



Site Plan and Design Review Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE: January 25, 2019

HEARING DATE: February 4, 2019

LAND USE REQUEST: Site plan approval and design review of a proposed 9-unit apartment building

FILE NUMBER: 311-18-000035-PLNG

PROPERTY LOCATION: 2838 19th Avenue

LEGAL DESCRIPTION: Washington County Tax Lot 1S306AA06500

OWNER/APPLICANT(S): Applicant: David Green Construction
161 NW Adams Avenue, Hillsboro, Oregon 97124
Property Owner: Same

**COMPREHENSIVE PLAN
MAP AND ZONING MAP
DESIGNATIONS:** Community Commercial (CC)
Community Commercial (CC)

**APPLICABLE
STANDARDS
AND CRITERIA:** City of Forest Grove Development Code
§10.3.300 - .340 *Commercial and Mixed Use Zones*
§10.7.200 et. seq. *Solid Waste and Recycling*
§10.8.000 et. seq. *General Development Standards*

City of Forest Grove Design Guideline Handbook
Focus Area III *Multi-Unit Residential Focus Area*

REVIEWING STAFF: James Reitz (AICP), Senior Planner

RECOMMENDATION: Staff recommends approval with conditions

I. LAND USE HISTORY

The project site is a vacant lot. It had been previously occupied by a single-family home, which was demolished in 2005.

DC §10.2.300 et. seq. *Design Review* requires review of new multi-family housing (defined as three or more units). That same section also requires that the Planning Commission review all projects with more than five units. The Commission can act on a request for design review after holding a public hearing pursuant to DC §10.1.600 et. seq. Type III Process.

The application was submitted on November 13, 2018. Public notice for this application was mailed to property owners and residents within 300 feet of the site on January 14, 2019 as required by DC §10.1.610. Notice of this request was also provided to the Plans Review Board, and published in the *News Times*.

Comments received from the Plans Review Board pertain to complying with various standard building and fire code requirements that will be addressed through the building permit review process. Additional comments will be discussed later in this report, along with staff's recommendations for conditions of approval.

As of the writing of this report, no comments have been received from the public.

Note: This report addresses two concurrent review processes: site review and design review. Staff has examined the proposed site plan for compliance with the standards and specifications of Development Code Article 3 *Zoning Districts* and Article 8 *General Development Standards*. While the Commission's primary responsibility is to review the building and determine how well it complies with the provisions of Design Guideline Handbook *Multi-Unit Residential Focus Area*, it will also need to approve the site plan. Staff's analysis of how the application addresses the design guidelines is below, in Section II(13)(G).

II. PROJECT DESCRIPTION AND ANALYSIS

1. Description of Proposal: The proposal would result in the construction of 9 apartment units in a single building. All would be two-bedroom units. Each unit would have a dedicated carport space, and 9 surface parking stalls are also proposed, for a total of 18 spaces. The site would be completely built-out with this project.

The building would be 2 stories tall with a gabled roof running the length of the building. It would be sided with Hardie-Plank; trim would also be a Hardie product. The bedroom windows would be 6 x 4 feet, while the living room windows would be 6 x 5 feet. The sliding glass doors would be 6 x 7 feet.

The exterior colors would be earth tones. Roofing would be 30-year fiberglass laminate shingles.

2. Site Examination: The project site is somewhat "L" - shaped and is vacant. The site slopes away (south) from 19th Avenue. A public sanitary sewer line and a public storm sewer line are located in an easement that abuts the east property line. Further discussion of the site's utilities follows in Public Services section below.

Existing Comprehensive Plan Designation and Zoning of Site and Area

LOCATION	COMPREHENSIVE PLAN DESIGNATION	ZONE DISTRICT	LAND USE
Site	Community Commercial (CC)	Community Commercial (CC)	Vacant
North	Community Commercial (CC)	Community Commercial (CC)	Shopping Center
South	Low Density Residential – Standard (LDR-B)	R-7 Single-Family Residential	Single-Family Residential
East	Community Commercial (CC)	Community Commercial (CC)	Single-Family Residential
West	Community Commercial (CC)	Community Commercial (CC)	Apartments

3. Site Design: The site plan consists of a single apartment building with carports, a two-way driveway, and surface parking located south of the building. The building would be sited near the west side of the property; this is the only viable location because of an existing public utility easement running along the entire length of the east property line. A walkway would run parallel to the building and would connect the car park with all the units and the 19th Avenue sidewalk. Each unit would have a patio. The trash/recycling enclosure would be located in the southeast corner of the lot.

