



**FOREST GROVE PLANNING COMMISSION MEETING**  
**COMMUNITY AUDITORIUM, 1915 MAIN STREET**  
**MONDAY, JUNE 2, 2014-- 7:00 P.M.**

**PLANNING COMMISSION**

Tom Beck, Chair

Lisa Nakajima, Vice Chair

Carolyn Hymes

Dale Smith

Hugo Rojas

Phil Ruder

Sebastian B. Lawler

The Planning Commission welcomes your attendance and participation. If you wish to speak on an agenda item, please feel free to do so. However, in fairness to others, we respectfully ask that you observe the following:

- \* Please follow sign-in procedures on the table by the entrance to the auditorium.
- \* Please state your name and address clearly for the record.
- \* Groups or organizations are asked to designate one speaker in the interest of time and to avoid repetition.
- \* When more than one citizen is heard on any matter, please keep your comments to five minutes and avoid repetition in your remarks. Careful attention to the previous speaker's points will help in this regard.
- \* The Planning Commission carefully considers all the facts before a decision is made. Brief statements are most helpful in reaching a decision based on sound judgment.

Planning Commission meetings are electronically recorded and are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503.992.3235, at least 48 hours prior to the meeting.

**AGENDA**

- (1.) Roll Call
- (2.) Public Meeting
  1. Public Comment Period for Non-Agenda Items
  2. **Public Hearing:**  
**CUP-14-00312 - Conditional use permit to occupy an existing building at 2040 "A" Street (1S3 6BB-3301). The proposal includes a potential new roll-up door and driveway that would take access from 21<sup>st</sup> Avenue.**
  3. Action Item: None Scheduled
  4. Work Session Items:
- (3) Business Meeting
  1. Approval of Minutes
  2. Reports from Commissioners/Subcommittees
  3. Director's Report
  4. Announce next meeting
  5. Adjourn



# Conditional Use Permit Staff Report and Recommendation

Community Development Department, Planning Division

**REPORT DATE:** May 23, 2014

**HEARING DATE:** June 2, 2014

**LAND USE REQUEST:** Conditional use permit to occupy an existing building to assemble and distribute vehicle lift kits and leveling kits, and associated warehousing. The proposal includes a potential new roll-up door and driveway that would take access from 21<sup>st</sup> Avenue.

**FILE NUMBER:** CUP-14-00312

**PROPERTY LOCATION:** 2040 "A" Street

**LEGAL DESCRIPTION:** Washington County Tax Lot 1S3 6BB-3301

**OWNER/APPLICANT(S):** Applicant: RTRP7 LLC a.k.a. Revtek Suspension (Allyn Clark), PO Box 24, Forest Grove, Oregon 97116  
Property Owner: Ruralite Services, PO Box 558, Forest Grove, Oregon 97116

**COMPREHENSIVE PLAN MAP AND ZONING MAP DESIGNATIONS:** Comprehensive Plan designation: Town Center Support (TCS)  
Zoning Map designation: Town Center Support (TCS)

**APPLICABLE STANDARDS AND CRITERIA:** City of Forest Grove Development Code

- Section 10.2.200 et. seq. Conditional Use
- Section 10.3.100 et. seq. Town Center Zones
- Section 10.8.100 et. seq. Access and Circulation
- Section 10.8.500 et. seq. Off-Street Parking and Loading

**REVIEWING STAFF:** James Reitz, AICP, Senior Planner

**RECOMMENDATION:** Staff recommends approval with conditions

## I. LAND USE HISTORY

- A. Background: Revtek Suspension assembles and distributes vehicle lift kits and leveling kits. The applicant proposes to occupy an office building and production facility most recently occupied by Ruralite Services Inc.

Development Code Section 10.3.120 Table 3-12 *Town Center Zones – Use Table* requires that *Manufacturing and Production – Light Industrial* uses undergo review by the Planning Commission. DC Section 10.2.210 *Procedure* authorizes the Planning Commission to act on a request for a new conditional use permit after holding a Type III public hearing process.

Public notice for this application was mailed to property owners and residents within 300 feet of the site on May 12, 2014, as required by DC Section 10.1.610. Notice of this request was also provided to the Plans Review Board and published in the *News Times*.

Comments received from the Plans Review Board pertain to complying with various standard building and fire code requirements that will be addressed through the building permit review process. As of the writing of this report, one letter (in favor of the application) has been received from the public.

- B. Overview: *The purpose of the Town Center zone is to ...reinforce the historic role of the downtown as the civic, financial and business center. Three Town Center zones are adopted to reflect the distinctions between different areas ... and to focus pedestrian-oriented uses to the traditional downtown core along Main Street. Specific development and design standards are adopted ... to reflect the established storefront character of the area and to enhance an active and attractive pedestrian environment for shoppers, employees and residents. (DC Section 10.3.400)*

As will be noted below, the purpose of this request is permission to site a light industrial use in the Town Center Support zone. DC Section 10.3.410(C) further notes that the TCS zone is *established to increase employment and housing opportunities that support the Town Center Core. A mix of office, light industrial and residential uses are allowed in the TCS zone. Ground floor retail uses are permitted but not required. Pedestrian and bicycle improvements will link the Town Center Support zone with the Town Center Core.*

The site is located on the fringe of the Town Center. In fact, most of the buildings on either side of 21<sup>st</sup> Avenue between “A” and “B” streets are residential; the exceptions are the subject site and the Post Office. In addition, with the exception of the car park, the north side of 21<sup>st</sup> Avenue is located in the Walker-Naylor National Register Historic District.

The introduction of an industrial use into this setting does give staff some pause. However, as will be noted below, the business has at this time only two employees, and all manufacturing activity will occur indoors during regular business hours.

