

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

February 6, 2017–7:00 P.M.

**PAGE 1 of 5**

**1. CALL TO ORDER:**

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

**Planning Commission Present:** Tom Beck, Carolyn Hymes, Sebastian B. Lawler, Lisa Nakajima, Dale Smith, Phil Ruder and Hugo Rojas.

**Planning Commission Excused:** None.

**Staff Present:** Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Rick Blackmun, City Engineer; Marcia Phillips, Planning Commission Coordinator

There were approximately twenty people in the audience.

**2. PUBLIC MEETING:**

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

**2.2 PUBLIC HEARING:** None.

**2.3 ACTION ITEMS:** None.

**2.4 WORK SESSION ITEMS:**

**Westside Planning Project – Infrastructure & Funding Approach.**

Mr. Holan said the purpose of this project is to determine what type of infrastructure is needed in the Westside Planning area, and how to pay for them. He said the infrastructure and financial analysis has been done for some time, and it has been posted on the website for everyone to review. He said staff asked the consultant to help figure out how to pay for this infrastructure, and this information will be presented tonight. Holan said staff wants to hear from citizens about whether or not we are headed in the right direction.

For the benefit of people in the audience, Chairman Beck explained that the work session tonight was to inform the Planning Commission. He said in April there will be a public hearing and public testimony will be taken at that time.

Mr. Holan stated that staff wants people's comments between now and the hearing.

Mr. Riordan introduced Anne Sylvester, Consultant with SCJ Alliance, and Rick Blackmun, City Engineer. Riordan said the last formal work session on the Westside Planning Project was a year ago. He said the goal was to develop a refinement plan for the area, and the City obtained a Metro Community Planning and Development grant of \$133,000 in 2014 to fund consultant technical assistance. The consultants include: SCJ Alliance (lead consultant in transportation, infrastructure, natural resources), Urbswork (public input, focus groups and charrettes), PBS Engineering and Environmental (geotech), and FCS Group (financing). Riordan said staff will prepare the plan and necessary amendments to existing documents such as the Comprehensive Plan and Transportation System Plan, and all the information will be consolidated into a refinement plan for the area.

Mr. Riordan said the process to date has included stakeholder interviews, two planning charrettes, and a Planning Commission Work Session on July 6, 2015. On the technical side, he said the

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

February 6, 2017-7:00 P.M.

**PAGE 2 of 5**

background analysis was put on the City's website along with the infrastructure and traffic analysis. Riordan said Technical Advisory Committee meetings were held, and the City is to the point of determining the financial strategy for the infrastructure.

Mr. Riordan showed a PowerPoint slide of the Westside Planning area which showed development issues discussed at the July 6, 2015, Planning Commission work session. He explained that in the SR Zone (Suburban Residential) there is inadequate water pressure, and was planned for the possibility of wells.

Mr. Holan explained that the SR constraint would go away when the water pressure constraint is resolved.

Mr. Riordan showed a slide of the Planning Commission's direction to staff, and pointed out that an elementary school is part of the School District's long term plan for this area, and a park site is part of the City's Park and Recreational Master Plan. He said the Fire Department has plans for a future fire station in the area.

In response to a request from Chairman Beck, Mr. Riordan talked about the steep slope issues and riparian areas. He said the historic landslide areas are factored in. He showed a table and explained the Dwelling Unit Yield Estimate for the Westside Planning area per the Planning Commission recommendation. He said the consultant did some traffic analysis because the City wanted a sense of the number of daily peak hour trips, and the real difference is in the R-5 zone. Mr. Riordan said the traffic circles have a significant impact on traffic, but at some point traffic will surpass the traffic circle's capacity. He said the bottom line is there will be a lot more daily trips in the area than we see now, and this will need to be addressed. Riordan said staff is talking with ODOT regarding alternatives and will have it worked out before the public hearing.

In response to a question from Commissioner Lawler, Ms. Sylvester said peak hours are generally from 4 p.m. to 6 p.m. She said the issue is the Purdin Road area was not considered in the 2014 TSP update. Sylvester said there are potentially significant impacts on Highway 47 round-a-bouts at David Hill Road and Purdin/Verboort Road.

Mr. Riordan showed a slide of the major street system. Ms. Sylvester explained that collector streets must be ¼ to ½ mile apart and arterial streets need to be about one mile apart. She said this is flexible depending upon development density, etc. Sylvester said another issue is that with slopes steeper than 15% concrete must be used rather than the asphalt, which makes the roads more expensive to build.

Mr. Riordan explained that the roads indicated on the map are conceptual only, and could change with development. He said topography is a major factor in the placement of roads.

Chairman Beck said the Commission has put some zoning on the area, but can we have an R-10 zone and actually be able to build roads?

Mr. Riordan explained that it may require innovative design, with perhaps clustering of units to avoid slopes.

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

February 6, 2017-7:00 P.M.

**PAGE 3 of 5**

Chairman Beck responded by saying that several residential developments were built in the 26<sup>th</sup> Avenue area, and we still have access problems. He said this needs to be avoided in this new area by planning the streets ahead of time.

