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**Planning Commission
Community Auditorium and Webex
1915 Main Street, Forest Grove, OR
Monday, July 20th, 2020, 7:00 pm**

1. WORK SESSION CALL TO ORDER AND ROLL CALL:

Chair Phil Ruder called the Planning Commission work session to order at 6:02 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 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 July 20th, 2020, 3 p.m. to Senior Planner James Reitz or Daniel Riordan.

Roll Call:

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

Planning Commission Excused: None.

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

2. WORK SESSION:

A. GALES CREEK NEIGHBORHOOD MIXED USE (NMU) DISCUSSION:

The Planning Commission made no formal action during the work session.

Senior Planner James Reitz gave a presentation, explaining the history of the Gales Creek Neighborhood Mixed Use (NMU) zone. An application was received last year regarding a commercial structure proposed in the NMU zone along Gales Creek

Road and Thatcher Road. The application was rejected by City Council as the use was determined to be problematic for that area and was not clearly defined as a Neighborhood Mixed Use.

Following rejection, staff hosted an information-sharing meeting with the affected property owners in the Gales Creek NMU. Attendees agreed that the site closest to the intersection should be reserved for commercial use, and the remaining area be zoned residential.

Mr. Reitz explained to the Planning Commission their options to discuss: Should some of the Gales Creek NMU area be re-zoned to Neighborhood Commercial? Or what zone would be most appropriate for the balance of the property? Guidance from the Planning Commission is requested by staff for potential Development Code and zoning map amendments.

Chair Ruder stated that the Gales Creek NMU area is not one large parcel for a developer to develop, but a lot of parcels that are sold off individually making the area undesirable for a NMU designation. Chair Ruder explained to Commissioners the two paths laid out in the staff report: Make the whole area Neighborhood Commercial or split the area into two zones being Neighborhood Commercial (east) and the balance residential (west). Chair Ruder supports the second option.

Chair Ruder and Mr. Reitz discussed the line where the delineation would be made between Neighborhood Commercial and residential. Chair Ruder would like the property owners to weigh in.

Vice Chair Rojas supported the proposal of the whole area being zoned as Neighborhood Commercial as the square footage of the commercial buildings can be limited. Bryan Pohl, Community Development Director, explained that the square footage change of a building would be more of a variance. Mr. Reitz explained the processes when reviewing a proposal for commercial structures within the Neighborhood Commercial zone.

Commissioner Sanderson inquired if an amendment to the Development Code is more appropriate, and Mr. Reitz explained that the standards for the different variations of building square footages and when a conditional use permit would be required.

Mr. Tim Schauer mann owns many of the properties in that area, and he submitted a letter to staff recommending the area be split zoned with Neighborhood Commercial to the east, residential zone to the west.

Commissioner Redwine inquired what spurs development in that area, and Mr. Pohl explained the progression of the area developing when there is multiple parcel ownership. Chair Ruder stated that it is not the Planning Commission's job to spur development.

Commissioner Nakajima was having connectivity issues with Webex, so she typed in her approval of the split zoned and inquired if the square footage would be increased to 3,000 square feet for a commercial building. Mr. Reitz responded that it would increase the square footage if zoned to Neighborhood Commercial.

Commissioner Sanderson stated that the safety issues would be addressed by development as developers would be required to improve the intersection and install sidewalks, such as stated in the letter from Mr. Schauermann. Chair Ruder disagreed with the statement, stating development will cause the safety issues at the intersection.

Chair Ruder recommended a straw poll be done between Commissioners in order to clearly direct staff. The results are as follows:

Commissioners in support of the entire Gales Creek NMU area being split zoned with Neighborhood Commercial and residential. Roll Call vote: Chair Ruder, Commissioners Nakajima, Smith, Danko, Redwine and Sanderson.

Commissioners in support of the entire Gales Creek NMU area being zoned Neighborhood Commercial. Roll Call vote: Commissioner Rojas.

3. PUBLIC HEARING:

Chair Phil Ruder called the Planning Commission public hearing to order at 7:03 p.m. via Webex Video Conference.

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 Excused: Commissioner Nakajima.

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

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

(1.) File No. 311-20-000108-PLNG – Site plan approval and design review of a proposed 10-unit apartment building located at 2838 19th Avenue

Chair Phil Ruder opened the quasi-judicial public hearing at 7:11 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. A prior land use application was submitted and approved by Planning Commission on this site in 2019 proposing 9-units. The current application proposed 10-units on this site, and the revision requires the application to come back to the Planning Commission for a public hearing. The zoning district for the application is Community Commercial.

Mr. Reitz explained that testimony at the 2019 hearing included concerns regarding pedestrian traffic cutting through the site. The proposal will have good neighbor fencing around the site to prevent unwanted foot traffic. The City has a public utility easement along the east property line that cannot be impacted by the structures. The applicant is compliant with the requirement.

Mr. Reitz showed the architecture of the apartment units which include a variation of siding on each side of the building. The architectural elevations were shown and comply with the Development Code's building design standards for multi-unit development.

Staff recommends approval of the requested site plan and design review permit with the following conditions: applicant is bound to the project description and all representations made; the applicant shall comply with all City building and development standards; and all habitable rooms facing a car park or 19th Avenue shall have a window.