## II. PROJECT DESCRIPTION AND ANALYSIS

- A. Description of Proposal: The Development Code defines *Light Industrial* as the *Production, processing, assembling, packaging or treatment of finished products*

*from previously prepared materials or components. All activities and storage is contained within buildings, Examples include the manufacturing and assembly of small-scale machinery, appliances, computer and other electronic equipment; pharmaceuticals; scientific and musical instruments; art work, toys and other precision goods; sign making; and catering facilities (DC Section 10.12.140(B)(1)).*

The applicant proposes to use the building to assemble and distribute vehicle lift kits and leveling kits, and associated warehousing. As the kits would be assembled from previously prepared components, staff concludes that the proposed use falls within the definition of Light Industrial above.

In addition to using the warehouse building for assembly and packaging, the proposal includes a potential new roll-up door and driveway that would take access from 21<sup>st</sup> Avenue. Further discussion of this aspect of the application follows in the Traffic and Circulation section below.

B. Existing Comprehensive Plan Designation and Zoning of Site and Area

LOCATION	COMPREHENSIVE PLAN DESIGNATION	ZONE DISTRICT	LAND USE
Site	Town Center Support (TCS)	Town Center Support (TCS)	Office and Warehouse
North	Town Center Support (TCS)	Town Center Support (TCS)	Car Park and Residential
South	Town Center Support (TCS)	Town Center Support (TCS)	Vacant Building
East	Town Center Support (TCS)	Town Center Support (TCS)	Car Park and Bank
West	Town Center Support (TCS)	Town Center Support (TCS)	Post Office

C. Site Examination: The subject site totals 0.28 acres more or less. It has been developed with two buildings: an office building facing "A" Street and a warehouse – manufacturing building fronting 21<sup>st</sup> Avenue. The site is landscaped abutting both street frontages. The warehouse building also has use of a loading dock on its south elevation which is accessed from both "A" Street and 21<sup>st</sup> Avenue. This loading dock is located just off of the Times Litho site (now owned by the City of Forest Grove) and access to it may or may not remain available when that site redevelops (see Exhibit B).

The site also includes the car park on the north side of 21<sup>st</sup> Avenue; it has 18 stalls and takes access from "A" Street. It too is located in the Town Center Support zone.

D. Site Design: The buildings and site would be used as-is with one exception. Should the existing loading dock be removed or become inaccessible when the Times Litho site redevelops, the applicant proposes to install at that time a new roll-up door in the warehouse building, on the 21<sup>st</sup> Avenue elevation. A new drive approach would also be installed. Further discussion of this aspect follows in the Traffic and Circulation section below.

- E. Architecture: No exterior changes to the buildings are proposed, except for the potential roll-up door noted above.
- F. Compatibility: All activities would occur within the existing buildings. The only modification proposed is the potential addition of a roll-up door and driveway.

At this time activities would occur during normal business hours. Because all activities would occur within an enclosed building (except for normal shipping operations), noise, glare from lights, late-night operations, odors, and litter are not anticipated to be a problem.

If hours of operation were ever extended (e.g. an additional shift), noise from delivery trucks could become an issue. To minimize impacts on the adjoining neighborhood, staff is recommending a **condition** to limit shipping and deliveries to between the hours of 8:00 a.m. to 5:00 p.m. on weekdays.

- G. Density: Not applicable, as this is not a residential project.
- H. Parking: Developments in the Town Center are generally exempt from off-street parking requirements, pursuant to DC Section 10.8.505(D) which states: *All development in the Town Center zones shall be exempt from off-street parking requirements for new construction, expansion of existing use and change of use.*

Parking demand is based on the type of use: light industrial and general office (see Table 8-5 *Parking Requirements*). Since the warehouse has approximately 3,700 square of floor area, 6 parking spaces would be required ( $3,700/1,000 \times 1.6 = 5.92$ ). The office has approximately 5,600 square feet of floor area over two floors, which would require 15 parking spaces ( $5,000/1,000 \times 2.7 = 15.12$ ). Between the two activities, 21 spaces would be required if the proposed use was not located in the Town Center zone.

The car park located on the north side of 21<sup>st</sup> Avenue has 18 stalls. In addition, DC Section 10.8.510(H) allows available on-street spaces to be counted toward the required minimums. Three on-street spaces are available along the north side of 21<sup>st</sup> Avenue adjacent to the car park site.

Revtex Suspension currently has two employees; that number is not expected to increase. Their work hours are generally between 8:00 a.m. and 6:00 p.m. Both employees would drive to work and would park off-street in the car park located across 21<sup>st</sup> Avenue from the site.

The office building has approximately 5,600 square feet of floor area, of which Revtex Suspension anticipates occupying no more than about 2,000 square feet for offices, a conference room, reception and clerical space, etc. The remainder of the office would be made available for another single tenant or the space could be broken up for multiple tenants. The remaining 16 car park spaces would be available for additional tenant and guest parking. At present, no on-street parking is available adjacent to the building's site (but as noted above, three on-street parking spaces are available on the north side of 21<sup>st</sup> Avenue).

Twenty-one spaces would be required if the proposed use was not located in the Town Center zone, and 21 spaces are available (18 in the car park and three on-street). Staff concludes that the proposed use would not create an excessive

demand parking, as the proposed activity would have only two employees and the existing supply is adequate.

- I. Traffic and Circulation: The applicant proposes to install a new roll-up door and driveway that would take access from 21<sup>st</sup> Avenue. The purpose of the new door and driveway would be to facilitate deliveries, should the existing loading dock located on the Times Litho site be removed or become inaccessible.

Shipping vehicles would include UPS trucks and semi-trucks. The semi-trucks would stop on 21<sup>st</sup> Avenue, and a forklift would be used to transport materials and products into and out of the warehouse. The applicant anticipates up to three semi-trucks weekly with shipping activity generally between 10:00 a.m. to noon and 3:00 to 5:00 p.m. They would be stopped on 21<sup>st</sup> Avenue for up to 20 minutes at a time. The semi-trucks would park in the eastbound lane, in a location closest to the warehouse door.

