



*A place where families and businesses thrive.*

**Planning Commission  
Community Auditorium  
1915 Main Street, Forest Grove, OR  
Monday, August 19<sup>th</sup>, 2019, 7:00 pm**

**1. CALL TO ORDER:**

Chair Tom Beck called the meeting to order at 7:00 p.m. Roll Call:

**Planning Commission Present:** Tom Beck, Chair; Commissioners Lisa Nakajima, Ginny Sanderson, and Dale Smith.

**Planning Commission Excused:** Phil Ruder, Vice Chair; Commissioners Sebastian Bannister Lawler and Hugo Rojas.

**Staff Present:** James Reitz, Senior Planner; Dan Riordan, Long Range Planner; Bryan Pohl, Community Development Director; Cassi Bergstrom, Planning Commission Coordinator

**2. PUBLIC MEETING:**

**A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

**B. PUBLIC HEARING:**

**(1.) File No. 311-19-000017-PLNG – Amendment to Development Code Article 3 Zoning Districts, Article 5 Special Provisions, and Article 12 Use Categories and Definitions to permit Seasonal Shelters in the Town Center and Community Commercial zoning districts**

Chair Beck opened the legislative public hearing at 7:00 p.m, calling for the staff report.

Senior Planner James Reitz gave the staff report, informing the Commissioners that City Council has directed staff to prepare an ordinance to regulate temporary seasonal shelters as currently there is no Development Code to regulate and define temporary uses and seasonal shelters specifically. Severe weather shelters are not incorporated into the Development Code, but will be drafted and prepared to be defined and regulated within the Forest Grove City Code for the City Manager’s review. The City’s goal is to make the permitting process for the shelter as simple and timely as possible.

Mr. Reitz went over the submittal requirements for the temporary use permits. Review criteria include parking, access/circulation, compliance with fire life safety building codes, and located within the Community Commercial (CC) or Town Center (TC) zoning districts. These temporary use permits are applicable to stands as well, such as Christmas tree stands, firework stands, etc. Seasonal shelters exclusively will be defined as to their intent and permitting conditions within Article 5 and 12 of the Development Code for clarity.

Chair Tom Beck questioned the definition of seasonal shelters, the time limit suggested, and the limited zoning districts the City was imposing due to the fact that some churches are not located within the allowable zoning districts. Community Development Director Bryan Pohl explained that staff has been directed by City Council to allow temporary use permits in the TC and CC zoning districts.

Commissioner Nakajima commented that a seasonal shelter has the risk of operating for profit as it is currently defined. Commissioners discussed the civic use category and including a condition of being non-profit.

Chair Beck suggested similar language for conditional use permits be used regarding returning the condition of the site back to its original use.

**CORRESPONDENCE:**

A handout was received at the meeting with information regarding the West Washington County Winter Shelter.

**PROPONENTS:**

**Michael Terhorst, Cherry Grove, OR:**

Mr. Michael Terhorst came to the front, informing the Commission that he is the Site Coordinator for the United Church of Christ in Forest Grove. Mr. Terhorst is very grateful for this review process of the ministry. The suggestion of running the seasonal shelters to the end of the month would be helpful, as well as increasing the annual maximum of days from 35 to 40 days. Sometimes there is a conflict with events happening at the shelter locations, and the various churches will substitute for one another. The permitting condition stating “a seasonal shelter may be open not more than two (2) days per week” could provide a barrier to the ministry they are providing. Having seasonal shelters available will benefit everyone in the community, with a broader focus being affordable housing and working towards a solution.

Commissioner Nakajima asked Mr. Terhorst to explain the ‘Family Promise’ organization. Mr. Terhorst explained that it is an organization with a focus on family that can stay for up to a week at a time with roots in Community Action.

Commissioner Sanderson asked Mr. Terhorst if he had any comments on the permitting process the City is proposing, and Mr. Terhorst responded that they can do it rather easily.

**Celeste Goulding, Gaston, OR:**

Ms. Celeste Goulding came to the front, explaining that she is the manager for seasonal shelters in the western Washington County area. Ms. Goulding agrees with all of Mr. Terhorst's suggestions and comments. Ms. Goulding gave her background, explaining she is a Masters level social worker.

Ms. Goulding explained that most of the staff for seasonal shelters are volunteers, and having more options available to host the shelters would be the most humane action. The 'Family Promise' organization would not fall under the temporary seasonal shelter ordinance.

**OPPONENTS:**

None.

**OTHER:**

None.

Chair Beck closed the public hearing at 7:44 p.m.

**COMMISSIONER DISCUSSION:**

Chair Beck questioned the City as to why a temporary shelter only qualifies during the winter and not the rest of the year.

Director Bryan Pohl explained that the City Council has directed staff to focus on the seasonal shelters and their locations. There are other avenues to address year-round sheltering for homelessness.

Commissioner Nakajima suggested omitting the two day limitation, and extending the maximum number of days to 45 days. Commissioners discussed the location of the temporary seasonal shelters, and the limitation of the zoning. Commissioners had Ms. Celeste Goulding come forward and explain the release procedure. Ms. Goulding explained they do "sweeps" within 2-4 blocks of the shelter to make sure the homeless population are not gathering in residential areas. It is almost never a problem as the homeless head straight to the transit lines, and transit lines need to be close by for their homeless guests with disabilities and difficulties walking.

