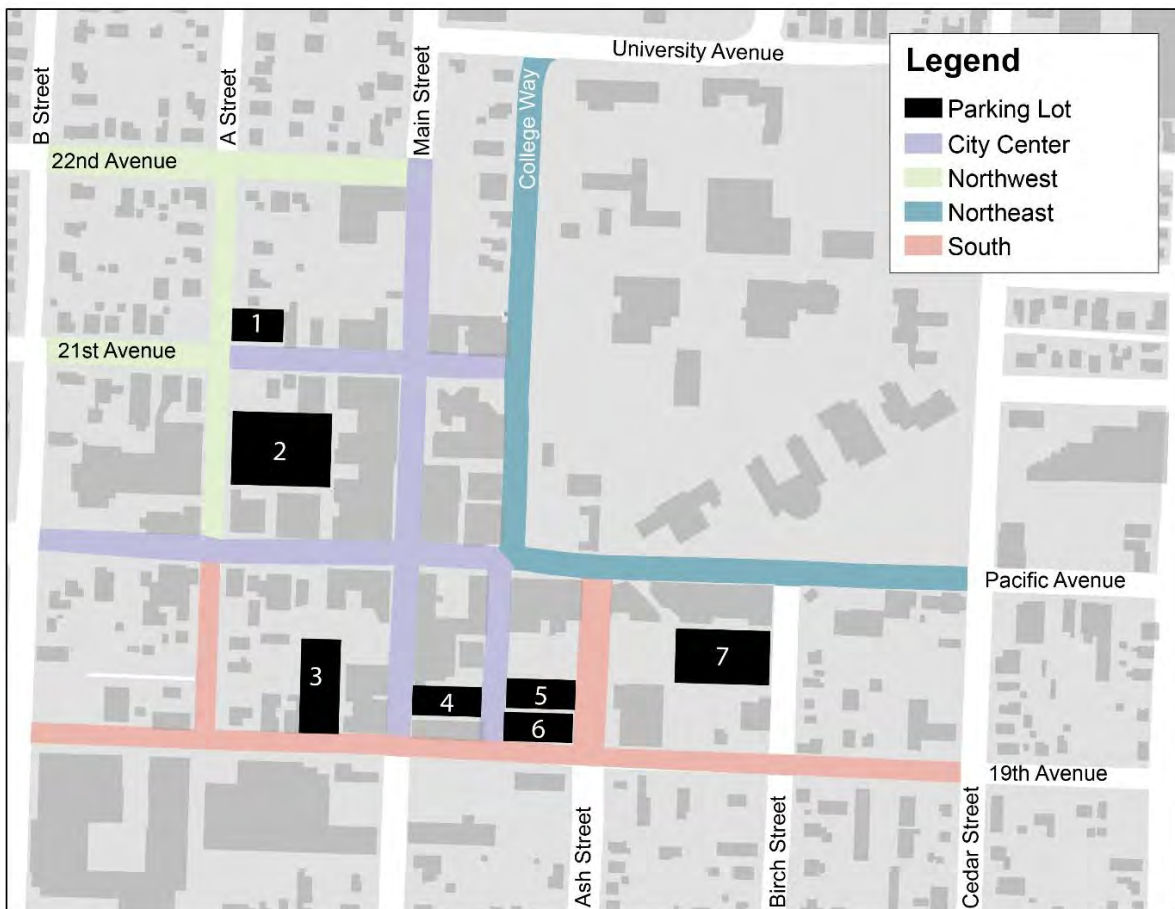


Figure 1: Forest Grove Downtown Parking Study Area



### *Parking Supply Inventory*

The methodology employed for this analysis consisted of two steps: an inventory of parking supply, including the number and types of stalls, followed by occupancy and demand observations intended to identify the peak demand periods as well as less busy times.

To complete the first step, an inventory of the supply of parking stalls was conducted, tracking the number and location of parking spaces along each block face in the study area, as well as designated users, maximum time stays, and other pertinent information as possible. Locations and capacities of parking lots were recorded. The inventory was conducted utilizing a tablet PC. The data collected in this step were used to set up data collection tools in the form of spreadsheets, to be used during the parking demand data collection.

The study area includes the following types of parking stalls:

- **2-Hour:** Spaces that allow for time stays up to two hours between 8:00 am to 5:00 pm.
- **4-Hour:** Spaces that allow for time stays up to four hours and residential permit zone.
- **Unregulated:** Spaces that have no restrictions on the amount of time a vehicle stays
- **Disabled:** Spaces reserved for use by those displaying a disabled placard, license plate, or other legal permit
- **Electric Vehicle:** Spaces that have charging stations for electric vehicles
- **School Parking:** Spaces that are reserved for school/university traffic during certain times of the day
- **Unregulated:** Stalls that do not have time limits or use restrictions. Like the 3-hour stalls, these stalls were re-signed as 2-hour stalls after data collection occurred.

The breakdown of parking stall types within the study area is shown in Table 1.



**Table 1: Study Area Parking Stall Breakdown**

Parking Stall Location	Timed Stalls	ADA Stalls	EV Stalls	School Stalls	Unregulated Stalls	Total
On-Street	450	3	4	0	118	575
Parking Lot	57	12	4	7	122	202
<b>Total</b>	629	15	8	7	240	777

### *Demand Observations*

Following the inventory step, parking demand data were collected. Two data collection routes were established that encompass all four study areas and seven public parking lots. Since detailed information is required for the City Center subarea in order to calculate the number of unique vehicles and percent overstays, all blocks within the City Center subarea were included in one route. Route 1 consists of all 18 block faces located in the City Center subarea and five public parking lots. The length of Route 1 measured approximately one and a half miles. The length and configuration of this route was designed such that the data collector was able to walk and collect data over the entire route once per hour without needing to work excessively quick. Each parking space within the study area was thus visited once per hour during the study periods.

The second route included all remaining block faces in the Northwest, Northeast, and South subareas and two public parking lots. Route 2 consists of approximately 28 block faces and two public parking lots. The length of Route 2 measured approximately three miles. The length and configuration of this route was designed such that the data collector was able to walk and collect data at times corresponding to the peak hours for the specific land uses in each subarea. The subareas are defined in Figure 1 on page 2; Figure 2 on the following page shows Route 1 highlighted in red and Route 2 highlighted in blue.

The data for both routes were collected on tablet PCs utilizing the route-optimized spreadsheets created during the inventory phase. For Route 1, the first four digits of the license plate of each vehicle parked in a stall along the route were recorded each hour to allow for analysis of both occupancy and duration of stay. For Route 2, the number of vehicles parked in each stall were recorded to allow for analysis of percent occupancy.

It is noted that the 3-hour stalls and unregulated stalls that were re-signed following data collection were analyzed based on how they were regulated when data collection occurred. For example, a stay length of between two and three hours within a 3-hour stall would *not* be recorded as an “overstay” since it was compliant with regulations that were in place when data were collected.

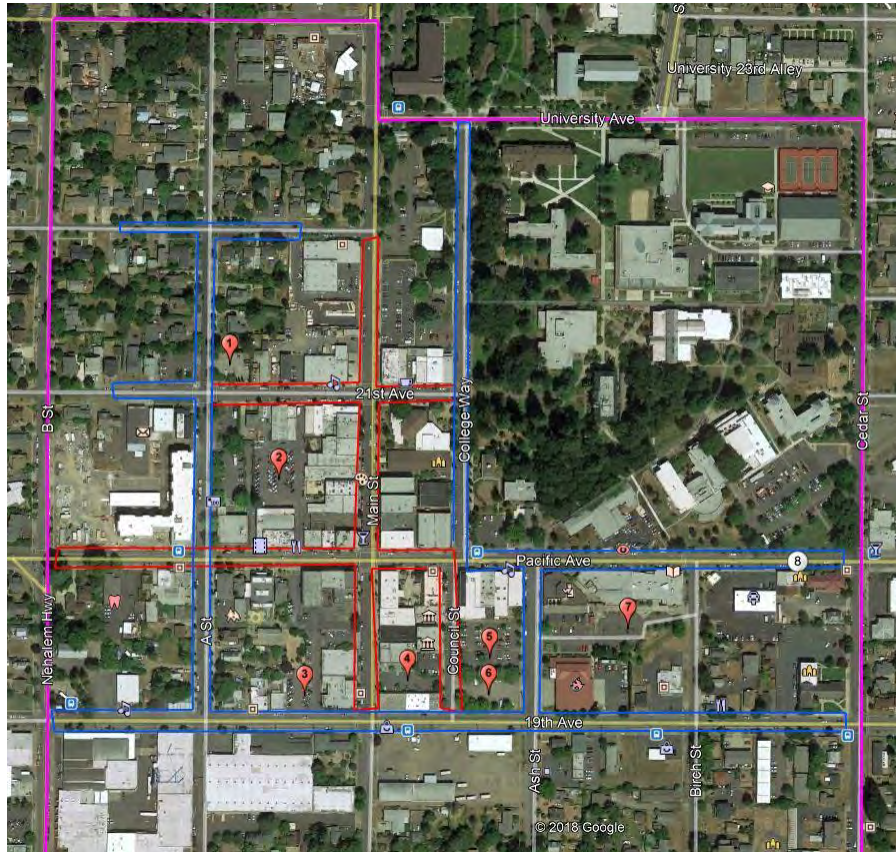


Figure 2: Data Collection Routes

### Metrics

The key metrics employed in this analysis are described below:

- **Stalls** indicate number of parking spaces available on a block face, in a lot, or within a subarea. Most of the parking stalls within the study area were marked; however, where stalls were unmarked, an average stall length of 22 feet was assumed.
- **Occupancy** is a measure of how much of the parking supply of a given area is utilized, expressed as a percentage of the total parking supply. For on-street parking, parking is considered “functionally full” when occupancy levels exceed 85%; this is often indicative of a need for a change in management. The term ‘peak hour’ is used in this report to indicate the hour of the day when occupancy was observed to be the highest. The timing of the peak hour and the occupancy level



during the peak hour relative to other times of the day reveal important information about drivers of demand.

- **Duration of stay** (or stay length) is the length of time that a particular vehicle was observed to occupy a particular parking space. Stay lengths of more than three to four hours likely indicate residential or commuter demand, while shorter stay lengths are likely to indicate demand for retail, restaurant, entertainment, or commercial uses. Since each parking space was observed once every hour, this measure has some level of uncertainty for shorter stays.
- **Unique vehicles served** refers to the number of different vehicles (based on the recorded license plate numbers) observed on a per-stall basis. This metric complements duration of stay in providing an understanding of the turnover of parking stalls. Along commercial corridors, it is desirable for parking to serve as many unique vehicles as is practical, as it indicates a high turnover of customers. A parking stall serving fewer than three unique vehicles over the study day is likely serving residential demand or a lower demand area, while three or more unique vehicles served is more likely indicative of a parking space serving commercial uses or a mix of uses. Since data were collected once per hour, the number of unique vehicles served reported therein is likely lower than the actual number of unique vehicles that utilize stalls with short time limits.
- **Percentage of overstays** is reported for stalls that have a signed maximum stay length, and refers to the percentage of vehicle that were observed to exceed the time limit. High percentage of overstays could indicate that time limits are not adequate to serve demand; conversely, they could also represent the need for more robust enforcement. As with other turnover metric, the percentage of overstays reported herein are affected by the one-hour resolution of data, and thus entail uncertainty for spaces with time limits of one hour or less.



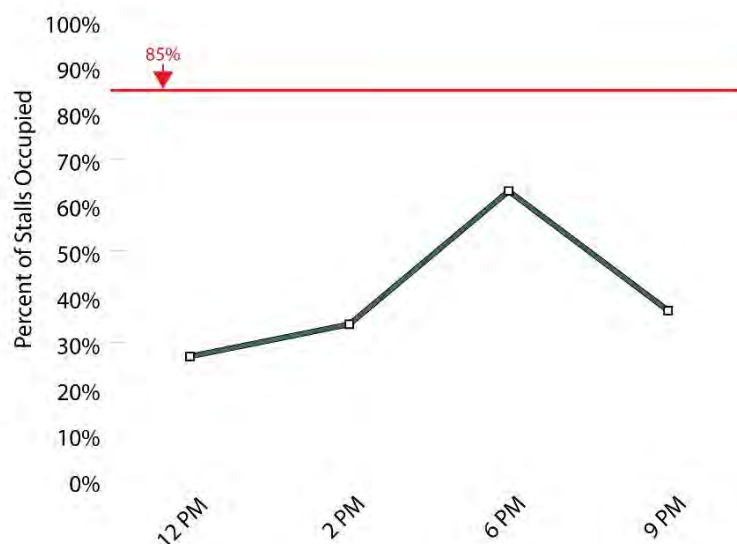
## ***Demand Observations and Analysis***

### ***Overall Study Area Demand: Saturday, August 17<sup>th</sup>***

Data were collected between 12:00 pm and 9:00 pm on Saturday, August 17<sup>th</sup>, 2019. A graph showing the Saturday hourly percent occupancy for the entire study area is shown in Figure 3. It should be noted that while data for the City Center route were collected hourly, the times shown in the graph represent the times at which data are available for all blocks and lots within the study area.

As described previously, data collection occurred during the annual *Forest Grove UnCorked* beer and wine festival. While it is expected that this leads to demand patterns busier than a non-event Saturday, events of this sort are relatively common in downtown Forest Grove throughout the summer months and thus these results can lend insights around managing parking for events as well as typical weekend demand patterns.

It is noted that the block of Main Street between Pacific Avenue and 21<sup>st</sup> Avenue was closed to car traffic for the event; parking along this stretch was unavailable and is thus not included as available supply within the analysis that follows.



**Figure 3: Saturday Percent Occupancy (Entire Study Area)**



Data indicate that the peak hour for parking demand occurred at 6:00 pm. A map showing the percent occupancy of each on-street parking block and parking lot during the peak hour for Saturday is shown in Figure 4.

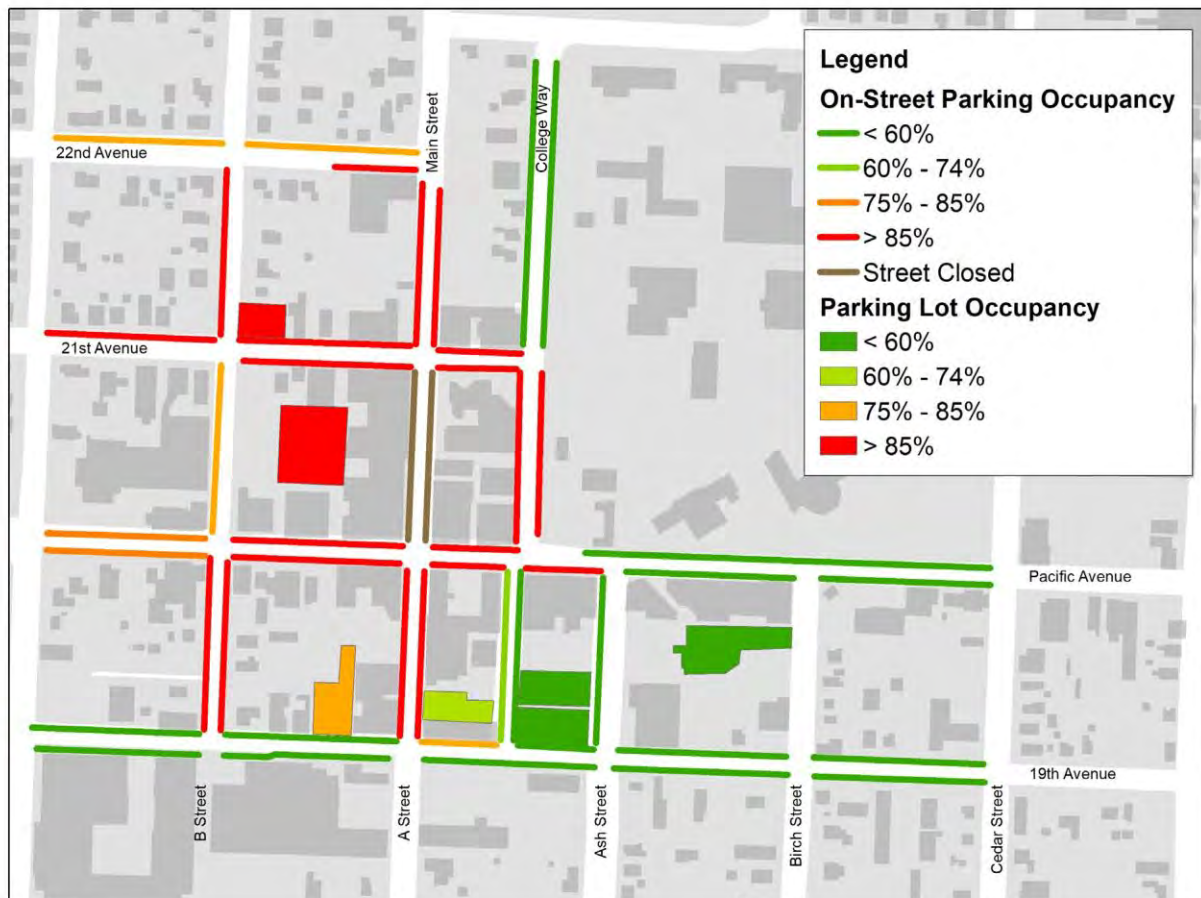


Figure 4: Saturday Peak Hour - 6:00 pm

### Key Observations

- In aggregate, parking demand within downtown Forest Grove was observed to vary between about 30% and 70% over the course of the day. This indicates that there is generally enough parking supply within downtown to accommodate all current demand. However, localized shortages of parking were observed in the central parts of the study area nearest the event.



- On this day, the 11<sup>th</sup> annual Uncorked festival occurred in downtown Forest Grove, which closed two block faces of parking on Main Street. Since two blocks within the study area were closed, the parking supply for this day is lower than on Thursday.
- From the demand patterns, it is evident that the event was a key driver of demand during the study day. The observed peak hour for the study area in aggregate occurred at 6:00 pm, when a combination of festival demand and other activities within downtown including restaurant and retail uses combine. This is most noticeable within the central parts of the study area. However, there is reasonably light demand from the employment and institutional uses on the outskirts of the study area at this time, so overall demand within the study area is within reasonable levels.
- As shown in Figure 4, 20 block faces within the study area are shown to exceed 85 percent occupancy during the peak hour. These block faces are largely contiguous and lie toward the center of the study area. Similarly, the two most centrally located parking lots were observed to be full to near capacity during this peak period while the less central parking lots had remaining capacity.

### City Center (Saturday)

Data were collected hourly between 12:00 pm and 9:00 pm for each parking stall. A graph showing the Saturday hourly percent occupancy for the City Center is shown in Figure 5.

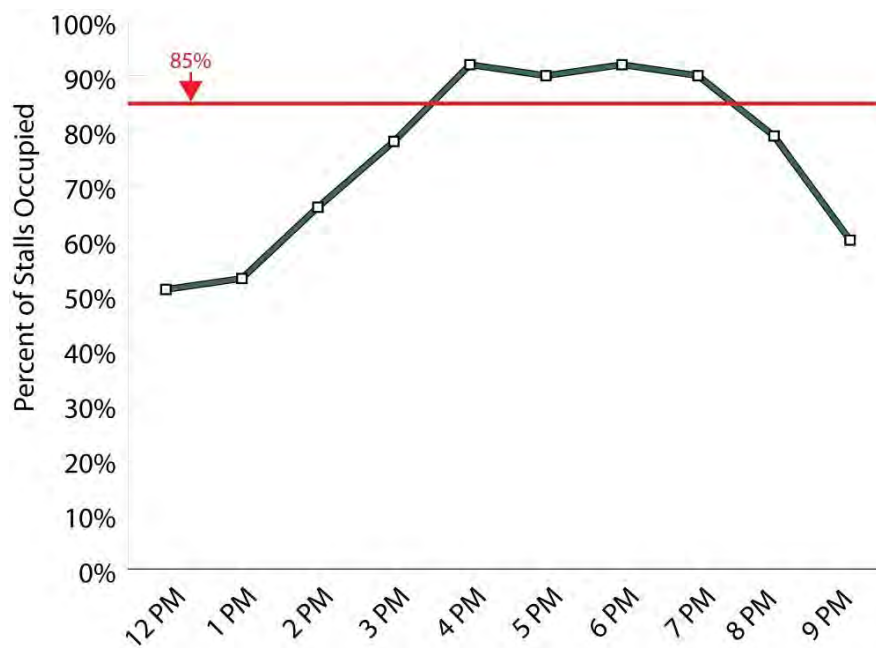


Figure 5: Saturday City Center Subarea Percent Occupancy



The data collected in the City Center subarea show more specific data regarding parking turnover. Three metrics were calculated from the hourly recorded data. Duration of vehicle stay, the number of unique vehicles, and the percentage of overstays provide information to analyze how the existing parking is functioning. A summary of these values is shown in Table 2.

**Table 2: City Center Timed Stall Data Summary (Saturday)**

Total Vehicles Served	Total Vehicles Exceeding Time Limit	Percent Overstay	Average Time Stay by Stall	Unique Vehicles
412	136	33%	2 hours 57 minutes	2.3 vehicles

### Key Observations

- The peak demand hours for the City Center subarea were 4:00 pm and 6:00 pm. During these hours, 92% of available on-street parking was occupied. Demand was consistently high from the 4:00 pm through 7:00 pm hours, with occupancy rates above 90% for the entire period. This demand is largely driven by the event, which was open to the public between 4:00 pm and 9:00 pm.
- Average time stays were observed to be 2 hours 57 minutes over the course of the study day. Most parking within this subarea is signed as 2 hour parking; accordingly, 33% of vehicles were observed to stay longer than the signed time limits. Each stall served an average of 2.3 vehicles over the course of the study day. These metrics indicate somewhat limited turnover relative to the high demand within the subarea.
- The event closed two blockfaces that include on-street parking: both sides of Main Street between Pacific Avenue and 21<sup>st</sup> Avenue. These parking spaces were unavailable for the duration of the study day, as vendors began setting up before the study commenced at noon. It was observed that several parking stalls along 21<sup>st</sup> Avenue, Pacific Avenue, and Council Street served vehicles belonging to festival vendors. In tandem with other event traffic, it is anticipated that this observation date had a lower number of unique vehicles served and a higher percent overstays than a typical Saturday. This is a potential explanation for the relatively high stay times and percentage of vehicles exceeding the time limit for each stall, and the relatively low number of unique vehicles per stall. This is not necessarily indicative of inadequate time limits since this is most likely due to the parking demand of the special event.



### Northwest Subarea (Saturday)

A graph showing the Saturday percent occupancy for the Northwest study area is shown in Figure 6.

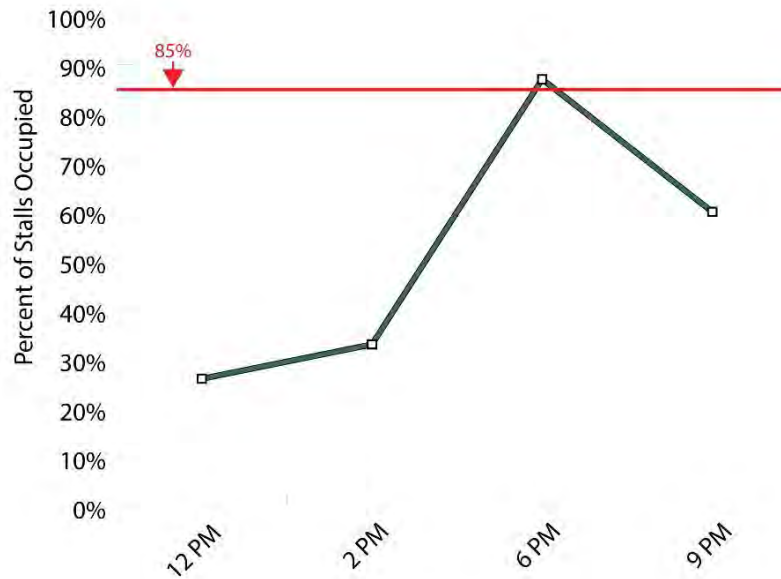


Figure 6: Saturday Northwest Subarea Percent Occupancy

#### Key Observations

- The peak hour this subarea occurred at 6:00 pm with 87 percent occupancy. During other observation periods, particularly those occurring before the start of the event, occupancy is much lower. This is likely indicative of event demand driving parking demand within this subarea. Based upon the proximity of the on-street parking in this subarea to the event site, it is likely that this parking fills from event traffic, or potentially other downtown uses, before the public lots south of Pacific Avenue and on-street parking in other subareas.



### Northeast Subarea (Saturday)

A graph showing the Saturday percent occupancy in the Northeast subarea is shown in Figure 7.

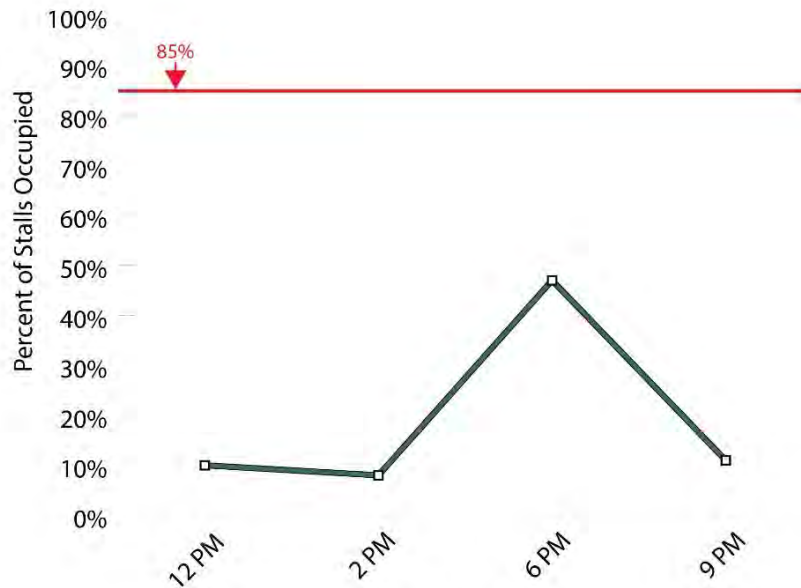


Figure 7: Saturday Northeast Subarea Percent Occupancy

#### Key Observations

- The peak for this subarea was at 6:00 pm with 47 percent occupancy. Like the northwest subarea, it is likely that this spike in demand is due to the event, as closer on-street parking was largely occupied during this observation period. Because relatively little activity was occurring at Pacific University during the study day, demand overall is relatively low, particularly for spaces farther away from Main Street and the event site.



### South Subarea (Saturday)

A graph showing the Saturday percent occupancy in the South subarea is shown in Figure 8.

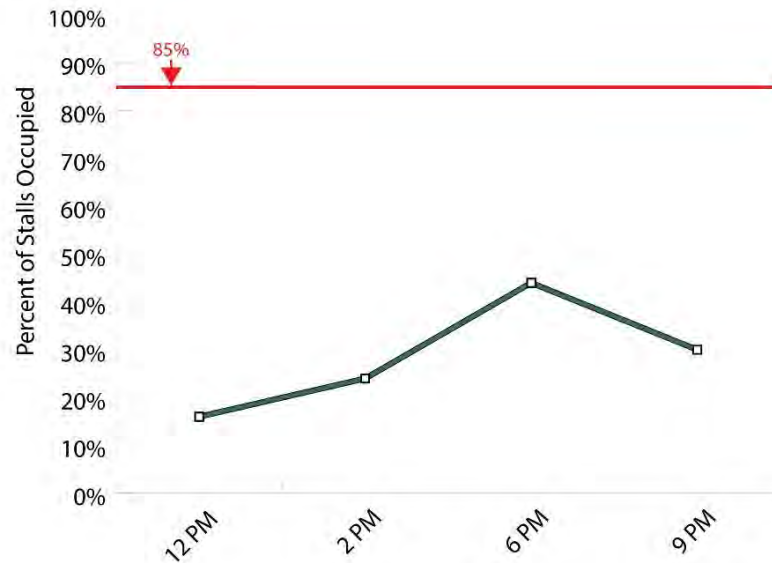


Figure 8: Saturday South Subarea Percent Occupancy

#### Key Observations

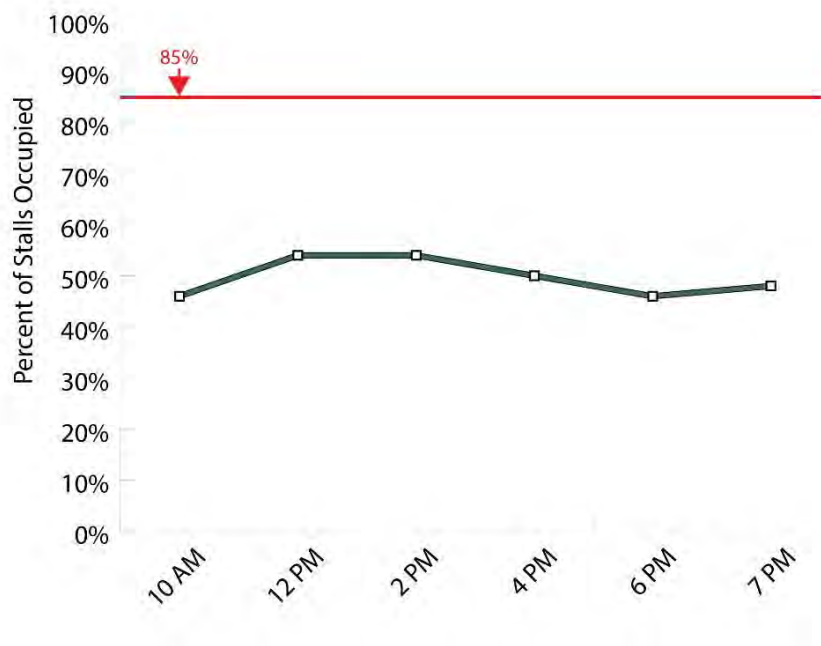
- The peak for this subarea was at 6:00 pm with 44 percent occupancy. The spike in demand during the peak hour is likely due to the event and other demand for downtown uses, however it is less pronounced than the spike in other outlying subareas. This is likely because other subareas include parking that is more convenient to the event, and there are few significant generators in this subarea during Saturdays.



*Thursday, August 22<sup>nd</sup>*

Data were collected between 10:00 am and 7:00 pm on Thursday August 22<sup>nd</sup>, 2019. A graph showing the Thursday hourly percent occupancy for the entire study area is shown in Figure 9. Again, the times shown in the graph represent the times at which data are available for all blocks and lots within the study area.

The data collected here was intended to lend insights around parking demand on a typical weekday, although it is relatively common to have special events or other non-recurring factors influence parking demand during weekdays. In this case, though classes were not yet in session at Pacific University during data collection, the study day occurred on the day of an all-day orientation for new students at the University. It is noted that this was also the first day for students to move into on-campus housing at the University. Thus, some demand from the school is captured within the analysis, although it may or may not be as intense as normal demand from the school when classes are in session.



**Figure 9: Thursday Percent Occupancy (Entire Study Area)**

Data shows the peak hour for parking demand occurred at 12:00 pm and 7:00 pm. Maps showing the percent occupancy of each on-street parking block and parking lot during the afternoon and evening peak hours are shown in Figure 10 and Figure 11, respectively.

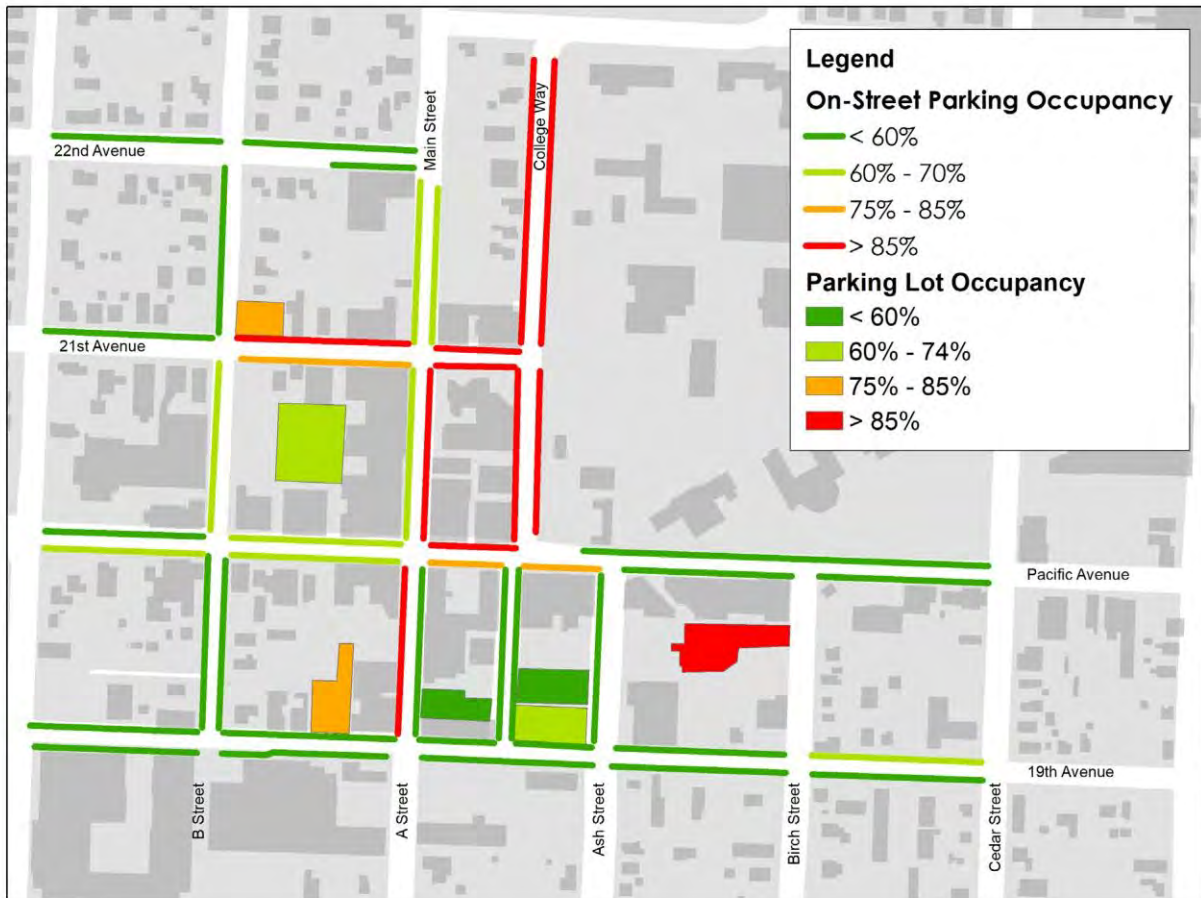


Figure 10: Thursday Peak Hour - 12:00 pm

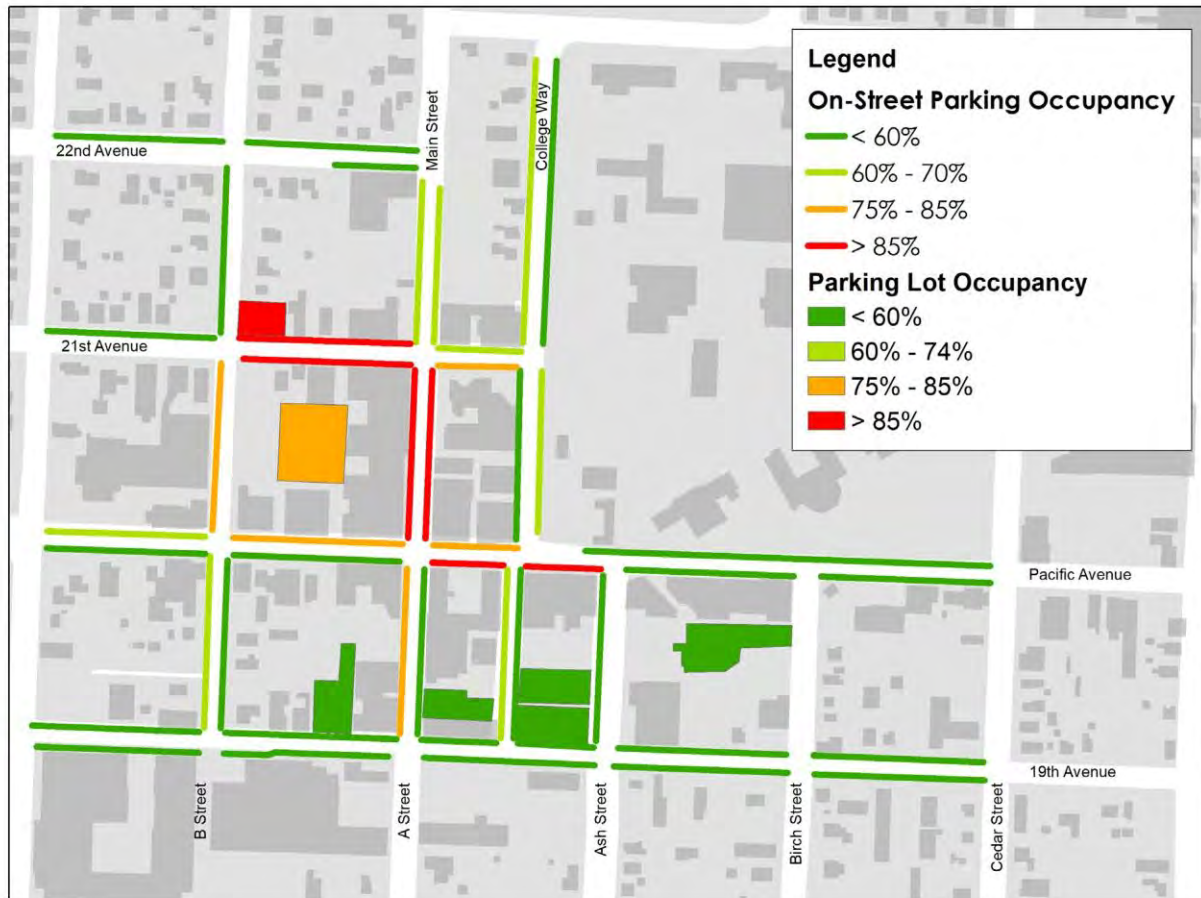


Figure 11: Thursday Peak Hour - 7:00 pm

### Key Observations

- The peak hours for this day were at 12:00 pm and 7:00 pm. As shown in Figure 10 and Figure 11, the afternoon peak hour was highest in the northeast subarea and the evening peak hour was highest within the City Center subarea. Area-wide, parking demand was observed to be relatively stable throughout the study day, varying between about 45% and 60%, with only small spikes during peak hours. As with Saturday, this indicates that there is generally adequate parking supply within the downtown study area to support activities, however localized congestion is often apparent.
- During this study day, an orientation at Pacific University was taking place, and a number of people were observed to be moving into college housing. This is likely a key driver of demand for parking congestion along College Way and at the southeastern parking lot (“Parking Lot 7”), particularly



during the noon peak hour, however it is expected that typical activity explains the balance of demand observed.

- The highest demand within downtown appears to generally occur along Main Street between Pacific and 21<sup>st</sup> Avenues (along the blockfaces that were closed to traffic on the Saturday study day; the same area is closed on Wednesdays from May through October for the Farmers Market). This suggests that the centrally located retail and restaurant uses are the key factors driving most of the non-university parking demand. Outlying areas tend to see demand only once the more centrally located parking is filled, and there is ample capacity available within these outlying areas during all times of day.



### City Center Subarea (Thursday)

A graph showing the Thursday percent occupancy in the City Center is shown in Figure 12.

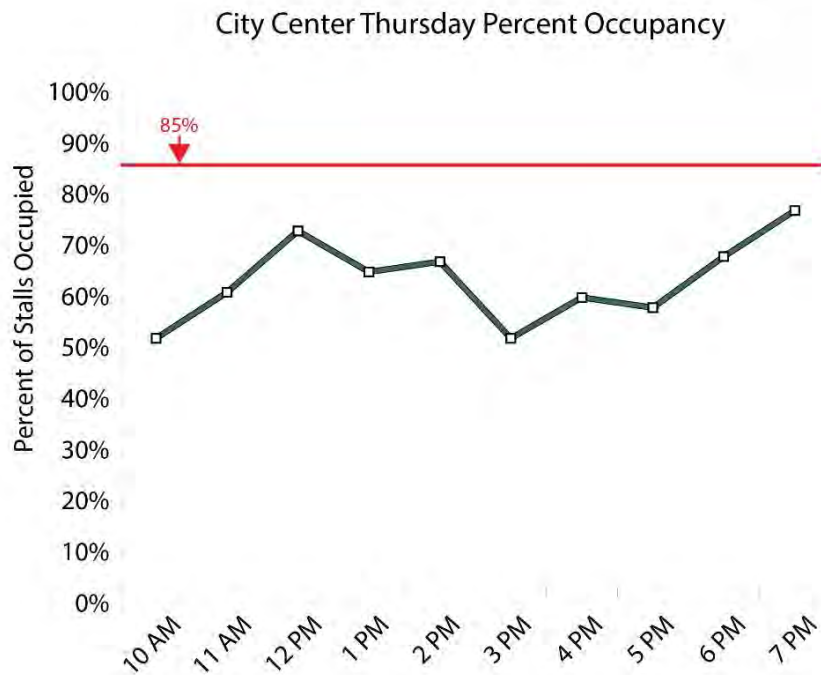


Figure 12: Thursday City Center Subarea Percent Occupancy

The calculated duration of vehicle stays, the number of unique vehicles, and the percentage of overstays for the City Center subarea on Thursday is shown below.

Table 3: City Center Timed Stall Data Summary (Thursday)

Total Vehicles Served	Total Vehicles Exceeding Time Limit	Percent Overstay	Average Time Stay by Stall	Unique Vehicles
666	85	13%	1 hour 41 minutes	3.74 vehicles



### **Key Observations**

- The peak hours for this subarea occurred at 12:00 pm and 7:00 pm, with occupancy rates just under 80%. However, as with the study area as a whole, the centrally located blocks within City Center, particularly those along Main Street between Pacific and 21<sup>st</sup> Avenues, see greater demand than other blocks. The demand patterns indicate that the retail and restaurant uses along Main Street are driving demand patterns within the City Center subarea, however some impact from the University event is also evident.
- The average time stay within the subarea was calculated to be approximately 1 hour 41 minutes. This is below the 2-hour time limit typical of most stalls within the subarea, and accordingly, the percentage of vehicles observed to overstay the signed time limit was relatively small at 13%.
- An average of 3.74 unique vehicles per stall were served over the course of the study day. When considered in tandem with occupancy percentages, this indicates a relatively robust turnover pattern, with centrally located spaces especially offering utility throughout the study day.