4. Building Setbacks and Height Requirements:

- The site is located in the Community Commercial (CC) zone district. No front, side, or rear setbacks apply. The building would be located about 10 feet from the 19th Avenue right-of-way (north property line), 10 feet from the west property line, 75 feet from the south property line, and 35 feet from the east property line. The trash enclosure is proposed to be located about 5 feet from the east and 10 feet from the south property lines.
- The height limit in the CC zone district is 45 feet. The height of the proposed apartment building would be about 26 feet at the roof peak.

As there are no setbacks required in the CC zone district, and the building height would be less than the maximum allowed, staff concludes that these provisions have been met.

5. Density: Site area is 0.53 acres. In the CC zone district, the minimum and maximum density is 16.22 to 30.00 DUA respectively. With 0.53 acres, the allowable density would be between 9 units (rounded up from 8.60) and 16 units (rounded up from 15.90). This application proposes 9 units. This criterion is satisfied.

6. Compatibility: The site abuts properties in various residential uses (see below for a vicinity and address map) -

- 2828 19th Avenue (to the west) is developed with apartments. They appear to be located about 5 feet off the common property line.
- 2902 19th Avenue (to the east) is developed with a single-family home. Because this site is also located in the CC zoning district, its redevelopment with more intensive uses seems likely.
- 2837 18th Avenue (to the south) is developed with a single-family home. It is located in the R-7 zoning district; no further development is likely.

- 2907 18th Avenue (to the southeast) is developed with two duplexes. The area closest to the common property line is developed with a driveway and surface parking. The site is located in the R-7 zoning district; no further development would be permitted under current Development Code standards.



Vicinity Map

- The boundary between the CC and R-7 zoning districts abuts the south property line and the southerly segments of the east and west property lines. DC §10.8.425 et. seq. *Buffering and Screening Standards* thus requires additional landscaping to minimize impacts on the adjacent single-family zone. Staff is recommending a **condition** to require buffering along the south property line in compliance with Table 8-3(D)(3) i.e. a 6-foot-tall wall and a 10-foot-wide landscape area. Staff is not recommending buffering along the east property line since the adjoining use is a driveway and parking. Staff is not recommending buffering along the west property line because the length of the segment would be incidental.
- Development of a vacant site with an apartment complex might result in off-site noise impacts. If noise issues do arise, FGC §91.030 et. seq. *Noise Regulations* regulates the intensity of allowable noise in both daytime and evening hours. FGC §91.034 *Maximum Permissible Sound Levels* caps the allowable volume in Noise Sensitive Areas (i.e., areas within residential and institutional zones) at 60 db during the daytime (7 a.m. to 10 p.m.) and 50 db at night (10 p.m. to 7 a.m.) Because the City has an existing ordinance in place to respond to potential noise complaints, staff concludes that there should be no significant neighborhood noise compatibility issues.

- On-building lights are proposed, along with a yard light near the center of the property. Staff has proposed a **condition** that lighting complies with the provisions of DC §10.8.755(C) *Luminous Standards* and DC §10.8.755(D) *Lighting Standards for Multi-Unit Development*.

Summary and conclusion: With the conditions noted above, the new apartment building would be compatible with the surrounding development.

7. Traffic and Circulation: The site would be served by a single driveway, taking access from 19th Avenue. DC §10.8.120(C) regulates minimum driveway width for multi-family dwellings; for two-way traffic the minimum width required is 20 feet. The proposed driveway would be 20 feet wide, in compliance with the requirement.

According to the ITE *Trip Generation Report 8th Edition*, each apartment unit would generate 6.65 Average Daily Trips (ADT). With 9 units, 59.85 trips per day would be expected. This number might be reduced because the site abuts 19th Avenue, which means the residents would have access to regularly-scheduled transit service and thus might be driving less than the ITE report forecasts. In addition, because the site is located across the street from a shopping center anchored by a large grocery store, vehicular shopping trips for groceries may also be reduced. Because the site has access to transit, is located on an Arterial street, and the anticipated traffic generation has already been accounted for in the TSP, no approval conditions appear necessary.

