



FOREST GROVE PLANNING COMMISSION MEETING
COMMUNITY AUDITORIUM, 1915 MAIN STREET
MONDAY, JUNE 17, 2013 -- 7:00 P.M.

PLANNING COMMISSION

Tom Beck, Chair

Lisa Nakajima, Vice Chair
Carolyn Hymes
Dale Smith

Al Miller
Luann Arnott
Phil Ruder

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:**
 - A. **Modification of the Casey Meadows Planned Residential Development PRD-13-00371 and PRD-06-02. Applicant/Property Owner is City Redevelopment LLC and Applicant's Representative is Emerio Design LLC. (Continued from June 17, 2013)**
 3. Action Item: None Scheduled
 4. Work Session Items: None
- (3) Business Meeting
 1. Approval of Minutes
 2. Reports from Commissioners/Subcommittees
 3. Director's Report
 4. Announce next meeting
 5. Adjourn



Planned Residential Development Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE: June 5, 2013

HEARING DATE: June 17, 2013

LAND USE REQUEST: Modification of the Casey Meadows Planned Residential Development. The modifications include eliminating several tracts and enlarging the adjacent lots; allowing zero-lot-line homes; reducing side yard setbacks from 4 feet to 3 feet; potentially reducing the number of lots from 101 to 99; and allowing a different housing type.

FILE NUMBERS: PRD-13-00371 and PRD-06-02

FILE NAME: Casey Meadows

PROPERTY LOCATION: Casey Meadows Subdivision

OWNERS/APPLICANT(S): Applicant / Property Owner: City Redevelopment LLC (Rick Waible), 19995 SW Stafford Road, West Linn, Oregon 97068
Applicant's Representative: Emerio Design LLC, (Eric Evens), 6107 SW Murray Blvd. Suite 147, Beaverton, Oregon 97008

ZONING AND PLAN DESIGNATIONS: Comprehensive Plan Map Designation:
High Density Residential (HDR)

Base Zone Designation:
RMH Multi-Family (High Density) Residential

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

- Section 10.3.100 et. seq. *Residential Zones*
- Section 10.4.200 et. seq. *Planned Developments*
- Section 10.6.015 et. seq. *Lot Line Adjustments*
- Section 10.6.095 et. seq. *Subdivisions*
- Section 10.8.600 et. seq. *Public Improvements*
- Section 10.8.900 et. seq. *Land Division Standards*

REVIEWING STAFF: James Reitz (AICP), Senior Planner

RECOMMENDATION: Staff recommends approval with conditions

I. LAND USE HISTORY

Casey Meadows is one of several planned residential developments in the 26th Avenue / Hawthorne Street area reviewed by the Planning Commission in 2005-2007. It was the last PRD to be reviewed prior to the onset of the recession. The developer proceeded with construction of the public improvements but, due to the recession, did not file the final plat or complete installation of the public improvements. The original applicant ultimately lost the project.

The current applicant acquired the project and proceeded to complete the public improvements, and file and record the final plat. The applicant at that time expressed interest in modifying the plat, but chose to continue with the approved design in order to begin selling lots. Several homes have been completed and several more are presently under construction.

Public notice was mailed to property owners and residents within 300 feet of the site on May 13, 2013, as provided in the manner required by Development Code (DC) Section 10.1.610. Notice of this request was also published in the *News Times* on May 29, 2013. Copies of the application materials were provided to the Plans Review Board. No written responses to the public notices have been submitted.

II. ANALYSIS

A. DESCRIPTION OF PROPOSAL:

The applicant is proposing to redesign portions of Casey Meadows. This PRD was approved in 2007 with 101 lots for both attached and detached single-family homes, several pedestrian paths, two water quality tracts, and two wetland tracts. Lot areas range from 1,240 square feet (8 lots along Carson Loop) to 3,285 square feet (lot 92).

A variety of home types were proposed as part of the original submittal, including single-family detached homes, town homes (a.k.a. row homes), and "patio" homes, which were proposed to be located on lots 24-35.

The applicant proposes to re-design the project as follows:

- Removal of tracts N, P and Q, all located in the northeast quadrant of the project. These tracts were platted to provide pedestrian access to the adjoining lots. The area within the tracts would attach to the adjacent lots.
- Revise the housing types to eliminate the patio home option. The row house option would be retained, but each building would include only two units rather than up to six units.
- Introduce a new housing type, the 15-foot-wide "skinny house".
- Potentially eliminate two lots along Carson Loop in the lot 53-to-64 block. The remaining lots would be enlarged accordingly.
- Zero-lot-line construction on 16 lots. The edge of the footing would be located at the property line, while the wall would actually be set back approximately one foot.
- Reducing the side yard setbacks from 4 feet to 3 feet.
- Various revisions to front and rear yard setbacks.

B. SITE DESIGN:

The applicant proposes several changes to the overall design of the subdivision:

- Removal of tracts N, P and Q, all located in the northeast quadrant of the project. These tracts were platted to provide pedestrian access to the adjoining lots. The area within the tracts would attach to the rear yards of the adjacent lots (18-23, 24-27, and 32-35). The homes abutting the tracts would remain front-loaded (i.e., their garages and front doors would be on the same elevation as originally approved).

The block with lots 14-18 is 148 feet long east-to-west and 140 feet long north-to-south. The blocks with lots 24-29 and 30-35 are 131 feet long east-to-west and 94 feet long north-to-south. The Development Code (Section 10.8.905(D)) requires mid-block pedestrian ways only if a block exceeds 500 feet in length. Staff concludes that these mid-block pedestrian ways could be eliminated if alternative pedestrian access to the public street was provided to the affected lots. To provide that access, staff is recommending a **condition** to require construction of a pedestrian path on one side of Princeton Place and one side of Adeline Court to provide connections to Kingwood Street.

- Revise the housing types to eliminate the patio home option, replace the row house option with duplex homes, and introduce a new housing type, the 15-foot-wide "skinny house". All the units would be either single-family detached or single-family attached with two units to a structure (duplex homes).
- Potentially eliminate two lots along Carson Loop in the lot 53-to-64 block. The remaining lots would be widened accordingly. The project was approved with 101 units (lots) using the Incentive Density option (equal to 22.65 DUA), which would have allowed up to 108 lots at 24.21 DUA. The applicant is requesting the option of reducing the density by two lots which could result in a density of 22.18 DUA. As a two-lot reduction would still well exceed the minimum density required, staff concludes that the density required in Casey Meadows would remain in compliance.
- Zero-lot-line (ZLL) construction on 16 lots (7, 8, 11-13, 18-22, 25-27, and 32-34). On the ZLL side yard, the edge of the footing would be located at the property line, while the wall would be set back approximately one foot. On the non-ZLL side, the setback would be five feet. The total distance between units (wall-to-wall) would be six feet.
- Reducing the side yard setback from four feet to three feet.

The ordinance to establish the Casey Meadows PRD requires a minimum four-foot-wide side yard setback for detached single-family homes. Staff supports the intended purpose of the zero-lot-line approach: provision of more useable outdoor space between units. As side yards between units are often delineated with a fence, there remains only a narrow strip between the foundation and the fence which offers limited utility to the residents. ZLL construction would offer a greater opportunity for the residents to use their side yards for something more than access or waste container storage. However, all of the homes proposed for ZLL

construction would have an east-west orientation, leaving the yards shaded much of the year, which would discourage using the yard for outdoor recreation or gardening. Furthermore, none of the proposed house plans (Types B, C and D) would have ground floor doors or windows facing the side yards, which would create an additional disincentive for active use of the yards. Staff concludes that, while ZLL construction can offer an additional amenity to the residents, in this proposal it would appear to offer only a larger area for outdoor storage and "passive" landscaping.

As problematic is the proposal to reduce the side yard setback from four feet to three feet. Combining the reduced setback with ZLL construction would allow for a 6-foot-wide yard but it would also have the effect of crowding the homes closer together, resulting in a further decrease in light and air between units and making the yards even less attractive for residents' use.

- Various revisions to the front and rear setbacks. The applicant has proposed unique setbacks for various lots: a 9-foot private street side yard setback on lots 27 and 32; and a 10-foot rear yard on lot 23.

Staff has no objection to the 9-foot-wide side yard setback proposed for lots 27 and 32, as these yards abut a private street and would not conflict with the existing 5-foot-wide public utility easement. Because this yard does not front a public street, staff would consider this to be a standard side yard with a minimum 5-foot-wide requirement.

The purpose of the proposed 10-foot-wide rear yard setback on lot 23 is not clear, as the lot shares the same dimensions as its neighbors and the floor plan proposed for lots 18-23 appears identical, and all of those other homes would have a 12-foot-wide setback.

Setback standards within a subdivision should be uniformly applied so that similar lots are similarly regulated. Staff is recommending the following setback **conditions**:

1. Front yard and corner side yard setbacks shall be a minimum of ten feet except where there is a transformer. At these locations the setback shall be twelve feet (this is the current requirement).
2. Garages for front-loaded homes shall be setback a minimum of 18 feet. The applicant has proposed a 14-foot garage setback for lots 18-23. That would provide insufficient depth to park in front of the garages without the vehicles protruding over the Princeton Place walkway recommended above. A different house plan will be necessary in order to provide a parking pad forward of the garage. Further discussion follows in the *Off-Street Parking* section below.
3. Garages for rear-loaded homes shall be setback a minimum of 5 feet. This is consistent with the current code requirement.
4. Rear yards shall be a minimum of 12 feet except that lots 53-64 shall have a minimum 10-foot rear yard setback (the current requirement).

C. OFF-STREET PARKING:

DC Section 10.8.515 Table 8-5 Parking Requirements stipulates a minimum of one off-street parking space for each single-family detached home and each unit of a duplex.

- Homes proposed for lots 7-13 would have parking for one car per unit.
- Homes proposed for lots 18-23 would have parking for two cars per unit, but the driveway would only be 14 feet long, meaning that vehicles would extend into Princeton Place (and be parked over the pedestrian walkway recommended above). Twelve “community” parking stalls have already been constructed along the north side of Princeton Place (Tract E) adjacent to lots 24, 28 and 29.
- Homes proposed for lots 24-31 would have parking for two cars per unit.
- Homes proposed for lots 45-52 would have parking for one car per unit. Ten additional off-street parking stalls have already been constructed in Tract D near these home sites; five more off-street stalls have been constructed in Tract H with access via 25th Avenue.
- Homes proposed for lots 53-62 would have parking for two cars per unit. Additional off-street parking has already been constructed in Tract D and Tract H near these home sites.

Staff concludes that the minimum parking requirements for single-family detached and single-family attached (duplex) homes will remain in compliance, and that additional off-street parking is available to the residents and guests.

D. ARCHITECTURE / STRUCTURE TYPE:

The applicant proposes to revise the housing types to eliminate the patio home option, replace the row house option with duplex homes, and introduce a new housing type, the “skinny house”.

Type A: Duplex home, 20 by 32 feet, front loaded attached at the garage, 3 stories, to be located on lots 53-62.

Type B: Detached, 15 by 58 feet, front loaded garage, 2 stories, to be located on lots 24-35. The homes on lots 24-35 (fronting Kingwood Street) would be zero lot line.

Type C: Detached, 15 by 50 feet, front loaded garage, 2 ½ stories, to be located on lots 18-23. All would be ZLL except for lot 23.

Type D: Detached, 15 by 47 feet, rear loaded garage, 2 ½ stories, to be located on lots 7-13. All would be ZLL except for lot 9.

Type E: Attached, 17 by 44 feet, rear loaded attached at the garage, 2 ½ stories, to be located on lots 45-52.

Staff supports the introduction of new housing types and styles into the Casey Meadows community in order to provide greater design variety and market choice. Staff considers the proposed architecture to be compatible with the homes already constructed in Casey Meadows, as they would share a common design language: gable and hipped roofs, lap siding, porches, and

window trim. Because the applicant is proposing to cluster the housing types (i.e., all Type A together, all Type B together, etc.) staff is recommending a **condition** that the variety of design features be expanded to differentiate each structure from its neighbor, through a combination of horizontal, vertical and panel siding; modifying the reveal on the lap siding, providing variation in garage door styles, varying the porch column designs, etc.

One purpose of ZLL construction is to provide more useable outdoor space between units. While ZLL construction would not permit windows or doors in the elevation closest to the property line (due to fire and life safety codes) the proposed lap siding and minimal trim would provide little visual interest to the residents using those yards. Staff is therefore recommending a **condition** that those elevations also be differentiated through a combination of horizontal, vertical and panel siding; varying the reveal on the lap siding, the introduction of additional trim elements, etc.

