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**Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Monday, December 16th, 2019, 7:00 pm**

1. CALL TO ORDER:

Chair Tom Beck called the meeting to order at 7:04 p.m. Roll Call:

Planning Commission Present: Tom Beck, Chair; Phil Ruder, Vice Chair; Commissioners Lisa Nakajima, Hugo Rojas, and Dale Smith.

Planning Commission Excused: Commissioner Ginny Sanderson.

Staff Present: James Reitz, Senior Planner; Dan Riordan, Long Range Planner; Bryan Pohl, Community Development Director; Shannon Reynolds, Administrative Specialist.

2. PUBLIC MEETING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-19-000030-PLNG – Site plan approval and design review of a proposed 18-unit apartment complex located at 2560 Hawthorne Street

Chair Beck opened the quasi-judicial public hearing at 7:05 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no challenges from the audience.

Mr. Reitz gave a Power Point presentation, showing the location of the proposed 18-unit apartment complex along with an aerial view of the site and an elevation view of the architectural drawings. Mr. Reitz explained that this is the last lot to be developed within the Hawthorne Gardens subdivision, and the proposed apartments meet the density requirements. A neighborhood meeting was held by the applicant, and one neighbor was present.

Mr. Reitz went over some of the conditions of the application: Sidewalks being installed with curb/gutters; reduce the width of the driveway approach from 26 feet down to 20 feet; reduce to parking stall length in order to enlarge the landscape area accordingly.

Chair Beck suggested staff make a future development code amendment for reducing parking stall length requirements and requiring all lighting to be motion detected.

Commissioner Rojas inquired if this is affordable housing, and Mr. Reitz responded that these will be rented at marketable rate.

Vice Chair inquired if the 26th Avenue project to improve the road is being made a priority. Mr. Reitz asked the applicant, and they stated it is currently in design.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

Melissa Slotemaker (AKS Engineering), 12965 SW Herman Rd #100, Tualatin, OR 97062:

Ms. Melissa Slotemaker came forward, stating Mr. Reitz gave an accurate summary of the project. Ms. Slotemaker stated the conditions staff recommended are not a concern for the applicant. Open space provided is 50% of the site, and 20% is required.

Chair Beck suggested the pedestrian walkways through the parking lot be more distinguished as concrete pathways rather than painted lines when connecting all units.

Commissioner Nakajima inquired about outdoor space, and Ms. Slotemaker showed the balconies on the units being about 40 square feet.

PROPONENTS:

None.

OPPONENTS:

Linda Monte, 2439 Hawthorne St, Forest Grove, OR 97116:

Ms. Linda Monte came to the front, informing Commissioners that she did not receive a notification of the neighborhood meeting. Ms. Monte wants the Commissioners to consider the traffic speed on Hawthorne Street as many speed down the road and it is not enforced, the Code enforcement within the area is delinquent, and 26th Avenue improvements have been talked about for many years but nothing has happened.

OTHER:

None.

REBUTTAL:

Melissa Slotemaker (AKS Engineering), 12965 SW Herman Rd #100, Tualatin, OR 97062:

Ms. Slotemaker came to the front for rebuttal, stating she has the mailing and notice information within her packet for the neighborhood meeting they held and two mailings were returned.

Chair Beck closed the public hearing at 7:39 p.m.

COMMISSIONER DISCUSSION:

Chair Beck inquired if there were any concerns regarding the concrete pedestrian pathway being made a condition of the application, and there were none.

Vice Chair Ruder stated that the 26th Avenue improvements needs priority attention as well as the speed limit of 25 miles per hour being enforced on Hawthorne Street.

Commissioner Rojas moved a motion to approve file number 311-19-000030-PLNG – Site plan approval and design review of a proposed 18-unit apartment complex located at 2560 Hawthorne Street with a condition requiring concrete pedestrian pathways connecting units. Vice Chair Ruder seconded the motion.

Roll Call Vote on Motion: AYES: Chair Beck; Vice Chair Ruder; Commissioners Rojas, Nakajima, and Smith. NOES: None. ABSENT: Commissioner Sanderson. MOTION CARRIED 5-0.

(2.) File No. 311-19-000028-PLNG – Comprehensive Plan Map and Zoning Map Amendments to re-designate and rezone two parcels located at 2102 Pacific Avenue and 1919 Ash Street from Public/Institutional to Town Center Transition

Chair Beck opened the quasi-judicial public hearing at 7:43 p.m. and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no challenges from the audience.