Staff has several concerns with this proposal:

- The street width of 21<sup>st</sup> Avenue adjacent to the site is only 24 feet, with parking allowed on the north side. Stopping a large vehicle on 21<sup>st</sup> Avenue will restrict and may prevent other traffic from using this segment of 21<sup>st</sup> Avenue while the vehicle is stopped.
- The southwest 21<sup>st</sup> Avenue/"A" Street corner has a tight turning radius. A semi-truck traveling eastbound would likely not be able to negotiate a southbound turn without going over the curb, which poses a safety hazard to pedestrians.
- The site is adjacent to the Forest Grove Post Office (located at 1822 21<sup>st</sup> Avenue), which is a significant vehicular and pedestrian traffic generator. Stopping a large vehicle in the street, combined with loading and unloading activities using a forklift, would be at least disruptive and potentially hazardous to both vehicles and pedestrians.

To address these concerns, staff has developed two alternatives:

1. Widen 21<sup>st</sup> Avenue to allow for the creation of a loading zone and on-street parking adjacent to the site; or
2. Construct a new drive approach from 21<sup>st</sup> Avenue into the north car park. Delivery vehicles could then pull completely off the street.

Alternative #1 has the benefit of limiting fork lift operations to the site, while Alternative #2 would require fork lifts to operate in the travel lanes of 21<sup>st</sup> Avenue. The second alternative would also eliminate at least two existing on-street parking spaces on the north side of 21<sup>st</sup> Avenue. To minimize potential traffic conflicts and retain the existing on-street parking, staff is recommending Alternative #1 as a **condition** of approval.

- J. Environmental Quality: There is no City record of any prominent environmental conditions.
- K. Public Utilities: The site has access to all city utilities. Capacity is adequate to serve the proposed use.

- L. Other Public Services: Police, fire, and sanitation services are available and are adequate to serve the proposed use.

### III. APPROVAL CRITERIA, FINDINGS AND ANALYSIS

Pursuant to DC Section 10.2.220, all of the following criteria must be met for approval of a new conditional use:

A. Physical Compatibility

1. The proposed use will be compatible with adjacent developments based on characteristics such as the site size, building scale and style, setbacks, and landscaping; or

Applicant's Response: *The proposed use will be compatible with adjacent developments in all characteristics. There will be no changes to the exterior dimensions or the building footprint. The only change will be relocation of a door to allow access to the warehouse.*

Staff Analysis and Findings: At this time activities would occur during normal business hours. Because all activities would occur within an enclosed building (except for normal shipping operations), noise, glare from lights, late-night operations, odors, and litter are not anticipated to be a problem.

If the hours of operation were ever extended (e.g. an additional shift), noise from delivery trucks could become an issue. To minimize impacts on the adjoining neighborhood, staff is recommending a **condition** to limit shipping and deliveries to between the hours of 8:00 a.m. to 5:00 p.m. on weekdays.

2. The proposed use will mitigate differences in appearance or scale through setbacks, screening, landscaping, and other design features.

Applicant's Response: *The site is already mitigating differences in appearance or scale through setbacks and landscaping. These setbacks and landscaping will continue to be present.*

Staff Analysis and Findings: No changes are proposed to the scale of the buildings, setbacks or landscaping. The only potential change in the building's design would be the addition of a roll-up door to facilitate deliveries. Because a roll-up door would be an expected and appropriate feature in a building used for manufacturing purposes, no mitigation would appear necessary.

B. Public Services

1. The transportation system is capable of safely supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity and level of service, access to arterials, transit availability, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian safety; and

Applicant's Response: *The transportation system is capable of safely supporting the proposed use in addition to the existing uses in the area. Delivery and pick-up vehicles would consist of UPS trucks and semi-trucks, which would stop on the south side of 21<sup>st</sup> (Avenue) at the extreme east by "A" Street. The trucks would stop only long enough to load or unload. We generally do not have more than 3 semi-truck visits a week; the semi-truck drop-offs are generally mid-morning 10 a.m. to noon, and the semi-truck pick-ups are generally late afternoon 3 p.m. to 5 p.m.; semi-trucks are stopped no more than 20 minutes.*

Staff Analysis and Findings:

- The street width of 21<sup>st</sup> Avenue adjacent to the site is only 24 feet, with parking allowed on the north side. Stopping a large vehicle on 21<sup>st</sup> Avenue will restrict and may prevent other traffic from using this segment of 21<sup>st</sup> Avenue while the vehicle is stopped.
- The southwest 21<sup>st</sup> Avenue/"A" Street corner has a tight turning radius. A semi-truck traveling eastbound would likely not be able to negotiate a southbound turn without going over the curb, which poses a safety hazard to pedestrians.
- The site is adjacent to the Forest Grove Post Office (located at 1822 21<sup>st</sup> Avenue), which is a significant vehicular and pedestrian traffic generator. Stopping a large vehicle in the street, combined with loading and unloading activities using a forklift, would be at least disruptive and potentially hazardous to both vehicles and pedestrians.

To address these concerns, staff has developed two alternative conditions if and when the roll-up door is installed in the north elevation of the warehouse building:

1. Widen 21<sup>st</sup> Avenue to allow for the creation of a loading zone and on-street parking adjacent to the site; or
2. Construct a new drive approach from 21<sup>st</sup> Avenue into the north car park. Delivery vehicles could then pull completely off the street.

Alternative #1 has the benefit of limiting fork lift operations to the site, while Alternative #2 would require fork lifts to operate in the travel lanes of 21<sup>st</sup> Avenue. The second alternative would also eliminate at least two existing on-street parking spaces on the north side of 21<sup>st</sup> Avenue. To minimize potential traffic conflicts and retain the existing on-street parking, staff is recommending Alternative #1 as a condition of approval.

2. Public services for water supply, sanitary sewer, storm water disposal, police and fire protection are capable of serving the proposed use and previously approved uses.

Applicant's Response: *There would be no change to the public services used.*

Staff Analysis and Findings: The site has been fully improved and the demand for public services is not expected to increase as a result of this application. Staff concludes that all public services are therefore capable of serving the proposed use.