E. CITY SERVICES:

All public utilities have been constructed to City standards. The City's Public Works Department has indicated the proposed replat will affect water and sanitary sewer service as follows:

Sanitary Sewerage – The sanitary sewer lateral proposed for Lot 7 should not be necessary if the applicant records an easement on the second lateral already in place for Lot 8.

Water – Assuming two lots are deleted from the 53-to-64 block, those two water services would need to be removed. Public Works could perform the removal at the applicant's expense.

As regards to other services:

Storm Drainage – No changes to the storm drainage system are proposed or appear necessary.

Electrical Service – No changes to the electrical service system are proposed or appear necessary.

Summary and Conclusion: The replat would necessitate only minor changes to the existing public utility systems, which the Public Works Department can perform at the developer's expense. Staff is proposing a **condition** to require City Engineering Department approval (for potential water, storm drainage or sewer service relocations) or Light and Power Department approval (for electrical system relocations) prior to any relocations taking place.

Fire Protection and Access -- The Fire Department has proposed that the homes accessed via Adeline Court, Carson Loop and Princeton Place be equipped with domestic fire sprinkler systems, due to a combination of fire safety factors including:

- Home height – the Type A homes would be 3 stories and 30 feet 8 inches tall, the Type C homes and Type D homes would be 2 ½ stories and 33 feet tall, and the Type E homes would be 2 ½ stories and 35 feet tall. The floor plans indicate that the top floors would be used for bedrooms. The

maximum safe height that the Fire Department's aerial ladder truck can reach is 24 feet, which would be the approximate window sill height of the bedrooms on the uppermost floors.

- Emergency vehicle access - the Fire Code stipulates a minimum unobstructed driveway or street width of 26 feet for aerial ladder truck access when structures exceed 30 feet in height. The private streets of Adeline Court, Carson Loop and Princeton Place are only 24 feet wide. Due to the confined working area and the presence of the engines needed to fight a fire, the aerial ladder truck may not be able to maneuver close enough to set up for a rescue of anyone trapped on the top floor of these units.
- Proximity to adjacent homes – homes will either be attached at the garage or would have at most a 6-foot separation, foundation to foundation. Eaves would project 2 feet from each house, leaving a distance of 2 feet between structures. Close proximity increases the potential for a fire to spread to an adjacent home.

To address this concern and minimize the probability of having to dispatch the aerial ladder truck, staff has proposed a **condition** to require the installation of fire suppression systems for all homes of 2 ½ or 3 stories (proposed to be built on lots 7-13, 18-23, 28-31, and 45-64).

Single-family homes are most commonly served by a ¾-inch water meter. Domestic fire suppression systems may require upsizing the meter from ¾-inch to 1-inch or the installation of two ¾-inch meters.

Increasing the meter size from ¾-inch to 1 inch would increase the SDC from \$4,368 to \$10,920; the connection fee of \$275 would remain the same. This option would total \$11,195.

Installing a second ¾-inch meter would cost approximately an additional \$5,368 for a full-service meter dedicated to the fire suppression system (this is the estimated cost – the City charges time and material for the installation of full-service meters i.e., for those connections not previously constructed). The ¾-inch meter SDC and connection charge of \$4,643 for the domestic water meter would also be charged, for a total of approximately \$10,011.

To determine whether upsizing is necessary, the applicant will need to submit an analysis from a fire suppression design specialist to the Building Official. Staff is also investigating options to minimize the likelihood of having to upsize the meters.

III. REQUIRED APPROVALS AND FINDINGS

DC Section 10.4.220(C) *Approval Criteria* authorizes the Planning Commission to approve a Planned Development if it finds that all of the following approval criteria are met:

1. The plan fulfills the purpose for PDs stated in DC Section 10.4.200 (as follows);

The purpose of the Planned Development (PD) provisions is to provide greater flexibility in the development of land for residential, commercial or

industrial purposes than allowed by the conventional standards of the Development Code. The PD provisions are intended to:

- A. *Promote flexibility and innovation in site design and permit diversity in the location of structures;*

Staff Analysis and Findings: The public street and private street layout of Casey Meadows will remain unchanged. Three tracts platted to provide pedestrian access (tracts N, O and P) would be eliminated and those areas incorporated into the adjoining yards. Staff has recommended a condition to provide alternative pedestrian access to the lots presently served by tracts N, O and P.

Two innovations are proposed: zero-lot-line construction and “skinny” houses.

- ZLL construction would allow the creation of wider, more useable side yards than would be possible with standard setbacks.
- The inclusion of “skinny” houses would provide greater design variety and market choice than is presently available in Casey Meadows. The proposed architecture would be compatible with the homes already constructed in Casey Meadows, as they would share a common design language: gable and hipped roofs, lap siding, porches, and window trim, but will provide greater market choice because of their reduced floor areas.

- B. *Promote efficient use of land and facilitate a more economical arrangement of buildings, circulation systems, land uses, and utilities when compared with conventional development patterns;*

Staff Analysis and Findings: The vehicular circulation system and land uses would remain essentially unchanged. Building arrangements would be modified to eliminate the patio home option, provide for more single-family detached homes, introduce zero-lot-line homes, and replace the 6-unit townhomes with duplex homes. Some utilities may need to be adjusted due to relocated property lines. Pedestrian circulation systems would remain largely unchanged, except along portions of Princeton Place and Adeline Court where staff has recommended the installation of private walkways connecting to Kingwood Street in place of tracts N, O and P which would be eliminated.

- C. *Preserve to the greatest extent possible existing landscape features and amenities, and incorporate such features into the design of the PD;*

Staff Analysis and Findings: The wetland and buffer tracts have been landscaped to City and CWS standards. One change to the existing landscape plan is proposed: at the request of the current residents, the play structure approved for Tract H would be replaced with a pavilion (see Photo Exhibit D).

- D. *Combine and coordinate architectural styles, building forms and building relationships within the PD; and*

Staff Analysis and Findings: The patio home option is proposed to be eliminated; the 6-unit rowhouses replaced with duplex homes; and a new "skinny house" architectural style introduced. These new housing types and styles would provide greater design variety and market choice.

The architecture of the proposed units would be compatible with the homes already constructed in Casey Meadows, as they would share a common design language: most would be front-loaded with gable and hipped roofs, lap siding, porches, and window trim. Because the applicant is proposing to cluster the housing types (i.e., all Type A together, all Type B together, etc.) staff has recommended a condition that the variety of design features be expanded to differentiate each structure from its neighbor, through a combination of horizontal, vertical and panel siding; modifying the reveal on the lap siding, varying garage door styles, varying porch column designs, etc.

One purpose of ZLL construction is to provide more useable outdoor space between units. While ZLL construction would not permit windows or doors in the elevation closest to the property line (due to fire and life safety codes) the proposed lap siding and minimal trim would provide little visual interest to the residents using those yards. To increase visual interest in the side yard elevations, staff has recommended a condition that those elevations also be differentiated through a combination of horizontal, vertical and panel siding; varying the reveal on the lap siding, introducing additional trim elements, etc. With the incorporation of additional design elements the architectural styles will remain coordinated while also being differentiated from one another.

Tracts N, P and Q, would all be removed. These tracts were platted to provide pedestrian access to the adjoining lots. The area within the tracts would attach to the rear yards of the adjacent lots (18-23, 24-27, and 32-35). The homes abutting the tracts would remain front-loaded (i.e., their garages and front doors would be on the same elevation as originally approved).

The block with lots 14-18 is 148 feet long east-to-west and 140 feet long north-to-south. The blocks with lots 24-29 and 30-35 are 131 feet long east-to-west and 94 feet long north-to-south. The Development Code (Section 10.8.905(D)) requires mid-block pedestrian ways only if a block exceeds 500 feet in length. These mid-block pedestrian ways could be eliminated if alternative pedestrian access to the public street was provided to the affected lots. To provide that access, staff is recommending a condition to require construction of a pedestrian path on one side of Princeton Place and one side of Adeline Court to provide connections to Kingwood Street.

- E. Provide the applicant with reasonable assurance of ultimate approval before requiring detailed design and engineering, while providing the City with assurances that the project will retain the character envisioned at the time of approval.

Staff Analysis and Findings: No further engineering would be necessary except to ensure compliance with City standards for any relocated utilities. The introduction of new housing types and styles into the Casey Meadows community will provide greater design variety and market choice. These new housing types and styles would retain the character of the existing Casey Meadows project as they would share a common design language: gable and hipped roofs, lap siding, porches, and window trim of the homes already constructed there.

2. The plan meets the submittal requirements of DC Section 10.4.220(B) *Preliminary Plan Review:*

Staff Analysis and Findings: The application was reviewed and deemed complete on May 1, 2013. This criterion has been satisfied.

3. Adequate public services exist or can be provided to serve the proposed PD; and

Staff Analysis and Findings: All public utilities have been constructed to City standards. Minor adjustments to the location of utilities to specific lots may be required due to relocated property lines. The City's Public Works Department can relocate those utilities, if necessary, at the applicant's expense.

4. Where a tentative subdivision plat is requested, the requirements of DC Article 8 *Land Division Standards* are met.

Staff Analysis and Findings: The application was reviewed and determined to be in complete and in compliance with these Development Code standards on May 1, 2013. This criterion has been satisfied.

V. ALTERNATIVES

The Planning Commission has the following alternatives:

1. Approve the re-plat and PRD modification as proposed.
2. Approve the re-plat and PRD modification with conditions.
3. Deny the application, stating reasons for doing so.
4. Continue the matter to a date certain for further consideration.

VII. SUMMARY AND RECOMMENDATION

Staff finds that the application has adequately demonstrated compliance with the applicable provisions of the Development Code. Based on the above, staff recommends that the Planning Commission approve the application, subject to the following conditions.

VI. PROPOSED CONDITIONS OF APPROVAL

GENERAL

1. The applicant is bound to the project description and all representations made by the applicant during the application and decision-making proceeding.
2. All plans submitted to date are considered conceptual only. Detailed plans and specifications must be submitted that demonstrate compliance with standards and regulations adopted by the City of Forest Grove and/or all other agencies that have jurisdiction.

FINAL PLAT REQUIREMENTS

3. All existing public easements shall be retained (DC Section 10.6.120(I)).
4. Private easements shall be denoted to allow building maintenance access to the homes constructed on zero-lot-line lots (DC Section 10.6.120(I)).
5. The final re-plat shall be submitted within two years of tentative plat approval, pursuant to DC Section 10.6.115 *Effective Period of Tentative Plat Approval*. Upon satisfactory completion, a Mylar copy of the recorded plat shall be provided to the Community Development Department.
6. Home building permits shall not be issued on the re-platted lots until the recorded Mylar is received.

SETBACKS AND BUILDING SEPARATIONS

7. Front yard and corner side yard setbacks shall be a minimum of 10 feet except where there is a transformer. At these locations the setback shall be 12 feet.
8. The minimum side yard setback shall be a minimum of 3 feet, except for zero-lot-line homes. Zero-lot-line homes shall maintain a minimum 6-foot distance between structures on the non-zero lot line setback side.
9. Garages for front-loaded homes shall be setback a minimum of 18 feet.
10. Garages for rear-loaded homes shall be setback a minimum of 5 feet.
11. Rear yards shall be a minimum of 12 feet except that lots 53-64 shall have a minimum 10-foot rear yard setback.

ARCHITECTURE AND BUILDING FEATURES

12. Design features for each structure shall be expanded to differentiate each home from its neighbor, through a combination of horizontal, vertical and panel siding; increasing or decreasing the reveal on the lap siding, varying garage door styles (such as varying the number of panels and including windows), varying porch column designs, incorporating jerkin head roof structures, etc. Design features for each home shall be approved by the Community Development Director or designee prior to building permit submittal.
13. Zero Lot Line side elevations shall be differentiated through a combination of horizontal, vertical and panel siding; increasing or decreasing the reveal on the lap siding, introducing additional trim elements such as gable-end attic vents, jerkin head roof structures, etc. Design features for each structure shall be approved by the Community Development Director or designee prior to building permit submittal.
14. Fire suppression systems in accordance with NFPA 13D shall be installed in those homes of 2 ½ or 3 stories (proposed to be built on lots 7-13, 18-23, 28-31, and 45-64).

PUBLIC IMPROVEMENTS

15. The developer shall abandon and relocate utilities as necessary to accommodate the new lot lines. All relocation work shall be approved by the City of Forest Grove Engineering Department or Light and Power Department prior to the work being performed.
16. All public improvement work shall conform to the City of Forest Grove Municipal Code, Conditions of Approval, City of Forest Grove Standard Specifications, Uniform Building Code Appendix Chapter 33 Excavation and Grading, and the Agreement Allowing Developer to Construct Public Improvements. No home building permits will be issued until all required public improvements have been constructed and accepted by the City of Forest Grove and/or others having jurisdiction.
17. The developer shall provide updated record drawings of any utility changes.