Chair Beck read through the criteria for considering the zone change, and called for the staff report.

Senior Planner James Reitz disclosed that the applicant for the City is Paul Downey, Administrative Services Director. Mr. Reitz gave a Power Point presentation showing the vicinity and tax lots affected by the zone change. The purpose of the zone change is for the proposed new police station. The water quality facility located within the vicinity will go away, and storm water will be drained to the new Hawthorne Street water quality facility constructed over the summer.

Mr. Reitz went over the parking standards required for a police station, which zoned as Institutional would need to comply with off-street parking requirements resulting in a surface parking area of about 60 spaces. Town Center Transition zoning does

not have a minimum parking requirement for non-residential uses. The police station will come back to the Planning Commission as a conditional use permit to discuss the parking requirement further. The preferred approach is to go forward with the zone change in order to eliminate the minimum parking requirement within an Institutional zone allowing for more flexibility.

Chair Beck voiced his concerns about the lack of parking and the city changing zones to allow fewer parking spaces. He believes there is a cleaner way to solve the parking requirement for the police station rather than just changing the zone in order to not create a poor public perception.

Vice Chair Ruder wondered if a code amendment would make more sense than a zone change in order to define parking requirements for a police station.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

Paul Downey, Admin Services Director, 1924 Council St, Forest Grove, OR 97116:

Mr. Paul Downey came to the front, explaining that he is the project manager for the proposed police station project. He explained that the purpose is to allow flexibility within the zone. Mr. Downey showed a preliminary design of the proposed structure and how it will be oriented on the lot. The Transportation Development tax (TDT) rate is very high for a police station, and the rate is set by Washington County. The city is trying to save money by reducing the area of the police station.

Mr. Downey showed the parking area proposed, explaining that there will be 32 secured parking spots for police cars, whereas the current facility only has 13 spaces. The proposed design creates more parking spaces on the block than what is currently available now, bringing the total to 90 spaces.

Chair Beck has some concern that the project will not go forward, and Mr. Downey explained that the city hopes to have the land use application approved prior to the May 2020 bond being voted on so that construction can begin shortly after so as to not waste any time or money.

Chair Beck closed the public hearing at 8:16 p.m.

PROPOSERS:

None.

OPPONENTS:

None.

OTHER:

None.

COMMISSIONER DISCUSSION:

Chair Beck suggested a text amendment with a parking ratio defined specifically towards police stations is the more correct way to resolve this, and Commissioners agreed. Mr. Reitz stated that doing a text amendment will take time. Commissioner Nakajima stated that making the zone Institutional with a parking ratio text amendment for that specific zone will be more transparent in the public eye. The majority of the block is already zoned Institutional, and the designation will still allow construction of a new police facility. Chair Beck reiterated that the Institutional zone can be worked with in order to provide the appropriate number of parking spaces for the police station.

The Planning Commission concluded that it would be more logical to amend the Comprehensive Plan map and Zoning map to re-designate the parcels at 2137 and 2129 19th Avenue as Public/Institutional than to approve the requested amendment suggested by city staff.

Vice Chair Ruder moved a motion to recommend to City Council file number 311-19-000028-PLNG – Comprehensive Plan Map and Zoning Map Amendments to re-designate and rezone two parcels located at 2137 19th Avenue and 2129 19th Avenue from Town Center Transition to Public/Institutional, and a text amendment be crafted specifically for parking ratios within that zone. Commissioner Rojas seconded the motion.

Roll Call Vote on Motion: AYES: Chair Beck; Vice Chair Ruder; Commissioners Rojas, Nakajima, and Smith. NOES: None. ABSENT: Commissioner Sanderson. MOTION CARRIED 5-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Vice Chair Ruder moved to approve the minutes of the December 2nd, 2019 meeting. Commissioner Nakajima seconded. Motion passed 5-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Senior Planner Dan Riordan informed Commissioners that the applicant for Stafford Land Company submitted an appeal of Planning Commission's decision regarding the rear yard setback adjustment for the decks within Gales Creek Terrace planned development.

Senior Planner James Reitz informed Commissioners that the next meeting will include a driveway variance for Old Trapper.

Mr. Riordan stated that he is working on a Neighborhood Mixed Use zone text amendment and working with property owners.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is scheduled for January 21st, 2020.

E. ADJOURNMENT:

The meeting was adjourned at 8:20 p.m.

Respectfully submitted by:

Cassi Bergstrom
Planning Commission Coordinator