Mr. Riordan explained that having lines for potential streets in the policy documents gives the City more pull to require developers to put in streets.

Chairman Beck said we need something with more teeth for staff to require streets, and informed staff that he will be bringing this up throughout this process. He said if the street plan is too flexible it could get “dealt away” during development.

Mr. Riordan showed a slide of the major sewer system, and explained that the topography dictates how the system runs.

Mr. Holan said the issue was how to collect the sewerage on the north area of David Hill Road and pipe it over to Highway 47. He said the sewer line could follow Thatcher Road, but this is only possible if the City can get across the water course (Council Creek), and explained that Thatcher Road would have to be elevated for 800-feet to make the connection. Holan showed a slide of the stormwater system, and explained that this was all conceptual. He explained that this was not based on current Clean Water Services (CWS) requirements, but anticipating future CWS requirements with more detention facilities for better water quality.

Mr. Riordan showed a slide of the water system with a future reservoir indicated to deliver water to areas above 440-feet.

Chairman Beck stated that serious consideration needs to be given about a road between Road # 2 and Road # 10.

Mr. Riordan explained that this land is owned by the School District, and if they decide to sell the land, there may be an opportunity for a road.

Mr. Blackmun discussed placement of the future reservoir, and how it was determined.

Mr. Riordan showed a slide of the total costs, and pointed out that roads are the most expensive. He showed slides of the cost by area, and use of SDCs (System Development Charges) collected as the land develops. He said these charges include City Parks SDC, Clean Water Services SDC, and Washington County Transportation Development Tax. Riordan explained that the City does not have direct control of most of the SDCs collected for other jurisdictions. He said the SDCs are incremental, so it is difficult to fund improvements needing up front funding, and he showed a slide of the consultant’s recommendations for use of the SDCs. Riordan stated that the bottom line is there are several policy issues to be discussed with the Planning Commission during this process.

Chairman Beck said he found it curious that smaller developments are very high priced, and was not sure it is an effective way to determine fees in Forest Grove - selling houses for \$500,000 in other jurisdictions versus \$350,000 in Forest Grove.

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

February 6, 2017-7:00 P.M.

**PAGE 4 of 5**

Commissioner Nakajima reminded the Commission that this is twenty years from now, and these prices for houses could be possible.

Chairman Beck stated that a reason Forest Grove is a great place to live is because we are not on a transit spoke, but he said this also affects business because of how long it takes to get to Portland.

Mr. Holan discussed short term improvements that could be done in the David Hill area.

Chairman Beck said if the City did \$6 million in improvements, the SDCs might be lowered – this would be one way of doing it.

Mr. Riordan showed a slide that listed the Westside Plan decisions that require Planning Commission recommendation and City Council adoption by ordinance. These included: adoption of Westside Area Refinement Plan, Comprehensive Plan map and text amendment, Transportation System Plan amendment of the circulation system, cross sections and project list, Zoning Map amendment, and Development Code amendment for geo-tech requirements and road slope standards. He showed a slide of the Westside Plan next steps, and commented that there is a lot of work that must take place after the Westside Plan is adopted.

Mr. Holan explained that Staff wants allow the Commission sufficient time to really look at the proposal, and may require more than one meeting.

Commissioner Nakajima commented that it is important that citizens have time to absorb it too.

Commissioner Lawler said the City wants to hear from citizens on such a big project, but besides hearings how can citizens give input?

Mr. Holan said open houses where citizen comments can be taken would be a good idea.

Commissioner Nakajima asked how soon the City can get a project on the Washington County project list?

Mr. Holan explained that the City needs a policy document first. He explained that Washington County had MSTIP tax funds for road improvements, but it got absorbed into their general fund. He said they just went through one iteration of their project list, which included an extension of David Hill Road. He said Staff has requested the next round to include Thatcher Road.

Chairman Beck encouraged the people in the audience to contact Staff with comments and questions. He closed the work session at 8:31 p.m.

**BUSINESS MEETING:**

**3.1 APPROVAL OF MINUTES:** Commissioner Nakajima moved to approve the minutes from the January 3, 2017 meeting. Commissioner Lawler seconded. Motion passed 7-0.

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

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

February 6, 2017–7:00 P.M.

**PAGE 5 of 5**

**3.3 DIRECTOR’S REPORT:**

Mr. Holan said at the next meeting the Commission will hear an appeal of an administrative decision on the location of a marijuana facility. He said Staff determined that a marijuana product manufacturing company is not a use permitted in the Community Commercial zone, and the appellant is appealing this determination. Holan said the driveway amendment will be heard at that same meeting, and a third item which is a letter from an applicant’s architect regarding ways to increase the density on the Cain Petroleum site.

Mr. Holan said other projects will come before the Commission depending upon how soon the completeness reviews are done. He commented that it is surprising how many multi-family projects the City is getting.

**3.4 ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on February 20, 2017 at 7 p.m.

**3.5 ADJOURNMENT:** The meeting was adjourned at 8:45 p.m.

Respectfully submitted by:

Marcia Phillips

Planning Commission Coordinator