OTHER

18. Construct a pedestrian path adjacent to lots 18-23 (Princeton Place) and lots 30-32 (Adeline Court) to connect to the Kingwood Street sidewalk. These pedestrian paths shall have a minimum width of four feet, shall be grade separated and/or constructed of a different paving material than the vehicular travel way, and sign-posted as a no-parking area.

VIII. LIST OF ATTACHMENTS

The following attachments were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Attachments of evidence 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.

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| Attachment A | Application Materials, prepared and submitted by Emerio Design LLC |
| Attachment B | "Skinny House" example photos, submitted by the applicant |
| Attachment C | Original Casey Meadows Home Elevations |
| Attachment D | Pavilion photo, submitted by the applicant |

EMERIO *Design*

CIVIL ENGINEERS & PLANNERS

ATTACHMENT A



DATE: April 26, 2013
TO: James Reitz, City of Forest Grove Planning Division
FROM: Danelle Isenhardt, AICP
RE: Casey Meadows PRD – Modification/Replat

The applicant is requesting to modify the original Casey Meadows PRD to allow some changes to product type and lot dimensions (Ordinance No. 2007-03). These changes include the moving of lot lines, removal of tracts, and change in some of the lots product type.

Change 1: Removal of Tracts

Why – The applicant is proposing to remove Tracts N, P & Q, which are pedestrian pathway tracts. The removal of these tracts will allow for deeper lots for the now proposed single-family detached lots, which will allow the lots to have a 12 foot back yard (approximately the width of the tracts being removed).

Benefit – The removal of Tracts N, P & Q will allow Lots 18-23, 24-27 and 32-35 to have at least a 12 foot back yard. If the tracts were to remain, the proposed dwelling would not fit on the lot. If the rear yard remained at 12 feet with the tracts the homes would get shorter, which would greatly affect the floor plan and livability of the proposed new unit type. The removal of these tracts will not affect the open space requirement for the PRD.

Change 2: Change in Product Type

Why – The applicant is proposing mostly zero lot line detached dwelling units (Lots 7, 8, 11-13, 18-22, 25-27, and 32-34). Lots 53 - 62 will still be attached units, but only 2 units attached instead of the original 6 unit buildings from the original proposal. These units will be attached only at the garage and will be 3 stories in height. Due to the size of these lots, it is not feasible to build a product less than 3 stories in height. The other lots (Lots 9, 23, 24, 29-31 & 35), affected will be single-family detached dwellings (not zero lot line). Elevations of the proposed units are attached.

Lots 45-52 are proposed with a different building than previously approved and are attached at the garage. These units are attached units, but only 2 units attached at the garage. Some lot line changes are proposed with Lots 45-52. Due to the shallow depth of these lots the applicant is changing the width of the lots so that a 2 unit attached can fit, whereas the original plat was designed for 4-unit buildings.

Also, unrelated to this modification/replat, Lots 65-79 are proposed with a different dwelling design that previously approved. However, no lot line or utility changes are required; therefore, there is no land use review on these lots.

Benefit - The changes in lot lines will allow for a variety of housing choices on the market for homebuyers and avoids the cookie cutter (efficient) layout of the original PRD design. The diversity in unit type will also sell well along side the future Casey Meadows 2 PRD (in review), so that the same product is not replicated.

Change 3: Change in Lot Dimensions/Moving of Lot Lines

Why – The applicant is proposing some changes in the product type from all 4-6 unit attached housing to some detached dwellings, zero lot line detached dwellings, and attached (2 unit) dwellings.

Benefit –The changes in lot lines will allow for a variety of housing choices on the market for homebuyers and avoids the cookie cutter (efficient) layout of the original PRD design. The diversity in unit type will also sell well along side the future Casey Meadows 2 PRD (in review), so that the same product is not replicated.

Density

The proposed lot line changes nets in a loss of 2 lots within the area of Lots 53- 64.

The target density for the RMH zone is 20.23 units per acre (or 100% of density). With a net developable area of 4.46 acres, the subject property accommodates no greater than 103 units, using the incentive density. The target density is 90 units. Eighty percent of the target density, the minimum number of units allowed, is 72 units. The reduction of 2 lots through the proposed replat will change the density for Casey Meadows to 99 lots. This standard is met.

Net developable area includes buildable lots. The following chart details/outlines how the net-developable area was determined:

DENSITY BREAKDOWN		
Net Density		
Category	Sq. Ft.	Ac.
Lots	194,470	4.46
Total	194,470	4.46
Gross Density*		
Category	Sq. Ft.	Ac.
Open Space	147,582	3.39
ROW	117,096	2.69
Total	264,678	6.08
GRAND TOTAL	459,148	10.54

* Includes net density totals

Utilities

The site is already served by all utilities. With lot lines being moved, some utilities will require easements or may need to be relocated. These changes will be minor and Emerio has already

identified all conflicts. Most changes will be due to driveway locations and water meter location. Many of these can be addressed by changed the water meter to a load rated meter box.

Setbacks

Setbacks as approved in Ordinance No. 2007-03 will continue to be met with the revised lot layout. Lots 7, 8, 12, 13, 18-22, 25-27, and 32-34 are proposed to be zero lot line units. The other lots affected are single-family detached dwelling lots (no zero lot line). The zero lot line units will actually have a one foot setback on one side to accommodate the footing and eave and at least a 5 foot setback on the other side yard (thus creating 6 feet between buildings). Easements will be provided with final plat to allow for maintenance. Per Condition #47 of Ordinance No. 2007-03, side yard setbacks between detached single-family shall be a minimum of 4 feet. Front and street side yard setbacks are 10 feet, except where there is a transformer, then the setback is 12 feet (per Condition #46).

As illustrated on the plans, the proposed setbacks are as follows:

Front: 10 feet
Side (interior): 3 feet (Lots 45-62)
Side: 4 feet
Side (street): 10 feet
Side (street): 9 feet (Lot 27 & 32)
Side (zero lot line): 1 one side, 5 the other side
Rear: 12 feet
Rear: 10 feet (Lot 23)
Garage: 5 feet (Lots 7-13 & 45-52 – rear loaded)
Garage: 14 feet (Lots 18-23)
Garage: 18 feet (Lots 24-35 and 53-62)

The proposed development is a planned residential development; therefore, the proposed lots are allowed to not comply with all of the dimensional standards of the RMH zone.

Open Space

The open space area (multiple tracts) is 147,582 sq. ft. or 43.15 percent of the site not in streets and driveways. This standard is satisfied.

$194,470 \text{ sf (lots)} + 147,582 \text{ sf (open space)} = 342,052 \text{ sf}$

$147,582 \text{ sf} / 342,052 \text{ sf} = 43.15\%$

More than 20% of the gross site is in open space tracts (32.14%).



- LOT REPAI AREAS
- - - - LOT LINE TO BE MOVED AND REPLATTED
- ORIGINAL LOT LINE

DESIGN STATE: Proposed Apr 26, 2013 - 11:45am, in V206-002 County Measure 5 and Measure 5 Item 5.000

DATE	2
	3

EMERIO
Design

6107 SW MURRAY BLVD, SUITE 147
BEAVERTON, OREGON 97008
PH: (503) 515-5528

REVISIONS	
NO	DESCRIPTION

**LOT LINE TO BE MOVED
AND REPLATTED**

CASEY MEADOWS
TAX MAP 1N3 31
TAX LOTS 1002, 1003, 1005, 1006 & 1007
FOREST GROVE, OREGON



LOT REPAI AREAS
 REPAIATED LOT LINE
 ORIGINAL LOT LINE

DESIGN START - PUBLISHED APR 26, 2013 - 11:42am - P:\2009-0221\Casey Meadows Plot Plans\Casey Meadows.dwg

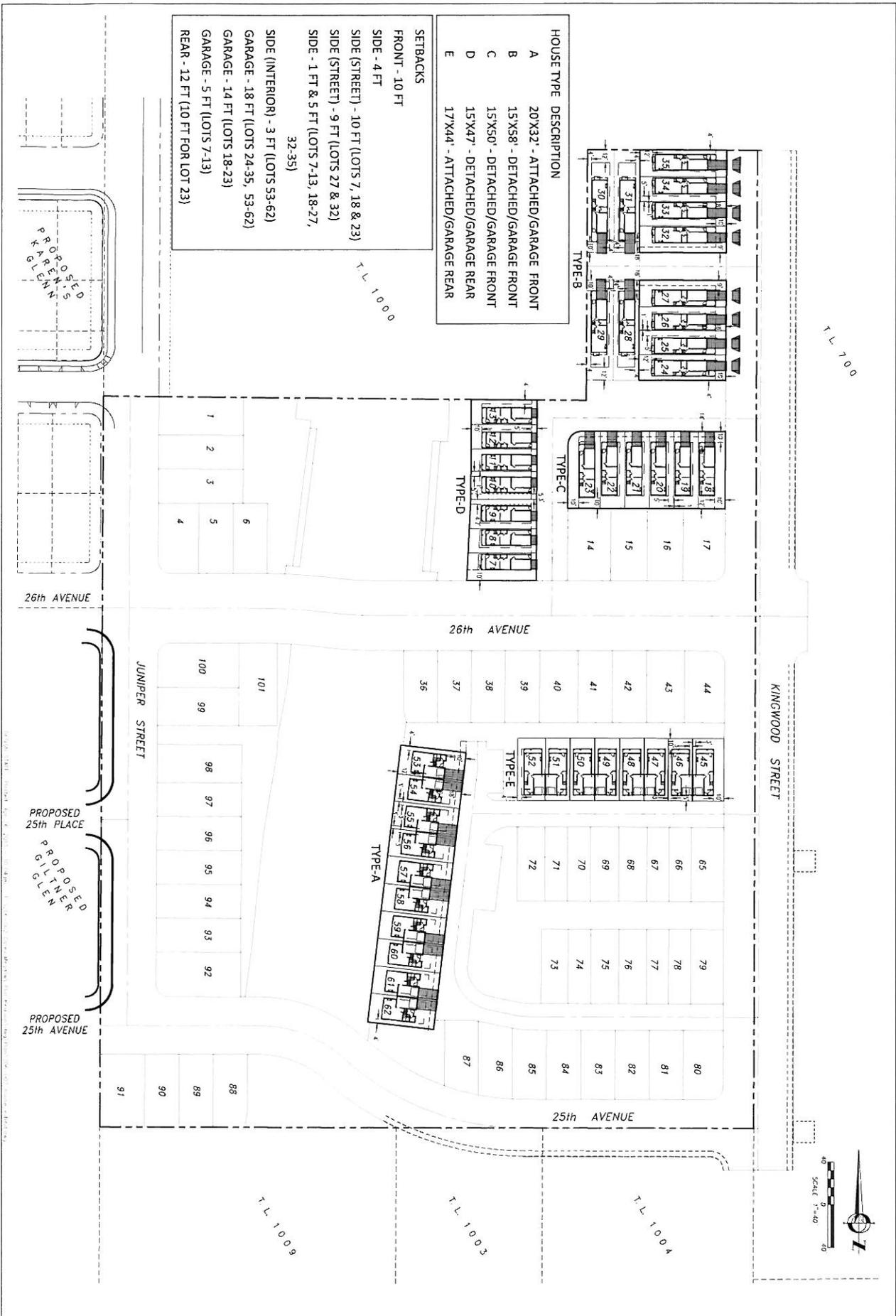
SHEET
 3 OF 3

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Design
 6107 SW MURRAY BLVD, SUITE 147
 BEAVERTON, OREGON 97008
 PH: (503) 515-5528