8. Sidewalks and Pedestrian Walkways:

- The existing 5-foot-wide curb-tight sidewalk along 19th Avenue is in disrepair and needs to be replaced. Current City standards stipulate a minimum 6-foot width for curb-tight sidewalks. Staff has included a **condition** to require the installation of a City-standard sidewalk.
- A concrete pedestrian walkway is proposed along the east side of the building. It would connect the car park south of the building to the 19th Avenue sidewalk on the north. DC §10.8.115(4) requires a minimum walkway width of four feet; the proposed walkway would be five feet wide.
- Staff has included a condition to require a minimum 6 ½-foot-width for walkways adjacent to the parking stalls. The additional width would allow for vehicle overhang, and would eliminate the need for wheel stops, which can be a tripping hazard and a barrier to mechanized parking area cleaning equipment. As the parking stalls as proposed would be 19 feet long, shortening them by 1 ½ feet would not compromise their functionality. In fact, the curb/wheel stop could be at the 16 ½-foot mark, and still function as a full-sized space.

Summary and conclusion: With the conditions noted above, pedestrian access requirements would be met.

9. Parking: DC §10.8.515 Table 8-5 *Parking Requirements* regulates the minimum number of parking stalls required (there are no maximums for residential uses). For multi-family housing, 1.50 spaces are required for each 2-bedroom unit. With nine 2-bedroom units, 14 parking spaces would be required.

There are 18 parking spaces proposed on-site: 9 car ports and 9 surface stalls (including one ADA accessible space). With 75 feet of frontage onto 19th Avenue, less the 20-foot-wide driveway area, 2 on-street spaces would also be available adjacent to the site. DC §10.8.510(H) states that "Parking spaces available along the

public street frontage or alleys are eligible in fulfilling parking requirements, except for single family dwellings and duplexes.” Including the on-street spaces, 20 parking stalls would be available overall, which would exceed the minimum number of spaces required.

10. Environmental Quality: There is no City record of any prominent environmental conditions. Runoff from new impervious surfaces would be treated in the on-site water quality facility. Additional landscaping is proposed to be installed (see below) that may improve air quality and reduce glare and heat.
11. Open Space and Landscaping: DC §10.8.205 requires that all multi-family dwellings with 20 or more units provide a children’s play area, surrounded by a fence at least 30 inches high. Because this complex would have only 9 units, these provisions would not apply.

Proposed landscaping would be grass and native bushes. Staff is recommending a **condition** to require compliance with DC §10.8.415 *Landscaping General Standards* and DC §10.8.420(B) *Landscaping Required in the Community Commercial Zone*, in addition to the landscaping required in the buffer area as stipulated by DC §10.8.425 et. seq. *Buffering and Screening Standards Table 8-3(D)(3)* noted above.

12. Public Services: The application has been reviewed by the Engineering, Fire, Light and Power, Police, and Public Works departments. Specific comments included:
 - a. Sanitary Sewer: A sanitary sewer line is located in an easement running the entire length of the east property line. Capacity is adequate to serve this project.
 - b. Storm Drainage: A storm sewer line is located in an easement running the entire length of the east property line. Capacity is adequate to serve this project.

The applicant shall be conditioned to provide to the City a signed *Private Water Quality Facility Maintenance Agreement* for the private water quality facility. Clean Water Services and its member Cities have initiated a program to regularly inspect and support maintenance of privately owned water quality facilities. Staff has proposed a **condition** to ensure this document is submitted.

- c. Light and Power: A 10-foot-wide public utility easement will be required along 19th Avenue to provide for the installation of electrical facilities. Staff has included this in the recommended **conditions** of approval.
- d. Fire Department Review: The department noted these approval conditions -
 - Provide a fire hydrant on 19th Avenue as close as possible to the building’s fire department connection (FDC).
 - The building address shall be at least 6 inches in height, while individual unit numbers shall be at least 4 inches in height. All digits shall contrast with their background.
 - The drive aisle shall be posted as a “No Parking – Fire Lane”.

These conditions will be attached to the building permit.

- e. Parks: Joe Gale Park at 3014 18th Avenue is located closest to the site. It is only a few hundred feet from the site’s southern boundary, but because there is no direct access from the site to 18th Avenue, residents will have to walk or drive to

Maple Street and then 18th Avenue to reach it. The park has been improved with a play structure, picnic tables, ball fields, a restroom, horseshoe pits, a walking path, lawn and trees.