### Northwest Subarea (Thursday)

A graph showing the Thursday percent occupancy in the Northwest subarea is shown in Figure 13.

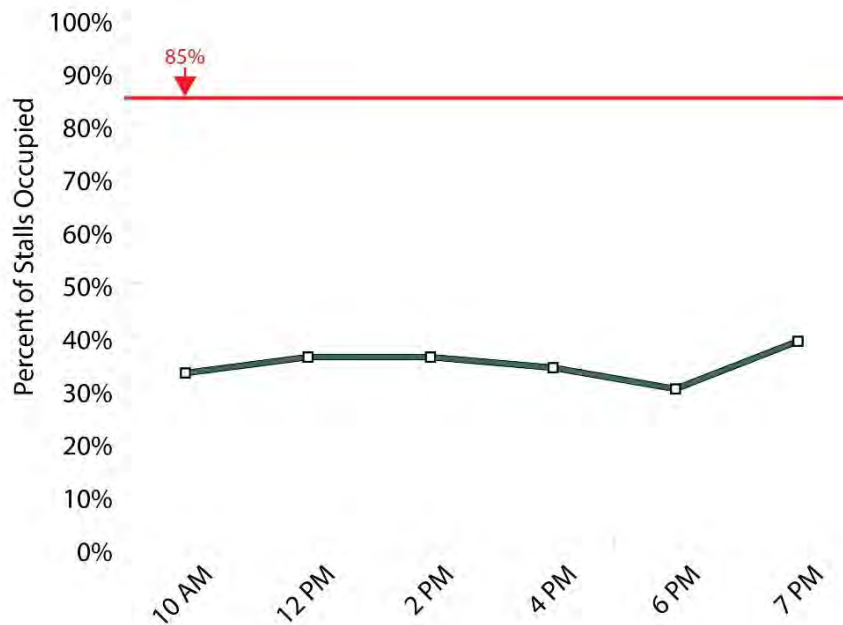


Figure 13: Thursday Northwest Subarea Percent Occupancy

#### Key Observations

- Demand within this subarea was observed to be relatively flat over the course of the study day, with occupancy percentages between about 30% and 45%. The peak hour occurs at 7:00 pm, immediately following the lowest observed hour at 6 pm. This is consistent with the expectation that residential uses drive demand within this subarea, however the late spike may be due to a combination of local residential demand and commercial demand from nearby uses on Main Street.



### Northeast Subarea (Thursday)

A graph showing the Thursday percent occupancy in the Northeast subarea is shown in Figure 14.

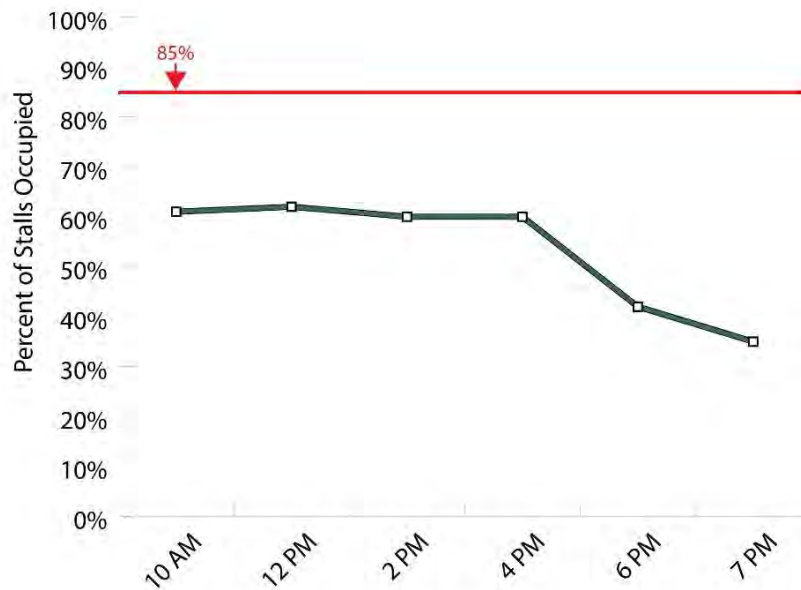


Figure 14: Thursday Northeast Subarea Percent Occupancy

#### Key Observations

- Demand within this subarea is relatively flat between 10:00 am and 4:00 pm at approximately 65% before falling off at 6:00 pm. This is consistent with the expectation that demand here was driven largely by the event at Pacific University. Similar demand patterns (albeit at different levels) are likely to be observed when school is in full session. Demand was concentrated within along the northwestern edge of the campus, with the parking along the southern edge showing somewhat lower occupancies. It is expected that this parking may be more in demand during the school year, generally raising occupancies within the subarea.



### South Subarea (Thursday)

A graph showing the Thursday percent occupancy in the South subarea is shown in Figure 15.

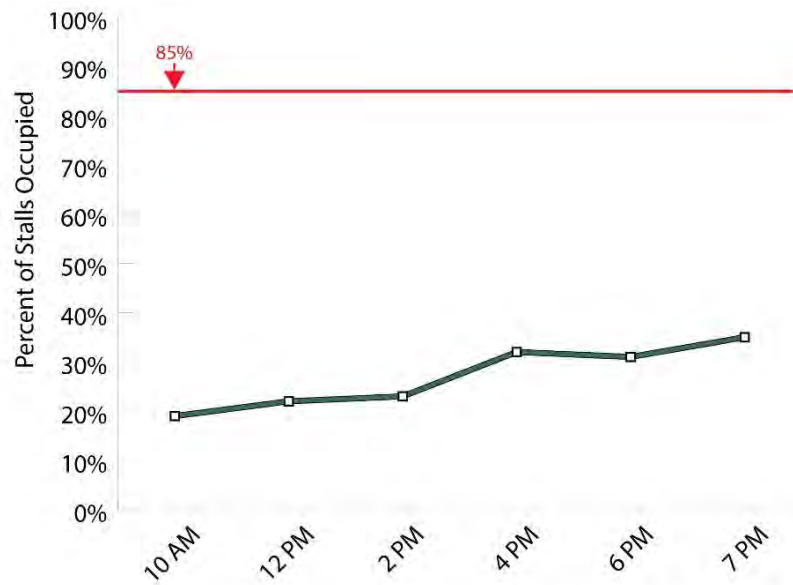


Figure 15: Thursday Employment Percent Occupancy

#### Key Observations

- Demand within the South subarea was relatively low throughout the study, with the peak hour occurring at 7:00 pm with just under 40% of spaces filled. While several office and employment uses lie within this district, it appears that most employees are utilizing off-street parking. Demand for on-street parking within the district is more likely driven by the handful of adjacent commercial uses, or by commercial uses within the City Center subarea as this subarea fills to near capacity.



## Parking Lots

In addition to the on-street parking demand within the study area, occupancy was observed at seven public parking lots in Forest Grove. The locations of the studied lots are shown in Figure 16. It should be noted that while 85% is considered functionally full for on-street parking, that is not the case for parking lots.

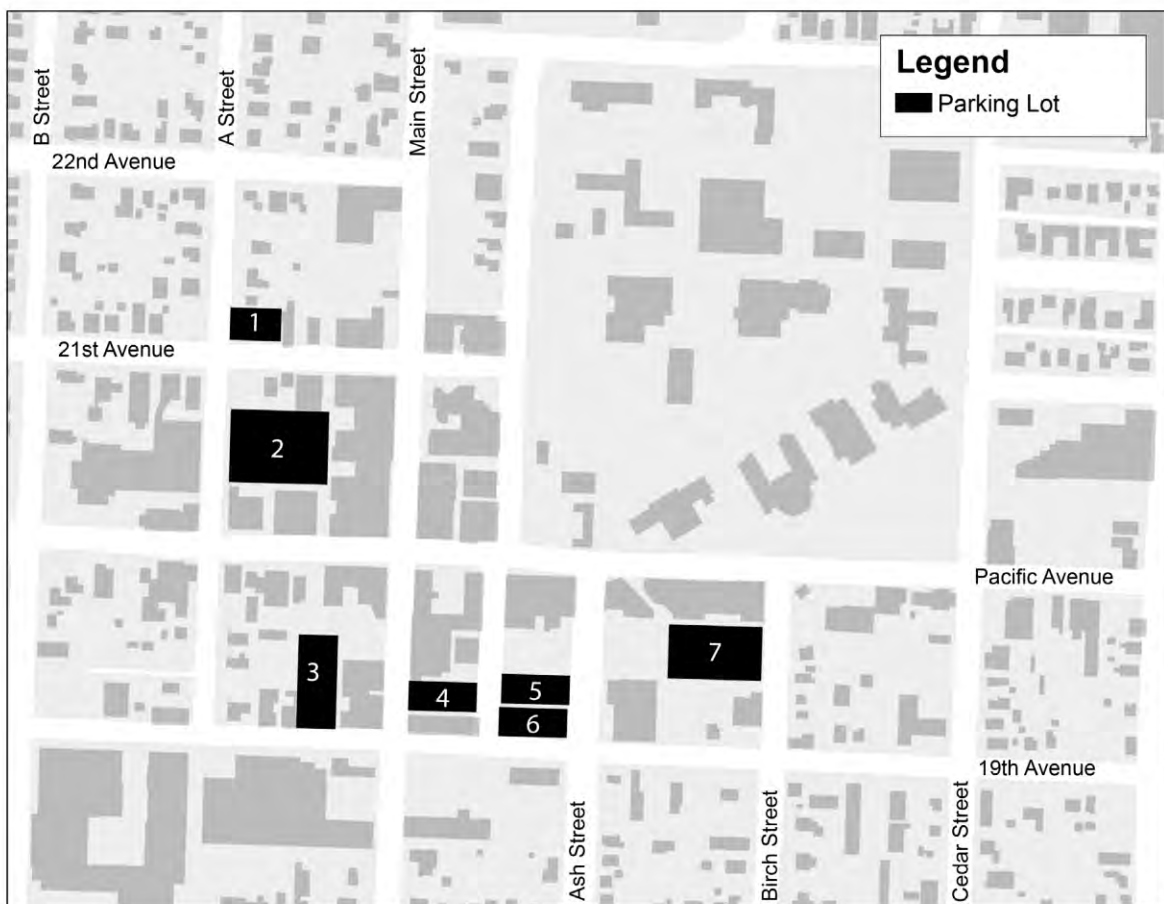


Figure 16: Public Parking Lots within Downtown Forest Grove



### Parking Lot 1

Parking Lot 1 is located in the northeastern corner of the intersection of 21<sup>st</sup> Avenue at A Street. There is a total of 19 parking stalls. Parking Lot 1 was observed to be 100% full during the 4:00 pm observation and 5:00 pm observation periods on Saturday, and had significant demand at other times of both study days. This centrally located lot thus appears to be heavily utilized by both event patrons and other downtown patrons. Occupancy curves for this lot are shown in Figure 17.

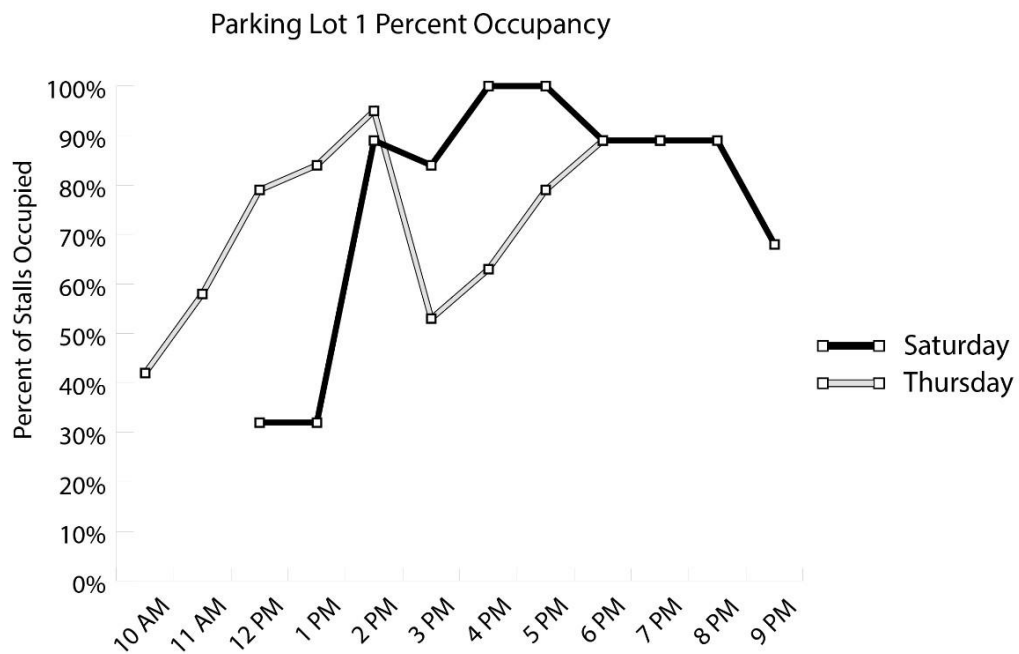


Figure 17: Parking Lot 1 Occupancy



### Parking Lot 2

Parking Lot 2 is located on the eastern side of A Street, between 21<sup>st</sup> Avenue and Pacific Avenue. This parking lot has the largest amount of parking supply with 57 marked spaces. It was observed that several vehicles park in unmarked areas within the lot as well. The peak hours of demand occurred Saturday at 6:00 pm and Thursday at 7:00 pm. Parking lot 2 was observed to be 100% full on Saturday at 6:00 pm. Like Parking Lot #1, this lot served significant demand from the Saturday event. The utility for other downtown uses is also evident during the Thursday study day. Occupancy curves for this lot are shown in Figure 18.

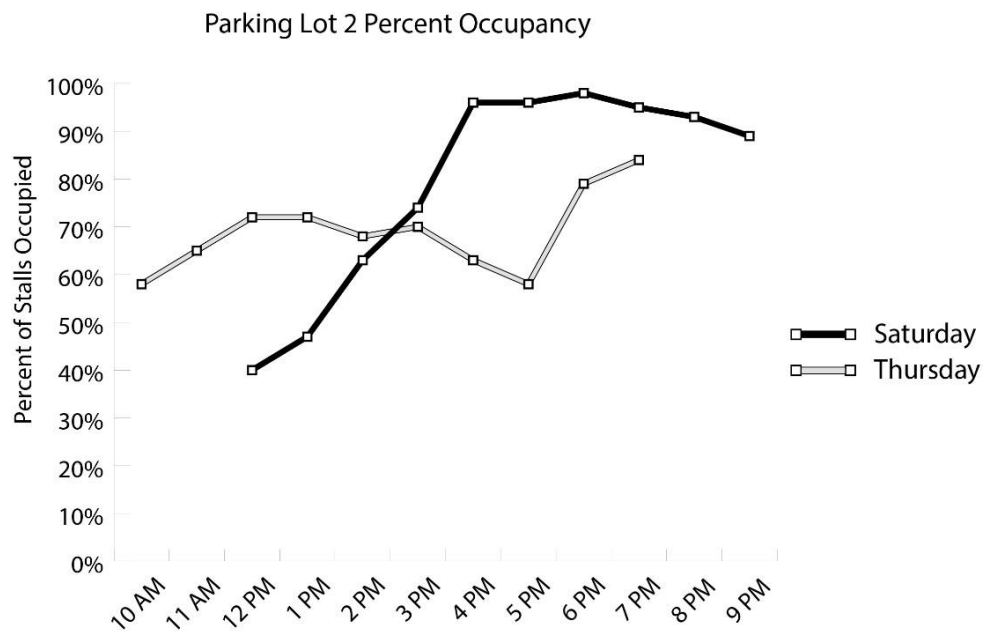
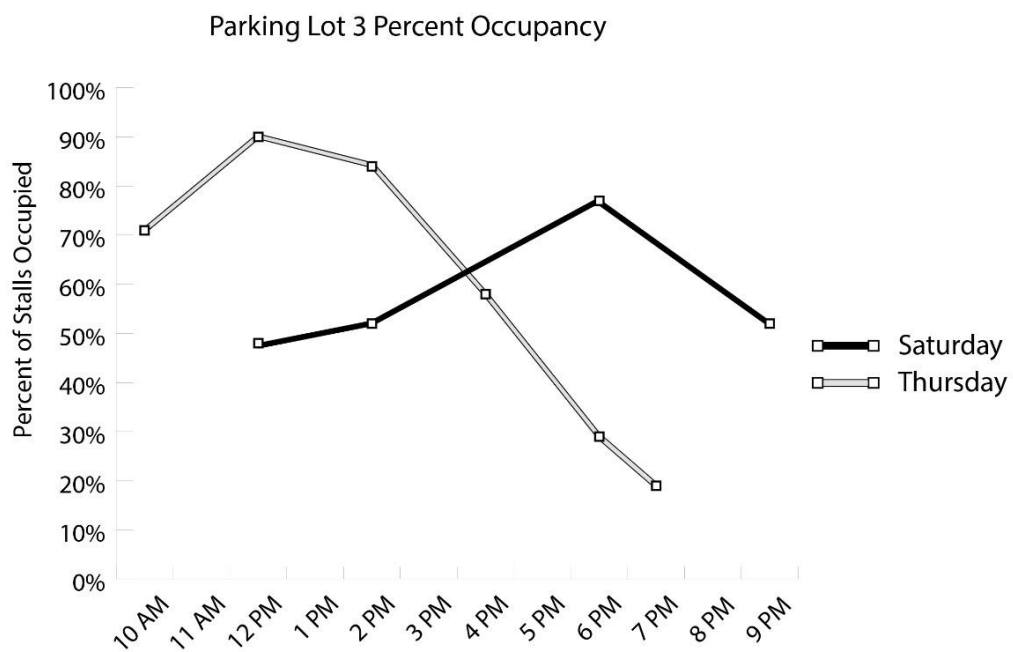


Figure 18: Parking Lot 2 Occupancy



### Parking Lot 3

Parking Lot 3 is located on the northern side of 19<sup>th</sup> Avenue, between A Street and Main Street. There is a total of 31 parking stalls. The peak hours of demand occurred on Saturday at 6:00 pm and on Thursday at 12:00 pm. The utilization patterns appear to be consistent with the expectations that demand is driven by school and employment uses during the week. Occupancy curves for this lot are shown in Figure 19.

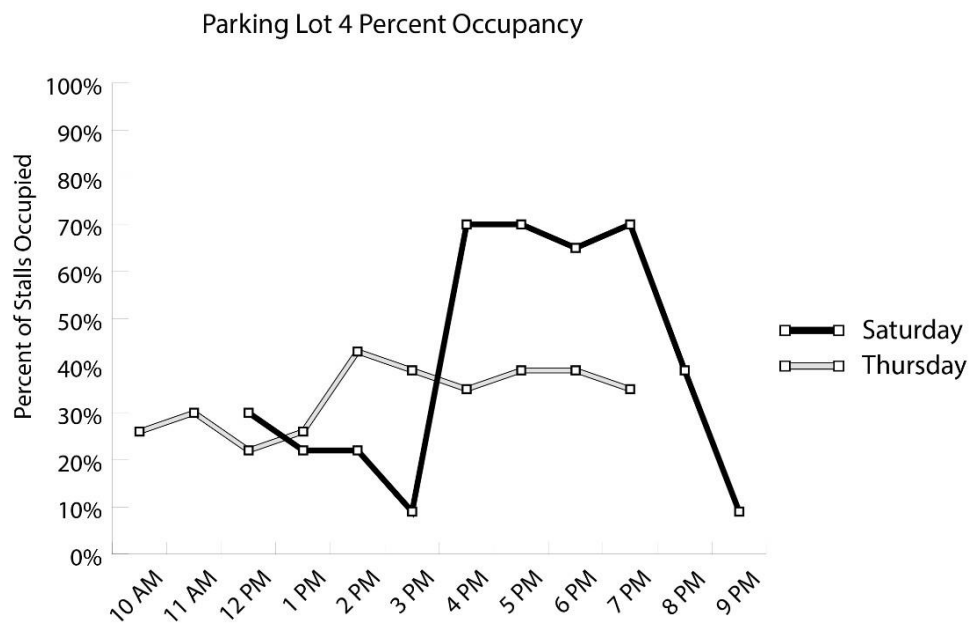


**Figure 19: Parking Lot 3 Occupancy**



### Parking Lot 4

Parking Lot 4 is located between Main Street and Council Street. There is a total of 23 parking stalls. The peak hours occurred on Saturday at 4:00 pm and 7:00 pm and on Thursday at 2:00 pm. This lot had relatively low demand overall, but appeared to serve as spillover parking during the event on Saturday as closer parking filled. Occupancy curves for this lot are shown in Figure 20.

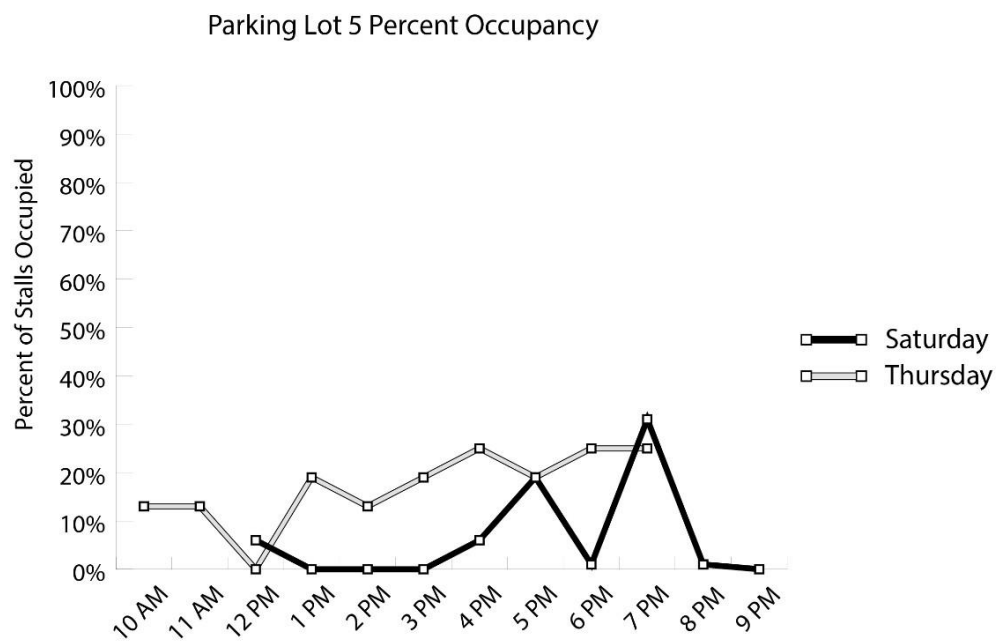


**Figure 20: Parking Lot 4 Occupancy**



### Parking Lot 5

Parking Lot 5 is located across from Parking Lot 4 on the eastern side of Ash Street. There is a total of 16 parking stalls. The peak hour of demand occurred at 7:00 pm on Saturday and 4:00 pm on Thursday. It is not anticipated that parking for retail and restaurant uses utilize this public parking area. Demand in this parking lot was relatively low during all study periods. Occupancy curves for this lot are shown in Figure 21.



**Figure 21: Parking Lot 5 Occupancy**



### Parking Lot 6

Parking Lot 6 is a gravel parking located on the northern side of 19<sup>th</sup> Avenue between Council Street and Ash Street, just south of Parking Lot 5. This parking lot has 33 parking stalls. Peak hours occurred at 6:00 pm on Saturday and 11:00 am on Thursday. Demand was relatively low during the entire study day on Saturday. During the Thursday study day, demand was between 70% and 80% before 5:00 pm. This is consistent with the expectation that this lot is often utilized by city employees. Occupancy curves are shown for this lot in Figure 22.

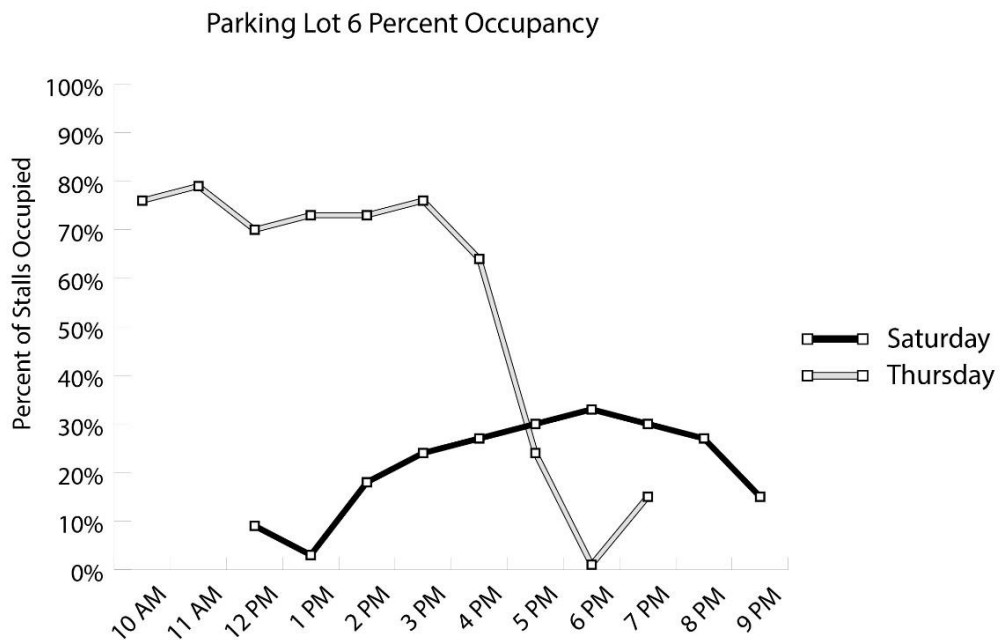


Figure 22: Parking Lot 6 Occupancy



### Parking Lot 7

Parking Lot 7 is the library parking lot located on the western side of Birch Street between Pacific Avenue and 19<sup>th</sup> Avenue, adjacent to the Forest Grove Public Library. This parking lot has approximately 25 parking stalls. Peak hours occurred at 12:00 pm on both Thursday and Saturday. Demand was observed to be much higher on Thursday than on Saturday, which could be due to increased library patronage on weekdays but also likely owes to demand related to Pacific University. Demand for the lot Occupancy curves for this lot are shown Figure 23.

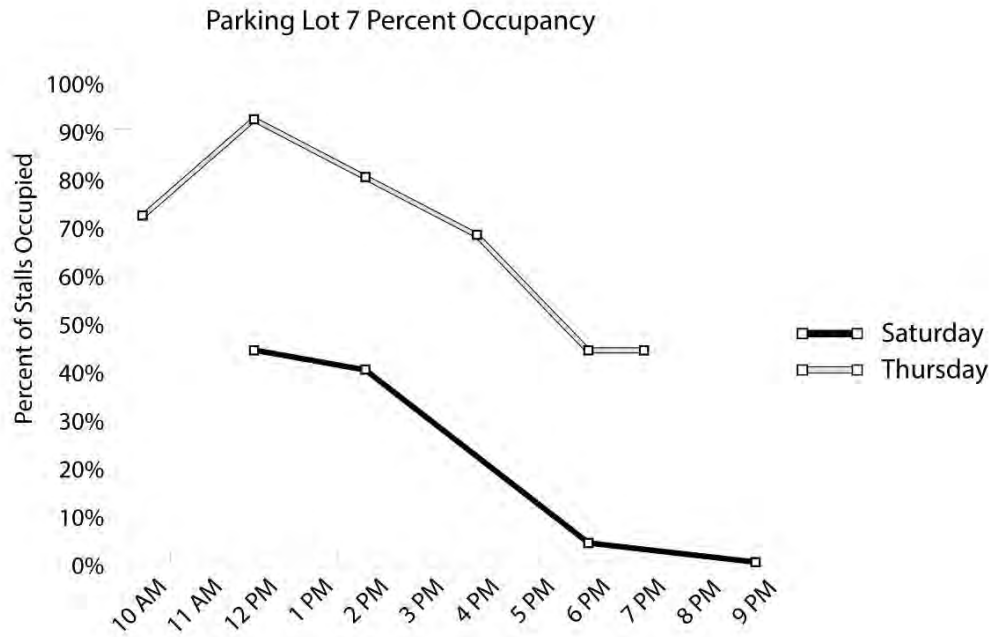


Figure 23: Parking Lot 7 Occupancy



### ***Final Observations and Next Steps***

- During both study days, there was sufficient parking within downtown Forest Grove to accommodate all demand during all hours. However there are often localized shortages of parking during the peak hours, where several contiguous blocks are “functionally full” with more than 85% of available parking occupied. The busiest areas generally on or near Main Street, and appear to occur both on typical days and more acutely due to events.
- Existing management measures appear to be producing the desired turnover patterns during typical weekdays; however during the downtown event on Saturday many vehicles were observed to exceed signed time limits and accordingly turnover was relatively light.
- While Pacific University has a large number of off-street spaces that were not considered as part of this study, it appears to be a significant generator of parking demand for publicly available parking within downtown. While parking adjacent to the campus along Pacific Avenue is otherwise lightly utilized, University demand may compete with other downtown demand in other locations including along College Way and within Parking Lot #7 (adjacent to the library).
- The results presented herein point to a number of potential management measures that could help parking within the downtown area function better. Generally, the City should consider a strategy that that helps guide longer-term demand toward the parking lots and on-street parking toward the edges of the downtown area, freeing the most centrally located parking for robust turnover. A number of potential measures can help with this, including wayfinding, better regulation of parking for employees of commercial businesses downtown, increased enforcement (particularly around events), and other placemaking measures (particularly related to the ease and comfort of crossing Pacific Avenue). Moving forward, a detailed set of complementary management initiatives should be developed in consult with the City and stakeholder groups toward this end.



November 13, 2019  
Page 32 of 32

***Appendix: Hourly maps of demand observations***

Figure A1: Parking Occupancy - Thursday, 10:00 a.m.

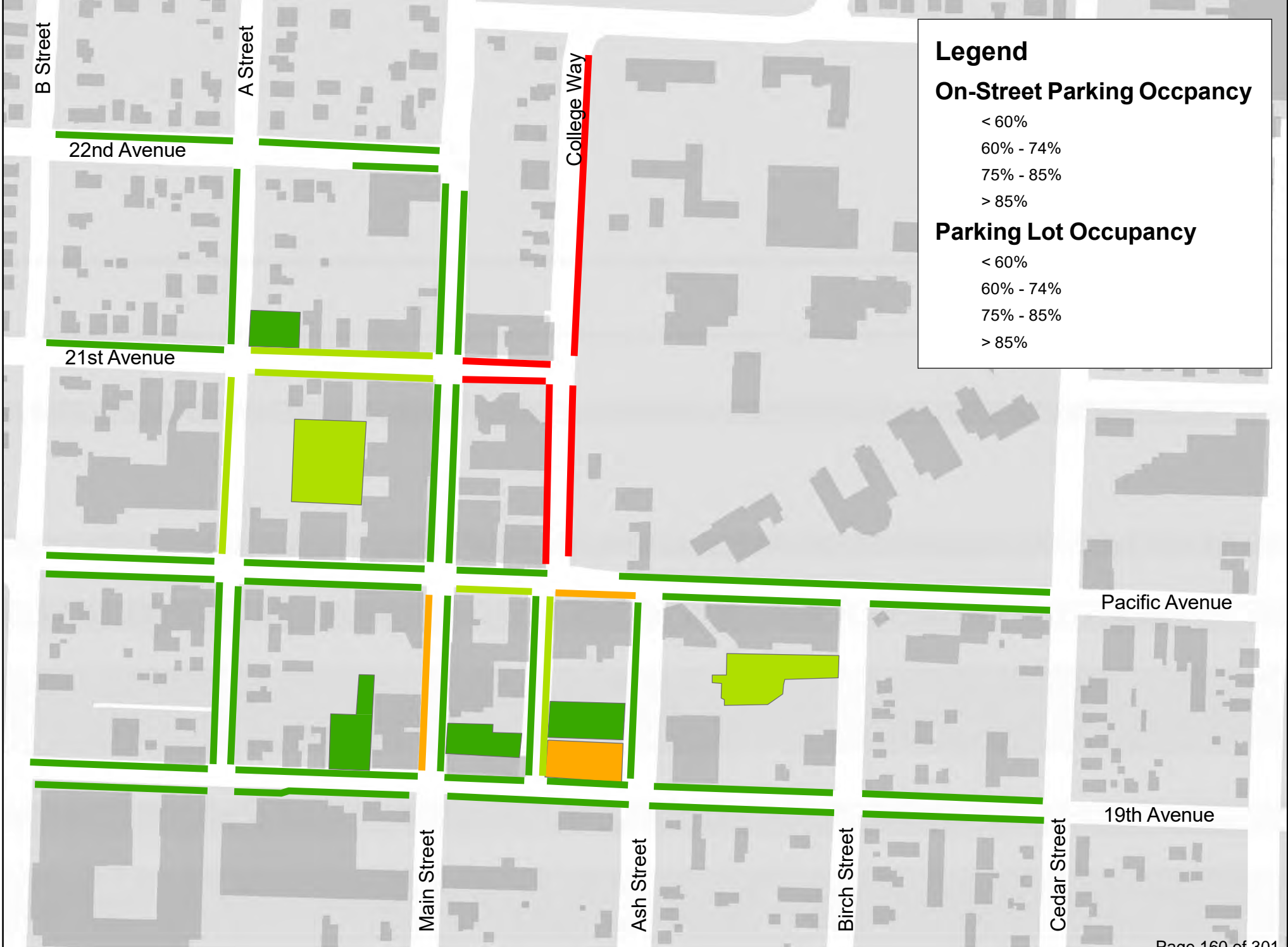


Figure A2: Parking Occupancy - Thursday, 12:00 p.m.

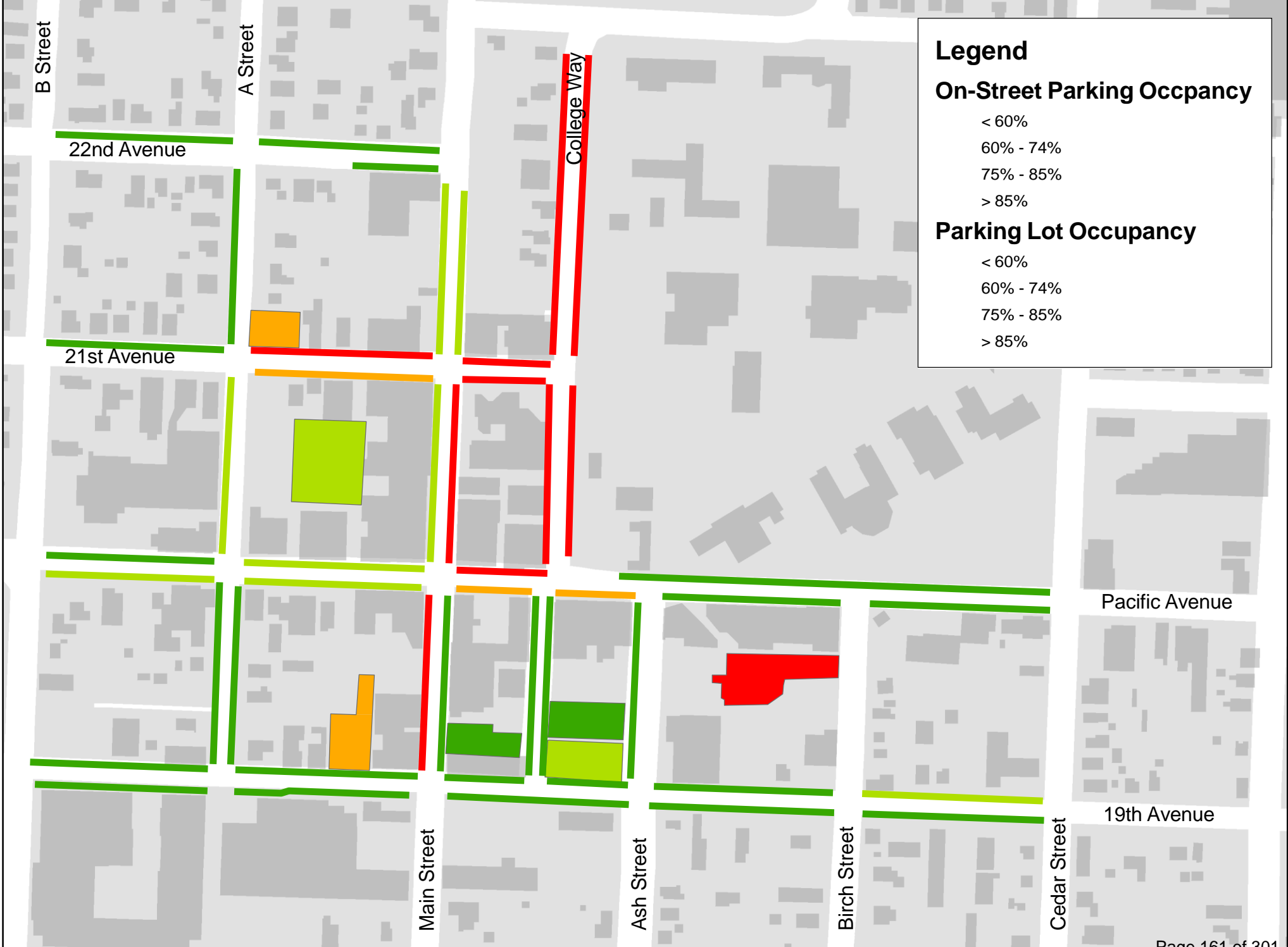


Figure A3: Parking Occupancy - Thursday, 2:00 p.m.

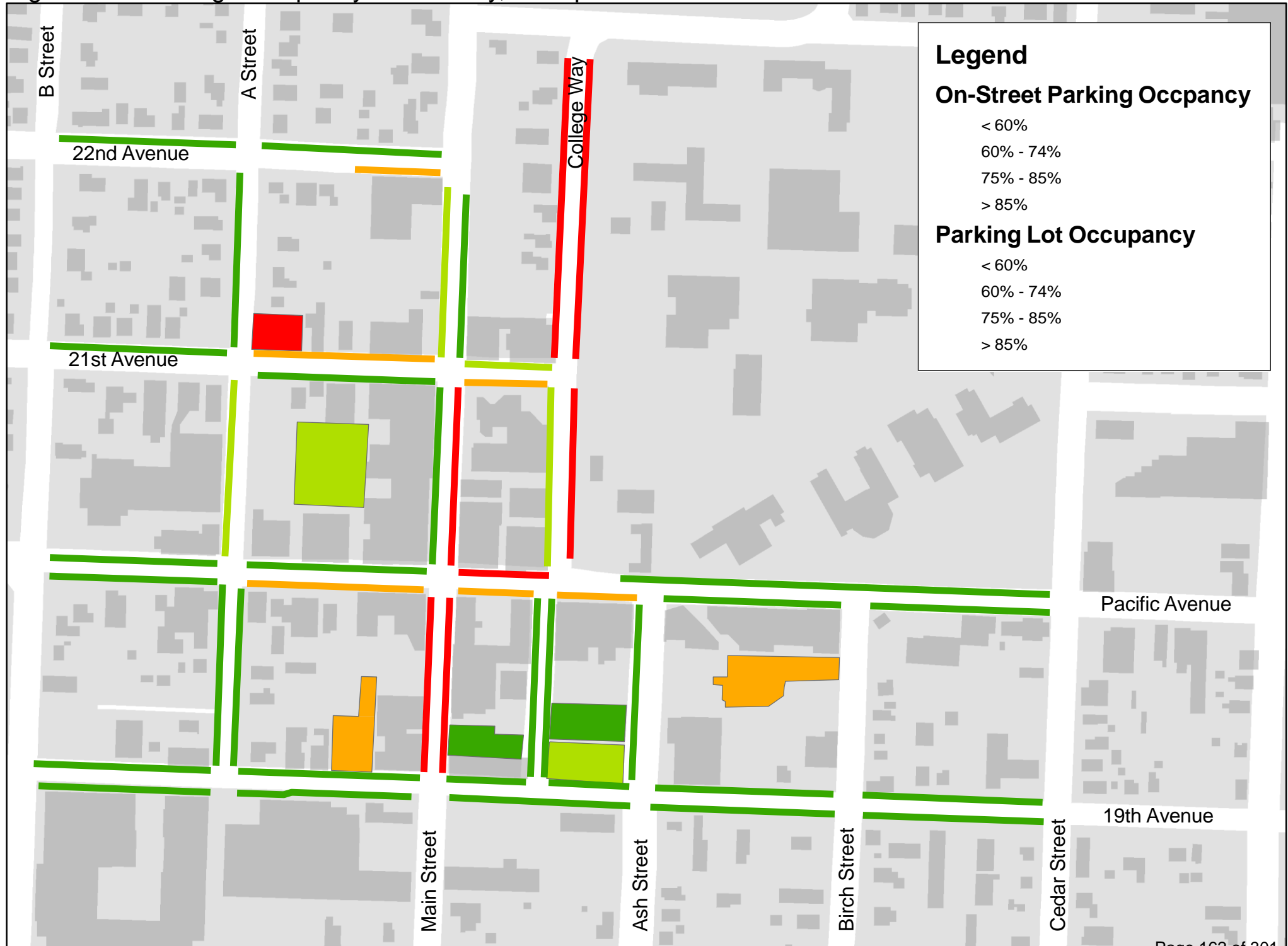


Figure A4: Parking Occupancy - Thursday, 4:00 p.m.

