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**Planning Commission
Community Auditorium and Webex
1915 Main Street, Forest Grove, OR
Monday, June 15th, 2020, 7:00 pm**

1. CALL TO ORDER AND ROLL CALL:

Chair Phil Ruder called the Planning Commission meeting to order at 7:00 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Planning Commission limited in-person contact and social distancing. **The Planning Commission conducted the meeting remotely by video conferencing.** The meeting was remotely video conferenced by Planning Commission Coordinator Cassi Bergstrom and Senior Planner James Reitz as well as televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and live streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). Written comments on items not on the agenda and written testimony regarding the public hearing were accepted if submitted by June 15th, 2020, 3 p.m. to Senior Planner James Reitz.

Roll Call:

Planning Commission Present via Webex Remotely: Phil Ruder, Chair; Hugo Rojas, Vice Chair, Commissioners Ginny Sanderson, Joel Redwine, Dale Smith and Julie Danko.

Planning Commission Present: Commissioner Lisa Nakajima (in the Community Auditorium).

Planning Commission Excused: None.

Staff Present: Bryan Pohl, Community Development Director (in the Community Auditorium); James Reitz, Senior Planner (in the Community Auditorium); Cassi Bergstrom, Planning Commission Coordinator (in the Community Auditorium).

2. PUBLIC MEETING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-20-000010-PLNG – Planned Residential Development consisting of 20 attached homes located at 2354 Kingwood Street

Chair Phil Ruder opened the quasi-judicial public hearing at 7:04 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 conflicts of interest and no challenges from the audience.

Senior Planner James Reitz gave a Power Point presentation, showing the location and aerial view of the site. Mr. Reitz summarized the application, explaining the local street system. Currently Kingwood Street is a private drive and the City proposes the applicant dedicate half of the right-of-way with a termination at the north property line of 2355 Kingwood Street. There is a future planned extension of Laurel Street that will be applicant driven.

Mr. Reitz showed the architecture of the 3-story townhomes, which include one-car garages. Overall there will be 40 on-site spaces provided for the 20 units proposed, exceeding the city standard parking requirement. The architectural elevations were shown and comply with the Development Code's building design standards for multi-unit development.

Mr. Reitz showed the landscape plan and greenspace of the area with a robust selection of street trees and shrubbery. Fencing is being proposed along the west end of the property. A play structure with benches in the greenspace is being recommended by staff.

Commissioner Nakajima inquired if there is fencing or division between the attached homes for backyard privacy, and Mr. Reitz responded that it was not shown in the drawing by the applicant.

Staff recommends approval of the requested conditional use application with the following conditions: Kingwood Street shall be designed as a cul-de-sac, terminating in the vicinity of 2355 Kingwood Street; a play structure shall be installed within a fenced enclosure with two benches minimum installed.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

John DeJong, PO Box 80483, Portland, OR 97280:

Mr. John DeJong came to the front to speak as the applicant for the project. Mr. DeJong stated he is in agreement with the conditions of approval the City has recommended. In regards to fencing, the landscape plan shows fencing that divides the attached lots from each other for more rear yard privacy.

Commissioner Redwine inquired if the site is environmentally friendly. Mr. DeJong answered that they are to be in compliance with Clean Water Services regulations, and the storm water is to be treated in a water quality facility before making its way to the storm water system. All the landscaping will be done by a landscaper with northwest native plants.

Commissioner Rojas asked if any of the units will be considered affordable. Mr. DeJong responded that the rentals will be market value, and the units that are homeowner occupied will be \$300,000 to \$350,000.

PROPONENTS:

Dick Reynolds, Property Owner, PO Box 431, Banks, OR 97116:

Mr. Dick Reynolds came to the front, explaining he is the husband of the property owner along with her sister. Mr. Reynolds stated that they are all in support of the application and the quality development.

OPPONENTS:

Craig Enstrom, 5120 SW 198th Ave, Aloha, OR 97007:

Mr. Craig Enstrom came to the front, explaining that he owns the property next door. Mr. Enstrom wants clarification regarding Kingwood Street, and Mr. Reitz explained that the existing Kingwood Street easement is a private easement, and the City has no authority over access regarding the road. Mr. Enstrom stated that there is a lot of foot traffic that uses the easement to access Casey Meadows. Mr. Reitz explained that whoever owns the easement has the ability to block access or post it as private drive. Staff has recommended that the Kingwood right-of-way be extended and terminated at the end of the applicant's property and the property located at 2355 Kingwood Street.

OTHER:

None.

REBUTTAL:

None.

Chair Ruder closed the public hearing at 7:46 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion, and added that the access is not favorable to Casey Meadows. The City needs to improve those roads sooner rather than later.

Commissioner Nakajima stated that she is happy with the way the units are spread out on the property and not just one large mass, but has a concern with that many units located on a smaller lot. Chair Ruder stated the minimum density was met.

Commissioner Danko stated that there is a lot of landscaping, and was wondering how it will be maintained. Mr. DeJong explained that a Homeowners Association will be required to maintain the landscaping. Mr. DeJong also went on to say that they would be willing to post the remainder of Kingwood Street as a private drive.