Commissioners discussed the options and concluded amending these conditions:

- Extend the maximum number of days for a seasonal shelter to be open to 45 days;
- Omit the limitation of two (2) days per week a shelter can be open in one location;
- Change the open dates to November 1 – March 31<sup>st</sup>;
- Include language from conditional use permit to restore site to its original condition when the temporary use ends;

- To include all 501(c)3 charitable organizations for allowance to operate seasonal shelters

**Commissioner Sanderson moved a motion to recommend to City Council with the discussed amendments for file number 311-19-000017-PLNG – Amendment to Development Code Article 3 *Zoning Districts*, Article 5 *Special Provisions*, and Article 12 *Use Categories and Definitions* to permit seasonal shelters in the Town Center and Community Commercial zoning districts. Commissioner Nakajima seconded the motion.**

**Roll Call Vote on Motion: AYES: Chair Beck; Commissioners Nakajima, Sanderson, and Smith. NOES: None. ABSENT: Vice Chair Ruder; Commissioners Bannister-Lawler and Rojas. MOTION CARRIED 4-0.**

**(2.) File No. 311-19-000016-PLNG – Comprehensive Plan text amendment to add the 2019 Housing Needs Analysis Update as a technical appendix**

Long Range Planner Dan Riordan gave a staff report using a Power Point presentation, explaining the purpose of having a public hearing for the update to the Housing Needs Analysis (HNA) that was adopted in 2009. The City was provided funding for a consultant with expertise to prepare the HNA update, and tonight the Planning Commission will make a recommendation whether City Council should accept the update.

Mr. Riordan gave the background of the project and the participants selected for the advisory committee. An inventory of the housing types and demand projections was provided, and the HNA update covers the period from 2019 to 2039. The population in Forest Grove is expected to increase by about 9,600 people over the next 20 years, making an additional 3,400 housing units needed for the expected growth. Overall, the UGB appears adequate to address housing needs during the 20 year planning period.

Currently, expanding the supply of approved subdivision lots is constrained by the lack and cost of infrastructure needed to serve the areas, as well as the lack of desire for property owners to annex into the City. Mr. Riordan went over some policy considerations to help promote needed housing. Policy considerations include establishing a Construction Excise Tax to incentivize affordable housing, revising System Development Charge methodology, cottage/cluster housing development standards, reduce parking requirements, and reduce the cost of development. Director Bryan Pohl explained the calculation of the Construction Excise Tax and how it is utilized.

Staff recommends the Planning Commission approve a motion recommending City Council acceptance of the HNA update and Council adopt an ordinance amending the Forest Grove Comprehensive Plan to include the HNA update as a technical appendix. Commissioner Nakajima recommended the City address within the HNA

the new apartment units that were built in 2017-2018 with a footnote.

**Commissioner Nakajima moved a motion to recommend to City Council for file number 311-19-000016-PLNG – Acceptance of the Housing Needs Analysis update with the edit in the footnote and Council adopt ordinance for amendment of the Comprehensive Plan text to add the 2019 Housing Needs Analysis Update as a technical appendix. Commissioner Sanderson seconded the motion.**

**Roll Call Vote on Motion: AYES: Chair Beck; Commissioners Nakajima, Sanderson, and Smith. NOES: None. ABSENT: Vice Chair Ruder; Commissioners Bannister-Lawler and Rojas. MOTION CARRIED 4-0.**

**C. ACTION ITEMS:**

None.

**D. WORK SESSION ITEMS:**

None.

**3. BUSINESS MEETING:**

**A. APPROVAL OF MINUTES:**

Commissioner Smith moved to approve the minutes of the July 1<sup>st</sup>, 2019 meeting. Commissioner Nakajima seconded. Motion passed 4-0.

**B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:**

None.

**C. DIRECTOR'S REPORT:**

Director Bryan Pohl gave an update from the City Council meeting on August 12<sup>th</sup> regarding the appeal of the Dollar General. The appeal was upheld, and in speaking with the applicant they will not be appealing the decision. City Council has indicated to staff that the Neighborhood Mixed Use zoning definition needs to be clarified as far as a Village Center. There will be a work session held on September 23<sup>rd</sup> to discuss next steps.

Chair Beck suggested the Council think about what the City can do when a project might result in greater pedestrian traffic is applied for, but the street is not within City jurisdiction. The City needs to allocate funds for a solution to the pedestrian traffic.

James Reitz gave an update on the fence variance at Ivy Crest Court, stating the issue is resolved.

Mr. Reitz informed the Commission that there is a pre-application meeting scheduled regarding a proposed subdivision at Thatcher Road/Watercrest Road. Staff is not sure if this will be a subdivision or a planned development as of yet.

**D. ANNOUNCEMENT OF NEXT MEETING:**

The next meeting is to be determined.

**E. ADJOURNMENT:**

The meeting was adjourned at 8:39 p.m.

Respectfully submitted by:

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Cassi Bergstrom  
Planning Commission Coordinator