REVISIONS	
NO.	DATE

REPEAT OF LOTS 7-13,
 18-27, 32-35, 45-52,
 53-64, AND
 TRACTS N, P, AND Q

CASEY MEADOWS
 TAX MAP 1N3 31
 TAX LOTS 1002, 1003, 1005, 1006 & 1007
 FOREST GROVE, OREGON

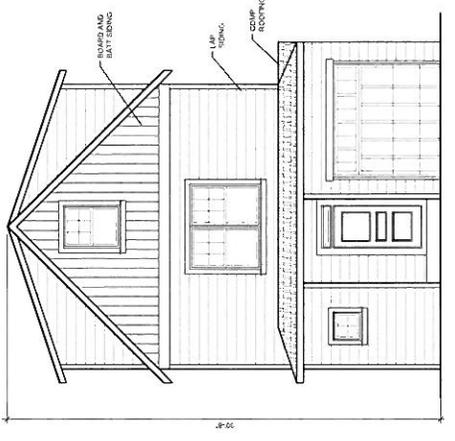
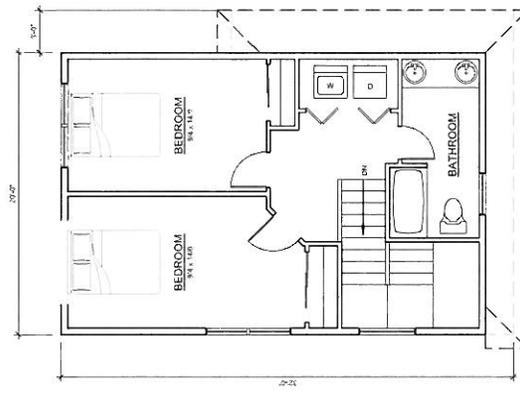
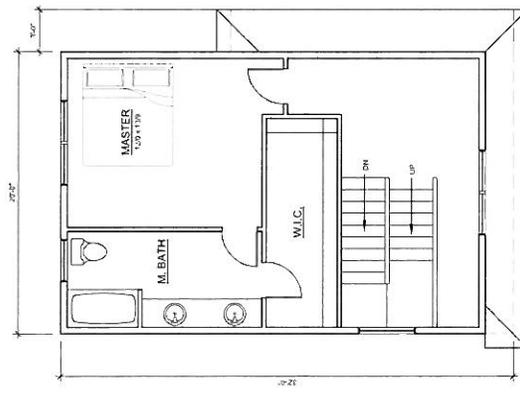
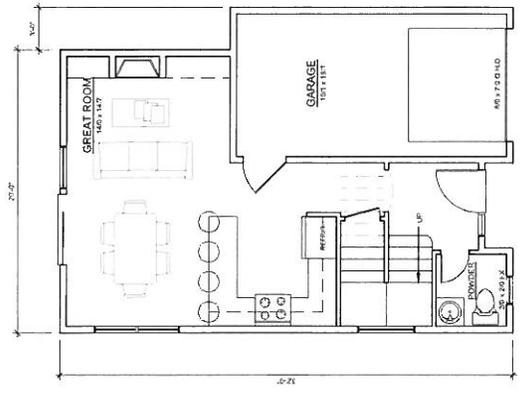


HOUSE TYPE	DESCRIPTION
A	20'X32' - ATTACHED/GARAGE FRONT
B	15'X58' - DETACHED/GARAGE FRONT
C	15'X50' - DETACHED/GARAGE FRONT
D	15'X47' - DETACHED/GARAGE REAR
E	17'X44' - ATTACHED/GARAGE REAR

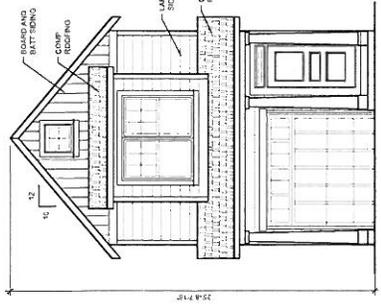
SETBACKS
FRONT - 10 FT
SIDE - 4 FT
SIDE (STREET) - 10 FT (LOTS 7, 18 & 23)
SIDE (STREET) - 9 FT (LOTS 27 & 32)
SIDE - 1 FT & 5 FT (LOTS 7-13, 18-27, 32-35)
SIDE (INTERIOR) - 3 FT (LOTS 53-62)
GARAGE - 18 FT (LOTS 24-35, 53-62)
GARAGE - 14 FT (LOTS 18-23)
GARAGE - 5 FT (LOTS 7-13)
REAR - 12 FT (10 FT FOR LOT 23)

<p>6107 SW MURRAY BLVD. SUITE 147 BEAVERTON, OREGON 97008 PH: (503) 915-5528</p>	<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	DATE	DESCRIPTION				<p>HOUSE EXHIBIT</p>	<p>CASEY MEADOWS</p> <p>TAX MAP 1N3 31</p> <p>TAX LOTS 1002, 1003, 1005, 1006 & 1007</p> <p>FOREST GROVE, OREGON</p>
	NO.	DATE	DESCRIPTION						
<p>SHEET 1</p>	<p>1</p>	<p>1</p>	<p>1</p>						

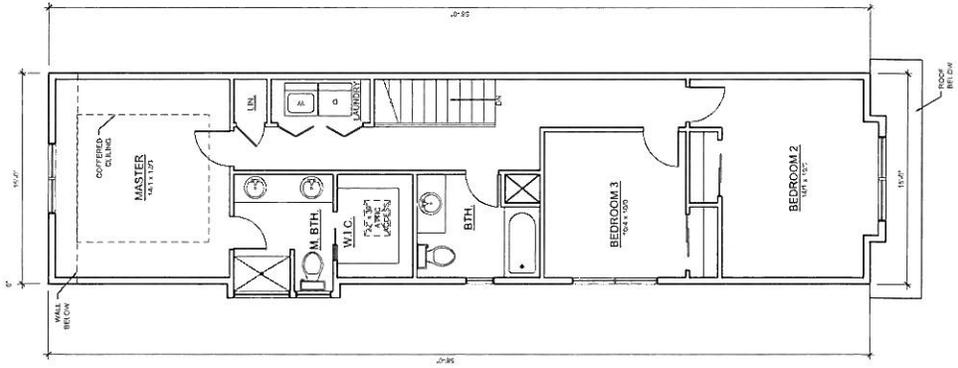
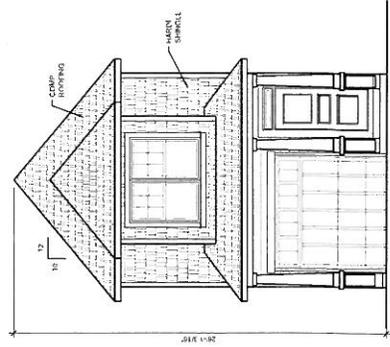
CASEY MEADOWS 20' X 32' FRONT LOAD ATTACHED - TYPE A



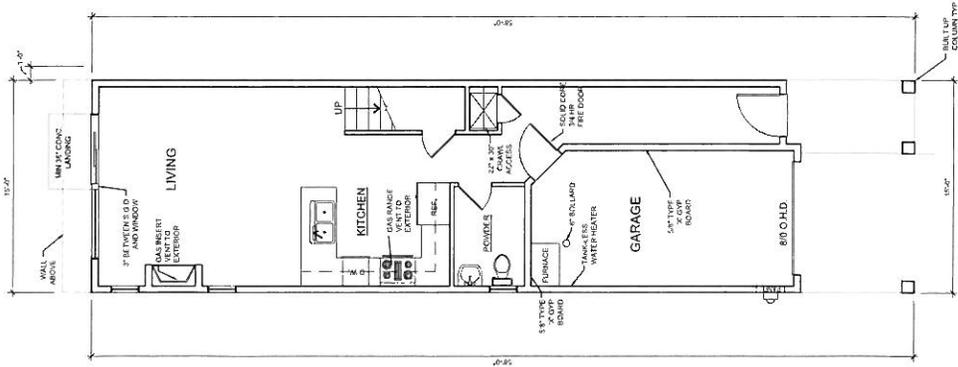
TOTAL: 1608 SF



FRONT ELEVATION
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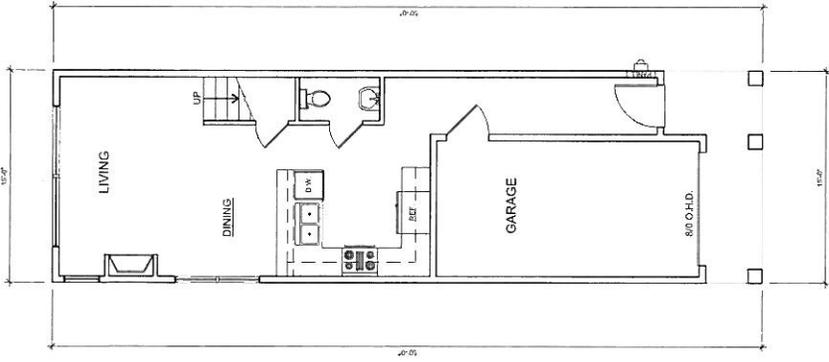


UPPER FLOOR PLAN
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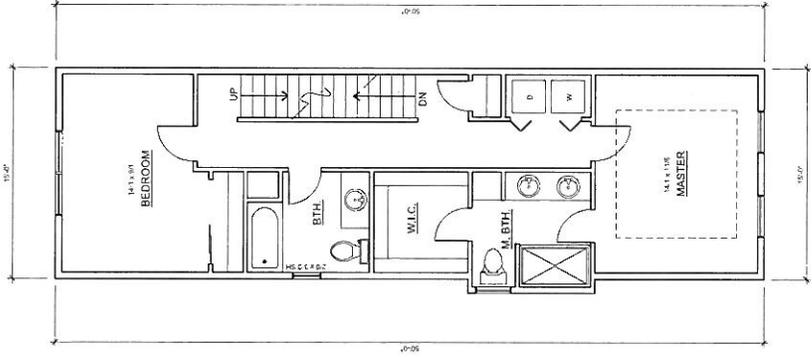


MAIN FLOOR PLAN
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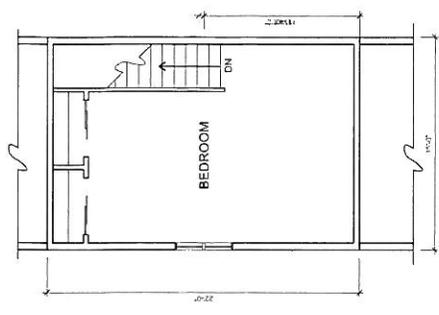
CASEY MEADOWS 15' X 58' FRONT LOAD DETACHED - TYPE B



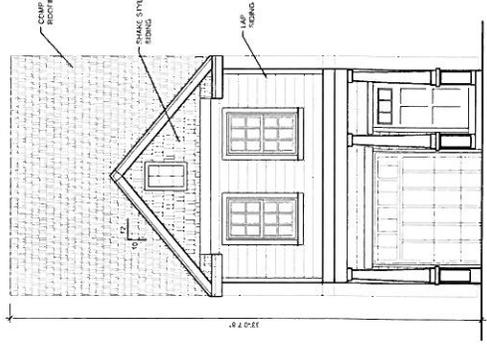
MAIN FLOOR PLAN 344 SF (07/11)



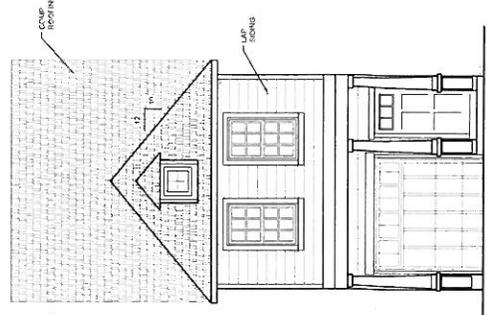
UPPER FLOOR PLAN 796 SF (02/08/11)



TOP FLOOR PLAN 138 SF (02/08/11) TOTAL: 1520 SF



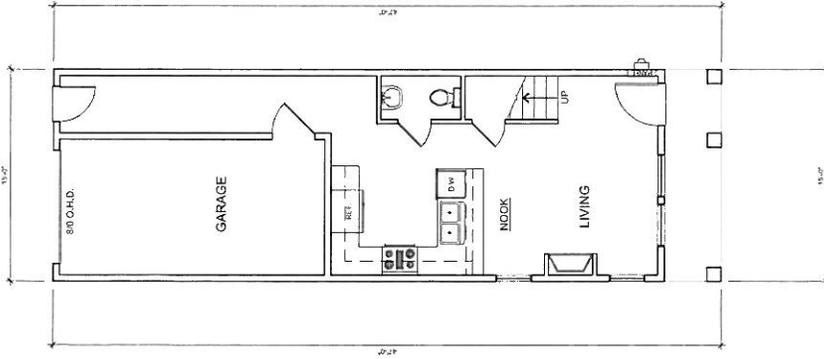
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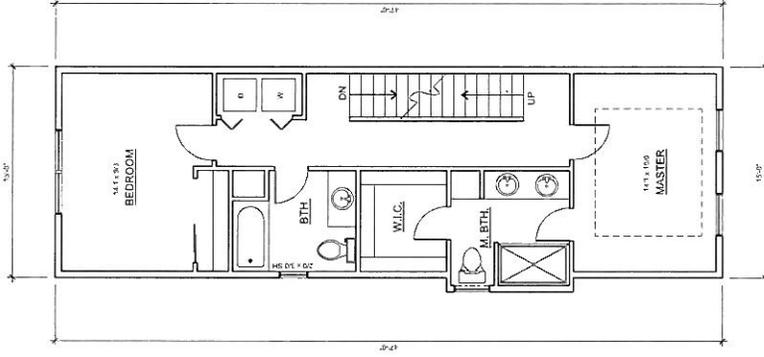
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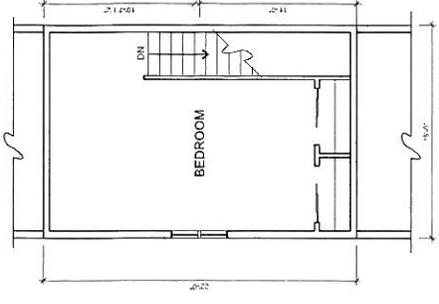
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FAX: (503) 639-5522