CORRESPONDENCE:

A letter was received from local property owner Kent Campbell in support of the proposal.

APPLICANT:

Michael Eisenbeis PO Box 4116, Hillsboro, OR 97123:

Mr. Michael Eisenbeis came to the front as the applicant, stating that Mr. Reitz presented their project accurately.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

Steve Fuiten, 830 NE Queens Lane, Hillsboro, OR 97124:

Mr. Steve Fuiten came to the front, explaining that he owns the apartments to the west of the property. He was the neighbor who complained regarding foot traffic through the vacant property onto his property in the past. Mr. Fuiten is pleased with the design of these apartments more than the previous proposal.

REBUTTAL:

Mr. Eisenbeis stated that there may be a few minor adjustments in the floor plan of the building, and is in agreeance with the City's condition requiring a window in all habitable rooms.

Mr. Eisenbeis explained the parking spots may be reduced but the minimum requirement will still be met. Adding an additional bathroom to the units is preferred and will require an adjustment to the building floor plans.

Chair Ruder closed the public hearing at 7:30 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the proposal. All Commissioners were in agreeance that this proposal is more ideal than the previous proposal from 2019.

Commissioner Sanderson moved a motion to approve file number 311-20-000108-PLNG – Site plan approval and design review of a 10-unit apartment building located at 2838 19th Avenue including the condition stating all habitable rooms facing a car park or 19th Avenue shall have a window. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Redwine, Smith, and Danko. NOES: None. ABSENT: Commissioner Nakajima. MOTION CARRIED 6-0.

(2.) File No. 311-20-000062-PLNG – Comprehensive Plan Map and Zoning Map amendments to re-designate City-owned parcels located at 2102 Pacific Avenue, 1919 Ash Street, 1924 Council Street, 1928 Council Street, 1915 Main Street, and 1925 Pacific Avenue

Chair Phil Ruder opened the quasi-judicial public hearing at 7:34 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Chair Ruder disclosed his position as Secretary for the Board of Directors regarding the Forest Grove Library Foundation, but he can remain unbiased. There were no challenges from the audience.

Senior Planner Dan Riordan gave a PowerPoint presentation showing the City-owned parcels proposed for the rezoning from Public/Institutional to Town Center Transition (TCT) and one parcel to Town Center Core on the Comprehensive Plan Map. The parcels affected are 2102 Pacific Avenue (Police Department and Library), 1919 Ash Street (Fire Department), 1924 Council Street (City Hall), 1928 Council Street (Engineering Division Office), 1915 Main Street (Community Auditorium), and 1925 Pacific Ave (Central Town Center Parking Lot).

Mr. Riordan explained to the Commissioners that applying the TCT zone ensures that City facilities are held to the same standards as privately owned buildings in the downtown. The Institutional zone is intended to serve campuses, hospitals, water treatment facilities, etc. Mr. Riordan showed examples of uses and when a conditional use permit would be required.

Mr. Riordan listed the basis for recommendation which includes: Forest Grove Comprehensive Plan Policies pertaining to the Town Center, Development Code zoning map amendment criteria, Metro Urban Growth Management Plan related to Town Center, Oregon Statewide Planning Goals, and Oregon Transportation Planning Rule related to traffic impacts. Staff recommends the Planning Commission forward a recommendation to City Council to adopt ordinances amending the Comprehensive Plan Map and Zoning Map to re-designate the City-owned sites identifies by staff from Public/ Institutional to Town Center.

CORRESPONDENCE:

An email was received from a business owner located within the Town Center zone outlining future construction relating to his property.

APPLICANT:

Paul Downey, 1924 Council Street, Forest Grove, OR 97116:

Mr. Paul Downey joined the meeting via Webex as the City's applicant, informing Commissioners of the future plans for the City-owned buildings. This includes construction of a Building Development Services annex building to replace the current one-story Engineering office, in turn making more room for staff in City Hall.

PROPOSERS:

None.

OPPOSERS:

None.

OTHER:

None.

REBUTTAL:

None.

Chair Ruder closed the public hearing at 8:02 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the proposal. Commissioners were all in agreeance to recommend the application to City Council

Commissioner Sanderson moved a motion recommending to City Council to adopt an amendment regarding file number 311-20-000062-PLNG – Comprehensive Plan Map and Zoning Map amendments to re-designate City-owned parcels from Public/Institutional to Town Center. Commissioner Danko seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Redwine, Smith, and Danko. NOES: None. ABSENT: Commissioner Nakajima. MOTION CARRIED 6-0.

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 6th, 2020 meeting. Vice Chair Rojas seconded. Motion passed 6-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Mr. Pohl updated the Commissioners on the negotiating agreement the URA Board approved regarding Phase 2 at the Jesse Quinn.

Mr. Pohl updated Commissioners on the Festival Street design located at 21st Avenue and Main Street and the design that is in the works with consultants.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

E. ADJOURNMENT:

The meeting was adjourned at 8:09 p.m.

Respectfully submitted by:

Cassi Bergstrom
Planning Commission Coordinator