- f. Other Public Services: Police services are available and are adequate to serve the proposed use.

13. Site Development Approval Criteria: DC §10.2.450 *Site Development Review Criteria* are as follows:

The Planning Commission shall review and approve, conditionally approve, or deny the site development plan based on the following criteria:

- A. The site development plan complies with all applicable standards of the base zoning district, any overlay district, and the applicable general development standards of Article 8.

Finding: The site is located in the Community Commercial (CC) zone district. No front, side, or rear setbacks apply. The building would be located about 10 feet from the 19th Avenue right-of-way (north property line), 10 feet from the west property line, 75 feet from the south property line, and 35 feet from the east property line. The trash enclosure is proposed to be located about 5 feet from the east and about 10 feet from the south property lines.

Finding: The height limit in the CC zone district is 45 feet. The height of the proposed apartment building would be about 26 feet at the roof peak.

Finding: Site area is 0.53 acres. In the CC zone district, the minimum and maximum density is 16.22 to 30.00 DUA respectively. With 0.53 acres, the allowable density would be between 9 units (rounded up from 8.60) and 16 units (rounded up from 15.90). This application proposes 9 units.

Finding: The site would be served by a single driveway, taking access from 19th Avenue. DC §10.8.120(C) regulates minimum driveway width for multi-family dwellings; for two-way traffic the minimum width required is 20 feet. The proposed driveway would be 20 feet wide, in compliance with both the minimum and maximum driveway width requirements.

Finding: DC §10.8.515 Table 8-5 *Parking Requirements* regulates the minimum number of parking stalls required (there are no maximums for residential uses). For multi-family housing, 1.50 spaces are required for each 2-bedroom unit. With nine 2-bedroom units, 14 parking spaces would be required.

There are 18 parking spaces proposed on-site: 9 car ports and 9 surface stalls (including one ADA accessible space). With 75 feet of frontage onto 19th Avenue, less the 20-foot-wide driveway area, 2 on-street spaces would also be available adjacent to the site. DC §10.8.510(H) states that "Parking spaces available along the public street frontage or alleys are eligible in fulfilling parking requirements, except for single family dwellings and duplexes." Including the on-street spaces, 20 parking stalls would be available overall, which would exceed the minimum number of spaces required.

Summary and Conclusion: As the proposed density, setbacks, building heights, access and parking would meet or exceed Development Code standards, staff concludes that these provisions have been met.

B. The site development plan ensures reasonable compatibility with surrounding uses as it relates to the following factors:

1. Building mass and scale do not result in substantial visual and privacy impacts to nearby residential properties; and

Finding: The site is located in the Community Commercial (CC) zoning district; no front, side, or rear setbacks apply except along the boundary between the CC and R-7 zoning districts. To comply with the provisions of DC §10.8.425 Table 8-3(D)(3), the applicant will be required to install a buffer along the site's south property line, including a 6-foot-tall wall and a landscape area at least 10 feet wide.

Finding: The height limit in the CC zone district is 45 feet. The height of the proposed apartment buildings would be about 26 feet at the roof peak.

Finding: The design of the trash enclosure will have to comply with the provisions of DC §10.7.205 et. seq. *Solid Waste Recycling and Storage*. In addition, to minimize views into the enclosure from the second floor of adjacent buildings, a roof over the enclosure will be required.

Summary and Conclusion: With the conditions noted above, there should not be any substantial visual or privacy impacts on nearby residential properties.

2. Proposed structures, parking lots, outdoor use areas or other site improvements that could cause substantial off-site impacts such as noise, glare and odors are oriented away from nearby residential uses and/or adequately mitigated through other design techniques.

Finding: As a residential project, off-site noise impacts are not anticipated. However, should noise become a complaint issue, the City does have in place a noise control ordinance that could be used to abate the nuisance.

Finding: The trash and recycling enclosure would be located at least 25 feet from the nearest house (located at 2837 18th Avenue). It would be further separated from this house by a 6-foot-tall wall and landscaping.