C. Livability

The proposed conditional use will not have significant adverse impacts on the livability of nearby lands due to:

1. Noise, glare from lights, late-night operations, odors, and litter; and

Applicant's Response: *There will be no adverse impacts on the livability of nearby lands. There would be minimal noise, if any. There are no changes in exterior lighting and no late-night operations anticipated. There would be no odors or litter generated.*

Staff Analysis and Findings: All activities would occur within the existing buildings during normal business hours. The only modification proposed is the addition of a roll-up door and driveway. Because all activities would occur within an enclosed building (except for normal shipping operations), noise, glare from lights, late-night operations, odors, and litter are not anticipated to be a problem.

2. Privacy and safety issues.

Applicant's Response: *No privacy or safety issues are anticipated.*

Staff Analysis and Findings:

- No privacy issues are anticipated since there are no residential uses abutting the applicant's site.
- The street width of 21<sup>st</sup> Avenue adjacent to the site is only 24 feet, with parking allowed only on the north side. Stopping a large vehicle on 21<sup>st</sup> Avenue will restrict and may prevent other traffic from using this segment of 21<sup>st</sup> Avenue while the vehicle is stopped.
- The southwest 21<sup>st</sup> Avenue/"A" Street corner has a tight turning radius. A semi-truck traveling eastbound would likely not be able to negotiate a southbound turn without going over the curb, which poses a safety hazard to pedestrians.
- The site is adjacent to the Forest Grove Post Office (located at 1822 21<sup>st</sup> Avenue), which is a significant vehicular and pedestrian traffic generator. Stopping a large vehicle in the street, combined with loading and unloading activities using a forklift, would be at least disruptive and potentially hazardous to both vehicles and pedestrians.

To address these concerns, staff has developed two alternative conditions if and when the roll-up door is installed in the north elevation of the warehouse building:

- Widen 21<sup>st</sup> Avenue to allow for the creation of a loading zone and on-street parking adjacent to the site; or
- Construct a new drive approach from 21<sup>st</sup> Avenue into the north car park. Delivery vehicles could then pull completely off the street.

Alternative #1 has the benefit of limiting fork lift operations to the site, while Alternative #2 would require fork lifts to operate in the travel lanes of 21<sup>st</sup> Avenue. The second alternative would also eliminate at least two

existing on-street parking spaces on the north side of 21<sup>st</sup> Avenue. To minimize potential traffic conflicts and retain the existing on-street parking, staff is recommending Alternative #1 as a condition of approval.

#### **IV. ALTERNATIVES**

The Planning Commission may approve as submitted, approve with conditions, continue deliberations to a date certain, or deny this request.

#### **V. RECOMMENDATION**

Based on the information provided in the application and the findings above, staff recommends approval of the application for a conditional use permit for the proposed Revtek Suspension manufacturing and distribution facility, subject to the following conditions:

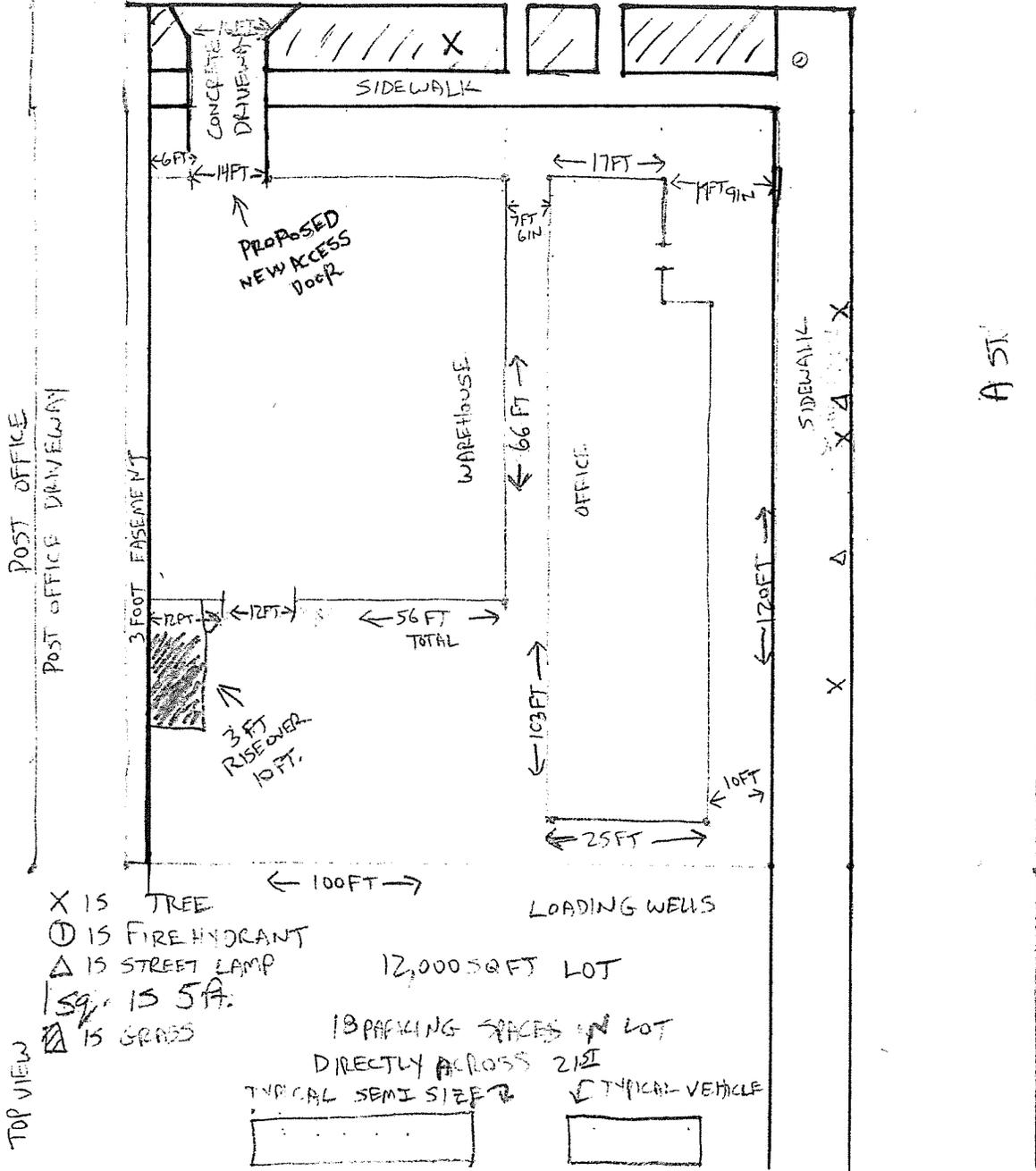
1. The applicant is bound to the project description and all representations made by the applicant during the application and decision-making proceeding.
2. The applicant shall comply with all applicable City building and development standards, including all dimensional standards and public works specifications.
3. Shipping and deliveries shall be limited to between the hours of 8:00 a.m. to 5:00 p.m. on weekdays.
4. Should the existing loading dock be removed or become inaccessible, and the applicant proceeds with the installation of a roll-up door and driveway on the 21<sup>st</sup> Avenue elevation, the applicant shall widen 21<sup>st</sup> Avenue in compliance with City standards to allow for the creation of a loading zone and on-street parking adjacent to the site.