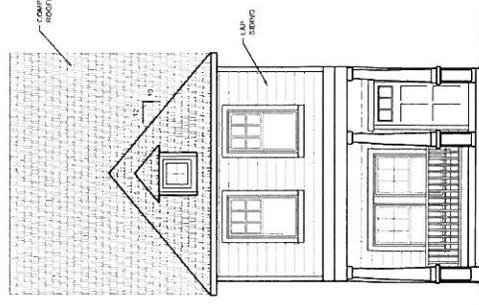
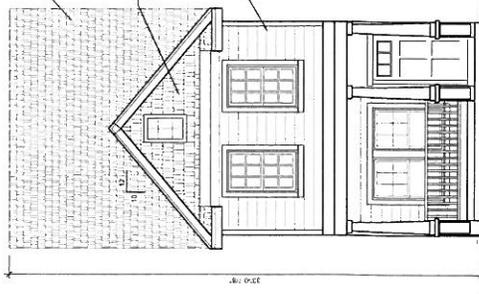
MAIN FLOOR PLAN
144 S.F.
07/20/15
1/4" = 1'-0"



UPPER FLOOR PLAN
144 S.F.
07/20/15
1/4" = 1'-0"



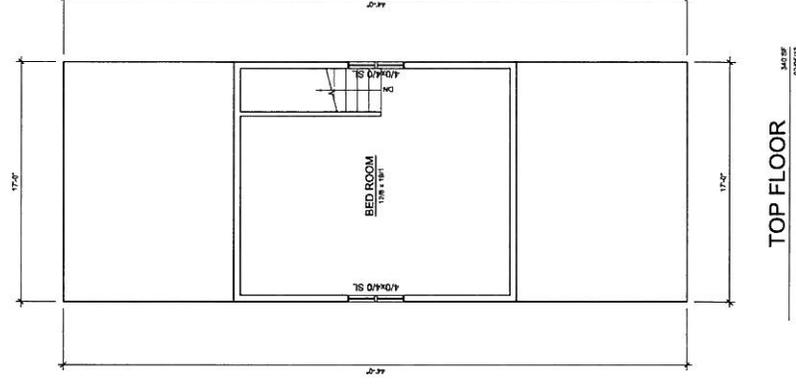
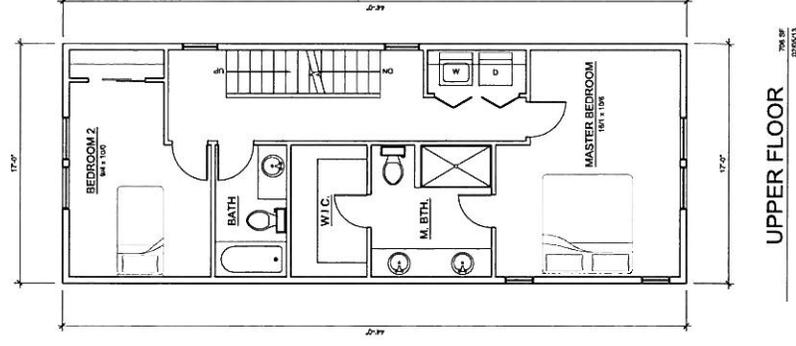
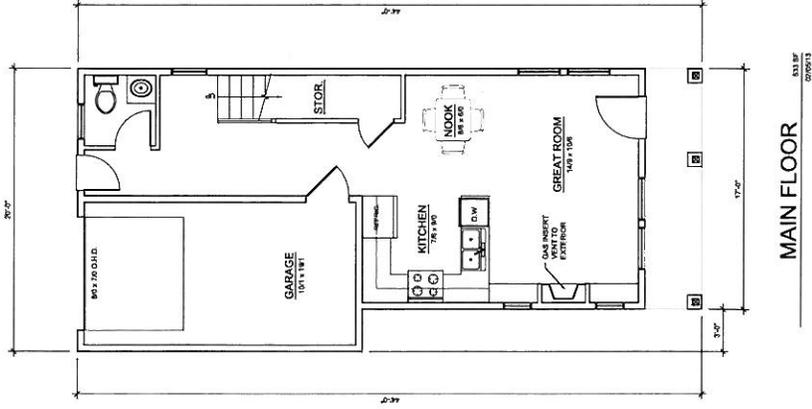
TOP FLOOR PLAN
144 S.F.
07/20/15
TOTAL: 1445 S.F.



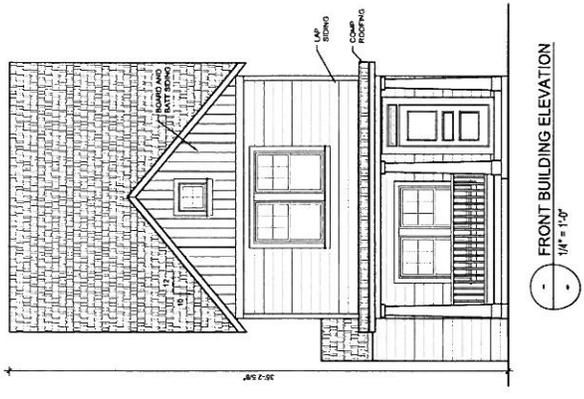
EMERIO
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6107 SW MURRAY BLVD. SUITE 147
BEAVERTON, OR 97008
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FAX (503) 535-0592

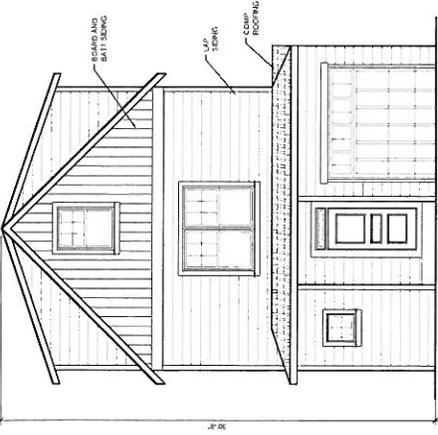
CASEY MEADOWS 15' X 47' REAR LOAD DETACHED - TYPE D

CASEY MEADOWS 17' X 44' REAR LOAD ATTACHED - TYPE E

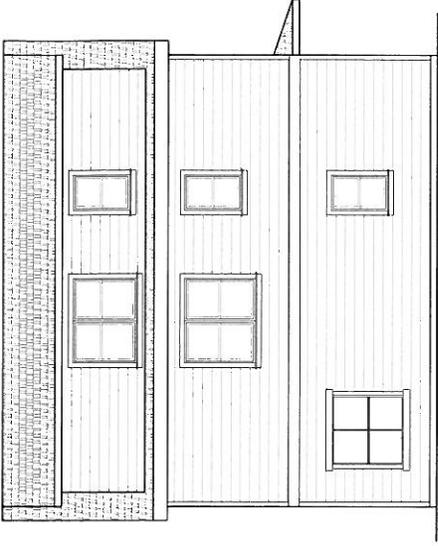


TOTAL: 1579 SF

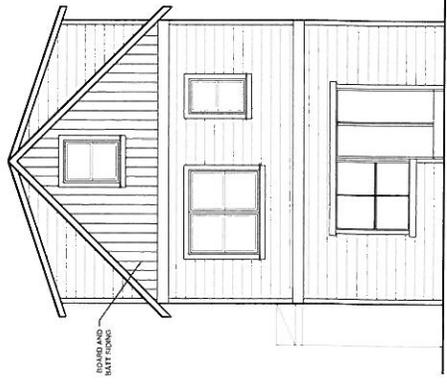




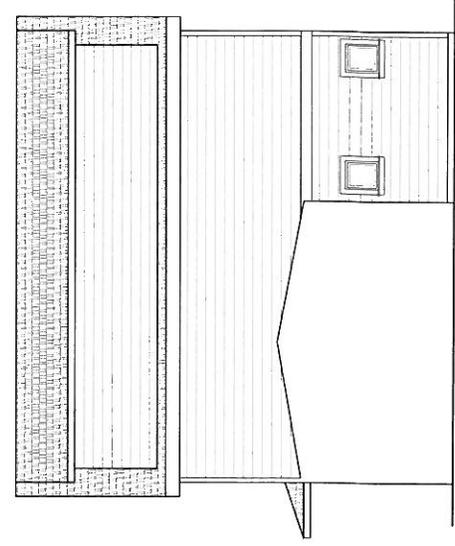
FRONT ELEVATION
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LEFT ELEVATION
1/4" = 1'-0"

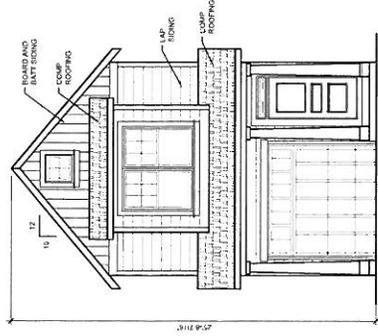
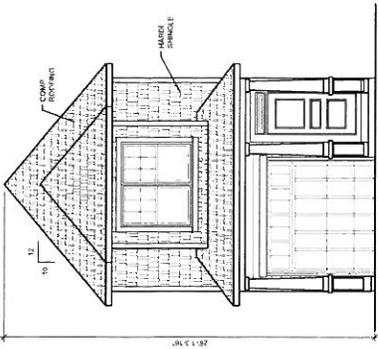


REAR ELEVATION
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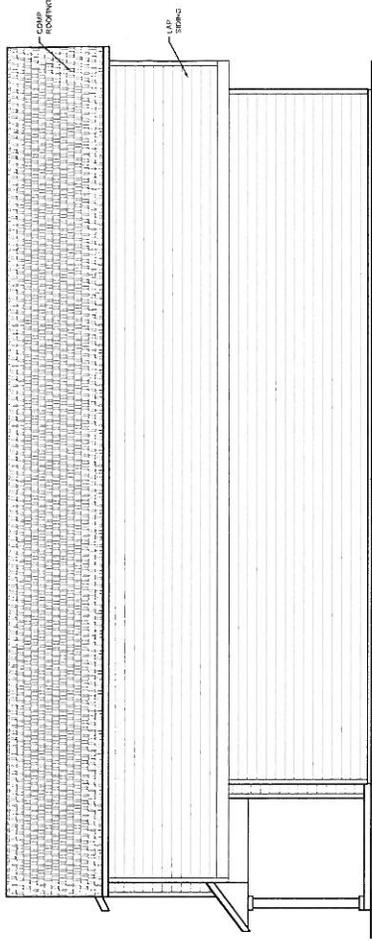
RIGHT ELEVATION
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CASEY MEADOWS 20' X 32' FRONT LOAD ATTACHED - TYPE A



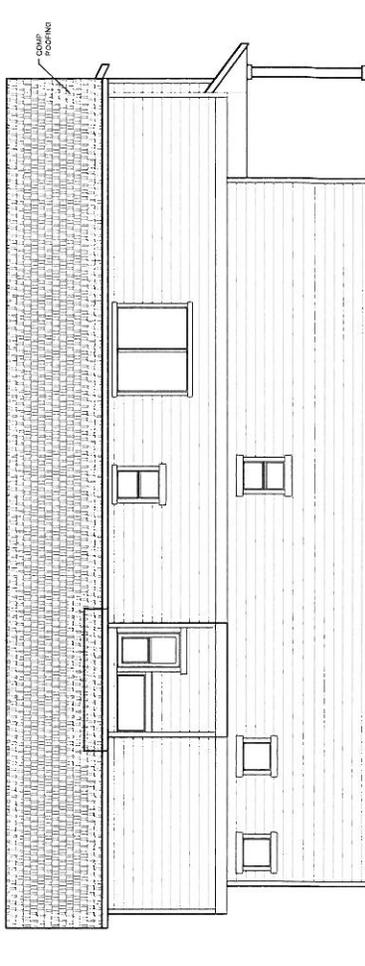
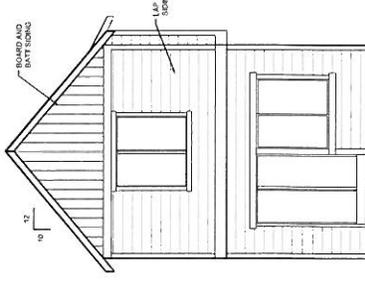
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1/4" = 1'-0"

