

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

August 3, 2015–7:00 P.M.

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1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:01 p.m.

Planning Commission Present: Tom Beck, Carolyn Hymes, Sebastian B. Lawler, Lisa Nakajima.

Absent: Dale Smith, Phil Ruder and Hugo Rojas.

Staff Present: Jon Holan, Community Development Director; Dan Riordan, Senior Planner; James Reitz, Senior Planner; Marcia Phillips, Assistant Recorder.

2. PUBLIC MEETING:

2.1 PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

Ryan O'Brien, Representing Premier Community Bank. Mr. O'Brien explained that Premier Community Bank owns a foreclosed property, and has an interested buyer who wants to use the property for a Buddhist church. He explained that before purchasing the property the potential buyers want to know if the City will allow this use. O'Brien explained that the property should be zoned Community Commercial to allow such a use, and if the church decides not to buy the property, it could then be used for commercial type business.

Chairman Beck said that speaking for himself; commercial does not make sense because the property is stuck way back. He said the proper zone change would be institutional if there is to be a church there – which makes sense.

Mr. O'Brien said he believed the bank who owns the property would prefer Community Commercial. He said Institutional would work if the church goes there, but if the church moves, the property would be better used if it were zoned Community Commercial.

Commissioner Lawler said he thought it would be fine to zone this small property Community Commercial, but Institutional would work also.

Commissioner Nakajima said she would be more comfortable with Institutional, because the Planning Commission would have more control over what type of use is allowed in the future.

Chairman Beck said Community Commercial means customers, and this is a pretty isolated parcel. He explained that not all of the Commissioners were present tonight, but taking into consideration the input from those in attendance the Planning Commission is open minded on the zoning.

John Liu, 3131 Hwy 47, Forest Grove, OR. Mr. Liu said he had talked to staff regarding the minutes from the last Planning Commission meeting, and there needed to be some corrections made to the minutes regarding the Purdin Rd. area,

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and what the Commission directed staff to do. He said Page 12 paragraph 3 of the minutes should read, "...and replace it with R5, and change R5 to R7". Liu said on Page 8 his statement should read, "There is no foreseeable future need. . ."

Chairman Beck said those corrections would be made.

2.2 PUBLIC HEARING:

Public Hearing: Amendment to the Forest Grove Official Zoning Map to assign a zoning designation to property subject to a property owner annexation petition.

Chairman Beck opened the public hearing, and read the hearing procedures and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no objections from the floor. Chairman Beck called for the staff report.

Mr. Riordan stated that an annexation affects property owned by Waste Management. He said the site is approximately 7.4 acres in area and comprised of four tax lots. He explained that part of the property is outside the urban growth boundary and Forest Grove city limits. Riordan said Waste Management Corporation filed an application for annexation with the City on April 24, 2015, and the annexation, if approved, would bring the remaining unincorporated property into the city limits. He said the applicant intends to expand the CNG fueling station into the area proposed for annexation. Annexation would allow the City to review and approve required permits for the possible CNG fueling station expansion.

Mr. Riordan explained that ordinarily the Commission is asked to recommend a City of Forest Grove zoning designation for property annexed into City, but in this case, assignment of a City zoning designation to the subject property is complicated by the fact that the unincorporated portion of the site is outside the urban growth boundary and was designated rural reserve by Washington County in partnership with Metro.

Mr. Riordan further explained that staff contacted Metro about this annexation request and Metro staff advised the City that the rural reserve designation does not preclude annexation of the property into the city limits. He said Metro staff said the rural reserve designation precludes bringing the unincorporated property into the urban growth boundary and assigning it a City zoning designation. Riordan said this means the Washington County zoning designation must remain after the property is annexed into the City.

Mr. Holan stated that for previous work on the site, Washington County and the City came to an agreement that the City of Forest Grove processed the land use

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application and would continue that role with any further applications since it would be, if annexed, within the City limits..

Mr. Riordan said staff recommends the Planning Commission recommend to the City Council that the current Washington County zoning designation be retained.

APPLICANT: Mr. Riordan explained that the applicant was not present.

PROPOSERS: None.

OPPOSERS: None.

OTHER: None.

Chairman Beck closed the public hearing at 7:29 p.m.

COMMISSION DISCUSSION:

Commissioner Hymes said since the agreement between the City and the County is in place, it would be easier for City of Forest Grove to process the land use application. She said she was in favor of retaining the Washington County zoning designation.

Commissioner Lawler said he also was in favor of retaining the Washington County zoning designation.

Commissioner Lawler made a motion to recommend to the City Council that the Washington County Plan Map and Zoning designation of Land Extensive Industrial (MAE) for the subject property as allowed by Oregon Revised Statutes Chapter 215.130(2) be retained. Commissioner Nakajima seconded. Motion passed 4-0.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS:

Code Update Work Session # 2.

Mr. Riordan explained that the City received a grant through the State of Oregon TGM to hire a consultant to assist with the Development Code update, and Cathy Corliss, City's Code Update Consultant, is here tonight to present Draft # 2.