#### **VI. LIST OF EXHIBITS**

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

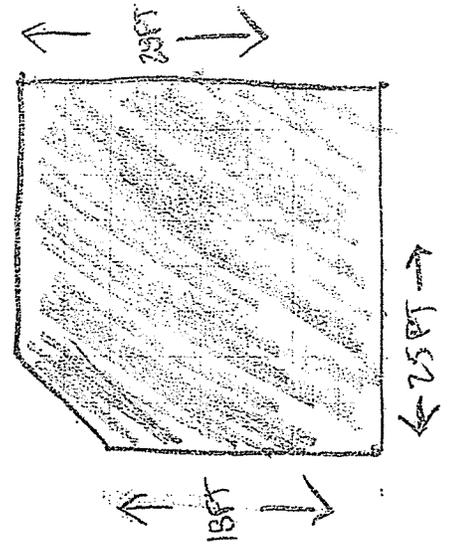
- |                  |   |
|------------------|---|
| <b>Exhibit A</b> | Conditional Use Permit narrative and application materials, prepared and submitted by the applicant |
| <b>Exhibit B</b> | Aerial photo from Washington County   |
| <b>Exhibit C</b> | Site and vicinity photos, prepared by staff   |
| <b>Exhibit D</b> | Letters Received  |

21st

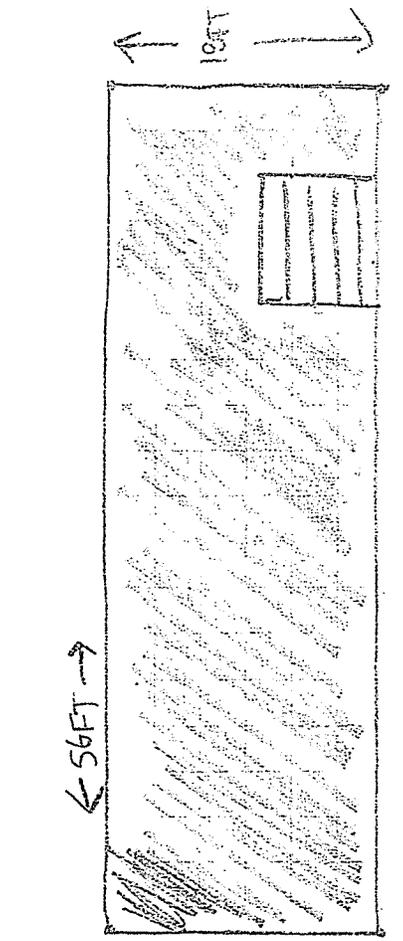


1 Sq 153 FT.

SIDE VIEW



A 51



21 51

## James Reitz

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**From:** Leslie Clark <Leslie@portlandcpas.com>  
**Sent:** Monday, May 05, 2014 5:29 PM  
**To:** James Reitz  
**Subject:** Allyn Clark / RTRP7 LLC  
**Attachments:** SDOC2677.pdf

Hi James,

Attached per our discussion last week are some preliminary drawings with additional details as discussed. It is on graph paper but the lines did not copy. Please review and comment on so we can prepare a drawing that is as useful as possible and provides the information needed at the planning commission.

Following are responses to the Review Criteria and we would appreciate your review and comments here as well:

A. Physical Compatibility

1. The proposed use will be compatible with adjacent developments in all characteristics. There will be no changes to the exterior dimensions or the building footprint. The only change will be relocation of a door to allow access to the warehouse.

2. The site is already mitigating differences in appearance or scale through setbacks and landscaping. These setbacks and landscaping will continue to be present.

B. Public Services

1. The transportation system is capable of safely supporting the proposed use in addition to the existing uses in the area. Delivery and pick-up vehicles would consist of UPS trucks and semi-trucks, which would stop on the south side of 21st at the extreme east by A Street. The trucks would stop only long enough to load or unload. We generally do not have more than 3 semi-truck visits a week; the semi-truck drop-offs are generally mid-morning 10am to noon, and the semi-truck pick-ups are generally late afternoon 3pm to 5pm; semi-trucks are stopped no more than 20 minutes.