RIGHT ELEVATION
1/4" = 1'-0"



REAR ELEVATION
1/4" = 1'-0"

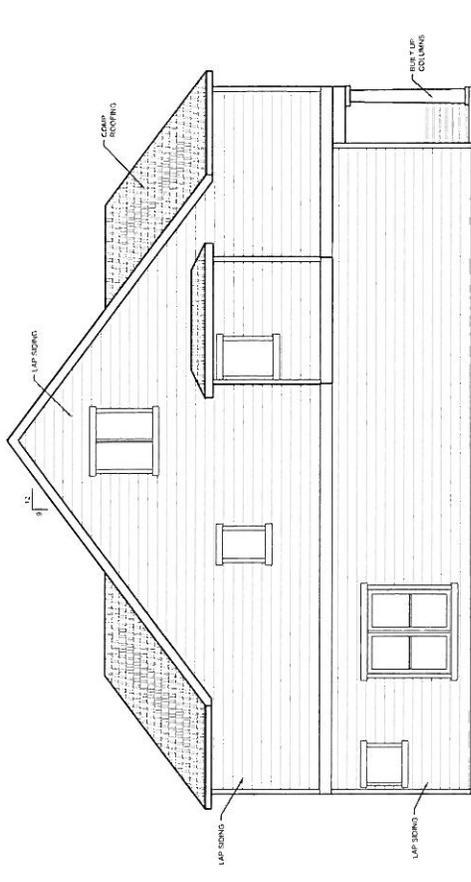
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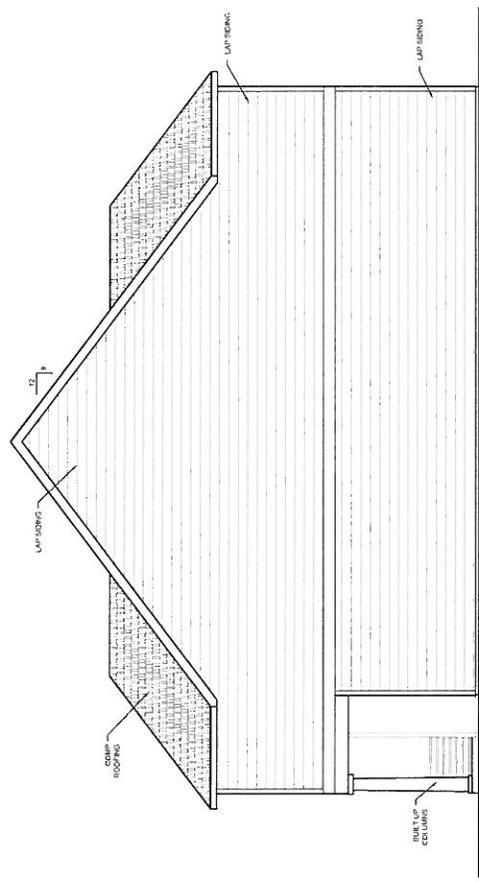
CASEY MEADOWS 15' X 58' FRONT LOAD DETACHED - TYPE B

EMERIO
Design

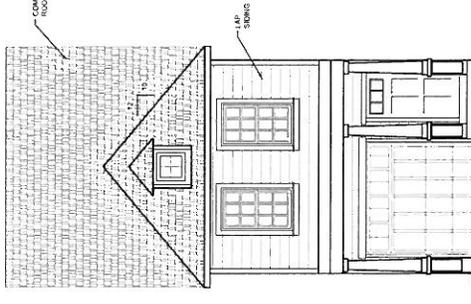
6107 SW MURRAY BLVD. SUITE 147
GAINESVILLE, FL 32609
PH: (352) 335-1228
FAX: (352) 335-1227



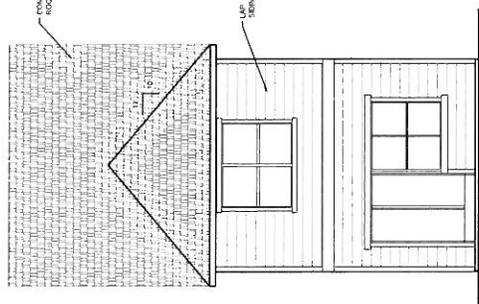
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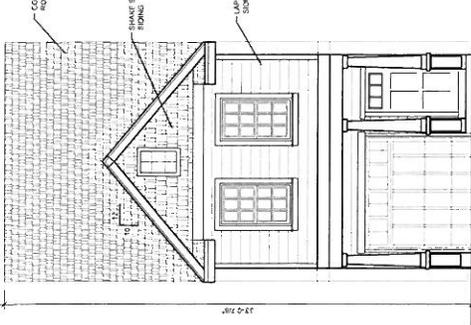
RIGHT ELEVATION
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FRONT ELEVATION
1/4" = 1'-0"

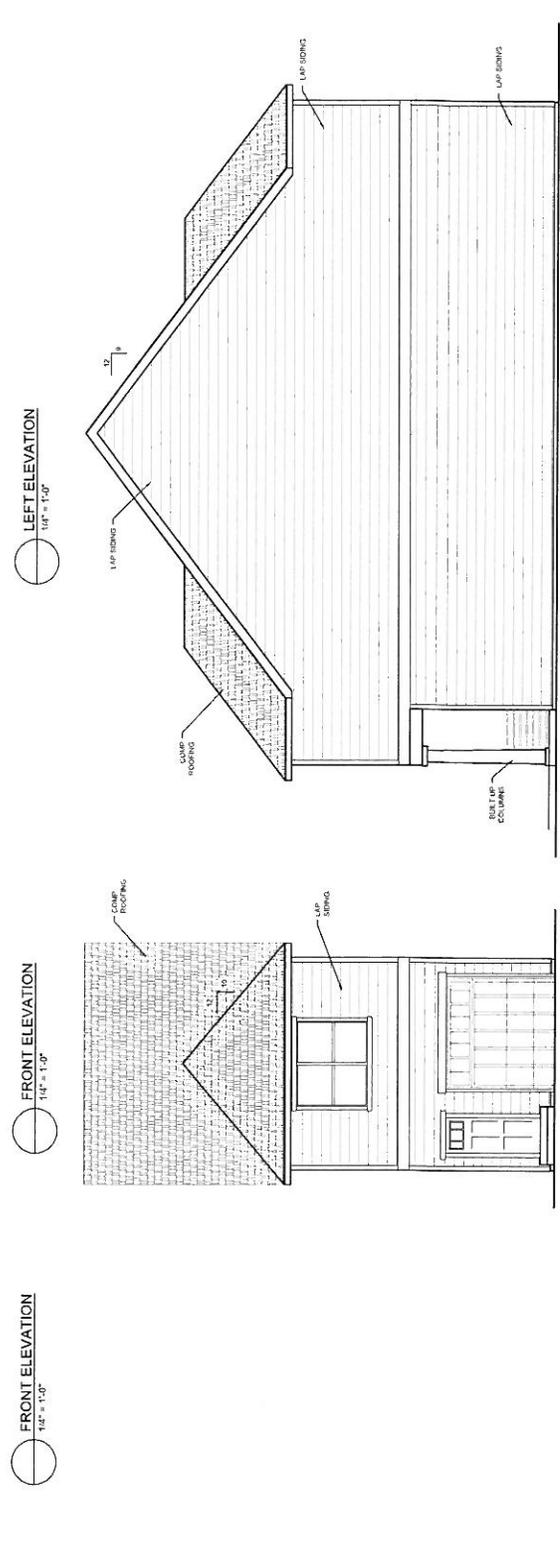
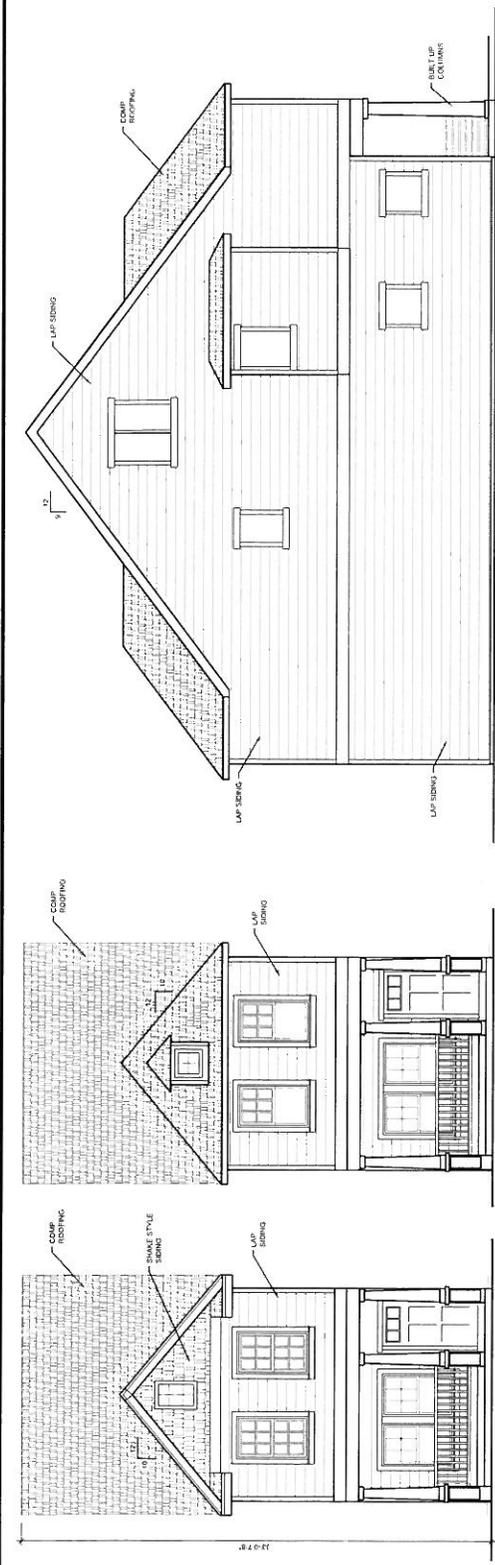


REAR ELEVATION
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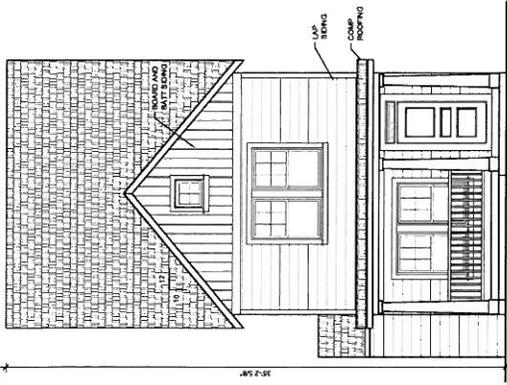


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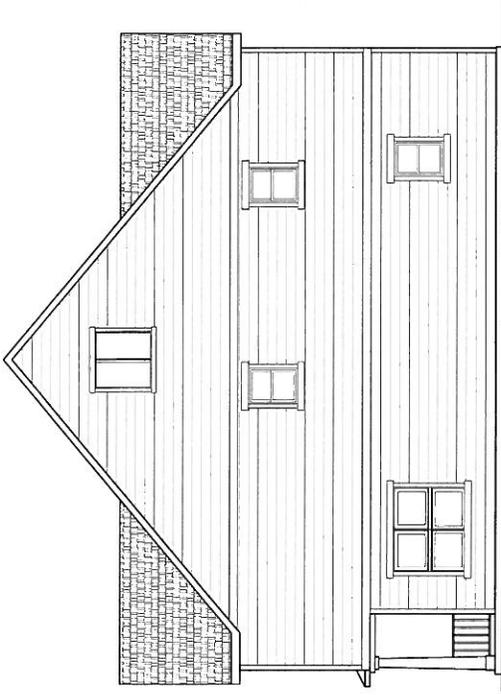
CASEY MEADOWS 15' X 50' FRONT LOAD DETACHED - TYPE C



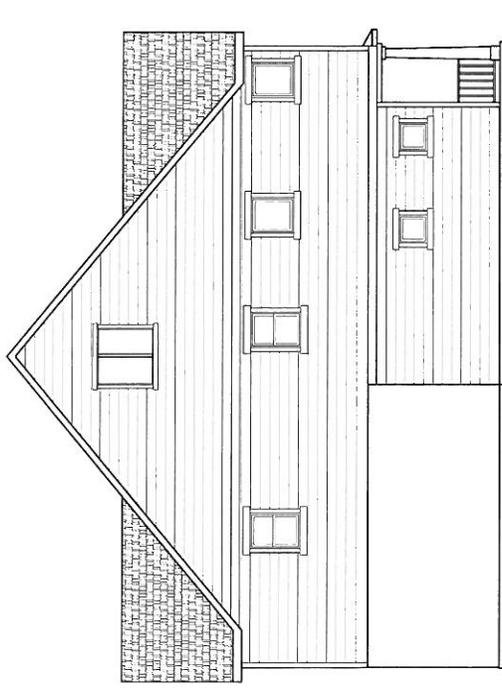
CASEY MEADOWS 15' X 47' REAR LOAD DETACHED - TYPE D