Finding: Lights are proposed on all units with dawn-to-dusk sensors on them. At least one addition light will be located on the south end of the building to light the carpark. To ensure adequate lighting is provided, staff is proposing a condition that lighting comply with the provisions of DC §10.8.750(C) and (D).

Summary and Conclusion: With the conditions described above, no visual, privacy, noise, glare or odor impacts are anticipated as a result of this project.

C. The site development plan preserves or adequately mitigates impacts to unique or distinctive natural features including, but not limited to:

1. Significant on-site vegetation and trees;
2. Prominent topographic features; and

3. Sensitive natural resource areas such as wetlands, creek corridors and riparian areas.

Finding: No sensitive natural resource areas or prominent topographic features exist on the site. This criterion does not apply.

- D. The site development plan preserves or adequately mitigates impacts to designated historic resources.

Finding: No designated historic resources are present on or adjacent to the site. This criterion does not apply.

- E. The site development plan provides adequate right-of-way and improvements to abutting streets to meet the street standards of the City. This may include, but not be limited to, improvements to the right-of-way, sidewalks, bikeways, and other facilities needed because of anticipated vehicular and pedestrian traffic generation.

Finding: The existing 5-foot-wide curb-tight sidewalk along 19th Avenue is in disrepair and needs to be replaced. Current City standards stipulate a minimum 6-foot width for curb-tight sidewalks. Staff has included a **condition** to require the installation of a City-standard sidewalk.

Finding: According to the *ITE Trip Generation Report 8th Edition*, each apartment unit would generate 6.65 Average Daily Trips (ADT). With 9 units, 59.85 trips per day would be expected. This number might be reduced because the site abuts 19th Avenue, which means the residents would have access to regularly-scheduled transit service and thus might be driving less than the ITE report forecasts. In addition, because the site is located across the street from a shopping center anchored by a large grocery store, vehicular shopping trips for groceries may also be reduced. Because the site has access to transit, is located on an Arterial street, and the anticipated traffic generation has already been accounted for in the TSP, no approval conditions appear necessary.

- F. The site development plan promotes safe, attractive and usable pedestrian facilities that connect building entrances, public sidewalks, bicycle and auto parking spaces, transit facilities, and other parts of a site or abutting properties that may attract pedestrians.

Finding: DC §10.8.115(4) requires a minimum walkway width of 4 feet. A 5-foot-wide concrete pedestrian walkway would connect each unit to the car park and to the public sidewalk. With the condition to extend this walkway along the north side of the car park, this criterion is met.

- G. Design Review Criteria: Projects subject to design review by the Director (Type II) or the Design Review Commission (Type III) shall be evaluated based on the following:

- A. The development standards of the applicable zoning district and any overlay district;
- B. The general development standards of Article 8.
- C. Departures from code requirements may be permitted as part of a Track 2 Design Review Process, when the following criteria are met:

1. The design guidelines contained in the applicable section of the "Design Guideline Handbook" are adequately addressed.
2. The applicant demonstrates that the overall development would result in a development that better meets the intent of the design guidelines than a design that simply meets the Code.

The Design Guideline Handbook Section III *Multi-Unit Residential Design Guidelines* has two options for design review: Track 1 *Development Standards* and Track 2 *Design Guidelines*. The following analyzes the application compared to Track 1 standards unless otherwise noted.

Site – Circulation

- *Continuous pedestrian connections required* – Complies. A pathway is proposed that would connect the building and car park with the public sidewalk.
- *Pathways at least 10 feet from dwellings* – Does not comply, due to the narrow width of the lot, and the necessity to install a two-way driveway and perimeter landscaping.
- *The minimum pathway width of 5 feet* – Complies. The pathway would be 5 feet in width.

Site – Parking

- *Include 18-foot-wide landscape planter bays in parking areas > 10,000 square feet* – The proposed car park and aisles would not exceed 10,000 square feet in area, therefore, this provision does not apply.
- *Sidewalk system shall connect all front doors to the car park* – Complies. A walkway would be provided to connect all front doors to the car park.

Site – Pedestrian Environment

- *Residential front doors shall be setback at least 2 feet from the public sidewalk* – Complies. The building would not front a public sidewalk; this provision does not apply.
- *Primary entrance doors shall not be sliding glass, or solid metal without glazing* – Complies. Entry doors will be standard doors.
- *Residential porch height < 4 feet* – Complies, as no porches are proposed.
- *Residences with entry porches: porches shall be not be less than 40 square feet.* Complies, as no entry porches are proposed.
- *Residences shall not be < 4 feet below grade* – Complies, as the new building will be erected at grade.