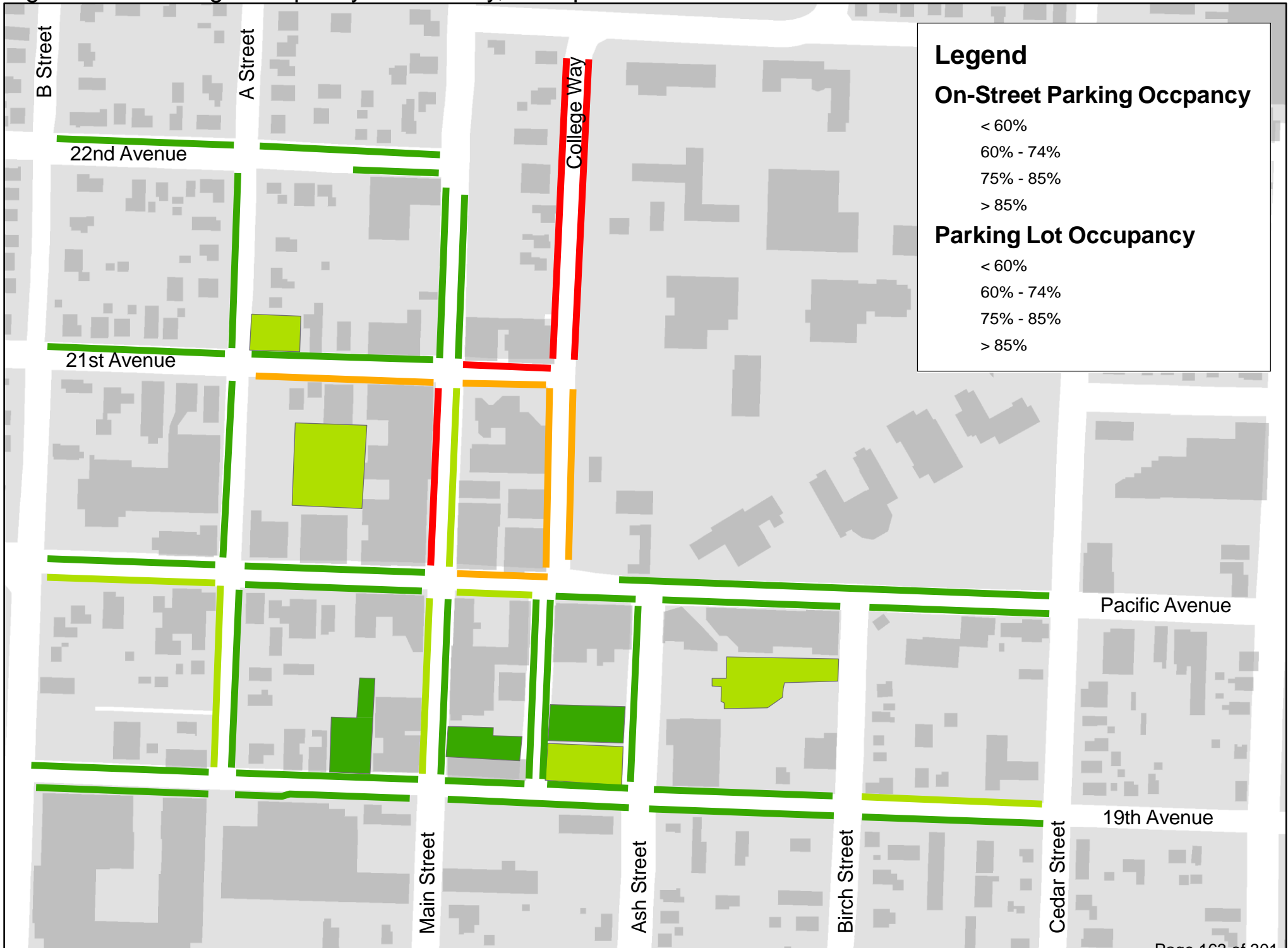


Figure A5: Parking Occupancy - Thursday, 6:00 p.m.

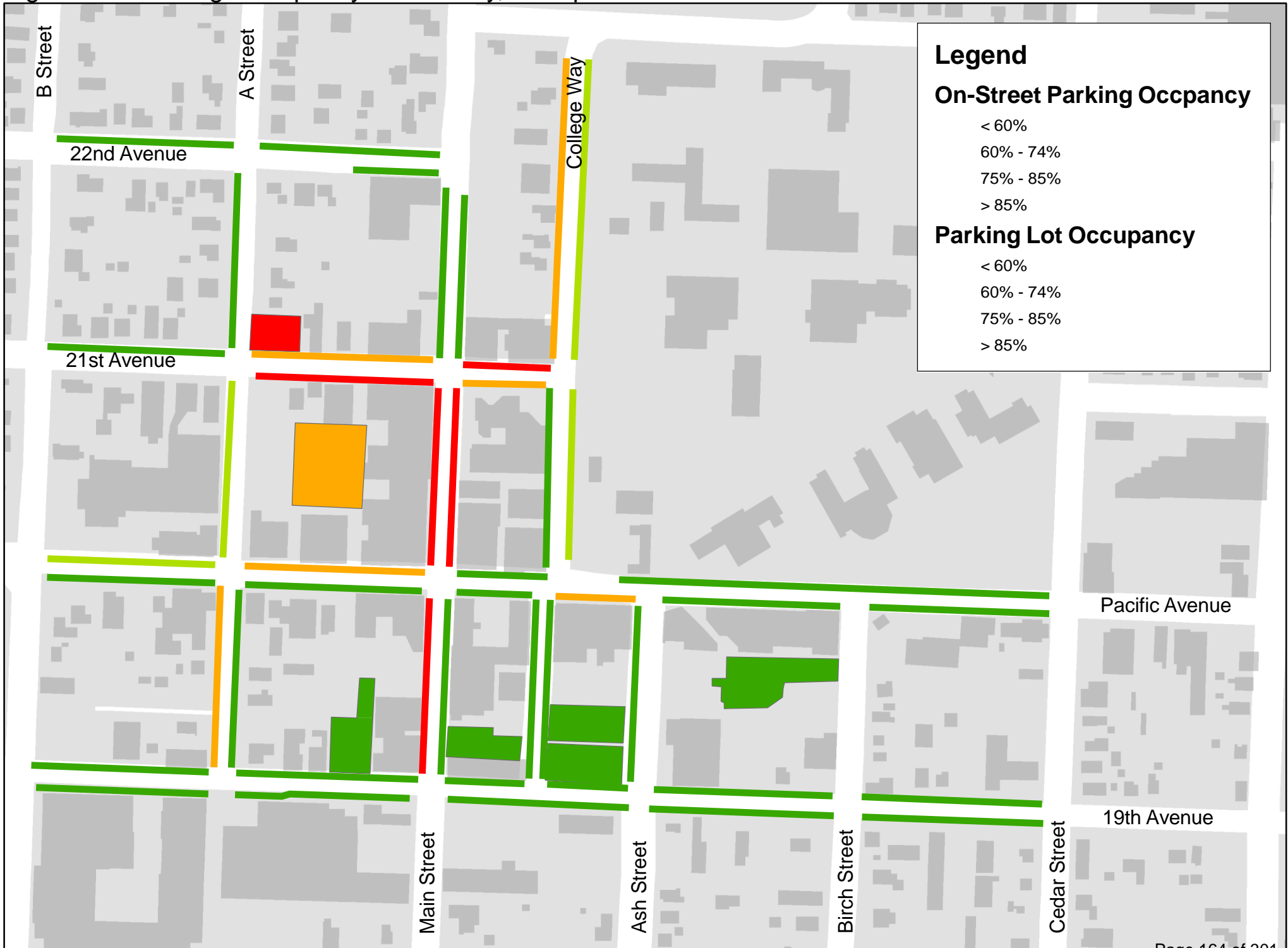


Figure A6: Parking Occupancy - Thursday, 7:00 p.m.

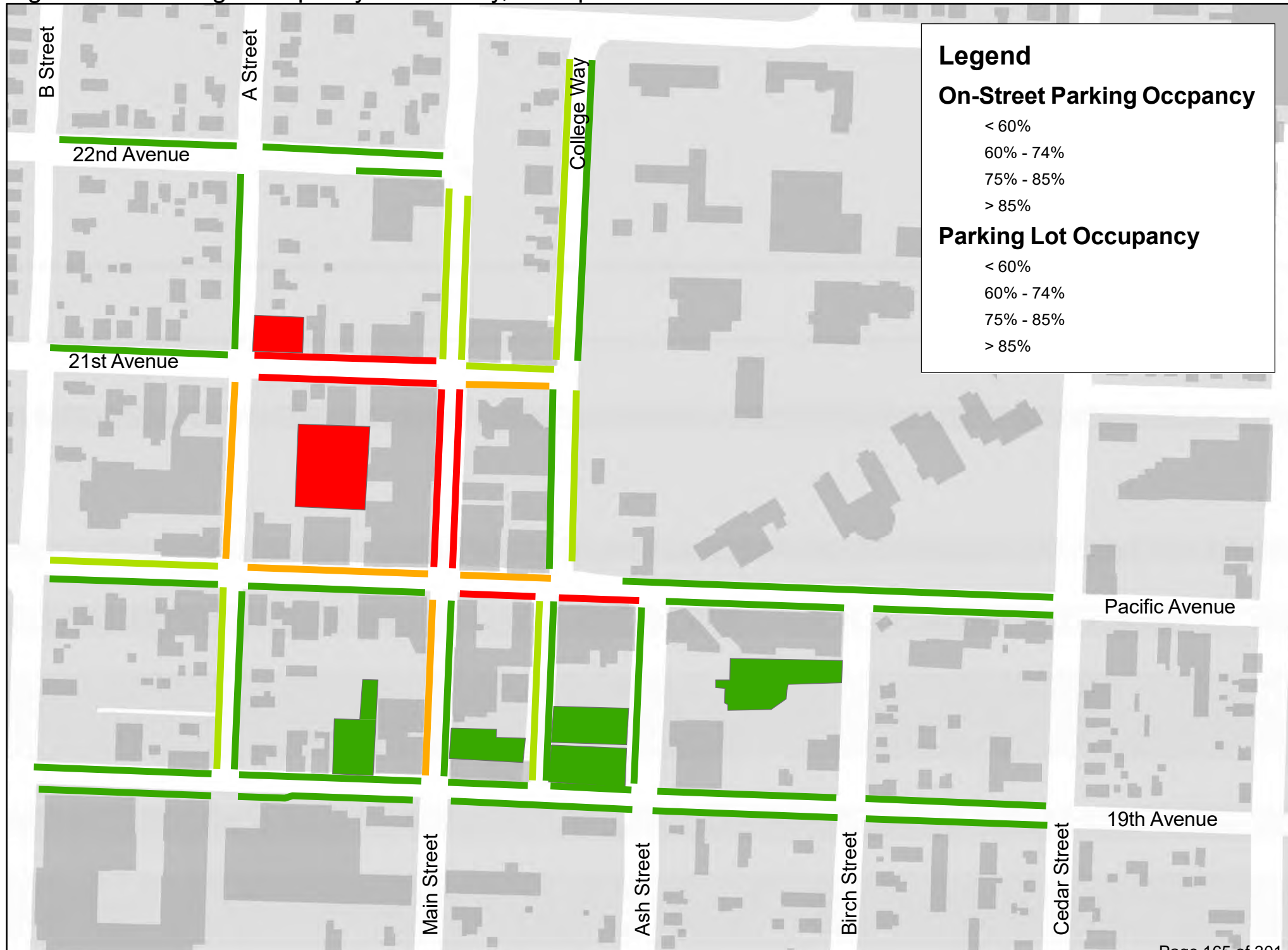


Figure A7: Parking Occupancy - Saturday, 12:00 p.m.



Figure A8: Parking Occupancy - Saturday, 2:00 p.m.

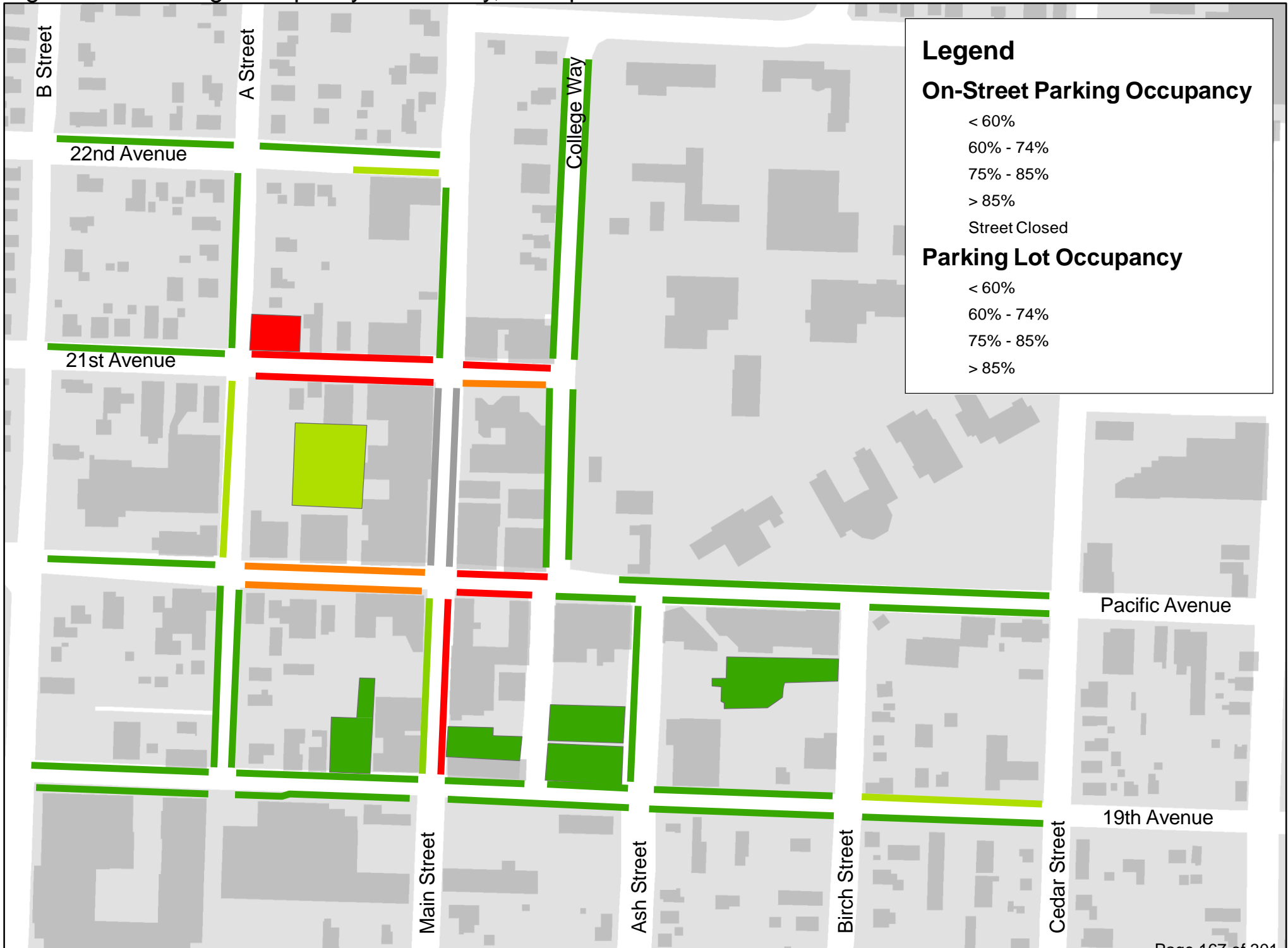


Figure A9: Parking Occupancy - Saturday, 6:00 p.m.

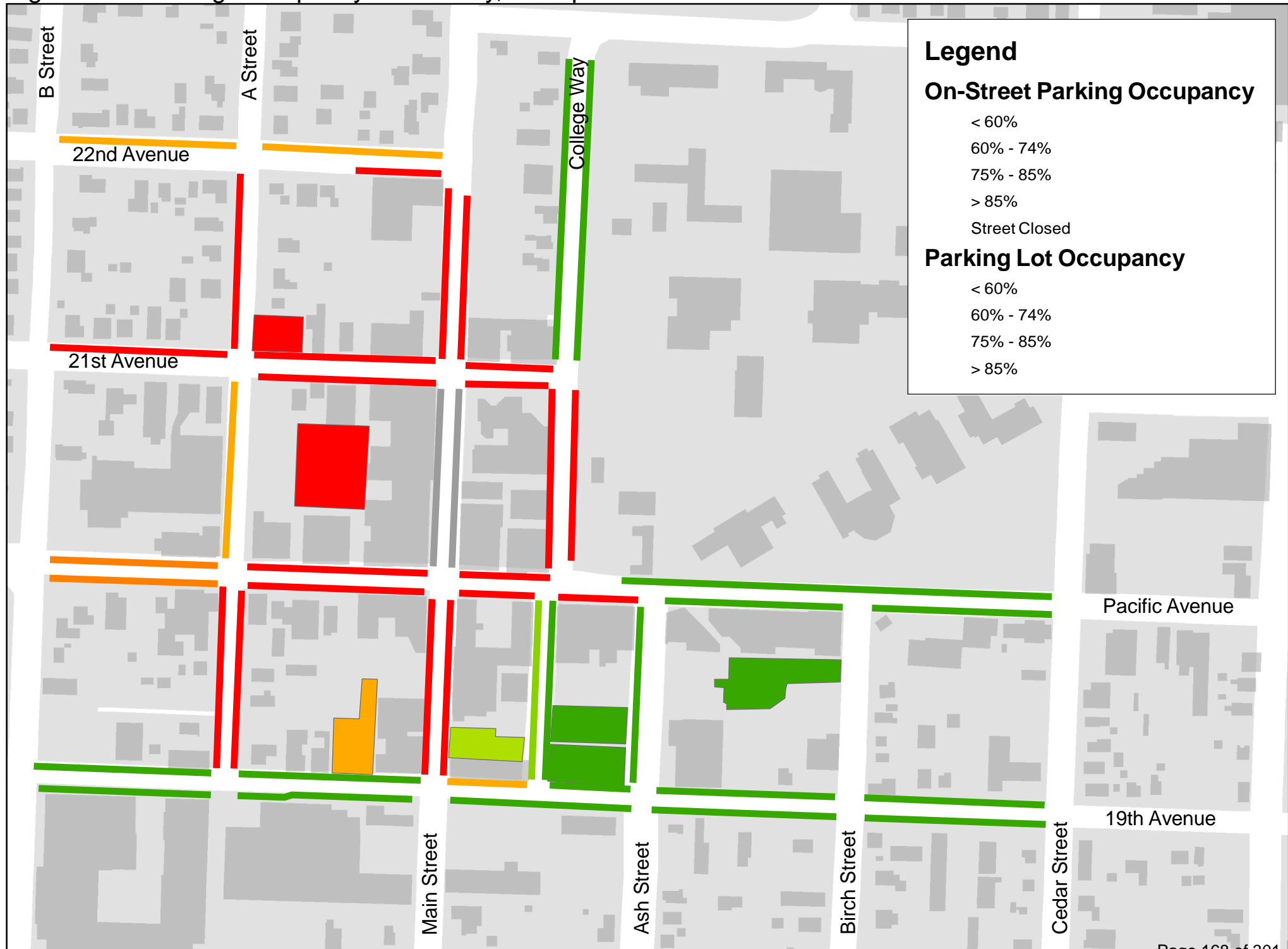
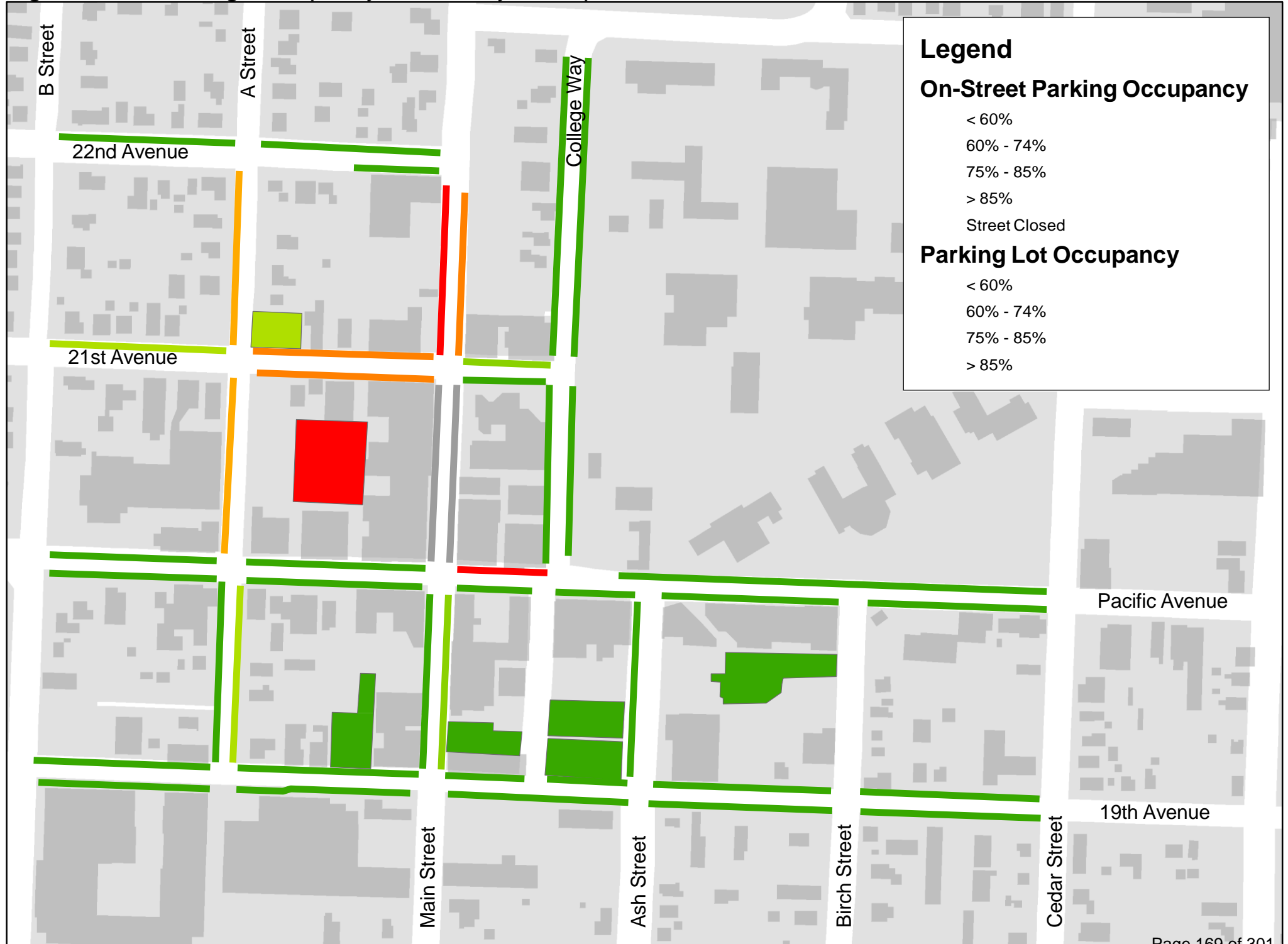


Figure A10: Parking Occupancy - Saturday, 9:00 p.m.





*A place where families and businesses thrive.*

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>F. 3.</u>
MEETING DATE:	<u>09/12/2022</u>
FINAL ACTION:	<u>RESO 2022-59</u>

**CITY COUNCIL STAFF REPORT**

**TO:** *City Council*

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

**MEETING DATE:** *September 12, 2022*

**PROJECT TEAM:** *Dan Riordan, Senior Planner, Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Acceptance of Downtown Parking Management Plan*

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

*X all that apply*

**ISSUE STATEMENT:** In March, the City’s parking consultant (Studio Davis LLC) provided a presentation to Council highlighting results of the downtown parking analysis. Subsequently, Studio Davis finalized the Forest Grove Downtown Parking Management Plan (Plan) (Attachment A) for City acceptance. A resolution with the Plan as an exhibit is attached for Council’s review and approval.

**BACKGROUND:** The parking analysis prepared by Studio Davis included an assessment of the public parking supply, demand and turnover. The consultant also evaluated parking impacts with Pacific University nearby. In addition, parking supply and demand on 21<sup>st</sup> Avenue was analyzed to provide information helpful for the Festival Street project. This information is in the Plan.

The consultant also prepared recommendations for parking improvements. The consultant’s recommendations include improving parking lot signage, expanding parking supply through striping, branding the City-owned parking lots, managing long-term parking, and adding wayfinding signage near the parking lots with information about nearby destinations including estimated walking times. The Plan attached to the resolution includes both the technical analysis and recommendations.

**FISCAL IMPACT:** Approving the resolution will have no direct fiscal impact on the City. Decisions about funding specific improvement projects identified in the Plan will be made as part of the annual City budget process.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution accepting the Downtown Forest Grove Parking Management Plan.

**ATTACHMENT(s):**

- A. Resolution accepting the Downtown Parking Management Plan, dated June 14, 2022.
- B. PowerPoint presentation



# 21<sup>st</sup> Avenue Festival Street Resolution

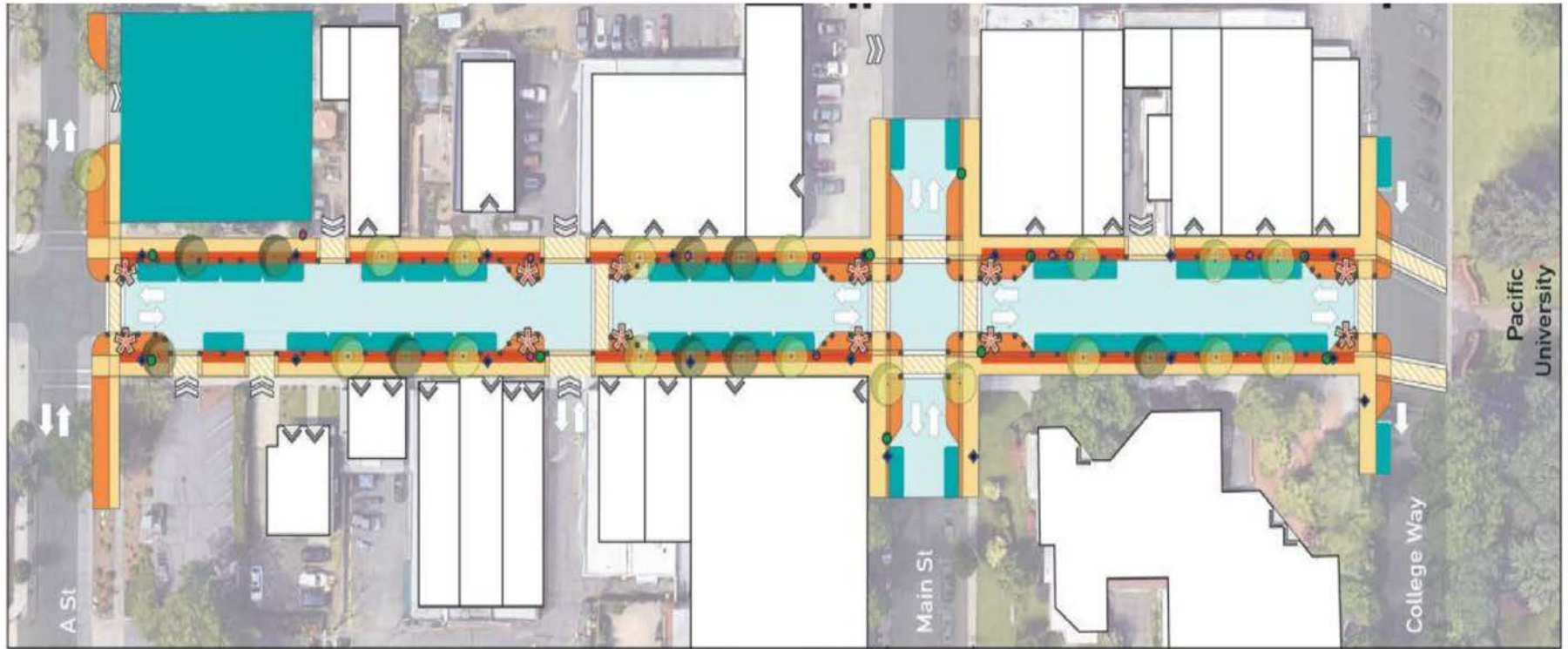
## Preferred Design Option

Dan Riordan, Senior Planner

# 21<sup>st</sup> Avenue Festival Street Resolution

- ❑ Last September, the Urban Renewal Agency held a work session on design options and next steps for the 21<sup>st</sup> Avenue Festival Street. City Council expressed a desire for additional business outreach and further assessment of parking impacts. This has been completed.
  
- ❑ On July 11<sup>th</sup> City Council held a listening session to provide opportunity for public comments on design options.
  
- ❑ As a result of the listening session, City Council selected a preferred design option with the following features:
  - ❑ Curbless street
  - ❑ Two-way traffic
  - ❑ Parallel parking
  - ❑ Project extent: College Way to A Street
  
- ❑ Staff recommends City Council adopt the resolution in the Council packet to memorialize Council's Direction with the following exhibits:

# 21<sup>st</sup> Avenue Festival Street Resolution



- Building Footprint
- Pedestrian Access
- Vehicular Access
- Bollard

- Proposed Trees
- Existing Trees
- Light Pole
- Bike Parking
- Trash Receptacle
- Gateway

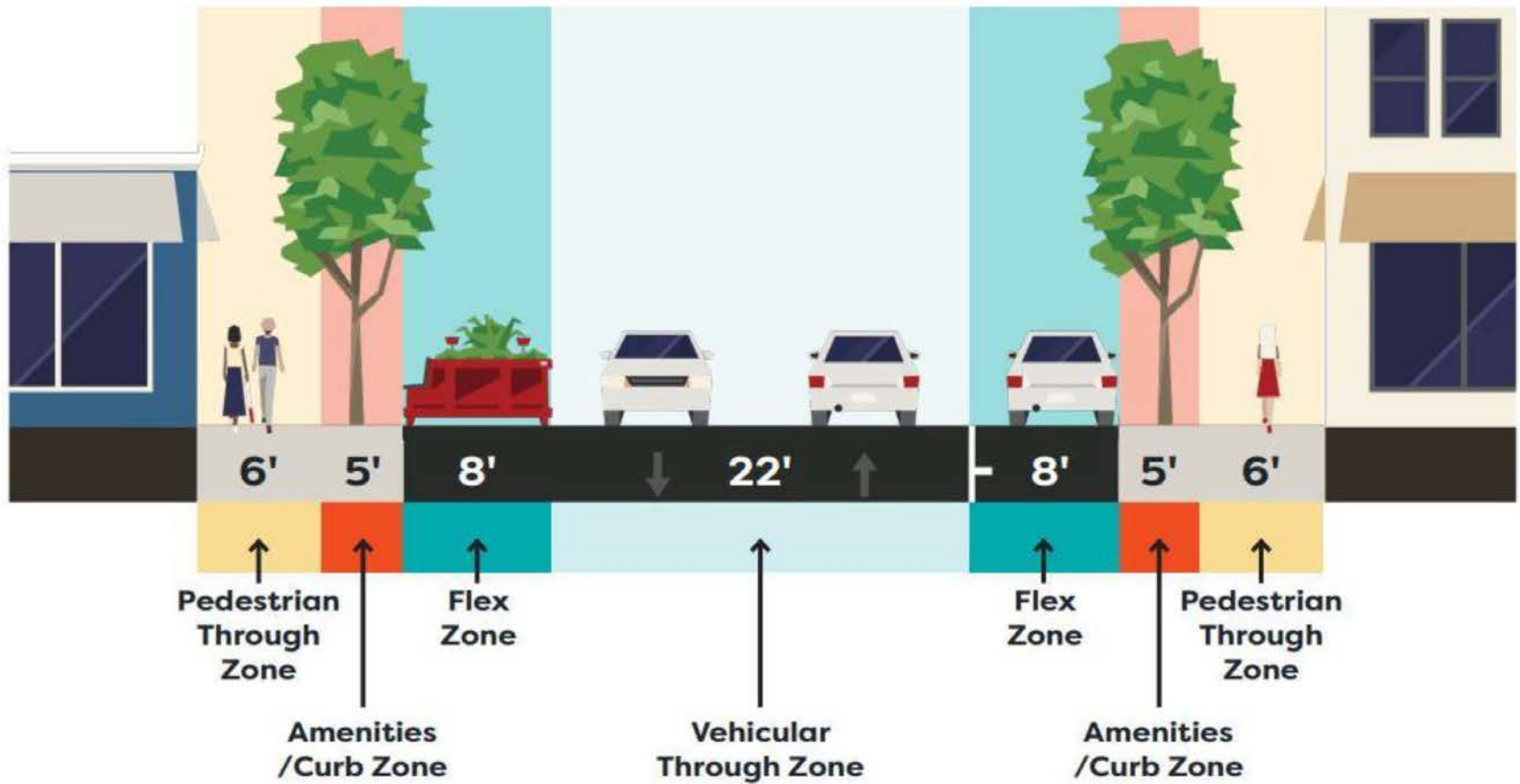
- Pedestrian Through Zone  
Accessible Pathway
- Amenities / Curb Zone  
Street furniture, lighting, trees, bike parking...
- Buffer Zone  
Landscape planting, gateway/art features, gathering spaces

- Flex Zone  
Parking, stormwater/planters, bike parking, parklets
- Vehicular Through Zone  
Curbless street, temporary closures for events
- Pedestrian Crossing

\*Additional street parking added on Main St between 21st and 22nd Ave (15 spaces)

21st Avenue Festival Street & Downtown Streetscape Design

# 21<sup>st</sup> Avenue Festival Street Resolution



# 21<sup>st</sup> Avenue Festival Street Resolution

Questions?