2. There would be no change to the public services used.

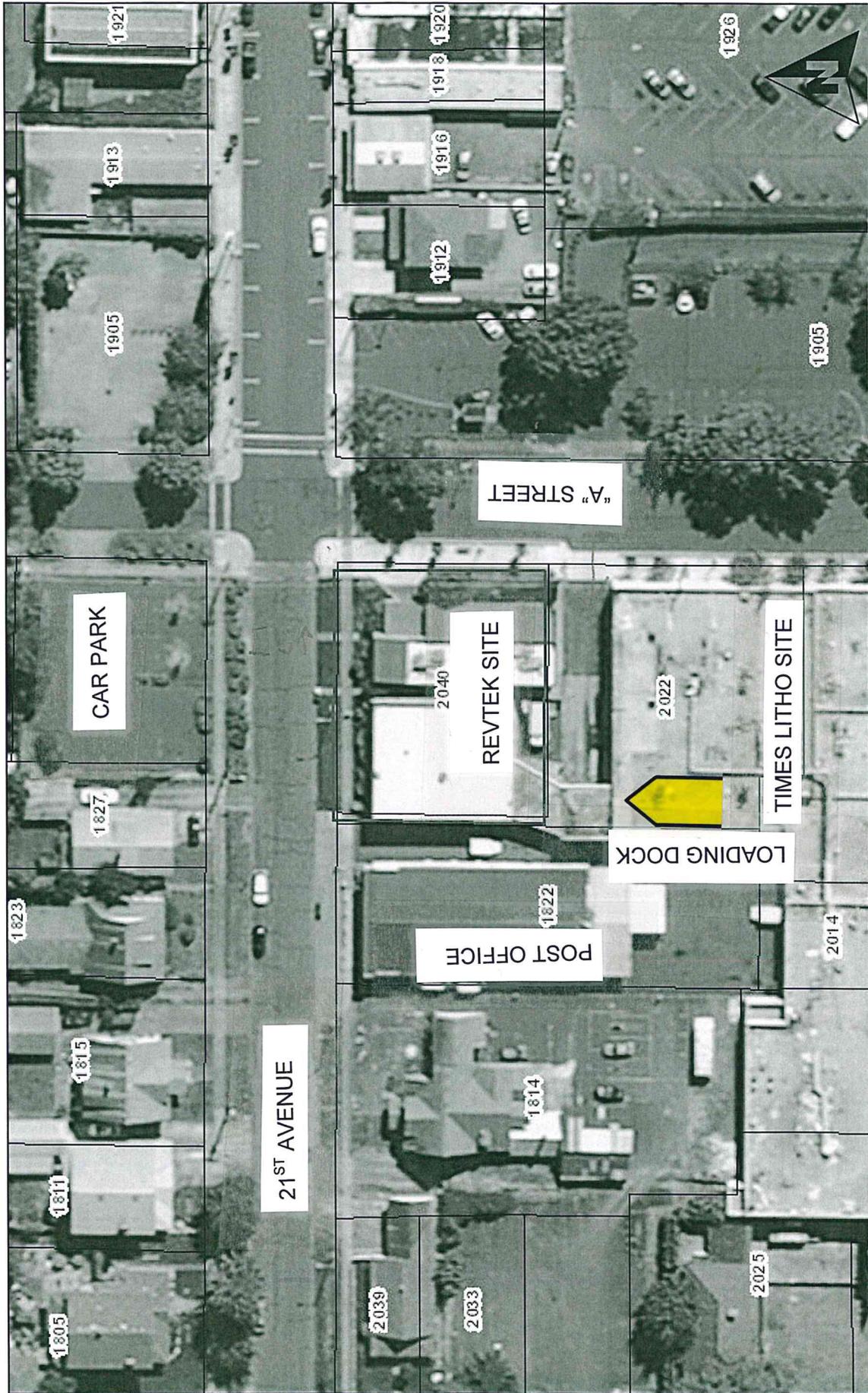
C. Livability

1. There will be no adverse impacts on the livability of nearby lands. There would be minimal noise, if any. There are no changes in exterior lighting and no late-night operations anticipated. There would be no odors or litter generated.

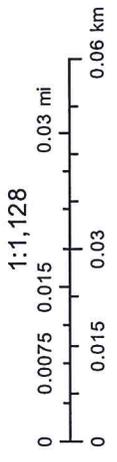
2. No privacy or safety issues are anticipated.

James, I welcome your comments and thoughts. It seems that some of the answers are rather brief and that is due to the nature of the building being substantially the same. However, if there is additional information which should be provided, I am happy to make sure it gets included.

Thank you very much for your time last week and for your review here. I will be out of the office Tuesday, returning Wednesday. My notes show that we need to get this finished up and submitted to you early next week to make the notice period.