Site – Screening / Service Areas

- *All mechanical equipment shall be screened* – Complies. The apartment units will have standard residential-sized appliances located inside. Additional mechanical equipment will also be located within the building.
- *Service / refuse collection areas shall be not < 20 feet from the right-of-way* – Complies. The refuse collection area is proposed to be located more than 200 feet from the 19th Avenue right-of-way.
- *Refuse collection area to be screened from above* – Complies, because a roofed enclosure will be a condition of approval.
- *All rooftop mechanical equipment shall be screened* – None proposed; not applicable.

Site – Landscaping

At least 75% of required landscaped areas shall be planted; at most 25% of required landscaped areas shall be hardscaped – Complies. The site totals 0.53

acres, or 23,132 square feet. DC §10.8.205(D)(1) requires that 20% of the lot – excluding the car park and driveways – be maintained as open space. The non-car park area totals 11,722 square feet. The applicant proposes to set aside 4,805 square feet (approximately 41%) as yard and open space. Additional area will be set aside to comply with Buffering and Screening standards. Landscaping would include trees, shrubs, groundcover, and turf.

Site – Crime Prevention Through Environmental Design

- *Plant materials by entries shall be < 5 feet in height by the entry* – Complies, because only short shrubs are proposed near the building entries.
- *Window areas facing common spaces, paths, and parking areas shall be at least 25 square feet each* – Individual window units would be 4 by 6 feet, for a total area of 24 square feet each. They would not face the common space and car park located south of the building, nor would they face the street. Staff has proposed a **condition** to require windows in both the north and south building elevations; with that condition, the intent of this criterion would be satisfied.
- *Entries shall be lighted* – Complies; all entries would be illuminated with one or more wall lights on photo sensors.
- *Gated residential areas are prohibited* – None proposed; complies.
- *Motion-activated lighting by the street is prohibited* – None proposed; complies.

Site – Open Space

- *At least 25% of the lot (excluding parking areas) shall be landscaped* – Complies. The site totals 0.53 acres, or 23,132 square feet. The non-car park area totals 11,722 square feet. The applicant proposes to set aside 4,805 square feet (approximately 41%) as yard and open space. Additional area will be set aside to comply with Buffering and Screening standards. Landscaping would include trees, shrubs, groundcover, and turf.
- *Apartment complexes with six units or more shall provide 100 square feet of recreation space per unit* – No specific Development Code section includes this provision, nor is what constitutes “recreation space” defined. With 9 units, 900 square feet of recreation space would be necessary. As noted above, the site will have about 4,800 square feet of yard and open space. Each unit will also have a back patio.
- *Apartment complexes with 21 or more units shall have a children’s play area* – Not applicable, as this building would have only 9 units.
- *At least 50 square feet of private open space shall be provided per unit* – Complies; each unit would have a patio or deck of at least 50 square feet.
- *Private open space shall be separated from common open space with landscaping, fencing, or grade changes (including balconies)* – Complies. The patios on the west side of the building would be separated from the common area on the south side of the building.

Building – Massing and Form

- *Building dimensions > 150 feet shall have a minimum 3-foot off-set* – Complies. The building would be about 230 feet in length. The second floor would extend over the first floor entries and carports by about 4 feet.
- *Every two dwelling units shall be off-set from the next by at least 4 feet* – Does not comply, due to the narrow lot width and space taken for the public utility easements, required two-way driveway and walkway, and the required perimeter landscaping. Because the lot is so narrow and constrained, staff is not proposing any mitigation conditions.
- *All habitable rooms shall have a window facing the car park and common areas* – Does not comply. Three habitable rooms face the car park and common area (2

bedrooms and a living room). That unit will be required to have windows, as a condition of approval. Staff is recommending that the north unit facing 19th Avenue be similarly conditioned.

Building – Compatibility

- *All buildings shall have a defined entry space of at least 16 square feet –* Complies. Entry spaces would be at least 30 square feet.

Building – Safety

- *Line-of-sight shall be maintained between the building entries and the sidewalk or car park –* Complies.