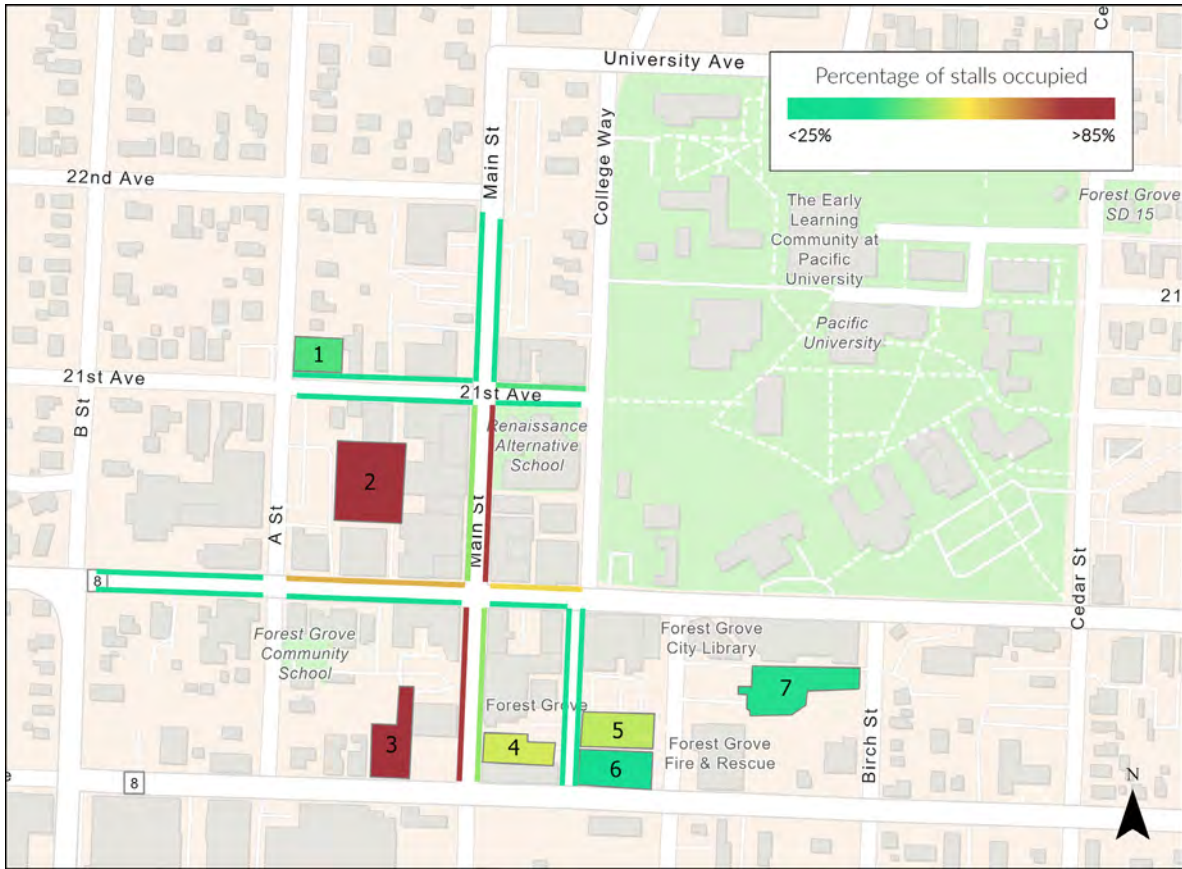


Figure A1: Occupancy map for 10am Tuesday February 8

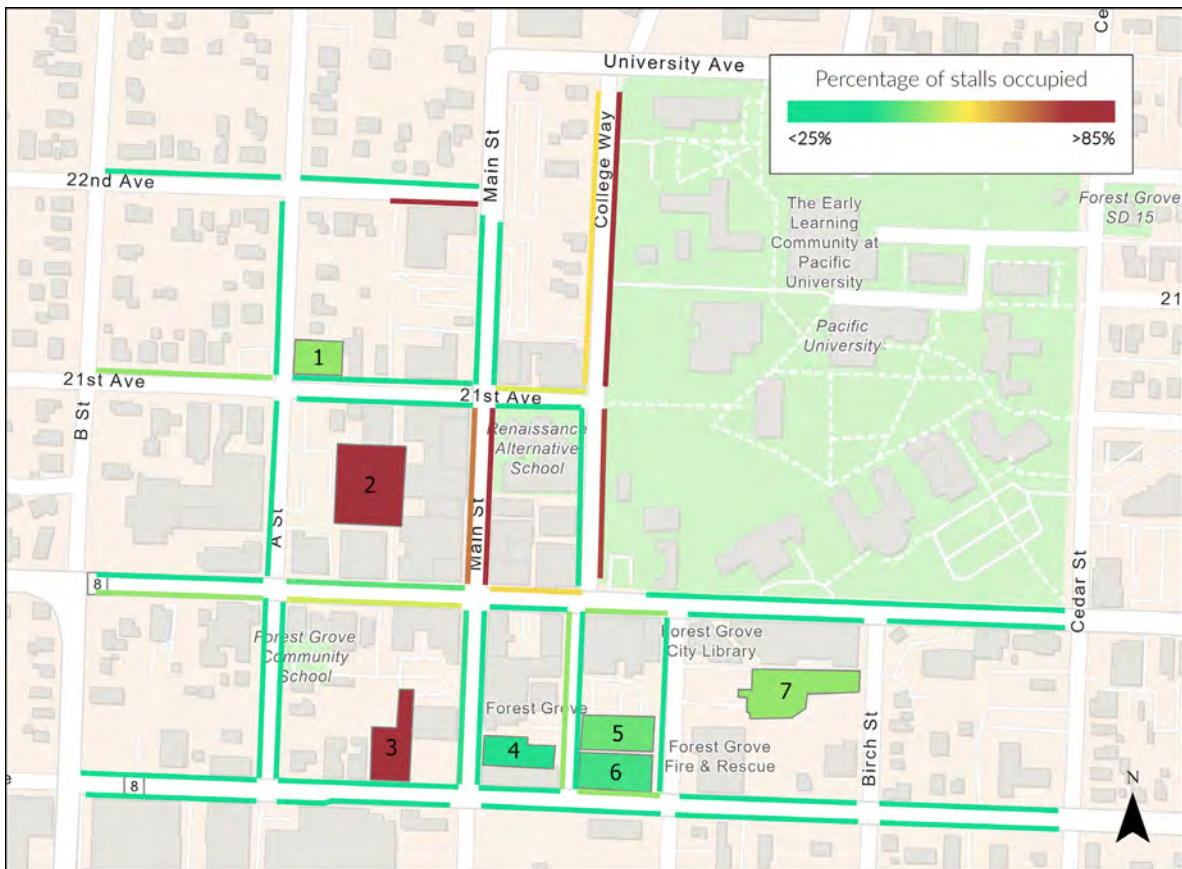


Figure A2: Occupancy map for 11am Tuesday February 8

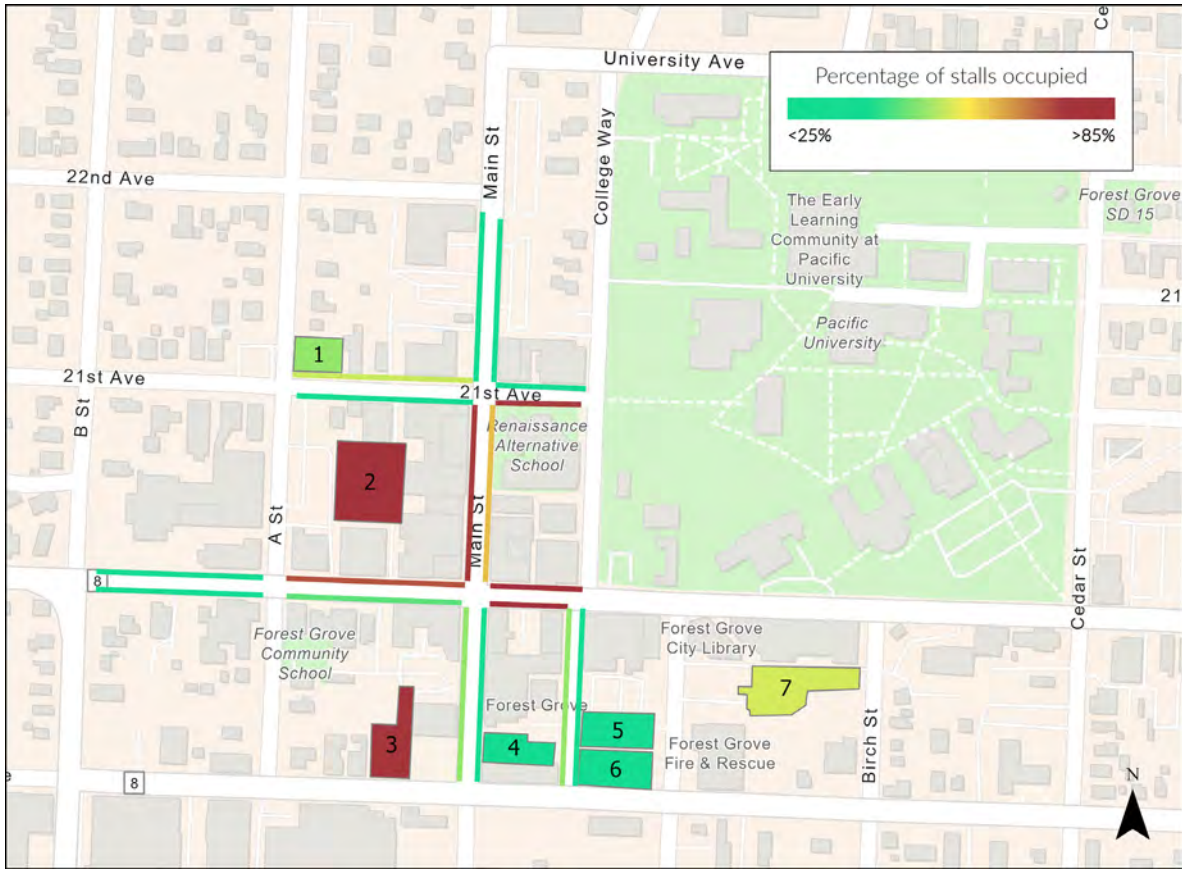


Figure A3: Occupancy map for 12pm Tuesday February 8

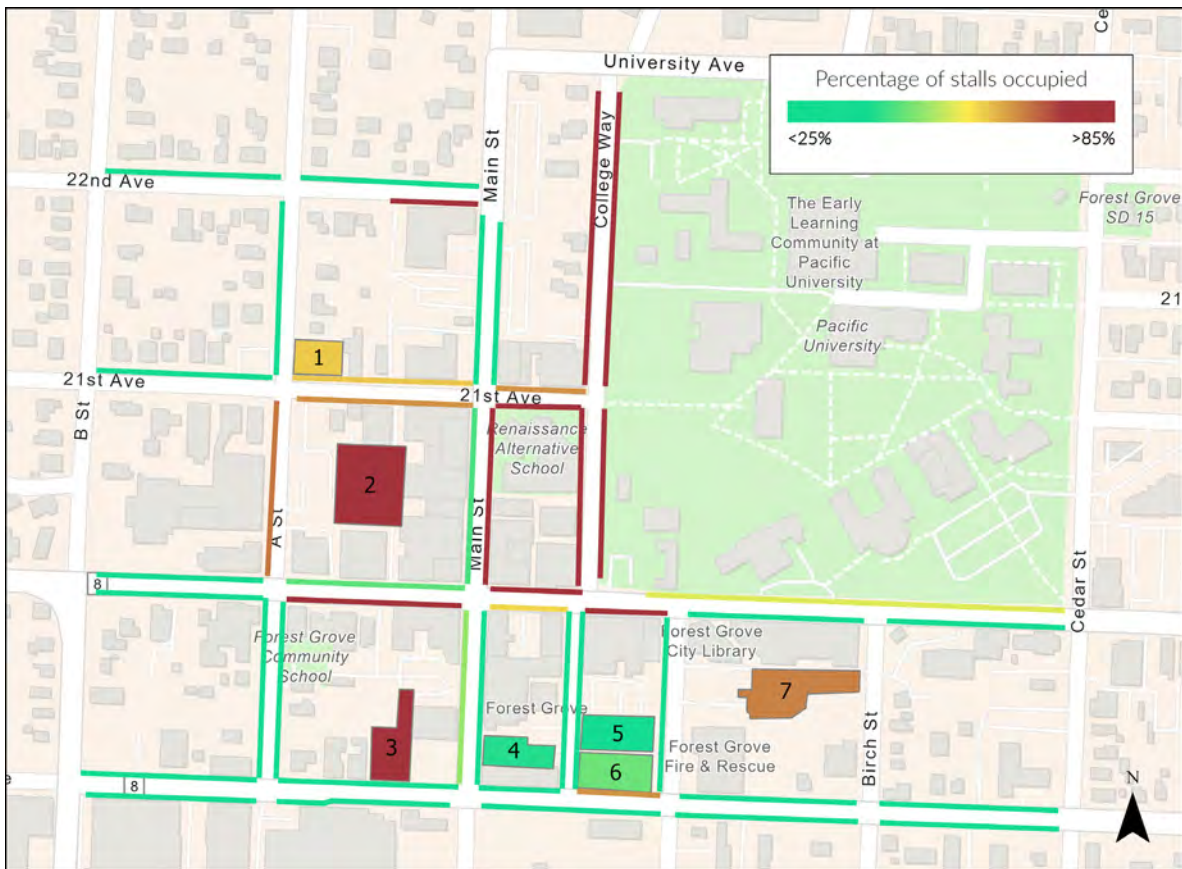


Figure A4: Occupancy map for 1pm Tuesday February 8

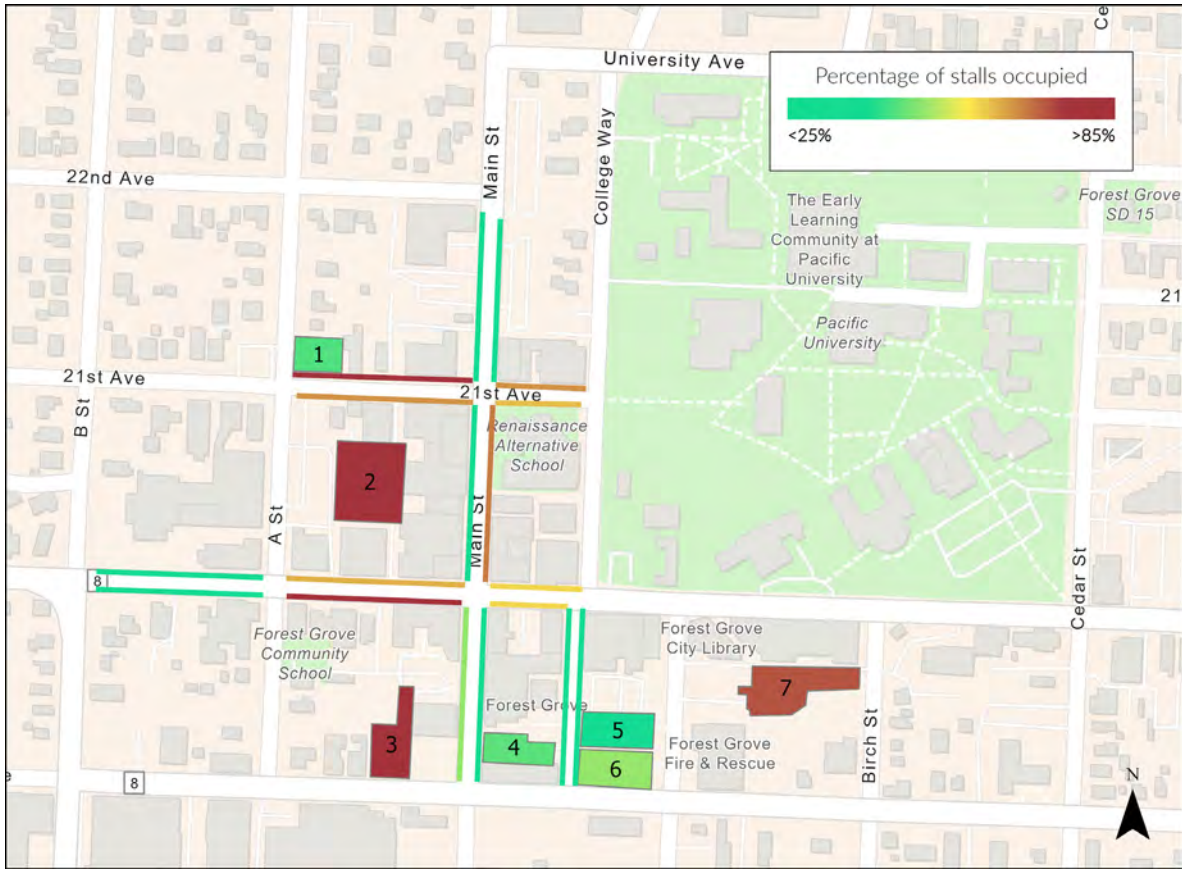


Figure A5: Occupancy map for 2pm Tuesday February 8

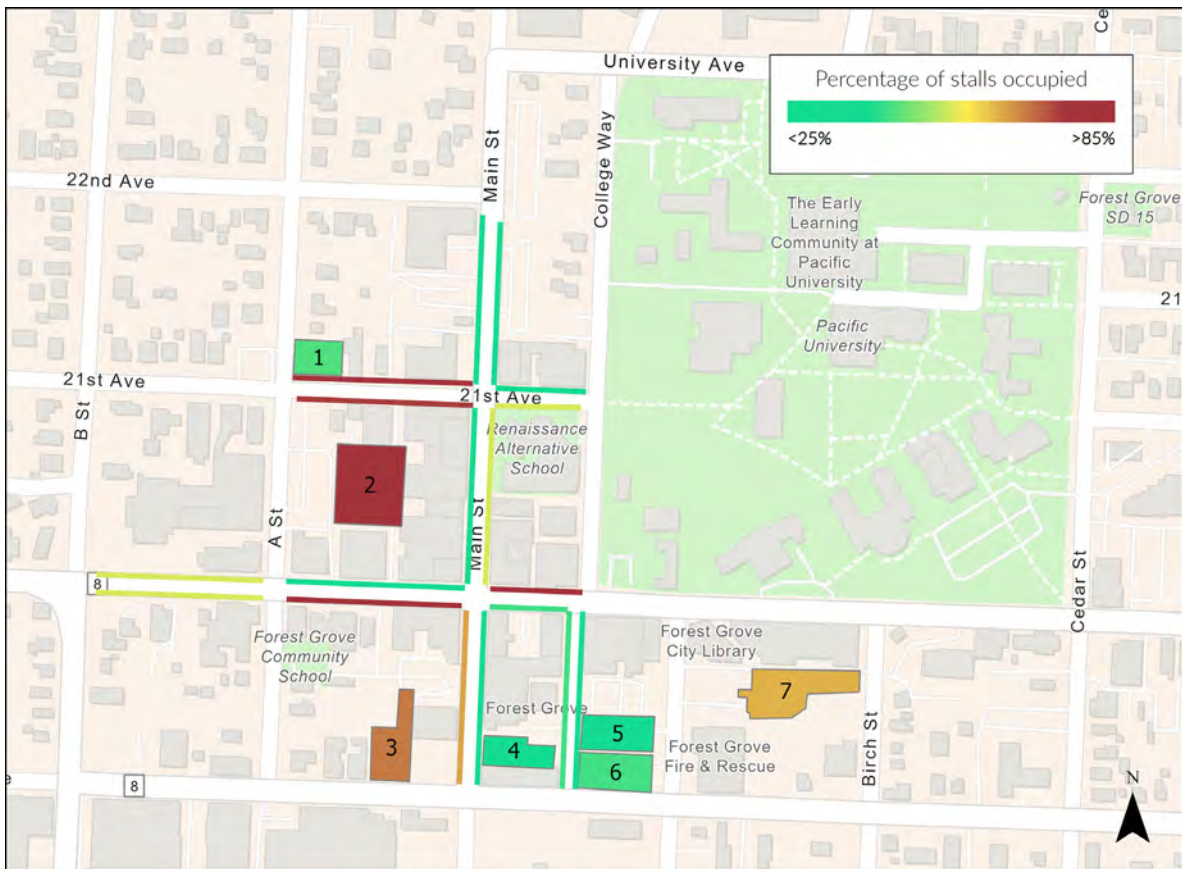


Figure A6: Occupancy map for 3pm Tuesday February 8

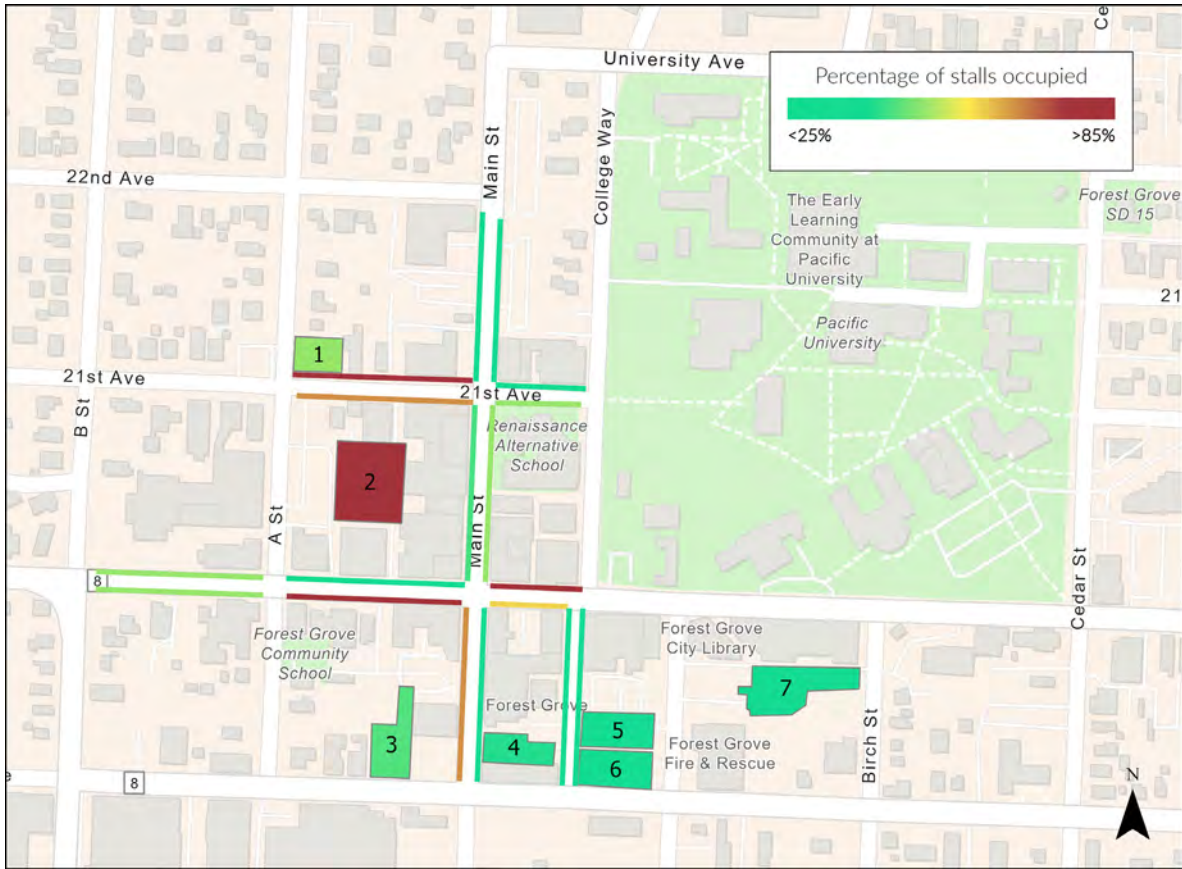


Figure A7: Occupancy map for 4pm Tuesday February 8

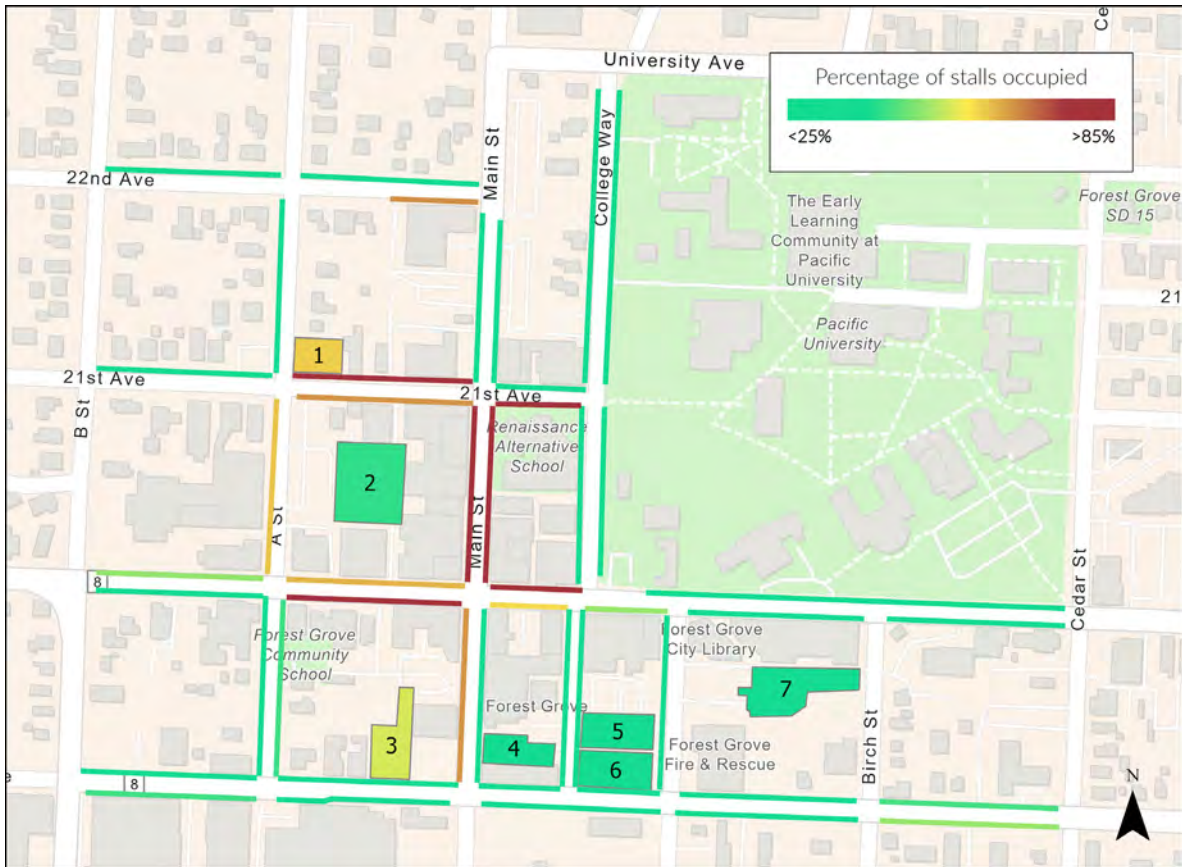


Figure A8: Occupancy map for 5pm Tuesday February 8

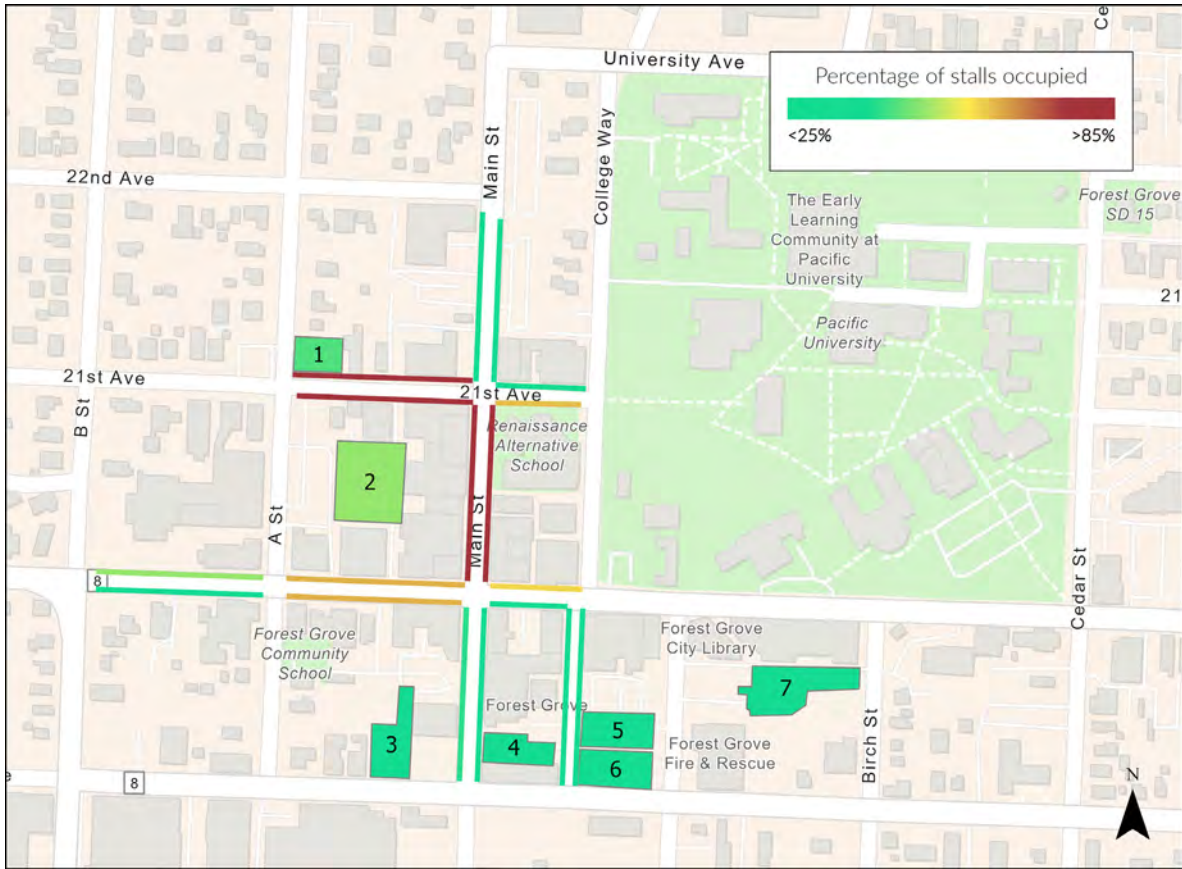


Figure A9: Occupancy map for 6pm Tuesday February 8

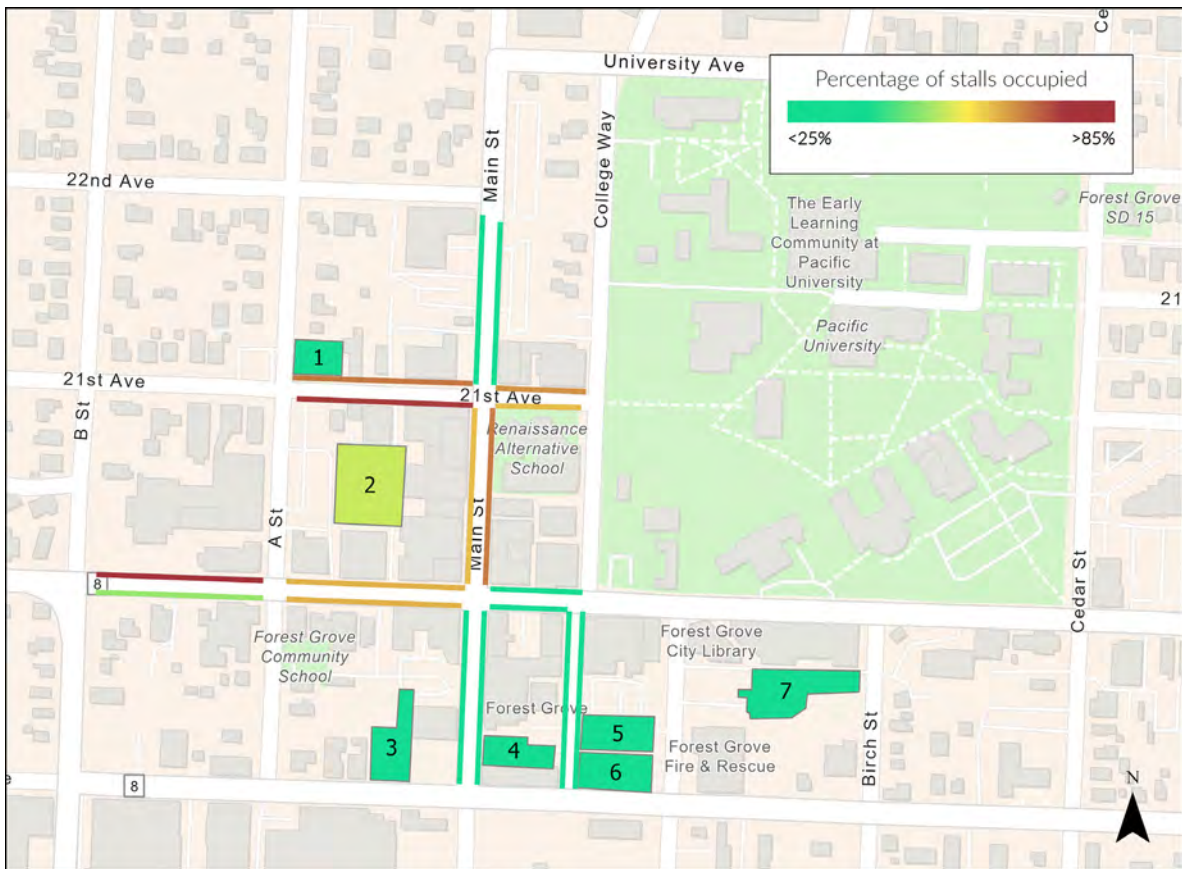


Figure A10: Occupancy map for 7pm Tuesday February 8

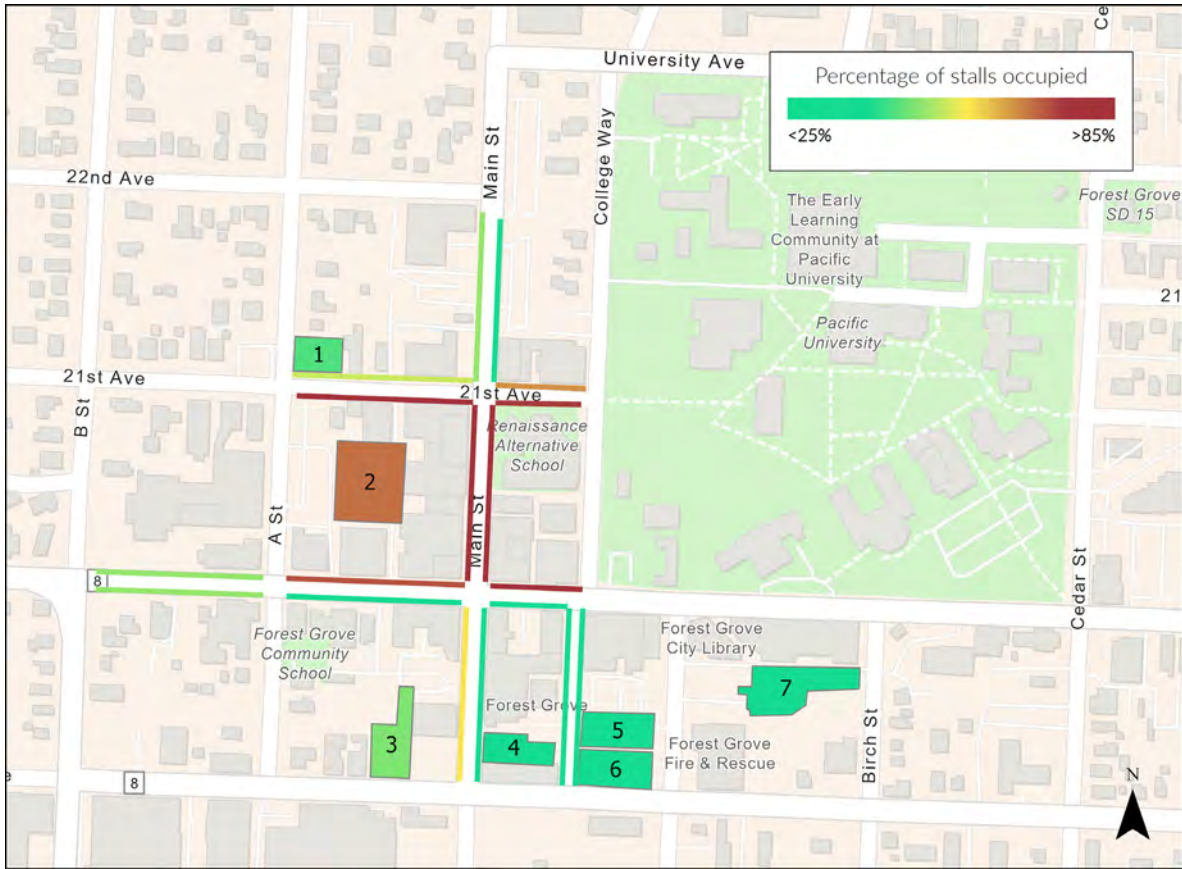


Figure A11: Occupancy map for 10am Saturday February 5

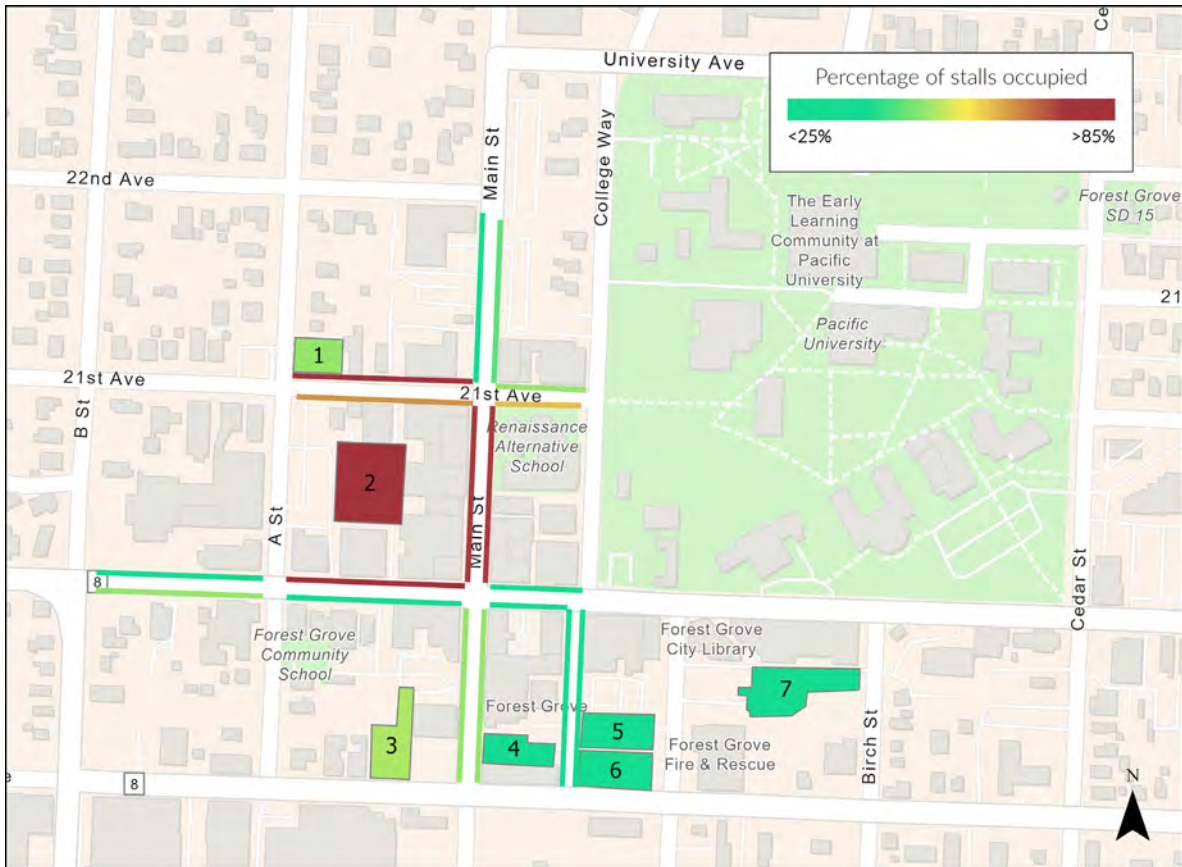


Figure A12: Occupancy map for 11am Saturday February 5

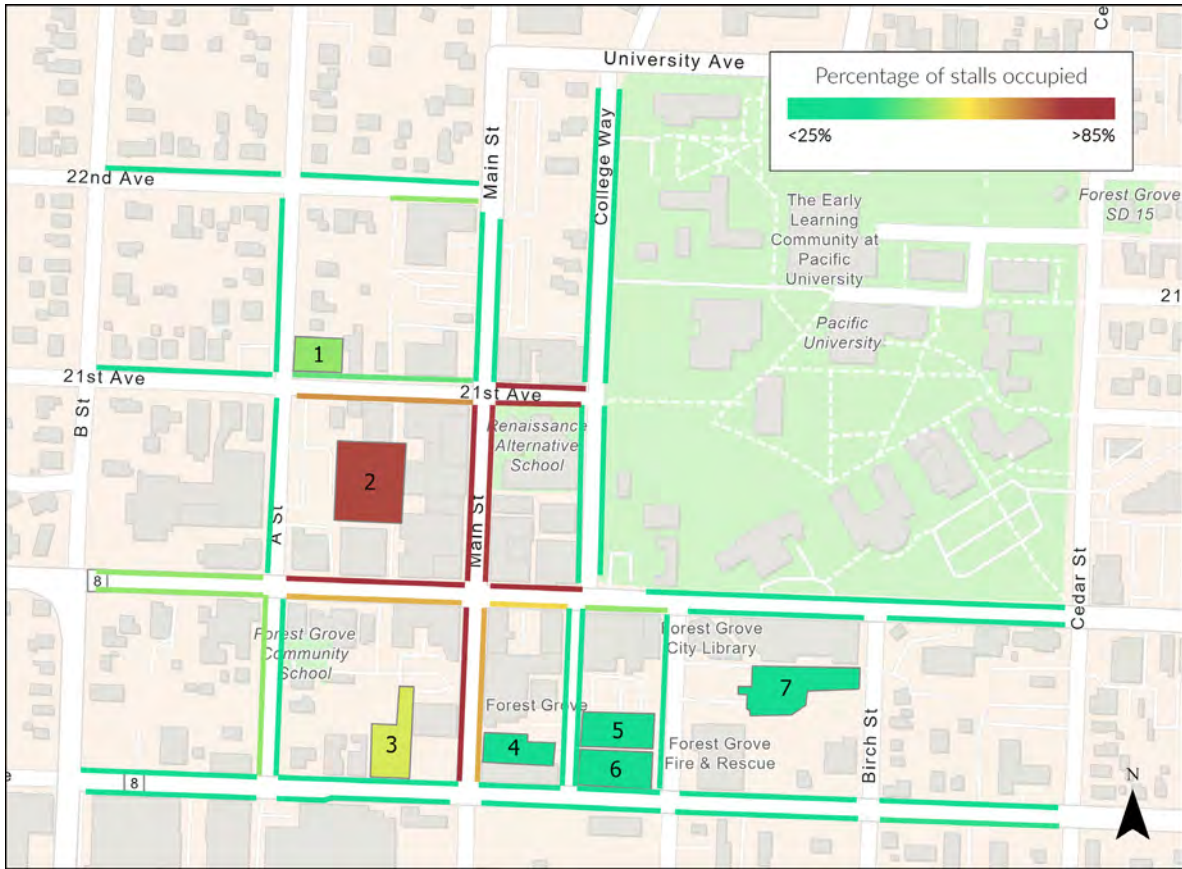


Figure A13: Occupancy map for 12pm Saturday February 5

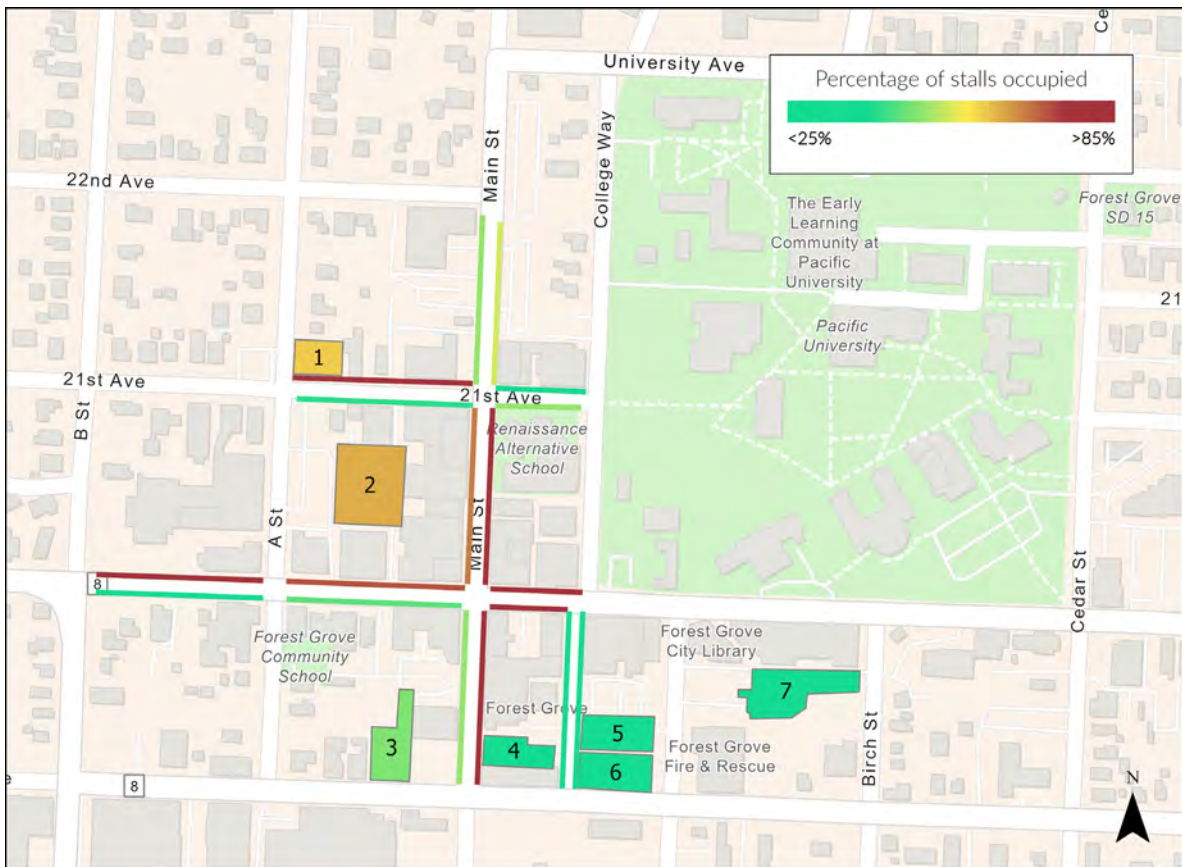


Figure A14: Occupancy map for 1pm Saturday February 5

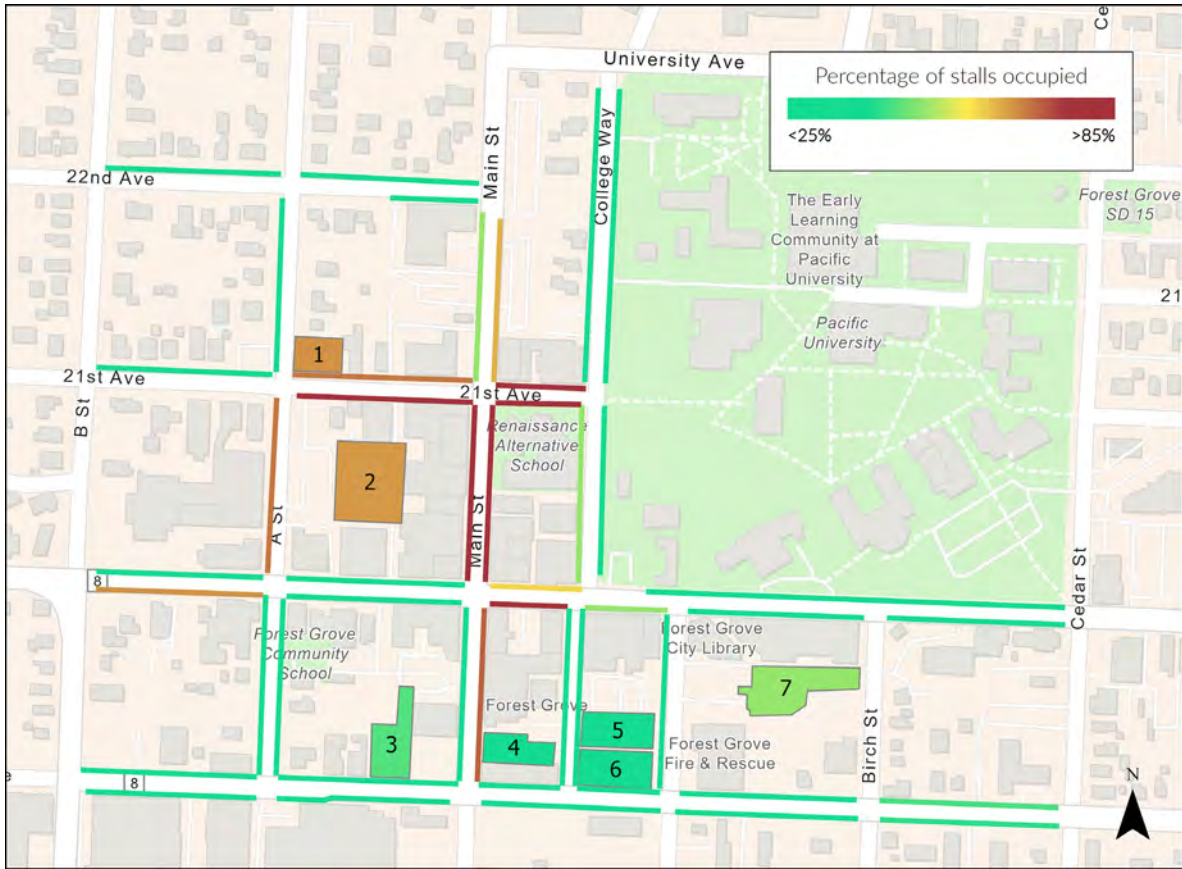


Figure A15: Occupancy map for 2pm Saturday February 5

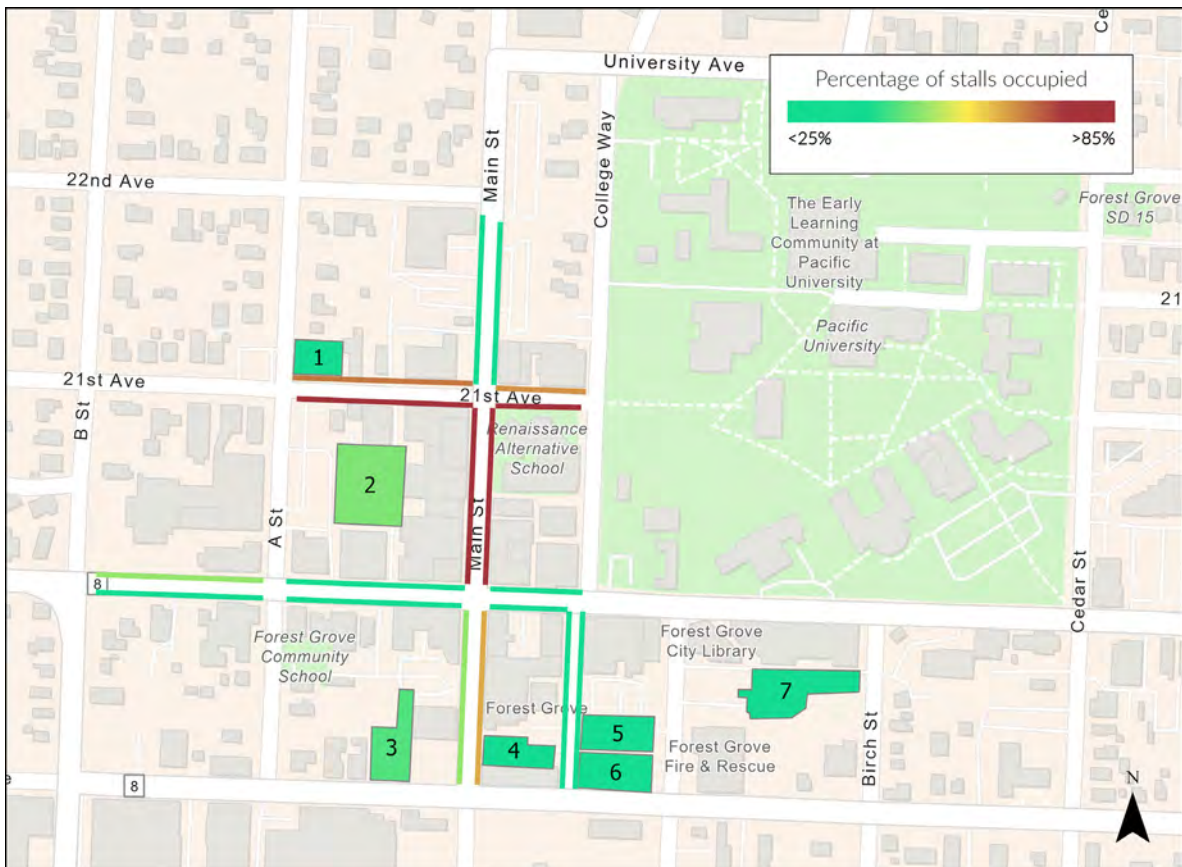


Figure A16: Occupancy map for 3pm Saturday February 5

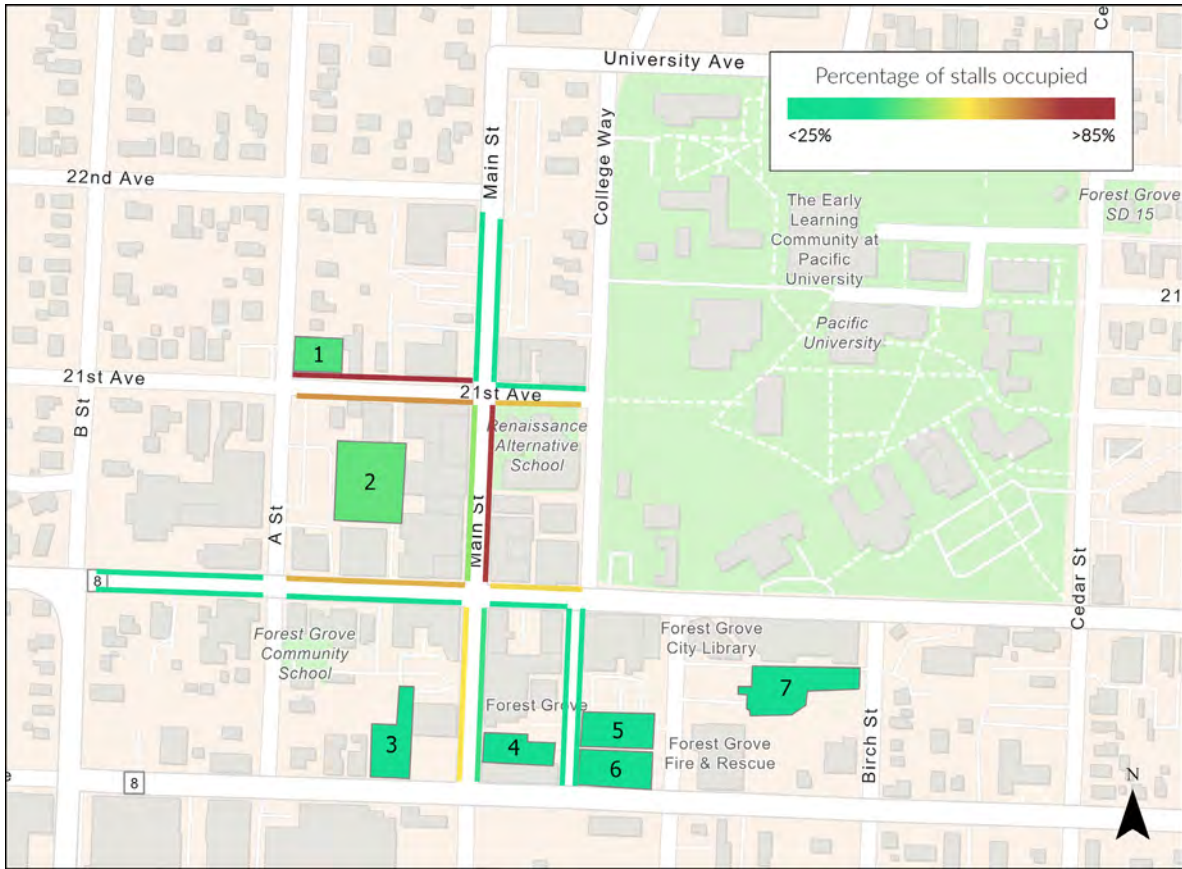


Figure A17: Occupancy map for 4pm Saturday February 5

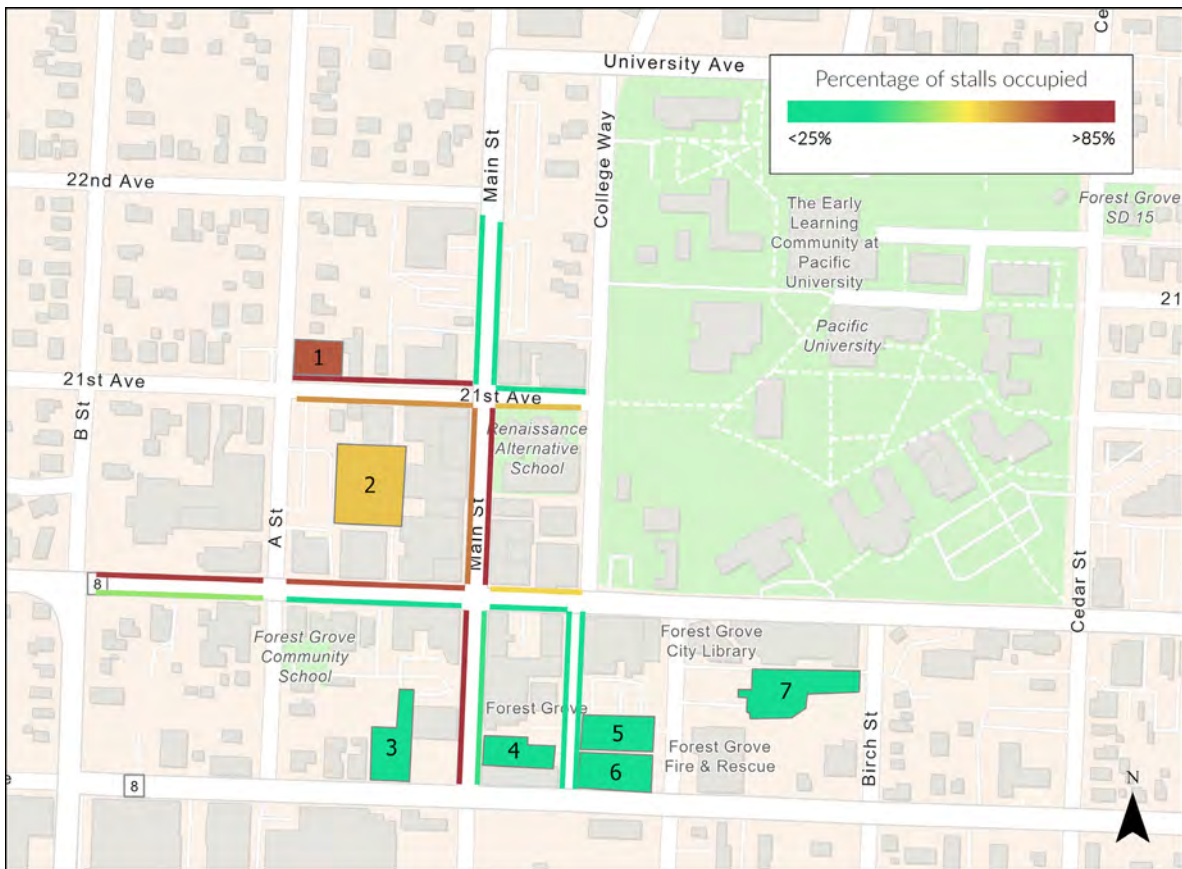


Figure A18: Occupancy map for 5pm Saturday February 5

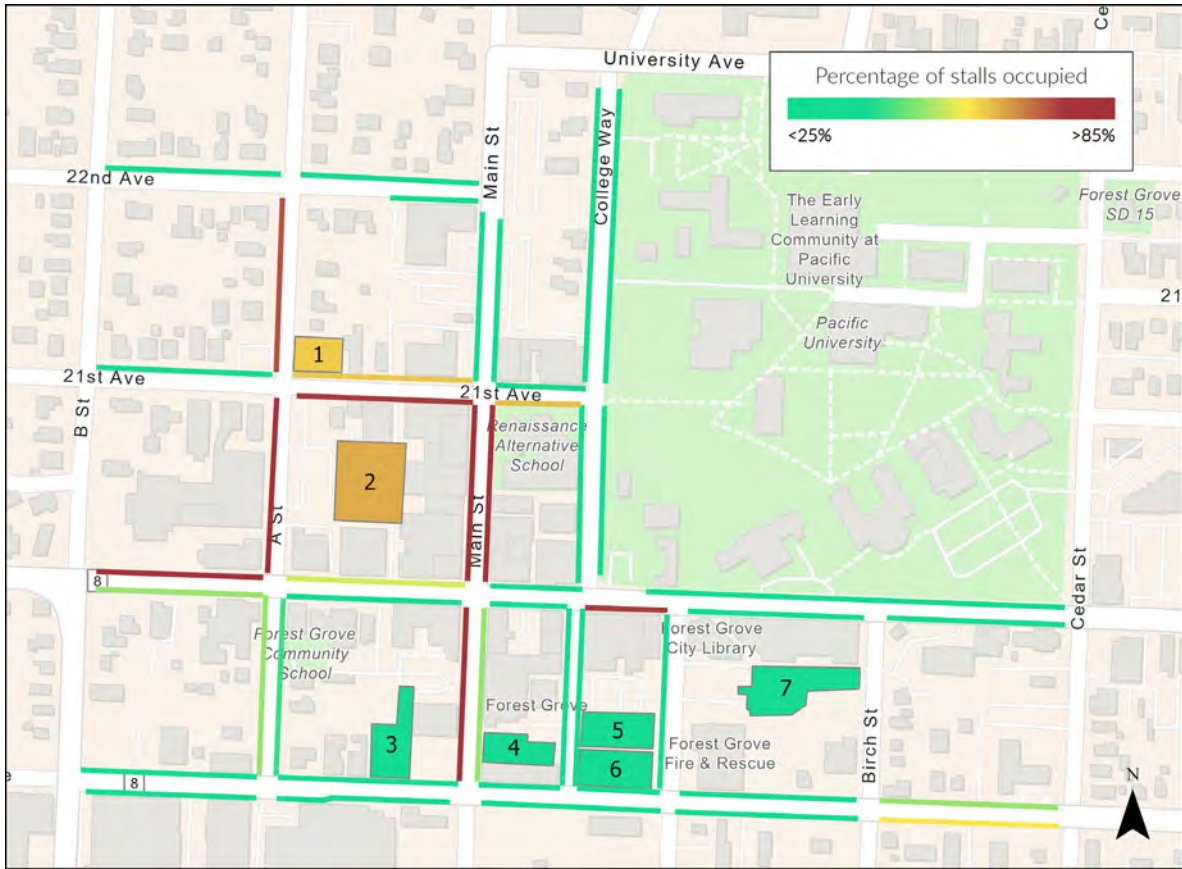


Figure A19: Occupancy map for 6pm Tuesday February 8

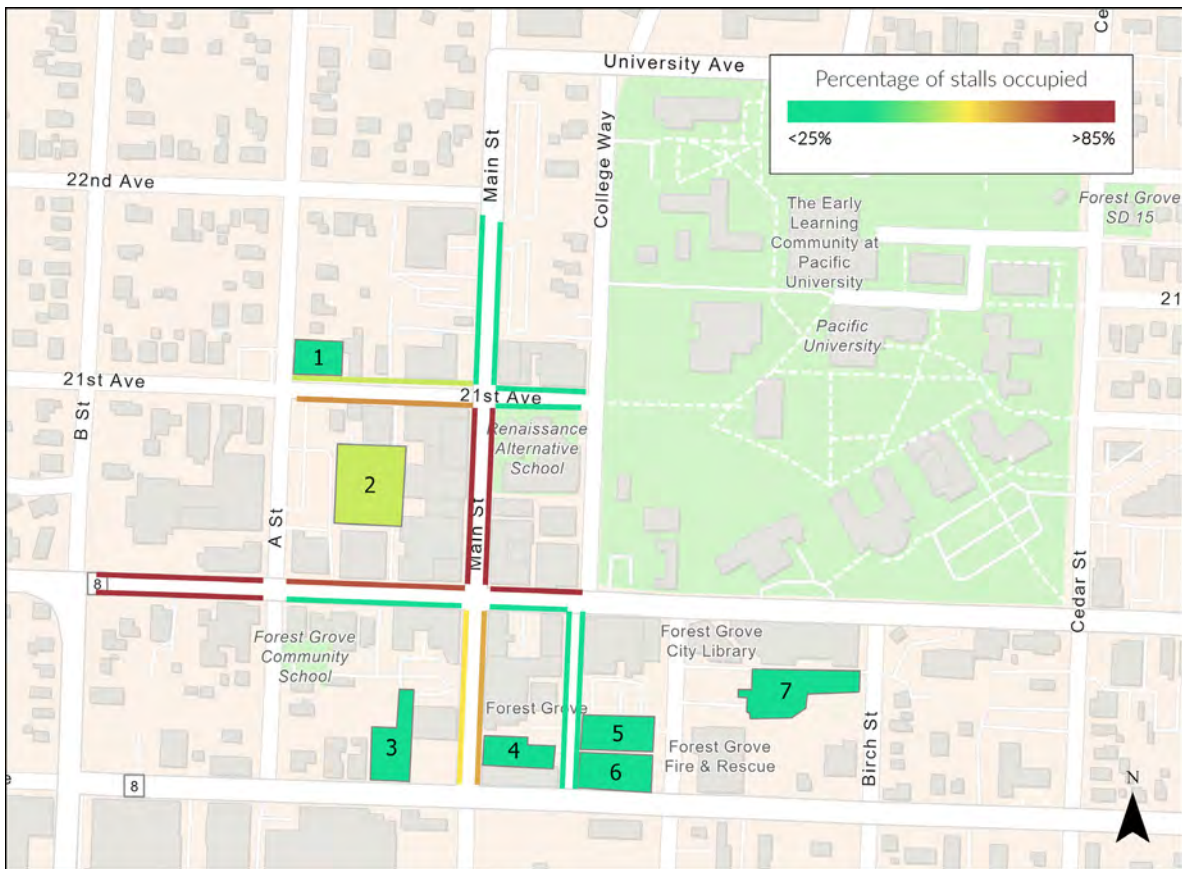


Figure A20: Occupancy map for 7pm Tuesday February 8

# 21st Avenue Festival Street: Parking Management Plan

## Summary:

A Festival Street is proposed for 21st Avenue, which would feature numerous elements to enhance the vibrancy of the street and create a destination for events and activities. The proposed redesign reduces the on-street parking supply by four stalls.

Concurrently, the City is developing a comprehensive parking management plan for the downtown core. A key element of this plan is to identify and address any potential impacts from the Festival Street.

## Current Parking Conditions:

Figures 3 and 4 below show the hourly parking demand for on-street parking along the proposed Festival Street on a recent Saturday and Tuesday. For most of the day, there is ample parking supply along 21st Avenue to accommodate observed demand. It is noted that even during the busiest periods (dinnertime/early evening on weekdays and midday on weekends), five or more vacant stalls were observed along 21st Avenue.

While parking is somewhat tight during these peak periods throughout downtown, there are numerous empty stalls, particularly within the public parking lots like the lot at the western end of the Festival Street pictured in Figure 1. Thus even without mitigations, typical demand can be met with available supply within one block of the Festival Street.

## Mitigations:

While parking supply in the downtown area was found to be sufficient to accommodate typical demand as-is, several measures are proposed to ensure continued ease-of-access and to accommodate demand from busier-than-average days and events. A key measure will be adding striping for 19 total stalls—an increase of 16 from the three striped currently—to the segment of Main Street north of 21st Avenue. This proposal is shown in Figure 2.

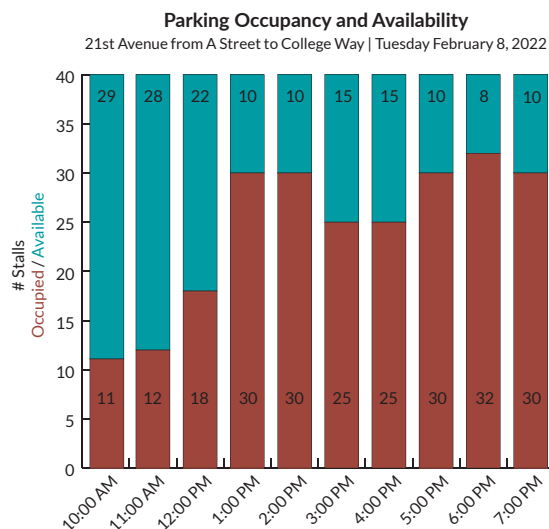
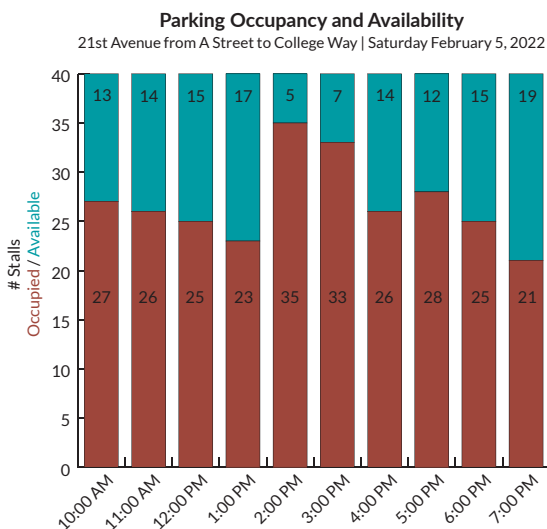
Striping to provide five additional stalls within a block of the 21st Avenue is also proposed, with four stalls to be installed along the North Side of Pacific Avenue between Main and A Streets and one along College Way between Pacific and 21st. Additional wayfinding and other elements to increase utilization of the public lots are also proposed, and several elements to manage parking around events will be included in the final plan.



Fig 1. Public Lot at 21st & A



Fig 2. Proposed new striping on Main



Figs 3 & 4. Parking demand patterns observed during a typical Saturday (left) and Tuesday (right)

Figure A1: Parking Occupancy - Thursday, 10:00 a.m.

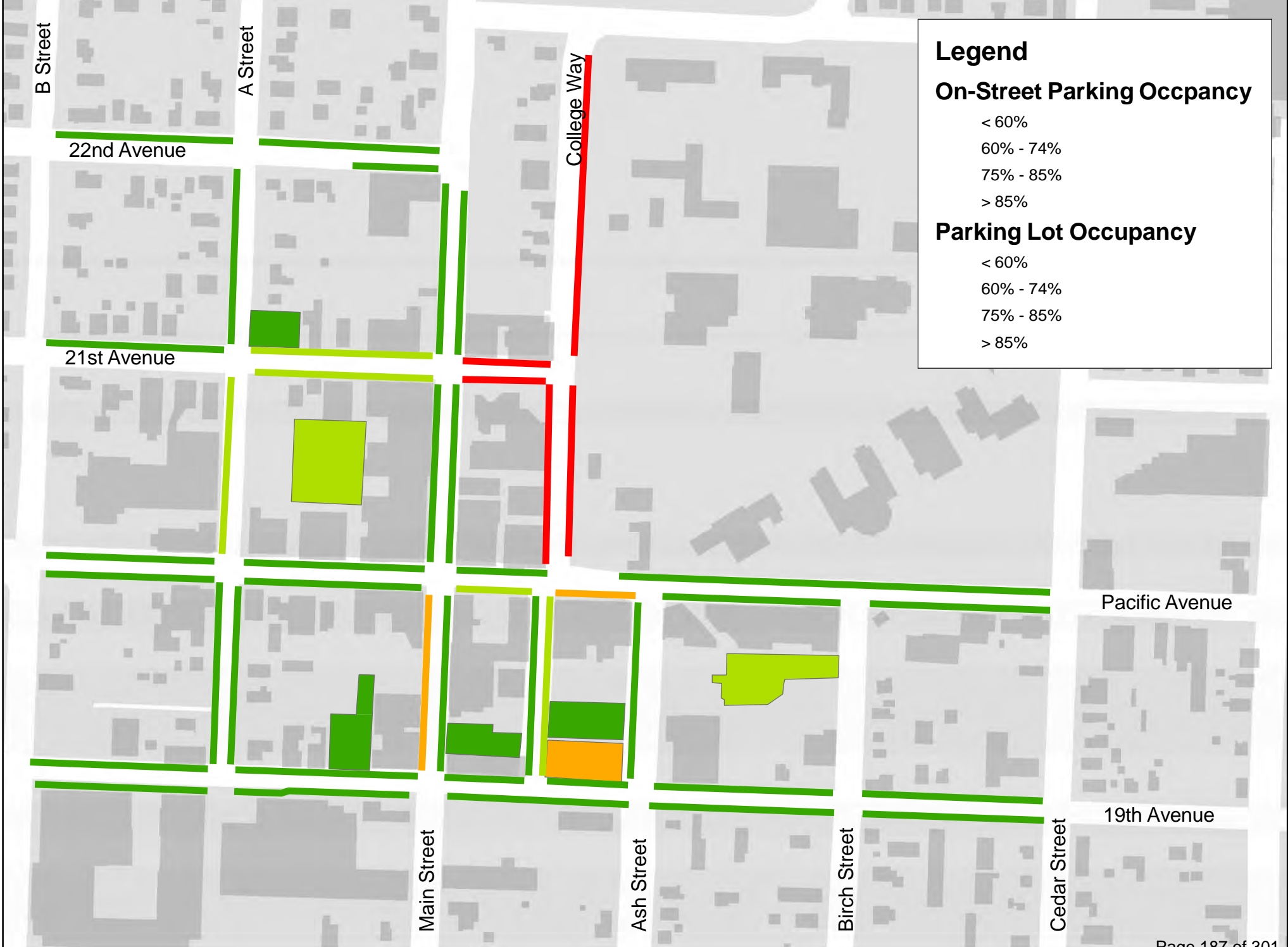
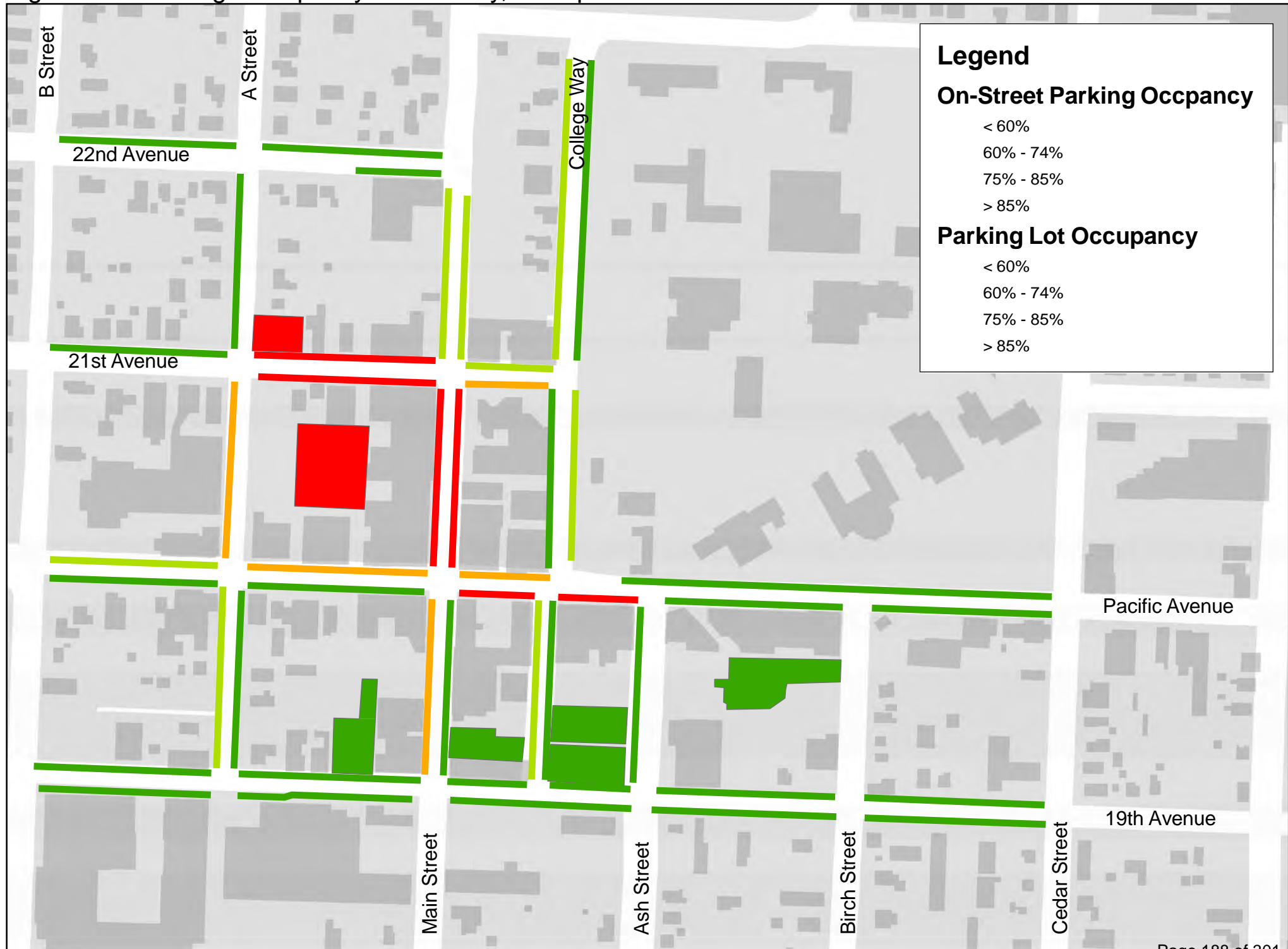


Figure A6: Parking Occupancy - Thursday, 7:00 p.m.



# 21<sup>st</sup> Avenue Festival Street Resolution

- ❑ Last September, the Urban Renewal Agency held a work session on design options and next steps for the 21<sup>st</sup> Avenue Festival Street. City Council expressed a desire for additional business outreach and further assessment of parking impacts. This has been completed.
  
- ❑ On July 11<sup>th</sup> City Council held a listening session to provide opportunity for public comments on design options.
  
- ❑ As a result of the listening session, City Council selected a preferred design option with the following features:
  - ❑ Curbless street
  - ❑ Two-way traffic
  - ❑ Parallel parking
  - ❑ Project extent: College Way to A Street
  
- ❑ Staff recommends City Council adopt the resolution in the Council packet to memorialize Council's Direction with the following exhibits:

# 21<sup>st</sup> Avenue Festival Street Resolution

Questions?



# PROCLAMATION

**WHEREAS**, Arbor Day was first observed in 1872 with the planting of more than one million trees in Nebraska; and

**WHEREAS**, the Forest Grove community continues this tradition of environmental stewardship by conserving, preserving, and restoring our local urban forest; and

**WHEREAS**, our community appreciates the many benefits trees provide to our residents, businesses, and visitors; and

**WHEREAS**, the National Arbor Day Foundation has recognized Forest Grove as a Tree City USA® due to our community's commitment to effective forest management over the last year; and

**WHEREAS**, calendar year 2025 marked the 36<sup>th</sup> consecutive year Forest Grove has received Tree City USA® designation; and

**WHEREAS**, the Forest Grove Community Forestry Commission recognizes the stewardship of the Forest Grove community over the past 36 years to advance the City's urban forestry efforts.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF APRIL AS**

## ***Arbor Month***

In Forest Grove, Oregon, and encourages the community to support the spirit and tradition of the first Arbor Day by planting trees for the benefit of our community.



**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 13<sup>th</sup> day of April, 2026.

Malynda H. Wenzl, Mayor, City of Forest Grove

# PROCLAMACIÓN

**CONSIDERANDO QUE**, El Día del Árbol se observó por primera vez en 1872 con la plantación de más de un millón de árboles en Nebraska; y

**CONSIDERANDO QUE**, la comunidad de Forest Grove continúa con esta tradición de administración ambiental conservando, preservando y restaurando nuestro bosque urbano local; y

**CONSIDERANDO QUE**, nuestra comunidad aprecia los muchos beneficios que los árboles brindan a nuestros residentes, negocios y visitantes; y

**CONSIDERANDO QUE**, la Fundación Nacional del Día del Árbol ha reconocido a Forest Grove como Tree City USA® debido al compromiso de nuestra comunidad con la gestión forestal eficaz durante el último año; y

**CONSIDERANDO QUE**, el año calendario 2025 marca el 36 año consecutivo en que Forest Grove ha recibido la designación Tree City USA®; y

**CONSIDERANDO QUE**, La Comisión Forestal de la Comunidad de Forest Grove reconoce la administración de la comunidad de Forest Grove durante los últimos 36 años para promover los esfuerzos de silvicultura urbana de la ciudad.

**AHORA, POR LO TANTO, EL AYUNTAMIENTO DE LA CIUDAD DE FOREST GROVE POR LA PRESENTE PROCLAMA AL MES DE ABRIL 2026 COMO:**

## *Mes del Árbol*

En Forest Grove, Oregon, y se alienta a la comunidad de Forest Grove a apoyar el espíritu y la tradición del primer Día del Árbol plantando árboles en beneficio de nuestra comunidad.



**EN TESTIMONIO DE LO CUAL**, he suscrito la presente y he hecho que el sello de la Ciudad de Forest Grove, Oregon, se emplace en este día 13 de abril de 2026.

---

Malynda Wenzl, Alcalde, Ciudad de Forest Grove



# PROCLAMATION

**WHEREAS**, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can find joy through exploration and discovery; and

**WHEREAS**, dedicated library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all; and

**WHEREAS**, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive; and

**WHEREAS**, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression; and

**WHEREAS**, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme “Find Your Joy.”

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM APRIL 19 – APRIL 25 AS**

## *Library Week*

In Forest Grove, Oregon, and encourages the community to visit the Forest Grove Library and celebrate all the ways that the library helps our community find joy.



**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 13<sup>th</sup> day of April, 2026.

A handwritten signature in blue ink that reads "Malynda H. Wenzl".

Malynda H. Wenzl, Mayor, City of Forest Grove