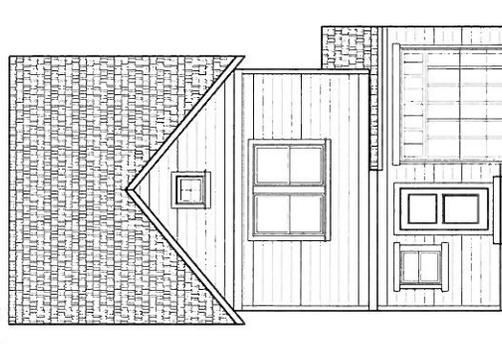
FRONT BUILDING ELEVATION
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REAR BUILDING ELEVATION
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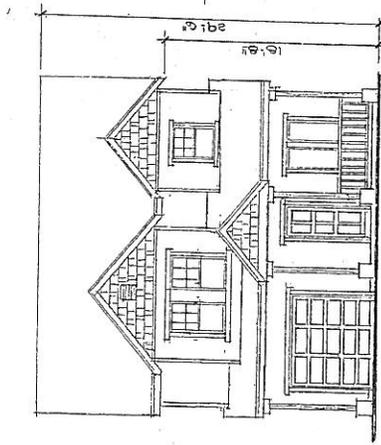
CASEY MEADOWS 17' X 44' REAR LOAD ATTACHED - TYPE E



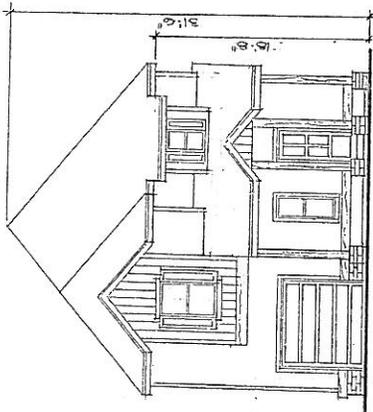




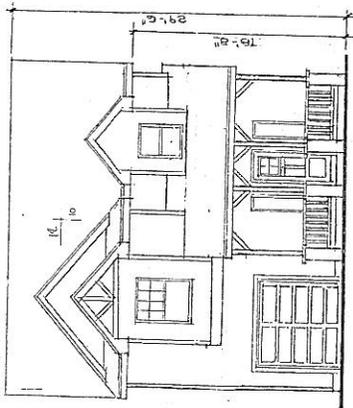




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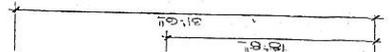
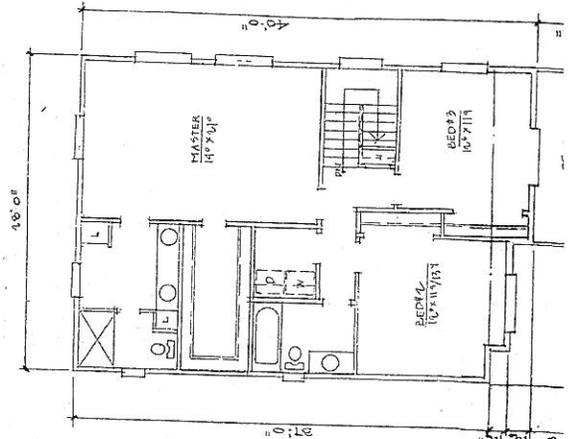
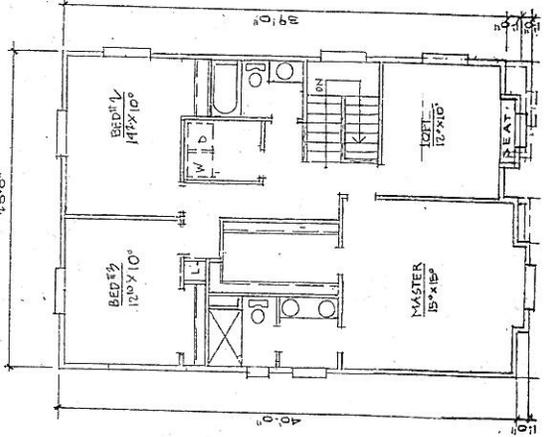
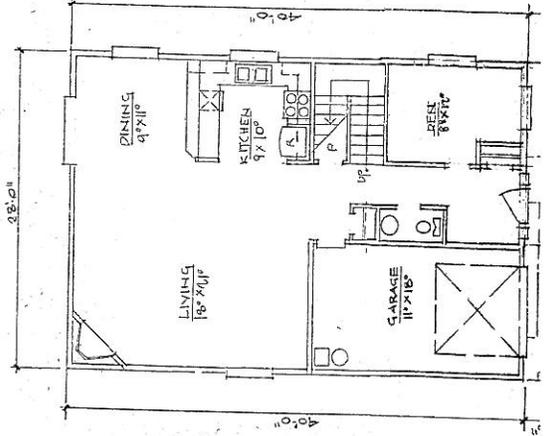


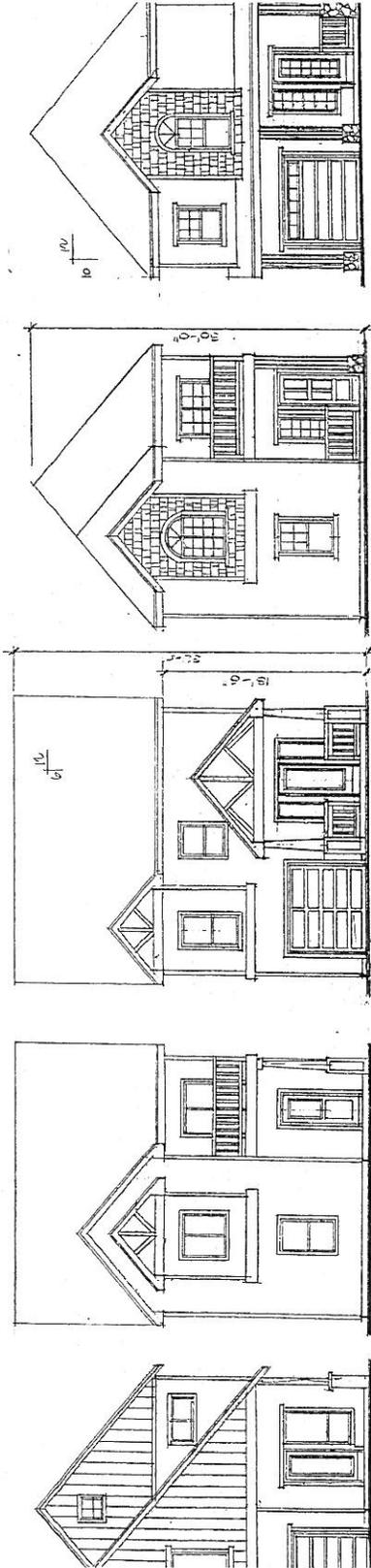
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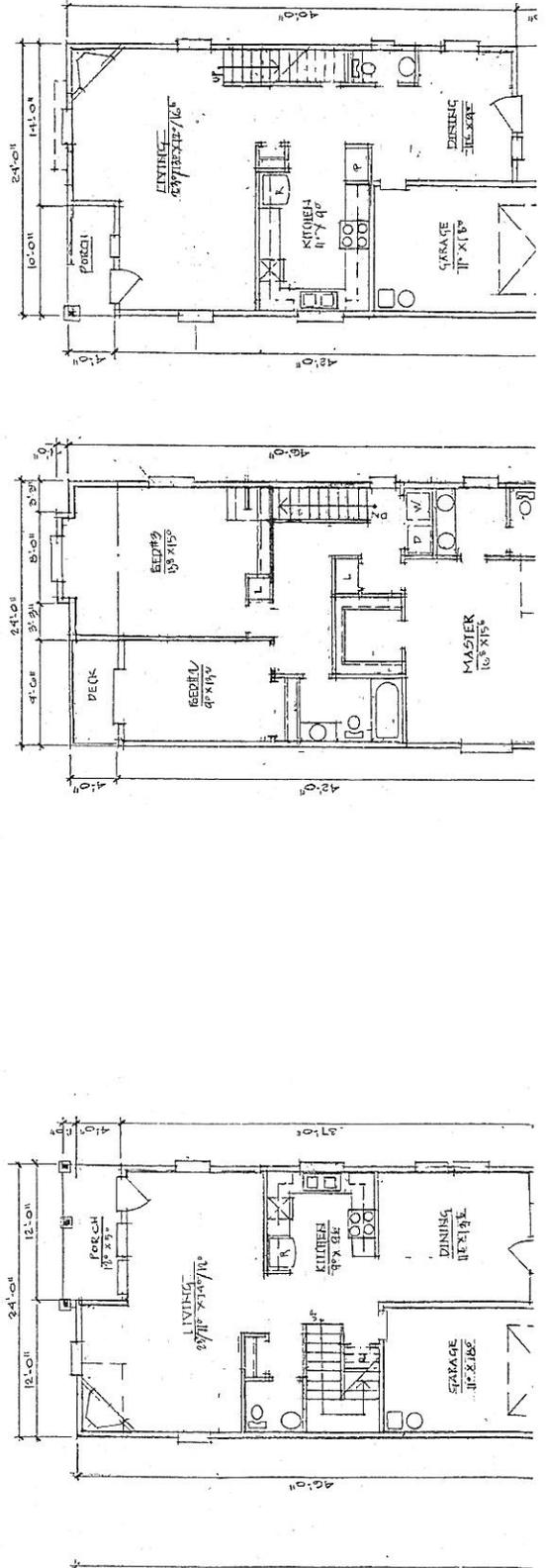
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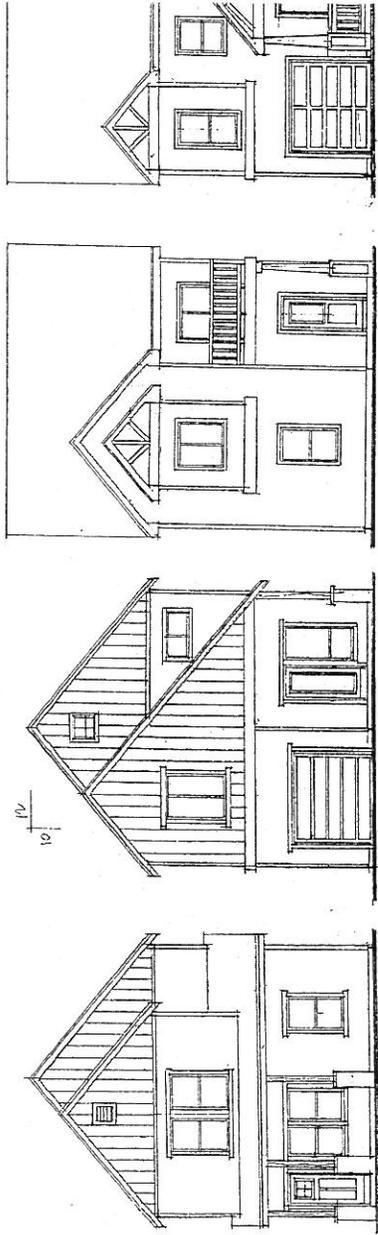
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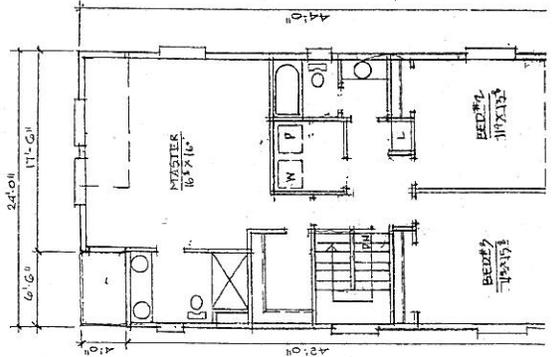
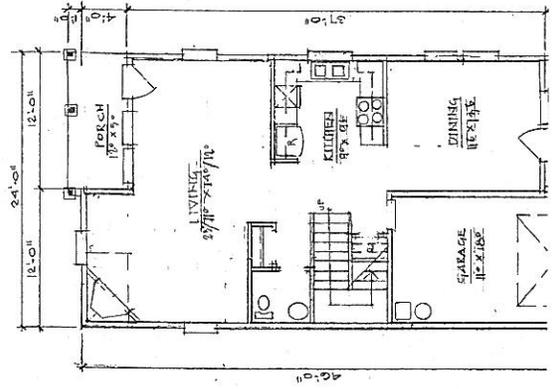