Building – Privacy

- *Building entries shall be at least 3 feet from sidewalks and walkways –* Complies. The distance from all entries to the walkway would be at least 10 feet.
- *Bedroom and bathroom windows shall be off-set at least 4 feet from windows on adjacent buildings (unless privacy glazing is used) –* Complies, as there are no adjacent buildings.

Site – Lighting

- *All unit entries and walkways shall be lighted –* Complies; all entry areas will be lit with wall lights on photo sensors.
- *Light poles shall not exceed 18 feet in height –* required by DC §10.8.750(D) *Lighting Standards for Multi-Unit Development*. One new light pole is proposed near the center of the property along the driveway. To ensure compliance with this section, site lighting must comply with the provisions of DC §10.8.750(C) and (D).
- *Concrete bases shall not exceed 8 inches in height –* required by DC §10.8.750(D). One new light pole is proposed. As above, staff is proposing a condition to require compliance with this section.
- *Cut-off shields shall be installed –* required by DC §10.8.750(D). One new light pole is proposed. As above, staff is proposing a condition to require compliance with this section.
- *Plastic interior-lighted signs are prohibited –* Complies, as none are proposed.

Signs –

- *Residential nameplates allowed –* None proposed.

Conclusion: staff concludes that the overall intent of this section has been met.

III. ALTERNATIVES

The Planning Commission may approve as submitted, approve with conditions, continue deliberations to a date certain, or deny this request.

IV. RECOMMENDATION

Based on the information provided in the application and the findings above, staff recommends approval of the application for site design and design review for the proposed apartment building at 2838 19th Avenue, with the following conditions:

GENERAL

1. The applicant is bound to the project description and all representations made by the applicant during the application and decision-making proceeding.
2. The applicant must comply with all applicable City building and development standards, including all dimensional standards and public works specifications.
3. All utility connections shall be underground (DC §10.8.645(A) *Underground Utilities*).
4. Provide a 10-foot-wide public utility easement along 19th Avenue for the installation of electrical facilities (DC §10.8.615(A) *Easements*).

LANDSCAPING AND TREES

5. Submit a landscape plan demonstrating compliance with DC §10.8.415 *Landscaping General Standards* and DC §10.8.420(B) *Landscaping Required in the Community Commercial Zone*. The landscape plan shall include a buffer along the south property line in compliance with DC Table 8-3(D)(3), and shall include a 6-foot-tall wall and a landscape area at least 10 feet wide.
6. A tree protection plan for off-site trees near common property lines shall be submitted and shall include the precise location and specifications of protective fencing. No compaction equipment or material storage shall be permitted within tree protection areas. This plan shall be approved by the Community Development Director prior to building permit issuance (DC §10.5.115 *Tree Protection Plan and Protection Requirements*).

SIDEWALKS AND WALKWAYS

7. Construct a 6-foot-wide curb-tight sidewalk along 19th Avenue, keyed or dowelled into the curb to prevent settlement (FGC §151.001 et. seq.)
8. Install a walkway along the north side of the car park, adjacent to the building (DC §10.8.510).
9. Walkways adjacent to the car park shall be at least 6 ½ feet wide, to allow for vehicle overhang. No additional curb stops shall be required (DC §10.8.525(G)).

LIGHTING

10. The lighting plan shall comply with the provisions of DC §10.8.755(C) *Pedestrian Lighting Standards* and §10.8.755(D) *Lighting Standards for Multi-Unit Development*.

STORM DRAINAGE / WATER QUALITY

11. The applicant shall submit a storm water drainage plan to satisfy the provisions of the City's *Storm Water Master Plan* and *Clean Water Services' Design and Construction Standards for Sanitary Sewer and Surface Water Management*. This plan shall be reviewed and approved by the City's Engineering Department prior to building permit approval (DC §10.8.005 and §10.8.635).
12. The applicant shall provide to the City of Forest Grove a signed *Private Water Quality Facility Maintenance Agreement* for the private water quality facility (DC §10.8.005 and §10.8.635).

BUILDING DESIGN

13. The trash enclosure shall be roofed.
14. All habitable rooms facing the car park or the street shall have a window.

V. LIST OF EXHIBITS

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

Exhibit A Site Plan and Design Review application materials, submitted by the applicant

EXHIBIT A

Site Plan and Design Review Application Materials