# PROCLAMACIÓN

**CONSIDERANDO QUE**, las bibliotecas despiertan la creatividad, alimentan la imaginación e inspiran el aprendizaje a lo largo de toda la vida, ofreciendo un espacio donde personas de todas las edades pueden encontrar alegría mediante la exploración y el descubrimiento; y

**CONSIDERANDO QUE**, el personal dedicado de las bibliotecas proporciona espacios acogedores que fomentan el descubrimiento, la colaboración y la creatividad para todos; y

**CONSIDERANDO QUE**, las bibliotecas ofrecen acceso gratuito y equitativo a libros, herramientas digitales y programas innovadores, garantizando que todas las personas—sin importar su origen—cuenten con el apoyo necesario para aprender, conectarse y prosperar; y

**CONSIDERANDO QUE**, las bibliotecas protegen el derecho a leer, pensar y explorar sin censura, erigiéndose como defensoras de la libertad intelectual y la libre expresión; y

**CONSIDERANDO QUE**, las bibliotecas, bibliotecarios y los trabajadores de bibliotecas de todo el país se unen para celebrar la Semana Nacional de las Bibliotecas bajo el lema “Encuentra Tu Alegría”.

**AHORA, POR LO TANTO, EL AYUNTAMIENTO DE LA CIUDAD DE FOREST GROVE PROCLAMA POR LA PRESENTE LOS DÍAS DEL 19 AL 25 DE ABRIL COMO**

## ***Semana de la Bibliotecas***

En Forest Grove, Oregon, e invita a la comunidad a visitar la Biblioteca de Forest Grove y celebrar todas las formas en que la biblioteca ayuda a nuestra comunidad a encontrar alegría.



**EN TESTIMONIO DE LO CUAL** He suscrito la presente y he hecho que el sello de la Ciudad de Forest Grove, Oregon, se emplace en este día 13 de abril de 2026.

*Malynda H Wenzl*

Malynda H. Wenzl, Alcaldesa de la Ciudad de Forest Grove



# PROCLAMATION

**WHEREAS**, Oregon sees higher rates of domestic violence, sexual assault, and childhood trauma than the national average; and

**WHEREAS**, child abuse and sexual violence are some of the most serious public health issues with numerous studies documenting the link between trauma and a wide range of medical, emotional, psychological, and behavioral experiences with both short-and long-term effects; and

**WHEREAS**, children who experience abuse are uniquely affected because they are still developing and therefore suffer lifelong effects to their physical and emotional health; and

**WHEREAS**, sexual violence, childhood abuse, and interpersonal crime affect all people, but disproportionately affect those impacted by systemic inequities; and

**WHEREAS**, when harm does occur, we are determined to respond by helping survivors find not only safety, healing, and justice, but also equitable access to services, a sense of hope for their future, and the tools to rebuild their lives.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM APRIL, 2026 AND APRIL 19 – APRIL 25, 2026 AS**

***Child Abuse Prevention Month  
Sexual Assault Awareness Month and  
Crime Victims' Rights Week***

In Forest Grove, Oregon and reaffirms our commitment to supporting a coordinated and collaborative community of providers that deliver intervention and prevention services of violence and abuse all year long.



**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 13<sup>th</sup> day of April, 2026.

Malynda H. Wenzl, Mayor, City of Forest Grove



# PROCLAMACIÓN

**CONSIDERANDO QUE**, Oregon registra tasas más altas de violencia doméstica, agresión sexual y trauma infantil que el promedio nacional; y

**CONSIDERANDO QUE**, el abuso infantil y la violencia sexual son algunos de los problemas de salud pública más serios y que numerosos estudios documentan el vínculo entre el trauma y una amplia gama de experiencias médicas, emocionales, psicológicas y conductuales con efectos tanto a corto como a largo plazo; y

**CONSIDERANDO QUE**, los niños que sufren abuso se ven especialmente afectados porque aún se están desarrollando y, por lo tanto, sufren efectos permanentes en su salud física y emocional; y

**CONSIDERANDO QUE**, la violencia sexual, el abuso infantil y los delitos interpersonales afectan a todas las personas, pero afectan de manera desproporcionada a quienes se ven afectados por desigualdades sistémicas; y

**CONSIDERANDO QUE**, cuando ocurre un daño, estamos decididos a responder ayudando a los sobrevivientes a encontrar no sólo seguridad, curación y justicia, sino también acceso equitativo a los servicios, un sentido de esperanza para su futuro y las herramientas para reconstruir sus vidas.

**AHORA, POR LO TANTO, EL AYUNTAMIENTO DE LA CIUDAD DE FOREST GROVE POR LA PRESENTE PROCLAMA AL MES DE ABRIL 2026, Y A LA SEMANA DEL 19 AL 25 DE ABRIL, 2026, COMO**

***Mes de la Prevención del Abuso Infantil  
Mes de la Concientización de la Agresión Sexual y  
Semana de los Derechos de Víctimas del Delito***

En Forest Grove, Oregon, Condado de Washington, y reafirma nuestro compromiso de apoyar una comunidad coordinada y colaborativa de proveedores que brindan servicios de intervención y prevención de violencia y abuso durante todo el año.



**EN TESTIMONIO DE LO CUAL**, he suscrito la presente y he hecho que el sello de la Ciudad de Forest Grove, Oregon, se emplace en este día 13 de abril de 2026.

\_\_\_\_\_  
Malynda Wenzl, Alcalde, Ciudad de Forest Grove

## Mariah Woods

---

**From:** noreply@civicplus.com  
**Sent:** Monday, March 16, 2026 12:35 PM  
**To:** Mariah Woods  
**Subject:** Online Form Submittal: Proclamation Request

### Proclamation Request

First and Last Name	Thao Duc Tu
Email:	thaotvnco@gmail.com
Phone Number:	██████████
Title to be Proclaimed	Vietnamese American Remembrance Day, April 30
Duration of Proclamation	Week
What date(s) is the proclamation being requested for?	April 30, 2026
When do you need the proclamation or recognition?	April 23, 2026
Proposed Proclamation Text	<p>03/11/2026</p> <p>Dear Mayor Wenzl and the City Council:</p> <p>I am Thao Tu, President of Vietnamese Community of Oregon, and Mrs. Michelle Tran, the owner of Pho Pot, 2834 Pacific Ave Suite E, Forest Groove, OR 97116.</p> <p>Today on behalf of my Board, and Mrs. Michelle , I send you this suggestion Proclamation and I hope that you will approve for this.</p> <p>Thank you deeply from the bottom of our hearts !</p> <p>Thank you very much for your kindness and consideration !</p> <p>I am looking forward to receiving your response soon.</p> <p>Respectfully yours and Best wishes to you all,</p>

Thao Duc Tu

President

Vietnamese Community of Oregon

Vice President

Legislation Supervisory Council

Federation of Vietnamese American Communities of the USA

[REDACTED]

[REDACTED]

Whereas:

Vietnamese refugees have proudly resided in the city of Forest Groove, the state of Oregon since the conclusion of the Vietnam War on April 30, 1975 and

Whereas:

Vietnamese Americans have put forth their full toiling energy building the city of Forest Groove, state of Oregon in a multitude of prominent areas including industry, economy, culture, education, and military service and

Whereas:

Vietnamese Americans have counted on the State of Oregon as being their second heart, mind, and family homeland and

Whereas:

Every year, Vietnamese Americans celebrate Remembrance Day on April 30th to solemnly honor the 58,000 American soldiers that included 810 Servicemen and Servicewomen from state of Oregon, three fallen soldiers from the city of Forest Groove, and more than 300,000 South Vietnamese soldiers who sacrificed their lives in the line of duty for freedom and democracy in South Vietnam from November 1955 to April 1975..

Now,  
Therefore

We, Mayor and City Councilors proclaim April 30th to be recognized as:

Vietnamese-American Remembrance Day

We resolutely encourage all to join in the reverent recognition of this cultural heritage celebration.”

---

Where can we learn more about the topic of this recognition?

[www.vncousa.com](http://www.vncousa.com)

The Vietnamese American Remembrance Day was recognized by the state of Oregon and may cities i1. Prineville

2. Gresham I
3. Vancouver I
4. Dayton
5. Hermiston
6. Tigard I
7. Woodburn I
8. Redmond
9. Sheridan
10. Columbia City
11. Scappoose
12. Brownsville
13. Madras
14. Canby I

1. State of Oregon
2. Boring I
3. Wood Village I
4. Medford
5. Coos Bay
6. Eugene
7. Klamath Falls
8. Ontario
9. Pendleton I
10. West Linn
11. Tualatin
12. Salem

1. Clatsop
  2. Benton
  3. Deschutes
-

- 4. Multnomah I
- 5. Yamhill

---

Are you a member of the Forest Grove Community?      Yes

---

Do you want this proclamation recognized publicly by the Mayor at a City Council Meeting?      Yes

---

Guideline Acknowledgement      I agree.

---

Email not displaying correctly? [View it in your browser.](#)



**STAFF REPORT TO CITY COUNCIL**

---

**TO:** City Council

**FROM:** Kim Ezell, Assistant City Manager

**CC:** Jesse VanderZanden, City Manager

**MEETING DATE:** April 13, 2026

**SUBJECT TITLE:** Resolution 2026-11: Board and Commission Appointments

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

---

**2040 VISION PLAN**

Goal: Community Connection

Outcome: Active civic engagement and increased collaboration among community organizations, volunteers, and the City of Forest Grove

Action: Increase the number of volunteers and volunteer programs, and improve the culture of volunteerism

Action: Seek ongoing community feedback on City projects and programs

**BACKGROUND**

In accordance with Section 14 of the Council Rules, after applicants are interviewed and appointment recommendations are made, a formal resolution is scheduled under the Consent Agenda at the next regular Council meeting.

There are current vacancies on the Budget Committee. The following applicants have been recommended for appointment to fill the vacancies, subject to approval by the Council:

Christobal Mejia Jr.	Budget Committee	Term exp: 12/31/2029
Bryan Dennis	Budget Committee	Term exp: 12/31/2029
Autumn King	Planning Commission	Term exp: 12/31/2029

Once appointed, the Staff Liaison will contact the appointees to provide orientation regarding the applicable bylaws, rules, and regulations.

Per ORS 294.414 (6) members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.

To meet the ORS requirements, Budget Committee member David Andersen’s term is recommended to be extended by one year, from the three-year term he was appointed to in 2023 to a four-year term. If this appointment and extension are approved, the committee term schedule would be:

<b>Term End Date</b>	<b>Budget Committee Member</b>
December 31, 2026	David Andersen
December 31, 2027	<i>Vacant</i>
December 31, 2028	Rachael Bateman
December 31, 2028	Mallory Hiefield
December 31, 2028	Carla Kimzey
December 31, 2029	Christobal Mejia Jr.
December 31, 2029	Bryan Dennis

Forest Grove Municipal Code § 35.046 states that vacancies for the Planning Commission are filled for the unexpired term of the predecessor in the office. The previous appointment of Sarai Rivera incorrectly listed the vacancy as expiring 12/31/2027, but should have been listed as 12/31/2028. Staff recommend that Council approve the correction of Sarai Rivera's term.

#### **FISCAL IMPACT**

None.

#### **RECOMMENDATION**

Staff recommends City Council approve the attached resolution and approve the correction of the terms for David Andersen and Sarai Rivera.

#### **ATTACHMENTS**

- Applications
- Resolution

Print

**Boards & Commissions Application - Submission #2269**

Date Submitted: 3/15/2026

**First Name\***

BRYAN

**Last Name\***

Dennis

**Home Address\***

[REDACTED]

**City\***

FOREST GROVE

**State\***

OR

**Zip Code\***

97116-1756

**Mailing Address (if different)**

Address

**City**

City

**State**

State

**Zip Code**

Zip Code

**Phone Number\***

[REDACTED]

**Email Address\***

[REDACTED]

**Employer\***

George Fox University

**Occupation/Profession\***

Director of Academic Operations and Strategy

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

- Yes
- No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee and Planning Commission.

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

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

- Yes
- No

**Which board(s) would you like to apply for? Please select from the dropdowns below your first, second, and third options. Applicants must select 1 board.**

**Membership Requirement for Planning Commission:** Planning Commissioners are required to file an annual [Statement of Economic Interest \(SEI\)](#) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

1.\*

Budget Committee (3 to 4 times in April and May)▼

2.

Planning Commission (Monthly- 1st and 3rd Monday, 7 pm)▼

3.

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

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

- Yes
- No

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

As a resident and a father of two young children (ages four and five), my interest is rooted in ensuring Forest Grove remains a vibrant, sustainable community for the next generation. For the Budget Committee, I am interested in how we prioritize long-term fiscal health to support the infrastructure our kids will rely on. On the Planning Commission, I'm focused on how our future vision balances growth with the preservation of what make this town special (walkability, affordability). Regarding the Library Commission, I am personally invested in the library as a cornerstone of early literacy and a modern hub for community connection.

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

I bring over 12 years of experience in higher education operations, where I specialize in translating complex institutional needs into clear, scalable systems. My background in data governance and strategic initiative leadership allows me to look at city goals through an 'operational lens'; ensuring our policies are both data-informed and easy for residents to navigate. I am used to working within executive-level governance structures to build consensus, and I hope to use that experience to help our boards make practical, forward-thinking decisions that benefit all Forest Grove families.

**List your educational experience\***

M.A., Higher Education Administration | University of Akron  
B.S., Communication | Spring Arbor University  
Certificate in Data Analytics | George Fox University

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

I was previously involved in the City Charter Review Committee

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

Reddit

**Electronic Signature Agreement\***  
By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.  
 I agree.

**Electronic Signature**

Bryan Dennis

Print

**Boards & Commissions Application - Submission #2096**

Date Submitted: 1/18/2026

**First Name\***

Christobal

**Last Name\***

Mejia Jr

**Home Address\***

[REDACTED]

**City\***

Forest Grove

**State\***

OR

**Zip Code\***

97116

**Mailing Address (if different)**

Address

**City**

City

**State**

State

**Zip Code**

Zip Code

**Phone Number\***

[REDACTED]

**Email Address\***

[REDACTED]

**Employer\***

Self

**Occupation/Profession\***

Consulting

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

- Yes
- No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee and Planning Commission.

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

Empty text input field for grade level and school.

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

- Yes
- No

**Which board(s) would you like to apply for? Please select from the dropdowns below your first, second, and third options. Applicants must select 1 board.**

**Membership Requirement for Planning Commission:** Planning Commissioners are required to file an annual [Statement of Economic Interest \(SEI\)](#) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

1.\*

Budget Committee (3 to 4 times in April and May) ▼

2.

Economic Development Commission (Monthly- 2nd Thursday, Noon) ▼

3.

Parks and Recreation Commission (Monthly- 3rd Wednesday, 7 am) ▼

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

- Yes
- No

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

Budget, Economic Development, Community Engagement...

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

I have served on multiple boards both State and local. I served on the FGSD Budget Committee twice once as Vice Chair. I am currently on the FGSD Bond Oversight Committee and serving on the Board of Directors for Wauna Credit Union. I recently served on the Executive Board for Oregon Youth Soccer I have served as a Union President and

**List your educational experience\***

USMC Engineers School, associate's degree in business management/supervision. Certifications in Human Resources, Project Management. Master Certificates in Microsoft Software Suite. General Studies at Pacific University, finishing bachelor's at Portland State University in Sociology

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

FGSD Leadership Committee, FGSD Budget Committee, FGSD Longterm Planning Committee, FGSD Bond Committee, FGSD Bond Oversight Committee, Oregon Youth Soccer Executive Board, Wauna Credit Union Board of Directors...

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

Website

**Electronic Signature Agreement\***

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

**Electronic Signature**

Christobal Mejia Jr.

**RESOLUTION NO. 2026-11**

**RESOLUTION CONSENTING TO APPOINTMENTS  
TO CITY OF FOREST GROVE ADVISORY BOARDS,  
COMMITTEES AND COMMISSIONS**

**WHEREAS**, City Charter, Section 8, and Council Rules, Sections 4.1 and 14.1, state that the Mayor, with consent of Council, appoints members of advisory boards, commissions, and committees (BCs) established by ordinance or resolution; and

**WHEREAS**, the Mayor has appointed the individuals in the table below at the recommendation of the respective Council and Staff Liaisons.

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

**Section 1.** The City Council consents to the following Board and Commission appointments:

<b>Name</b>	<b>Board/Commission</b>	<b>Term exp</b>
Christobal Mejia Jr.	Budget Committee	12/31/2029
Bryan Dennis	Budget Committee	12/31/2029
Autumn King	Planning Commission	12/31/2029

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

**PRESENTED AND PASSED** this 13<sup>th</sup> day of April, 2026.

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

**APPROVED** by the Mayor this 13<sup>th</sup> day of April, 2026.

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

Print

**Boards & Commissions Application - Submission #2266**

Date Submitted: 3/13/2026

**First Name\***

Autumn

**Last Name\***

King

**Home Address\***

1622 Cedar St

**City\***

Forest Grove

**State\***

OR

**Zip Code\***

97116

**Mailing Address (if different)**

1622 Cedar St

**City**

Forest Grove

**State**

OR

**Zip Code**

97116

**Phone Number\***

2082584541

**Email Address\***

autumnking@u.boisestate.edu

**Employer\***

NA

**Occupation/Profession\***

NA

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

- Yes
- No

Students must be high school grade level and residing or attending school in Forest Grove. Students may serve on any board, except Budget Committee and Planning Commission.

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

Empty text input field for grade level and school.

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

- Yes
- No

**Which board(s) would you like to apply for? Please select from the dropdowns below your first, second, and third options. Applicants must select 1 board.**

**Membership Requirement for Planning Commission:** Planning Commissioners are required to file an annual [Statement of Economic Interest \(SEI\)](#) with the Oregon Government Ethics Commission Electronic Filing System in March of each year (ORS 244). SEI filers are required to file if they are seated and hold their position on April 15th of any given year.

1.\*

Planning Commission (Monthly- 1st and 3rd Monday, 7 pm) ▼

2.

Parks and Recreation Commission (Monthly- 3rd Wednesday, 7 am) ▼

3.

Historic Landmarks Board (Quarterly- 4th Tuesday, 6:30 pm) ▼

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

- Yes
- No

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

I am interested in being involved in my local community and seeing how choices made the board could impact those residing here. From the Planning Commission, a recent topic from their December 15, 2025 meeting that interests me would be the rent burden and opportunities for affordable housing development.

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

I hope to bring a unique perspective relating to my background in natural resources and biology. I hope to bring a perspective that opens up discussions about the impact to not just the community, but our environment. I am bring a willingness to learn and a understanding that I may not be an expert at the topic at hand, but I am interested in knowing all I can.

**List your educational experience\***

I have a bachelors degree in Biology, having graduated December 2023.

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

I have not been involved in any offices or affiliations, but I am interested in changing that. I have volunteered where I resided previously, and I would be interested in volunteering again.

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

Research online about how to get involved

**Electronic Signature Agreement\***

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

**Electronic Signature**

Autumn King

20  
25

# From Justice to Peace

THE FINAL YEAR OF THE  
FAMILY JUSTICE CENTER



COLLABORATION

IMPACT

TRANSFORMATION

# A Final Chapter With A New Beginning

## MOVING FROM SILOS TO SURVIVOR-CENTERED CARE

When we opened the doors of the Family Justice Center, we set out to solve a problem we saw every day, but one moment made it impossible to ignore.

Years ago, the Chief of the Hillsboro Police Department asked an officer to step into the shoes of a survivor. He gave her three days, told her to take her children, use public transportation, and try to access all the services she would need to escape violence and rebuild her life. As the story goes, she came back after just a day and a half. She couldn't do it. She couldn't get to all the places she needed to go. She didn't understand the intake criteria or the requirements. The services were scattered, transportation didn't reach them, her children were hungry, and the system was simply too complex to navigate. At the end of the day, it wasn't possible. It was clear, we needed to do better. **Survivors should not be navigating us, we should be navigating ourselves for them.**

And together, we did. In 2014 through a four-year planning process that brought together more than 60 community stakeholders, we built something that should not have been possible; a fully coordinated, collaborative model created by the community, for the community. When we opened the Family Justice Center in 2018, we began to fundamentally change how survivors experienced our system. Instead of going from agency to agency, repeating their story and piecing together support, survivors could access advocacy, legal services, counseling, and basic needs in one place, through partners working together in real time.

Over the past eight years, that vision became reality. The Family Justice Center grew year over year increasing partners, expanding services, and deepening our reach and impact, ultimately serving more than 31,000 survivors and their children and delivering over 54,000 coordinated services. What began as an idea became a nationally recognized model. What began as a small collaboration became a countywide movement. What began as a response became a foundation for transformation.

2025 marks the final chapter of the Family Justice Center, and it is a moment of deep pride. Because this is not an ending, it is an evolution. The opening of the Family Peace Center represents the next step in our shared vision: expanding beyond just intervention into prevention, healing, and generational hope for individuals, families, and our entire community.

None of this would have been possible without the collective commitment of this community: partners who chose collaboration, staff and volunteers who showed up every day with compassion and dedication, boards who said yes to crazy ideas, donors and funders who believed in what was possible, and most importantly, survivors who trusted us. Because of all of you, tens of thousands of survivors and their children found safety, healing, and hope.

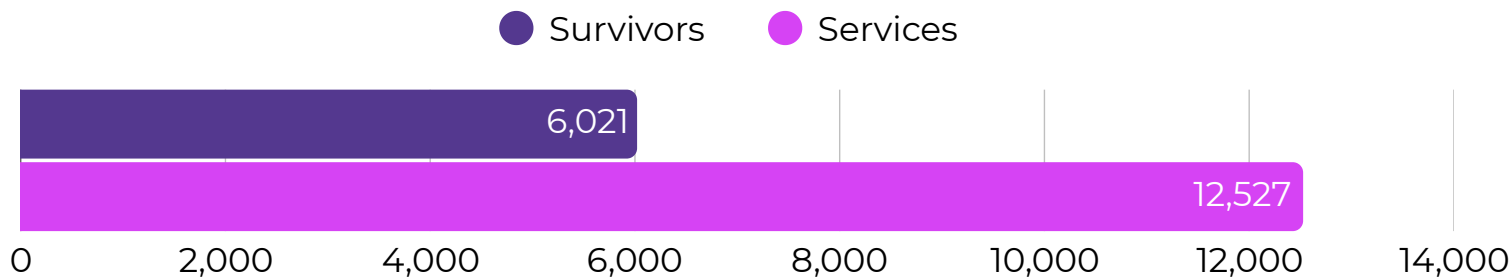
And because of all of you, we now step forward into something even greater: from Justice to Peace, with immense gratitude, hope, and the knowledge that **together, we can end the cycles of violence and abuse.**

  
**Rachel Schutz, Executive Director**

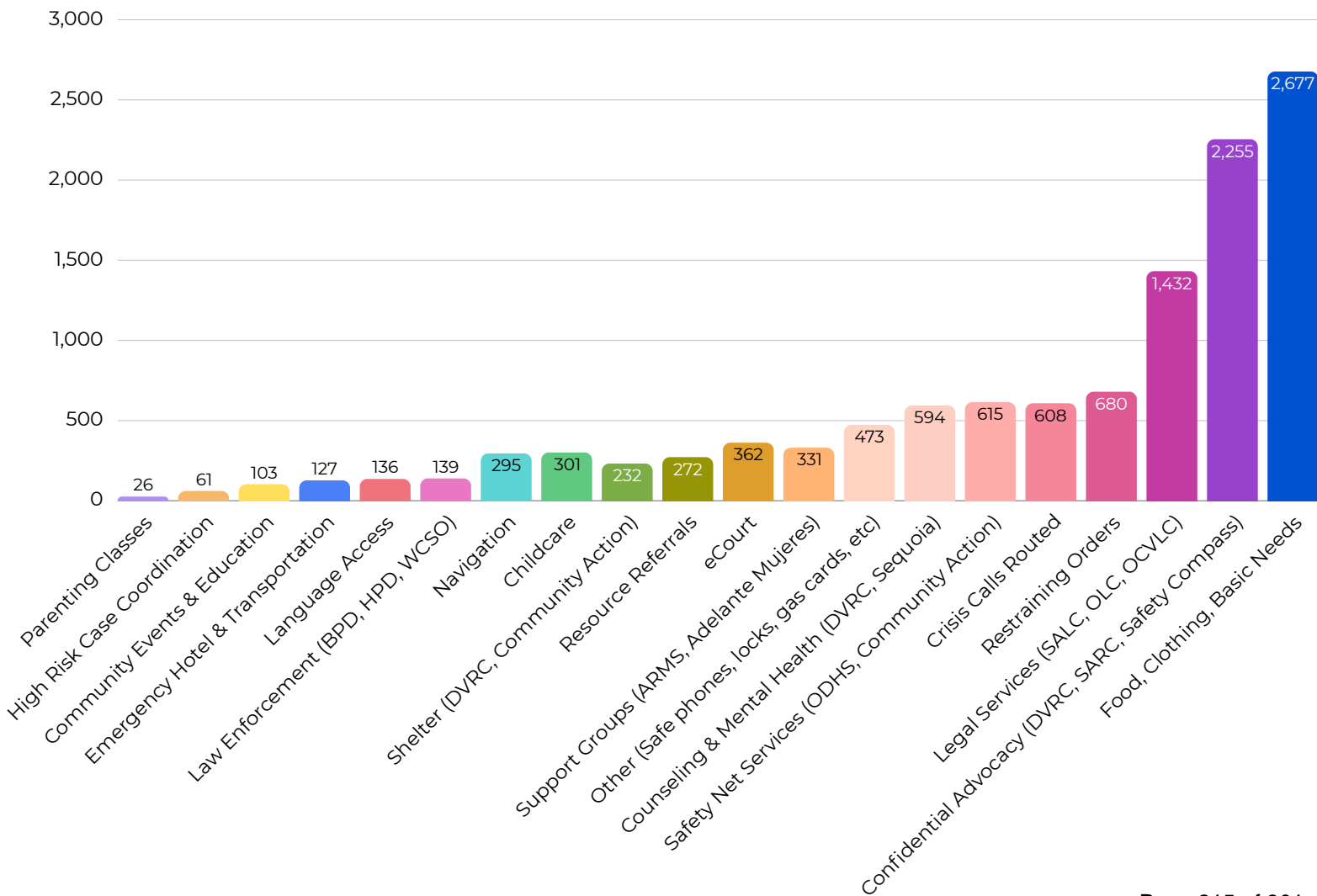
# 2025 Data

## SURVIVORS SERVED AND SERVICES PROVIDED AT THE FAMILY JUSTICE CENTER

### Total Survivors Served and Services Accessed



### Types of Services Accessed



# 2025 Review

## COLLABORATION, COORDINATION, AND IMPACT

### What the Data Shows

In its final year, the Family Justice Center remained a critical access point for survivors across Washington County, bringing partners together, coordinating services, and meeting the full reality of survivors' needs.

- **6,021** survivors served in 2025
- **12,527** services delivered
- **500+** survivors accessing support each month

But what matters most is not just how many people came, it's how they were served.

### A Coordinated System In Real Time

Beyond core services, survivors also accessed a wide range of coordinated supports, including:

- Crisis calls (680) and restraining orders (615)
- Counseling and mental health services (594)
- Support groups (473) and eCourt access (362)
- Resource referrals (272), childcare (301), and navigation support (295)

At the FJC, these services were not siloed, they were layered together in real time, with partners working side by side to respond to each survivor's situation as it unfolded.

### Safety Requires More Than One Service

The data makes clear that survivors rarely need just one thing—they need layers of support, delivered together.

The most accessed services in 2025 were:

- Food, Clothing, and Basic Needs (2,677): meeting immediate needs that often determine whether someone can leave or stay safe, supported through partnerships like Oregon Food Bank
- Confidential Advocacy (2,255): delivered through DVRC, SARC, and Safety Compass advocates, providing safety planning, crisis support, and ongoing guidance
- Legal Services (1,432): delivered by on-site legal partners OLC, OCVLV, and SALC, ensuring access to protection orders, legal advice, and representation

Together, these services reflect a clear pattern: safety requires multiple services from multiple agencies, with these top services alone representing 7 locations survivors previously had to travel.

This is the difference of our model: not a collection of services, but a system designed to respond to the full complexity of survivors' lives, all under one roof.

### What Shifted in 2025 and Why It Matters

One of the most important insights in the data is this shift:

- 2024: **7,202 survivors** | **11,687 services**
- 2025: **6,021 survivors** | **12,527 services**

Fewer survivors accessed the center in 2025, but those who did needed more services per person than ever before.

We also saw a precipitous drop in survivors coming to the center, calling crisis lines, and even accessing partner services during periods of increased immigration enforcement. Fear in our community had a real and immediate impact on whether survivors felt safe seeking help at all.

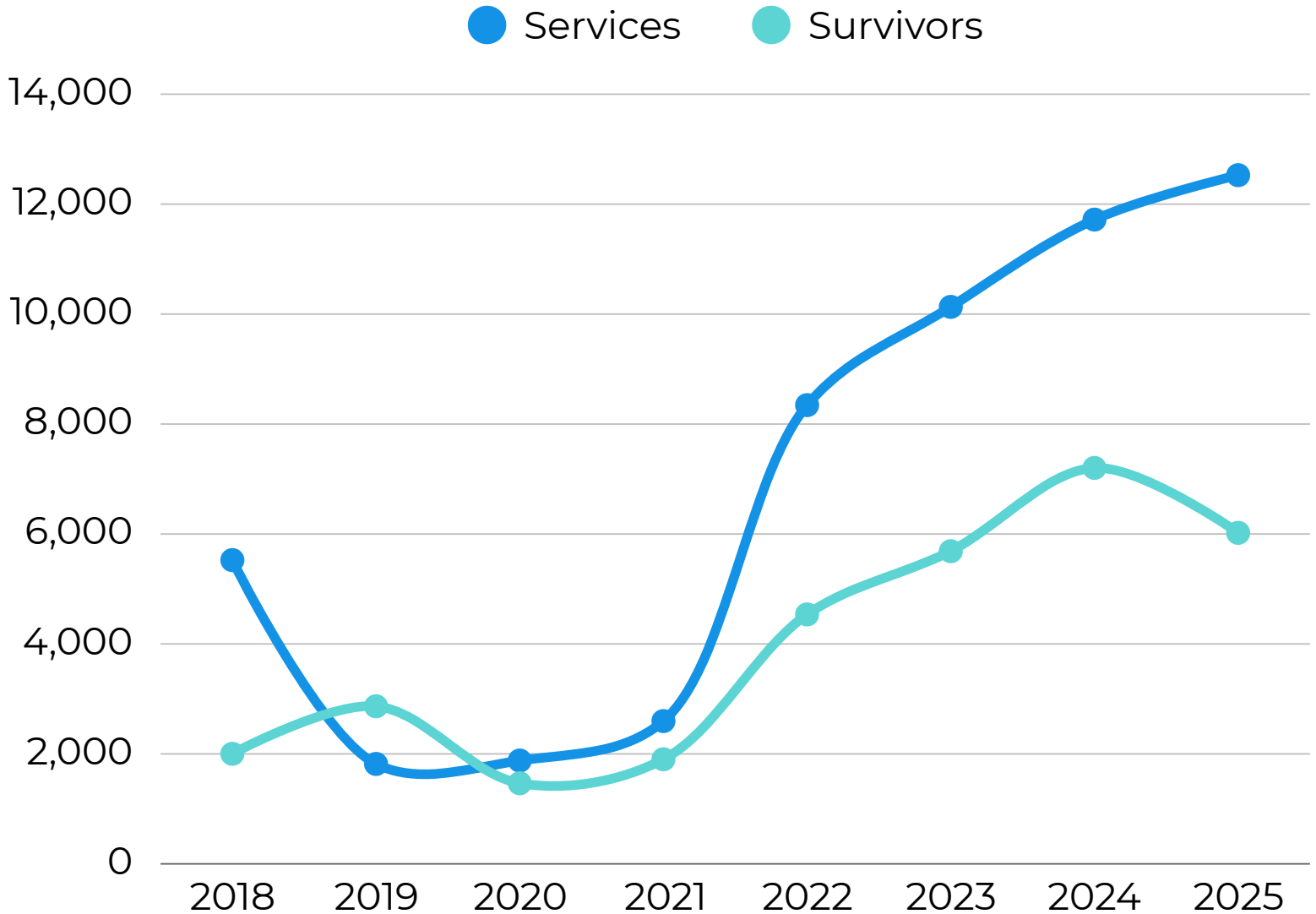
This underscores something critical: access to services is not just about availability—it is about safety and trust. When any part of a survivor's environment feels unsafe, it creates barriers across the entire system.

At the same time, the survivors who did reach us came with increasingly complex needs, requiring deeper, more coordinated support. This trend reflects what providers across the field are seeing: when survivors are able to access services, the intensity of need is higher, not lower.

Together, these shifts reinforce the importance of a model that is not only coordinated—but trusted, accessible, and responsive to the realities survivors face every day.

# 2018-2025 Data

SURVIVORS SERVED AND SERVICES ACCESSED THROUGH THE FAMILY JUSTICE CENTER FROM 2018-2025



Over the past eight years, 31,683 survivors were served through the Family Justice Center. Each number represents a person who reached out for help and was met with coordination, compassion, and support, without having to navigate the system alone.

# 31,683

# 54,539

Over the past eight years, 54,539 services were delivered in collaboration across partners. These are not isolated interactions, but coordinated responses; meeting real needs in real time and helping survivors take meaningful steps toward safety and stability.

# The Power of Collaboration

ONE LOCATION. BETTER OUTCOMES. A MORE CONNECTED SYSTEM OF CARE FOR OUR ENTIRE COMMUNITY.

**319**

Families were provided emergency hotels or transportation to escape abuse.

**877**

Survivors with highly complex cases received specialized coordination and navigation support.

**1,199**

Children were cared for while their parents' sought services.

**1,213**

Survivors received support from detectives, including intervention in highly-lethal cases.

**1,527**

Survivors safely appeared for their court cases at the FJC.

**2,548**

Survivors accessed safety net services, such as financial assistance, state benefits, and rent assistance.

**2,700**

After-hours calls to the FJC were routed to partner crisis lines.

**4,413**

Survivors accessed free legal assistance.

**5,711**

Survivors accessed specialized counseling, support groups, and mental health services.

**5,792**

Survivors safely filed for restraining orders at the center.

**7,673**

Survivors received emergency basic needs such as food, clothing, hygiene supplies, phones, gift cards, new locks, and more.

**12,794**

Survivors of domestic violence, sexual assault, and trafficking accessed specialized confidential advocacy services.

**38,071**

Services delivered by on-site by partner agencies—once scattered across Washington County, now accessible in one place—representing 38,071 times a survivor didn't have to travel from location to location to get the help they needed.

# Survivors Are Not Numbers

## LISA'S STORY



The numbers on the previous pages represent thousands of survivors served and tens of thousands of services delivered, but each one of these is a person, not a statistic.

Lisa came to the Family Justice Center during one of the most difficult moments of her life, navigating intimate partner violence, grief, and a child welfare case all at once. Referred by her DVRC advocate, she first walked through our doors to attend an ARMS support group carrying shame, fear, and uncertainty.

But at the Family Justice Center, something different happened. Instead of being sent from place to place, Lisa found coordinated, trauma-informed support all in one location. She didn't have to figure out what to do next. The system met her where she was. Through advocacy, counseling, and connection to partners working together, things began to shift. The shame lifted. The clarity came. "I finally realized... this really isn't ok."

And she didn't come alone. Month after month, Lisa walked through our doors with her children, who built relationships with staff and other youth along the way. What began as a place to access services became a place of connection, stability, and belonging. It is where Lisa found community, built lasting friendships, and began offering that same support to others.

Lisa didn't just find safety—she found her voice. She joined VOICES, the Survivor Advisory Committee, and now serves as its Vice Chair. She has worked directly with judges, policymakers, and community leaders to improve how systems respond to survivors, contributing to trauma-informed courtroom practices and statewide policy change, including legislation requiring trauma-informed education for judges. As Lisa shared, "I never thought I would be influencing the very systems that once failed my children and me."

She also helped shape what comes next. As we designed the Family Peace Center, Lisa was clear: children need support too. **Healing cannot stop with the parent if we are serious about breaking cycles of violence.** Because of her leadership, the Family Peace Center expands what was started at the FJC—ensuring children have access to dedicated services, safe spaces, and early intervention.

Today, Lisa has graduated from college and taking her LSAT, preparing for law school with a vision to serve survivors navigating the same systems she once did. She has grown into a leader, an advocate, and a voice for survivors across our state, achieving more than she once thought possible. Her children are watching. Her community is benefiting. The systems are changing.

Lisa's story is not an exception. This is what happens when a community refuses to let anyone slip through its fingers and commits to generational change.



# From Justice

STRATEGIZING, PLANNING, AND OPENING THE FAMILY JUSTICE CENTER, 2015-2018



*Strategic Planning Team, 2015*



*Survivor Services Planning Committee, 2016*



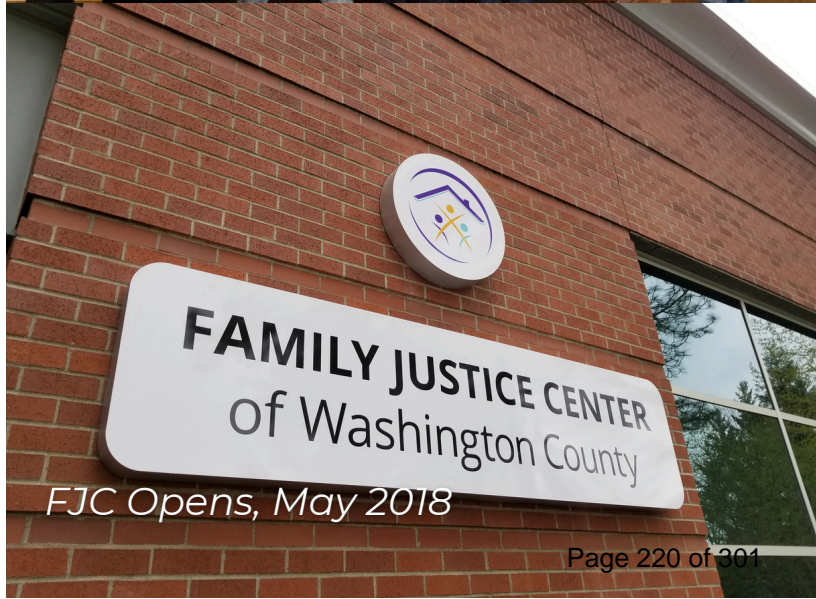
*Law Enforcement Steering Committee*



*Boys & Girls Club Donates Art for the FJC Grand Opening*



*FJC Ribbon Cutting, April 12, 2018*



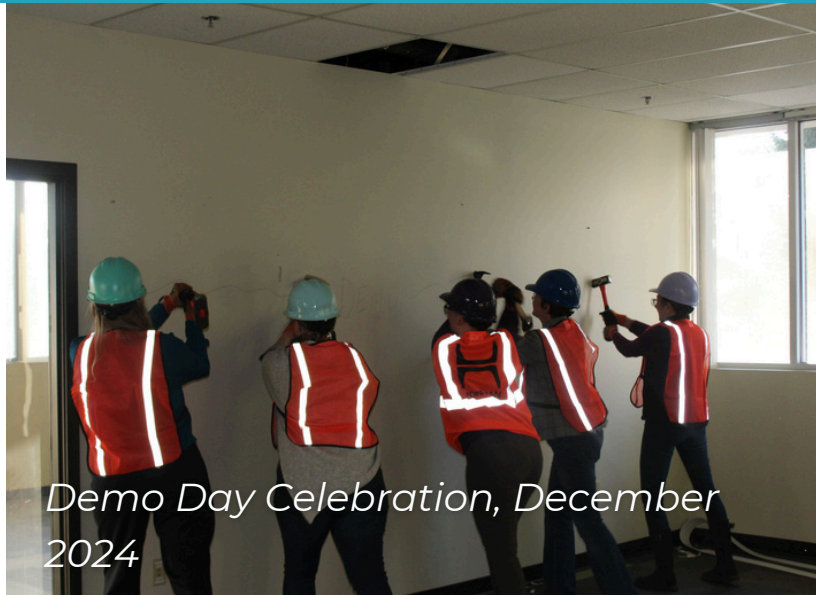
*FJC Opens, May 2018*

# To Peace

TRANSFORMING OUR VISION FOR THE FAMILY PEACE CENTER INTO REALITY, 2023-2026



*Building Search, October 2023*



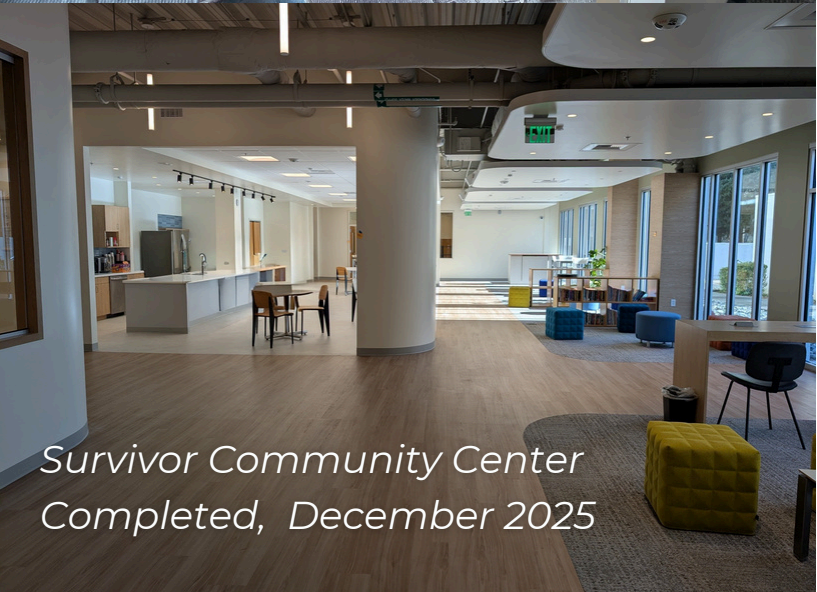
*Demo Day Celebration, December 2024*



*Actual Demo, January 2025*



*Survivor Community Center Construction, February 2025*



*Survivor Community Center Completed, December 2025*



*FPC Opening Day January 21, 2026*

# TOGETHER,

THANKS TO THE TIRELESS DEDICATION OF OUR PARTNERS, SUPPORTERS, STAFF, VOLUNTEERS, AND SURVIVORS, THE FAMILY JUSTICE CENTER MET ITS MISSION OF PROVIDING A SINGLE LOCATION FOR SAFETY, HEALING, AND HOPE. ON TO THE NEXT CHAPTER, TOGETHER.



ADELANTE MUJERES



SHERIFF WASHINGTON COUNTY



cares northwest



Providence

The **Family Peace Center** brings together **partner agencies** in Washington County to offer wrap-around services for survivors, **all under one roof.**



# Library Commission Annual Report | 2026

Morgan Knapp | Library Commission Chair

April 13, 2026

City of Forest Grove

# PURPOSE

---

To provide the City Council with the Forest Grove City Library Commission's Annual Report, including the newly adopted 2026 goals.



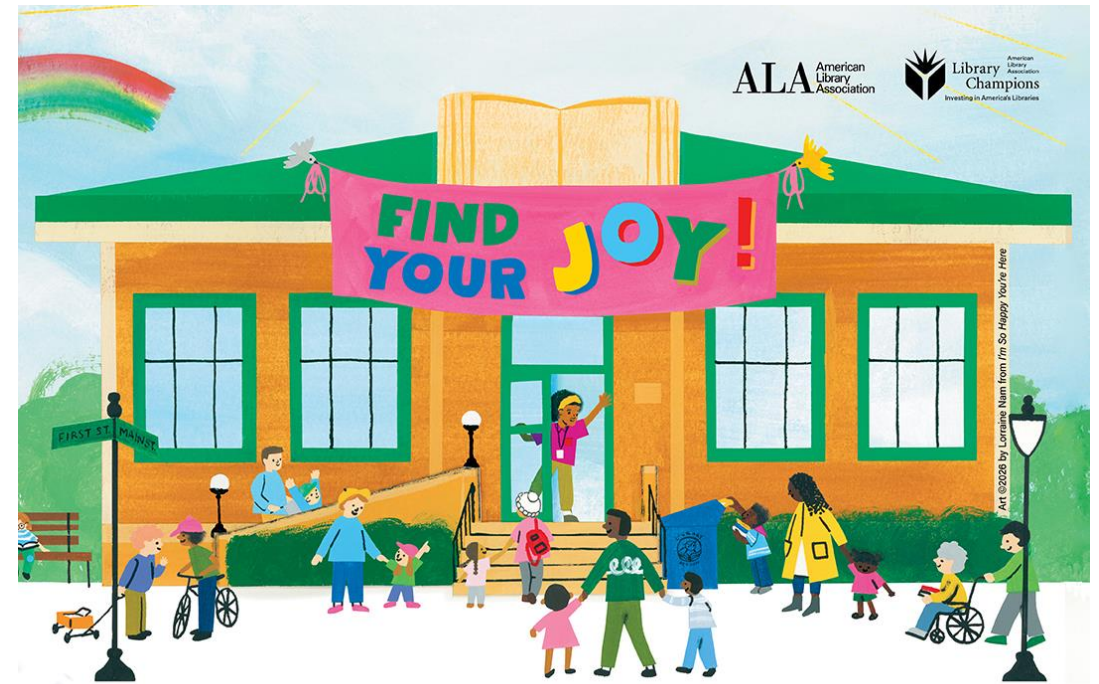
# COMMISSIONERS

---

- Morgan Knapp, Chair
- Pamela Bailey, Vice-Chair
- Lauren Miller, Secretary
- Kathleen Poulson
- Kirsten Beier
- Colene Lord
  
- Council Liaison: Mariana Valenzuela

# FGCL SUPPORTERS

- Library Commission
- Friends of the Forest Grove Library
- Forest Grove Library Foundation
- Forest Grove City Council
- Community patrons, volunteers, and philanthropists



# RESPONSIBILITIES & OBJECTIVES

---

6

- **Advise** the City Council on matters pertaining to the Forest Grove City Library
- **Advise** the Library Director on any matter affecting the operation of the Forest Grove City Library and give advice, suggestions, options and assist as needed
- **Advise, review and approve** library policies and forward recommendations to the City Council for adoption
- **Facilitate** community involvement and input in the operations and policies of the FGCL
- **Participate and cooperate** with WCCLS (Washington County Cooperative Library Services)
- **Participate and cooperate** with the Friends of the Forest Grove Library and the Forest Grove Library Foundation

# WHAT'S NEW?

- Refreshed Children's Area
- Refreshed Fireplace Area
- Open and closed signage



# WHAT'S NEW?

- New Reference Supervisor (Jack Buck) and new Youth Services Librarian (Amanda Woods)
- Pacific University Federal Work Study, non-profit field study, volunteers & art students



# 2026 GOALS

---

- **Continue** to provide input on the library staffs' current projects and needs.
- **Review** FGCL Mission
- **Review** all current FGCL policies
- **Conduct** library user survey
- **Ensure** commission presence
- **Develop** guidance for public art in the library

# 2026 GOALS

---

- **Assist** with ideas and activities for the celebration of National Library Week, including library staff appreciation
- **Host** annual “Gathering of the Groups”
- **Support** Friends + Foundation
- **Stay engaged** with WCCLS “Structure & Governance” and “Funding” processes and developing changes
- **Stay engaged** and participate in City of Forest Grove’s Vision 2040

# VISION 2040 PLAN

**2040 GOAL STATEMENT:** We envision an engaged and connected Forest Grove community with inclusive spaces for all ages, where strong partnerships, active civic participation, and shared information foster collaboration and belonging.

**2040 OUTCOMES:** Inclusive and accessible spaces for people of all ages to gather; Active civic engagement and increased collaboration among community organizations, volunteers and the City

## **2040 ACTION:**

- 4.1 Passage of WCCLS levy
- 4.2 All day, every day, the library serves as a gathering space that is safe and welcoming for all ages
- 4.6 The library has 20 regular volunteers; 30 members of the TLC (Teen Library Council); a 10 member Friends of the Library Board; and a 7-member Foundation Board
- 4.7 The library annually employs Pacific University work study students. This year we have 10 helping with special projects
- 4.14 The library and Pacific University partner frequently on a wide variety of shared programs and student engagement



# YOU CAN HELP!

---

1  
2

- **Volunteer** (Book Sales May 13-16; October 19-26)
- **Join** a library program (e.g. April 18 Creations with Carralez)
- **Sign up** for the Library's monthly email newsletter
- **Watch** for your invitation to this year's "Gathering of the Groups"
- **Ensure** constituents know about library services (e.g. free on-site notary publics, printing, tax forms)
- **Know** that there are policies and support to ensure there is something for everyone at our amazing library

# THANK YOU

---

To our tremendously dedicated library staff. To our fellow library patrons & supporters....and to you!





# COMMUNITY FORESTRY COMMISSION ANNUAL REPORT

Mark Nakajima, Community Forestry Commission Vice-Chair

Dan Riordan, Senior Planner & Community Forestry Commission Staff Liaison

City Council Meeting 4|13|26

# AGENDA

Purpose

---

Vision 2040

---

2025 Commission Highlights

---

2026 Commission Priorities

---

Council Questions

# PURPOSE

---

Update the City Council on Community Forestry Commission highlights from Calendar Year 2025 and Commission priorities for Calendar Year 2026.

# 2040 PLAN

---



## 2040 GOAL AREA: Community Growth

**2040 OUTCOME: Build and maintain resilient, efficient, and financially sustainable infrastructure**

### 2040 ACTIONS

- 2.23 Expand green and climate resilient infrastructure and equipment

# 2025 HIGHLIGHTS

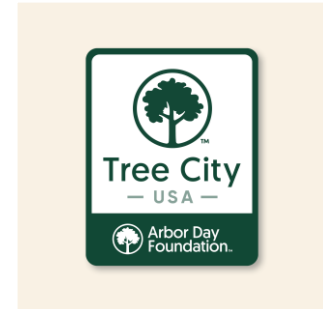
---



Arbor Month Tree  
Planting Held at  
Thatcher Park in April  
2025



Work began on a Tour  
of Trees Map Guide  
for Old Town Forest  
Grove



Tree City USA  
Application  
Submitted for Year  
36!

# 2025 HIGHLIGHTS



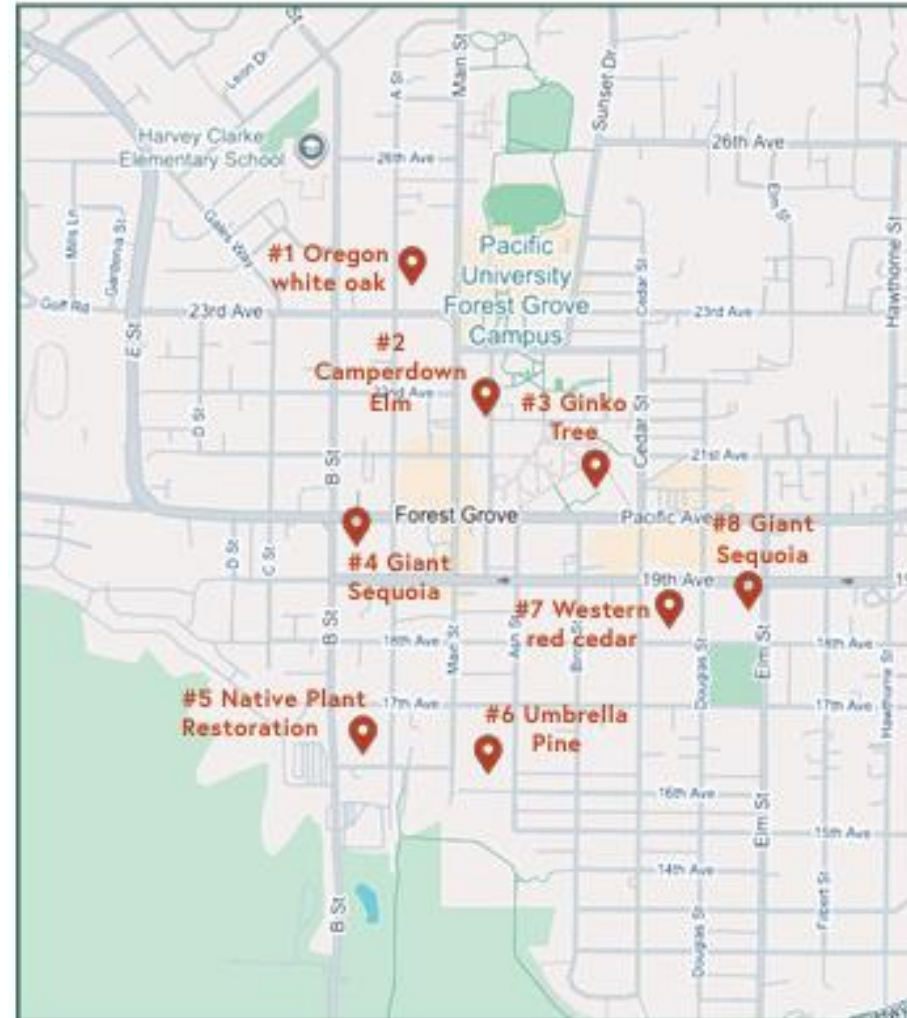
# 2025 HIGHLIGHTS

## A Tour of Trees

 Map guide



October 2025



# 2025 HIGHLIGHTS

---

During 2025 the CFC worked with the Light and Power Department to review permits for removal of dangerous trees affecting overhead power lines.