### 2040 "A" Street



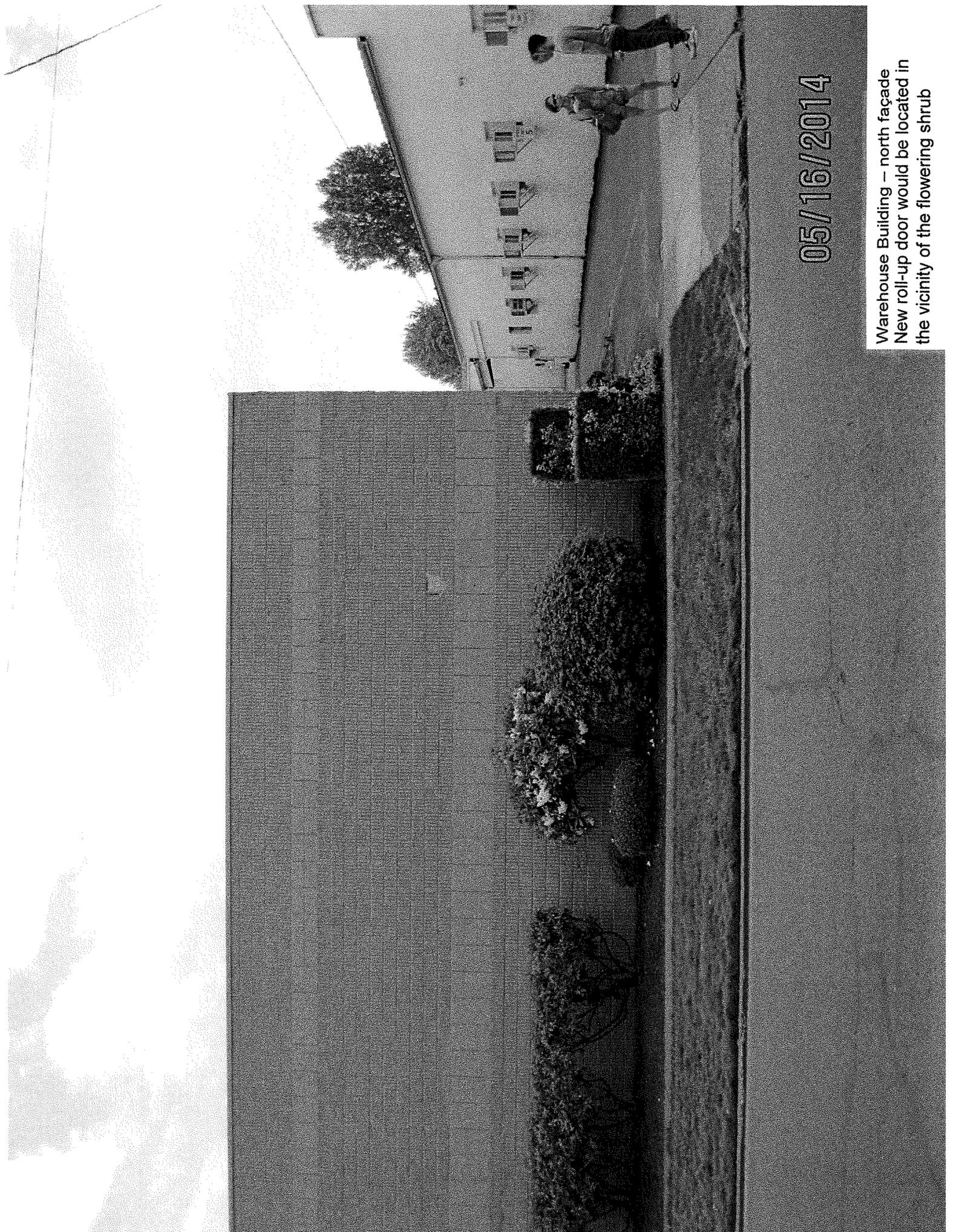
Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Geomapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community  
 May 16, 2014