Commissioners were in agreement that the project is desirable for that area.

Commissioner Sanderson moved a motion to approve file number 311-20-00010-PLNG – Planned Residential Development consisting of 20 attached homes located at 2354 Kingwood Street with the conditions recommended by the City. Commissioner Nakajima seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Nakajima, Redwine, Smith, and Danko. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

(2.) File No. 311-20-00038-PLNG – Site Plan and Design Review of a proposed 6,095-square-foot commercial building with drive through and parking located at 3424-3438 Pacific Avenue and 1943 Oak Street

Chair Phil Ruder opened the quasi-judicial public hearing at 7:52 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 conflicts of interest and no challenges from the audience.

Senior Planner James Reitz gave a Power Point presentation, showing the location, history, and aerial view of the site. Mr. Reitz summarized the application, explaining the proposal is to build a single story 6,095 square foot commercial building with drive through, landscaping, and outdoor seating located within the Community Commercial zoning district.

Mr. Reitz showed the site plan, which has three tenant spaces available and a car park providing 61 spaces. Vehicular access would come off of Poplar Street. Both the Pacific Avenue and Poplar Street frontages would be fully improved. An on-site covered trash enclosure will be required. Staff recommends approval of the site plan and design review permit with an optional condition of reducing the on-site car park by 11 spaces.

Commissioner Nakajima spoke against the optional condition, as parking along Pacific Avenue is not an option.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

Josh Veentjer, 1212 SW Fairflax Pl, Portland, OR 97225:

Mr. Josh Veentjer joined in via Webex to speak as the applicant for the project. Mr. Veentjer stated that they are excited about the project, and two tenants will be Starbucks and Mod Pizza. They have not had an opportunity to advertise much for the third suite due to COVID restrictions.

Commissioner Nakajima made comment that a sufficient garbage area will be needed for the tenants, and Mr. Veentjer stated that they are providing a covered garbage area that will be sufficient.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

Ryan Wells, 3315 17th Ave, Forest Grove, OR 97116:

Mr. Ryan Wells came to the front, stating he is mostly in support of the application but wants to voice his concerns regarding the access off Poplar Street. Mr. Wells uses Poplar Street to access his residence from Pacific Avenue. Mr. Wells is concerned regarding the access to the building off Poplar Street and the proximity the access is from Pacific Avenue as the highway is classified as an arterial street. The City's Development Code states a curb cut must be at least 100 feet from an arterial road, but the way the lot is configured that is not possible. Mr. Wells would like to see the developer move the driveway cut to address the potential intersection conflict. With the development occurring to the south the traffic in the area will significantly increase.

REBUTTAL:

Mr. Veentjer stated that they have worked really hard with Starbucks to provide a lot of on-site queuing for the drive through, and doesn't know what more can be done to improve the access. Moving the curb cut five feet will not make enough of an impact.

Mr. Wells proposed a solution of moving the 9 parking spaces to the north side of the drive aisle to make the access as far south as possible on the property. Mr. Veentjer stated that would cause cars to possibly queue behind parked vehicles. Mr. Wells understands that the site may be too constrained to make the adjustment and he appreciates the consideration.

Commissioner Redwine believes this queuing is very fluid.

Commissioner Sanderson expressed her support in the current parking lot design.

Chair Ruder closed the public hearing at 8:33 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion. Commissioners agreed the design and parking as proposed is appropriate for the project.

Commissioner Nakajima moved a motion to approve file number 311-20-000038-PLNG – Site Plan and Design Review of a proposed 6,095-square-foot commercial building with drive through and parking located at 3424-3438 Pacific Avenue and 1943 Oak Street, leaving off the optional staff condition reducing the parking. Vice Chair Rojas seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Nakajima, Redwine, Smith, and Danko. NOES: None. ABSENT: None. MOTION CARRIED 7-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Vice Chair Rojas moved to approve the minutes of the May 18th, 2020 meeting. Commissioner Danko seconded. Motion passed 7-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Commissioner Danko asked how the City notifies the public regarding public hearings. Community Development Director Bryan Pohl responded that property owners within 300 feet of the project are notified via a mailed notice, a Notice of Hearing is published in the local newspaper, an update a week prior on the website is posted, and the public is always welcome to contact staff. Chair Ruder wondered if social media can be used to post meeting information, as it would get the word out more effectively. Mr. Pohl responded that as of right now there is not a proper forum to post public hearings on social media but the City is working on its communications plan.

Mr. Pohl updated the Commissioners on upcoming meetings: July 6th, 2020 will be a public hearing for a 196-unit apartment complex; July 20th staff hopes an in-person work session can occur for the Neighborhood Mixed Use zoning.

Staff applied for a DLCD Grant to help prepare the costs of development regarding the Westside plan and it was granted.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be held on July 6th, 2020.

E. ADJOURNMENT:

The meeting was adjourned at 8:53 p.m.

Respectfully submitted by:

Cassi Bergstrom
Planning Commission Coordinator

DRAFT