# 2026 PRIORITIES

---

1. Complete and Publish Tour of Trees Map Guide
2. Begin City-Wide Tree Canopy Assessment
3. Hold the Arbor Month Tree Planting at **10:00 am on April 16<sup>th</sup> at Lincoln Park**
4. Prepare and Submit the Tree City USA application for 2026
5. Partner with the Parks and Recreation Commission on tree related matters
6. Evaluate the City's 2016 Urban Growth Management Plan for updating
7. Improve outreach and communications on urban forest related matters.

# COUNCIL QUESTIONS



# COMPREHENSIVE PLAN

Dan Riordan, Senior Planner  
City Council Meeting 4|13|26

# AGENDA

Vision 2040 Plan

---

Purpose

---

Recap

---

Plan Components

---

Recommendation

---

Questions

# VISION 2040

---

Goal Statement: Community Growth

Action 2.8: Update the City's Comprehensive Plan

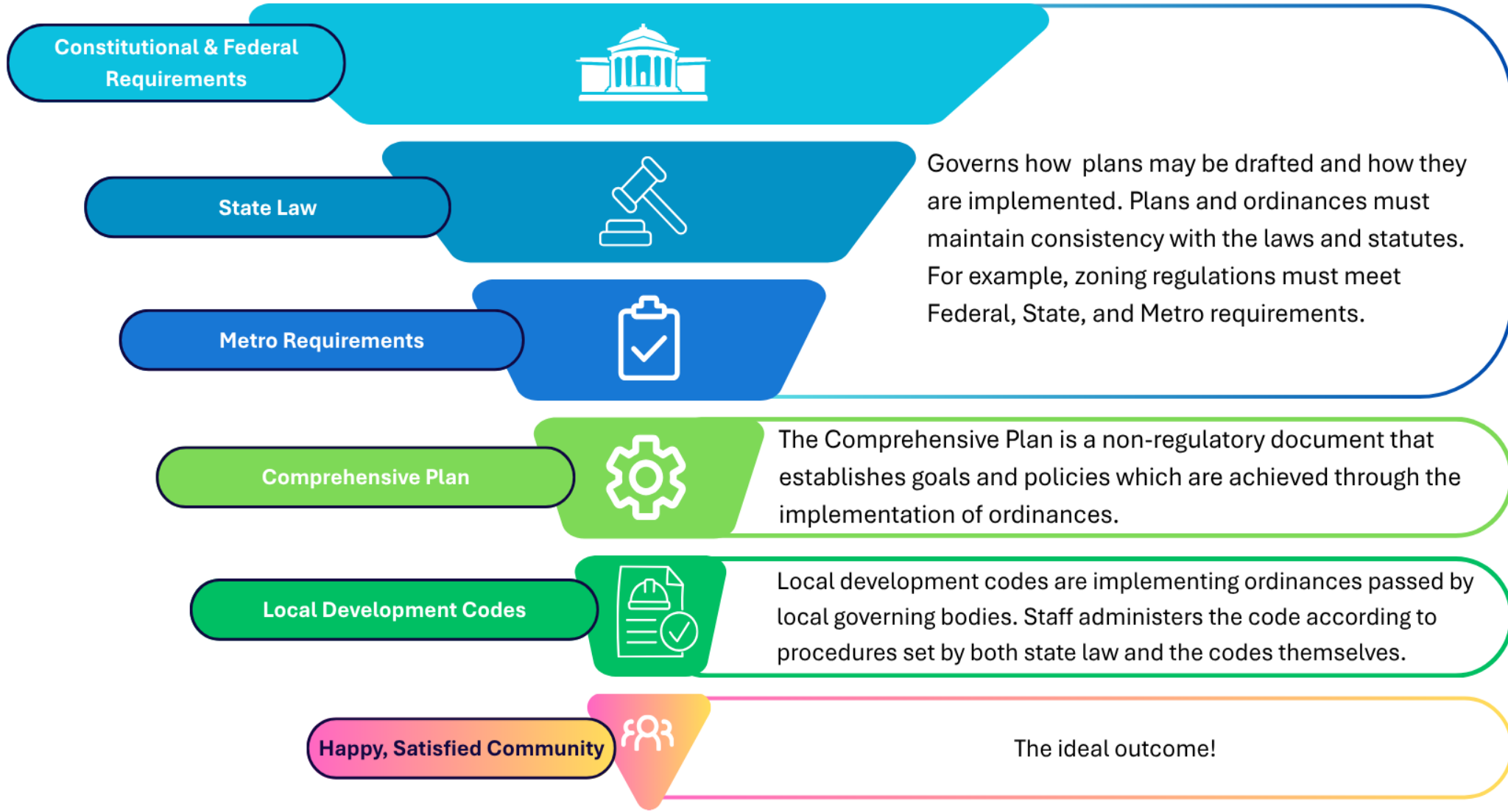


# PURPOSE

---

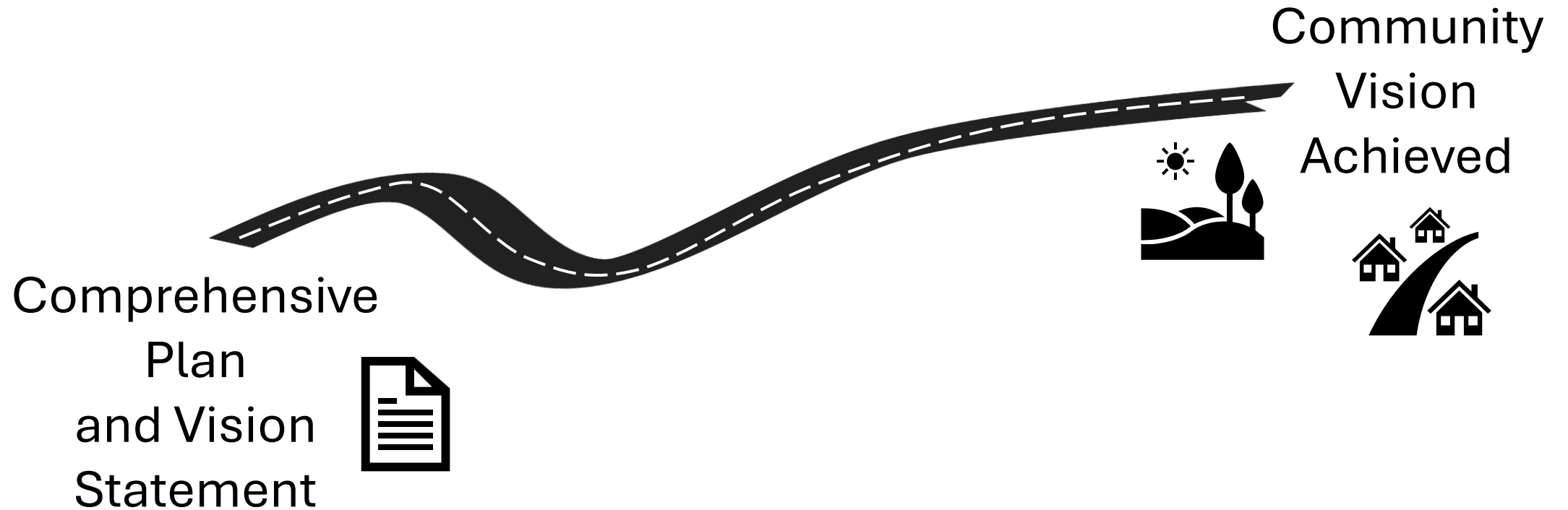
- Recap the Comprehensive Plan presentation provided to City Council on March 9<sup>th</sup>
- Present the staff's recommended approach for updating the Comprehensive Plan
- Provide an opportunity for City Council to discuss next steps

# The Hierarchy of Development Regulation



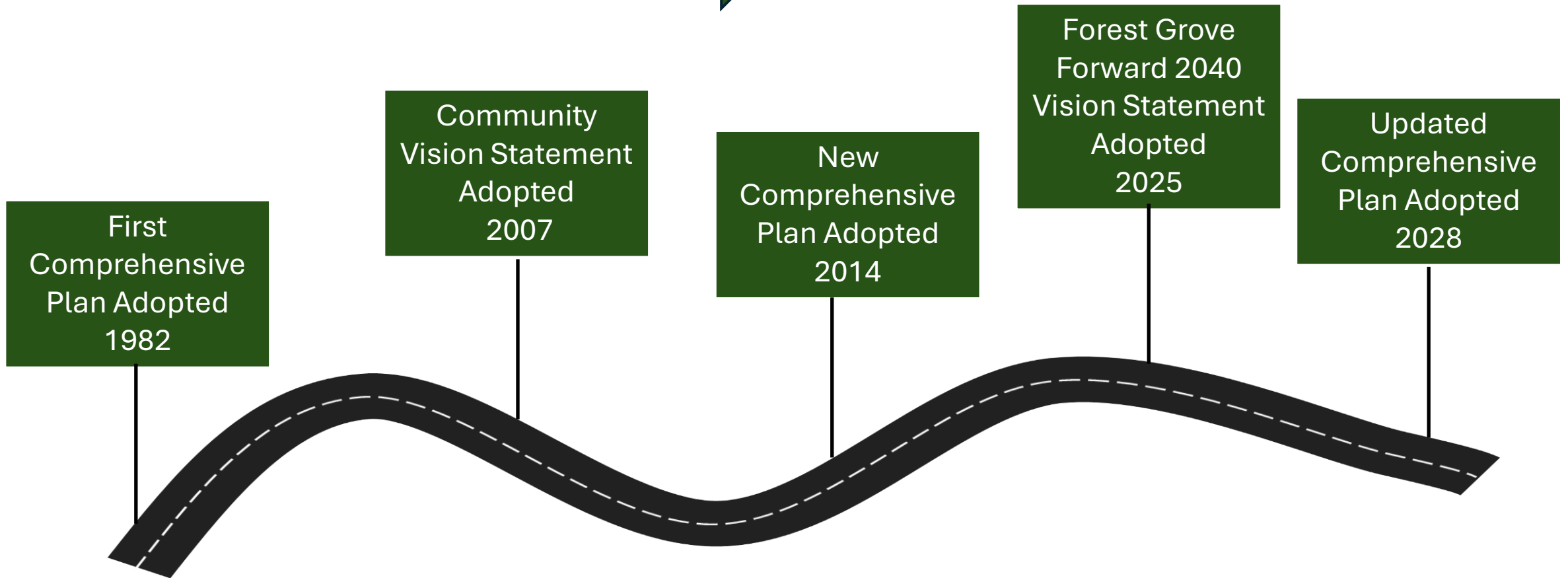
# RECAP: THE COMPREHENSIVE PLAN

The Comprehensive Plan is a 20-year roadmap, based on the community's vision, guiding how the community's vision for growth is achieved.



# RECAP: THE COMPREHENSIVE PLAN

The Road Forward 



# RECAP: THE COMPREHENSIVE PLAN

- The Plan shows compliance with the Statewide Planning Goals and Metro 2040 Growth Concept
- The Plan incorporates important community priorities



**19** Statewide Land Use Planning Goals

-  Consider the past, present, and future uses of Oregon's natural resource lands
-  Provide guidelines and framework for local land use plans
-  Reflect the mission of the Department of Land Conservation and Development

# RECAP: PLAN INFLUENCES



# RECAP: PLAN REVIEWERS

State planning rules and best practices require that proposed changes to the Comprehensive Plan undergo review by multiple stakeholders and reviewing agencies.



# RECAP: COMPREHENSIVE PLAN CHAPTERS <sup>11</sup>

Chapter	Focus Area
One	Background
Two	Community Involvement
Three	Community Sustainability
Four	Land Use
Five	Housing
Six	Economic Development
Seven	Public Facilities and Services
Eight	Education and Schools
Nine	Natural Resources
Ten	Urbanization
Eleven	Transportation

# RECAP: HOUSING CAPACITY ANALYSIS

Currently Underway  
Due by December 2027

HCA-HPS Schedule for 2026-2034

	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Cities in Metro (six-year cycle)</b>									
Beaverton			HCA	HPS					HCA
Cornelius		HCA	HPS					HCA	HPS
Fairview***			HCA	HPS					HCA
Forest Grove		HCA	HPS					HCA	HPS
Gladstone***			HCA	HPS					HCA
Gresham				HCA	HPS				HCA
Happy Valley			HCA	HPS					HCA
Hillsboro				HCA	HPS				
Lake Oswego				HCA	HPS				
Milwaukie				HCA	HPS				
Oregon City		HCA	HPS					HCA	HPS
Portland				HCA	HPS				
Sherwood		HCA	HPS					HCA	HPS
Tigard		HCA	HPS					HCA	HPS
Troutdale***			HCA	HPS					HCA
Tualatin		HCA	HPS					HCA	HPS
West Linn				HCA	HPS				
Wilsonville					HCA	HPS			

## Housing Capacity Analysis Components






# PLAN COMPONENTS


**EXHIBIT A**

**Forest Grove**


**Housing Needs Analysis**



This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.




**Public Hearing Draft**  
June 27, 2019





**Transportation System Plan Update**  
City of Forest Grove, Oregon

**Adoption Draft**  
October 2013



**Ordinance Exhibit A**

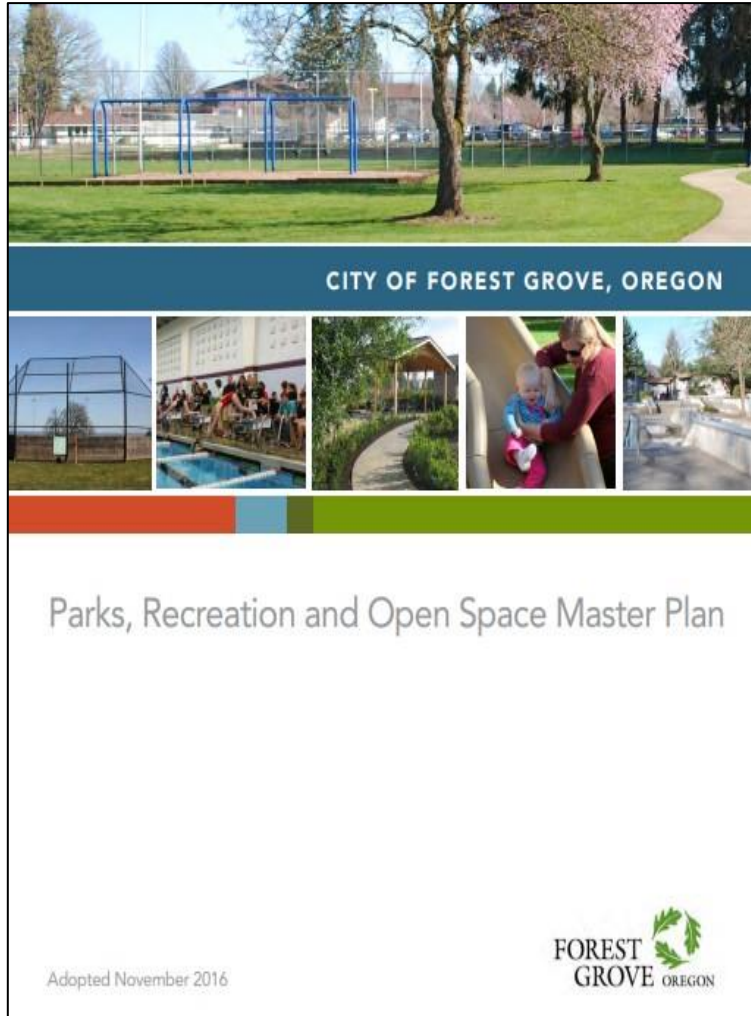


**CITY OF FOREST GROVE, OREGON**  
**ECONOMIC OPPORTUNITIES ANALYSIS**

Prepared For:  
CITY OF FOREST GROVE, OREGON  
April 2025

**CITY COUNCIL**  
**PUBLIC HEARING DRAFT**

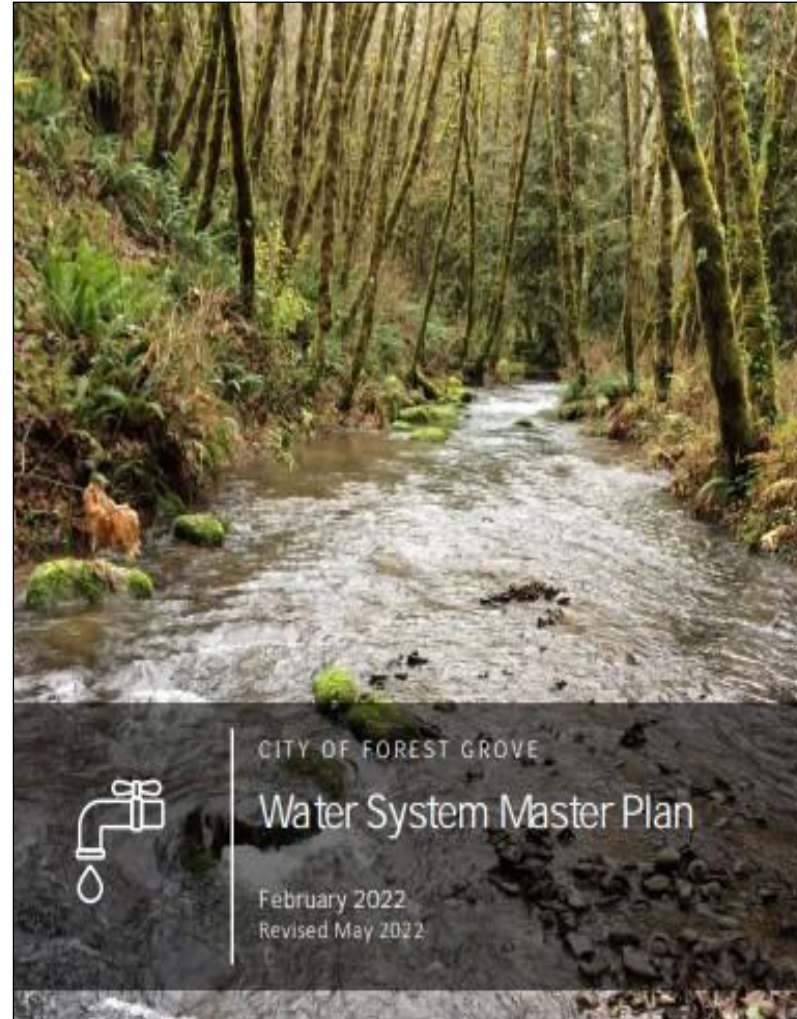

# PLAN COMPONENTS



CITY OF FOREST GROVE, OREGON

Parks, Recreation and Open Space Master Plan

Adopted November 2016



CITY OF FOREST GROVE

Water System Master Plan

February 2022  
Revised May 2022

**Kennedy/Jenks Consultants**  
200 S.W. Market St. Suite 500  
Portland, Oregon 97201  
503-295-4911  
503-295-4901 (Fax)

**City of Forest Grove  
Wastewater System Master Plan**

14 November 2007

Prepared for  
**City of Forest Grove**  
1928 Council Street  
PO Box 326  
Forest Grove, Oregon 97116

# PLAN COMPONENTS

Historic Structures	
ADDRESS	PROPERTY NAME
<b>1205 CEDAR ST</b>	
1221 BIRCH ST	WILLIAM MCCREEDY HOUSE
1306 BIRCH ST	BURLINGHAM HOUSE
1414 BIRCH ST	TEMPLETON-SCHULTZ HOUSE
1506 CEDAR ST	F.J. MILLER HOUSE
1603 ASH ST	JAMES DEEKS HOUSE
1604 BIRCH ST	THOMAS HINES HOUSE
1619 MAPLE ST	TEMPLETON HOUSE
1621 MAIN ST	LOYAL GRAHAM HOUSE
1623 ASH ST	IVES J. HOAR HOUSE
1631 ASH ST	NICHOLSON-DEEKS HOUSE
1632 MAIN ST	JOHN ABBOTT HOUSE
1651 HAWTHORNE ST	HINMAN HOUSE
1653 BIRCH ST	RASMUSSEN-PRICE HOUSE
1703 MAIN ST	A.G. HOFFMAN HOUSE
1724 21ST AVE	GRIEBELER HOUSE
1736 PACIFIC AVE	EMERSON HOUSE
1803 ASH ST	IRELAND HOUSE
1803 MAIN ST	LOOMIS HOUSE
1804 MAIN ST	HINES HOUSE
1807 ASH ST	W.A. GOODIN HOUSE
1810 PACIFIC AVE	VIA HOUSE
1825 MOUNTAIN VW	PARSONS HOUSE
1839 ASH ST	CHANDLER HOUSE
1904 PACIFIC AVE	CHRISTIAN SCIENCE CHURCH
1923 ELM ST	TUCKER HOUSE
1926 PACIFIC AVE	KNIGHTS OF PYTHIAS BLDG
1933 16TH AVE	MERTZ HOUSE #2
ADDRESS	PROPERTY NAME
1938 16TH AVE	I.L. SMITH HOUSE
2003 21ST AVE	AMERICAN LEGION BUILDING

**LOCAL WETLAND INVENTORY  
WITHIN THE FOREST GROVE  
URBAN GROWTH PLANNING AREA**

**Prepared for**

City of Forest Grove  
P.O. Box 326  
Forest Grove, Oregon 97116

**Prepared by**

**John van Staveren  
Dale Shank  
Leslie Anderson  
SRI/Shapiro**  
11830 SW Kerr Parkway, Suite 375  
Lake Oswego, Oregon 97035  
*SRI/Shapiro Project Number 91064*

**July 29, 1993**

# PLAN COMPONENTS STATUS

---

16

- Housing Needs Analysis: Adopted 2019 | Update in process
- Transportation System Plan: Adopted 2013 | Update to begin after 2027
- Economic Opportunities Analysis: Adopted 2025 | Update 2030
- Parks Master Plan: Adopted 2016 | Update 2026-2027
- Water Master Plan: Adopted 2022 | Update 2032
- Wastewater/SWM: Adopted 2007 | Update 2027-28
- Local Historic Resources Inventory: Adopted 2020 | Updated 2023
- Local Wetland Inventory: Adopted 1993 | Updated 2011

# RECOMMENDATION

---

Issue a Request for Proposals (RFP) to retain a qualified comprehensive planning consultant to support the update of the City's Comprehensive Plan.

The scope of work for the Comprehensive Plan update should include:

- Identification of plan sections requiring revision to ensure alignment with the 2040 Vision Plan, City Council Action Plan, and other established community priorities
- Development of a sequencing strategy for projects related to implementation of the 2040 Vision Plan
- Creation of a community engagement methodology
- Identification of the appropriate State review and approval processes

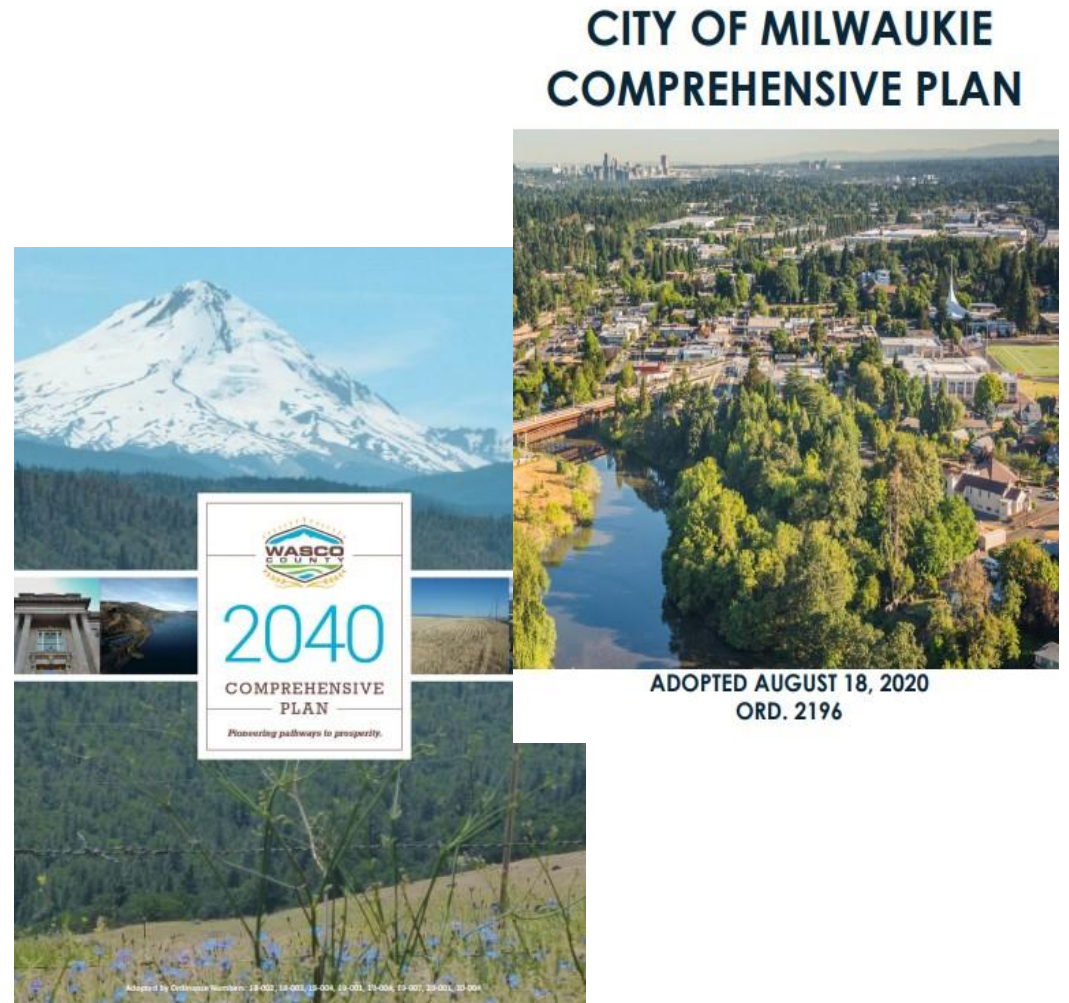
The planning process will include Council work sessions at key milestones to further refine the scope, provide policy direction, and guide the overall approach to the Comprehensive Plan update.

# RECOMMENDATION

The comprehensive plan is budgeted at \$150,000 for FY 26/27 to hire a consultant.

The recommended path forward builds on the experience of other cities and counties that have recently completed comprehensive plan updates such as the City of Milwaukie and Wasco County.

The path forward also considers the requirements of the planning process and complexity stemming from the Comprehensive Plan's diverse and interrelated components.



# QUESTIONS

STAFF REPORT TO CITY COUNCIL

TO: City Council

FROM: Dan Riordan, Senior Planner; Bryan Pohl, Community Development Director

CC: Jesse VanderZanden, City Manager

MEETING DATE: April 13, 2026

SUBJECT TITLE: Resolution 2026-12: Adopting Revised Urban Planning Area Agreement

ACTION REQUESTED:  Ordinance  Order  Resolution  Motion  Informational

ISSUE STATEMENT

In 1988 the City of Forest Grove entered an IGA with Washington County to define land use and transportation planning responsibilities for unincorporated areas in the urban growth boundary (UGB) adjacent to the City. The agreement, known as the Urban Planning Area Agreement or UPAA, also defines roles and responsibilities related to land use actions that could affect both the County and the City. The required actions in the UPAA are ministerial in nature and address activities such as required notifications for land use actions.

The UPAA undergoes occasional review and is revised to reflect changing conditions. The current UPAA was last adopted in 2018. In January 2026, the Washington County Board of Commissioners considered and adopted additional changes to the UPAA as explained below. In order for the revised UPAA to become effective the City Council must, after Planning Commission review, adopt a resolution accepting the revisions and authorizing the City Manager to sign the revised UPAA on the City’s behalf. The resolution for the Council’s consideration is attached.

BACKGROUND

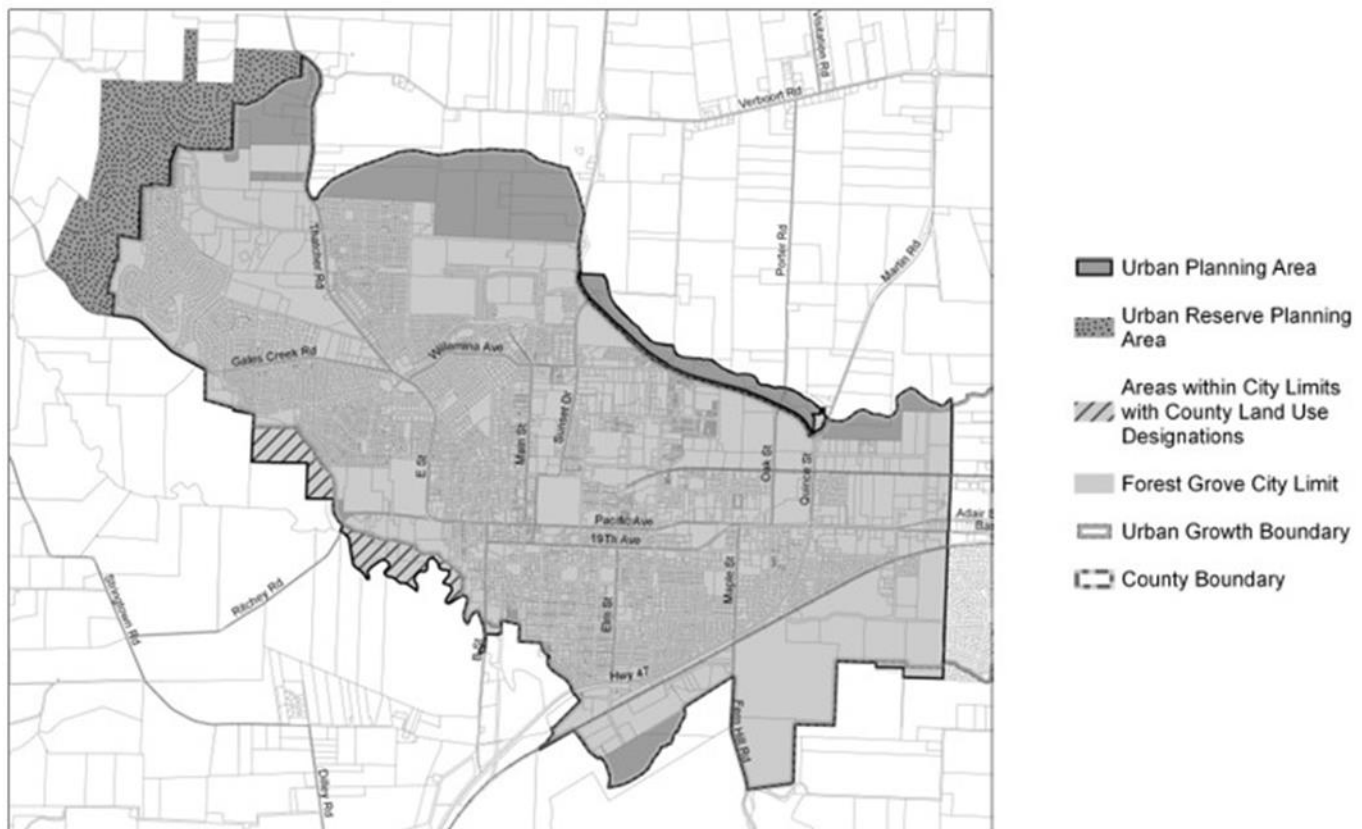
In January 2026, the Washington County Board of Commissioners considered and approved changes to the Washington County-Forest Grove Urban Planning Area Agreement (UPAA). The UPAA is an intergovernmental agreement allowed by state law (ORS §§190.010). Oregon Revised Statutes Chapter §§190.010 grants authority to local governments to enter into intergovernmental agreements for purposes of performing any and all functions and activities that either party has authority to perform. In general, the UPAA identifies roles and responsibilities for coordinating County and City land use planning activities that may have impacts on both the City and Washington County.

In addition to ORS §§190.010, Oregon Land Use Planning Goal 2 requires coordination of comprehensive plans prepared by cities, counties, and regional governments. In addition, the Oregon Land Conservation and Development Commission requires an agreement that identifies the means by which comprehensive planning coordination within the Portland regional urban growth boundary (UGB) will be implemented. The UPAA fulfills this function.

The first UPAA between Washington County and the City of Forest Grove was adopted in 1998 by Resolution 1988-44 and was last revised in 2018 by Resolution 2018-75. The UPAA was updated in 2018 to reflect that all future urbanized areas after 2010 must be governed and urbanized by a city. The 2018 update also incorporated wording for coordination of urban planning for the David Hill Urban Reserve Area established in 2011.

The current UPAA update is needed to make minor changes to policies and processes for planning coordination in Forest Grove's urban planning area and to update the planning area map to be consistent with the Washington County-Cornelius UPAA. The current UPAA map is provided below.

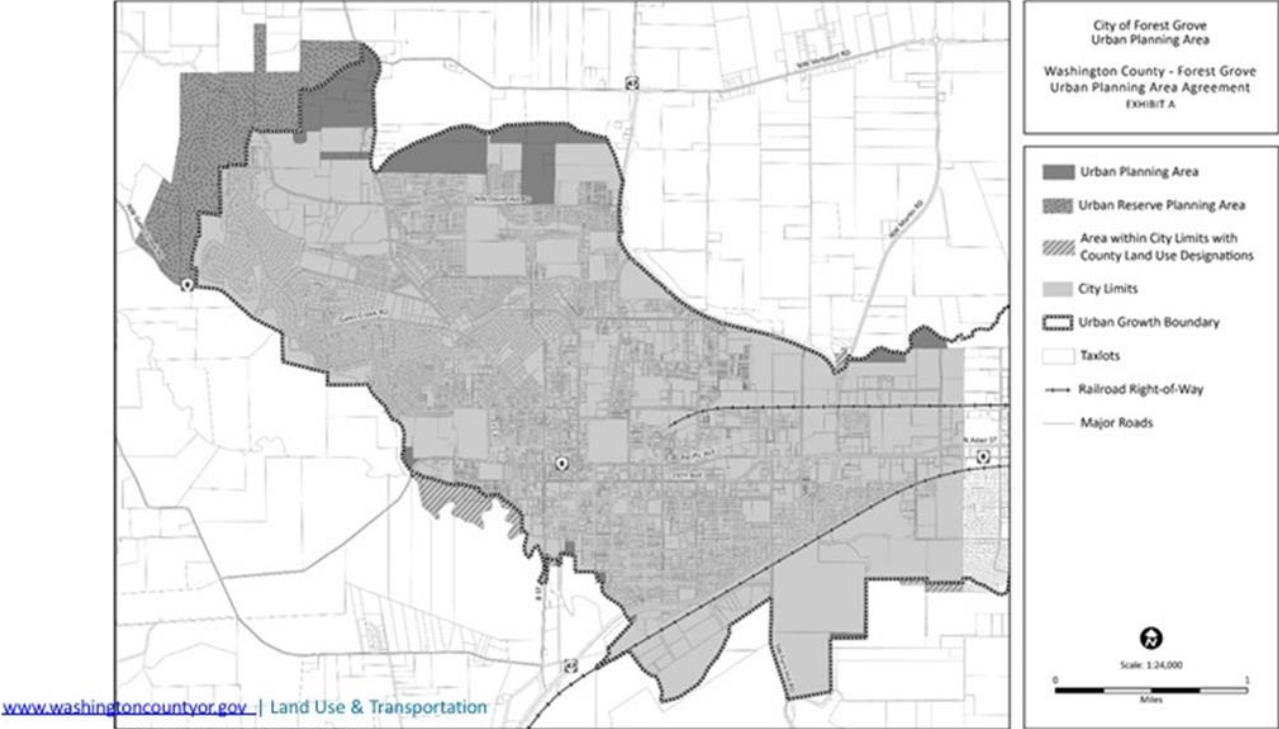
### Current UPAA Map (2018)



The revised UPAA map, below, shows the areas affected by the revisions to the UPAA. This includes:

- Update the city limits to include territory inside the urban growth boundary north of David Hill Road that were annexed into the city since 2018.
- Remove from the Forest Grove planning area territory that was de-annexed in 2019 at the property owner's request. The de-annexation area was entirely within the city limits and was bisected by the urban growth boundary.
- Remove from the City's planning area territory north of Council Creek that is not within the urban growth boundary.
- Remove from the Forest Grove planning part of parcel that is mostly in the Cornelius planning area. This will allow adding the territory to the Cornelius planning area.

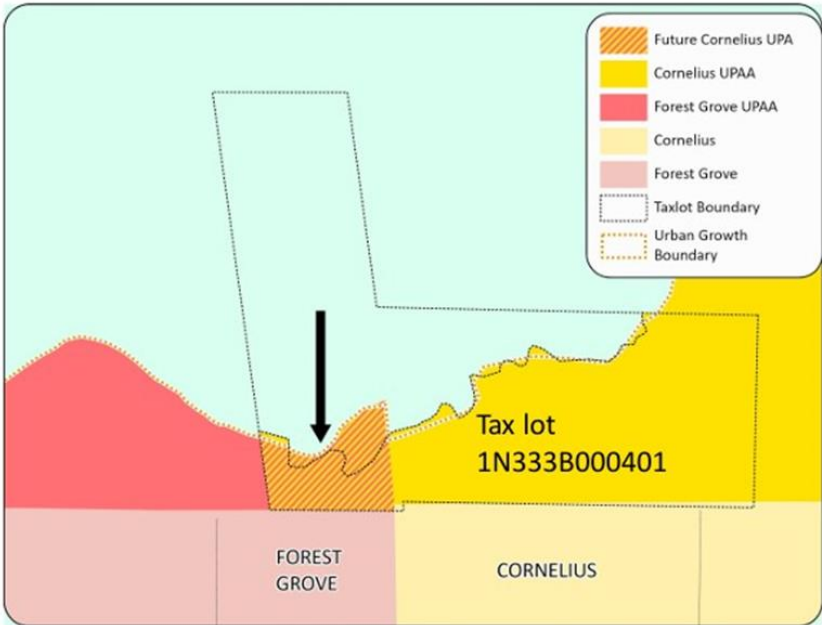
### Revised UPAA Map (2025)



### UPAA Map Amendments

The most substantive change to the UPAA is an amendment to the Forest Grove planning area boundary to add approximately 2.6 acres into the Cornelius planning area. The subject area is part of Washington Tax Lot 1N331B000401. The majority of this tax lot is already in the Cornelius planning area and has a Cornelius address. Adding the subject area into the Cornelius planning area results in the entire tax lot inside the urban growth boundary being in the Cornelius planning area. The subject area is shown on the map below.

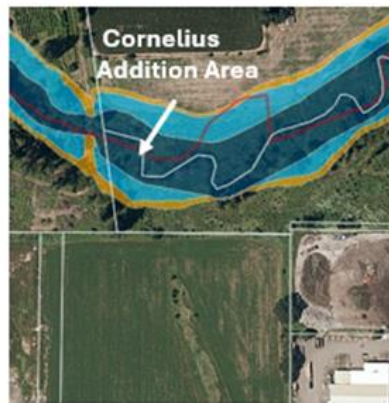
### Cornelius Addition



The portion of the tax lot that is in the Forest Grove planning area is constrained by natural resources making development challenging. The images below show the constrained areas.



**10% Slope Area**



**Floodway &  
Floodplain Areas**



**Wetland Area**

Other revisions to the planning area map reflect changes to the City's boundary because of annexations north of David Hill between Highway 47 and Thatcher Road and one de-annexation since 2018. Finally, the planning area map is being revised to exclude an area adjacent to and north of Council Creek that is not in the urban growth boundary. This area is designated as Rural Reserve by Washington County and is not developable.

#### UPAA Text Amendments

The revised UPAA text is shown in Attachment A. The text proposed for addition is underlined and the text proposed for deletion is shown by strike-out. The revised text is intended to clarify required coordination between Washington County and the City regarding land use matters. The revised text also clarifies the process for modifying the UPAA in the future. One change related to future amendments is the revised text in Section IV.C. states that any changes to the City boundary due to annexation or any changes to the urban growth boundary within the City's planning area automatically amends the UPAA map (UPAA, Exhibit A) without further amendment to the UPAA. This change will make the Washington County-Forest Grove UPAA wording consistent with other UPAA's in Washington County including the UPAA between Washington County and Cornelius.

Tonight's public hearing provides an opportunity for the City Council to consider the Planning Commission's recommendation that City Council adopt a resolution accepting the revisions to the UPAA approved by the Washington County Board of Commissioners and authorizing the City Manager to sign the UPAA on the City's behalf. The Planning Commission's recommendation to City Council was approved unanimously by the Commission on March 2, 2026.

After the UPAA is executed, staff will return to City Council with an ordinance to amend the Forest Grove Comprehensive Plan map to remove the City's Comprehensive Plan Map designation from the territory added to the Cornelius planning area.

**FISCAL IMPACT**

The fiscal impact of the UPAA is indeterminate and is related to staff time and expenses associated with providing required notifications for land use actions. These costs are funded by the General Fund for personnel services provided by the Planning Division and the Division's operating expenses.

**RECOMMENDATION**

Staff recommends that:

1. City Council approve a resolution accepting the amendments to the Washington County-Forest Grove Urban Planning Agreement adopted by the Washington County Board of Commissioners, and
2. Authorize the City Manager to sign the UPAA on the City's behalf.

**ATTACHMENTS**

- Attachment A: Resolution including revisions to the 2018 Washington County-Forest Grove Urban Planning Agreement approved by the Washington County Board of Commissioners.



# **WASHINGTON COUNTY-FOREST GROVE URBAN PLANNING AREA AGREEMENT REVISIONS**

Dan Riordan | Senior Planner  
City Council Meeting 4|13|26

# AGENDA

Purpose

---

Background

---

Map Amendments

---

Text Amendments

---

Conclusion

---

Staff Recommendation

---

Next Steps

# VISION 2040

---

## Goal Statement: Community Growth

*We envision a well-connected, safe, and environmentally sustainable community with diverse, affordable housing; resilient, green infrastructure; efficient mobility options; and strong public safety—creating a vibrant, accessible, and climate-conscious community for all.*



# PURPOSE

---

City Council consideration of a resolution related to revisions of the Washington County-Forest Grove Urban Planning Agreement (UPAA).

The UPAA identifies roles and responsibilities for land use planning activities within the urban growth boundary that may impact both jurisdictions.

Required actions in the UPAA are ministerial in nature.

The Planning Commission reviewed the revised UPAA on March 2, 2026, and recommended City Council adopt a resolution accepting the revisions and authorizing the City Manager to sign the revised UPAA.

# BACKGROUND

---

The first UPAA was adopted in 1988 (Reso. 1988-44).

The last update was in 2018 (Reso. 2018-75) and it:

- Specified that all future urbanized areas after 2010 must be governed and urbanized by a city.
- Added wording related to planning activities in the David Hill Urban Reserve Area.

**RESOLUTION NO. 2018-75**

**RESOLUTION ADOPTING AMENDED URBAN PLANNING AREA AGREEMENT  
BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE  
AND REPEALING RESOLUTION NO. 1988-44**

**WHEREAS**, Oregon Revised Statutes Chapter 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agents, have authority to perform; and

**WHEREAS**, the City of Forest Grove desires to enter into an intergovernmental Agreement with Washington County for purposes of updating responsibilities for land use and transportation planning in certain unincorporated areas adjacent to the City of Forest Grove; and

**WHEREAS**, Statewide Planning Goal #2 (Land Use Planning) requires coordination of comprehensive plans prepared by cities, counties and regional governments; and

**WHEREAS**, the Oregon Land Conservation and Development Commission requires an agreement setting forth the means by which comprehensive planning coordination within the Portland regional urban growth boundary (UGB) will be implemented; and

**WHEREAS**, following the County urbanization forum process in 2009, the County through Resolution and Order 09-63 and the City through Resolution 2009-26 agreed that all future additions to the UGB during or after 2010 must be governed and urbanized by a city; and

**WHEREAS**, the Oregon legislature in 2015 validated UGB additions and urban and rural reserves established through the Metro regional planning process; and

**WHEREAS**, the County and City desire to amend the 1988 Urban

# BACKGROUND

---

## Oregon Planning Goal 2



UPAA

Oregon Land Use Planning Goal 2 requires coordination of comprehensive plans prepared by cities, counties, and regional governments.

The Oregon Department of Land Conservation and Development also requires an agreement that identifies how comprehensive planning coordination will be implemented within the Portland regional urban growth boundary.

The UPAA fulfills the functions above.

# BACKGROUND

---

The 2026 update:

- Reflects changes to the City boundary since 2018.
- Makes the Washington County-Forest Grove UPPA consistent with others in the County.
- Modifies the common boundary between the Forest Grove and Cornelius planning areas.

# UPAA AMENDMENTS

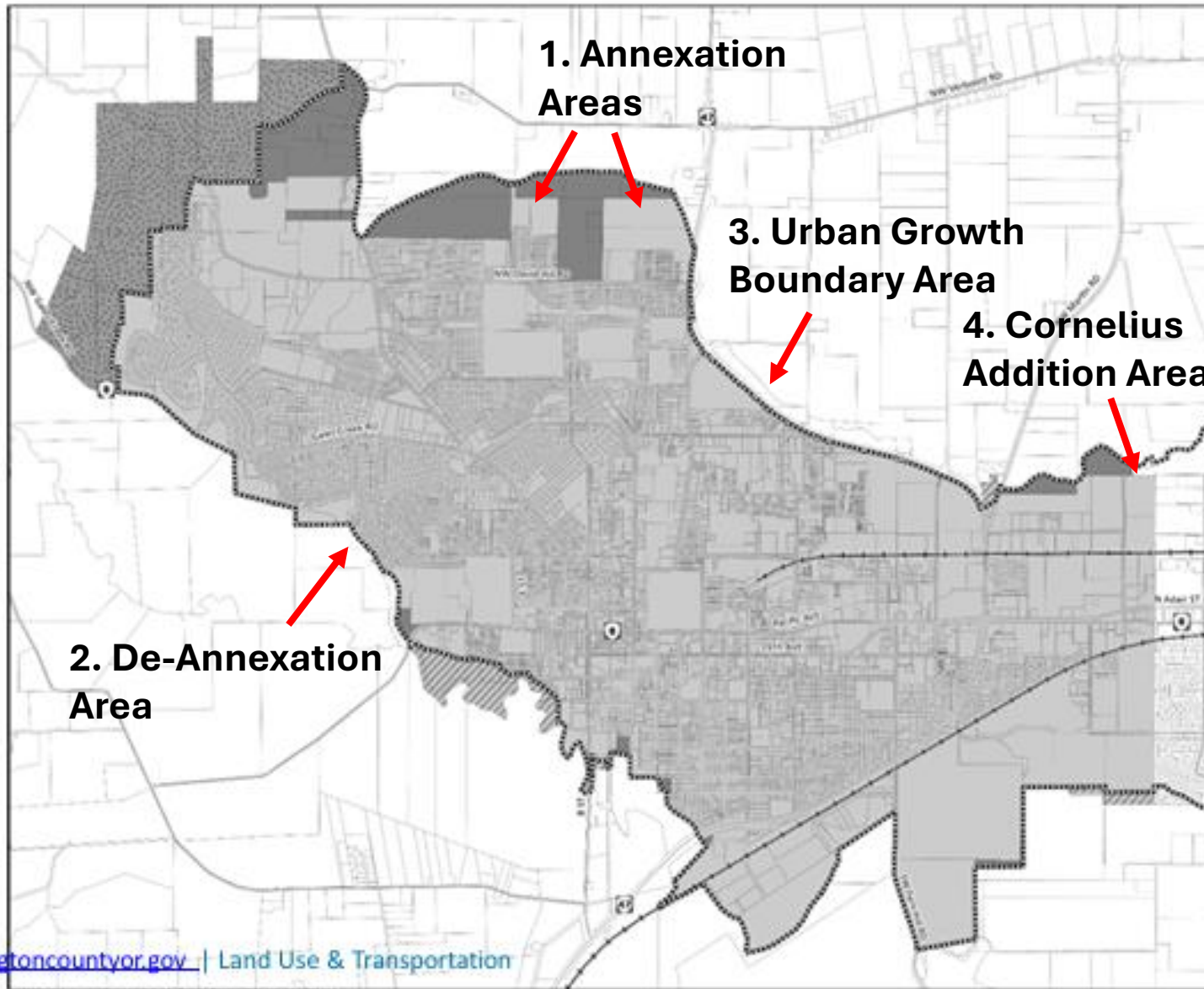
# MAP AMENDMENTS

---

1. Update the city limits line on the UPAA map to reflect annexations since 2018.
2. Remove from the Forest Grove planning area territory that was de-annexed in 2019 at the property owner's request.
3. Remove from the City's planning area territory north of Council Creek that is not within the urban growth boundary.
4. Remove from the Forest Grove planning part of parcel that is mostly in the Cornelius planning area. This will allow adding the territory to the Cornelius planning area.



# 2026 UPAA Map



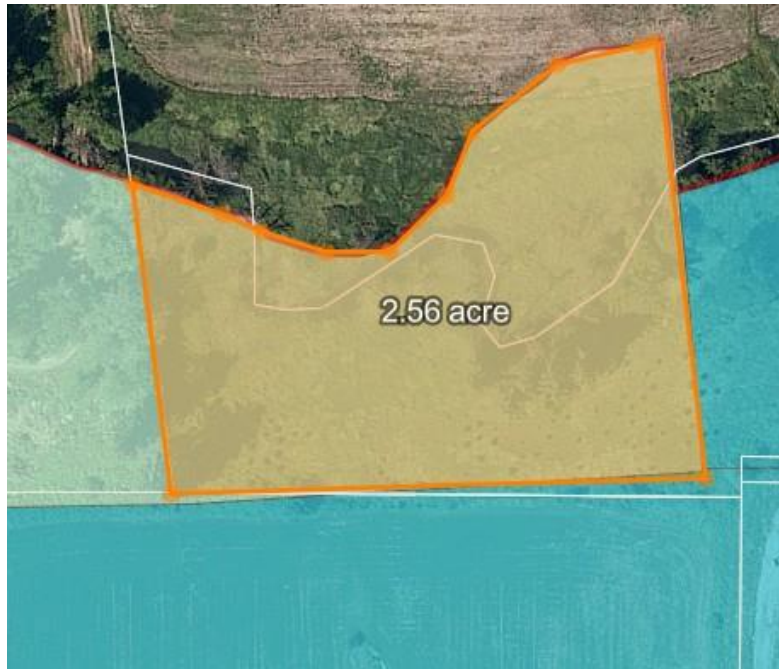
City of Forest Grove  
Urban Planning Area  
Washington County - Forest Grove  
Urban Planning Area Agreement  
EXHIBIT A

- Urban Planning Area
- Urban Reserve Planning Area
- Area within City Limits with County Land Use Designations
- City Limits
- Urban Growth Boundary
- Taxlots
- Railroad Right-of-Way
- Major Roads

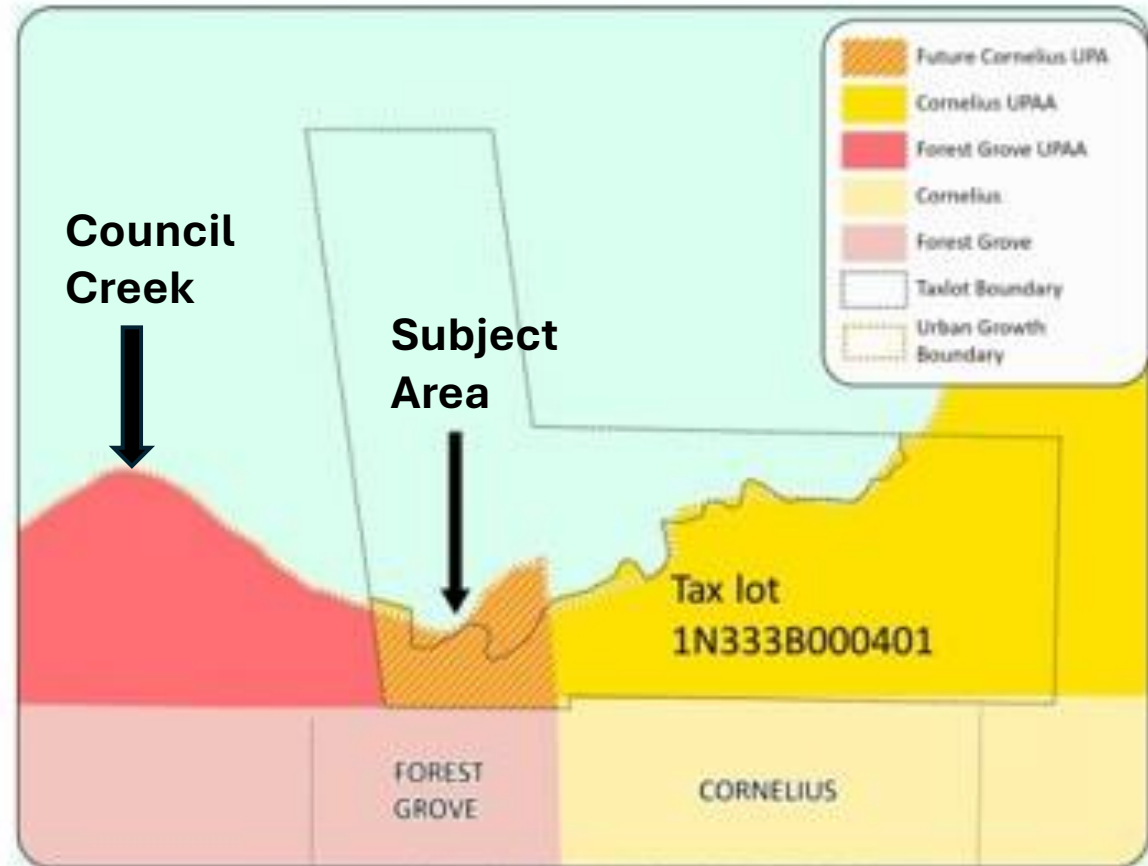


# MAP AMENDMENT: CORNELIUS ADDITION<sup>1</sup>

The subject area to add to the Cornelius Planning Area is adjacent to Council Creek and is about 2.6 acres in area.

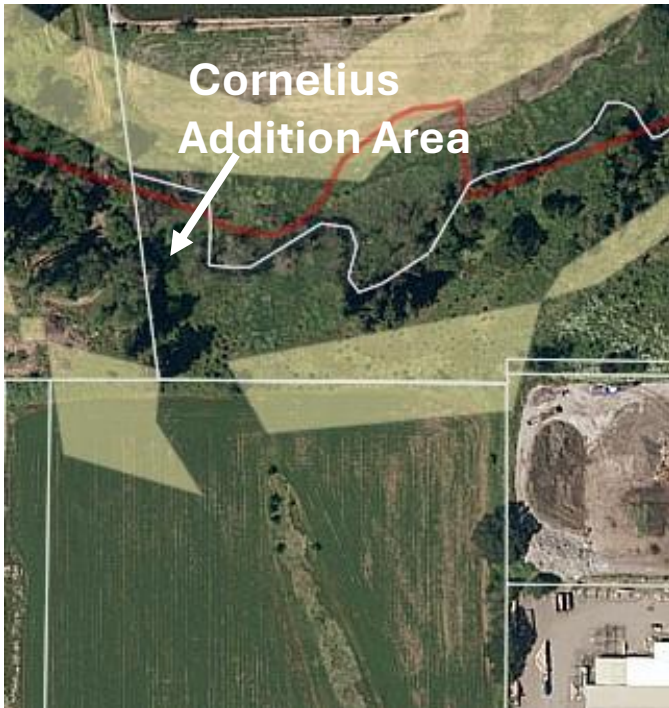


Cornelius Addition

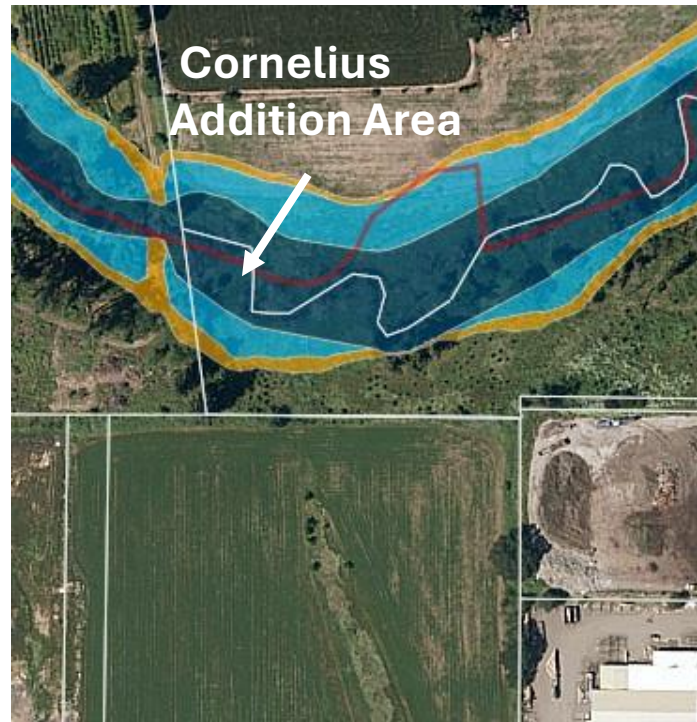


# MAP AMENDMENT: CORNELIUS ADDITION<sup>1</sup>

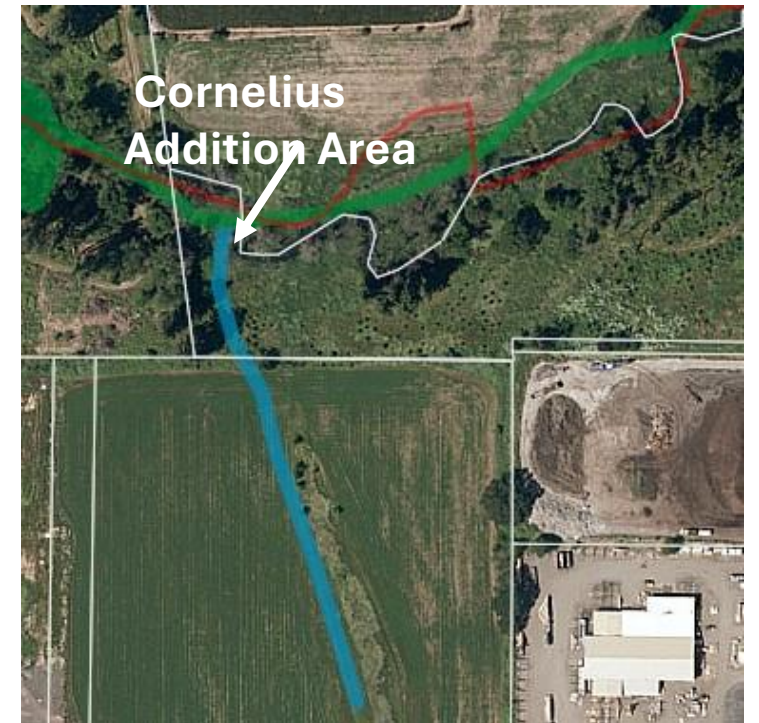
The subject area is constrained by natural resource areas



**10% Slope Area**



**Floodway &  
Floodplain Areas**



**Wetland Area**

# TEXT AMENDMENTS

---

1. Revise UPAA text to clarify required coordination between Washington County and the City regarding land use matters.
2. Revise wording to clarify the process for modifying the UPAA.
3. Revise wording to state that any changes to the City boundary due to annexation automatically amends the UPAA map.

The revisions will make the Forest Grove UPAA wording consistent with other UPAA's in the County.

# CONCLUSION

# CONCLUSION

---

For the UPAA to become fully effective the amendments must be accepted by the City Council after review by the Planning Commission.

The Planning Commission reviewed the UPAA revision on March 2, 2026.

The Planning Commission unanimously recommended that the City Council adopt a resolution accepting the revised UPAA and authorizing the City Manager to sign the resolution on the City's behalf.

# STAFF RECOMMENDTION

# STAFF RECOMMENDATION

---

Staff recommends that:

1. City Council approve a resolution to endorse the amendments to the 2018 Washington County-Forest Grove Urban Planning Area Agreement adopted by the Washington County Board of Commissioners, and
2. Authorize the City Manager to sign the amended UPAA on the City's behalf.

# NEXT STEP

---

After the updated UPAA is signed by the City and County, staff will return with a Comprehensive Plan map amendment to remove the City's Comprehensive Plan map designation from the territory added to the Cornelius planning area.

# COUNCIL QUESTIONS

**RESOLUTION NO. 2026-12**

**RESOLUTION ADOPTING AMENDED URBAN PLANNING AREA AGREEMENT  
BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE  
AND REPEALING RESOLUTION NO. 2018-75**

**WHEREAS**, Oregon Revised Statutes Chapter 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers, or agents, have authority to perform; and

**WHEREAS**, the City of Forest Grove desires to enter into an intergovernmental Agreement with Washington County for purposes of updating responsibilities for land use and transportation planning in certain unincorporated areas adjacent to the City of Forest Grove; and

**WHEREAS**, Statewide Planning Goal #2 (Land Use Planning) requires coordination of comprehensive plans prepared by cities, counties, and regional governments; and

**WHEREAS**, the Oregon Land Conservation and Development Commission requires an agreement setting forth the means by which comprehensive planning coordination within the Portland regional urban growth boundary (UGB) will be implemented; and

**WHEREAS**, the City Council adopted Resolution 2018-75 approving an Urban Planning Area Agreement with Washington County; and

**WHEREAS**, the County and City desire to amend the 2018 Urban Planning Area Agreement, to reflect changes to the City planning area and to clarify City and County responsibilities for coordination of urban planning in the urban growth boundary.

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

**Section 1.** The City Council hereby adopts the amended Urban Planning Area Agreement between Washington County and the City of Forest Grove as outlined in Exhibit A.

**Section 2.** The City Manager is authorized to execute the amended agreement on behalf of the City.

**Section 3.** Resolution No. 2018-75, which adopted the 2018 Urban Planning Area Agreement, is hereby repealed.

**Section 4.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 13<sup>th</sup> day of April, 2026.

---

Mariah S. Woods, City Recorder

**APPROVED** by the Mayor this 13<sup>th</sup> day of April, 2026.

---

Malynda H. Wenzl, Mayor

**EXHIBIT A****Washington County - Forest Grove  
Urban Planning Area Agreement**

THIS AGREEMENT is entered into by WASHINGTON COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as ~~the~~ "COUNTY," and the CITY OF FOREST GROVE, an incorporated municipality of the State of Oregon, hereinafter referred to as ~~the~~ "CITY."

WHEREAS, ORS 190.010 authorizes CITY and COUNTY to ~~provides that units of local government may enter into an agreements for the performance of any or all functions and activities that a either P party has to the agreement, its officers or agents, have authority to perform; and~~

WHEREAS, Statewide Planning Goal #2 (Land Use Planning) requires that City, County, State and Federal agency and special district plans and actions related to land use ~~shall~~ be consistent with the comprehensive plans of the cities and counties and any regional plans adopted under ORS Chapter 268 ~~197~~; and

WHEREAS, the Oregon Land Conservation and Development Commission requires each jurisdiction requesting acknowledgment of compliance to submit an agreement setting forth the means by which comprehensive planning coordination within the Regional Urban Growth Boundary (UGB) will be implemented; and

WHEREAS, following the Urbanization Forum process, ~~the~~ COUNTY through Resolution & Order 09-63, and ~~the~~ CITY through Resolution 2009-26, agreed that all future additions to the UGB during or after 2010 must be governed and urbanized by ~~the~~ CITY ~~in the~~ COUNTY and ~~also~~ agreed to urge Metro to expand the UGB only to such areas as are contiguous to incorporated areas of Washington County; and

WHEREAS, the Oregon State legislature through ~~COUNTY and CITY with~~ House Bill 4078-A in 2014 and House Bill 2047 in 2015 validated the acknowledged UGB and Urban and Rural Reserves established through the Metro Regional process involving both ~~the~~ COUNTY and ~~the~~ CITY; and

WHEREAS, ~~the~~ COUNTY and CITY desire to amend the Urban Planning Area Agreement (UPAA) to reflect the changes to the UGB, ~~the~~ CITY's Urban Planning Area, and the need for urban planning of the new Urban Reserve lands; and

WHEREAS, ~~the~~ COUNTY and ~~the~~ CITY, to ensure coordinated and consistent comprehensive plans, consider it mutually advantageous to establish:

1. An Urban Planning Area Agreement incorporating both a site-specific Urban Planning Area within the {UGB} where both ~~the~~ COUNTY and ~~the~~ CITY maintain an interest in comprehensive planning, and an Urban Reserve Planning Area outside the UGB where both ~~the~~ COUNTY and ~~the~~ CITY maintain an interest in concept planning;
2. A process for coordinating comprehensive planning and development in the Urban Planning Area and concept planning in the Urban Reserve Planning Area;

3. Special policies regarding comprehensive planning and development in the Urban Planning Area and concept planning in the Urban Reserve Planning Area; and
4. A process to amend the Urban Planning Area Agreement (~~UPAA~~).

NOW THEREFORE, ~~THE COUNTY AND THE CITY~~ AGREE AS FOLLOWS:

I. Location of the Urban Planning Area and Urban Reserve Planning Area

The Urban Planning Area and Urban Reserve Planning Area mutually defined by ~~the COUNTY and the CITY~~ include the areas designated on the Washington County-Forest Grove UPAA "Exhibit A" to this Agreement.

II. Coordination of Comprehensive Planning and Development

A. Amendments to or Adoption of a Comprehensive Plan or Implementing Regulation

1. Definitions

"Comprehensive Plan" means a generalized, coordinated land use map and policy statement of the governing body of a local government that interrelates all functional and natural systems and activities relating to the use of lands, including, but not limited to, sewer and water systems, transportation systems, educational facilities, recreational facilities, and natural resources and air and water quality management programs. Comprehensive Plan amendments do not include small tract comprehensive plan map changes.

"Implementing Regulation" means any local government zoning ordinance, adopted under ORS 197, 197A, 215 or 227, a land division ordinance adopted under ORS 92.044 or 92.046 or a similar general ordinance establishing standards for implementing a comprehensive plan.

2. ~~The COUNTY shall provide the CITY with the appropriate opportunity to participate, review and comment on proposed amendments to or adoption of the COUNTY comprehensive plan or implementing regulations. The CITY shall provide the COUNTY with the appropriate opportunity to participate, review, and comment on proposed amendments to or adoption of the CITY comprehensive plan or implementing regulations. The following procedures shall be followed by the COUNTY and the CITY to notify and involve the other one another in the process to amend or adopt a comprehensive plan or implementing regulation:~~

- a. ~~The CITY or the COUNTY, whichever has jurisdiction over the proposal, hereinafter the "originating agency," shall notify the other agency, hereinafter the "responding agency," of the proposed action at the time such planning efforts are initiated, but in no case less than 35 calendar days prior to the first hearing on adoption. For a COUNTY or CITY comprehensive plan updates that has with the potential to affect the responding agency's land use or transportation system, the originating agency shall provide the responding agency with the opportunity to participate in the originating agency's planning process prior to the notification period, such as serving on the originating~~

abcdef Proposed additions

~~abcdef~~ Proposed deletions

agency's advisory committee, if any. The responding agency may participate at its discretion.

- b. For a COUNTY or CITY comprehensive plan updates ~~that has with the~~ potential to affect the responding agency's land use or transportation system, the originating agency shall transmit the draft amendments by first class mail or as an attachment to electronic mail to the responding agency for its review and comment before finalizing. The responding agency shall have 10 calendar days after receipt of ~~the~~<sup>a</sup> draft to submit comments orally or in writing. Lack of response shall be considered "no objection" to the draft.
- c. The originating agency shall respond to the comments made by the responding agency either by: ~~a) revising the final recommendations, or b) by submitting a~~ letter to the responding agency explaining why the comments cannot be addressed in the final draft.
- d. Comments from the responding agency shall be given consideration as a part of the public record on the proposed action. If after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.
- e. Upon final adoption of the proposed action by the originating agency, it shall transmit the adopting ordinance to the responding agency as soon as publicly available, or if not adopted by ordinance, whatever other written documentation is available to properly inform the responding agency of the final actions taken.

## B. Development Actions Requiring Individual Notice to Property Owners

### 1. Definition

"Development Action Requiring Notice" means an action by ~~the~~ COUNTY OR CITY ~~that~~<sup>which</sup> requires notifying by mail the owners of property ~~who~~<sup>which</sup> could potentially be affected (usually specified as a distance measured in feet) by a proposed development action ~~that~~<sup>which</sup> directly affects and is applied to a specific parcel or parcels. Such development actions may include but are not ~~be~~ limited to small tract zoning or comprehensive plan map amendments, conditional or special use permits, land divisions, planned unit developments, variances, and other similar actions requiring a quasi-judicial hearings process.

2. ~~The~~ COUNTY will provide ~~the~~ CITY with the opportunity to review and comment on proposed development actions requiring notice within the designated Urban Planning Area and Urban Reserve Planning Area. ~~The~~ CITY will provide ~~the~~ COUNTY with the opportunity to review and comment on proposed development actions requiring notice within ~~the~~ CITY limits that may have an effect on unincorporated portions of the designated Urban Planning Area or ~~the~~ COUNTY's transportation network.
3. ~~The~~ CITY will provide ~~the~~ COUNTY with notice and the opportunity to review and comment on all proposed development actions on property within ~~the~~ CITY limits that have COUNTY land use designations and are outside the UGB. This area is identified on "Exhibit A."

4. ~~The~~ following procedures shall be followed by ~~the~~ COUNTY and ~~the~~ CITY to notify the other ~~one another~~ of proposed development actions:

- a. ~~The~~ CITY or ~~the~~ COUNTY, whichever has jurisdiction over the proposal, hereinafter the "originating agency", shall send by first class mail or as an attachment to electronic mail a copy of the public hearing notice identifying which identifies the proposed development action to the other agency, hereinafter the "responding agency", at the earliest opportunity, but no less than 20 calendar days prior to the date of the scheduled public hearing or end of the comment period. The failure of the responding agency to receive a notice shall not invalidate an action if a good faith attempt was made by the originating agency to notify the responding agency.
- b. The agency receiving the notice may respond at its discretion. Comments may be submitted in written form or an oral response may be made at the public hearing. Lack of written or oral response shall be considered "no objection" to the proposal.
- c. If received in a timely manner, the originating agency shall include or attach the comments to the written staff report and respond to any concerns addressed by the responding agency in such report or orally at the hearing.
- d. Comments from the responding agency shall be given consideration as a part of the public record on the proposed action. If, after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.

#### ~~C. Additional Coordination Requirements~~

1. ~~The~~ CITY and ~~the~~ COUNTY shall do the following to notify ~~one another~~ of proposed actions which may affect the community, but are not subject to the notification and participation requirements contained in subsections A and B above:
  - a. ~~The~~ CITY or ~~the~~ COUNTY, whichever has jurisdiction over the proposed actions, hereinafter the originating agency, shall send by first class mail or as an attachment to electronic mail a copy of all public hearing agendas which contain the proposed actions to the other agency, hereinafter the responding agency, at the earliest opportunity, but no less than three calendar days prior to the date of the scheduled public hearing. The failure of the responding agency to receive an agenda shall not invalidate an action if a good faith attempt was made by the originating agency to notify the responding agency.
  - b. ~~The~~ agency receiving the public hearing agenda may respond at its discretion. Comments may be submitted in written form or an oral response may be made at the public hearing. Lack of written or oral response shall be considered "no objection" to the proposal.
  - c. ~~Comments from the responding agency shall be given consideration as a part of the public record on the proposed action. If, after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.~~

### III. Concept Planning for Urban Reserve Areas

#### A. Definitions

1. "Urban Reserve" means those lands outside the UGB that have been so designated by Metro for the purpose of:
  - a. Future expansion of the UGB over a long-term period (40-50 years), and
  - b. The cost-effective provision of public facilities and services when the lands are included within the UGB.
2. "Urban Reserve Planning Area" (URPA) means those Urban Reserves identified for annexation and urbanization by ~~the CITY~~ at such time as the UGB is amended to include the Urban Reserve Area.

B. ~~The CITY's~~ Urban Reserve Planning Area is identified on "Exhibit A" to this Agreement.

C. ~~The CITY~~ shall be responsible for developing a concept plan in consultation with ~~the COUNTY~~ for the URPA in coordination with Metro and appropriate service districts. The concept plan shall include the following:

1. An agreement between ~~the COUNTY~~ and CITY regarding expectations for road funding, jurisdictional transfer over roadways to and from ~~the CITY~~ and COUNTY, and access management for county roads in the Urban Reserve Planning Area. The agreement should describe any changes to ~~the CITY~~ and/or COUNTY transportation system plans, other comprehensive plan documents, or codes that have been adopted or will be necessary to implement ~~the~~ is agreement.
2. An agreement between ~~the COUNTY~~ and CITY that preliminarily identifies that ~~the CITY~~ will be the likely provider of urban services, as defined in ORS 195.065 (4), when the area is urbanized.

D. The concept plan shall be approved by ~~the CITY~~ and acknowledged by ~~the COUNTY~~.

E. Upon completion and acknowledgement of the concept plan by ~~the CITY~~ and COUNTY, and the addition of the area into the UGB by Metro, the affected portion of the URPA shall be designated as part of the Urban Planning Area, as described below. Inclusion in the Urban Planning Area is automatic and does not require an amendment to this Agreement.

### IV. Comprehensive Planning and Development Responsibilities for Urban Planning Areas

A. ~~The CITY's~~ Urban Planning Area is designated on "Exhibit A" to this Agreement.

B. ~~The CITY is shall be~~ responsible for comprehensive planning in the incorporated and unincorporated portions of ~~the CITY's~~ Urban Planning Area, and shall implement the planning

process outlined in ~~the~~CITY's comprehensive plan. ~~The~~COUNTY shall support the planning process and participate as necessary.

~~C.~~ For areas within the Urban Planning Area brought into the UGB with HB 4078-A, the COUNTY and CITY shall enter into an agreement regarding the expectations for road funding, jurisdictional transfer over roadways to and from the CITY and COUNTY, and access management for county roads. The agreement should describe any changes to the CITY and/or COUNTY transportation system plans, other comprehensive plan documents, or codes that have been adopted or will be necessary to implement this agreement.

~~CD.~~ For areas brought into the UGB after 2018, ~~the~~CITY and COUNTY will implement the applicable Urban Reserve concept plan and related agreements. ~~The~~CITY will amend the CITY comprehensive plan to include this area, consistent with the original concept plan. If modifications to the original concept plan are made during the comprehensive planning process, the Parties will update the related agreements to reflect those changes, which may include changes to transportation, access, and funding.

~~DE.~~ ~~The~~CITY shall be responsible for the preparation, adoption, and amendment of the public facility plan required by OAR 660-011 within the Urban Planning Area in coordination with other service providers that provide urban services within ~~the~~CITY's Urban Planning Area.

~~EF.~~ Pursuant to As required by OAR 660-011-0150, ~~the~~CITY shall prepare and adopt a public facilities plan for the Urban Planning Area. The Plan shall address is identified as the appropriate provider of local water, sanitary sewer, storm sewer and transportation facilities within the Urban Planning Area. The Plan may include by reference the plans and Exceptions include facilities provided by other service providers subject to the terms of any intergovernmental agreement ~~the~~CITY may have with other service providers; facilities under the jurisdiction of other service providers not covered by an intergovernmental agreement; and future facilities that are more appropriately provided by an agency other than ~~the~~CITY. ~~The~~CITY shall provide urban services consistent with annexation and fiscal policies.

~~EG.~~ ~~The~~CITY has developed a transportation plan that which addresses the existing and future traffic needs of the Urban Planning Area. ~~The~~CITY shall coordinate local transportation plans, proposals, and improvements with ~~the~~COUNTY.

~~GH.~~ As required by ORS 195.110, ~~the~~CITY will coordinate long range land use planning in the Urban Planning Area with the Forest Grove School District.

#### V. Amendments to the Urban Planning Area Agreement

A. The following procedures shall be followed by ~~the~~CITY and ~~the~~COUNTY to amend the language of this Agreement or the Urban Planning Area Boundary:

1. ~~The~~CITY or COUNTY, whichever jurisdiction proposes an amendment to this Agreement originates the proposal, shall submit a formal request for amendment to the responding agency.

2. The formal request shall contain the following:
    - a. A statement describing the proposed amendment.
    - b. A statement of findings indicating why the proposed amendment is necessary.
    - c. If the request is to amend the Urban Planning Area boundary, a map which clearly indicates the proposed change and surrounding area.
  3. CITY and COUNTY shall make good faith efforts to resolve requests to amend this Agreement. Upon receipt of a request to amend for amendment this Agreement from the originating agency, the responding agency shall schedule a review of the request before the appropriate reviewing body, with said review to be held and make a recommendation to the appropriate reviewing body within 90 45-calendar days of the date the request is received.
  4. CITY and COUNTY shall make good faith efforts to resolve requests to amend this agreement. Consideration of the request shall be scheduled with the reviewing body as soon as possible after a recommendation is made. Upon completion of the review, the reviewing body may approve the request, deny the request, or make a determination that the proposed amendment warrants additional review.
  5. If the reviewing body it is determined that additional review is necessary, the following procedures shall be followed by the CITY and COUNTY:
    - a. If inconsistencies noted by both parties cannot be resolved in the review process as outlined in Section IV. A. 3., ~~the CITY and the COUNTY~~ may agree to initiate a joint study. ~~Such a study shall commence within 90 calendar days of the date it is determined that a proposed amendment creates an inconsistency, and shall be completed within 90 calendar days of said date.~~ Methodologies and procedures regulating the conduct of the joint study shall be mutually agreed upon by ~~the CITY and the COUNTY~~ prior to commencing the study.
    - b. Upon completion of the joint study, the study and the recommendations drawn from it shall be included within the record of the review. The agency considering the proposed amendment shall give careful consideration to the study prior to making a final decision on the proposed amendment.
- B. The Parties will jointly review this Agreement periodically, to evaluate the effectiveness of the processes set forth herein and determine if conditions warrant any necessary amendments. Both Parties shall make a good faith effort to resolve any inconsistencies that may have developed since the previous review. If inconsistencies ~~still~~ remain at the conclusion of the joint periodic review period, either Party may terminate this Agreement.
- C. Any change to ~~the CITY~~ boundary due to annexation or any change to the UGB boundary within ~~the CITY's~~ Urban Planning Area automatically amends "Exhibit A" without further amendment to this Agreement.

VI. This Agreement shall become effective upon full execution by ~~the~~ COUNTY and ~~the~~ CITY and shall then repeal and replace the Washington County – Forest Grove Urban Planning Area Agreement dated October ~~1725, 2018~~<sup>1988</sup>. The effective date of this Agreement shall be the last date of signature on the signature pages.

IN WITNESS WHEREOF the ~~p~~Parties have executed this Urban Planning Area Agreement on the date set opposite their signatures.

CITY OF FOREST GROVE

By \_\_\_\_\_  
City Manager

Date \_\_\_\_\_

WASHINGTON COUNTY

By \_\_\_\_\_  
Chair, Board of Commissioners

Date \_\_\_\_\_

~~Approved as to Form:~~

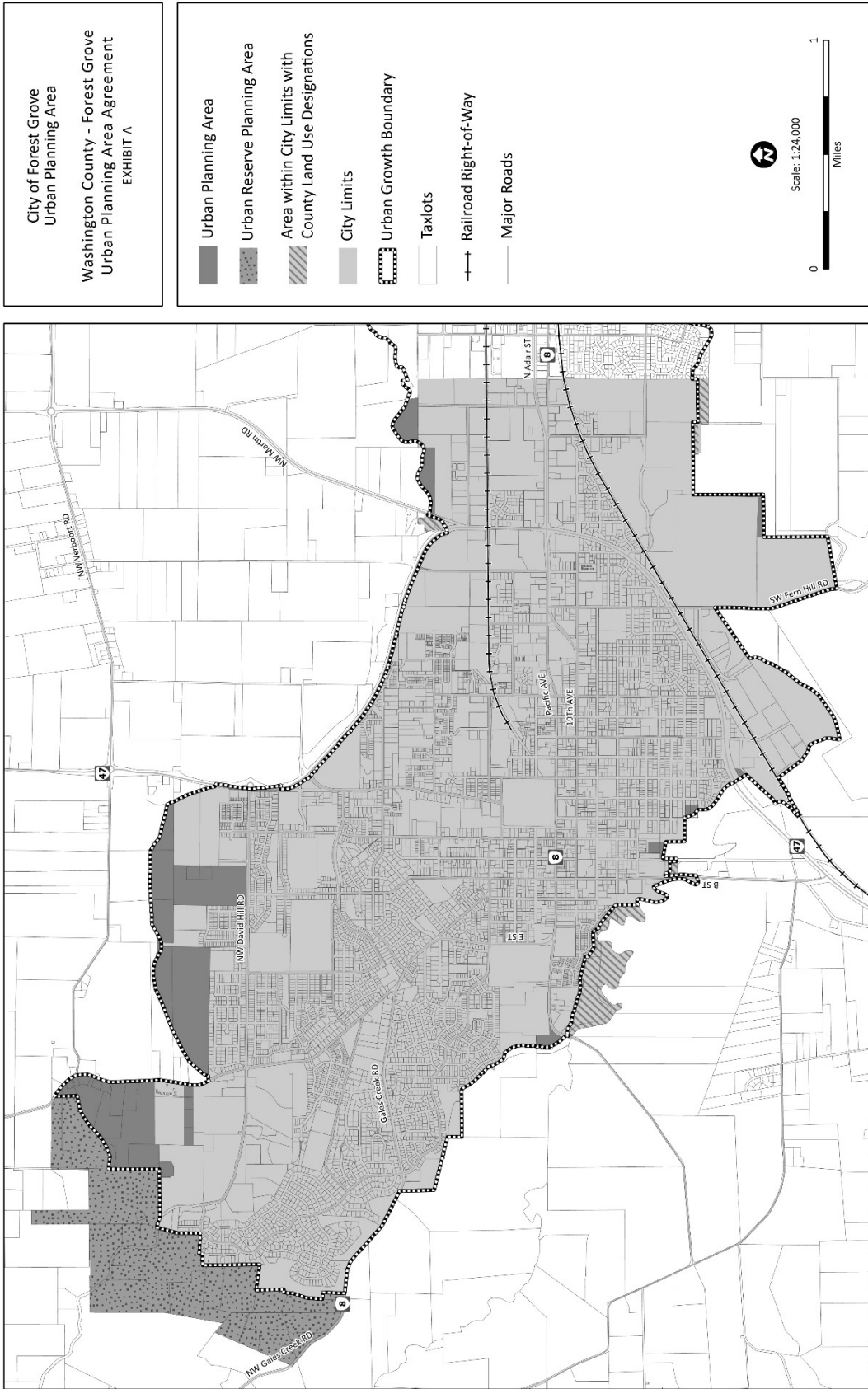
By \_\_\_\_\_  
County Counsel

Date \_\_\_\_\_

By \_\_\_\_\_  
Recording Secretary

Date \_\_\_\_\_





abcdef Proposed additions  
~~abcdef~~ Proposed deletions