Ms. Corliss gave a brief overview of the project objectives, which included:

- consolidation of Town Center Zones (Combine TCS and TCT)
- expansion of the Town Center to encourage more downtown-style development along the Pacific/19th corridor to Elm Street
- increase densities in the Town Center from 20.28 units to 40 or more units per net acre permitted outright with up to 120 units if development amenities are provided

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- development of density bonus for quality livable high-density residential and mixed use developments in the Town Center
- recommend strategies for promoting the development of more residential and mixed use buildings along existing retail strips
- promote complete neighborhoods by creating a mixed-use zone and design standards for the three areas designated “mixed use”.

Ms. Corliss said the key changes in Draft # 2 include a new approach to density bonus for the Town Center, parking requirements for multifamily residential in the Town Center, a new approach to residential density and commercial areas in the Mixed Use Planned Development and new graphics.

Mr. Reitz explained that there have been lengthy and detailed discussions, and our consultant still needs direction from the Planning Commission.

Ms. Corliss stated that Draft # 2 includes a target density of 40 dwellings per net acre with an absolute maximum of 120 units per net acre with required amenities. She requested direction from the Commissioners on whether the target density of 40 dwellings per net acre is appropriate, whether the absolute maximum of 120 units per net acre with amenities is appropriate in the town Center, whether the approach for receiving density bonuses in the Town Center is acceptable, whether the listed amenities are satisfactory, and if there are other amenities that should be included on the list.

Ms. Corliss said Draft # 2 includes consolidation of Town Center Support (TCS) and Town Center Transition (TCT) zones and expansion of the Town Center Boundary. She requested input from the Commissioners on whether the Town Center should be expanded east to Elm St., south ½ block from 19th Avenue and north to 21st Avenue, should possible non-conforming uses created by the consolidation and expansion be classified as permitted uses, and should these uses be allowed to expand.

In response to Ms. Corliss, Chairman Beck said the discussion at the last meeting was to expand only one block to the east to Douglas St. – not two blocks to Elm St.

Mr. Riordan said the idea being that expansion to Elm St. would create many non-conforming uses, and it would be better not to create non-conforming uses.

Mr. Holan stated that leaving it as TC in the Comprehensive Plan does not obligate the Planning Commission to rezone it at this time.

Chairman Beck commented that having TC surrounding the southern boundary of the Pacific University campus seems right.

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Commissioner Nakajima said Elm is a collector so keeping it zoned Community Commercial (CC) seems appropriate.

Commissioner Hymes said she would rather have it be possible to expand the Town Center zone.

Chairman Beck said he would recommend no expansion south of 19th Avenue between Cedar and Elm Streets due to the historic district.

Mr. Holan said that area is currently zoned CC.

Chairman Beck commented that the CC zoning should be left along 19th Avenue.

Ms. Corliss explained that it is better not to split zoning – both sides of the street should have the same zoning with the same design standards for balance and consistent urban design.

Commissioner Hymes said we are trying to develop that area and need to have the same zoning on either side of the street.

Commissioner Lawler said he agreed.

In response to the comments from the Commission, Chairman Beck stated that this could not be decided tonight, so the discussion will continue the next time the group meets.

In response to a question from Commissioner Nakajima about the ability for the Post Office to locate to a site on 19th Avenue, Ms. Corliss said if the Post Office decides to relocate to a parcel south of 19th Avenue, the design standards as currently written would not allow them to have a wrap-around drive through.

Ms. Corliss asked the Commissioners if they agreed with setting a minimum of 0.5 parking spaces per multi-family dwelling unit in the Town Center, and should there be an exception for conversion of existing buildings to multi-family.

Chairman Beck said that rather than a blanket 0.5 parking space, it could be geared to 0.5 for studio apartments, 1 for 1-bedrooms, etc. - makes the parking numbers more meaningful.

Mr. Holan stated that in other parts of Forest Grove there is graduated parking for multi-family.

Chairman Beck said parking could be geared back a bit for the Town Center.

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Commissioner Nakajima agreed, and said it should start with 0.5 and then graduate.

Ms. Corliss stated that if parking is required, those conversions to multi-family in older buildings will have to have parking. She asked if historical buildings should be excused.

Ms. Corliss showed Table 4-1 Residential density, and showed an example of a 2-acre site with mixed use. She said there can be a lot of variation in the way these areas could develop. Ms. Corliss said Draft #2 allows all types of housing (single family, townhouses, multifamily, etc.) within a Mixed Use Planned Development (MUPD) provided maximum density is not exceeded. She asked the Commissioners if the densities shown on Table 4-1 are reasonable.

The Commissioners agreed it would be good to allow flexibility for a developer of a MUPD.

Ms. Corliss showed Table 4-2 Commercial/Institutional Uses within the Village Center, and asked if the standards proposed are acceptable.

Chairman Beck asked why have a mixed use zone if in two of these areas the developer is not required to do commercial.

Mr. Riordan explained that two of the areas are constrained, so mixed use would be possible but not required.

Commissioner Nakajima said it is appropriate to leave it to market forces.