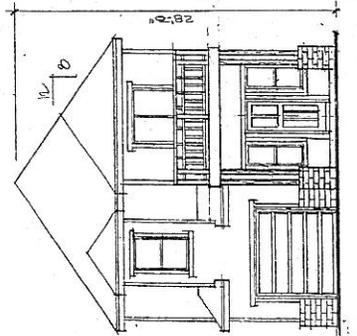
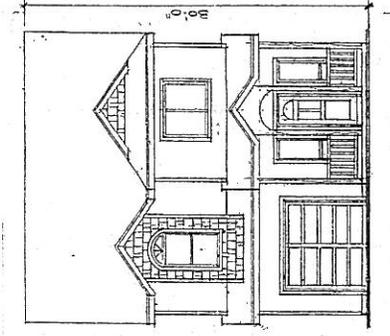
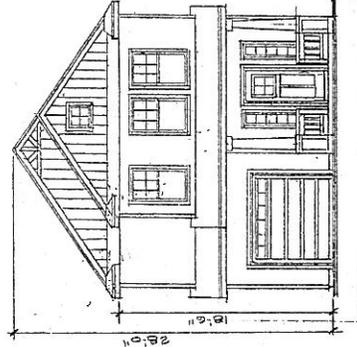
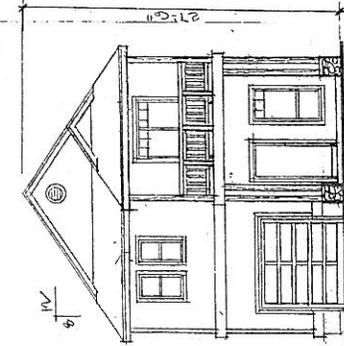
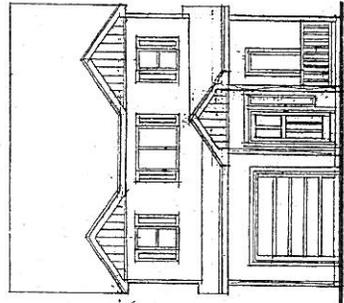
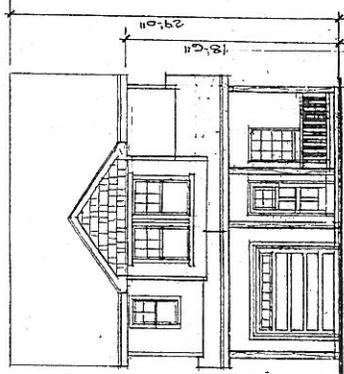
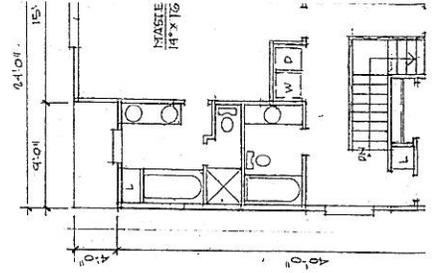
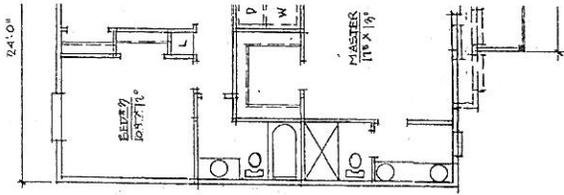
ELEVATION 'C' ALLEY & FRONT ELEVATION 'B' ALLEY & FRONT ELEVATION 'A'





ALLEY & FRONT ELEVATION 'C' ALLEY & FRONT ELEVATIO
 SCALE: 1/8"=1'-0"





FRONT ELEV. 'C' FRONT ELEV. 'B' FRONT ELEV. 'A'

SCALE: 1/8" = 1'-0"

ⓓ

25th AVE. LOTS 89-91

24' x 35' DETACHED HOUSE



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

DRAFT

June 3, 2013–7:00 P.M.

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1. CALL TO ORDER:

Chairman Beck called the meeting to order at 6:58 p.m.

Planning Commission Present: Al Miller, Lisa Nakajima, Dale Smith and Phil Ruder.

Absent: Tom Beck, Carolyn Hymes, Luann Arnott,

Staff Present: Jon Holan, Community Development Director; Pam Beery, City Attorney; Marcia Phillips, Assistant Recorder.

2. PUBLIC MEETING:

2.1 PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS: None.

2.2 PUBLIC HEARING:

**A. Modification of the Casey Meadows Planned Residential Development PRD-13-00371 and PRD-06-02. Applicant/Property Owner is City Redevelopment LLC and Applicant's Representative is Emerio Design LLC.
(To be continued to June 17, 2013)**

Vice Chairman Nakajima opened the public hearing at 7:00 pm, and took a motion from Commissioner Ruder to continue the modification of the Casey Meadows PRD to June 17, 2013. Commissioner Smith seconded. Motion passed 4-0 with a voice vote.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS:

Planning Commission Training.

Vice Chairman Nakajima turned the meeting over to staff and City Attorney, Pam Beery. Mr. Holan gave a few brief opening comments, and introduced Ms. Beery to the new members of the Planning Commission.

Ms. Beery: Welcome to the two new Commissioners, and thank you for your service. I encourage all of the Commissioners to ask questions during this training session, and I encourage interaction. Oregon is one of the most rule based land use states. A simple definition of a "land use decision" involves: a final decision or determination made by a local government or special district that concerns the adoption, amendment or application of Statewide Planning Goals, a comprehensive plan provision, and the local land use regulations.

Ms. Beery: A "limited land use decision" involves: a final decision or determination made by a local government regarding a site within an urban growth

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boundary that concerns the approval or denial of a tentative subdivision or partition plat, or the approval or denial of an application based on discretionary standards that regulate physical characteristics of an outright permitted use.

Ms. Beery: In Oregon, there are several levels of government that simultaneously regulate land use – the state, city, county and special districts. A local government, such as a city or a county, adopts its own land use plan as well as regulations to implement the plan. However, the local government’s plan and regulations must be consistent with and implement state policies that are set forth in the Statewide Planning Goals and Oregon Administrative Rules (OAR). Those cities and counties located within Metro must also meet regional requirements established by Metro.

Ms. Beery: The Oregon Land Conservation and Development Commission (LCDC) adopts the statewide land use goals and administrative rules, assures local plan compliance with applicable land use laws, coordinates state and local planning, and manages the coastal zone program.

Ms. Beery: DLCD is the state agency that administers the state’s land use planning program. DLCD works under and provides staff support for LCDC. DLCD is authorized to participate in local land use decisions that involve statewide planning goals or local acknowledged plans or regulations. With LCDC approval, DLCD may initiate or intervene in the appeal of a local decision when the appeal involves certain pre-established factors laid out in ORS 197.090(2) to (4). DLCD is also involved in reviewing and acknowledging local comprehensive plans.

Ms. Beery: Most appeals of a local land use decision go to the Land Use Board of Appeals (LUBA). LUBA is comprised of three board members who are appointed by the governor and confirmed by the state senate. Anyone who participates in a local land use decision may appeal the decision to LUBA within 21 days of the date the decision becomes final.

Ms. Beery: As Planning Commissioners, you are sitting something like judges making quasi-judicial decisions. A quasi-judicial decision typically applies pre-existing criteria to an individual person or piece of land. Determining whether a proceeding is “quasi-judicial” depends upon whether the decision displays the characteristics of such decision as identified by the Oregon Supreme Court. First, the proceeding must be “bound to result in a decision”. Second, the local government must be “bound to apply preexisting criteria to concrete facts”. Third, the decision must be “directed at a closely circumscribed factual situation or a relatively small number of persons”. Typical examples of a quasi-judicial decision include design reviews, partitions and subdivisions, a zone change for a small number of lots or parcels, development permits and variances. ORS 197.763 sets out minimum standards for due process.

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Ms. Beery: At the close of the initial hearing any participant may request that the record be held open in order to allow time to submit additional evidence regarding the application. The City can either hold the record open for a specific period to allow additional written evidence, or continue the hearing to a specific date, time and place at least seven days in the future. It is the City's choice whether to continue the hearing or leave the record open, which may depend on the nature of the evidence to be submitted and the time available in which to render a final decision. Then the final decision on a permit application must be made in writing and sent to all parties to the proceeding and it must include notice of appeal procedures.

Ms. Beery: Legislative decisions typically involve the adoption of more generally applicable policies, standards, etc., that apply to a variety of situations and a broad class of people. Examples include: amending the comprehensive plan, a zone change that applies broadly to large areas, or changes to the text of the development code to include or delete specific uses in a zoning classification. The City is not required to reach a decision on a legislative proposal and may table the issue or decline to review it altogether.

Ms. Beery: The purpose of declaring ex parte contacts, bias and conflicts of interest is to ensure that quasi-judicial land use applications are decided by an impartial hearing body. Declaring ex parte contacts, bias or conflicts of interest is required prior to conducting a hearing on any quasi-judicial land use decision. As a resident of the community, Planning Commission members frequently have personal beliefs, business associations, membership with organizations, and relatives living and working within the community who may be affected directly or indirectly by issues presented by a land use application. Disclosing these beliefs or associations is required only where such beliefs or associations will affect the ability of the Planning Commissioner to render an impartial decision.

In response to a question from the Commission, Ms. Berry explained when it is appropriate for a Commissioner to step down.

Ms. Berry: An ex parte contact is commonly understood as a meeting, written communication (including email), or telephone conversation between a Commissioner and an interested party outside of the public hearing process. It also encompasses any evidence relating to a pending application that is not fully disclosed but relied on by a Commissioner in making a final decision. Ex parte contact does not render a decision unlawful so long as there is full disclosure. In a quasi-judicial setting, regardless of whether the ex parte contact affects the impartiality of the Commissioner, it must be disclosed. Disclose ex parte contacts at the beginning of the hearing and talk about the substance of the contact, so people can understand what the Commissioner heard. Communication with City staff is not considered an ex parte contact.

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In response to a question from the Commission, Ms. Berry discussed site visits and how they should be disclosed.

Ms. Beery: A conflict of interest is defined as any decision or act by a public official that would result in a “private pecuniary benefit or detriment”. An actual conflict extends to financial gain or loss to the Commissioner and also to any relatives, household members or any business with which the Commissioner or a relative is associated. Where a Commissioner is part of a class that consists of a larger group of people affected by a decision, no conflict exists. The class exemption depends on the facts of each case.

Ms. Beery: Bias involves what you think, feel and believe. Commissioners are not expected to be free of bias but they are expected to put whatever bias they may have aside when deciding individual permit applications, engage in the necessary fact finding and attempt to interpret and apply the law to the facts as they find them. The main objective is to maintain public confidence in public processes.

In response to a question from the Commission, Ms. Beery encouraged the Commissioners to keep electronic Forest Grove files separate from personal files, so personal information does not have to be disclosed.

Ms. Beery gave each of the Commissioners Handout # 2 – Findings and Conditions of Approval, which contained drafting suggestions.

Ms. Beery: Each finding in a decision should include the following elements: state the approval criterion, explain how the decision maker interprets that criterion, explain the facts of the proposal and how those facts lead to the conclusion that the criterion is or is not satisfied, and respond to any issues raised regarding compliance with the criterion.

Ms. Beery: Conditions of Approval are one of the most common areas for mistakes. The Commission has the authority to impose conditions, but have to find that the applicant can meet them. Do not use Conditions of Approval to “fill holes” that really cannot be filled. When drafting Conditions of Approval remember Why? What? Who? When?

Ms. Beery gave examples of good and bad Conditions of Approval. She explained what the Planning Commission can ask for and what it cannot. Ms. Beery said it is important to remember that when asking for a right-of-way there needs to be a reasonable connection between what you are asking for and the application.

Ms. Beery invited the Commissioners to attend a seminar given by her firm of attorneys which will take place September 13th at Jenkins Estate.

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3.0 BUSINESS MEETING:

3.1 **APPROVAL OF MINUTES:** Commissioner Smith made a motion to approve the minutes of the May 20th meeting. Commissioner Miller seconded. Motion passed 4-0 with a voice vote.

3.2 **REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:** None.

3.3 **DIRECTOR'S REPORT:**

Mr. Holan said the next meeting will be a public hearing on modifications to the Casey Meadows Planned Residential Development.

3.4 **ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on June 17, 2013.

3.5 **ADJOURNMENT:** The meeting was adjourned at 9:00 pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder