ORDER NO. 2020-04

ORDER AMENDING THE FOREST GROVE ZONING MAP TO RE-DESIGNATE CERTAIN CITY-OWNED PARCELS FROM INSTITUTIONAL TO TOWN CENTER TRANSITION; FILE NUMBER 311-20-000062-PLNG

WHEREAS, as authorized by Forest Grove Development Code §17.1.210(D), the Community Development Director initiated a land use application, on behalf of the Administrative Services Department, to re-designate certain City-owned properties in the downtown from Institutional to Town Center Transition; and

WHEREAS, as required by Oregon Administrative Rules Chapter 660-018-0022, notice of this application was provided to the Oregon Department of Land Conservation and Development on May 6, 2020, which is more than 35 days prior to the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development Code §17.1.610(C), notice of this application was mailed to all property owners of record and other interested parties within 300 feet of the boundaries of the subject properties; and

WHEREAS, as required by the Forest Grove Development Code §17.1.610(C), notice of said notice was mailed at least 20 days before the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development §17.1.610(A) notice of the Planning Commission's public hearing to consider this application was published in the Forest Grove News Times on July 16, 2020; and

WHEREAS, the Planning Commission held the duly-noticed Public Hearing on this matter on July 20, 2020; and

WHEREAS, the Planning Commission closed the Public Hearing and voted unanimously to approve the re-designation of the subject property as described by Planning Commission Decision No. 2020-07, dated July 21, 2020, and Exhibit A; and

WHEREAS, Planning Commission Decision No. 2020-07 was forwarded to City Council for Public Hearing on September 7, 2020; and

WHEREAS, notice of the City Council Public Hearing was published on September 3, 2020, as required by City Council rules; and

WHEREAS, the City Council conducted the duly-noticed Public Hearing on September 14, 2020; and

WHEREAS, the City Council closed the Public Hearing and voted unanimously to approve Planning Commission Decision and Recommendation No. 2020-07.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDERS AS FOLLOWS:

Section 1. The City Council hereby orders re-designation of the City-owned parcels as shown on Exhibit A.

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

PRESENTED AND PASSED this 14th day of September, 2020.

Anna D. Ruggles

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of September, 2020.

P B Truax

Peter B. Truax, Mayor

EXHIBIT A

ORDER 2020-04
ZONING MAP AMENDMENTS

USE	ADDRESS	MAP & TAX LOT NO.	FROM	To
Community Auditorium	1915 Main Street	1S306BB10100	INST	TCT
Community Auditorium Parking Lot		1S306BB10202	INST	TCT
Police Department & Library	2102 Pacific Avenue	1S306BA05400	INST	TCT
Fire Department	1919 Ash Street	1S306BA06400	INST	TCT
City Hall	1924 Council Street	1S306BB10000	INST	TCT
Engineering Offices	1928 Council Street	1S306BB09700	INST	TCT

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FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	7. & 8.
MEETING DATE:	09/14/2020
FINAL ACTION:	ORDER 2020-03 ORDER 2020-04

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *September 14, 2020*

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

SUBJECT TITLE: *Comprehensive Plan Map & Zoning Map Amendments Affecting City-Owned Property in the Town Center; File No. 311-20-000062-PLNG*

ACTION REQUESTED:

	Ordinance	X	Order		Resolution		Motion		Informational

X all that apply

ISSUE STATEMENT: The City of Forest Grove owns several sites in downtown Forest Grove designated Institutional on the Forest Grove Comprehensive Plan Map and Public on the Zoning Map. These sites include the Forest Grove Library, Police Department, Fire and Rescue Department, City Hall, Engineering Division offices, Community Auditorium and central downtown public parking lot between Main Street, 21st Avenue, A Street and Pacific Avenue.

As stated in part in the Forest Grove Development Code (§17.3.200) The Institutional zone is intended to serve larger institutional facilities such as campuses, public school sites and associated playgrounds, hospitals, corporation yards, sewer and water treatment facilities and cemeteries. The Development Code goes on to say smaller facilities can be found within other appropriate zone districts.

The Planning Commission considered whether the City-owned properties in the downtown should be considered larger institutional facilities as described by the Development Code or should be re-designated to another appropriate zone district. After careful deliberation, the Planning Commission decided to recommend to City Council that the City-owned property downtown now designated/zoned institutional be re-designated to the Town Center similar to other properties in the downtown. The recommended re-designation would result is applying the same development standards to property in the downtown independent of whether the property is publicly or privately owned.

BACKGROUND: City Council adopted the current Development Code in 2009. At that time City property was designated Institutional on the Comprehensive Plan map and Public on the zoning map with one exception. The public parking lot between Main Street and A Street north of Pacific Avenue was designated Institutional on Comprehensive Plan map but is currently zoned Town Center Core.

As stated in the Development Code, the Public zoning designation is intended to serve larger institutional facilities such as campuses, public school sites as associated playgrounds, hospitals, corporation yards, sewer and water treatment facilities and cemeteries (§17.3.200). The City facilities located in the Town Center are smaller facilities intended to fit in within the pedestrian-oriented Town Center context.

The Development Code in §17.3.400 states the purpose of the Town Center zones is to implement the Forest Grove Town Center Plan and to reinforce the historic role of the downtown as the civic, financial and business center for Forest Grove. The Development Code also states specific development and design standards are adopted for the Town Center zones to reflect the established storefront character of the area and to enhance an active and attractive pedestrian environment for shoppers, employees and residents. No such design standards have been adopted for the Institutional zone.

The proposed re-designation ensures that future exterior remodeling or redevelopment of City property complements the Town Center and makes certain that City property is held to the same standards as any other property zoned Town Center.

STAFF RECOMMENDATION: Staff recommends City Council accept the Planning Commission recommendation to re-designate the City-owned property Town Center and adopt the required orders to make this change.

ATTACHMENT(s):

A. PowerPoint Presentation
B. Published Notice for City Council Public Hearing
C. Proposed Order Comprehensive Plan Map Amendment
D. Proposed Order Zoning Map Amendment
E. Planning Commission Decision and Recommendation No. 2020-07
F. Planning Commission Record

FOREST GROVE OREGON

COMPREHENSIVE PLAN MAP & ZONING MAP AMENDMENTS

AFFECTING CITY PROPERTY IN THE TOWN CENTER

DAN RIORDAN
SENIOR PLANNER

09/14/20

REQUEST

- This is a City-initiated request, on behalf of the City's Administrative Services Department, to amend the Comprehensive Plan Map and Zoning Map.

- If approved, the amendments would make the Comprehensive Plan Map and Zoning Map designations for certain City-properties consistent with privately-owned properties in the downtown.

- As a result, the same high level of design guidelines and standards would apply to property based on location and context rather than public or private ownership.

BACKGROUND

Some History.....

- In 2009, the City adopted a new Development Code that among other things established various Town Center zones.

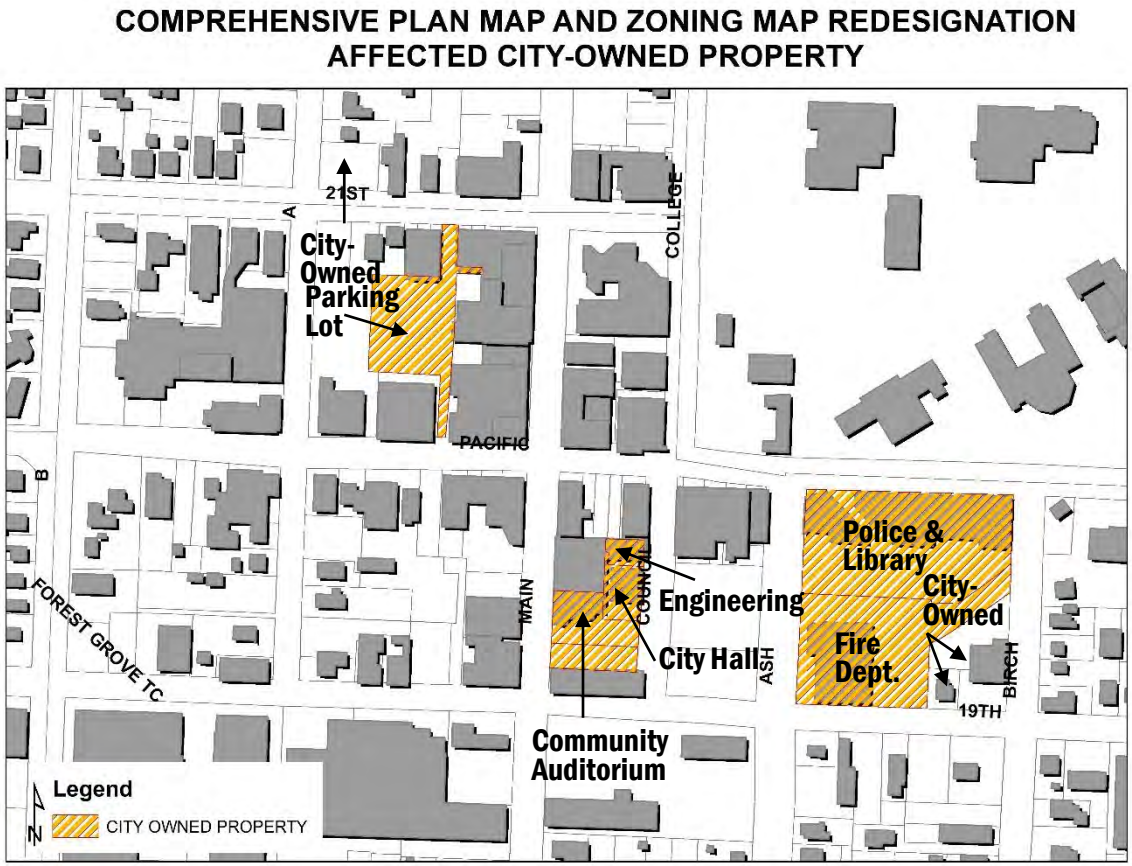
- The purpose of the Town Center zones is to reinforce the historic role of the downtown as a **civic**, financial and business center for the City.

- As stated in the City's Design Guideline Handbook, "new projects should use design elements that reinforce or enhance the character of the Town Center."

BACKGROUND

Institutional Zone

Concurrent with adoption of the 2009 Development Code, the City applied the Institutional plan designation to some publicly owned facilities including sites in downtown Forest Grove.



FOREST GROVE OREGON

BACKGROUND

Overview of City Facilities Downtown Designated Public or Institutional

City Facility	Building Type	Area (Square Feet)
Library*	One Story	24,700
Police Station*	One Story	12,900
Fire Station*	Two Stories	17,900
Engineering Building	One Story	3,900
City Hall	Two Stories	8,400
Community Auditorium and Parking	One Story	5,200

* These sites were part of a prior proposal for re-designation that has since been withdrawn in favor of a comprehensive approach to re-designate all City-owned properties in the Town Center designated public on Comprehensive Plan map or Institutional on the Zoning Map.

The Light and Power property on 19th Avenue and C Street is unaffected by this proposal since that property is designated General Industrial and not Institutional.

BACKGROUND

Institutional Zone

- The Institutional zone district implements the Public Comprehensive Plan designation.

- As stated in the Development Code, the Institutional zone is intended to serve larger institutional facilities such as campuses, public school sites, hospitals, and sewer and water treatment facilities.

- The City's Design Guideline Handbook does not include design guidelines for the Institutional zone.

BACKGROUND

Institutional Zone

- The Development Code states that smaller public facilities can be found within other appropriate zone districts.

- However, the Development Code provides no guidance as to what constitutes a smaller facility or what an appropriate zone district is.

- Therefore, the City Council, with input from the Planning Commission, has the discretion to make such determinations.

BACKGROUND

The Policy Question the Planning Commission considered:

Q: Should City-owned facilities in the downtown be considered the same as larger institutional facilities similar to campuses, hospitals, sewer and water treatment facilities or public schools?

A: No

BACKGROUND

The Policy Question the Planning Commission considered:

Q: Given the answer to the previous question, is the Institutional Zone, the most appropriate zone, to apply to City-owned properties downtown?

A: No

PC DECISION (2020-07)

- Based on the answers to the previous questions, the Planning Commission adopted findings and made a unanimous recommendation that City Council:

- Amend the Comprehensive Plan Map to re-designate the City-owned sites identified by from Public to Town Center Transition and Town Center for the City's central parking lot between Main Street and A Street which is currently zoned Town Center.

- Amend the Zoning Map to re-designate the City-owned sites from Institutional to Town Center Transition.

RATIONALE FOR RECOMMENDATION

- The Town Center zone allows offices, cultural institutions, such as libraries, and emergency services such as police and fire stations as conditional uses.

- Applying the Town Center zone to City-owned facilities in the Town Center ensures City-owned properties are held to the same standards as privately-owned buildings and land in the Town Center.

RATIONALE FOR RECOMMENDATION

- Applying the Town Center designation to City-owned property downtown establishes a basis for applying the Town Center design guidelines and standards when City-owned facilities are remodeled or redeveloped.

- The Town Center designation expands opportunity for re-use of City-owned facilities for other purposes if City facilities are relocated in the future.

FACTUAL BASIS FOR RECOMMENDATION

- Re-designating the City-owned property is consistent with the Forest Grove Comprehensive Plan Polices pertaining to the Town Center (staff report Attachment C)

- Development Code zoning map amendment criteria (staff report Attachment D)

- Metro Urban Growth Management Plan related to Town Centers (staff report Attachment E)

FACTUAL BASIS FOR RECOMMENDATION

- Oregon Statewide Planning Goals related to land use planning (staff report Attachment F)

- Oregon Transportation Planning Rule related to traffic impacts resulting from Comprehensive Plan map changes (Staff report Attachment G)

STAFF RECOMMENDATION

Based on the analysis and findings of fact and conclusions contained in the record…

Staff recommends the City Council approve the Planning Commission and staff recommendations to:

> Amend the Comprehensive Plan Map and Zoning Map to re-designate the City-owned sites in the downtown as outlined in the attached orders.

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ATTACHMENT B

FOREST GROVE OREGON

A place where families and businesses thrive.

NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL
FILE NUMBER 311-20-000062-PLNG

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a **Public Hearing** on **Monday, September 14, 2020,** at **7:00 p.m.** or thereafter, at the Community Auditorium, 1915 Main Street, to review the following proposal:

Request: Consider Planning Commission recommendation to amend the City's Comprehensive Plan Map to re-designate certain City-owned parcels from Institutional to Town Center Transition and one parcel from Institutional to Town Center Transition and to also amend the City's Zoning Map to re-designate certain City-owned parcels from Public to Town Center Transition

Property Owner and Applicant: City of Forest Grove

Location: Forest Grove Town Center

Criteria: Oregon Statewide Land Use Planning Goals 2 (Land Use), 10 (Housing) and 12 (Transportation), Metro Urban Growth Management Functional Plan Title 6 (Centers, Corridors, Station Communities, and Main Streets), Forest Grove Comprehensive Plan, Forest Grove Development Code Section 17.2.770 (Zone Change Review Criteria)

File Number: 311-20-000062-PLNG

All persons will be given reasonable opportunity to give testimony about this proposal responding to the review criteria above. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Oregon Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. COVID-19 NOTICE: The City Council meeting will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium (social distancing protocols). However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming and streamlined **LIVE** **Channel 28** & **Channel 30** on their website & **LIVE** Streamed on MACC TVCTV **YouTube Channel 30**. The Council encourages that written comments or testimony be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116,

aruggles@forestgrove-or.gov. A copy of the staff report is available seven days prior to the hearing and is published on the City's website at https://www.forestgrove-or.gov/meetings. For further information pertaining to this proposal, please contact Senior Planner Dan Riordan, driordan@forestgrove-or.gov, Community Development Department, 1924 Council Street, (503) 992-3233 between 9 a.m. and 5 p.m.

COMPREHENSIVE PLAN MAP AND ZONING MAP REDESIGNATION
AFFECTED CITY-OWNED PROPERTY

###

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove

Forest Grove News-Times
09/03/2020

Date: September 14, 2020 **Agenda Item:** 8.

Subject: PUBLIC HEARING AND ORDER NO. 2020-04 AMENDING THE FOREST GROVE ZONING MAP TO RE-DESIGNATE CERTAIN CITY-OWNED PARCELS FROM INSTITUTIONAL TO TOWN CENTER TRANSITION; FILE NO. 311-20-000062-PLNG

CITY COUNCIL MEETING
Request to Testify at Public Hearing

Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign-in for the Public Hearing prior to the meeting. The Mayor or presiding officer will review the complete hearing instructions prior to testimony. The Mayor or presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Mayor and Council, please move to the witness table (center front of the room). Each person should speak clearly into the microphone and must state their first and last name and provided a mailing address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the Mayor or presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

Please sign-in below to testify:

PROPONENTS: *(Please print legibly)*

First & Last Name:	*Address:*	*City, State & Zip Code:*

OPPONENTS: *(Please print legibly)*

First & Last Name:	*Address:*	*City, State & Zip Code:*

OTHERS: *(Please print legibly)*

First & Last Name:	*Address:*	*City, State & Zip Code:*

Please continue on Page 2:

Pamplin MediaGroup

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Account:	**104052**	Date:	**09/03/20**
		Ad Date:	**09/02/20**
Name:		Class:	**1202**
Company:	**FOREST GROVE, CITY OF**	Ad ID:	**175805**
Address:	**PO BOX 326**	Ad Taker:	**CALLSOP**
	FOREST GROVE, OR 97116	Sales Person:	**FGNT31**
		Words:	**464**
Telephone:	**(503) 992-3218**	Lines:	**83**
Description:	**NOTICE OF PUBLIC HEARING FOREST GROV**	Agate Lines:	**104**
		Depth:	**11.514**
		Inserts:	**2**
		Blind Box:	

Other Charges:	**$0.00**	Gross:	**$224.52**
Discount:	**$0.00**		
Surcharge:	**$0.00**	Paid Amount:	**- $0.00**
Credits:	**$0.00**		
Bill Depth:	**11.514**	Amount Due:	**$224.52**

Package	Start	Stop		Cost
News Times	09/03/20	09/03/20	1	$224.52
West Zone PN	09/02/20	09/02/20	1	$0.00

Ad Note:

Customer Note:

Planning Dept

100 1200 6125

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Thank You !

NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL
FILE NUMBER 311-20-000062-PLNG

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a **Public Hearing on Monday, September 14, 2020, at 7:00 p.m.** or thereafter, at the Community Auditorium, 1915 Main Street, to review the following proposal:

Request: Consider Planning Commission recommendation to amend the City's Comprehensive Plan Map to re-designate certain City-owned parcels from Institutional to Town Center Transition and one parcel from Institutional to Town Center Transition and to also amend the City's Zoning Map to re-designate certain City-owned parcels from Public to Town Center Transition

Property Owner and Applicant: City of Forest Grove

Location: Forest Grove Town Center

Criteria: Oregon Statewide Land Use Planning Goals 2 (Land Use), 10 (Housing) and 12 (Transportation), Metro Urban Growth Management Functional Plan Title 6 (Centers, Corridors, Station Communities, and Main Streets), Forest Grove Comprehensive Plan, Forest Grove Development Code Section 17.2.770 (Zone Change Review Criteria)

File Number: 311-20-000062-PLNG

All persons will be given reasonable opportunity to give testimony about this proposal responding to the review criteria above. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Oregon Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. COVID-19 NOTICE: The City Council meeting will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium (social distancing protocols). However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming and streamlined **LIVE** Channel 28 & Channel 30 on their website & **LIVE** Streamed on MACC TVCTV YouTube Channel 30. The Council encourages that written comments or testimony be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, aruggles@forestgrove-or.gov. A copy of the staff report is available seven days prior to the hearing and is published on the City's website at https://www.forestgrove-or.gov/meetings. For further information pertaining to this proposal, please contact Senior Planner Dan Riordan, driordan@forestgrove-or.gov, Community Development Department, 1924 Council Street, (503) 992-3233 between 9 a.m. and 5 p.m.

COMPREHENSIVE PLAN MAP AND ZONING MAP REDESIGNATION
AFFECTED CITY-OWNED PROPERTY

Anna D. Ruggles, CMC, City Recorder
City of Forest Grove
Publish September 3, 2020 NT175805

Planning Commission Findings and Decision Number 2020-07
Comprehensive Plan Map and Zoning Map Amendments to Re-Designate City-Owned Properties in the Downtown from Institutional/Public to Town Center Core/Town Center Transition

File Number 311-20-000062-PLNG

WHEREAS, as authorized by Forest Grove Development Code §17.1.210(D), the Community Development Director initiated a land use application to re-designate certain City-owned properties in the downtown from Institutional/Public to Town Center Core/Town Center Transition; and

WHEREAS, as required by Oregon Administrative Rules Chapter 660-018-0022, notice of this application was provided to the Oregon Department of Land Conservation and Development on May 6, 2020, which is more than 35 days prior to the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development Code §17.1.610(C), notice of this application was mailed to all property owners of record and other interested parties within 300 feet of the boundaries of the subject properties; and

WHEREAS, as required by the Forest Grove Development Code §17.1.610(C), notice of said notice was mailed at least 20 days before the Planning Commission's public hearing on this matter; and

WHEREAS, as required by Forest Grove Development §17.1.610(A) notice of the Planning Commission's public hearing to consider this application was published in the Forest Grove News Times on July 16, 2020; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on this matter on July 20, 2020.

NOW THEREFORE, the City of Forest Grove Planning Commission does hereby recommend that the City Council adopt ordinances to re-designate the City-owned properties in the downtown from Institutional/Public to Town Center Core/Town Center Transition as shown in the staff report dated July 13, 2020 making the following specific findings in support of the decision.

1) The Planning Commission adopts by reference the staff report dated July 13, 2020, including all attachments thereto.

2) The Planning Commission finds that based on the information and analysis included in the staff report, dated July 13, 2020, the proposal to re-designate the City-owned properties in the downtown from Institutional/Public to Town Center Core/Town Center Transition meets all applicable criteria and decisions considerations including:

   A) Applicable Oregon Statewide Land Use Planning Goals, specifically Goal 2 (Land Use Planning), Goal 10 (Housing), and Goal 12 (Transportation);

B) Metro Urban Growth Management Functional Plan Title 6 (Centers, Corridors, Station Communities, and Main Streets);

C) Forest Grove Comprehensive Plan Polices pertaining to the Forest Grove Town Center; and

D) Forest Grove Development Code §17.2.770 (Zone Change Review Criteria):

a. The zone change is consistent with the Comprehensive Plan Map (as amended);

b. The zone change is consistent with the relevant goals and policies of the Comprehensive Plan (pertaining to the Forest Grove Town Center);

c. The sites are suitable for the proposed Town Center Core or Town Center Transition zone;

d. The zone change will not result in additional traffic and is therefore consistent with the adopted City of Forest Grove Transportation System Plan (2014);

e. Public facilities and services for water supply, sanitary waste disposal, storm water disposal and police and fire protection are capable of supporting the uses allowed by the Town Center Core or Town Center Transition zone;

f. The re-designation of the City-owned properties in the downtown is not subject to the meeting of conditions.

PHIL RUDER, Chair

July 21, 2020
Date

ATTACHMENT F

CITY OF FOREST GROVE
PLANNING COMMISSION

MOTIONS

MEETING DATE:	July 20, 2020
AGENDA ITEM:	2.B(2.)

MOVED MOTION: Ginny Sanderson

SECONDED MOTION: Julie Danko

ROLL CALL VOTE

COMMISSIONERS:	AYES	NOES	ABSENT
Phil Ruder, Chair	✓		
Hugo Rojas, Vice Chair	✓		
Lisa Nakajima			✓
Ginny Sanderson	✓		
Dale Smith	✓		
Joel Redwine	✓		
Julie Danko	✓		

PUBLIC HEARING SIGN-UP SHEET

Date: 07/20/2020 Agenda Item No.: 2.B.(2.)

Subject: **File No. 311-20-000062-PLNG – Comprehensive Plan Map and Zoning Map amendments to re-designate City-owned parcels located at 2102 Pacific Ave, 1919 Ash St, 1924 Council St, 1928 Council St, 1915 Main St, and 1925 Pacific Ave**

Please Print Clearly

PROPONENTS:

Name	Mailing Address

OPPONENTS:

Name	Mailing Address

OTHER:

Name	Mailing Address

Comprehensive Plan Map and Zoning Map Amendments
Community Development Department
Planning Division

Report Date	June 13, 2020
Hearing Date	July 20, 2020
Proposal	Comprehensive Plan Map and Zoning Map amendments to re-designate certain City-owned parcels from Public/Institutional to Town Center Transition on both the Comprehensive Plan Map and Zoning Map, and one City-owned parcel from Public/Institutional to Town Center Core on the Comprehensive Plan Map.
File Number	311-20-000062-PLNG
Location	2102 Pacific Avenue (Police Dept. and Library); 1919 Ash Street (Fire Department); 1924 Council Street (City Hall); 1928 Council Street (Engineering Division Office); 1915 Main Street (Community Auditorium); 1925 Pacific Avenue (Central Town Center Parking Lot)
Legal Description	2102 Pacific Avenue (1S306BB10000); 1919 Ash Street (1S306BA06400) 1924 Council Street (1S306BB100000); 1928 Council Street (1S306BB09700); 1915 Main Street (1S306BB10100) 1925 Pacific Avenue (1S306BB01900)
Owner/Applicant	Owner and Applicant: City of Forest Grove
Comprehensive Plan Map and Zoning Map Designations	Current Comprehensive Plan Designation: Public/Institutional Current Zoning Designations: Institutional and Town Center Core
Applicable Standards and Criteria	▪ Oregon Statewide Land Use Planning Goal 2 (Land Use Planning), Goal 10 (Housing) and Goal 12 (Transportation) ▪ Metro Urban Growth Management Functional Plan Title 6 (Centers, Corridors, Station Communities, and Main Streets) ▪ Forest Grove Comprehensive Plan ▪ Development Code 17.2.770 (Zone Change Review Criteria)
Staff	Daniel Riordan, Senior Planner
Summary Recommendation	That the Planning Commission recommend City Council adopt ordinances to: 1. Amend the Comprehensive Plan Map to re-designate four City-owned parcels in the Town Center from Public/Institutional to Town Center Transition and the City's central downtown parking lot which is recommended for the Town Center Core Comprehensive Plan designation consistent with the zoning map ; and 2. Amend the zoning map to re-designate City-owned parcels from Institutional to Town Center Transition.

I. BACKGROUND

In 2009, the City adopted a new Development Code that, among other things, established the Town Center zones. The Town Center zones were created to implement the Forest Grove Town Center Plan and to reinforce the historic role of the downtown as a civic, financial, and business center for the City.

Concurrent with adoption of the 2009 Development Code a Design Guidelines Handbook was adopted. The Design Guideline Handbook includes standards and guidelines for the Town Center zones, Community Commercial zones, multifamily residential zones and the Forest Grove historic districts. The design guidelines and standards for the Town Center zones reflect the established storefront character of the downtown and strive to enhance the pedestrian environment for shoppers, employees, and residents. The design guidelines for the Town Center zone address specific design elements such as:

- Building orientation
- Pedestrian connections
- Building facades; and
- Signs.

The Design Guideline Handbook is available for viewing or downloading at:

https://codelibrary.amlegal.com/codes/forestgrove/latest/forestgrovedev_or/0-0-0-5796

Concurrent with adoption of the Development Code, the City applied the Institutional zone to some publicly owned facilities including some City-owned buildings, parks, public school sites and sewer and water treatment facilities. Several City-owned properties in the downtown were zoned Industrial. These properties include:

- Forest Grove Library and Police Department complex
- Forest Gove City and Rural Fire and Rescue Station No. 1
- City Hall
- City Engineering Division office building
- Community Auditorium and associated parking.

The City-owned parking lot west of Main Street and south of 21st Avenue was zoned Town Center Core but is designated Public on the Forest Grove Comprehensive Plan map. This parcel is proposed for a Comprehensive Plan Map amendment to make the Comprehensive Plan Map and Zoning Map consistent.

The Institutional zone is intended to serve larger institutional facilities such as campuses, public school sites and associated playgrounds, hospitals, corporation yards, sewer and water treatment facilities and cemeteries. As stated in the City's Development Code, smaller facilities can be found within other appropriate zone districts (Development Code §17.3.200 – Institutional Zone Purpose).

In contrast to the Town Center zones, the City's Design Handbook does not contain design guidelines to ensure uses fit site context. The Institutional zone, unlike the Town Center zones, does not encourage new projects to reinforce or enhance the desirable characteristics of the area.

Within downtown Forest Grove, City Hall, the Engineering office building, offices of the police and fire departments and library are zoned Institutional (INST). The fundamental consideration with this proposal is whether the Institutional zone is the most appropriate zone to apply to City-owned facilities located in the Town Center. As the City grows, new or remodeled public facilities will be necessary. Applying the Town Center Transition designation to these new or remodeled facilities provides a framework for considering site context in the Town Center independent of who owns the property.

Applying the Town Center Transition to City-owned facilities in the Town Center also ensures that City facilities are held to the same standards as privately owned buildings in the downtown. As a secondary benefit, the Town Center Transition zone provides greater opportunity or reuse of City-owned buildings for other purposes if City facilities are relocated in the future. This is addressed elsewhere in this memorandum.

II. ANALYSIS

The City owns several facilities located in the Forest Grove Town Center that are zoned Institutional. These facilities are modest in size and are consistent with the scale of other uses in the Town Center. This includes:

- Library (one story / 24,700 square feet)
- Police Station (one story / 12,900 square feet)
- Fire Station (two stories / 17,900 square feet)
- Engineering Division Building (single story / 3,900 square feet)
- City Hall (two stories / 8,400 square feet)
- Community Auditorium and associated parking (one story / 5,200 square feet)

The approximate land area affected by this proposal is 4.8 gross acres.

Figure 1 below shows the existing Comprehensive Plan map designations in the Town Center area. The properties colored dark blue are Public/Institutional sites and include:

- The downtown central parking lot located west of Main Street, east of A Street, south of 21st Avenue and north of Pacific Avenue. This property is proposed for re-designation on the Comprehensive Plan map as Town Center Core consistent with its current zoning designation of Town Center Core.

- Forest Grove Community School property located west of Main Street, east of A Street, south of Pacific Avenue and north of 19th Avenue. Since this property is not City-owned it is not included in this proposal.

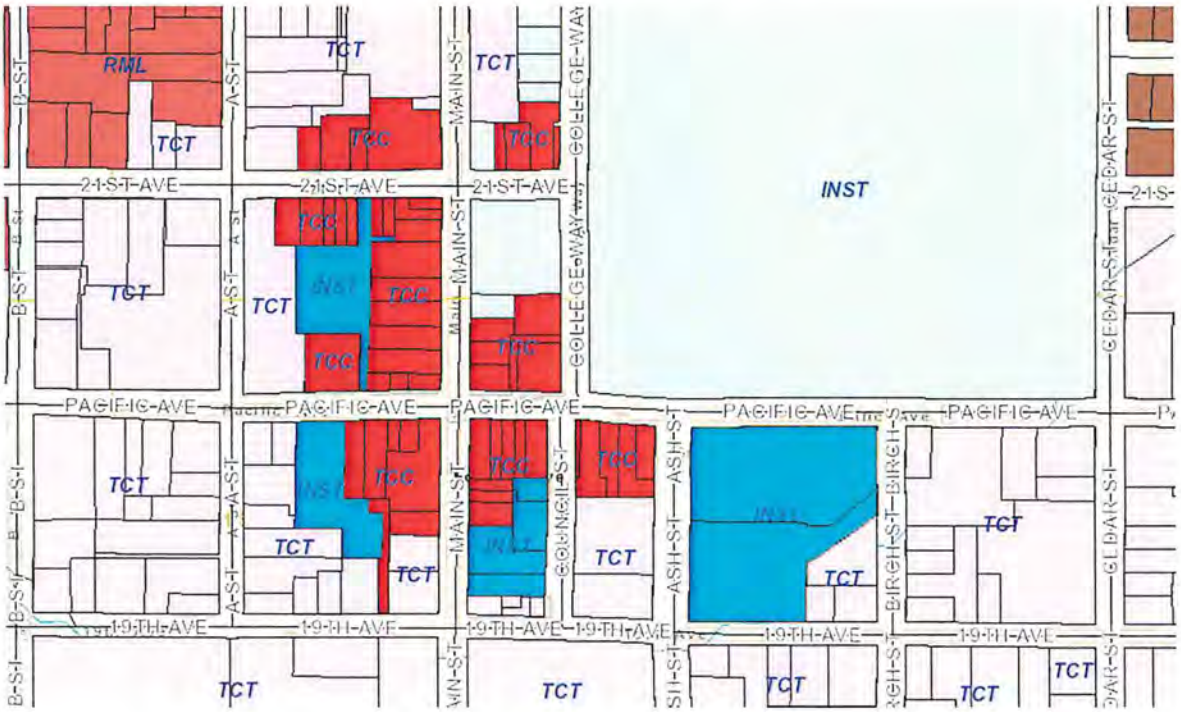
- City Hall, Engineering office building and Community Auditorium located west of Council Street, east of Main Street, south of Pacific Avenue and north of 19th Avenue. This property is proposed for re-designation to Town Center Transition.

- Police Department, Library and Fire Department complex located south of Pacific Avenue, north of 19th Avenue, west of Birch Street, and east of Ash Street. This property is proposed for re-designation as Town Center Transition.

The properties colored light blue are designated as Semi-Public institutional sites. These properties are <u>not</u> included in the proposed map amendments since they are not City-owned. The semi-public owned sites include:

- Property owned by Pacific University including property west of College Way.
- United Church of Christ (UCC) located south of 21st Avenue, west of College Way and east of Main Street.
- American Legion building located at the corner of Main Street and 21st Avenue.
- Holbrook Masonic Lodge property on Main Street south of the UCC.

Figure 1
Comprehensive Plan Designations



As noted above, the purpose of the Institutional zone is to implement the Public and Semi-Public/Institutional designations of the Comprehensive Plan. The Institutional Zone is intended to serve larger institutional facilities such as:

- Campuses
- Public school sites and associated playgrounds
- Hospitals
- Corporation yards
- Sewer and water treatment facilities
- Public parks and open space
- Other similar activities

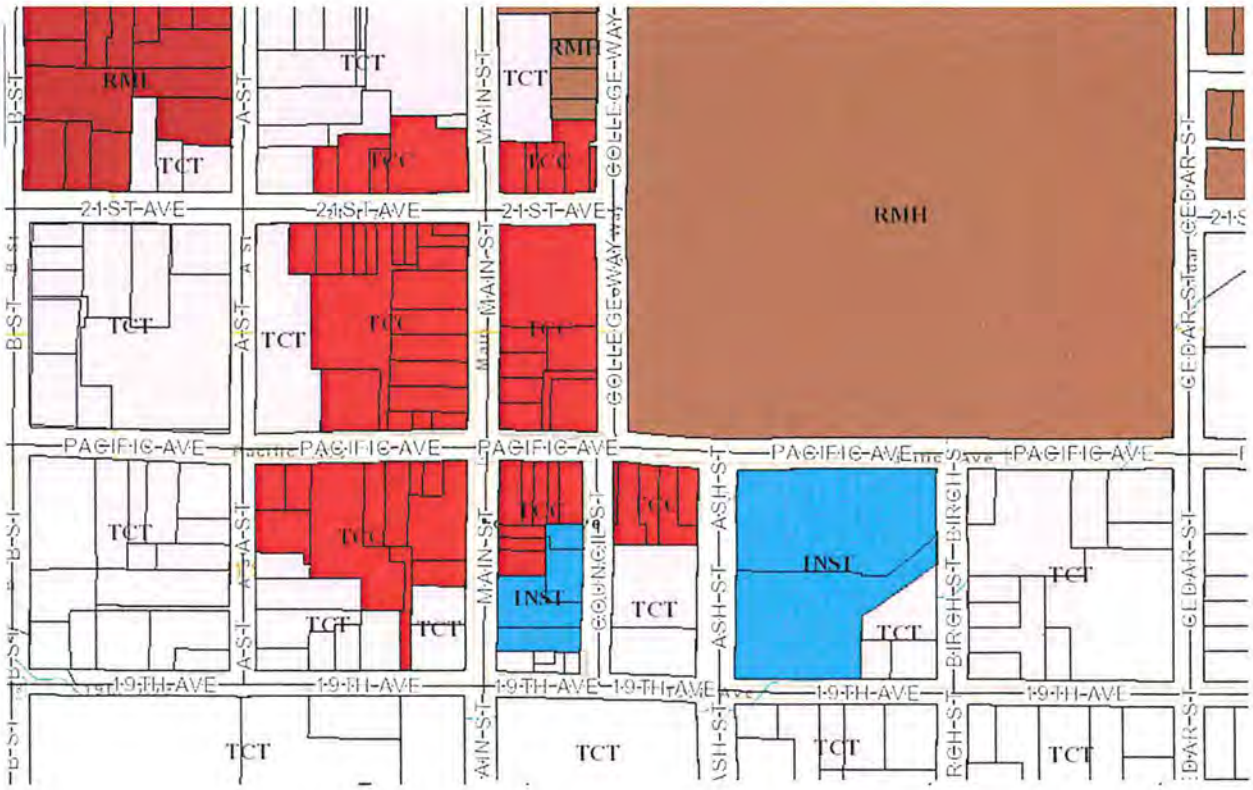
The Development Code in §17.3.200 states: smaller facilities can be found within other appropriate zone districts. However, the Development Code provides no guidance as to what constitutes a smaller facility. Therefore, the City Council, with input from the Planning Commission, has the discretion to make such a determination.

In contrast to the Institutional zone, the Town Center Transition zone was established to increase employment and housing opportunities near the Town Center Core. A mix, of retail, office, light industrial and residential uses are allowed in the Town Center Transition zone.

The Town Center Transition zone allows offices, cultural institutions, such as libraries, and emergency services such as police and fire stations as conditional uses. It can be said the City facilities in the Town Center are more indicative of the Town Center zoning designation rather than large facilities allowed in the Institutional zone such as campuses, hospitals, and sewer and water treatment facilities.

Figure 2 below shows the existing zoning designations in the Town Center area. The Town Center Core (TCC) is located adjacent to the Main Street and 21st Avenue. The surrounding area is zoned Town Center Transition (TCT) and Residential Multifamily High (RMH). The City-owned properties zoned Institutional (INST) are shown in blue.

Figure 2
Zoning Designations



If the recommended map amendments are adopted the properties shaded blue, above, and labeled as INST (Institutional) would become TCT (Town Center Transition).

Code Analysis (Attachments A & B)

A comparison of allowed uses in the Town Center and Institutional zones is attached for review (Attachment A – Use Tables). Both the Town Center Core and Town Center Transition zones allow for a variety of uses. Active uses such as retail are required on ground floors in the Town Center Core zone but not in the Town Center Transition zone. Both Town Center zones allow buildings up to four stories in height.

Generally, the Institutional zone does not allow any type of housing or retail uses. It should be noted that civic/institutional uses are permitted in the Town Center zones as either outright allowed uses or conditional uses. This is summarized in Table 1 below:

Table 1
Civic Uses
Town Center Zones vs. Institutional Zone

Use	Town Center Zones	Institutional Zone
Emergency Services including police and fire	Conditional Use permit required	Conditional Use permit required
Cultural Institutions including libraries	Permitted outright	Conditional use permit required
Government offices	Allowed outright under "Office" use category	Government offices allowed outright General office category allowed with conditional use permit.

Also attached as background information is a comparison of the development standards applicable to Town Center and Institutional zones (Attachment B – Development Standards). The development standards for the Town Center are based on the existing pattern of development in downtown Forest Grove. For example, the maximum front building setback in the Town Center zones is 15 feet reflecting the pedestrian orientation of the Town Center area. Building height is also limited to four stories in the Town Center zones.

In contrast to the Town Center zones, the Institutional zone allows building up to 75 feet in height. This is consistent with the intent of the Institutional zone to accommodate large facilities including campuses and hospitals.

Comprehensive Plan Map Amendment Review Considerations and Criteria (Attachment C)

Amendments to the Comprehensive Plan, including map amendments, are considered by the Planning Commission and City Council based on:

- Consistency with applicable Comprehensive Plan policies
- Consistency with the Metro Regional Framework Plan
- Consistency with the Metro Urban Growth Management Functional Plan; and
- Consistency with the Oregon Statewide Land Use Planning Goals.

The following Forest Grove Comprehensive Policies are applicable to this request:

- Land Use Implementation Action 1: The City of Forest Grove will adopt a land use concept that promotes the efficient use of land within the urban growth boundary.

- Land Use Implementation Action 2: The City of Forest Grove will support policies that promote the continued viability of the Forest Grove Town Center as the focal point of the community. Future comprehensive plan text and map amendments affecting land use should consider potential positive and negative impacts to the Forest Grove Town Center.

- Land Use Implementation Action 3: The City of Forest Grove will support policies that encourage locating complementary land uses in proximity to reduce demand on transportation systems and improve the overall quality of life of the community.

- Economic Development Policy 7.7: Retain the City's administrative offices in the Town Center.

- Economic Development Policy 7.12: Encourage uses in the Town Center to bring residents from throughout the City into the Town Center.

Attachment C includes findings of fact demonstrating conformance with the applicable Comprehensive Plan actions and policies listed above. The other policy consideration and criteria identified above are described below.

Zoning Map Amendment Review Criteria (Attachment D)

The criteria for a zoning map amendment are contained in the Development Code §17.2.770. The criteria include:

A. The zone change is consistent with the Comprehensive Plan Map. When the Comprehensive Plan has more than one implementing zone as shown on the Classification Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and zoning pattern of the surrounding land.

B. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Director.

C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity.

D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

E. Public facilities and services for water supply, sanitary waste disposal, stormwater disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based

on the projected service demands of the site and the ability of the public services to accommodate those demands.

F. The establishment of a zone district is not subject to the meeting of conditions.

Findings of fact addressing the criteria above are included in Attachment D.

Metro Urban Growth Management Plan Consistency (Attachment E)

The Metro Regional Framework Plan identifies Centers, Corridors, Main Streets and Station Communities throughout the region and recognizes them as the principal centers of urban life in the region. The Forest Grove downtown is designated as Metro Town Center.

The Metro Urban Growth Management Plan implements the Metro Regional Framework Plan. Since downtown Forest Grove is a Metro designated Town Center this proposal must comply with:

- Metro Urban Growth Management Plan Title 6: Centers, Corridors, Station Communities, and Main Streets.

Attachment E includes finding of fact demonstrating that the proposed map amendments comply with Title 6.

Oregon Statewide Planning Goals Consistency (Attachment F)

The Oregon Statewide Land Use Planning Goals applicable to this proposal include:

- Goal 2: Land Use Planning
    - Post Acknowledgment Plan Amendments
    - Major Revisions or Minor Changes in the Plan and Implementation Measures

- Goal 10: Housing
    - Needed housing

- Goal 12: Transportation
    - Transportation Planning Rule

This proposal is a minor change to the Forest Grove Comprehensive Plan Map and Zoning Map under Goal 2 above. This is addressed further in Attachment F.

Goal 12 applies since this proposal includes a comprehensive plan map amendment. Findings of fact demonstrating compliance with the applicable statewide planning goals are addressed further in Attachment F. The Transportation Planning Rule is also addressed below and in Attachment G.

Transportation Planning Rule (Attachment G)

The Oregon Transportation Planning Rule (OAR 660-012) applies to comprehensive plan amendments. This is to ensure that the existing and planned transportation system for all modes of travel is capable of handling the intensity of uses allowed by the proposed plan designation.

Under Oregon Administrative Rules (OAR 660-012), a plan or land use regulation amendment significantly affects a transportation facility if it would:

- Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan)
- Change standards implementing a functional classification system; or
- Result in:
    - Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility
    - Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or
    - Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

Findings of fact supporting Transportation Planning Rule compliance are attached (Attachment G)

III. DETAILED RECOMMENDATION

Based on the information contained or referred to in this report, including the findings of fact and conclusions contained in accompanying attachments, Staff recommends the Planning Commission recommend that City Council adopt an ordinance amending the Comprehensive Plan Map and Zoning Map as noted below:

Comprehensive Plan Map Amendments

- 1S306BB01900 - 1925 Pacific Avenue (Central Town Center Parking Lot): Public/Institutional to Town Center Core[1]
- 1S306BA05400 - 2102 Pacific Avenue (Police Department and Library): Public/Institutional to Town Center Transition
- 1S306BA06400 - 1919 Ash Street (Fire Department): Public/Institutional to Town Center Transition
- 1S306BB10000 - 1924 Council Street (City Hall): Public/Institutional to Town Center Transition
- 1S306BB09700 – 1928 Council Street (Engineering Division Office): Public/Institutional to Town Center Transition
- 1S306BB10100, 1S306BB10202 - 1915 Main Street (Community Auditorium): Public/Institutional to Town Center Transition

[1] 1925 Pacific Avenue is currently zoned Town Center Core

Zoning Map Amendments

- 1S306BA05400 - 2102 Pacific Avenue (Police Department and Library): Institutional to Town Center Transition
- 1S306BA06400 - 1919 Ash Street (Fire Department): Institutional to Town Center Transition
- 1S306BB10000 - 1924 Council Street (City Hall): Institutional to Town Center Transition
- 1S306BB09700 – 1928 Council Street (Engineering Division Office): Institutional to Town Center Transition
- 1S306BB10100, 1S306BB10202 - 1915 Main Street (Community Auditorium): Institutional to Town Center Transition

IV. ATTACHMENTS

A. Use Tables (Town Center and Institutional Zones)
B. Development Standards (Town Center and Institutional Zones)
C. Comprehensive Plan Findings
D. Zone Change Findings
E. Metro Urban Growth Management Plan Findings
F. Oregon Statewide Planning Goals Findings
G. Transportation Planning Rule Findings

ATTACHMENT A
Use Tables

Use Table			
P = Permitted L = Limited C = Conditional Use N = Not Permitted			
USE CATEGORY	***TC - Core***	***TC - Transition***	***INST***
RESIDENTIAL			
Household Living	L[1]	L[1]	N
Group Living	P[1]	P	N
Transitional Housing	N	C	C
Home Occupation	L[2]	L[2]	N
Bed and Breakfast	C[2]	P	N
HOUSING TYPES			
Single Units, Detached	N	N	--
Single Units, Attached	N	P	--
Accessory Units	N	N	--
Duplexes	N	P	--
Manufactured Dwellings	N	N	--
Manufactured Dwelling Park	N	N	--
Multi-Family Units	P	P	--
CIVIC/INSTITUTIONAL			
Basic Utilities	P	P	P
Major Utility Transmission Facilities	C	C	C
Colleges	C	C	C
Community Recreation	N	P	C
Cultural Institutions	P	P	C
Day Care	P	P	C
Emergency Services	C	C	C
Postal Services	C	P	C
Religious Institutions	C	P	C
Schools	C	C	C
Seasonal Shelters	L[16]	L[16]	--
Social/Fraternal Clubs/Lodges	C	P	N
Government Offices	--	--	P
COMMERCIAL			
Commercial Lodging	L[4]	L[4]	L
Eating and Drinking Establishments	P[5]	P[5]	N
Entertainment-Oriented:			N
- Major Event Entertainment	N	C	N
- Outdoor Entertainment	N	N	N
- Indoor Entertainment	P	P	N
General Retail:			

- Sales-Oriented	P	P	N
- Personal Services	P	P	N
- Repair-Oriented	P	P	N
- Bulk Sales	L[6]	L[6]	N
- Outdoor Sales	N	N	N
- Animal-Related	N	N	N
Medical Centers	N	C/P[7]	C
Motor Vehicle Related:			N
- Motor Vehicles Sale/Rental	N	C[13]	N
- Motor Vehicle Servicing/Repair	N	C[14]	N
- Motor Vehicle Fuel Sales	N	C[15]	N
Non-Accessory Parking	N	C	N
Office	L[3]	P	C
Self-Service Storage	N	N	N
INDUSTRIAL			
Industrial Services	N	N	N
Manufacturing and Production:			
- Light Industrial	N	C	N
- General Industrial	N	N	N
Call Centers	L[9]	L[9]	N
Railroad Yards	N	N	N
Research and Development	N	C	C
Warehouse/Freight Movement	N	N	N
Waste-Related	N	N	C
Wholesale Sales	N	N	N
OTHER			
Agriculture/Horticulture	N	N	C
Cemeteries	N	N	C
Detention Facilities	N	N	C
Mining	N	N	C
Wireless Communication Facilities	L[10]	L[10]	L
Information	L[11][12]	L[11]	N

Footnotes:
[1] New dwellings in the TCC zone are only permitted on or above the 2nd floor. There are no minimum density requirements when housing is part of a mixed-use building. In the TCT Zone new dwellings are permitted as "stand-alone" developments or as part of mixed-use developments but must meet density requirements.
[2] Home occupations are permitted as an accessory use to residential uses, subject to compliance with the home occupation standards in Article 7.
[3] Offices only permitted as part of a ground-floor retail or personal service use or as a stand-alone use above the first floor in the TC-Core zone.
[4] Recreational vehicle parks are prohibited in all districts.
[5] Drive through service is prohibited from restaurants in the TC-Core and TC-Transition zones.
[6] Bulk sales stores with a ground floor building footprint smaller than 10,000 square feet are permitted. All merchandise must be enclosed within a building. All other bulk sales are prohibited.

[7] Medical marijuana dispensaries and marijuana retailers are permitted consistent with the locational requirements of state law and in compliance with the requirements of § 17.8.1100 of this Code.
[8] Permitted where there are no off-premises impacts and no product is transported from the site. Centers with any offsite impacts or transport products from the site are to be located in either Light or General Industrial districts.
[9] Call Centers shall not be allowed on the ground floor in the TC-Core Zone District.
[10] Wireless communication facilities are regulated by the standards in Article 7.
[11] Permitted where there are no off-premise impacts.
[12] Information business is not allowed on the ground floor in the TC-Core Zone District.
[13] Motor Vehicle Sales/Rental uses may be allowed as a conditional use if conducted entirely indoors.
[14] Motor Vehicle Servicing/Repair uses existing as of 03/28/2016 are allowed to continue and may expand within the boundaries of the existing lots 1N4 36B-2900, 1N4 36B- 2901, and 1N4 36B-3000 with conditional use approval. All other Motor Vehicle Servicing/Repair uses are prohibited.
[15] Motor Vehicle Fuel Sales uses existing as of 03/28/2016 are allowed to continue and may expand within the boundaries of the existing lot 1S3 6BA-1300 with conditional use approval. All other Motor Vehicle Fuel Sales uses are prohibited.
[16] Seasonal Shelters must be located consistent with the provisions of §§ 17.2.900 et seq. and §§ 17.5.600 et seq. of this Code.

ATTACHMENT B
Development Standards

Town Center Zones

Table 3-13: Town Center Zones Dimensional Requirements		
STANDARD	***TCC***	***TCT***
Floor Area Ratio [1]		
- Minimum	1:1	0.5:1
- Maximum	4:1	4:1
Building Height (all parts)		
- Minimum	2 stories	16 feet
- Maximum	4 stories	4 stories
Residential Density [2]		
- Minimum	None	16.22 units/acre
- Maximum	40 units/acre [7]	40 units/acre [7]
Front Setback [3]		
- Minimum	0	0
- Maximum	15 feet	15 feet
Side and Rear Setback [4]	0	0
Parking [5]	Exempt	Exempt
Landscaping[6]	5% of lot	5% of lot

Footnotes:
[1] Floor area ratio is defined as the ratio of building square footage to site square footage. For example, a 5,000 square foot building is required on a 5,000 square foot site (FAR of 1:1); a 20,000 square foot building is allowed (FAR of 4:1).
[2] All densities are based on net acres.
[3] A larger front yard setback may be approved through Design Review if the setback area incorporates enhanced pedestrian spaces and amenities such as plazas, arcades, courtyards, outdoor cafes, widened sidewalks, benches, shelters, street furniture, public art or kiosks. No parking is allowed between a building and the public right-of-way.
[4] Side and rear yard setbacks may be required through Design Review when needed to provide a transition between zones or different land uses. The screening and buffering standards in Article 8 will be used as a guideline.
[5] Except for multi-family residential uses, off-street parking is not required in the Town Center Zones. When off-street parking is provided, it shall be located to the side or rear of buildings, in shared parking lots or in parking structures. Parking and/or maneuvering areas shall not be located between the front facade of the building and the street /sidewalk. Parking for multi-family residential uses shall be provided in accordance with Table 8-4 in § 17.8.515.
[6] Required landscaping in the Town Center zones may include planters, hanging baskets and architectural features such as benches and water fountains that are supportive of the Town Center pedestrian environment. Jointly improved landscaped areas are encouraged to facilitate continuity of landscape design.
[7] Residential density may be increased above the maximum in accordance with the density incentives in § 17.7.400. Minimum density does not apply to projects on sites which are less than one-half-acre in net area or which include a mix of uses.

Institutional Zone

Table 3-9: Dimensional Requirements	
STANDARD	
Minimum Lot Size	10,000 square feet
Minimum Lot Width	50 feet
Minimum Lot Depth	None
Minimum Setbacks [1]	
- Front	§ 17.3.220 C
- Interior Side	§ 17.3.220 C
- Corner (street side)	§ 17.3.220 C
- Rear	§ 17.3.220 C
Maximum Setback [2]	§ 17.3.220 C
Maximum Building Height	Where adjacent to residential zoned area: 1 foot in height for every 1 foot from property line; maximum of 75 feet. Where adjacent to commercial or industrial zoned area: 4 stories
Minimum Landscaped Area	20% of the site

Footnotes:
[1] Side or rear yard setbacks may be required where the INST zone abuts a Residential zone. The need for a side or rear yard setback to provide privacy, access to sunlight and a transition between zones shall be evaluated in the Conditional Use and/or Design Review Process.
[2] To ensure that new development is oriented to the street, maximum building setback standards may be established as part of the Conditional Use and or Design Review Process in the INST zone.
[3] Height limitations shall not apply to flag poles and field lights provided that the Community Development Director finds that off-site light intrusion is limited to the extent feasible.

ATTACHMENT C
COMPREHENSIVE PLAN ACTIONS AND POLICIES
AND
FINDINGS OF FACT AND CONCLUSIONS

Land Use Implementation Action 1: The City of Forest Grove will adopt a land use concept that promotes the efficient use of land within the urban growth boundary.

Finding: This request promotes the efficient use of land within the urban growth boundary by expanding the allowed uses on land owned by the City within the Forest Grove Town Center. This conclusion is supported by the fact that the Town Center Transition zone allows a variety of uses outright including residential/household living, cultural institutions, general retail, and office. In contrast, the Institutional zone does not allow residential/household living or general retail uses. Cultural institutions and office uses are permitted uses in the Institutional zone but only with conditional use approval. Therefore, re-designation the subject property from Institutional to Town Center Transition provides a greater opportunity efficient use of the property in the future.

Land Use Implementation Action 2: The City of Forest Grove will support policies that promote the continued viability of the Forest Grove Town Center as the focal point of the community. Future comprehensive plan and text and map amendments affecting land use should consider potential positive and negative impacts to the Forest Grove Town Center.

Finding: Retaining civic functions in the Town Center supports the continued viability of the Forest Grove Town Center as the focal point of the community. This is achieved by reinforcing the Town Center as the civic, administrative, and service focal point for the community. Civic uses in the Town Center also complements the array of services and businesses currently found in the Town Center.

Finding: No negative impacts associated with the proposed Comprehensive Plan Map and Zoning map amendments have been identified since existing civic functions occurring in the Town Center would be allowed to continue after adoption of the amendments.

Land Use Implementation Action 3: The City of Forest Grove will support policies that encourage locating complementary land uses in proximity to reduce demand on transportation systems and improve the overall quality of life of the community.

Finding: Re-designating the subject property Town Center Transition supports and encourages locating complementary land use in proximity for the following reasons. The Town Center transition zone is a mixed-use designation that allows a variety of activities including residential, retail, office, and civic uses. It is a stated policy of the Comprehensive Plan to retain City administrative offices downtown. City administrative functions are complementary to many other activities occurring in the Town Center including other services. Employment associated with City administrative functions supports general business activities including convenience shopping and restaurants within walking distance. This reduces demand on the transportation system and improves the overall quality of life of the community.

Economic Development Policy 7.7: Retain the City's administrative offices in the Town Center.

Finding: The proposed re-designation of the subject property provides the opportunity to retain the City's administrative offices for police and fire services in the Town Center. This is consistent with Economic Development Policy 7.7 which promotes retention of civic uses in the Town Center.

Economic Development Policy 7.12: Encourage uses in the Town Center to bring residents from throughout the City into the Town Center.

Finding: The proposed map amendments support Economic Development Policy 7.12 since the Town Center Transition designation allows for a variety of uses that bring residents from throughout the City into the Town Center. This includes retail and office uses and civic uses.

ATTACHMENT D
ZONE CHANGE REVIEW CRITERIA
AND
FINDINGS OF FACT AND CONCLUSIONS

The criteria for a zoning map amendment are contained in the Development Code §17.2.770. The criteria include:

A. **The zone change is consistent with the Comprehensive Plan Map. When the Comprehensive Plan has more than one implementing zone as shown on the Classification Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and zoning pattern of the surrounding land.**

Finding: This proposal to re-zone the subject property from Institutional to Town Center Transition is accompanied by concurrent Comprehensive Plan amendments. The accompanying Comprehensive Plan map will re-designate City-owned property in the Town Center as Town Center Transition consistent with the proposed zoning designations. As a result, the proposed zoning changes will be consistent with the Comprehensive Plan map as amended.

Finding: The proposed Town Center Transition is the most appropriate zone for the subject properties for the following reasons:

1. The subject properties are in the Forest Grove Town Center and surrounded by the land zoned Town Center Transition. As a result, the Town Center Transition zone will be applied consistently in the Forest Grove Town regardless of whether the property is privately or publicly owned.

2. Re-designating the subject property Town Center Transition provides an opportunity to consider site context when considering development proposals. This will ensure new development is consistent with land use objectives for the Town Center including pedestrian orientation, building, scale and storefront character as identified in Development Code §17.3.400 (Town Center Zones Purpose) and 17.3.430(A) Town Center Zone Development Standards Purpose.

Finding: For the reasons stated above, The Town Center Transition zone is the most appropriate, taking into consideration the purposes of the Town Center Transition zone and zoning pattern of the surrounding land. The proposed amendments ensure land use regulations are applied consistently in the Town Center.

B. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Director.

Finding: The proposed change is consistent with following goal contained in the Comprehensive Plan for City administrative facilities and services:

- Administrative Services Goal 2: Retain City administrative services in the Forest Grove Town Center.

Finding: Re-zoning the subject property Town Center Transition supports Administrative Services Goal 2 by applying development standards that will allow the existing uses to continue and ensures that future remodeling or redevelopment of City-owned property considers site context and adheres to the adopted Town Center design guidelines or standards.

C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity.

Finding: The current uses of the subject property are allowed within the Town Center Transition zone as shown in the table below. The table shows the use of the City-owned property, type of use and use classification.

Use	Type	Use Classification
City Hall	Office	Permitted
Library	Cultural Institution	Permitted
Police Department	Office/Emergency Services	Permitted/Conditional
Fire Department	Office/Emergency Services	Permitted/Conditional
Community Auditorium	Office	Permitted

Finding: The subject property is in the Forest Grove Town Center. Buildings are either one- or two-stories, similar to other buildings on 19th Avenue, Birch Street, Pacific Avenue and Council Street which are located within one block of the subject property.

Finding: The subject property is developed, and the proposal does not include new construction. Therefore, consideration of lack of appropriately designated alternative sites within the vicinity does not apply.

D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The subject properties are developed, and the existing uses are allowed in the Town Center Transition zone as either permitted or conditional uses. No additional traffic is expected because of the zone change. Therefore, the proposed zone change will not reduce the level of service of transportation

facilities below the minimum accepted level of service identified in the 2014 Transportation System Plan which is Level of Service (LOS) D. The table below shows the 2035 PM Peak Hour Traffic Operations findings included in the 2014 Transportation System Plan. This demonstrates that there is sufficient capacity at nearby street intersections to accommodate traffic increases occurring in the Town Center from expected levels of development. Based on this data all intersections will operate at acceptable levels of service, delay, and volume to capacity.

2035 PM Peak Hour Traffic Operations

Intersection	Level of Service (LOS)	Delay (Seconds)	Volume to Capacity (V/C)
23rd Avenue / Main Street	A/C	15.6	0.31
19th Avenue / Council Street	A/B	13.5	0.15
Pacific Avenue / Main Street	A	8.5	0.56
Pacific Avenue / College Way	B	12.5	0.51

Finding: The subject properties are served by Pacific Avenue and 19th Avenue. Both streets are designated as arterial roadways on the Functional Classification Map contained in the Forest Grove Transportation System Plan. No additional traffic is expected because of the zone change. Therefore, the proposed zone change does not require changes to the roadway functional classifications adopted in the Forest Grove Transportation System Plan.

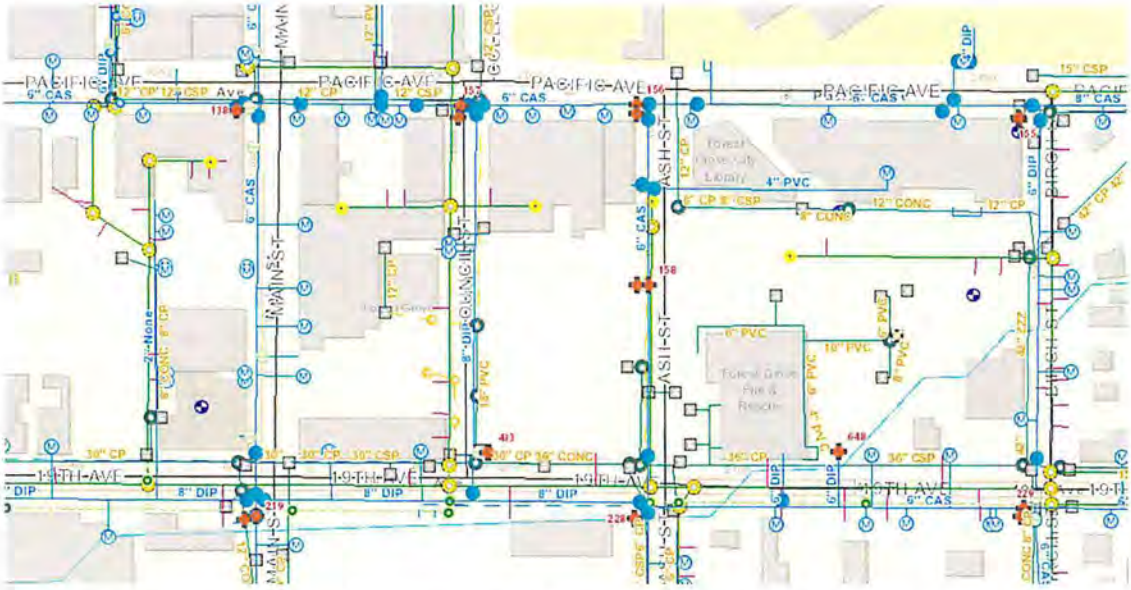
Finding: The subject properties are developed, and no additional traffic is anticipated. Therefore, the proposed zone change will have no impact on the operation of roadway facilities.

Finding: No additional traffic is expected as a result of the proposed zone change. Therefore, the proposed zone change will not impact transportation facilities. For this reason, a traffic impact study is not required.

Finding: For the reasons stated above this criterion is met.

E. Public facilities and services for water supply, sanitary waste disposal, stormwater disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

Finding: The subject property is in the Forest Grove Town Center is served with water, sanitary waste disposal, stormwater disposal as shown on the image below. Police and Fire protection can support the uses allowed by the zone.



F. The establishment of a zone district is not subject to the meeting of conditions.

Finding: Properties for rezoning from Institutional (INST) to Town Center Transition (TCT) include:

- 1S306BA05400 - 2102 Pacific Avenue (Police Department and Library Complex)
- 1S306BA06400 - 1919 Ash Street (Fire Department)
- 1S306BB10000- 1924 Council Street (City Hall)
- 1S306BB09700 – 1928 Council Street (Engineering Division Office)
- 1S306BB10100, 1S306BB10202 - 1915 Main Street (Community Auditorium and Parking Lot)

Finding: Re-designating the City-owned property in the Town Center currently zoned Institutional to Town Center Transition is not subject to the meeting of conditions. Therefore, this criterion is met.

ATTACHMENT E
METRO URBAN GROWTH MANAGEMENT PLAN CONSISTENCY
FINDINGS OF FACT AND CONCLUSIONS

The following Metro Urban Growth Management Functional Plan requirements apply to this proposal:

§3.07.640 Activity Levels for Centers, Corridors, Station Communities and Main Streets

§3.07.640(a): Centers, Corridors, Station Communities and Main Streets need a critical number of residents and workers to be vibrant and successful. The following average number of residents and workers per acre is recommended for each:

(1) Central City – 250 persons
(2) Regional Centers – 60 persons
(3) Station Communities – 45 persons
(4) Corridors – 45 persons
(5) Town Centers – 40 persons
(6) Main Streets – 39 persons

Finding: Downtown Forest Grove is designated as a Town Center by Metro, on the Regional Framework Plan map.

Finding: Civic uses allowed in the Town Center zones supports §3.07.640(a) by bringing employment into the Forest Grove Town Center. This includes employment at City Hall, Police Department, Fire Station, and library. Total employment at these City facilities exceeds 100 persons. These employees contribute to the vibrancy of the Town Center by patronizing businesses including restaurants and shops.

§3.07.640(b): Centers, Corridors, Station Communities and Main Streets need a mix of uses to be vibrant and walkable. The following mix of uses is recommended for each:

(1) The amenities identified in the most current version of the State of the Centers: Investing in our Communities, such as grocery stores and restaurants.

(2) Institutional uses, including schools, colleges, universities, hospitals, medical offices and facilities.

(3) Civic uses, including government offices open to and serving the general public, libraries, city halls and public spaces.

Finding: Metro Urban Growth Management Functional Plan §3.07.640(b) states Centers, Corridors, Station Communities and Main Streets need a mix of uses to be vibrant and walkable. The following mix of uses is recommended for each as stated in §3.07.640(b)(3): Civic uses, including government offices open to and serving the general public, libraries, city halls and public spaces. The proposed map amendments support §3.07.640(b)(3) since the Town Center Transition allows for the continuation of civic uses, including government offices open to and serving the general public, libraries, city halls and public spaces. The Town Center Transition design guidelines and standards zone ensures these uses are developed to promote vibrant and walkable downtown area. For this reason, this proposed map amendments comply with §3.07.640(b).

ATTACHMENT F

OREGON STATEWIDE PLANNING GOALS
FINDINGS OF FACT AND CONCLUSIONS

Goal 2 (Land Use Planning): To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Finding: Goal 2 requires that land use decisions be made in accordance with a comprehensive plan. The comprehensive plan establishes a framework for decisions and actions related to the use of land. Goal 2 defines major and minor revisions to the comprehensive plan. Major changes are those that have widespread and significant impact beyond the immediate area or a change affecting large areas or many different ownerships. Minor changes are those that do not have significant impact beyond the immediate area proposed for change. Minor changes should be based on information that serves as the factual basis for the change. The public need and justification for minor change should be established.

Finding: Oregon Administrative Rules defines "Minor Changes" as those which do not have significant effect beyond the immediate area of the change, should be based on special studies or other information which will serve as the factual basis to support the change. The public need and justification for the particular change should be established. Minor changes should not be made more frequently than once a year, if at all possible.

Finding: The proposed zone change affects certain properties in the Forest Grove Town Center owned by the City of Forest Grove and currently designated Institutional. The property includes City Hall, Forest Grove Police Department and library complex, Forest Grove Fire Station and publicly owned parking lots. Since the zone change affects City owned properties which are developed or used for parking there will be no impact beyond the immediate area of the change. The public need and justification for the change is to consistently apply adopted design standards and guidelines for the Town Center to all properties in the Town Center including those owned by the City.

Goal 10 (Housing): To provide for the housing needs of citizens of the state.

Finding: The Forest Grove Housing Needs Analysis Update (2019) shows a 20-year need for approximately 2,050 owner-occupied and 1,370 renter-occupied dwellings (Forest Grove Housing Needs Analysis (2019), Exhibits 3.3 to 3.5). The estimated housing mix that addresses future demand consists of approximately 1,988 single-family detached homes, 638 townhomes/duplexes, 702 multifamily apartment/condo units and 97 manufactured homes.

Finding: The Forest Grove Housing Needs Analysis indicates that Metro estimates that the Building Land Inventory in Forest Grove has the capacity of adding 4,823 to 4,882 net new housing units with the City's planning area (Urban Growth Boundary). The reconciliation of expected land capacity and projected 20-year housing demand, indicates that the level of low density (i.e. single-family detached housing) demand will approach buildout near the end of the twenty-year planning period. Estimated capacity for high density housing is approximately 2,091 units and demand is 958 leaving a remaining capacity for 1,141 units. Therefore, any increasing housing capacity resulting from re-designating the subject properties from Public to Town Center is not needed to meet estimated demand for high density housing during the planning period. Since the Town Center zones do not allow new

single-family detached dwellings the proposed re-designation will not increase potential capacity for low-density housing.

Finding: The Forest Grove Comprehensive Plan Map was last acknowledged by the Oregon Department of Land Conservation and Development in 2014 (DLCD Approval Order 001852). At that time the subject properties proposed for re-designation from Public to Town Center were designated Public on the Comprehensive Plan map as is the case today. Although no housing is proposed on the subject properties at this time, re-designating the sites from Public to Town Center increases the number of sites where housing is an allowed use. Opportunities for housing on the subject properties could be assessed after re-designation during the next Comprehensive Plan Periodic Review cycle or update to the Regional Buildable Land Inventory prepared by Metro in consultation with individual jurisdictions. This is consistent with Comprehensive Plan Housing Policy 1.4: Update the City's land use inventory at regular intervals to monitor the supply of buildable land.

Finding: Except for the City-owned public parking lot west of Main Street, between 21st Avenue and Pacific Avenue, the subject properties were not included the Portland Regional Buildable Land Inventory for needed housing. This is because the Institutional zone does not permit Household Living as an allowed use (Development Code §17.3.210 (Table 3-8: Institutional Zone Use Table). According to OAR 660-007-0045(2): "the buildable land inventory at each jurisdiction's choice shall either be based on land in a residential plan/zone designation within the jurisdiction at the time of periodic review or based on the jurisdiction's BLI at the time of acknowledgement as updated.

Finding: Forest Grove Comprehensive Plan Policy 1.2 states: "Evaluate requests for rezoning from non-residential to residential development zones based on the following factors:

A. Identified housing needs contained in an adopted Goal [10] analysis.
B. Ability to provide public facilities to the site in a cost-effective and efficient manner.
C. Potential of the site to support higher density development.
D. Site characteristics including topography; and
E. Land Use location policies of the Comprehensive Plan.

The proposed re-designation of the applicable subject properties from Public to Town Center is not a change from a non-residential to residential development zone designation since the Town Center plan designations are classified as commercial plan districts in the Forest Grove Comprehensive Plan (Page 48). Therefore, Policy 1.2 is not applicable to this re-designation action.

Goal 12 (Transportation): To provide and encourage a safe, convenient and economic transportation system.

Finding: Goal 12 is addressed in Attachment G (Transportation Planning Rule Findings of Facts and Conclusions).

Post-Acknowledgement Plan Amendments (OAR §660-018)

OAR §660-018-0010

(a) "A change" to an acknowledged comprehensive plan or land use regulation means an amendment to the plan or implementing land use regulations, including an amendment to the plan text or map. This term includes

additions and deletions to the acknowledged plan or regulations, the adoption of a new plan or regulation, or the repeal of an acknowledged plan or regulation.

(g) "Map Change" means a change in the designation or boundary of an area as shown on the comprehensive plan map, zoning map or both, including an area added to or removed from a comprehensive plan or zoning map.

Finding: If adopted, the proposed change to the Comprehensive Plan map and zoning map will result in a change to the acknowledged Forest Grove Comprehensive Plan.

Finding: The Forest Grove Comprehensive Plan was acknowledged by the Oregon Department of Land Conservation and Development by Order 001852.

Finding: The proposed map change does not affect any adopted land use regulations including regulations contained in the Forest Grove Development Code and Design Guideline Handbook.

Finding: For the reasons cited above, the proposed map changes comply with OAR 660-018.

OAR §660-018-0020

Notice of a Proposed Change to a Comprehensive Plan or Land Use Regulation

(1) Before a local government adopts a change to an acknowledged comprehensive plan or a land use regulation, unless circumstances described in OAR 660-018-0022 apply, the local government shall submit the proposed change to the department, including the information described in section (2) of this rule. The local government must submit the proposed change to the director at the department's Salem office at least 35 days before holding the first evidentiary hearing on adoption of the proposed change.

Finding: Notice of the first evidentiary hearing on the adoption of the proposed map changes was provided on May 6, 2020 which is more than 35 days prior to the first anticipated hearing before the Forest Grove Planning Commission scheduled on July 20, 2020.

Finding: Since the City provided notice of the proposed map changes more than 35 days prior to the first evidentiary hearing as noted above this proposal complies with OAR 660-018-0020.

ATTACHMENT G
TRANSPORTATION PLANNING RULE
FINDINGS OF FACT AND CONCLUSIONS

The Oregon Transportation Planning Rule (OAR 660-012) applies to comprehensive plan amendments. This is to ensure that the existing and planned transportation system for all modes of travel is capable of handling the intensity of uses allowed by the proposed plan designation.

A plan or land use regulation amendment significantly affects a transportation facility if it would:

- Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan).
- Change standards implementing a functional classification system.
- Result in:
  - Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility.
  - Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or
  - Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

Finding: The table below shows expected weekday, AM peak hour, and PM peak hour traffic generation for represented land uses allowed outright or with conditional use approval in the Institutional or Town Center Transition zones.

Average Vehicle Trip Ends
(Per 1,000 Square Feet Gross Floor Area)

Land Use	ITE Code	Weekday Average Daily Traffic (ADT)	Weekday AM Peak Hour Trips	Weekday PM Peak Hour Trips
Library	590	56.24	4.47	7.20
Single Tenant Office	715	11.65	1.8	1.74
Government Office	730	68.93	5.88	11.03
Automobile Parts Store	843	61.91	4.41	6.44
Walk-in Bank	911			12.13
Express Ship Store	920		8.10	12.27

Finding: Traffic generation associated with institutional uses is commensurate with uses allowed by the Town Center Transition zone. According to the Institute of Traffic Engineers Trip Generation Manual, 9th Edition, Volume 3, a library generates approximately 56.2 trips per 1,000 square feet of floor area on a typical weekday. This is commensurate with an automobile parts store as shown on the table above which is expected to generate about 62 trips per weekday per 1,000 square feet of gross floor area.

Finding: A government office, another institutional use, is expected to generate about 68.9 trips per 1,000 square feet of gross floor area on a typical weekday. This is also commensurate with an automobile parts store in terms of weekday average daily traffic. During the afternoon peak hour, the traffic impact for a government office is similar to a walk-in bank. A conclusion that can be drawn from this information is traffic generation for representative institutional uses is similar to the representative retail uses that have existed or currently exist in the Forest Grove Town Center.

Finding: Existing level of service for street intersections near the subject property during the afternoon peak period operates well above the City's acceptable Level of Service (LOS) D:

2035 PM Peak Hour Traffic Operations

Intersection	Level of Service (LOS)	Delay (Seconds)	Volume to Capacity (V/C)
23rd Avenue / Main Street	A/C	15.6	0.31
19th Avenue / Council Street	A/B	13.5	0.15
Pacific Avenue / Main Street	A	8.5	0.56
Pacific Avenue / College Way	B	12.5	0.51

Finding: As the table below shows the proposed amendment will not significantly affect the existing or planned transportation facility. The table shows there is sufficient capacity at intersections in the Town Center since the V/C ration is well below 1.0 with 1.0 indicating operations at capacity. In addition, LOS is well above LOS D for all intersections and delay is within acceptable limits.

Finding: Although the proposed zone changes from Institutional to Town Center Transition will allow additional land uses including residential and retail the site is located on the Pacific Avenue/19th Avenue couplet which has sufficient capacity for additional traffic. Estimated traffic volume as shown by Transportation System Plan, Figure 3-8 (Existing Daily Traffic Volumes) is approximately 6,700 vehicles per day. The adopted TSP shows on Figure on Figure 3-8, this volume has remained constant.

Finding: Based on information contained in Highway Capacity Manual, 6th edition, the four-lane couplet has a design capacity of about 36,800 vehicles per day. The Transportation System Plan indicates Pacific Avenue and 19th Avenue are classified as arterial roads and the proposed zone change will not change the function or capacity of either street. In addition, the proposed zone change will not change any standards implementing the functional classification system.

Finding: Traffic generation associated with institutional uses is commensurate with uses allowed by the Town Center Transition zone. According to the Institute of Traffic Engineers Trip Generation Manual, 9th edition a library generates approximately 56.2 trips per 1,000 square feet of floor area on a typical weekday. The Forest Grove Library is approximately 25,000 square feet. As such the library would be expected to generate about 1,405 trips per day. A government office, another institutional use, is expected to generate about 68.9 trips per 1,000 square feet on per weekday. For comparison, specialty retail allowed in the Town Center Transition zone, such as an arts and crafts store, is expected to generate about 56.5 trips per 1,000 square feet per weekday.

Finding: For the reasons stated above proposed Comprehensive Plan Map and Zoning Map change will not significantly affect transportation facilities and therefore the changes comply with the OAR 660-012-0060.

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Presentation

FOREST GROVE OREGON

COMPREHENSIVE PLAN MAP & ZONING MAP AMENDMENTS

AFFECTING CITY PROPERTY IN THE FOREST GROVE TOWN CENTER

DAN RIORDAN
SENIOR PLANNER

07/20/20

BACKGROUND

- In 2009, the City adopted a new Development Code that among other things established the Town Center zoning districts.

- The Town Center zones were established to reinforce the historic role of the downtown as a **civic**, financial and business center for the City.

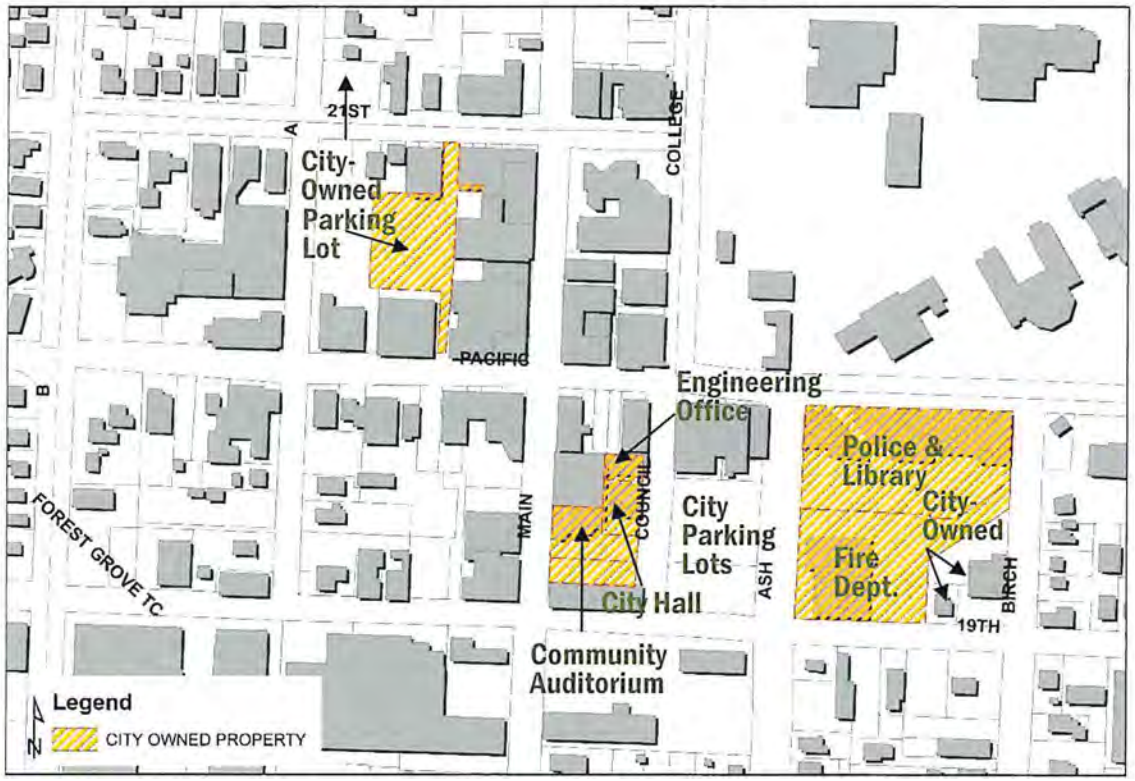
- Most properties in the Forest Grove downtown were zoned Town Center Core (TCC), Town Center Support (TCS) or Town Center Transition (TCT).

BACKGROUND

Institutional Zone

However, concurrent with adoption of the 2009 Development Code, the City applied the Institutional zoning district to some City-owned facilities including sites in downtown Forest Grove.

COMPREHENSIVE PLAN MAP AND ZONING MAP REDESIGNATION AFFECTED CITY-OWNED PROPERTY



FOREST GROVE OREGON

BACKGROUND

Overview of City Facilities Downtown Zoned Institutional

City Facility	Building Type	Area (Square Feet)
Library*	One Story	24,700
Police Station*	One Story	12,900
Fire Station*	Two Stories	17,900
Engineering Office	One Story	3,900
City Hall	Two Stories	8,400
Community Auditorium and Parking	One Story	5,200 (auditorium)
Main Parking Lot	Undeveloped	35,700 (site)
Total Acres Affected Area		4.80

*A prior proposal submitted to the Planning Commission would have re-designated these sites to Town Center Transition consistent with other properties on the block.

BACKGROUND

- Concurrent with adoption of the Development Code a Design Guideline Handbook was adopted.

- The Design Handbook includes design standards and guidelines for the TC zones.

city of forest grove

Design Guideline Handbook

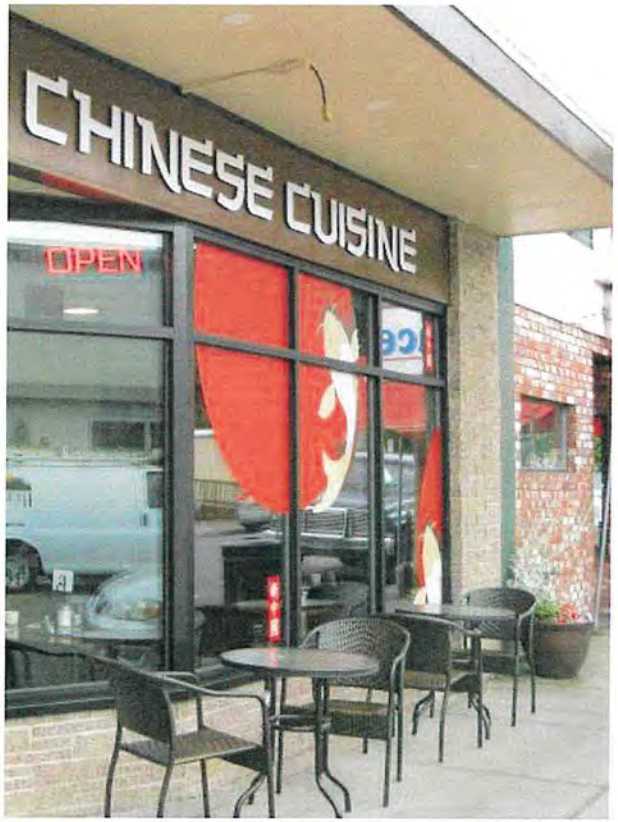
Forest Grove, Oregon
A supplement to the Development Code

Adopted – March 2009

FOREST GROVE OREGON

BACKGROUND

- The Town Center design guidelines strive to reinforce the established storefront character of the downtown.



BACKGROUND

- Specifically, the Town Center guidelines address:
  - Building orientation
  - Pedestrian connections
  - Building facades including storefront windows
  - Signs

Example: Desirable Building façade and Design Elements

BACKGROUND

- In contrast to the Town Center zones, the Institutional zone is intended to serve larger institutional facilities such as campuses, public school sites, hospitals, and sewer and water treatment facilities.

BACKGROUND

- The Design Handbook does not include design standards or design guidelines for institutional including civic uses.

- To ensure that civic uses in the Town Center complement the downtown by applying design standards and guidelines the City-owned properties could be re-designated to a Town Center zoning designation.

- This would set clear expectations for the level of design desired for civic facilities located downtown.

RATIONALE FOR RE-DESIGNATION

- Re-designating the City property will not preclude continuation of existing civic uses or future remodeling or redevelopment of City-owned property.

Use	Town Center Zone	Institutional Zone
Emergency services including police and fire	Conditional use permit required	Conditional use permit required
Cultural institutions including libraries	Permitted outright	Conditional use permit required
Government offices	Allowed outright "Office" use category	Government offices allowed outright General office category allowed with conditional use permit

RATIONALE FOR RE-DESIGNATION

- Applying the Town Center zone to City-owned facilities ensures City-owned properties are held to the same high standards as privately-owned buildings and land.

- This includes requirements for building scale, building facades, location of parking when provided, and minimum amounts of landscaping.

FOREST GROVE OREGON

BASIS FOR RECOMMENDATION

- The proposal to re-designate the City-owned property is consistent with:
  - The Forest Grove Comprehensive Plan Polices pertaining to the Town Center (staff report Attachment C)
  - Development Code zoning map amendment criteria (staff report Attachment D) including consistency with the Comp. Plan and Transportation System Plan
  - Metro Urban Growth Management Plan related to Town Centers (staff report Attachment E)

BASIS FOR RECOMMENDATION

- The proposal to re-designate the City-owned property is consistent with:
  - Oregon Statewide Planning Goals including Goal 2 (Land Use Planning), Goal 10 (Housing), and Goal 12 (Transportation) (staff report Attachment F)
  - Oregon Transportation Planning Rule related to traffic impacts resulting from Comprehensive Plan map changes (Staff report Attachment G)

STAFF RECOMMENDATION

Based on the analysis contained in the staff report including findings of fact and conclusions, Staff recommends the Planning Commission forward a recommendation to the City Council to:

> Adopt ordinances amending the Comprehensive Plan Map and Zoning Map to re-designate the City-owned sites identified by staff from Public/Institutional to Town Center.

QUESTIONS FOR DELIBERATIONS

To summarize:

- Should City-owned facilities in the downtown be considered the same as larger institutional facilities such as campuses, hospitals, sewer and water treatment facilities or public schools?

- Given the answer to the previous question, is the Institutional zone, the most appropriate zone to apply to City-owned properties downtown?

- Does the Planning Commission support re-designation of the City-owned properties to Town Center as proposed?

Correspondence No. 1

Daniel Riordan

311-20-000062-PLNG
RECEIVED
JUL 20 2020
City of Forest Grove

From: C Wolter <cwolter41@gmail.com>
Sent: Monday, July 20, 2020 10:11 AM
To: Daniel Riordan
Subject: File Number 311-20-000062-PLNG

Hi Dan,
Chet Wolter, Prosteel Builders LLC, owner of the Forest Building at 1911-1923 Pacific Avenue. In response to your Notice of Planning Hearing, please be advised that we are in the process of determining change of use for the theater portion of the properties, which will probably impact the entire building. We will want to maintain the art deco motif.
Currently, the theater is unoccupied and single screen theaters are no longer viable. We are considering demolition of the entire inside of the theater so that further planning and then construction may proceed. However, with the current crisis, there is no timeline for proceeding.

Chet Wolter
Prosteel Builders LLC
503-807-4305
cwolter41@gmail.com