EXHIBIT C

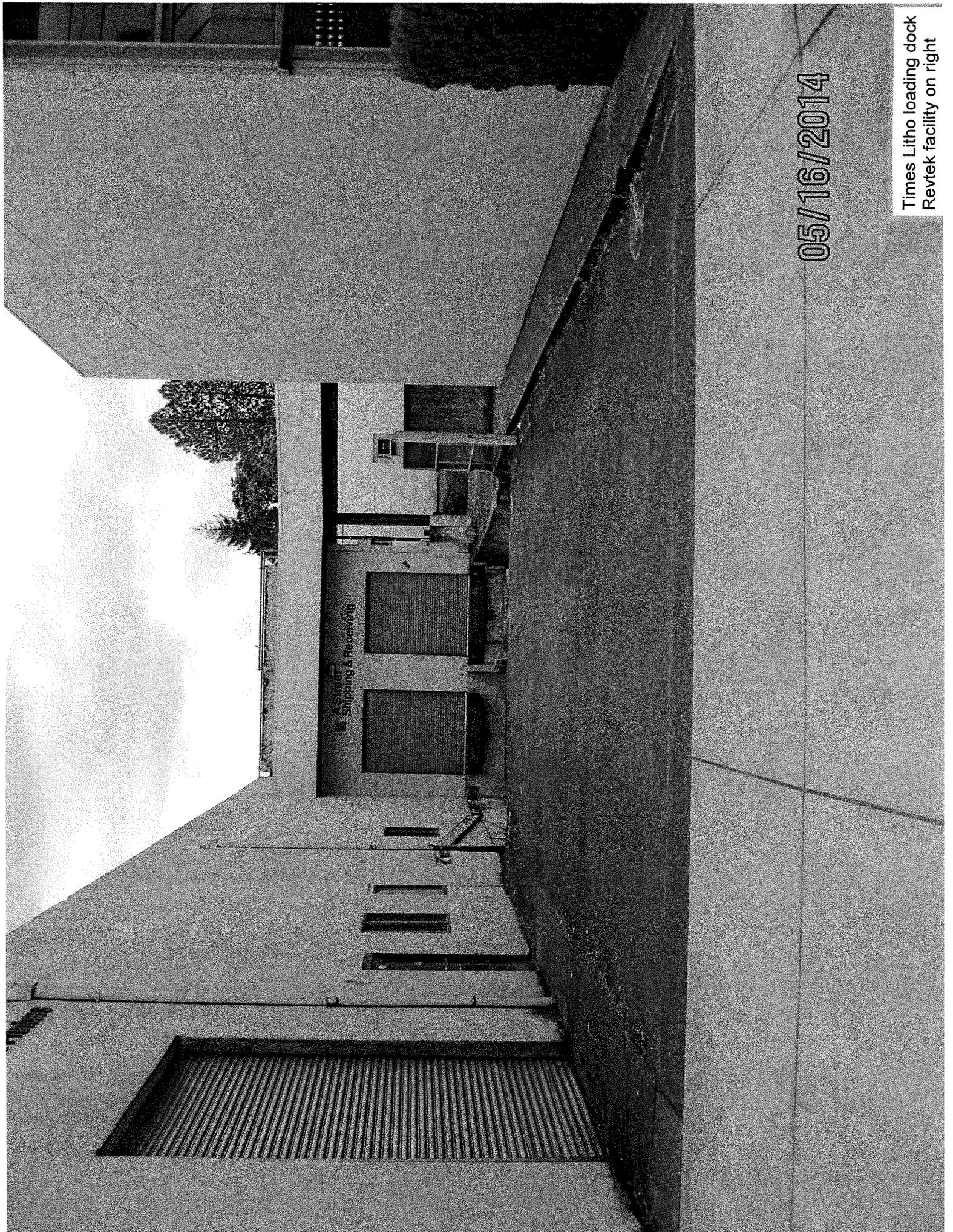
05/16/2014

Revtek (Ruralite) office  
"A" Street façade



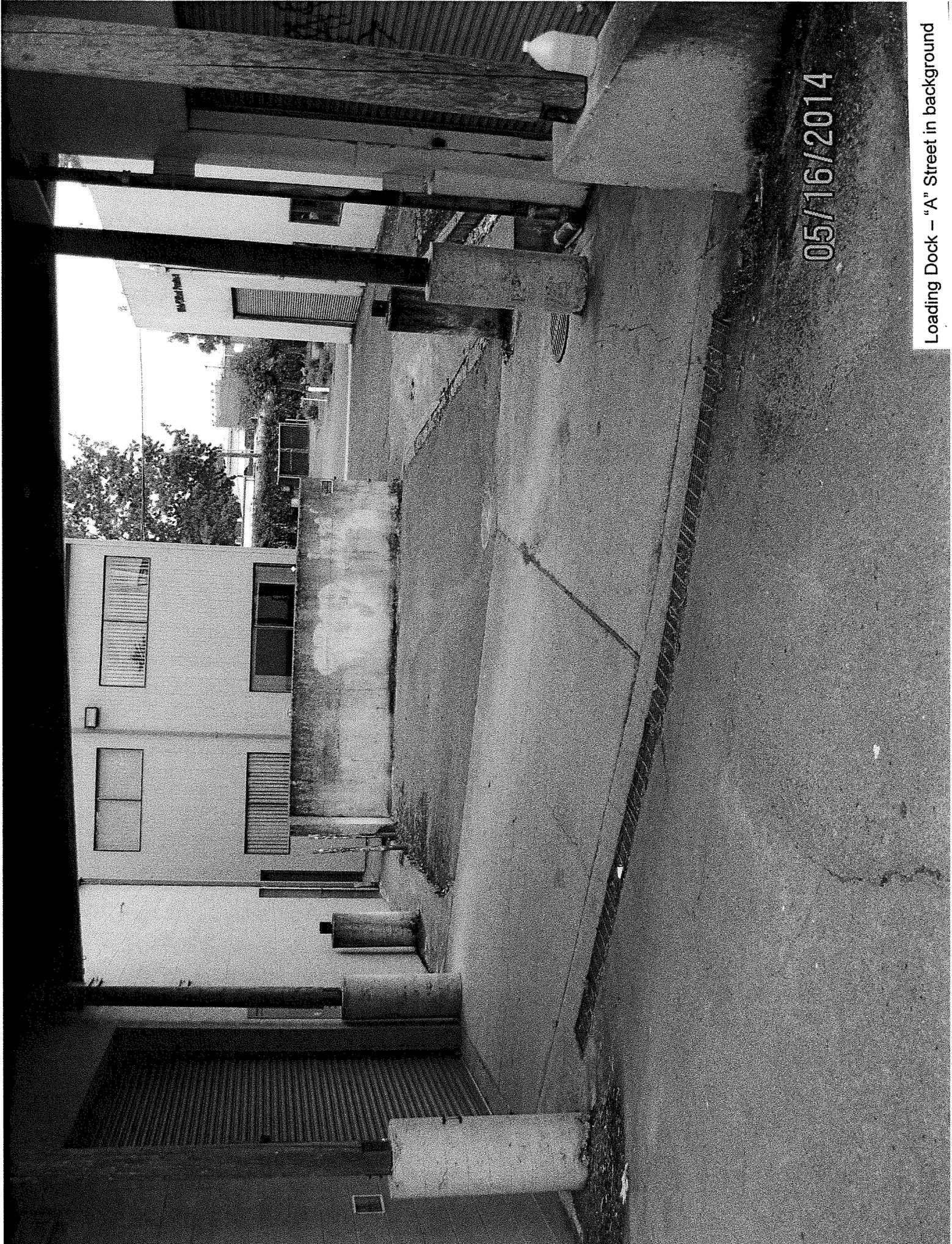
05/16/2014

Warehouse Building – north façade  
New roll-up door would be located in  
the vicinity of the flowering shrub



05/16/2014

Times Litho loading dock  
Revtex facility on right



05/16/2014

Loading Dock — "A" Street in background



05/16/2014

21<sup>st</sup> Avenue @ "A" Street - view west  
Revtex site on left - car park on right

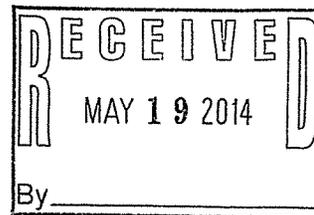
# Ruralite

S E R V I C E S , I N C

*Publication and Communication Services*

P.O. Box 558 (2040 A Street)  
Forest Grove, Oregon 97116  
(503) 357-2105; Fax (503) 357-8615  
[www.ruralite.org](http://www.ruralite.org)

May 16, 2014



City of Forest Grove Planning Commission  
PO Box 326  
Forest Grove, OR 97116

RE: File No. CUP-14-00312

This letter serves to provide comment on the applicant's request to install a warehouse door and driveway in the building located at 2040 A Street. Ruralite Services is the current owner of the property affected by this application. We believe the proposed conditional use is a good fit for the building, preserves the overall value of the property and bolsters the surrounding business district.

As a long-standing member of the Forest Grove business community and a company with numerous employees residing in the city, we have an ongoing interest in Forest Grove's economic vitality. It is our understanding that Revtek Suspension is owned by a local resident with the desire to relocate the business to his hometown. The addition of a growing regional company to the local economy should be welcomed.

We respectfully request a favorable response from the planning commission.

A handwritten signature in black ink, appearing to read "Russell Green", with a long horizontal line extending to the right.

Russell Green  
Chief Executive Officer