Chairman Beck said to leave it the way it is, but the proposed minimum retail area on the Davis property is too low.

Commissioner Lawler said it made sense to raise the minimum on the Davis property.

Ms. Corliss explained that the minimum is really about how much of the area the Planning Commission is going to insist the developer reserve for commercial use later when they want to build residential and believe there is no market for commercial.

Ms. Corliss asked if it would be helpful if next time she brought examples of shopping malls with the densities being discussed.

The Planning Commission agreed it would be very helpful.

Ms. Corliss said the next steps will include:

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- Community meeting # 2 – date TBD
- Planning Commission work session or joint work session with the City Council
- Final Draft Code and Map Amendments and Findings
- Planning Commission Hearing
- City Council Hearing
- Final Code and Map Amendments

Chairman Beck asked to return to density.

Ms. Corliss said Page 25 of 49 – Table 7-2 shows density incentives.

Commissioner Lawler said he was very much a fan of the last amenity “Green Materials”.

In response to a comment from the Commission, Ms. Corliss said the last line of “Energy Efficiency” could also be added to “Green Materials” with some modifications.

The Commissioners agreed to the change.

Chairman Beck suggested research be done on what can be done on 1-acre. He said he is supportive of the concept as a whole, but the maximum density needs to be cut back.

Mr. Holan made the comment that the question is whether it pencils out for a developer.

Chairman Beck said he likes a maximum of 80 units per acre, and he likes the amenities. He commented that it will be a long time before someone builds a huge building.

Commissioner Hymes agreed, but does not want to close the opportunity.

Commissioner Lawler said he likes 100 units per acre.

Chairman Beck said it was obvious that this needs to be discussed further at the next meeting.

Mr. Holan commented that he thinks there could be one or two buildings in downtown Forest Grove achieving near the maximum density.

Chairman Beck said some of these amenities are very important. He requested staff to set up a work session with the Sustainability Commission.

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Ms. Corliss said it would help to know how the Commission ranks these amenities.

Commissioner Lawler stated that Energy Efficiency, Green Materials and perhaps rooftop gardens or eco roofs are a high priority.

Commissioner Hymes agreed but would also include Ground Floor Retail. Commissioner Nakajima said Energy Efficiency, Ground Floor Retail, and residential gardening are most important.

Chairman Beck considered Energy Efficiency and Green Materials the most important with the rest of the amenities falling into a different category. He said having energy efficiency and green materials is hugely important – it is all about having better buildings. Beck suggested the Planning Commission require energy efficiency and green materials, and then the other amenities in addition to that.

Chairman Beck said he was not comfortable with the term “not recommended” – better to say “do not do”. On Page 1 of 20, he said words like “attractive” need to disappear and be replaced with more objective verbiage.

Mr. Holan explained that the whole purpose of guidelines is to describe what is attractive.

Chairman Beck stated that there are some things in the guidelines that need to be tightened up – things that are beyond Ms. Corliss’s scope of work. He said, for instance, porches/stoops should be raised to 4-feet, because 3-feet is too low. Beck suggested that there needs to be a landscape plan – not percentages. The Chairman said at some point there needs to be a discussion about landscaped versus open space.

Chairman Beck said he was not sure how to solve the phasing problem. He said for example, if someone comes in and builds the residential stuff, but never builds the commercial stuff.

Ms. Corliss explained that the developer would have to submit a phasing plan. It was suggested that a Subsection D be added regarding unit specific phasing.

Mr. Reitz said a question peripheral to this discussion had come up. He said there are a handful of smallish buildings in the Town Center, and a couple is looking at one of these as a residence – is there any means for conversion of existing to exclusively residential use?

Mr. Holan said it would take a Code Amendment.

Commissioner Hymes stated why would we do this when we are promoting density.

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Chairman Beck commented that density is one issue, but he found it attractive to have residences next to commercial/multi-family, but it is hard to make a single exception.

Commissioner Lawler said if people are wanting to enhance our community, he would err on their part.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Hymes made a motion to approve the minutes of the July 6th meeting with two corrections as noted, and Commissioner Lawler seconded. Motion passed 4-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None

3.3 DIRECTOR'S REPORT:

Mr. Holan stated that staff is waiting on the consultants, so there is nothing more to report on the Westside Planning Project.

Chairman Beck asked if staff could arrange a work session with the Sustainability Commission for the first meeting in September. Mr. Holan agreed to contact the Sustainability Commission to arrange a work session for September 8th.

In response to a question from the Commission, Mr. Holan said staff sent a letter to Gordon Root regarding Gales Creek Terrace stating that the City approved the project as a whole, and the public improvements need to be for the whole site along with access onto Pacific Avenue. Holan said Mr. Root responded and stated they can only develop Areas 1&2. Mr. Holan said staff will be meeting with Mr. Root on Monday of next week, so this is an ongoing discussion. Holan said before preliminary grading begins the developer must sign a development agreement with the City's Engineering Department.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting will be held Tuesday September 8th at 7 p.m.

3.5 ADJOURNMENT: The meeting was adjourned at 9:45 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder