



PLANNING COMMISSION MEETING Monday, February 5, 2024

Community Auditorium, 1915 Main Street

Virginia (Ginny) Sanderson, Chair
Brandon Culbertson
Joel Redwine
Julie Stenberg

Nicole Ellis
Seth Berdahl
Tim Ferrell

Zoom Webinar Link: Planning Commission - Click [HERE](#) to join
Meeting ID: 837 9934 4838
Passcode: 020524

A. Call to Order

1. Roll Call

B. Public Comment: Public Comment Period for Non-Agenda Items: Anyone wishing to speak on an item not on the agenda may be heard at this time. In the interest of time, please limit comments to three minutes or less.

1. Written Public Comment

C. Additions/Deletions

D. Public Hearing

1. Design and site development review for a proposed 16-room motel building and site improvements at 3224 Pacific Avenue (Holiday Motel); Washington County Tax Lots 1S305BB00300, 00301 & 00302; File No. 311-23-000031-PLNG

E. Work Session

F. Business Meeting

1. A. Director's Report
2. B. Announce next meeting: TBD

G. Adjournment

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.

NOTICE OF PUBLIC HEARING PROPOSED MOTEL BUILDING & SITE IMPROVEMENTS

NOTICE IS HEREBY GIVEN that the Forest Grove Planning Commission will hold a Public Hearing on **Monday, February 5, 2024 at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to review and make a decision on the following proposal:

Proposal:	Site plan and design review for a proposed two-story motel building with 16 rooms and site improvements
Location:	3224 Pacific Avenue Washington County Tax Lots 1S305BB00300, 00301 and 00302
Applicant:	Matthew Newman, NW Engineers, LLC, Hillsboro, Oregon
Owner:	Champak C and Shakuntla C Patel
Owner's Representative:	Steve Doss, Doss Quality Homes, Damascus, Oregon
File Number:	311-23-000031-PLNG

CRITERIA:

- The development must comply with the use, lot size, setbacks, building height, off-street parking and loading, access and egress, landscaping, signage and additional requirements of Development Code Section 10.3.300 et. seq. *Commercial Zones* and Section 10.8.000 et. seq. *General Development Standards*.
- The design must comply with the standards and guidelines as described in the Development Code *Design Guideline Handbook Section 2 Commercial Corridor Focus Area*.

All persons will be given reasonable opportunity to provide comments responding to the review criteria above. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used as basis for an appeal to the Oregon Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance, if a participant so requests before conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. A copy of the staff report will be available for inspection at least seven days before the hearing and is published on the City's website at <https://www.forestgrove-or.gov/meetings>. For further information pertaining to this proposal, please contact Senior Planner, Dan Riordan at driordan@forestgrove-or.gov, or (503) 992-3226, between 8 a.m. and 5 p.m.

The hearing will be held in a "hybrid" format allowing the public to attend the meetings virtual via Zoom and in-person. A copy of the meeting agendas with Zoom instructions and staff reports are available and published on the City's website at <https://www.forestgrove-or.gov/meetings>. To provide testimony via Zoom, please email scurtis@forestgrove-or.gov at least 24 hours prior to the hearing. Written comments or testimony may be submitted at the hearing or sent prior to the hearing to the attention of Senior Planner, Dan Riordan, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, driordan@forestgrove-or.gov.

Mariah S. Woods, City Recorder
City of Forest Grove

To be published in the News Times on January 25, 2024

Site Vicinity





Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE: January 29, 2024

HEARING DATE: February 5, 2024

LAND USE REQUEST: Design and site development review approval for a proposed motel building with 16 room and site improvements

FILE NUMBER: 311-23-000031-PLNG

PROPERTY LOCATION: 3224 Pacific Avenue

LEGAL DESCRIPTION: Washington County Map and Tax Lots: 1S305BB00300, 00301 and 00302

OWNER/APPLICANT(S): Owner: Champac C. and Shakuntla C. Patel
Applicant: Matthew Newman, NW Engineers, LLC

COMPREHENSIVE PLAN MAP AND ZONING MAP DESIGNATIONS: Community Commercial (CC) Plan Designation
Community Commercial (CC) Zoning Designation

APPLICABLE STANDARDS AND CRITERIA: Development Code §17.2.350 (Design Review Criteria)
Development Code §17.2.450 (Site Development Review Criteria)

REVIEWING STAFF: Daniel Riordan, Senior Planner

RECOMMENDATION: Approval with conditions

REPORT CONTENTS

- I. Project Description
- II. Background
- III. Approval Process
- IV. Project Analysis and Required Findings of Fact
- V. Proposed Conditions of Approval
- VI. Planning Commission Alternatives
- VII. Staff Recommendation
- VIII. Exhibits

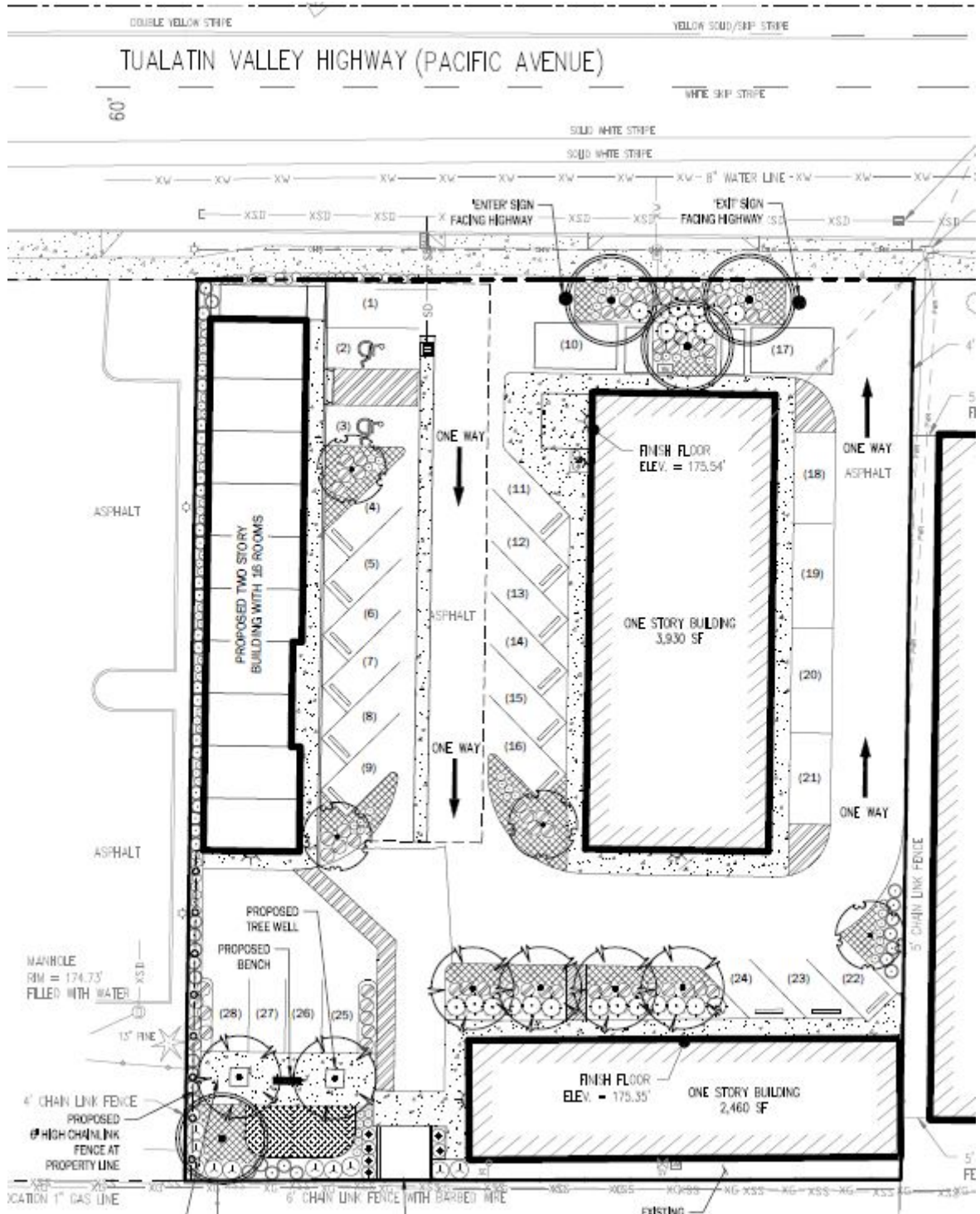
I. PROJECT DESCRIPTION

The project site is located adjacent to Pacific Avenue and just east of Maple Street. The Jack-in-the-box restaurant is located to the west and the America's Best Value motel is located to the east.



The applicant proposes constructing a two-story, 16-room motel building at the north-west corner of the Holiday Motel property located at 3224 Pacific Avenue. In addition to the proposed motel building, the applicant proposes site improvements including new parking lot

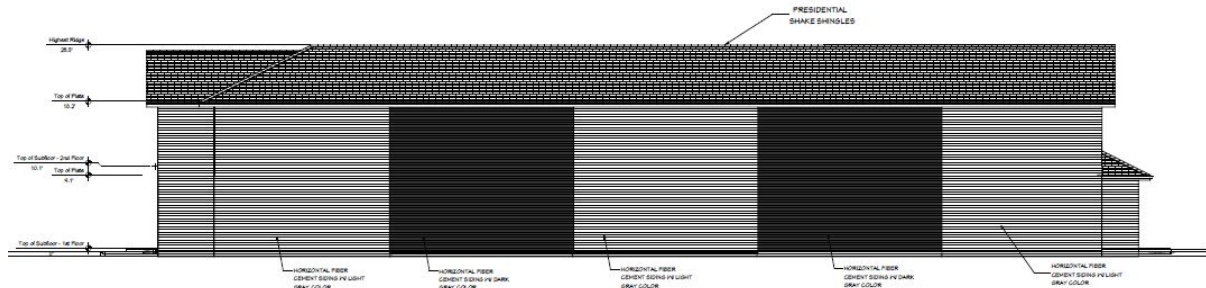
asphalt and markings, a screened trash collection area, new landscaping and an open space area. As shown below, the proposed motel building would be located three feet from the property's western property line and approximately 7.5 feet from the north property line adjacent to the Pacific Avenue public right-of-way. It also appears proposed improvements would be located about one foot from the property's north property line and the Pacific Avenue sidewalk. More detail is provided in the Exhibit B.



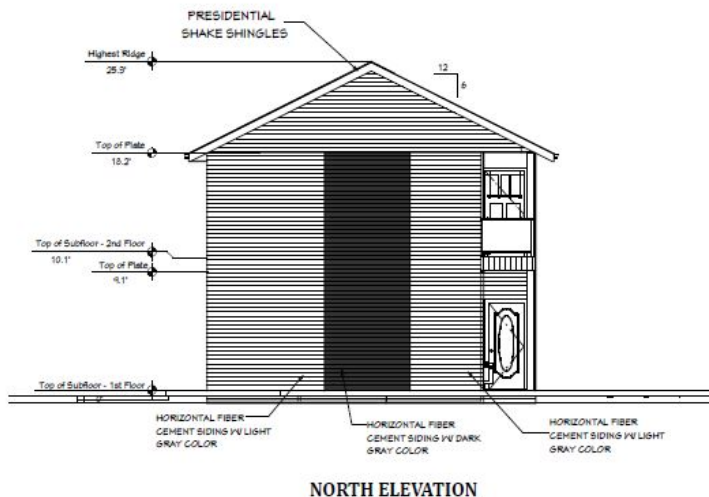
The conceptual building elevation facing the interior parking area is shown below and is typical of a two-story motel.



The elevation facing the property line separating the Holiday Motel site and Jack-in the box property to the west is shown below. The applicant proposes using color change (dark and light gray) to soften the bulk of the blank wall.

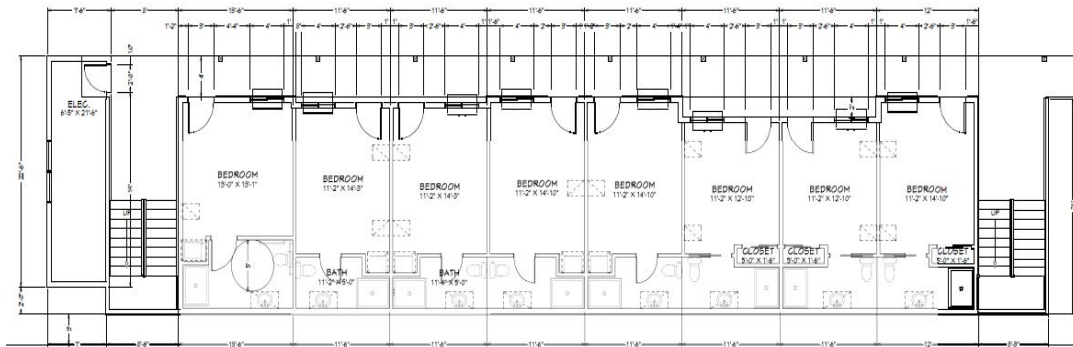


The diagram below shows the proposed building elevation to face Pacific Avenue.

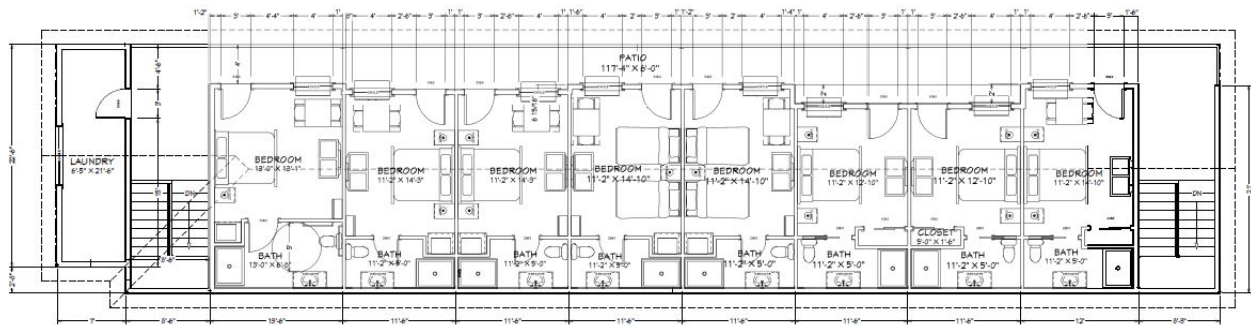


Existing improvements include two one-story motel buildings with a total of 14 rooms, a shed, abandoned telephone booth and an asphalt parking lot. No changes are proposed to the existing motel buildings.

The floor plans for the new building are shown below and attached as Exhibit C. The proposed building arrangement is type of a motel building with stairways at opposite ends of the building. The proposed layout also includes a utility closet marked ELEC and a laundry room on the second floor.



HOTEL FIRST FLOOR PLAN VIEW



HOTEL SECOND FLOOR PLAN VIEW

II. BACKGROUND

In 1984, the previous property owner submitted an application for site plan review for a 16-room expansion to the motel (City File No. SPA-84-06). A letter was issued by the City Planning Division in September 1984 listing items to address in order to comply with the City code in effect at the time. No further action seems to have taken place.

In June 2023 a pre-application conference was held with the current property owner's representative to discuss the 16-room motel building. Subsequently, an application for design review and site development review was submitted on October 13, 2023. The application was reviewed for completeness by staff and a letter was issued on November 9, 2023 listing additional information needed to deem the application complete. The applicant provided the additional information on December 26, 2023. The application was deemed complete by Planning Division staff on January 10, 2024 and the Planning Commission public hearing to consider the application was scheduled on February 5, 2024.

Required notice of the Planning Commission's scheduled public hearing was mailed to property owners within 300 of the Holiday Motel property on January 10, 2024. Notice was also published in the Forest Grove News-Times on January 25, 2024. In addition, the property was posted with a public hearing notice. As of the date of the staff report, no comments were received in response to the mailed, published or posted notice.

III. APPROVAL PROCESS

The applicant requests two land use approvals: 1) Design Review and 2) Site Development Review. The two review processes are described more fully below.

Design Review: Design review is required for new commercial development and site development review is required for expansion of an existing use and when design review required. The purpose of design review is to promote good neighborhood design, encourage development that upholds property values and becomes a long-term asset to the community, encourage creative and cost-effective building and site design, provide flexibility in the administration of development standards. Design review follows one of two tracks: clear and objective development standards or flexible design guidelines. It's up to the applicant to decide which track to follow. For this application the applicant requests review based on the flexible design guidelines.

When a project is reviewed based on the flexible design guidelines the project must meet still meet the intent of the development standards; however, departures from the clear and objective development standards are allowed if the applicant demonstrates that the departure results in a higher quality development than would otherwise result under a strict application of the Development Code. Projects reviewed based on the design guidelines require Planning Commission approval since considerable discretion is involved.

Site Development Review: Site development review focuses on the layout of the site and *how* an allowed land use will be developed. Site layout requirements, include how close buildings can be from property lines, also called building setbacks, are contained in Article 3 (Zoning Districts). Access requirements, including driveway widths, and parking space requirements are contained in Article 8 (General Development Standards). Site development review standards are usually clear and objective.

Conditions of approval: The Planning Commission has authority to impose reasonable conditions of approval to ensure that all applicable approval criteria are, or can be met. Conditions shall only be imposed where the applicant could comply without depending on the actions of other parties that are not associated with the project unless agreements with other parties are in place prior to submittal. This requirement excludes a review or approval required by a public agency. Proposed conditions of approval are listed in Section V below.

Burden of proof: The burden of proof is on the applicant to provide information showing how the applicable review criteria are, or can be, met. The applicant's written narrative/statement addressing the review criteria is attached as Exhibit A. The applicant's preliminary plan set and drawings are also attached as Exhibits B and C.

IV. PROJECT ANALYSIS & REQUIRED FINDINGS OF FACT

Oregon Revised Statutes 227.173(1) requires that a decision on a discretionary land use application be based on standards and criteria contained in a city's development code. State statutes (ORS 227.173(3), and the City's Development Code, requires a written staff report listing the criteria and standards considered relevant to the applicant's design and site development review approval request and the facts relied upon in rendering a decision. This section of the staff report addresses the applicable requirements.

Development Code §17.1225(D) states "A transportation study may be required by the Director when determine at the pre-application conference the proposed project would have potential circulation or safety impacts, need for off-site street improvements or would increase traffic on city streets by at least 50 peak hourly trips, or a Transportation Impact

Study is required by the Oregon Department of Transportation. The Director may also require a transportation study for any one project or multiple projects where there may be cumulative traffic impacts from two or more projects affecting one or more transportation facilities.” The applicant comments on page 6 of the applicant’s narrative statement that “Due to the small project size, a transportation report is not required. The applicant proposes a new motel hotel with 16 rooms. The proposed expansion will add approximately 4,900 square feet of space to the Holiday Motel site. Given the scale of improvement the project will increase traffic on city streets by at least 50 peak hourly trips so a Transportation Impact Study is not required. However, it’s important to note that the project will be required to pay the Transportation Development Tax (TDT) applicable to the new motel space. The current TDT rate for motels is \$3,010 per 1,000 square feet of gross floor area. Revenue from the TDT is used for transportation improvements identified in the City’s Transportation System Plan and included on the City’s TDT project list.

Approval of a design review application requires compliance with the following review criteria contained in Development Code §17.2.350:

- A. The development standards of the applicable zoning district and any overlay district;
- B. The general development standards of [Development Code] 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.

Findings addressing the design review criteria are provided below for Planning Commission’s consideration.

Design Review Approval Findings

§17.2.350(A): The standards of the applicable zoning district and any overlay district.

Finding: The Holiday Motel property is designated Community Commercial on the Forest Grove zoning map. Development Code Article 3, §17.3.320 establishes use regulations for activities taking place in the Community Commercial zone. Development Code §17.3.320, Table 3-8, shows that commercial lodging is a permitted use in the Community Commercial zone. Allowed uses in the Community Commercial zone are subject to the commercial development standards contained in Development Code §17.3.330(B), Table 3-9 or the Focus Area 2 – Commercial Corridor Design Guidelines contained in the Forest Grove Development Guidelines Handbook, amended March 2016.

Development Code Table 3-9 below, identifies the dimensional requirements that apply to new development in the Community Commercial (CC) zoning district.

**Development Code
 Table 3-9**

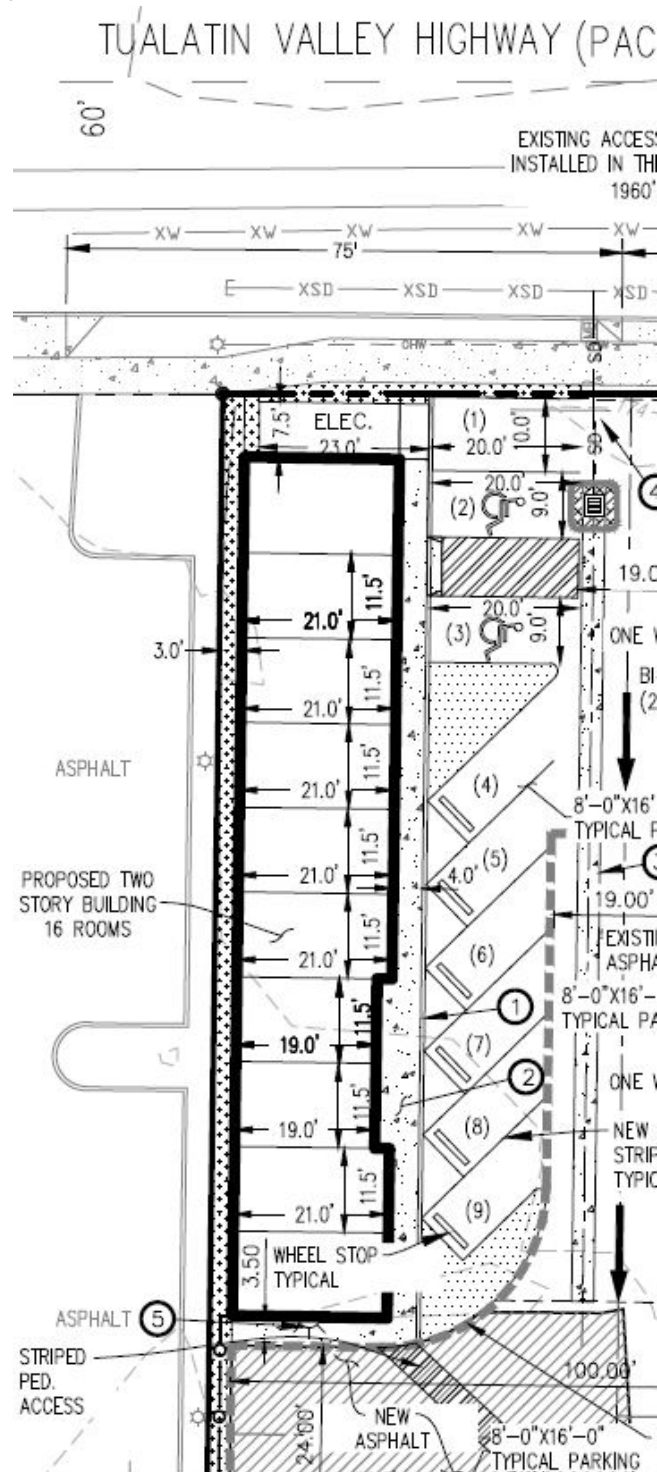
<u>STANDARD</u>	<u>CC</u>
Maximum Use Size ^[1]	No maximum
Minimum Lot Size	5,000 square feet
Minimum Lot Width	50 feet
Minimum Lot Depth	None
Minimum Setbacks ^[2]	
- Front	None
- Interior Side	None
- Corner (street side)	None
- Rear	None
Maximum Setback	See footnote [3]
Maximum Building Height ^[4]	45 feet
Minimum Landscaped Area	15% of site

Footnotes:

- [1] Gross floor area per site is capped at 10,000 square feet.
- [2] New development in the NC and CC zones is subject to Design Review and the Screening & Buffering standards in Article 8. Side or rear yard setbacks are required where the NC or CC zone abuts a Residential zone, pursuant to §17.8.425.
- [3] To ensure that new development is oriented to the street, maximum building setback standards are established in the CC zone, as follows:
 - a. For sites with one building, a minimum of twenty feet or 50% of the face of the building, whichever is greater, shall not exceed the maximum front yard setback of 30 feet. The primary entrance shall be contained within that portion of the building meeting the maximum setback requirement.
 - b. For sites with more than one building, the primary entrance of the building with the largest square footage shall be set back no more than 10% of the depth of the average depth of the lot or 50 feet, whichever is lesser. Satellite buildings shall comply with the setback requirement of (a) above.
 - c. There is no maximum setback for the area east of Oak Street.
- [4] A step-down in building heights may be required when a new commercial building in the CC zone is proposed within twenty (20) feet of a lower density residential zone (SR, R-10, R-7, and R-5). The need for a step-down in building heights to provide privacy, access to sunlight and a transition between zones shall be evaluated in the Design Review Process. The screening and buffering standards in Article 8 will be used as a guideline.
- [5] New development in the NMU Zone requires approval of a Mixed Use Planned Development (MUPD) in accordance with §17.4.300. Development standards are established through the MUPD process.
- [6] Maximum 45-foot building height allowed only within a Village Center with approved MUPD.

The applicant requests approval to construct the new motel building so that it is 3 feet away from the side common lot line between the Holiday Motel property and the Jack-in-the box property to the west and approximately 1-foot from the north property line and Pacific

Avenue right-of-way as shown below. A laundry room is proposed on the second floor above a utility closet.



Finding: The proposal complies with the Development Code §17.3.320, Table 3 since no minimum building setbacks are required in the Community Commercial zone. However, there are other standards in Article 8 of the Development Code that also affect the minimum distance that building must be from public street rights-of-way in the Community Commercial zone that must be considered. The Article 8 standards are addressed in the next section.

Finding: The plans provided by the applicant show that the height of the proposed motel building will be 25.3 feet to highest roof ridgeline. Since this is less than the maximum allowed building height of 45 feet in the Community Commercial zone, as shown in Development Code §17.3.330(B), Table 3-9, the proposed building complies with the Development Code.

Finding: The Development Code requires that at least 15% of the site area be landscaped (Development Code §17.3.330(B), Table 3-9). The applicant submitted a preliminary landscape plan showing planting locations and types (Plan Sheet 7). The applicant's narrative statement, on page 21, indicates that the proposed landscape area is 5,270 square feet, or 17% of the site area, and exceeds the minimum 15% required. The ensure compliance with the landscaping requirement a condition of approval is proposed to require at least 5,270 square feet of landscaped area in the locations shown on Plan Sheet 7 dated December 28, 2023).

Finding: The land use application for the Holiday Motel project does not include any lot line adjustments or land divisions. Therefore, the lot dimensional requirements shown in Development Code §17.3.330(B), Table 3-9 do not apply.

Finding: As shown on Plan Sheet 4, dated December 28, 2023, the proposed new motel building will add 4,906 square feet of building area to the site. Since Development Code §17.3.330(B), Table 3-9, indicates there are no maximum use size limitations in the Community Commercial the proposed motel expansion complies with this Development Code section.

§17.2.350(B): The general development standards of Article 8.

Applicable Article 8 standards include site access and circulation, landscaping, screening and buffering, and building design and development standards. Findings addressing the applicant Article 8 standards are provided below.

Finding: Development Code §17.8.115(A)(1) states: "Walkways shall extend from the ground floor entrances or from the ground floor landing of stairs, ramps, or elevators of all commercial, institutional, and industrial uses, to the public sidewalk or curb of the public street which provide the required access and egress." Plan Sheet 4, dated December 28, 2023, demonstrates compliance with Development Code §17.8.115(A)(1) since it indicates a concrete pedestrian walkway, four feet in width will connect ground floor motel entrances and stair landings to the public sidewalk in the Pacific Avenue right-of-way.

Finding: Development Code §17.8.115(A)(2) states: "The maximum distance between a parking space and a walkway shall not exceed 45 feet." Plan Sheet 7, dated December 28, 2024, shows parking spaces will be distributed throughout the site. All parking spaces are adjacent to a walkway. Therefore, this standard is met.

Finding: Development Code §17.8.115(A)(3) states: Required walkways shall be paved with hard-surfaced materials such as concrete, asphalt, stone, brick, etc. Plan Sheet 4, dated December 28, 2024, indicates all walkways will constructed of hard surfaced material/concrete. Therefore, this standard is met.

Finding: Development Code §17.8.125(A)(1) states: "Service drives for non-residential uses shall be fully improved with hard surface pavement with a minimum width of: 1. Fifteen feet when accommodating one-way traffic; or twenty-four feet when accommodating two-way traffic." Plan Sheet 4, dated December 28, 2023, indicates the proposed service drive will accommodate one-way traffic. The plan sheet also indicates the east portion of the service

drive is 16 feet in width measured from the adjacent parking stalls to the adjacent chain link fence. The plan sheet also shows the west portion of the service drive is 19 feet measured from the proposed pedestrian walkway to the adjacent parking stalls. Since the proposed service drive exceeds the minimum required width of 15 feet this Development Code standard is met.

Finding: Development Code §17.8.125(B) states: "All non-residential uses shall be served by one or more service drives as determined necessary to provide convenient and safe access to the property. In no case shall the design of said service drive or drives require or facilitate the backward movement or maneuvering of a vehicle within a street, other than an alley." The applicant proposes a one-way service drive with two access points onto Pacific Avenue. The proposed service drive allows for vehicle circulation through the site. The proposed service drive does not facilitate the backward movement or maneuvering of a vehicle within a street since the service drive provides access to a hammerhead turnaround area for emergency vehicles. The service drive also provides access to a loading area accommodating trash collection vehicles that prevents the backward movement of the vehicle within a street.

Finding: Development Code §17.8.130(A) states: "Minimum driveway widths at the street right-of-way line shall be 15 feet for institutional, commercial, industrial and multi-family residential projects with a least five units, and ten feet for single-unit detached and townhomes, duplex, triplex, fourplex and cottage clusters." The existing eastern driveway curb cut is approximately 20 feet in width and the western curb cut is approximately 25 feet in width. The applicant proposes no changes to the driveway accesses. Since both driveway entrances exceed the minimum requirement of 15 feet this Development Code standard is met.

Finding: Development Code §17.8.130(B) states: "Maximum driveway widths at the street right-of-way line shall be as follows: 2. Thirty-six feet in institutional, town center or commercial zones". The applicant proposes no changes to the existing driveway widths at the Pacific Avenue right-of-way line. The existing eastern driveway curb cut is approximately 20 feet in width and the western curb cut is approximately 25 feet in width. Since both driveway entrances are less than maximum allowed with of 36 feet this standard is met.

Finding: Development Code §17.8.130(C) states: "Location of curb cut. No portion of a curb cut shall be located closer to an intersecting street right-of-way line than: 1. One hundred feet on an arterial street with four or more travel lanes. The Forest Grove Transportation System Plan, on Figure 3-5, classifies Pacific Avenue as an Arterial roadway. Pacific Avenue adjacent to the Holiday Motel site has two travel lanes in the eastbound direction and two travel lanes in the westbound direction. There is also a turn lane from westbound Pacific Avenue to southbound Maple Street. Since Pacific Avenue is an arterial roadway with four or more travel lanes the curb cut spacing standard in Development Code §17.8.130(C)(1) applies. The west driveway access point at the Holiday Motel site is approximately 90 feet from Maple Street which is the closest street intersection. As such, the existing driveway access does not comply with the curb cut spacing standard stated by Development Code §17.8.130(C). However, the applicant proposes no changes to site access and is not proposing to make the driveway spacing more substandard. In addition, the existing driveway access points allow for one way traffic circulation on the Holiday Motel property facilitates emergency vehicle access. Therefore, closure, or relocation, of the driveway access is not required. If access to the site were to change then the development would have to comply with Development Code §17.8.130(C).

Finding: Development Code §17.8.130(D) states: “Minimum distance between curb cuts. On arterial and collector streets, minimum distances shall be maintained as follows between adjacent curb cuts on the same side of any such street: 4. One hundred fifty feet where the speed limit is 35 mph.” The posted speed limit on Pacific Avenue is 35 mph. The west driveway curb cut at the Holiday Motel site is approximately 90 feet from the curb cut serving the Jack-in-the-box site. The east driveway curb cut serving the Holiday Motel site is also approximately 90 feet from the curb cut serving the adjacent America’s Best Value Inn and Suites. As such the existing access points do not comply with the curb cut spacing standard. However, Development Code §17.8.130(E) states: “In measuring the distance between curb cuts on arterial and collector streets, existing curb cuts, or accesses serving single-family and two-family dwellings shall not be considered. Therefore, no modifications to the existing access points are required.

Finding: Development Code §17.8.140 (B)(2)(a) states: “Construct off-street parking that does not occupy more than 50% of the street frontage.” Currently, parking comprises approximately 55% of the property’s street frontage. With the addition of the new building parking adjacent to the street frontage will be reduced to approximately 20% of the street frontage if the adjacent drive aisle is included. Therefore, this standard will be met.

Finding: Development Code §17.8.140(B)(2)(b) states: “Screen parking with a solid perimeter wall, decorative welded metal (wrought iron) fencing and columns, earthen berm or evergreen hedge (or a combination thereof). Based on the Plan Sheet 4, dated December 28, 2024, there is one parking space (Space 1) adjacent to the sidewalk within the Pacific Avenue right-of-way. There are two additional parking spaces (Spaces 10 and 17) located approximately 10 feet from the right-of-way. The submitted landscape plan (Plan Sheet 7) shows landscaping between parking spaces 10 and 17. Not screening is shown between parking space 1 and the sidewalk. A condition of approval is proposed that parking space 1 be eliminated and that this area be landscaped with ground cover and the applicant install one street tree approved by the City Planning Division prior to final building permit approval and issuance of a certificate of occupancy.

Finding: Development Code §17.8.405(C) states: “The applicant shall submit a landscape plan.” The applicant provided a landscape for review. The landscape plan is labeled Plan Sheet 7, dated December 28, 2023. This standard is met.

Finding: Development code §17.8.415 (C) states: “A strip of land at least five feet in width located between the abutting right-of-way and the off-site parking or vehicle use area which is exposed to an abutting right-of-way, except in required vision clearance areas.” Plan Sheet 7 shows a landscaped strip, approximately 10 feet in width, between parking space 10 and 17 and the public right-of-way. If parking space 1 is eliminated, as proposed above, and this area is landscaped, an additional landscape strip, approximately 10 feet in width, will be provided between parking space 2 and the public right-of-way. This standard is met.

Finding: Development Code §17.8.415(D) states: “Perimeter landscaping relating to abutting properties. On the site of a building or structure or open lot use providing an off-street parking area or other vehicular use area, where such areas will not be entirely screened visually by an intervening building or structure from abutting property, a five-foot landscaped shall be between the common lot line and the off-street parking area or other vehicle use area exposed to abutting property. .” The site plan submitted by the applicant retains the drive aisle along the eastern boundary of the property. Retaining the drive aisle precludes installing a five landscaped strip between the drive aisle and property line. Currently there is a four-foot wood fence and five-foot chain link fence along the property line. A five-foot landscaped strip exists between the fence the America’s Best motel east of the Holiday Motel site. Since a landscaped strip cannot be provided on the Holiday Motel

site without reducing the drive aisle below the minimum acceptable width of 15 feet loss of parking, and the applicant isn't proposing to make the situation more substandard, Planning Commission approval of departure through the design review process is required.

Finding: Development Code §17.8.415(E)(3) states: "Parking area interior landscaping. 3. "At least 85 of the interior Parking Lot Area shall be landscaped. Landscaped areas may include water quality features such as bio-swales or wetlands, trees, grass, shrubs and other plant material so as the cover the landscape area." The applicant provided information for the record that states "As shown on Exhibit 4, greater than 8% of the parking lot area is landscaped (3110 sq. ft.). This includes the parking lot islands. They have a minimum width of 6-ft and an area which exceeds 48 sq. ft." Since the applicant will provide more than 8% of the parking lot area as landscaping this standard is met.

Finding: Development Code §17.8.415(E)(4) states: "One tree shall be required for every 1,600 square feet of interior parking lot area as defined in subsection 1." Trees shall have a minimum two-inch caliper and six-foot branch height at time of planting." The proposed parking area, including the parking stalls and drive aisles, amounts to approximately 13,800 square feet. Based on this amount 9 trees are required. Plan Sheet 4, dated December 28, 2023, shows a total of 16 trees to be planted on-site. Twelve of these trees are adjacent parking stalls. Currently there are two trees located at the southwest corner of the property. This standard is met.

Finding: Development Code §17.8.420(B) states: "Required landscaping in the Community Commercial zone: A landscaped strip at least ten feet in width shall be provided abutting any property line facing a street." The applicant comment's that "The site is located in the CC District (item B above). The north perimeter of the site is adjacent to Pacific Avenue but only 7.5-ft. is planted due to the location of existing electrical equipment and the proposed building." This standard is not met. Approval of design standard departure is required for a 7.5-foot planting strip based on the applicable guideline in the Design Guideline Handbook. The design guideline for landscaping states: "Use landscaping to enhance the pedestrian experience, complement building architecture, minimize environmental impacts of development and unify elements of the site. The Planning Commission must determine that a 7.5-foot landscape strip meets the intent of the landscaping design guideline.

Finding: Development Code §17.8.515 addresses off-street parking requirements for allowed land uses. The minimum requirement for commercial lodging in the Development Code is one off-street parking space for each motel room. This requirement is superseded by state law which now prohibits off-street parking mandates at sites within ½ mile of a frequent bus line. Line 57, serving Pacific Avenue, is a frequent bus line and the Holiday Motel site is located within ½ mile of Line 57. Therefore, the City cannot impose off-street parking requirements. Nevertheless, the applicant proposes 28 parking spaces. If the new motel building is constructed there will be a total of 30 motel rooms at the site.

Finding: Development Code §17.8.525 establishes requirements for the design and maintenance of off-street parking and loading areas. Development Code §17.8.525(B) states: "Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and the maximum safety of pedestrians and vehicular traffic on the site." The applicant comments, on page 44 of the applicant's written narrative that "The proposal includes a 19-20-ft wide service drive for vehicles including emergency vehicles." The applicant also states "Traffic through the site flows one-way in a loop from south to east, then north for vehicle and pedestrian safety." In addition to the points made by the applicant, the proposed service drive provides through traffic circulation from one entrance and point and a separate exit point. The service drive

also facilitates the movement of commercial vehicles for trash collection. This standard is met.

Finding: Development Code §17.8.525(E) Permanent Marking. Any area intended to be used to meet the off-street parking requirements shall have parking spaces clearly marked using permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of traffic flow and maintain vehicular and pedestrian safety. The applicant states the parking spaces and driveway aisle will be properly sized and striped as shown on the site plan (Plan Sheet 4, dated December 28, 2023). This standard is met.

Finding: Development Code §17.8.540(B) establishing bicycle parking requirements for commercial development. §17.8.540(B) states: "Required number of spaces. The number of bicycle parking spaces required shall be at least 20% of the required automobile parking for the use but not less than two spaces." As stated elsewhere, due to state law the City cannot impose parking mandates. Therefore, the applicable requirement is providing at least two bicycle parking spaces. As noted by the applicant on page 46 of the applicant's written statement, two bicycle parking spaces are shown near the entrance of the existing building on Plan Sheet 4, dated December 28, 2023. This requirement is met.

Finding: Development Code §17.8.710(B) establishes building design and development standards for commercial development in the Community Commercial and mixed-use zones. These standards apply to building orientation, massing and form, general design elements, compatibility and safety. The applicant requests departures from the applicable standards to allow for a 7.5-foot front building instead of the required 10-foot building setback, 7.5-foot landscaped strip instead of the required 10-foot landscaped strip adjacent to the Pacific Avenue public right-of-way and wider sidewalk. The applicant also requests approval of a departure to allow a four-foot-wide pedestrian sidewalk between the new motel building and parking area to provide sufficient fire access to the south side of the building and for standard emergency vehicle turn-around. Departures also appear necessary for building massing and form. The Development Code in §17.8.710(B)(2)(c) requires that roofline heights must be varied a minimum of two feet for building facades greater than 75 feet. The proposed new building is approximately 120 feet in length.

Finding: Development Code §17.8.755(E) establishes general lighting standards for commercial development. The applicant did not provide lighting details but notes on page 52 of the applicant's written statement that lighting will be designed in accordance with Development Code standards. Lighting details will be reviewed at time of building permit review.

§17.2.350(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.**

Finding: As stated above the applicant requests approval for departures from several Development Code standards. The applicant requests approval of a departure to allow a four-foot-wide pedestrian sidewalk between the new motel building and parking area to provide sufficient fire access to the south side of the building and for standard emergency vehicle turn-around. Departures also appear necessary for building massing and form. The

Development Code in §17.8.710(B)(2)(c) requires that roofline heights must be varied a minimum of two feet for building facades greater than 75 feet. The proposed new building is approximately 120 feet in length.

Departure from clear and objectives development standards for the Holiday Motel project must meet the intent of the design guidelines for the Commercial Corridor focus area. Each guideline is listed below followed by design recommendations in the Design Guideline Handbook for meeting the design guideline. These are recommendations only and not standards that have to be met. Findings are provided after each design recommendation showing how well the proposed projects meets the intent of the applicable design guideline. Overall, the proposed project generally meets the intent of the applicable design guidelines with the proposed conditions of approval.

Design Guideline Handbook
Section II: Commercial Corridor Focus Area:

Site Circulation Guideline: Encourage attractive, convenient and functional site design, which minimizes conflicts among pedestrians, bicycles and vehicles.

Design Handbook Recommendation: Consolidate vehicular access points serving adjacent sites, thus minimizing curb cuts along the public streets.

Finding: There are two access points onto Pacific Avenue serving the site. Access onto adjacent properties is not possible since the property to the west is developed and a parking lot is located adjacent to the Holiday Motel site. The property to the west is developed with another motel. Existing development does not provide an opportunity for consolidating vehicular access points serving adjacent sites. In addition, the owners of adjacent property are not parties to this land use application.

Design Handbook Recommendation: Provide direct and convenient pedestrian and vehicle connections between adjacent developments.

Finding: The proposed site plan shows a pedestrian connection linking the proposed motel building with the public sidewalk adjacent to Pacific Avenue. The proposed pedestrian connection provides a direct and convenient pedestrian connection.

Design Handbook Recommendation: Provide comprehensive, pleasant and direct pedestrian pathways linking buildings, open space and parking areas.

Finding: The proposed site plan shows direct pedestrian pathways linking buildings to open space and parking areas.

Design Handbook Recommendation: Clearly link public right of way – streets and sidewalks – to building front doors.

Finding: The preliminary site plan shows pedestrian connections linking building front doors to the public sidewalk system.

Design Handbook Recommendation: Promote use of pedestrian oriented boulevard frontage roads providing parking and landscape buffering, along high traffic arterial roads.

Finding: The site has frontage on Pacific Avenue which is designated as a Principal Arterial street on the Transportation System Plan map.

Design Handbook Recommendation: Design sites to facilitate emergency responders.

Finding: The applicant met with the City's Fire Marshal to review proposed access and on-site vehicle circulation to facilitate emergency responders. The Fire Marshal accepts the proposed site plan.

Parking Guideline: Create parking areas which have minimum impact on surrounding public streets and neighborhoods and minimizes physical barriers for pedestrians.

Design Handbook Recommendation: Locate parking lots to the rear and side of buildings.

Finding: The applicant proposes a total of 28 parking spaces. All but two of the spaces, or 7%, are located to the sides of building.

Design Handbook Recommendation: Minimize parking between public sidewalk and buildings to allow for pedestrian access.

Finding: The applicant proposes a total of 28 parking spaces. Two parking spaces, or 7%, are located between the public sidewalk and buildings.

Design Handbook Recommendation: Locate and orient parking spaces and driving lanes to maximize access between parking and buildings.

Finding: The proposed design of the parking area and driving lane are designed for convenient access to motel rooms from parking spaces.

Design Handbook Recommendation: Minimize the expanse of continuous uninterrupted parking spaces, and mitigate with planted areas of trees and other landscaping.

Finding: With the addition of the proposed motel building the expanse of paved area will be reduced. The parking area is designed to provide convenient access for motel patrons. The site plan shows locations for landscaping and trees intended to minimize and mitigate the expanse of continuous uninterrupted parking spaces.

Design Handbook Recommendation: Provide direct, convenient and pleasant pedestrian pathways within parking areas and clearly linking the bulk of parking spaces to building entries, streets and transit stops.

Finding: The site plan shows a four-foot pedestrian sidewalk linking parking areas to building entries and the adjacent Pacific Avenue right-of-way.

Design Handbook Recommendation: Minimize parking between public sidewalk and buildings to allow for pedestrian access.

Finding: The applicant proposes a total of 28 parking spaces. Two parking spaces, or 7%, are located between the public sidewalk and buildings.

Design Handbook Recommendation: Locate parking to minimize views of parking areas from the public right-of-way and abutting properties.

Finding: The applicant proposes a total of 28 parking spaces. Two parking spaces, or 7%, are located between the public sidewalk and buildings. The proposed motel building blocks views of parking from the abutting property to the west. An existing five-foot chain link fence partially screens views of parking from the abutting property to the east.

Design Handbook Recommendation: Promote use of on-street parallel parking on frontage roads and “main street” style roads in development sites.

Finding: The applicant proposes construction of a 16-room motel building at the Holiday Motel site. On-street parallel parking on frontage roads and “main Street” style roads could be appropriate for a large retail complex

Design Handbook Recommendation: Consider use of bio-swales or other on-site water retention facilities in parking lots.

Finding: The developer must meet Clean Water Services standards for storm water run-off based on the amount of impervious site area.

Design Handbook Recommendation: Consider use of permeable paving surfaces to reduce parking lot water run-off.

Finding: The developer must meet Clean Water Services standards for storm water run-off based on the amount of impervious site area.

Building Orientation Guideline: Locate and orient buildings to maximize convenience of customers arriving from transit stops and sidewalks.

Design Handbook Recommendation: Minimize building setbacks from the public street right-of-way.

Finding: The preliminary site plan shows that the proposed building would be set back approximately 7.5 feet from the north property line adjacent to the Pacific Avenue right-of-way.

Design Handbook Recommendation: Primary building entries should face or have direct linage to Pacific Avenue, 19th Avenue or other major street to create safe, pleasant, and active pedestrian environments.

Finding: The applicant proposes a four-foot sidewalk connecting the new building and ground floor room entrances and ground floor stair landings to the Pacific Avenue sidewalk.

Design Handbook Recommendation: Encourage buildings to orient front doors to pedestrian-oriented boulevard frontage roads and internal “main street” style pedestrian-oriented roads.

Finding: The proposed project is not a retail development. Therefore, this design recommendation is not applicable to the type and scale of project proposed.

Pedestrian Environment Guideline: Create safe, pleasant and attractive streets and public spaces

Design Handbook Recommendation: Provide pedestrian amenities such as benches for a pleasant and inviting place to sit, rest, linger and meet.

Finding: The applicant proposes placement of a bench in the open space area for use by motel patrons.

Design Handbook Recommendation: Safely separate pedestrian areas from vehicle traffic by providing street trees along sidewalks as buffers.

Finding: Three trees near the public sidewalk are proposed.

Design Handbook Recommendation: Provide an active ground floor environment along all pedestrian streets and public courts, plazas and squares i.e., design buildings with transparent windows and doors.

Finding: The proposed project is not a retail development. Therefore, this design recommendation is not applicable.

Design Handbook Recommendation: Develop public spaces – plazas, squares or other open spaces that are “activated” by building entries and locate uses that encourage foot traffic and are open not only during daytime business hours but during evenings and weekends as well.

Finding: The proposed project is not a retail development. Therefore, this design recommendation is not applicable.

Screening/Service Areas Guideline: Screen objectional views, such as loading areas, mechanical equipment and refuse collection areas from customer areas, adjacent properties and public rights-of-way.

Design Handbook Recommendation: Locate loading and service areas for easy truck access and maneuvering and minimize conflict with parking, and vehicular and pedestrian circulation activities.

Finding: Plan Sheet 4, dated December 28, 2023 and provided by the applicant, shows the location of the trash collection area near the south property line away from the public right-of-way. The proposed trash collection area is located near the common property line adjacent to the Northwest Self Storage site. A 40-foot by 15-foot loading area is provided trash collection vehicle parking. This allows for trash collection vehicle parking outside of the drive aisle which minimizes conflicts with auto and pedestrian circulation.

Design Handbook Recommendation: Incorporate screening, including landscaping, fences and walls, as an integral part of the design of building and site.

Finding: The applicant provided a landscape plan for the site (Plan Sheet 7, dated December 28, 2023). Plan Sheet 4 shows the location of perimeter site fencing.

Design Handbook Recommendation: Integrate loading and refuse storage “trash room” areas into the interior of buildings where possible.

Finding: The proposal is to construct a new building with 16 motel rooms. A “trash room” is not proposed nor required.

Design Handbook Recommendation: Screen ground level and roof-top equipment from view.

Finding: The site plan shows two electrical charging stations at the two parking spaces between one of the existing motel buildings and the public right-of-way. The landscape plan provided by the applicant indicates landscaping will be provided in this area.

Finding: The information provided by the applicant does not indicate any roof-top equipment requiring screening from view.

Design Handbook Recommendation: Locate ground-mounted mechanical units away from pedestrian areas.

Finding: To meet Forest Grove Light and Power requirements ground mounted electrical equipment will be placed near the public right-of-way.

Landscaping Guideline: Use landscaping to enhance the pedestrian experience, complement building architecture, minimize environmental impacts of the development and unify elements on the site.

Design Handbook Recommendation: Use landscaping to help create a unified and coherent design for the property, landscaped planters, outdoor seating areas with canopy trees, etc.)

Finding: The applicant provided a landscape plan that includes trees, shrubs, ground cover and lawn. Landscaping will be provided throughout the site.

Design Handbook Recommendation: Preserve significant trees on-site.

Finding: No trees listed on the City's Register of Significant Trees or oak trees six inches in diameter or larger are present at the site.

Design Handbook Recommendation: Distribute canopy trees along roadways and throughout surface parking areas to provide shade, visual relief and a pedestrian/traffic buffer.

Finding: The landscape plan, dated December 28, 2023, shows 14 trees that will be planted throughout the site. Three trees area proposed between one of the existing motel buildings and the public right-of-way.

Design Handbook Recommendation: Use vertical and horizontal landscape elements to soften the visual impact of the buildings.

Finding: The landscape plan, dated December 28, 2023, includes vertical and horizontal landscape elements including trees, shrubs, and ground cover.

Design Handbook Recommendation: Use landscaping to buffer loading, service and parking areas from adjacent residential properties and street rights-of-way.

Finding: The landscape plan provided by the applicant shows proposed landscaping between the existing motel building and the street right-of-way. In addition, the landscaping plan shows three trees, groundcover and lawn at the southeast corner of the Holiday Motel site adjacent to a property with a residential structure. The proposed landscaping in this area provides a buffer between the new motel building and the parking area and the adjacent residential property.

Design Handbook Recommendation: Use landscaped areas to buffer existing residential areas from visual impacts both night and day.

Finding: The landscaping plan shows three trees, groundcover and lawn at the southeast corner of the Holiday Motel site adjacent to a property with a residential structure. The proposed landscaping in this area provides a buffer between the new motel building and the parking area and the adjacent residential property.

Design Handbook Recommendation: Use landscaped areas for water quality -improvement and retention where appropriate.

Finding: The applicant is required to meet Clean Water Services requirements including on-site hydromodification.

Massing and Form Guideline: Structures should be design so that the effect of their overall proportions and shapes is harmonious with and complementary to adjoining properties.

Design Handbook Recommendation: Avoid long, horizontally-oriented monotonous exterior walls and/or mitigate their effect by breaking down large masses into small vertical volumes.

Finding: The proposed motel building will be approximately 120 feet in length.

Design Handbook Recommendation: Divide large masses by varying façade heights—and rooflines.

Finding: The building elevations provided by the applicant do not show dividing large masses by varying façade heights—and rooflines. The applicant proposes the use of color differentiation to minimize the appearance of bulk.

Design Handbook Recommendation: Use columns, pilasters or other vertical elements to create a vertical rather than horizontal building expression.

Finding: Building articulation is provided along the building facade facing the parking area. The applicant proposes the use of color differentiation to create vertical elements on the building wall facing the Jack-in-the-box site and Pacific Avenue.

Design Handbook Recommendation: Differentiate the pedestrian level of the building through use of varied materials, banding, coursing or other treatment.

Finding: The building elevations provided by the applicant do not show differentiation of the pedestrian level through use of varied materials, banding, coursing or other treatment. The building elevations show differentiation of the pedestrian level through individual motel room entries.

Design Handbook Recommendation: Minimize the appearance of building bulk with building offset intervals established and repeated along the structure facades.

Finding: The proposed motel building does not incorporate a building offset interval to minimize the appearance of building bulk. The applicant proposes the use of color differentiation to minimize the appearance of bulk.

Design Handbook Recommendation: Provide an appropriate transition between new buildings and existing adjacent buildings through use of similar massing, height or setback.

Finding: The proposed motel building does not reflect the massing, height or setback of the existing motel buildings since the existing motel buildings on the site are single story structures. The proposed building is two stories to accommodate vehicle maneuvering areas for emergency and large vehicles. In addition, one motel building is located approximately 25 feet from the public right-of-way. The new building will be setback 7.5 feet from the Pacific Avenue right-of-way.

Design Handbook Recommendation: Line large footprint retail shops with multiple narrow retail storefronts.

Finding: The proposed project is a motel building and not a building for retail shops. Therefore, this design recommendation is not applicable.

Design Handbook Recommendation: Encourage development of two-story or mezzanine retail anchor to reduce footprint area.

Finding: The proposed project is a motel building and not a building for retail shops. Therefore, this design recommendation is not applicable.

Design Handbook Recommendation: Break up the roofline silhouette through use of large cornices, changes in parapet heights or other techniques.

Finding: The building elevations provided by the applicant do not show changes in parapet heights.

Design Elements Guideline: Design buildings to provide visual interest, order and clarity in the commercial corridor, and to complement and enhance the Forest Grove character.

Design Handbook Recommendation: Use architectural elements and façade materials with a human scale – modular materials such as stone and brick, sized to be pedestrian-friendly - consistently throughout the site.

Finding: The proposed project is a motel building. The applicant provided building elevation plans showing building articulation typical of a motel building.

Design Handbook Recommendation: Articulate individual and common entry ways with a differentiated roof, awning or portico.

Finding: The applicant submitted building elevations and floor plans. The plans show articulation on the new building facade facing the parking area.

Design Handbook Recommendation: Space entries in a larger building at appropriate intervals for the pedestrian.

Finding: The proposed project is a motel building. Entries are spaced at intervals based on the size of each motel unit.

Design Handbook Recommendation: Provide weather protection on building facades adjacent to sidewalks or pedestrian connections by use of awnings or canopies appropriate to the design of the structure.

Finding: The proposed project is a motel building. Building elevations submitted by the applicant show that motel unit entries will be recessed providing weather protection.

Design Handbook Recommendation: Provide façade transparency in storefronts, with views into ground floor shops and offices along Pacific Avenue, 19th Avenue, and other major streets.

Finding: The proposed project is a motel building. Therefore, this design recommendation is not applicable.

Compatibility Guideline: Encourage design which provides visual linkages between proposed development and adjoining existing buildings.

Design Handbook Recommendation: Use architectural elements and façade materials, color and treatments consistently throughout the site.

Finding: The existing motel buildings were constructed decades ago and are reflective of the date of construction. The facade the new building will use horizontal fiber cement siding with dark and light gray colors. The existing motel buildings have vertical siding and dark gray color.

Design Handbook Recommendation: Use similar landscaping, setback, spacing and orientation of buildings on site.

Finding: While allowed by Article 3 of the Development Code the proposed setback from Pacific Avenue for the new building is inconsistent with setback of the existing building to the east. Since the proposed building would be about one-foot from the north property line adjacent to the Pacific Avenue right-of-way and the existing is set back approximately 25 feet.

Design Handbook Recommendation: Repeat, strengthen and expand upon building elements that create a unified street edge – i.e., window placement, belt coursings, etc.

Finding: Two existing one-story motel buildings are present at the site. The design and placement of the new motel building does not repeat or expand upon the building elements present along the street edge considering window placement.

Safety Guideline: Create development which provides a safe environment for all users and passersby.

Design Handbook Recommendation: Design building so that building entries are clearly visible from within buildings as well as from the sidewalks, streets and parking areas.

Finding: Based on the proposed site plan, all building entries will be clearly visible from either the sidewalk, street or parking areas.

Design Handbook Recommendation: Light building entryways, parking areas and pedestrian pathways pleasantly and sufficiently to achieve safety.

Finding: The applicant did not provide details for new exterior building or parking lot lighting. Exterior building and parking lot lighting installed shall comply with the applicable lighting standards in Development Code §17.8.755.

Design Handbook Recommendation: Locate buildings and entries so that they are easily accessible to emergency services.

Finding: Based on the proposed site plan, all building entries will be clearly visible from either the sidewalk, street or parking areas.

The following guidelines pertain to lighting:

- Exterior Building Lighting Guidelines: Lighting should be an integral component of the building architecture.
- Parking Lot Lighting Guideline: Lighting should provide for vehicular and pedestrian safety and be compatible with site and building design.

- Sidewalk and Landscape Lighting Guidelines
- Sign Lighting Guideline: Sign Lighting should be designed as an integral component of the building and sign composition

Finding: The applicant did not provide details for new exterior building or parking lot lighting. Exterior building and parking lot lighting installed shall comply with the applicable lighting standards in Development Code §17.8.755.

The following guidelines pertain to signage:

- Pole and Monument Signs Guideline: Pole and monument signs should be designed to contribute to the overall character of the corridor while still fulfilling their functional purpose of attracting attention.
- Wall and Projecting Sign Guideline: Wall signs should be proportional to the building facade and not overwhelm architectural features or pedestrians.
- Window Sign Guideline: Window signs should identify building or tenant use without obstructing views through windows.
- Informational and Directional Sign Guideline: Directional signs should be small in scale and dimension, located in a convenient and logical place and not be used for advertising.

Finding: One pole sign is present at the site. The applicant did not provide details for new signs. New signs shall comply with the applicable sign standards in Development Code §17.8.830(D) and (E).

Site Development Review Findings

§17.2.450 (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:

Applicant Response: This development plan complies with all applicable standards of the CC District and the standards of Article 8 as demonstrated on the submitted plans and findings throughout this report. As noted, applicant is addressing the Commercial Corridor Design Guidelines for Tract 2 where the project cannot meet the standards:

Finding: Findings addressing standards of the base zoning district, any overlay district and the general development standards of Development Code Article 8 are addressed under the design review sections above and are not repeated here for brevity.

§17.2.450 (B): The site development plan addresses the development standards in Article 5 (Natural Resource Areas, Tree Protection and Historic Resources) when such resources are present on or directly adjacent to the development site.

Finding: The applicant provided the Sensitive Area Pre-Screen Site Assessment from Clean Water Services. Clean Water Services determine that the proposed project will not significantly impact the existing or potentially sensitive area(s) found near the site.

Finding: The project site is not located within any historic district.

Finding: The site does not have any identified significant trees. If any trees will remain, the applicant or developer shall submit a tree protection plan prior to issuance of a construction permit. Protected trees shall be shown on the final landscaping plan and protective measures including fencing shall be installed at the tree's critical root zone before start and during construction.

V. PROPOSED CONDITIONS OF APPROVAL

To ensure compliance with all applicable provisions of the Development Code and Design Guideline Handbook Section II Commercial Corridor, the following conditions of approval are proposed for Planning Commission approval:

1. The applicant is bound to the project description and all representations made by the applicant during the application and decision-making process, including the plan sheets dated December 23, 2023, except as may be modified by the Planning Commission decision.
2. The applicant must comply with all applicable City building code development standards, and design guidelines including dimensional standards except as may be modified by the Planning Commission decision and all applicable public works and engineering specifications and light and power requirements.
3. The proposed motel building shall not be located closer than 7.5 feet from the north property line adjacent to the public right-of-way and 3 feet from the common lot line between the Holiday Motel and Jack-in-the-box sites.
4. Coordinate electrical service with the Jason O'Dell of the City's Light and Power Department. All utility connections shall be placed underground (Development Code §17.8.645(A)). The developer shall make all necessary arrangements with the service utility provider. The applicant shall comply with the attached Light and Power Department Conditions of Approval (Exhibit D).
5. The building elevation facing the west property line shall include horizontal and vertical elements to provide visual variety in addition to color changes.
6. Parking shall be striped to demarcate parking spaces and drive aisles as shown on the site plan dated. Parking stall and aisle dimensions shall comply with dimensional requirements shown in Development Code §17.8.525, Figures 8-11 and 8-12.
7. The development shall provide at least 5,270 square feet of landscaped area in the locations shown on Plan Sheet 7 dated December 28, 2023). The applicant shall submit final landscaping plans with the civil plan set for City review and approval. Approved landscaping shall be installed prior to building permit final approval.
8. As required by Development Code §17.8.115 (A)(3), and shown on Plan Sheet 4, pedestrian walkways shall be constructed of hard surface material/concrete.
9. The parking space labeled as parking space 1 on Plan Sheet 7, dated December 28, 2023 shall be eliminated and this area shall be landscaped with groundcover and the applicant shall install one street tree approved by the Planning Division prior to final building approval and issuance of a certificate of occupancy.
10. Trees shall have a minimum two-inch caliper and six-foot branch height at time of planting unless otherwise approved by the Community Development Director.
11. For all trees proposed to be preserved, the applicant or developer shall submit a tree protection plan prior to issuance of a construction permit. Protected trees shall be shown on the final landscaping plan and protective measures including fencing shall be installed at the tree's critical root zone before start and during construction.
12. It shall be the continuing obligation of the property owner to maintain required landscaped areas in a manner free of weeds and noxious vegetation. All landscaping shall be irrigated as required by Development Code §17.8.410(C)(3).

13. Prior to building permit application, submit a geo-technical report for review by the City's Building Official.
14. A refuse collection area shall be provided as shown on Plan Sheet 4, dated December 28, 2023. Screen the refuse collection area by placement of a solid wood fence, masonry wall or evergreen hedge at least six feet in height. Gate openings which allow access to users and haulers shall be provided. Gate openings shall be a minimum 10 feet wide and capable of being secured in a closed and open position. (Development Code §17.7.205(C)(3).
15. Post address numbers on the Pacific Avenue side of the building. Numbers shall be a minimum of 8 inches high and be of contrasting color to the surface which the numbers are affixed.
16. Where a proposed parking facility indicates one-way traffic flow on the site, it shall be accommodated by a specific driveway serving the facility; the entrance drive shall be situated closest to oncoming traffic and the exit drive shall be situated farthest from oncoming traffic (§17.8.135(A)).
17. Exterior building and parking lot lighting installed shall comply with the applicable lighting standards in Development Code §17.8.755.
18. Permanent signs installed shall comply with the applicable sign standards in Development Code §17.8.830(D) and (E).
19. This approval is valid for one year from the date of the signed Planning Commission decision. At the applicant's request the approval may be extended for an additional year if requested prior to the expiration date of the original approval. In no instance shall extensions exceed a total of two years from the original date of approval.

VI. PLANNING COMMISSION ALTERNATIVES

The following decision alternatives are available to the Planning Commission:

1. Accept the applicant's proposal including requested departures from certain development standards
2. Modify to the applicant's proposal to ensure compliance with applicable development standards and/or design guidelines
3. Request additional information from the applicant and continue the public hearing
4. Deny the applicant's proposal

VII. STAFF RECOMMENDATION

Staff recommends the Planning Commission approve a motion approving the proposed Holiday Motel expansion application, City File Number 311-23-000031-PLNG, including the requested development standard departures and that the Planning Commission adopt the staff report including the analysis, findings and conditions of approval recommended by staff.

VIII. 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: Applicant's Written Project Narrative/Statement
- Exhibit B: Applicant's Preliminary Plan Set
- Exhibit C: Applicant's Preliminary Drawings
- Exhibit D: Forest Grove Light and Power Department Conditions of Approval



NW Engineers, LLC
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Hillsboro, OR 97124
Phone (503) 601-4401
Fax (503) 601-4402
Website www.nw-eng.com

December 26, 2023

Case File Number 311-23-000031-PLNG

A P P L I C A N T ' S S T A T E M E N T

APPLICANT: Matthew Newman
NW Engineers, LLC
3409 NE John Olsen Avenue
Hillsboro, Oregon 97124

OWNER'S REPRESENTATIVE: Steve Doss
Doss Quality Homes
21550 SE Tillstrom Road
Damascus, Oregon 97089

REQUEST: Type III Design Review & Site Development Review for a Proposed Expansion of the Holiday Motel to include a 2-story, 16-room building (approximately 4,906 sq. ft. addition) with parking and landscaping in the CC District

SITE LEGAL DESCRIPTION: Tax Lot 300, 301 & 302 Tax Map 1S3 05BB
Forest Grove, Oregon

SIZE: 30,920 sf

LOCATION: 3224 Pacific Avenue
Forest Grove, Oregon 97116

LAND- USE DISTRICT: CC (Community Commercial District)

I. APPLICABLE REGULATIONS

A. Forest Grove Comprehensive Plan

B. Forest Grove Development Code:

17.1.200	Application Process and Procedures
17.1.600	Type III Process
17.2.300	Design Review
17.2.400	Site Development Review
17.3.300	Commercial and Mixed use Zones
17.8.100	Access and Circulation
17.8.200	Open Space, Recreational Facilities and Common Areas
17.8.400	Landscaping, Screening and Buffering
17.8.500	Off-Street Parking and Loading
17.8.700	Building Design and Development Standards
17.8.750	Lighting Standards

II. **AFFECTED JURISDICTIONS**

Domestic Water:	Forest Grove Water
Drainage:	Forest Grove and Clean Water Services
Erosion Control:	Forest Grove and Clean Water Services
Fire Protection:	Forest Grove Fire and Rescue
Parks:	Forest Grove
Police Protection:	Forest Grove Police
Schools:	Forest Grove School District
Sewer:	Forest Grove and Clean Water Services
Streets:	Forest Grove
Water Quality/Quantity:	Forest Grove and Clean Water Services

III. **BACKGROUND:**

The owner's representative Doss Quality Homes – Steve Doss, is requesting Design Review & Site Development Review for a Proposed Expansion of the Holiday Motel to include a 2-story, 16-room building (approximately 4,906 sq. ft. addition) with parking and landscaping in the CC District. This request, which also addresses the Commercial Corridor Design Guidelines for Tract 2, is processed through a Type III Procedure. The city application number has been assigned: Case File Number 311-23-000031-PLNG. The subject property is identified by the Washington County Assessor as Tax Lots 300, 301 & 302 of Tax Map 1S3 05AB and is located at 3224 Pacific Avenue. The site currently has two single-story buildings with a total of 14 rooms and parking (See Exhibits 1 & 3).

The site is almost completely flat and mostly paved with only a small section in the southwest corner of the site that has not been improved. All street improvements along the frontage of Pacific Avenue have been improved, and the parking lot serving the two existing buildings is in place. This development will only improve the west side of the site – no changes to the existing buildings or parking lot/driveway aisle on the south and east side of the site are proposed (a slight modification to the south portion of the drive aisle is proposed as part of a hammerhead). All utilities are available to serve the site and no extension will be necessary as shown on Exhibit 4. Preliminary site, utility, grading/erosion control, landscape and details are provided as Exhibits 2-7. Preliminary floor plans and elevations for the two-story building are attached as Exhibits 8 & 9.

Access to the development is from the existing driveways from Pacific Avenue and no changes to the driveway or road are proposed (slight ADA modifications to the sidewalk may be necessary). These driveways have likely existed since the 1960's. The westerly driveway is 75-ft. from the existing Jack in the Box access on adjacent Tax Lot 400. We assume these two existing accesses to be nonconforming to the current ODOT standards due to the decades that they have been in place. Based on comments from the Forest Grove Fire Marshal, an access to the back (south side) of the site is proposed along with a 20-ft. x 100-ft. hammerhead to allow emergency vehicles to access all portions of all three buildings, and not have to back out onto Pacific Avenue. Currently no such turn-around exists due to parking in front of the existing southerly building, however, the proposed plan (Exhibit 4) includes a hammerhead which has been reviewed and tentatively approved by the Fire Marshal.

County/City maps, in addition to other sources—e.g., Clean Water Services Service Provider Letter (Exhibit 11)—shows that no portion of the site is impacted by water areas or otherwise environmentally sensitive areas. Other exhibits provided in the application include: Preliminary Storm Report (Exhibit 10), and Tax Map (Exhibit 12).

The applicant received a 'completeness' letter dated November 9, 2023, and all 9 items listed have been addressed with revised documents/plans, and in this narrative. Specifically, additional details have been included on the site, landscape and building plans demonstrating compliance with all applicable standards and/or Commercial Corridor Design Guidelines.

IV. FINDINGS

A. FOREST GROVE COMPREHENSIVE PLAN

COMMENT:

Except where required by the Forest Grove Development Code, this application is not required to address the city's goals and policies related to the development of land, since the Forest Grove Comprehensive Plan is implemented by the Code.

B. FOREST GROVE DEVELOPMENT CODE

APPLICATION PROCESS AND PROCEDURES

§ 17.1.200 PURPOSE.

This subarticle of the Code describes the general procedures that apply to land use permit reviews. It contains the step-by-step land use application processing requirements. (Ord. 2009-01, passed 3-9-2009)

§ 17.1.205 CONSOLIDATED REVIEW.

Where a proposal involves more than one application for the same property, the applicant may submit concurrent applications. The applications shall be consolidated for review in accordance with the highest numbered procedure. For example, a minor adjustment (Type I) can be consolidated with a conditional use (Type III), but it will be subject to Type III procedures.

(Ord. 2009-01, passed 3-9-2009)

§ 17.1.210 INITIATION AND WITHDRAWAL OF LAND USE APPLICATION.

Land use applications shall be initiated by one of the following:

- A. Application by all the owners or all the contract purchasers of the subject property, or any person authorized in writing to act as agent of the owner or contract purchasers;
- B. The City Council;
- C. The Planning Commission;
- D. The Community Development Director; or
- E. Public agencies or utilities that have statutory rights of eminent domain for projects they have the authority to construct.

The Director may withdraw any application at the written request of the applicant, prior to the final written decision.

Fees for applications withdrawn at the request of the applicant shall be refunded, less the actual costs incurred by the city in processing the application.

(Ord. 2009-01, passed 3-9-2009)

COMMENT:

The proposal is for a Type III Design Review & Site Development Review for a Proposed Expansion of the Holiday Motel to include a 2-story, 16-room building (approximately 4,906 sq. ft. addition) with parking and landscaping in the CC District. The land use application is initiated by the property owner.

§ 17.1.215 PRE-APPLICATION CONFERENCE.

The Director shall not accept a Type II, III or IV land use application for processing unless the applicant or the applicant's representative has attended a pre-application conference, or the Director has, in his or her discretion, signed a waiver of the pre-application conference.

The purpose of the pre-application conference is to acquaint the applicant with the requirements of this Code, the Comprehensive Plan and other relevant criteria. It is designed to assist the applicant. The applicant assumes the risk for delays or other problems caused by failure to attend a pre-application conference. It is impossible, however, for the pre-application conference to be an exhaustive review of all potential issues and the conference shall not prevent the city from enforcing all applicable regulations.

To schedule a pre-application conference, the applicant shall submit a completed and signed conference request form and the following information:

- A. A short narrative describing the proposal, including at minimum:
 - 1. Proposed use;
 - 2. Size of buildings and/or number and types of residential units;
 - 3. Approximate building heights; and
 - 4. Other information as applicable, such as:
 - a. Number of employees;
 - b. Use of hazardous materials (including general quantity and type); and
 - c. Any known special conditions applicable to the site or proposed development.
- B. A conceptual site plan; and
- C. The appropriate fee.

The Director shall schedule the pre-application conference within seven working days of the request. The Director shall identify and prepare a summary of topics to be discussed and shall provide the applicant with a written summary of the conference.

If a complete application relating to the proposed development action that was the subject of the pre-application conference has not been submitted within one year of the conference, a new pre-application conference or waiver is required.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

The applicant attended a pre-application meeting with staff on June 28, 2023.

§ 17.1.220 NEIGHBORHOOD MEETING.

When the Director determines that a proposed project has the potential to raise concerns of neighborhood or community impact, the applicant shall initiate, attend and conduct a neighborhood meeting. The purpose of the neighborhood meeting is to allow the neighbors and other interested parties to become familiar with the proposal and to identify issues that may be associated with an application. The Director shall identify the need for the meeting within seven days after the pre-application conference is held.

The neighborhood meeting is intended to result in an application that is responsive to neighborhood concerns, reducing the likelihood for delays and appeals of the application. The city expects an applicant to take the reasonable concerns and recommendations of the neighborhood into consideration when preparing an application. The city expects the neighbors will work with the applicant to provide such input.

Neighborhood meetings must be conducted before the city will accept an application on any portion of the proposal. The applicant can request a sign-in sheet from the Community Development Department or provide his or her own sign-in sheet, which must be completed on the night of the neighborhood meeting and submitted to the city at the time of application as verification that the meeting was held. The sign-in sheet should indicate the date, time and location of the meeting, a brief heading describing the subject of the proposal, and the signatures of those in attendance at the meeting. The city shall retain the sign-in sheet as part of the record in the land use case file.

Those notified of the neighborhood meeting shall, at minimum, include all surrounding property owners and residents located at the notification distance of the greatest level permit or 300 feet if the permit type is not known, as well as any other interested parties identified by the Director. (Ord. 2009-01, passed 3-9-2009)

COMMENT:

No neighborhood meeting is required.

§ 17.1.225 APPLICATION CONTENTS.

A land use application shall consist of at least the following:

- A. A completed city application form with the following information:
 - 1. Property description and assessor map parcel number(s);
 - 2. Name, address, telephone number of the applicant (s), property owner(s) or contract purchaser(s), and, if applicable, the same information of the authorized agent of the applicant, property owner or contract purchaser; and
 - 3. A complete list of the approvals sought by the applicant.

COMMENT:

The application form has been filled out with the required information and signed by the owner.

- B. A narrative description of the proposed development, existing site conditions and pertinent background information;
- C. Findings that discuss how the approval criteria of the Code are or can be met;

COMMENT:

Required project description and findings are provided throughout this narrative.

- D. A transportation study may be required by the Director when determined at the pre-application conference the proposed project would have potential circulation or safety impacts, need for off-site street improvements or would increase traffic on city streets by at least 50 peak hourly trips, or a Transportation Impact Study is required by the Oregon Department of Transportation. The Director may also require a transportation study for any one project or multiple projects where there may be cumulative traffic impacts from two or more projects affecting one or more transportation facilities;

COMMENT:

Due to the small project size, a transportation report is not required.

- E. Duplicates of the above information as required by the Director. (Note: The pre-application conference summary will provide guidance on what specific information is required and how many copies must be submitted.);

COMMENT:

Required copies can be provided, although staff has requested an electronic copy of the application and materials in lieu of hard copies.

- F. All required application fees;

COMMENT:

Required fees have been paid.

- G. An eight and one-half by 11-inch copy of the site plan for the public notice; and

- H. Additional applicable information required by other sections of this Code.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

Additional application materials will be provided if necessary.

§ 17.1.230 APPLICATION SUBMITTAL AND ACCEPTANCE.

- A. Applications shall be submitted on the proper form provided by the city, signed by the owner(s) of all properties involved in the application, and accompanied by the required fee(s).
- B. The date the application and fee is received by the city shall be recorded on the application form.
- C. The city shall conduct an initial review within 30 days of receipt to determine if the application is complete. The city shall issue a written, dated statement to the applicant indicating whether the application is complete and, if not, what information must be submitted to make the application complete.
- D. Rejection by the Director for incompleteness shall be based solely on failure to address the development standards or supply information required by Code and by the Director, in a pre-application conference or otherwise, as the Director determines is necessary to adequately evaluate the proposal. Rejection shall not be based on differences of opinion as to quality or accuracy. Acceptance indicates only that the application is ready for review.
- E. Information submitted by the applicant to the city after the date the application is deemed complete that results in a substantial change from the original application shall require review as a new application or waiver of 120 days. The Director shall determine whether a submission constitutes a substantial change from the original

COMMENT:

The city will follow the stated project acceptance procedure.

TYPE III PROCESS – QUASI-JUDICIAL LAND USE DECISIONS

§ 17.1.600 DEFINITION.

A land use decision, as defined in O.R.S. 197.015(10), includes final decisions or determinations concerning the adoption, amendment or application of the goals, a comprehensive plan provision, a land use regulation or a new land use regulation.

In general, land use decisions require the greatest amount of discretion and the evaluation of subjective approval standards. Land use decisions that are site -specific in nature are classified as Type III quasi-judicial decisions and land use decisions that apply to the general population and prescribe policy are classified as Type IV legislative decisions.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

This application is being reviewed through a Type III Procedure.

§ 17.1.605 TYPE III APPLICATIONS AND APPROVAL CRITERIA.

Applications so designated throughout the Development Code are reviewed under the Type III process based on the requirements and criteria for each application set forth in other sections of this Code. Examples of these applications include:

- Quasi-Judicial Zoning Map Amendments with review by Planning Commission and approval by City Council
- New Conditional Use Permit or Major Modification of Use Permit
- Certain types of Design Review
- Variance
- Elevation by Director of a Type II permit
- Preliminary Plan for Planned Development
- Demolition or relocation of Historic Landmark
- Manufactured Dwelling Parks
- Removal of Registered Tree from the Register
- Certain Types of Wireless Communication Facilities

Any application that is not specifically designated in the Code as being under one of the four review processes, and which the Director determines is similar in impact and scope to other Type III applications, shall be processed as a Type III application.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

This Design Review application is being reviewed through a Type III Procedure.

§ 17.1.610 NOTICE.

Notice of the public hearing on Type III applications shall be provided in accordance with the provisions of O.R.S. 197.763 and as follows:

- A. Notice shall be published in a newspaper of general circulation at least seven days before the hearing.
- B. Notice shall be posted in three conspicuous public places in the city at least 20 days before the hearing.
- C. Notice shall be sent by mail at least 20 days before the hearing to:
 - 1. The applicant or representative;
 - 2. All property owners of record within 300 feet of the boundaries of the subject property;
 - 3. Any recognized interested party;
 - 4. Any public agency or utility whose property, services or facilities may be affected by the proposed development. The Director shall determine the extent of notice to public agencies or utilities based on cooperative agreements, perceived interest or impact.
- D. The applicant shall also post the subject property with a Notice of Application in conformance with posting requirements set forth by City Council resolution.

Failure to receive notice shall not invalidate a decision if a good faith attempt was made to notify all persons entitled to notice. A certificate of mailing issued by the person conducting the mailing shall be conclusive evidence of a good faith attempt to contact all persons listed in the certificate. (Ord. 2009-01, passed 3-9-2009; Ord. 2020-05, passed 11-9-2020)

§ 17.1.615 NOTICE CONTENT.

The public notice shall contain:

- A. The name of the applicant or representative and city case file number;
- B. A description of the subject property to inform the reader of its location;
- C. A concise description of the proposed development action and a listing of review criteria;
- D. A statement that the complete application, standards and other information are available at City Hall for review, and the phone number of a city contact person;
- E. Designation of the Review Body (e.g., Planning Commission, Design Review Commission, Historic Landmarks Board and Community Forestry Commission) and the time, date and place of the hearing;
- F. A statement that all interested persons may appear and provide testimony and that only those making an appearance of record shall be entitled to appeal; and
- G. A statement that a copy of the staff report will be available for inspection at least seven days prior to the hearing.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

The city will follow the required application notice and review procedures.

§ 17.1.620 DECISION AUTHORITY.

The appropriate commission shall make all Type III decisions. After review of all evidence submitted into the record the designated review authority may, approve with conditions or deny all or part of the application.

(Ord. 2009-01, passed 3-9-2009)

COMMENT:

The Planning Commission is the appropriate review authority for this application.

§ 17.1.625 ANNOUNCEMENT OF DECISION.

No Type III decision is final for the purposes of appeal until it has been reduced to writing and signed by the designated review authority or its designee. The review body may announce a tentative decision at the close of the public hearing.

(Ord. 2009-01, passed 3-9-2009)

§ 17.1.630 BASIS FOR DECISION.

The approval or denial of any Type III land use application shall be based upon substantial evidence in the record that addresses the pertinent standards and criteria set forth within this Code.

(Ord. 2009-01, passed 3-9-2009)

§ 17.1.635 NOTICE OF DECISION.

Written notice of the decision shall be provided within 14 days of the decision to the applicant and all parties who submitted comments orally or in writing.

The notice of the decision shall clearly set forth deadlines, criteria and fees for filing an appeal , and shall contain all of the information set forth in § 17.1.535A. through D.

(Ord. 2009-01, passed 3-9-2009)

§ 17.1.640 APPEALS.

A Type III decision may be appealed only if, within 14 calendar days after written notice of the decision is provided to the parties:

- A. A party files an appeal petition, identifies the specific issues being appealed, and pays the required fee; or
- B. The City Council directs that an appeal be initiated within the 14-day appeal period.

The City Council shall consider appeals of Type III decision by conducting an appeal hearing on the record. Only issues in the record, whether raised in writing or orally, shall be raised before the City Council and the hearing may be limited only to those issues raised in the appeal petition.

Notice of the appeal hearing shall be provided to all parties who participated in the initial hearing and requested notice.

Written notice of the decision on the appeal shall be provided to all parties to the proceeding within seven days of the Council decision.

The decision of the City Council on an appeal is the city 's final decision.

COMMENT:

The Planning Commission is the appropriate review authority for this application which can be appealed to City Council.

DESIGN REVIEW

§ 17.2.300 PURPOSE.

The purpose of design review is to:

- A. Establish guidelines and standards that will promote good neighborhood design;
- B. Encourage development that upholds property values and becomes a long-term asset to the community;
- C. Encourage creative and cost-effective building and site design; and
- D. Provide flexibility in the administration of development standards.

In addition to the requirements of this section, applications subject to design review are also subject to site development review as provided in § 17.2.400 (a separate application and fee is not required).
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

This application is for Type III design review and site development review addressing the Commercial Corridor Design Guidelines for Tract 2, among other criteria.

§ 17.2.310 APPLICABILITY.

Design review is required for the following:

- A. New single-family attached developments;
- B. New multi-unit developments;
- C. New commercial development;
- D. Alterations, remodels or renovations of commercial development in the Town Center and Neighborhood Commercial zones which result in additional floor area of more than 400 square feet;
- E. Alterations, remodels or renovations of commercial development in all other Commercial zones which result in additional floor area of more than 1,000 square feet;

- F. New development in a historic district;
- G. Alterations, remodels, renovations or relocations of a historic landmark; and
- H. Alterations, remodels, renovations or relocations of a historic contributing building.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

The proposal is for a Design Review & Site Development Review for a Proposed Expansion of the Holiday Motel to include a 2-story, 16-room building (approximately 4,906 sq. ft. addition) with parking and landscaping in the CC District., therefore Design Review is applicable to this application. This request, which also addresses the Commercial Corridor Design Guidelines for Tract 2, is processed through a Type III Procedure.

§ 17.2.320 OVERVIEW OF PROCESS.

Design review applications will be processed in one of two tracks: Development Standards or Design Guidelines. The applicant shall identify the desired tract as part of the initial application. The tracks are described as follows:

Track 1-Development Standards. Applications are required to meet the clear and objective development standards which are provided in the Development Code. These requirements are intended to be specific and directive. The purpose is to establish a baseline for site plan design which works in conjunction with other requirements of the Development Code.

Track 2-Design Guidelines. Applications allow more flexibility in terms of design. Under this process the applicant shall be held to the intent of the standards, but is allowed to vary from these standards if demonstrated that related guidelines and objectives are adequately addressed and that the deviation results in a higher quality development than would result under a strict interpretation of the Code.

(Ord. 2009-01, passed 3-9-2009)

§ 17.2.330 PROCEDURE.

The design review applicant must select one of two design review tracks:

(1) development standards track or the (2) design guidelines track. Depending upon the tract and specific characteristics of the project, these are reviewed under a Type II or Type III procedure, as described below.

A. *Track 1 – Development Standards.* Applications shall be reviewed under a Type II or III procedures as outlined below:

1. *Type II Review.* The Director is the review authority for the following Track 1 – Design Standards applications:
 - a. Multi-family developments with three to five units; and
 - b. Commercial alterations, remodels, renovation and new construction of less than 10,000 square feet.

2. **Type III Review.** The Planning Commission is the review authority for the following Track 1 design review applications:
 - a. Multi-family developments with more than six units;
 - b. Commercial alterations, remodels, renovation and new construction of more than 10,000 square feet; and
 - c. Any Type II design review application elevated by the Director to the Type III procedure.
- B. Track 2 – Design Guidelines.** The review standards are intended to be flexible in nature. This process does not allow applicants to avoid any city requirements, but may provide alternative methods for meeting requirements. Track 2 applications shall be reviewed under a Type II or III procedures as outlined below:
1. **Type II Review.** The Director is the review authority for the following Track 2 design review applications:
 - a. Multi-family developments with three to five units; and
 - b. Commercial alterations, remodels, renovation and new construction of less than 3,000 square feet.
 2. **Type III Review.** The Planning Commission is the review authority for the following Track 2 design review applications:
 - a. Multi-family developments with more than six units;
 - b. Commercial alterations, remodels, renovation and new construction of more than 3,000 square feet; and
 - c. Any Type II design review application elevated by the Director to the Type III procedure.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

Although most of the Development Standards have been met and shown on the submitted plans, this Type III Design Review proposal is reviewed through the Commercial Corridor Design Guidelines for Tract 2. Therefore, the project is reviewed through a Type III Procedure. These Design Guidelines are necessary primarily due to the need for wider sidewalk connections between the building and public sidewalk along the site's Pacific Avenue frontage, along with additional landscaping adjacent to the proposed building. Due to the location of the two existing buildings, and the need for fire access between the existing and proposed buildings, there is insufficient area for landscaping adjacent to the proposed building.

§ 17.2.340 SUBMITTAL REQUIREMENTS.

In addition to the standard submittal requirements for a Type II or Type III application , and the submittal requirements of a site plan in § 17.2.440, the following documents are required for Design Review. Plans shall be drawn to scale and fully dimensioned. At the pre-application conference, the Director may specify more detailed submittal requirements or waive specific submittal requirements if warranted.

- A. Architectural drawings, renderings, sketches and a materials board showing all elevations of proposed buildings as they will appear on completion.

- B. All existing and proposed walls and fences, including the location, height, type of design and composition.
- C. An open space plan showing the locations and dimensions of common and private open space, including active and passive recreational areas.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

Preliminary architectural and civil drawings for the building with site plan are attached as Exhibits 1-9. This includes private passive open space with a bench totaling 1,000 sq. ft. located at the southwest corner of the site.

§ 17.2.350 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;

COMMENT:

The development standards of the CC District are addressed in this report.

- B. The general development standards of Article 8;

COMMENT:

The general development standards of Article 8 are addressed in this report.

- 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.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

Although most code requirements have been met, this application is reviewed through the Tract 2 Design Review Process. The main departures from the code are related to the wider sidewalk connections between the building and public sidewalk along the site’s Pacific Avenue frontage, along with additional landscaping adjacent to the proposed building. The resulting project demonstrates that the development better meets the design guidelines than a design that simply meets the Code.

SITE DEVELOPMENT REVIEW

§ 17.2.400 PURPOSE.

The purpose of Site Development Review is to promote the general welfare and enhance the appearance and function of the city by careful attention to site planning.

While the underlying zoning district determines whether a particular use is permitted, site development review focuses on *how* a particular use will be developed. Site development review will focus primarily on site planning and design elements of a project.
(Ord. 2009-01, passed 3-9-2009)

§ 17.2.410 APPLICABILITY.

Site development review is required for the following:

- A. All new development of vacant sites (with the exception of the exemptions listed below);
- B. An expansion of 20% or more of the existing building square footage on the development site;
- C. A new parking lot or 20% expansion of an existing parking lot that is not associated with new commercial or multi-family development;
- D. Any change of use (according to use table of applicable zoning district);
- E. As part of a Master Plan application (§§ 17.4.100 et seq);
- F. As part of a Conditional Use permit application (§ 17.2.200); and
- G. As part of a Design Review application (§§ 17.2.300 et seq).
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

The proposal is for expansion of an existing development, therefore Site Development Review is applicable to this application.

§ 17.2.420 EXEMPTIONS.

The following development is exempt from site development review:

- A. Home occupations;
- B. Family day care; and
- C. Accessory structures.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

This application is not exempt from site development review.

§ 17.2.430 PROCEDURE.

Site development review is categorized as a Type I procedure for one single-family detached dwelling on an individual lot; one duplex on an individual lot; one manufactured home on an individual lot. All other site development reviews shall follow the Type II procedure unless exempt.

(Ord. 2009-01, passed 3-9-2009)

§ 17.2.440 SUBMITTAL REQUIREMENTS.

In addition to the standard submittal requirements for a Type II application, the following plans and information are required for Site Development Review. The Director may waive specific submittal requirements at the pre-application conference, if warranted.

Site Development Plans shall be drawn to scale and fully dimensioned, and shall illustrate the following:

- A. Boundaries of the development site, with lot line dimensions and land area in square feet;
- B. Boundaries of lots adjacent to the development site, with general locations of existing buildings and driveways and description of current land uses;
- C. Existing contours of the development site at two-foot intervals for slopes of less than 10% and at ten-foot intervals for slopes of more than 10%. Additional contour data may be required by the Director for slopes greater than 20%;
- D. Major existing physical and natural features such as perennial and intermittent streams, wooded areas, marshes, rock outcroppings and vegetative cover types;
- E. Environmental resource areas subject to the provisions in § 17.8.305 and, where applicable, §§ 17.5.005 et seq. and environmental hazard areas subject to the requirements in § 17.8.310;
- F. Individual trees or groves of trees subject to the provisions of §§ 17.5.100 et seq.;
- G. Historic Landmarks subject to the provisions of §§ 17.5.200 et seq.;
- H. Location, dimensions and heights of existing and/or proposed structures, including area in square feet and designation of existing and/or proposed use;
- I. Setback dimensions from buildings to lot lines and lot coverage as a percentage of total lot size;
- J. Location and dimensions of existing and/or proposed streets, driveways, transit facilities, sidewalks, trails, off-street parking and loading space, bicycle parking facilities, landscaped areas, recreation areas and trash storage areas;

- K. Location of existing utilities and fire hydrants adjacent to the site, including the size of storm sewer, sanitary sewer and water lines;
- L. Location and names of public street, parks, utility rights-of-way and easements within or adjacent to the site;
- M. Location and types of proposed drainage, water and sewer facilities to serve the development;
- N. Elevation drawings of proposed buildings;
- O. Landscape plan depicting existing and proposed trees, shrubs, groundcover, irrigation and architectural features such as fences or walls. Proposed plantings shall be designated as to species, quantities and size at time of planting;
- P. Location, character and dimensions of proposed signs and lighting; and
- Q. Locations and dimensions of all existing and proposed outdoor storage areas, including but not limited to trash storage and recycling areas.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

All of the applicable criteria have been provided on Exhibits 1-9. The plans have been properly dimensioned as required. The outdoor storage area for trash & recyclables meeting the design standards of this code, has been provided on the site plan. Building height is approximately 25-ft. measured from the average elevation of the grade to the ridge. The building is approximately 18-ft. from grade to eave as shown on Exhibit 9.

§ 17.2.450 REVIEW CRITERIA.

The Director 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.

COMMENT:

This development plan complies with all applicable standards of the CC District and the standards of Article 8 as demonstrated on the submitted plans and findings throughout this report. As noted, the applicant is addressing the Commercial Corridor Design Guidelines for Tract 2 where the project cannot meet the Standards.

- 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

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.**

COMMENT:

The development is compatible with surrounding uses based on the scale of the proposed 2-story building with 16-rooms. Additionally, parking is located generally in the interior of the site between the existing and proposed buildings, or on the south side of the new building (additional existing parking is located to the east). A 1,000 sf outdoor area for passive use is provided at the southwest corner of the site. This area has a connecting pedestrian pathway to Pacific Avenue which will be adequately lighted from lighting on the buildings, and it will be visible from public areas for security and safety.

- 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.**

COMMENT:

None of the above resources or features are located on site.

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

COMMENT:

No historic resources have been identified on-site.

- 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.**

COMMENT:

Adequate public rights-of-way exists along Pacific Avenue. Pedestrian circulation will not be impacted.

- 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.**

COMMENT:

On-site accessible pedestrian access is provided between the private open space, building and the public sidewalk along the site's Pacific Avenue.

COMMERCIAL AND MIXED USE ZONES

§ 17.3.300 PURPOSE.

The City of Forest Grove has established two commercial zones to implement the Commercial designation of the Comprehensive Plan, and one zone to implement the Mixed Use designation of the Comprehensive Plan.

The Neighborhood Commercial zone provides for limited commercial activities at a neighborhood scale.

The Community Commercial zone is established to accommodate commercial uses with a community market focus and promote a concentration of mixed uses along the regional transit corridor.

The Neighborhood Mixed Use zone is established to encourage the development of pedestrian-friendly mixed use neighborhoods.

Additional commercial development opportunities are provided in the Town Center Zones. (Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

§ 17.3.310 LIST OF COMMERCIAL AND MIXED USE ZONES.

- A. *Neighborhood Commercial (NC)*. The NC zone is established to provide for small to medium sized shopping and service facilities adjacent to residential neighborhoods. The district is intended to meet the convenience shopping and service needs of the immediate neighborhood and to have minimal negative impacts on surrounding residential uses. NC zones should be located on arterial or collector streets, preferably at an intersection. NC zones should be spaced at approximately one-half mile intervals and each zoned area should be limited to a total size of approximately two acres.
- B. *Community Commercial (CC)*. The CC zone is established to promote a concentration of mixed uses – including retail, service, office and residential uses – along the regional transit corridor. The link between land use and transit is intended to result in an efficient development pattern that supports the regional transit system and makes progress in reducing traffic congestion and air pollution. The location, mix and configuration of land uses are designed to encourage convenient alternatives to the auto, a safe and attractive streetscape, and a more livable community.
- C. *Neighborhood Mixed Use (NMU)*. The Neighborhood Mixed Use zone is established to support the development of pedestrian-friendly mixed use neighborhoods with a diversity in the mix of housing types and neighborhood-scale retail sales and service, office, civic or recreational uses. Most non-residential uses must be located within a “Village Center.” The Village Center is intended to serve as the center of the neighborhood, providing convenient access to goods and services as well as “third places” where residents can gather. The NMU Zone implements the Comprehensive Plan’s Mixed Use designation. Mixed Use Planned Development approval is required in the NMU Zone in order to ensure that the objectives of the Comprehensive Plan are addressed. (Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013; Ord. 2016-3, passed 3-28-2016)

COMMENT:

The site is located in the CC District.

§ 17.3.320 USE REGULATIONS.

Refer to Article 12 for information on the characteristics of uses included in each of the Use Categories.

- A. *Permitted uses.* Uses allowed in the Commercial zones are listed in Table 3-10 with a “P”. These uses are allowed if they comply with the development standards and other regulations of this Code.
- B. *Limited uses.* Uses that are allowed subject to specific limitations are listed in Table 3-10 with an “L”. These uses are allowed if they comply with the limitations listed in the footnotes to the table and the development standards and other regulations of this Code.
- C. *Conditional uses.* Uses that are allowed if approved through the conditional use process are listed in Table 3-10 with a “C”. These uses are allowed provided they comply with the conditional use approval criteria, the development standards, and other regulations of this Code.
§ 17.2.200 contains the conditional use process and approval criteria.
- D. *Not permitted uses.* Uses listed in Table 3-10 with an “N” are not permitted or prohibited. Existing uses may be subject to the regulations of §§ 17.7.100 et. seq. Nonconforming Development.
- E. *Accessory uses.* Uses that are accessory to a primary use are allowed if they comply with specific regulations for accessory uses and all development standards.

COMMENT:

Commercial uses such as the existing motel use are permitted in the CC District as shown on Table 3-10.

§ 17.3.330 COMMERCIAL AND MIXED USE ZONE DEVELOPMENT STANDARDS.

- A. *Purpose.* The development standards for the commercial and mixed use zones are intended to promote efficient site planning, control the overall scale of buildings and promote streetscapes that are consistent with the desired character of the zones.
- B. *Development standards.* Development standards for the NC, CC and NMU zones are summarized below:

COMMENT:

The Proposed Expansion of the Holiday Motel to include a 2-story, 16-room building (approximately 4,906 sq. ft. addition) with parking and landscaping in the CC District is in compliance with all of the standards shown on Table 3-11. Compliance with these standards is demonstrated on the site plan.

Specifically, there are no minimum setbacks, and the maximum building height is approximately 25-ft. As proposed, the minimum setback on the west side of the building is 3-ft. and the maximum height of the building to the eave is 22-ft., meeting fire code requirements. Proposed landscape area of 5,270 sq. ft. exceeds the minimum 15% required in the CC District. It is 17% of site area. Similarly proposed interior parking lot landscaping exceeds the minimum 8% area standard. It is 3,110 sq. ft. or 10%.

§ 17.3.340 COMMERCIAL ZONE DESIGN STANDARDS AND GUIDELINES.

Commercial development in the NC and CC zones is subject to the design review process in Article 2 and standards in Article 8 .

COMMENT:

The proposed 2-story, 16-room building expansion with parking and landscaping is located in the CC Zone

§ 17.7.205 SIZE, LOCATION, DESIGN AND ACCESS STANDARDS FOR STORAGE AREAS.

The applicant shall indicate the size and location of the storage area for solid waste and recycling on the site plan required for site development review or design review.

- A. *Storage area size.* The following guidelines shall be used to determine the appropriate size for the storage area.
1. Multi-family residential building with three to ten units: 50 square feet.
 2. More than ten units: 50 square feet plus five square feet for each unit above ten.
 3. Office: four square feet/1,000 square feet of gross floor area (GFA).
 4. Retail: ten square feet/1,000 square feet of GFA.
 5. Wholesale/warehouse/manufacturing: six square feet/1,000 square feet of GFA.
 6. Educational/institutional: four square feet/1,000 square feet of GFA.
 7. Other: four square feet/1,000 square feet of GFA.

COMMENT:

Subsection 7 is applicable to this development. Therefore, a minimum 48 sq. ft. trash & recyclables enclosure is required (total building area 11,296 sf or $4 \times 12 = 48$). As shown on Exhibit 4, the proposal is for a 12-ft. x 12-ft., 144 sq. ft. storage area located at the south end of the site, designed in compliance with this standard.

B. *Location standards.*

1. To encourage its use, the storage area for recycling shall be co-located with the storage area for solid waste.
2. Indoor and outdoor storage areas shall comply with Building and Fire Code requirements.
3. Storage area space requirements can be satisfied with a single location or multiple locations, and combine both interior and exterior locations.
4. Exterior storage areas can be located within interior yard or rear yard areas. Exterior storage areas shall not be located within a required front yard setback or in a yard adjacent to a public or private street.
5. Exterior storage areas shall be located in central and visible locations on a site to enhance security for users.

6. Exterior storage areas can be located in a parking area, if the proposed use provides at least the minimum number of parking spaces required by this Code.
7. The storage area shall be accessible for collection vehicles and located so that the storage area will not obstruct pedestrian or vehicle traffic movement on the site or on public streets adjacent to the site.

COMMENT:

The proposed trash & recyclables enclosure is designed in accordance with the above standards. It is located in a manner that the franchise trash collection service can easily access the dumpster from the 19-20-ft. driveway aisle. It is not located in a required yard and it is screened from the surrounding commercial development by a 6-ft. masonry wall with 12-ft. gate on the north side facing the parking lot.

C. Design standards.

1. The dimensions of the storage area shall accommodate containers consistent with current methods of local collection.
2. Storage containers shall meet Fire Code standards and be made and covered with waterproof materials or situated in a covered area.
3. A sight-obscuring fence, wall or hedge at least six feet in height shall enclose exterior storage areas. Gate openings, which allow access to users and haulers, shall be provided. Gate openings for haulers shall be a minimum of ten feet wide and shall be capable of being secured in a closed and open position.
4. Storage area(s) and containers shall be clearly labeled to indicate the type of material accepted.

COMMENT:

The proposed trash & recyclables enclosure is designed with a minimum 6-ft. masonry wall with 12-ft. gate on the north side facing the parking lot. as required.

D. Access standards.

1. Access to storage areas can be limited for security reasons. However, the storage area shall be accessible to users at convenient times of the day, and to collection service personnel on the day and approximate time they are scheduled to provide collection service.
2. Storage areas shall be designed to be easily accessible to collection trucks and equipment, considering paving, grade and vehicle access. A minimum of ten feet horizontal clearance and eight feet of vertical clearance is required if the storage area is covered.
3. Storage areas shall be accessible to collection vehicles without requiring backing out of a driveway onto a public street. If only a single access point is available to the storage area, adequate turning radius shall be provided to allow collection vehicles to safely exit the site in a forward motion.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

The proposed covered trash & recyclables enclosure will be a minimum 6-ft. tall for access by the franchise trash collection service. It is also located in a visible, lighted area for security.

ACCESS AND CIRCULATION

§ 17.8.100 PURPOSE.

The purpose of this subarticle is to establish standards and regulations for safe and efficient vehicle access and egress on a site and for general circulation within the site, including pedestrian circulation.

(Ord. 2009-01, passed 3-9-2009)

§ 17.8.105 APPLICABILITY.

- A. *When provisions apply.* The provisions of this article shall apply to all development, including the construction of new structures, and the remodeling or new structures or a change of use which increases the on-site parking or loading requirements or which changes the access requirements.
- B. *When site plan /design review is not required.* Where the provisions of site plan review or design review do not apply to the proposed developments, the Director shall approve, approve with conditions, or deny an access plan submitted under the provisions of this article in conjunction with another permit or land use action.
- C. *Conflict with land division requirements.* The requirements and standards of this article shall not apply where they conflict with the land division rules and standards of Article 6.
(Ord. 2009-01, passed 3-9-2009)

COMMENT:

This application is subject to Design Review, therefore this section is applicable.

§ 17.8.110 GENERAL PROVISIONS.

- A. *Continuing obligation of property owner.* The provision and maintenance of access and egress stipulated in this section are continuing requirements for the use of any structure or parcel of real property in the city.
- B. *Access plan requirements.* No building or other permit shall be issued until a scaled site plan is submitted that shows how access, egress and circulation requirements are to be fulfilled. The Director shall provide the applicant with information about the submittal requirements for an access plan.
- C. *Joint access.* Owners of two or more uses, structures or parcels of land may agree to jointly use the same access and egress when the combined access and egress of both uses, structures or parcels of land satisfies their requirements as designated in this article, provided:

1. Satisfactory legal evidence shall be presented in the form of deeds, easements, leases or contracts to establish the joint use; and
2. Copies of the deeds, easements, leases or contracts are placed on permanent file with the city.

COMMENT:

Access to the site is provided from the existing driveways from Pacific Avenue. No changes are proposed.

- D. *Public street access.*** All vehicular access and egress shall connect directly with a public or private street approved by the city for public use, except where joint access is provided through adjacent or other property which is connected to a street. Vehicular access to a residential use shall be provided within the same lot for single-family and two-family dwellings, and within the same lot or development for multi-family dwellings. Access to multi-family units shall avoid being located through single-family residential areas before being connected to a collector or arterial as designated by the city's Transportation Plan.

COMMENT:

Access is provided from the public street.

- E. *Transit agency referral.*** The city shall submit all development proposals located along the Pacific Avenue/19th Avenue transit corridor to Tri-Met and along existing and proposed collectors and arterials in the Westside Planning Area to Ride Connection/GroveLink for review and comment regarding facilities necessary to support transit. The following facilities may be required as a condition of a permit:
1. Walkways to transit stops;
 2. Bus stop shelters or waiting areas; and
 3. Turnouts for buses.

COMMENT:

No changes to the Pacific Avenue frontage are required with this building expansion.

- F. *Where hard surfaces are stipulated by these requirements, pervious surfaces are encouraged to be used. Where improvements are within the public rights-of-way, such surfaces can be used upon approval by the City Engineer.***

COMMENT:

No pervious surfaces are proposed on-site except in the landscape areas.

- G. *Landscaped areas should include water quality features such as bio-swales or wetlands, trees, grass, shrubs and other plant material when possible so as to cover landscape areas.***
(Ord. 2009-01, passed 3-9-2009; Ord. 2017-07, passed 8-14-2017)

COMMENT:

Due to the small scale of the site and landscape areas, all stormwater is directed to a proposed storm filter catch basin in the parking lot.

§ 17.8.115 ON-SITE PEDESTRIAN WALKWAYS.

A. Required walkways. On-site pedestrian walkways are required as follows:

- 1. Walkways shall extend from the ground floor entrances or from the ground floor landing of stairs, ramps or elevators of all commercial, institutional and industrial uses, to the public sidewalk or curb of the public street or streets which provide the required access and egress. Walkways shall provide convenient connections between buildings in multi-building commercial, institutional and industrial complexes. Walkways shall be constructed between a new development and neighboring developments. If connections aren't currently available, then planned connections shall be designed to provide an opportunity to connect adjoining developments.**

COMMENT:

Connectivity is provided between the site and the Pacific Avenue public sidewalk. Internal connection between the private open space and buildings is also provided by sidewalks connecting all entrances to the public sidewalk.

- 2. The maximum distance between a parking space and a walkway shall not exceed 45 feet. All walkways constructed within parking lots shall be raised to standard sidewalk height. All surface treatment of walkways shall be firm, stable and slip resistant.**

COMMENT:

All parking spaces are within 45-ft. of a sidewalk or the building entrances/walkways.

- 3. Required walkways shall be paved with hard-surfaced materials such as concrete, asphalt, stone, brick, etc. Walkways may be required to be lighted and/or signed as needed for safety purposes. Lighting and or signs may be required for walkways for safety purposes.**

COMMENT:

Concrete sidewalks designed in accordance with ADA standards are provided within the development. Minimum width of each sidewalk is 4-ft. due to the narrow east-west dimension between buildings and fire access standards. All sidewalks are adequately lighted.

- 4. Whenever required walkways cross vehicle access driveways or parking lots, such crossings shall be designed and located for pedestrian safety. Required walkways shall be physically separated from motor vehicle traffic and parking by either a minimum six-inch vertical separation (curbed) or a minimum three-foot horizontal separation, except that pedestrian crossings of traffic aisles are permitted for distances no greater than 36 feet if appropriate landscaping, pavement markings or contrasting pavement materials are used. Walkways shall be a minimum of four feet in width, exclusive of vehicle**

overhangs and obstructions such as mailboxes, benches, bicycle racks and signposts, and shall be in compliance with ADA standards.

COMMENT:

The striped traffic crossing between the open space and sidewalk adjacent to the new building is only 24-ft. wide. Width of the crossway is approximately 7-ft., exceeding ADA standards.

5. Where required for pedestrian access, interior landscape areas in combination with pedestrian walkways between rows of parking shall be at least ten feet in width to accommodate walkways, shrubbery and trees 20 to 30 feet on-center. This ten-foot width may be reduced between tree areas depending on the characteristics of the vegetation. Angled or perpendicular parking spaces shall provide bumper stops or widened curbs to prevent bumper overhang into interior landscaped areas or walkways. (Ord. 2009-01, passed 3-9-2009)

COMMENT:

No landscaping is provided in front (east side) of the 2-story building due to restricted width as discussed in the Design Guidelines.

§ 17.8.125 MINIMUM ACCESS REQUIREMENTS FOR NON-RESIDENTIAL USES.

- A. Service drives for non-residential uses shall be fully improved with hard surface pavement with a minimum width of:
 1. Fifteen feet when accommodating one-way traffic; or
 2. Twenty-four feet when accommodating two-way traffic.

COMMENT:

A one-way, 19-ft. aisle is proposed between the existing and proposed buildings.

- B. All non-residential uses shall be served by one or more service drives as determined necessary to provide convenient and safe access to the property. In no case shall the design of said service drive or drives require or facilitate the backward movement or other maneuvering of a vehicle within a street, other than an alley. (Ord. 2009-01, passed 3-9-2009)

COMMENT:

No backing up on the one-way aisle is necessary (emergency vehicle and trash trucks can use the proposed hammerhead).

§ 17.8.130 WIDTHS AND LOCATIONS OF DRIVEWAYS AND CURB CUTS.

- A. Minimum driveway widths at the street right-of-way line shall be 15 feet for institutional, commercial, industrial and multi-family residential uses, and ten feet for single-family and two-family residential uses.

COMMENT:

Existing driveway width at each Pacific Avenue access is approximately 30-ft. as shown on Exhibit 4. The westerly access is for vehicle entrance only, and the easterly access is for exiting vehicles.

B. Maximum driveway widths at the street right-of-way line shall be as follows.

2. Thirty-six feet in institutional, town center or commercial zones; and

COMMENT:

As noted, the two accesses originally constructed in the 1960's, are approximately es-ft. in width.

C. Location of curb cut. No portion of a curb cut shall be located closer to an intersecting street right-of-way line than:

1. One hundred feet on an arterial street with four or more travel lanes;
2. Fifty feet on an arterial street with two or three travel lanes;
3. Fifty feet on a collector street ; or
4. Twenty feet on a local street .

COMMENT:

No changes to the two existing accesses from Pacific Avenue are proposed with this building expansion. As shown on Exhibit 4, the westerly entrance is located approximately 75-ft. from the Jack in the Box access on Tax Lot 400 (to the west). We assume that the two on-site accesses are non-conforming due to their age and apparently continuous use since the 1960's.

D. Minimum distance between curb cuts. On arterial and collector streets , minimum distances shall be maintained as follows between adjacent curb cuts on the same side of any such street :

1. Eighty-five feet where the speed limit is 20 mph or less;
2. One hundred five feet where the speed limit is 25 mph;
3. One hundred twenty-five feet where the speed limit is 30 mph;
4. One hundred fifty feet where the speed limit is 35 mph;
5. One hundred eighty-five feet where the speed limit is 40 mph;
6. Two hundred thirty feet where the speed limit is 45 mph; and
7. Two hundred seventy-five feet where the speed limit is 50 mph or greater.

E. In measuring the distance between curb cuts on arterial and collector streets , existing curb cuts, or accesses serving single-family and two-family dwellings shall not be considered.

F. City Engineer 's authority to restrict driveway widths and locations. To ensure that driveways do not conflict with public infrastructure, the City Engineer has the authority to restrict the width and location of any driveway . (Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013; Ord. 2017-01, passed 4-10-2017)

COMMENT:

As noted, no change in the existing accesses from Pacific Avenue are proposed with this building expansion. As shown on Exhibit 4, the 'entrance' and 'exit' accesses are approximately 37-ft. apart.

§ 17.8.135 SPECIAL ACCESS-EGRESS PROVISIONS.

- A. ***One-way vehicular access points.*** Where a proposed parking facility indicates only one-way traffic flow on the site, it shall be accommodated by a specific driveway serving the facility; the entrance drive shall be situated closest to oncoming traffic and the exit drive shall be situated farthest from oncoming traffic.

COMMENT:

One-way access is proposed from west to east which meets the requirements for emergency vehicles.

- B. ***Director's authority to restrict access.*** The Director has the authority to restrict access when the need to do so is required by one or more of the following conditions:
1. To provide for increased traffic movement on congested streets and to eliminate turning movement problems, the Director may restrict the location of driveways on streets and require that the location of driveways be placed on adjacent streets, upon the finding that the proposed access would:
 - a. Cause or increase existing hazardous traffic conditions;
 - b. Provide inadequate access for emergency vehicles; or
 - c. Cause hazardous conditions to exist, which would constitute a clear and present danger to the public health, safety and general welfare.

COMMENT:

Access is not restricted to the subject site since the two existing accesses have existed for decades, likely since the 1960's, and are assumed to be non-conforming to the current code.

2. To eliminate the need to use public streets for movements between commercial or industrial properties, parking areas shall be designed to connect with parking areas on adjacent properties unless not feasible. The Director shall require access easements between properties where necessary to provide for parking area connections.
3. To facilitate pedestrian and bicycle circulation, access and parking area plans shall provide efficient sidewalk and/or a pathway connection, as feasible, between neighboring developments and land uses.
4. A decision by the Director per subsections B.1. through B.3. above may be appealed by means of a Type II procedure.

COMMENT:

No internal access between properties is proposed (or possible).

- C. ***Joint Access in Commercial Zones.*** If feasible, joint access and the provision of reciprocal easements shall be required as a condition of issuing a building permit in all commercial zones.

COMMENT:

Joint access is not feasible.

- D. In all zones where the spacing of access and egress drives cannot be readily achieved within a particular parcel; joint access with an adjoining property shall be sought. If the Director is satisfied that sufficient attempts to secure joint access have been made and the joint access is not possible, and access separation as specified in § 17.8.130 cannot be maintained, driveway access may be granted with less separation between adjacent driveways . The spacing shall be the minimum required to provide adequate, yet safe and convenient access to the property. The clear vision area requirements of Article 8 are applicable.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013; Ord. 2020-05, passed 11-9-2020)

COMMENT:

Joint access is not feasible.

§ 17.8.140 SPECIFIC SITE ACCESS AND CIRCULATION STANDARDS.

The following access and circulation standards apply specifically to certain types of development or apply within certain locations within the community.

- B. *Commercial development.* Commercial development should accommodate automobiles, mass transit, bicycles and pedestrians in a safe, functional and visually appealing manner.
1. *Circulation.*
 - a. Auto/truck access to parking shall be from a local or collector street , an adjacent development , alley or existing driveways along arterial roads.
 - b. Where buildings are setback from rights-of-ways, a continuous and direct sidewalk with a 12-foot minimum width shall be provided between the public sidewalk and the front door to all buildings on site .
 - c. All roadways or drives shall include sidewalks on both sides of travel lanes with the exception of vehicle facilities that provide access to loading and service areas.

COMMENT:

There is an existing 5-ft. sidewalk along the site's Pacific Avenue frontage. No changes are possible and the proposed sidewalk connection to the east side of the building is only 4-ft. due to width constraints between the existing and proposed buildings.

2. *Parking.*

- a. Construct off-street surface parking that does not occupy more than 50% of the street frontage . Where a site has frontage along a side street a surface car park may occupy more than 50% of the side street frontage .
- b. Screen parking with a solid perimeter wall, decorative welded metal (wrought iron) fencing and columns, earthen berm or evergreen hedge (or a combination thereof).

The maximum height of screening shall be five feet except along the street frontage where the maximum height shall be three feet six inches.

- c. Provide a minimum of 15% of the car park as water pervious surface – either paving or landscaped retention areas.
- d. Development sites shall not consist of paved parking areas of more than 50% of the entire site area.

COMMENT:

Parking does not occupy any site frontage. Parking and circulation is slightly less than 50% of the site area.

3. *Pedestrian environment.*

- a. The sidewalk system shall connect all customer entrances to the public sidewalk.
- b. Minimum sidewalk width ten feet. Sidewalks shall meet American with Disabilities Act (ADA) requirements and may include landscaped areas, benches and other pedestrian amenities .
- c. Plazas, squares or courts shall be fronted by commercial building facades with 75% or more transparency/window opening of first 15 feet of building .
- d. All development shall provide a sheltered entry area at the entrance to each commercial establishment with a minimum area of 50 square feet and a minimum dimension of six feet.

COMMENT:

The sidewalk system connects the motel rooms to the public sidewalk, complying with ADA standards. However, the sidewalk width cannot meet the minimum standards due to the restricted access. All entrances are covered.

4. *Screening of service areas.*

- a. All loading areas shall be physically separated from customer pedestrian and residential areas with a solid five-foot tall fence, evergreen hedge, arbor, berm or a combination of these elements.
- b. All ground level and roof-top mechanical equipment shall be screened from view with landscaping, fencing and or walls. The height of the screen shall equal or exceed the height of the equipment, and include screening from views from above when visible from adjacent inhabited buildings.

COMMENT:

The motel has no loading area due to its limited scale. Delivery trucks will likely temporarily park in the trash access zone.

5. *Landscaping.*

- a. Landscaping standards vary depending on zoning, use, adjacent zoning and existing site conditions.

- b. A landscaped strip at least ten feet in width shall be provided abutting any property line facing a street . The landscape strip shall be appropriately landscaped with ground cover, planted berm , shrubbery and/or trees .
- c. At least 75% of required landscaped area shall be planted with any suitable combination of trees , shrubs or evergreen ground cover.
- d. A maximum of 25% of required landscaped area may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, rock groupings, decorative hard paving and gravel areas interspersed with planting areas.

COMMENT:

Landscaping is proposed along the building’s frontage. At least 75% of the landscape area will be planted with trees, shrubs and ground cover. Approximately 400 sf of the landscape area will be paving with the proposed seating area at the southwest corner of the site.

CLEAR VISION AREA

§ 17.8.150 PURPOSE.

The purpose of this subarticle is to establish standards that will ensure proper sight distances at intersections to reduce the hazard from vehicular turning movements. (Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

§ 17.8.155 STANDARDS.

Except in the Town Center zones, a clear vision area shall be maintained on the corners of all property adjacent to the intersection of two streets, a street and a railroad, or a driveway providing vehicular access to a public street, excluding alleys.

- A. On corner lots, no vehicle, fence, wall, hedge or other planting or structure shall be parked, erected, planted, placed, located or maintained, except for occasional tree trunks or poles, so as to impede visibility within the greater of the two clear vision areas defined below (see Figure 8-5):
 - 1. The triangular area formed by the curb lines along such lots and a straight line joining said curb lines at points which are 30 feet distant from the intersection of the curb lines and measured along such lines; or
 - 2. The triangular area formed by the property lines of such lots and a straight line joining said property lines at points which are ten feet distant from the intersection of the property lines and measured along such lines.

COMMENT:

Site distance is adequate at the existing motel entrance (west side) and exit (east side). No changes are proposed and no structures or tall landscaping will be installed in the sight distance triangle.

- B. A private access shall be treated as a public street for the purpose of this section. The edge of the paved surface area of the private access, be it roadway, curb or sidewalk, shall be treated as the curb line in determining the vision clearance area.

- C. The vision clearance area for all commercial, industrial, institutional and multi-family uses shall be determined in the manner set forth in subsection A.1. above.

COMMENT:

Line of sight will be maintained as noted above.

- D. The vision clearance area for single-family homes and duplexes shall be determined in the manner set forth in subsection A.2. above.
- E. Any obstruction maintained in violation of this section shall be deemed in violation of the Development Code and shall be abated pursuant to § 17.1.400 enforcement procedures.

COMMENT:

Line of sight will be maintained as noted above.

OPEN SPACE, RECREATIONAL FACILITIES AND COMMON AREAS

§ 17.8.200 PURPOSE.

The purpose of this subarticle is to establish standards for the provision of open space and recreational facilities, and where part of development , requirements for common areas. (Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

§ 17.8.205 STANDARDS.

- A. Open space areas may be required to avoid placing structures or other improvements either in identified hazard or resource areas as required by §§ 17.5.005 et seq. and 17.8.300 et seq.
- B. Areas retained to comply with Clean Water Services (CWS) water quality sensitive area and vegetative corridor requirements of the Design and Construction Standards or surface water quality or quantity facilities requiring over 100 square feet of area shall be considered open space but not be considered a recreational area unless so designed as to be integrated with a development 's site design and available for access for residents in the development.
- C. Except for developments in TCC or TCT zones, any development not involved in a division of land, open space and recreation areas shall be held in common for residential condominiums or by the primary land owner for apartment complexes or non-residential development. The area shall be placed within an easement unless waived by the Director for minor recreation facilities or recreation facilities that are integrated with the developed portion of the project. Developments within the NMU zone may modify the standards below through an approved MUPD.

COMMENT:

The site is located in the CC District. No partitioning of the land is proposed. Open space area will be held by the property owner for use by motel patrons.

LANDSCAPING, SCREENING AND BUFFERING

§ 17.8.400 PURPOSE.

The purpose of this subarticle is to establish standards for landscaping, buffering and screening of land use within Forest Grove in order to enhance the aesthetic and environmental quality of the city:

- A. By requiring street trees in new developments;
- B. By using plant materials as a unifying design element;
- C. By using plant materials to define spaces and articulate the uses of specific areas; and
- D. By using trees and other landscape materials to mitigate the effects of noise and lack of privacy and provide buffering and screening.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

§ 17.8.405 APPLICABILITY.

- A. *Applicability.* The provisions of this subarticle shall apply to all new development and to a change of use that result in the need for increased on-site parking.
- B. *When site development /design review does not apply.* Where the provisions of Site Development Review or Design Review do not apply, the Director shall approve, approve with conditions or deny a landscape plan submitted under the provisions of this subarticle by means of a Type I procedure.
- C. *Landscape plan.* The applicant shall submit a landscape plan. The Director shall provide the applicant with information on the submittal requirements.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

COMMENT:

A preliminary landscape plan has been provided on the site plan (See Exhibit 7).

§ 17.8.410 GENERAL PROVISIONS.

- A. *Obligation to maintain.* It shall be the continuing obligation of the property owner to maintain required landscaped areas in an attractive manner free of weeds and noxious vegetation. In addition, the minimum amount of required living landscape materials shall be maintained.
- B. *Ground preparation.* The ground in all required landscaped areas should be properly prepared with suitable soil and fertilizer. Specifications shall be submitted with the landscape plans showing that adequate preparation of the top soil and sub-soil will be undertaken prior to planting to support the plantings over a long period of time.
- C. *Installation requirements.* The installation of all landscaping shall be as follows:
 - 1. All landscaping shall be installed according to accepted planting procedures and the provisions of this article;

2. The plant materials shall be of high grade, and shall meet the size and grading standards of the American Standards for Nursery Stock; and
 3. All required landscaped areas must be provided with a piped underground irrigation system unless a licensed landscape architect or certified nurseryman submits written verification that the proposed plant materials do not require irrigation.
- D. *Pruning required.* All plant growth in landscaped areas of developments shall be controlled by pruning or trimming so that it will not:
1. Interfere with the maintenance or repair of any public utility;
 2. Restrict pedestrian or vehicular access; and
 3. Constitute a traffic hazard because of reduced visibility.
- E. *Certificate of occupancy.* Certificates of occupancy shall not be issued unless the landscaping requirements have been met or other arrangements have been made and approved by the city such as the posting of a performance bond or security equal to 125% of the cost of the landscaping.
- F. *Care of landscaping along public rights-of-way.* Appropriate methods for the care and maintenance of street trees and landscaping materials shall be provided by the owner of the property abutting the rights-of-way unless otherwise required for emergency conditions and the safety of the general public.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

COMMENT:

The property owner will install, irrigate and maintain the landscaping in accordance with the above standards.

§ 17.8.415 GENERAL STANDARDS.

- A. Non-invasive native vegetation is encouraged to be used for all landscaping except within 100 feet of a natural resource area. In such situations, native vegetation is required.
- B. Installation of bio-swales or preservation of wetlands should be located where possible in landscaped areas.
- C. Required landscaping adjacent to public rights-of-way. A strip of land at least five feet in width located between the abutting right-of-way and the off-street parking area or vehicle use area which is exposed to an abutting right-of-way, except in required vision clearance areas.
- D. Perimeter landscaping relating to abutting properties. On the site of a building or structure or open lot use providing an off-street parking area or other vehicular use area, where such areas will not be entirely screened visually by an intervening building or structure from abutting property, a five-foot landscaped strip shall be between the common lot line and the off-street parking area or other vehicular use area exposed to abutting property. Landscaped areas should include where possible water quality features such as bio-swales or wetlands, trees, grass, shrubs and other plant material so as to cover the landscape area.

COMMENT:

Landscaping will be installed in accordance with the above standards.

- E. Parking area interior landscaping.** Landscaped areas shall be appropriately distributed to break up large expanses of pavement, improve the appearance and climate of the site, improve safety and delineate pedestrian walkways and traffic lanes. Except for industrial development within industrial zones, the following interior landscaping shall be met.
- 1. Percentage approach.** For the purpose of this section, *INTERIOR PARKING LOT AREA* is defined as the hard surface parking area (parking stalls and aisles). Such area does not include loading and unloading zones or perimeter landscaping around the lot. Where perimeter landscaping intrudes into the parking lot four or more feet, that area is included in both the interior parking lot area and interior parking lot landscaping.
 - 2. A required landscaped area shall have a minimum interior dimension of six feet and be no less than 48 square feet in area.**
 - 3. At least 8% of the Interior Parking Lot Area shall be landscaped.** Landscaped areas may include water quality features such as bio-swales or wetlands, trees, grass, shrubs and other plant material so as to cover the landscape area.

COMMENT:

As shown on Exhibit 4, greater than 8% of the parking lot area is landscaped (3110 sq. ft.). This includes the parking lot islands. They have a minimum width of 6-ft. and area which exceed 48 sq. ft.

- 4. One tree shall be required for every 1,600 square feet of interior parking lot area as defined in subsection 1. above. Trees shall have a minimum two-inch caliper and six-foot branch height at time of planting.**

COMMENT:

Nine trees are required per the above standard since the interior parking area (including access) is approximately 15,000 sq. ft. As shown on Exhibit 7, 14 trees are provided in the landscape islands and on either side of the parking lot and driveway aisle.

- 5. Interior parking area landscaping and trees must be dispersed throughout the parking area. Some trees may be grouped, but the groups must be dispersed. Required trees may be planted within five feet of the edges of the parking area.**

COMMENT:

Interior parking area landscaping and trees are dispersed throughout the parking area. Required trees are planted within 5-ft. of the parking area as shown.

6. Perimeter landscaping area may not substitute for interior landscaping. However, interior landscaping may join perimeter landscaping as long as it extends four feet or more into the parking area from the perimeter landscape line.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

COMMENT:

Perimeter landscaping along the site's west side is not included in this calculation.

§ 17.8.420 LANDSCAPING REQUIREMENTS BY ZONE.

- A. *Landscaping required in the Neighborhood Commercial Zone.* All required yards (exclusive of accessways and other permitted intrusions) adjacent to a public or private street shall be landscaped.
- B. *Landscaping required in the Community Commercial Zones.* A landscaped strip at least ten feet in width shall be provided abutting any property line facing a street. The landscape strip shall be appropriately landscaped with ground cover, planted berm, shrubbery and/or trees.
- C. *Landscaping required in the Town Center Zones.* All new commercial and residential developments in the Town Center Transition Zone shall landscape no less than 5% of the lot area using appropriate native plant materials and/or architectural features such as benches, planters and water fountains which are suitable and supportive of the downtown commercial environment. Jointly improved landscaped areas are encouraged to facilitate continuity of landscape design within the Town Center. The city may choose to waive this requirement for developments that provide streetscape amenities within the public right-of-way. New development in the Town Center Core zone is exempt from the minimum landscaping requirement.
- D. *Landscaping required in the Institutional Zone.* Landscaping shall be in context with the use and surrounding zones. For institutional uses that consist of primarily open space, such as a park or playground, the landscaped area shall be defined by the site plan and include a landscaped strip at least ten feet in width abutting any property line facing a street. For institutional uses in which the site is primarily devoted to non-open space, the landscaping requirements shall match the zone district immediately adjacent to the use. Where there are no landscaping requirements for the adjoining zone, the landscaping requirements shall meet the requirements of subsection B., Community Commercial above.

COMMENT:

The site is located in the CC District (item B above). The north perimeter of the site is adjacent to Pacific Avenue but only 7.5-ft. is planted due to the location of existing electrical equipment and the proposed building.

- E. *Seventy-five percent coverage.* Except in the Town Center Core Zone, at least 75% of the required landscaped area shall be planted with any suitable combination of trees specified time as follows:
1. Trees – within five years from the date of final inspection by the Building Official;
 2. Shrubs – within two years from the date of final inspection by the Building Official; and
 3. Ground covers – at the time of final inspection by the Building Official.

COMMENT:

Compliance with this standard will be reviewed at building permit issuance.

- F. *Twenty-five percent architectural features.*** Except in the Town Center Core Zone, landscaped areas as required by this article may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, fences, rock groupings, decorative hard paving and gravel areas, interspersed with planting areas. The exposed area developed with such features shall not exceed 25% of the required landscaped area. Artificial plants are prohibited in any required landscaped area.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

COMMENT:

No decorative architectural features are proposed in lieu of landscaping. However, approximately 400 sf patio area is proposed at the southeast corner with a bench. This is in addition to the proposed landscaping.

§ 17.8.425 BUFFERING AND SCREENING STANDARDS.

A. *General provisions.*

1. It is the intent that these requirements shall provide for privacy and protection and reduce or eliminate the adverse impacts of visual or noise pollution at a development site, without unduly interfering with the view from neighboring properties or jeopardizing the safety of pedestrians and vehicles;
2. Buffering and screening is required to reduce the impacts on adjacent uses which are of a different type in accordance with the matrices in this chapter (Tables 8-2, 8-3 and 8-4). The owner of each proposed development is responsible for the installation and effective maintenance of buffering and screening.
3. In lieu of these standards, a detailed buffer area landscaping and screening plan may be submitted for the Director 's approval as an alternative to the standards, provided it affords the same degree of buffering and screening as required by this Code.

COMMENT:

No screening and buffering is required since commercial uses in the CC District about the property

B. *Buffering and screening requirements.*

7. Fences and walls.

- a. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood, stone, rock or brick, or otherwise acceptable by the Director;
- b. Such fence or wall construction shall be in compliance with other city regulations;
- c. Walls shall be a minimum of six inches thick; and

- d. Chain link fences with slats shall qualify for screening. However, chain link fences without slats shall require the planting of a continuous evergreen hedge to be considered screening.

COMMENT:

A new 6-ft. chain-link fence is proposed on the west side of the site between the building and the south property line. No slats are proposed on this portion of the fence to provide visibility between the Jack in the Box parking lot and the small open space sitting area. This is necessary for security purposes – visibility but restricted access. Low growing scrubs are provided in the west planter which will provide landscaping, but not a visual screen/hedge. There is an existing 4-ft. chain link fence in this area which will be replaced. Other fencing – 5 & 6-ft. chain link - exists on the south and east sides of the site.

C. Screening: special provisions.

1. **Screening and landscaping of parking and loading areas.** Screening and landscaping of parking and loading areas is required as provided in this article.
2. **Screening of service facilities.** Except for one-family and two-family dwellings, any service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area shall be screened from view by placement of a solid wood fence or masonry wall between five and eight feet in height.

COMMENT:

The parking area is screened by the existing building. No commercial service area is proposed with this development. No new mechanical equipment will be visible from the street or parking areas.

3. **Screening of refuse containers.** Except for one- and two-family dwellings, any refuse container or refuse collection area which would be visible from a public street, parking lot, residential or commercial area, or any public facility such as a school or park shall be screened or enclosed from view by placement of a solid wood fence, masonry wall or evergreen hedge. All refuse shall be contained within the screened area.

COMMENT:

The trash and recyclables area will be screened with a 6-ft. masonry wall.

D. Buffer Matrix.

1. The Buffer Matrices contained in Table 8-2 shall be used in calculating widths of buffering/screening and required improvements to be installed between proposed uses and abutting uses or zoning districts.
2. An application for an adjustment or variance to the standards required in Tables 8-2 and 8-3 shall be processed as a Type I, II or III procedure, as regulated by Article 2 provisions for Adjustments and Variances.

COMMENT:

No buffering is required for this project.

OFF-STREET PARKING AND LOADING

§ 17.8.500 PURPOSE.

- A. *Ensure adequate vehicle parking.* These parking requirements are intended to provide sufficient vehicle parking in close proximity to the various uses for residents, customers and employees, and to establish standards that will maintain the traffic carrying capacity of nearby streets.
- B. *Adequate capacity.* These regulations are also intended to establish vehicle parking areas which have adequate capacity and which are appropriately located and designed to minimize any hazardous conditions on the site and at access points.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

§ 17.8.505 APPLICABILITY.

- A. *New construction.* At the time of the erection of a new structure within any residential, commercial, institutional and industrial zoning district, off-street vehicle parking shall be provided in accordance with this section. Except as specified in subsection D. below, uses in the Town Center zones are exempt from the requirement to provide off-street parking.
- B. *Expansion of existing use.* At the time of an enlargement of a structure, which increases the on-site vehicle parking requirement, off-street vehicle parking shall be provided in accordance with this section, subject to the following:
 - 1. On the date of adoption of this Code, the number of vehicle parking and loading spaces required shall be based only on floor area or capacity of such enlargement.
- C. *Change of use.* When an existing structure is changed from one use to another as listed in this section, the following provisions shall apply.
 - 1. If the parking requirements for each use are the same, no additional vehicle parking shall be required.
 - 2. Except in multi-tenant buildings or complexes with shared parking facilities, where a change results in an intensification of use in terms of the number of vehicle parking spaces required, additional vehicle parking spaces shall be provided in an amount equal to the difference between the number of spaces required for the existing use and the number of spaces required for the more intensive use.
 - 3. Where the change results in a decrease in intensity of use, the applicant may eliminate excess vehicle parking spaces in an amount equal to the difference between the number of spaces required for the existing use and the number of spaces required for the less intensive use.
- D. *Parking exemption for the town center zones.* Except for new multi-family dwelling units, all development in the Town Center zones shall be exempt from off-street parking requirements for new construction, expansion of existing use and change of use. New multi-

family or mixed-use developments (residential portion only) shall provide the minimum required spaces in accordance with Table 8-4 except that:

1. In order to encourage the preservation and reuse of historic buildings, no parking shall be required for new or existing multi-family units above the ground floor in buildings built before 1950;
2. A 25% reduction in the minimum number of parking spaces required is allowed for age-restricted senior housing; and
3. A reduction of three parking spaces is allowed for every one dedicated carshare space provided.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013; Ord. 2020-05, passed 11-9-2020)

COMMENT:

This section is applicable to new developments, however, due to the new Metro rule, no parking is required. That said, the applicant proposes a total of 28 parking spaces including two ADA spaces.

§ 17.8.510 GENERAL PROVISIONS.

- A. *When site development /design review is not required.* Where the provisions of Article 2 for Site Development Review and Design Review do not apply, the Director shall approve, approve with conditions, or deny a parking plan submitted under the provisions of this article by means of a Type I review.
- B. *Parking plan requirements.* The parking plan, drawn to scale, shall show all elements necessary to indicate that off-street parking requirements are met. The parking plan shall include but not be limited to:
 1. Delineation of individual parking and loading spaces and their dimensions;
 2. Circulation area necessary to serve parking spaces;
 3. Access to streets, alleys and properties to be served;
 4. Curb cuts;
 5. Location and dimensions of all parking area landscaping (does not apply to single-family dwellings and duplexes);
 6. Grading and drainage (does not apply to single-family dwellings and duplexes); and
 7. Specifications as to signs and bumper guards (does not apply to single-family dwellings and duplexes).

COMMENT:

A parking plan is provided as Exhibit 4.

- C. *Building permit conditions.* The provisions and maintenance of off-street vehicle parking and loading spaces are the continuing obligation of the property owner:
 1. No building or other permit shall be issued until plans are presented to the Director to show that property is and will remain available for exclusive use as off-street vehicle parking and loading space; and
 2. Required vehicle parking shall:
 - a. Be available for the parking of operable passenger vehicles of residents, patrons and employees only;

- b. Not be used for storage of vehicles or materials or for the parking of trucks not used in conduct of the business or use; and
- c. Not be rented, leased or assigned to any other person or organization.

COMMENT:

The parking will be available to guests only.

- D. **Joint use of parking.** Owners of two or more uses, structures or parcels of land may agree to jointly use the same parking and loading spaces when the peak hours of operation do not overlap, provided that satisfactory legal evidence is presented to the Director in the form of deeds, leases and/or contracts to establish the joint use.

COMMENT:

No joint parking agreement is necessary for this development.

- E. **Parking area connections.** In order to eliminate the need to use public streets for movements between commercial or industrial properties, parking areas shall be designed to connect with parking areas within a project site and on adjacent properties unless not feasible. Access easements between properties shall be required where necessary to provide for parking area connections.

COMMENT:

This section is not applicable.

- F. **Walkway connections.** In order to facilitate pedestrian and bicycle circulation, access and parking area plans shall provide an efficient sidewalk and/or walkway connection between neighboring developments and land uses.

COMMENT:

An efficient and safe pedestrian access is available between the buildings and the public sidewalk.

- G. **Standards of measurement.** Except as otherwise defined in this Code, “one standard parking space” means a parking stall of nine feet in width and 18 feet in length. To accommodate compact cars more efficiently, up to 50% of the available parking spaces may have a minimum dimension of eight feet in width and 16 feet in length so long as they are identified as compact car stalls and are not readily accessible to large cars. Head-in or angled parking spaces abutting walkways or landscape areas shall be shortened by one and one-half feet and the walkway or landscape area increased by the same measure. No wheel stops shall be required on these spaces.

GROSS LEASABLE AREA means all finished floors and excludes elevators, corridors, utility or rest rooms, and interior service areas and all outside service areas, boiler rooms, freight tunnels or corridors and truck docks.

GROSS FLOOR AREA means the total square footage including all finished floors. This number is estimated to be 10% greater than Gross Leasable Area.

- H. *Eligible parking.* Parking spaces available along the public street frontage or alleys are eligible in fulfilling the parking requirements, except for single-family dwellings and duplexes.
- I. Where improvements subject to these off-street parking and loading provisions result in hard surfaces, pervious surfaces are encouraged to be used. Where improvements are within the public rights-of-way, such surfaces can be used upon approval by the City Engineer . (Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013; Ord. 2020-05, passed 11-9-2020)

COMMENT:

All parking for this development is provided on-site. There are a total of 28 parking spaces.

§ 17.8.515 OFF-STREET PARKING REQUIREMENTS.

- A. *Multiple uses.* In the event several uses occupy a single building or parcel of land, a reduction of 25% of the total required parking is allowed for projects that utilize shared parking on a blended ratio for complementary uses.
- B. *Location of off-street parking.* Off-street parking spaces for dwellings shall be located on the same lot with the dwelling. For all other uses, required off-street parking spaces shall be located not farther than 500 feet from the building or use they are required to serve, except as exempted in the Town Center zones.

COMMENT:

All parking is located within 30-ft. of the three buildings.

- C. *Improvements.* Required parking spaces shall be improved to the standards as contained in this article and available for use at the time of the final building inspection.
- D. *Carpool and vanpool parking.* Commercial, industrial and institutional developments (including but not limited to hospitals, nursing and retirement homes, schools, churches, auditoriums and transit park-and-ride facilities) with 20 or more long-term parking spaces shall designate at least 10% of those spaces for carpool and vanpool parking. These spaces shall be located closer to the primary public or employee entrance than all other parking spaces with the exception of handicapped parking spaces. Carpool and vanpool parking spaces shall be full-sized and clearly designated for use by carpools or vanpools.
- E. *Minimum/maximum parking.* Unless specified below or otherwise exempted by this Code, the minimum and maximum number of required parking spaces shall be provided for all uses in accordance with the specifications of Table 8-4.

COMMENT:

As noted, no parking is required. However, 28 parking spaces are provided which includes 2 ADA spaces and some compact spaces.

- F. *Exemptions from maximum parking standards.* The following uses shall be exempt from the maximum allowable parking standards of Table 8-4. This exemption does not limit any provision or authority to restrict the size, location or design of such uses. On sites where the following parking is provided, it shall not be included in the parking count used for determining the maximum allowable number of parking spaces:
1. Structured parking;
 2. Valet lots;
 3. Pay lots;
 4. Employee carpool parking, when such areas are dedicated by way of on-site reservation;
 5. Fleet parking;
 6. Automobile sales lots; and
 7. Park-and-ride lots and area-wide public parking facilities.
- G. *Unlisted use.* Where a use is not specifically listed in Table 8-4, determination of the applicable parking standards shall be made in accordance with the following procedure:
1. The Director shall determine the minimum and maximum parking spaces for all uses not listed in Table 8-4, unless an application is under review by the Planning Commission or Design Review Commission, in which case the Commission shall make the determination.
 2. In all determinations for unlisted uses, the applicant shall be required to submit studies or technical information about the use, parking demand, vehicle trip generation and/or other information as deemed necessary to make a determination. The city may consider testimony and publications of individuals, agencies or institutions experienced in parking and traffic engineering in its determination of parking standards.
- H. *Determination of parking zone classification.* Except as provided for in this article or as modified under the variance process outlined in § 17.2.700, parking provided shall not be less than the amount specified in the “Minimum Parking Required” column nor greater than the amount specified in the “Maximum Parking Allowed” column of Table 8-4 based on the appropriate Parking Zone Classification.
1. *Parking Zone A.* All properties located within one-quarter mile walking distance of a transit bus stop that provide 20-minute peak hour service shall be classified as Parking Zone A.

In determining walking distance, the shortest distance measured along sidewalks, improved pedestrian ways or streets, where sidewalks or improved pedestrian ways are not present, shall be used. Walking distance shall be measured from the nearest point of the subject lot located along the nearest street frontage that allows for the shortest walking distance.

The transit provider shall be the official source for transit stop location and peak service availability.

COMMENT:

This section of the Code is not enforceable.

§ 17.8.525 DESIGN AND MAINTENANCE STANDARDS FOR OFF-STREET PARKING AND LOADING.

- A. **No backing movement.** Excluding single-family and duplex residences, groups of more than two parking spaces shall be served by a service drive so that no backing movements or other maneuvering within a street or other public right-of-way would be required.

COMMENT:

The proposal includes a 19-20-ft. wide service drive for vehicles including emergency vehicles.

- B. **Free flow of traffic.** Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.

COMMENT:

Traffic through the site flows one-way in a loop from south to east, then north for vehicle and pedestrian safety.

- C. **Parking accessible from street.** Each parking and/or loading space shall be accessible from a street and the access shall be of a width and location as described in §§ 17.8.100 et seq. for Access and Circulation.

COMMENT:

Parking is accessible from the 19-20-ft. wide interior access road.

- D. **Parking space, stall and access aisle dimensions.** Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicles turning and maneuvering, based on the standards shown in Figures 8-10 and 8-11.
- E. **Permanent marking.** Except for single-family and duplex residences, any area intended to be used to meet the off-street parking requirements shall have all parking spaces clearly marked using permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of traffic flow and maintain vehicular and pedestrian safety.

COMMENT:

The parking spaces and driveway aisle will be properly sized and striped as shown on Exhibit 4.

- F. **Surfacing.** Except for single-family and duplex residences, all areas used for the parking and/or storage and/or maneuvering of any vehicle, boat and/or trailer shall be improved with asphalt or concrete surfaces according to the same standards required for the construction and acceptance of city streets.

Off-street parking spaces for single-family and duplex residences shall be improved with an asphalt or concrete surface to specifications as approved by the Building Official.

Where possible, pervious surfacing should be used for off-street parking areas.

COMMENT:

The parking lot will be paved with impervious asphalt.

- G. *Wheel stops.*** Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four inches high located one and one-half feet back from the front of the parking stall as defined in Figure 8-7.

COMMENT:

Wheel stops/curb will be provided as required.

- H. *Drainage.*** Off-street parking and loading areas shall provide stormwater drainage in accordance with specifications approved by the City Engineer. Off-street parking and loading facilities shall be drained to avoid flow of water across public sidewalks.

COMMENT:

A preliminary grading, erosion control and drainage plan is provided as Exhibits 5 & 6.

- I. *Lighting.*** Artificial lighting on all off-street parking facilities shall be designed to deflect all light away from surrounding residences and so as not to create a glare hazard to the public use of any road or street.

COMMENT:

Lighting is proposed on the east, west and south sides of the new building, and south and west sides of the existing buildings (in addition to lighting at every entrance), to light the parking lot, access drive and common area. It will be shielded to shine downward and away from the public. No pole lights are proposed.

- J. *Maintenance.*** All parking lots shall be kept clean and in good repair at all times. Breaks in paved surfaces shall be repaired promptly and broken or splintered wheel stops shall be replaced so that their function will not be impaired.

COMMENT:

The parking lot will be maintained by the property owner or management company as required.

- K. *Parking lots over three acres in size.*** Parking lots over three acres in size shall be designed to incorporate curbs and sidewalks along major drive aisles.

COMMENT:

This section is not applicable.

§ 17.8.540 BICYCLE PARKING.

A. *When required.* Bicycle parking shall be provided on-site in conjunction with the following uses:

1. Multi-family housing;
2. Retail and office development ;
3. Industrial development ;
4. Institutional development ; and
5. Transit stations, park-and-ride lot and automobile parking structures .

COMMENT:

This section is applicable to commercial development.

B. *Required number of spaces.* The number of bicycle parking spaces required shall be at least 20% of the required automobile parking for the use, but not less than two spaces.

COMMENT:

Two bicycle parking spaces are provided near the entrance of the existing building as shown on Exhibit 4.

C. *Location and design standards.* Bicycle parking facilities shall be:

1. Located within 75 feet of a primary building entrance and dispersed for multiple entrances;
2. Designed to provide direct access to a public right-of-way, but not to obstruct sidewalks or walkways. Public sidewalks may be utilized for bicycle parking when parking can't be reasonably accommodated on-site and the location is convenient to the building 's primary entrance. If a public sidewalk is used for bicycle parking, a minimum of six feet of clear and unobstructed sidewalk must be maintained;
3. In a location visible to building occupants or from the main parking lot;
4. Thoroughly illuminated during working hours. Bicycle parking areas shall be at least as well lit as automobile parking areas;
5. Bicycle parking facilities shall offer security in the form of either a lockable enclosure in which the bicycle can be stored or a stationary rack to which the bicycle can be locked. All bicycle racks, lockers or other facilities shall be securely anchored to the ground or to a structure. Bicycle racks shall be designed so that bicycles may be securely locked to them without undue inconvenience. Such racks shall be designed to hold bicycles securely by means of the frame, with the frame supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels; and
6. Bicycle parking spaces shall be at least six feet long and two feet wide with an overhead clearance of at least seven feet. An access aisle of at least five feet shall be provided and maintained beside or between each row of bicycle parking. Each required bicycle parking space shall be accessible without moving another bicycle.
(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

COMMENT:

Two short-term bicycle parking spaces are provided near the entrance. Long-term bike parking is provided in the office for the employee (assume area for a maximum 2 bikes).

§ 17.8.545 LANDSCAPING AND SCREENING OF PARKING AND LOADING AREAS.

- A. **Purpose.** The purpose of this section is to improve the appearance of off-street parking and open lot sales and service areas in Forest Grove and to protect and preserve the appearance, character and value of the surrounding neighborhoods. It is also the purpose of this section to allow for increased seepage by providing openings in impervious surface; increased safety by breaking up large expanses of pavement; and increased shading to reduce overheating of car interiors, and reduce glare and radiation from large number of vehicles.
- B. **Applicability.** This section is applicable to all areas used for the display or parking of any and all types of vehicles, boats or heavy construction equipment, whether such vehicles, boats or equipment are self-propelled or not, and all land upon which vehicles traverse the property as a function of the primary use, hereinafter referred to as “other vehicular uses,” including but not limited to activities of a drive-in nature such as, but not limited to, filling stations, grocery and dairy stores, banks, restaurants and the like. Screening and landscaping of parking and loading areas is required, with the exception of parking areas serving single-family dwellings and duplexes, and parking areas that are under or within buildings. The interior landscaping requirements do not apply to parking areas for industrial uses in the industrial zones.

COMMENT:

This section is applicable since there is outdoor parking.

- C. **Required landscaping for parking lots adjacent to public rights-of-way.** A minimum five-foot landscaped strip is required between the abutting right-of-way and the off-street parking area or vehicle use area.

COMMENT:

The parking lot does not directly abut a public right of-way, although two existing spaces do. There is a minimum 5-ft. landscape strip.

- D. **Perimeter parking lot landscaping.** When the off-street parking area or other vehicular use area is not visually screened from an abutting property by an intervening building or structure, a minimum five-foot landscaped strip shall be installed between the common property line and the off-street parking area or other vehicular use area that is visually exposed.

COMMENT:

One parking space is adjacent to the property to the west. It is screened with a 5-ft. planter.

BUILDING DESIGN AND DEVELOPMENT STANDARDS

§ 17.8.700 PURPOSE.

This subarticle provides standards for new buildings constructed in the city to help provide compatibility with surrounding neighborhoods and ensure that safe, functional working and living environments are created.

(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013; Ord. 2016-3, passed 3-28-2016)

§ 17.8.705 APPLICABILITY.

The standards in this subarticle apply to all multi-unit residential and commercial projects, and all projects within Town Center zoning districts.

(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013; Ord. 2016-3, passed 3-28-2016)

COMMENT:

This section is applicable since it is a commercial development.

§ 17.8.710 STANDARDS.

B. *Building design standards for commercial development in Community Commercial and Mixed Use zones.*

1. *Building orientation.*

- a. Design and construct buildings so that at least one facade is within 60 feet of a dedicated public street right-of-way line.
- b. Design and construct a minimum of one primary building entrance for each building ground floor use or tenant along a public right-of-way or internal roadway built to city public street engineering standards.

COMMENT:

The proposed 2-story building is located 7.5-ft. from the Pacific Avenue right-of-way. The main entrance is at the northeast corner of the building.

2. *Massing and form.*

- a. Provide changes in the depth of the facade plane in excess of two feet for all building walls more than 75 feet in length.

COMMENT:

As shown on Exhibit 8, there are three changes in depth along the 118-ft. long, front (east) building façade. These include a 4-ft. façade extension on the north end of the building, and a 23-ft. long, 2-ft. inset on the south portion of the building. A third 1-ft. change in depth is located near the north portion of the building providing some additional relief which further addresses the requirements of subsection e below.

- b. Maximum length of building facades shall be 200 feet.

COMMENT:

The building façade is 118-ft. in length.

- c. Roofline heights must be varied a minimum of two feet for building facades greater than 75 feet in length.

COMMENT:

As shown on Exhibit 9, the roofline height varies by 2-ft.

- d. Provide vertical partitioning of facades by using columns, pilasters and other vertical elements a minimum of every 25 feet.

COMMENT:

As shown on Exhibits 8 & 9, 9 columns or posts are proposed along the east building façade. All are less than 25-ft. apart.

- e. Articulation of building fronts through changes in depth or building relief (e.g. windows, doors, cornices, columns, a change in materials) shall occur a minimum of every 15 feet in the horizontal or vertical dimensions.

COMMENT:

The building façade is articulated as required. There are changes in building depth, change in materials and colors at a minimum of 15-ft.

3. Design elements.

- a. Every building elevation adjacent to a street with a horizontal dimension of more than 100 feet shall have a building entrance.

COMMENT:

The main building entrance is located at the northeast corner of the building adjacent to Pacific Avenue.

- b. Building facades adjacent to sidewalks or pedestrian connections must include weather protection canopies or awnings along at least 75% of the length of the ground floor facade.

COMMENT:

Both floors on the east side of the building include covered walkways.

- c. Incorporate a minimum of 50% transparency/window openings on the ground floor facades of buildings that are 5,000 square feet or less, or 20% transparency/window openings for buildings greater than 5,000 square feet facing the public right-of-way.

For a building that faces two streets , the requirement shall apply to the predominant street or as determined by the Director where both streets are considered similar.

COMMENT:

As shown on Exhibit 9, two large windows are located on the north side of the building facing Pacific Avenue.

- d. Windows shall not be reflective, tinted or treated in such a way as to block views into or out of windows unless for energy or security purposes.

COMMENT:

The windows are transparent as required.

- e. Windows must be recessed a minimum of four inches from building facades.

COMMENT:

All windows will be recessed as required.

- f. Materials such as synthetic stucco (EIFS, Dryvit, etc.) are prohibited at ground floor.

COMMENT:

Fiber cement horizontal siding is proposed for the building façade.

- g. Vinyl cladding of building facade is prohibited at ground floor.

COMMENT:

As noted above, fiber cement horizontal siding is proposed for the building façade.

4. Compatibility.

- a. Any building or portion of a building that is less than 50 feet from existing residential dwellings must not be higher than 15 feet above the top of the roofline of the nearest existing dwelling .
- b. When adjacent to existing residential development , all commercial structures with floor areas less than 20,000 square feet of total building area must provide a gabled element to the parapet or roof.

COMMENT:

This section is not applicable.

5. Safety.

- a. Security gates or bars on windows or doors are prohibited along ground floors of commercial buildings , excluding loading and storage areas.
- b. Motion activated security lighting is prohibited along building facades that front onto public rights-of-way.

- c. Public access shall be provided to all commercial uses that provide plazas, squares or courts intended for food, beverage or entertainment uses .
- d. Parking lots or roadways shall not be gated or secured excluding loading and storage areas or residential parking areas.

COMMENT:

The building has been designed in accordance with the above safety standards.

LIGHTING STANDARDS

§ 17.8.750 PURPOSE.

Lighting should provide security, help create a lively environment at night and highlight building and landscape features. Lighting should create a pleasant and inviting environment to encourage the use of the town center at night. Utilitarian lighting at excessive height or that creating excessive glare is discouraged.

(Ord. 2009-01, passed 3-9-2009; Ord. 2013-3, passed 5-22-2013)

§ 17.8.755 GENERAL PROVISIONS.

- A. *When standards apply.* Unless otherwise provided, the provisions of this subarticle apply to lighting that is part of a multi-family or commercial project, or lighting within one of the Town Center zoning districts.

COMMENT:

This section is applicable to commercial developments.

- B. *Adjustments.* Adjustments to the provisions in this section may be considered as part of the Adjustment, Design Review, Conditional or Planned Development Process.

- C. *Luminous standards.* Light intensity standards shall be as follows:

- 1. Outdoor lighting shall be provided in a manner that enhances security, is appropriate for the use, and avoids adverse impacts on surrounding properties. Glare shall not cause illumination on other properties in excess of a measurement of 0.5 foot-candles of light.
- 2. Street lights shall meet the lighting requirements of the Public Works Director upon consultation with the Light and Power Director.
- 3. Pedestrian lighting standards:
 - a. Lighting for on-site pedestrian circulation system shall be lighted to a minimum level of 0.5 foot-candles, a 1.5 foot-candle average, and a maximum to minimum ratio of seven-to-one to enhance pedestrian safety and allow employees, residents, customers or the public to use the walkways at night.
 - b. Pedestrian walkway lighting through parking lots shall be lighted to a 0.5 foot-candle average and a maximum to minimum ratio of ten-to-one to light the walkway and enhance pedestrian safety. Artificial lighting which may be provided shall enhance security, be appropriate for the use, and avoid adverse impacts on surrounding properties and the night sky through appropriate shielding. The lighting shall not cause a measurement in excess of 0.5 foot-candles of light on other properties.

COMMENT:

Lighting will be designed in accordance with these standards.

SITE DESIGN GUIDELINES

Intent – Provide a pleasant, safe and functional environment for pedestrians and vehicles. Commercial development should be of a high quality and visually appealing from the adjacent street right-of-way and adjacent residential neighborhoods.

The Site Design section features the following guidelines, described in detail on the pages that follow:

- Circulation
- Parking
- Building Orientation
- Pedestrian Environment
- Screening/Service Areas
- Landscaping

COMMENT:

The applicant is addressing the commercial Corridor Design Guidelines for Tract 2 regarding site circulation. No other guidelines are applicable since Building, Lighting and Sign standards are met.

SITE - CIRCULATION

Guideline - Encourage aesthetically pleasing and functional site design, which minimizes vehicle, bicycle and pedestrian conflicts and creates a safe environment for all users.

Description – A functional vehicle circulation system should be emphasized, as well as pedestrian safety. Vehicle circulation and parking areas should be separated from pedestrian areas where possible.

Recommended

- Consolidate vehicular access points serving adjacent sites, thus minimizing curb cuts along the public streets.
- Provide direct and convenient pedestrian and vehicle connections between adjacent developments.
- Provide comprehensive, pleasant and direct pedestrian pathways linking buildings, open space and parking areas.
- Clearly link public right of way – streets and sidewalks – to building front doors.
- Promote use of pedestrian oriented boulevard frontage roads providing parking and landscape buffering, along high traffic arterial roads.
- Design sites to facilitate emergency responders.

Not Recommended

- Excessive curb-cuts.
- Service and loading driveways/alleyways facing arterial streets.
- Service or loading driveways accessed from existing adjacent residential local streets.

COMMENT:

The proposed vehicular and pedestrian circulation plan is designed to be convenient, efficient and safe. All vehicles enter the site from Pacific Avenue via two nonconforming accesses apparently dating back to the 1960's. To encourage safe and efficient travel, vehicles enter from the western access one-way south, then east, then exit north back to the road via the eastern access. Pedestrians can walk from the Pacific Avenue sidewalk south to the proposed 2-story building with main entrance at the northeast corner, then continue south across the striping crosswalk to the private open space area and bench.

Pedestrians will be able to access both existing buildings as well. The sidewalks provide a direct connection between the building and parking lot with limited potential for conflicts. As noted, the sidewalks cannot meet the 10-ft. building separation requirement but still provide a safe and efficient circulation plan.

SITE - PARKING

Guideline - Create parking areas which have minimal negative impact on surrounding public streets and neighborhoods and minimizes physical barriers for pedestrians.

Description – Avoid and/or mitigate large expanses of parking, especially surface parking lots. Provide direct, safe pedestrian access through parking lots and landscaping that improves visual and environmental quality.

Recommended

- Locate parking lots to the rear or side of buildings.
- Minimize parking between public sidewalk and buildings to allow for pedestrian access.
- Locate and orient parking spaces and driving lanes to maximize access between parking and buildings.
- Minimize the expanse of continuous uninterrupted parking spaces, and mitigate with planted areas of trees and other landscaping.
- Provide direct, convenient and pleasant pedestrian pathways within parking areas and clearly linking the bulk of parking spaces to building entries, streets and transit stops.
- Minimize parking between public sidewalk and buildings to allow for pedestrian access.
- Locate parking to minimize views of parking areas from the public right-of-way and abutting properties.
- Promote use of on-street parallel parking on frontage roads and “main street” style roads in development sites.
- Consider use of bio-swales or other on-site water retention facilities in parking lots.
- Consider use of permeable paving surfaces to reduce parking lot water run-off.

Not Recommended

- Surface parking lots in front of buildings.
- Uninterrupted rows of parking spaces without landscaping.

COMMENT:

The proposed parking lot design generally complies with the standards for surface parking lots. Much of the parking lot and circulation plan is nonconforming dating back decades, however, it has been improved with this building addition. The proposal includes angled, 90-degree and parallel spaces located in a manner which facilitates safe travel and backing. Parking is generally not located between the building and sidewalk (exception being the south side of the site made necessary fire access hammerhead). Landscaping is provided on the corners of the parking areas and in islands where possible. Drainage and water quality is handled with a storm filter located near the north portion of the lot.

SITE – BUILDING ORIENTATION

Guideline – Locate and orient buildings to maximize convenience of customers arriving from transit stops and public sidewalks.

Description – Customers to buildings along the commercial corridor will be arriving by automobile, bicycle, transit and foot. Commercial development should accommodate access from all transportation modes. Buildings should provide at least one entry close to and oriented towards the street, with parking behind or to the side. This orientation creates a stronger pedestrian connection between buildings and the public sidewalk, allowing customers to reach the front door of business without having to cross large expanses of parking.

Recommended

- Minimize building setbacks from the public street right-of-way.
- Primary building entries should face or have direct lineage to Pacific Avenue, 19th Avenue or other major street to create safe, pleasant, and active pedestrian environments.
- Encourage buildings to orient front doors to pedestrian-oriented boulevard frontage roads and internal “main street” style pedestrian-oriented roads.

Not Recommended

- Expansive parking areas between public right-of-way and buildings.
- Buildings oriented exclusively toward parking lots.
- Building orientation that “turns its back to.” Separates or creates a physical barrier between the site and the adjacent neighborhood.

COMMENT:

Building orientation is in compliance with the standards. The main building entrance is located at the northeast corner adjacent to Pacific Avenue with direct access via a sidewalk. The building is located 7.5-ft. from the right-of-way.

SITE – PEDESTRIAN ENVIRONMENT

Guideline – Create safe, pleasant and active streets and public spaces.

Description – Pedestrian areas should be useable, provide a visual amenity and be a focus for the development. Public courts, plazas and squares are encouraged.

Recommended

- Provide pedestrian amenities such as benches for a pleasant and inviting place to sit, rest, linger and meet.
- Safely separate pedestrian areas from vehicle traffic by providing street trees along sidewalks as buffers.
- Provide an active ground floor environment along all pedestrian streets and public courts, plazas and squares i.e., design buildings with transparent windows and doors.
- Develop public spaces – plazas, squares or other open spaces that are “activated” by building entries and locate uses that encourage foot traffic and are open not only during daytime business hours but during evenings and weekends as well.

Not Recommended

- Pedestrian-only streets or corridors.
- Indirect pedestrian routes.
- Pedestrian routes blocked by obstructions or barriers including mechanical units or utility, sign or light poles.
- Public spaces that are not “outdoor rooms” – i.e., that are not enclosed by building edges and landscaping on all sides.
- Public plazas or squares in parking lots.
- Pedestrian-inhospitable areas such as public plazas or squares at intersections of arterial roadways.
- Use of public spaces primarily as amenities for those arriving by auto.

COMMENT:

The proposed pedestrian access between Pacific Avenue and the building is in compliance with the standards except for the 10-ft. landscape strip and wider sidewalk between the building and sidewalk. The proposed minimum 4-ft. north-south sidewalk is adjacent to the building and provides a safely separates pedestrian areas from vehicles/parking. This narrower sidewalk is necessary to provide sufficient fire access to the south side of the building and for the standard emergency vehicle turn-around. The proposed outdoor open space with bench located at the southwest portion of the site has direct pedestrian access through the site to Pacific Avenue.

SITE – SCREENING/SERVICE AREAS

Guideline - Screen objectionable views, such as loading areas, mechanical equipment and refuse collection areas from customer areas, adjacent properties and public rights-of-way.

Description – Commercial establishments require service and loading facilities. These should not be featured; rather their visual and acoustic impacts should be minimized. Landscaping, fences or

decorative walls can help screen objectionable views and sounds from adjacent property owners and the general public.

Recommended

- Locate loading and service areas for easy truck access and maneuvering and minimize conflict with parking, and vehicular and pedestrian circulation activities.
- Incorporate screening, including landscaping, fences and walls, as an integral part of the design of building and site.
- Integrate loading and refuse storage “trash room” areas into the interior of buildings where possible.
- Screen ground level and roof-top equipment from view.
- Locate ground-mounted mechanical units away from pedestrian areas.

Not Recommended

- Design of screening walls or landscaping that features or emphasizes loading, storage or refuse collection facilities.
- On-street loading zones that eliminate on-street parking during business hours.

COMMENT:

The proposed 12-ft. x 12-ft. trash and recyclables area is located at the south side of the site adjacent to the emergency vehicle turn-around. This location provides easy truck access. It is properly screened with a 6-ft. masonry wall in accordance with the standards.

SITE – LANDSCAPING

Guideline – Use landscaping to enhance the pedestrian experience, complement building architecture, minimize environmental impacts of development and unify elements on the site.

Description - Landscaping can help provide a quality environment for commercial corridor customers and help achieve compatibility with surrounding land uses. An appropriate mix of landscaping treatments and techniques can enhance the visual quality and image of commercial developments.

Recommended

- Use landscaping to help create a unified and coherent design for the property, landscaped planters, outdoor seating areas with canopy trees, etc.)
- Preserve significant trees on-site.
- Distribute canopy trees along roadways and throughout surface parking areas to provide shade, visual relief and a pedestrian/traffic buffer.
- Use vertical and horizontal landscape elements to soften the visual impact of the buildings.
- Use landscaping to buffer loading, service and parking areas from adjacent residential properties and street rights-of-way.
- Use landscaped areas to buffer existing residential areas from visual impacts both night and day.
- Use landscaped areas for water quality -improvement and retention where appropriate.

Not Recommended

- Non-native invasive species of plants.
- Landscaping that creates physical or visual barriers for pedestrians.

COMMENT:

The proposed preliminary landscape plan is attached as Exhibit 7. It has been designed in accordance with the standards to the extent possible exceeding minimum coverage requirements and the number of trees which are distributed throughout the site. All landscape materials are appropriate for the site and no invasive species are proposed.

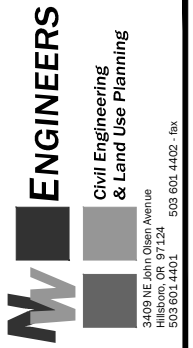
All other applicable aspects of this development are in compliance with the standards, therefore Case File Number 311-23-000031-PLNG should be approved.

HOLIDAY MOTEL EXPANSION TAX MAP 1S305BB TAX LOTS 300, 301, & 302

EXHIBIT B

ATTENTION: OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER. (NOTE: THE TELEPHONE NUMBER FOR THE OREGON UTILITY NOTIFICATION CENTER IS 503-232-1987).

THIS DESIGN COMPLIES WITH O.R.S. 92.044 (7) IN THAT NO UTILITY INFRASTRUCTURE IS DESIGNED TO BE WITHIN ONE FOOT OF A SURVEY MONUMENT LOCATION SHOWN ON A SUBDIVISION OR PARTITION PLAN. NO DESIGN MODIFICATIONS NOR FINAL FIELD LOCATION CHANGE SHALL BE PERMITTED IF IT WOULD CAUSE ANY UTILITY INFRASTRUCTURE TO BE PLACED WITHIN THE PROHIBITED AREA.



VICINITY MAP



INDEX OF DRAWINGS

1. COVR COVER SHEET
2. NTS CONSTRUCTION NOTES AND PAVEMENT SECTION
3. EXC EXISTING CONDITIONS AND DEMOLITION PLAN
4. SIT PRELIMINARY SITE AND UTILITY PLAN
5. GRD1 PRELIMINARY GRADING AND EROSION CONTROL PLAN
6. GRD2 PRELIMINARY GRADING AND EROSION CONTROL DETAILS
7. LSC1 PRELIMINARY LANDSCAPE PLAN

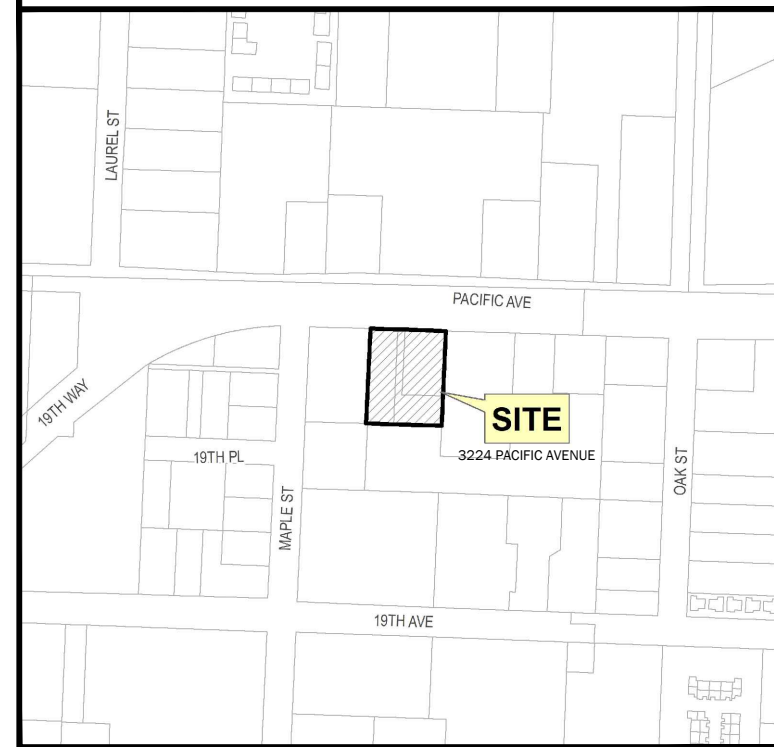
ENGINEER'S NOTE TO CONTRACTOR:

THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITIES OR STRUCTURES SHOWN ON THESE PLANS ARE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. TO THE BEST OF OUR KNOWLEDGE, THERE ARE NO EXISTING UTILITIES EXCEPT THOSE SHOWN ON THESE PLANS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN ON THESE DRAWINGS. THE CONTRACTOR FURTHER ASSUMES ALL LIABILITY AND RESPONSIBILITY FOR THE UTILITY PIPES, CONDUITS OR STRUCTURES SHOWN OR NOT SHOWN ON THESE DRAWINGS.

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AND SHALL REPORT ALL DISCREPANCIES TO THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.

LOCATION MAP



UTILITY CONTACTS

POWER	FOREST GROVE LIGHT & POWER 1818 "B" STREET PO BOX 326 FOREST GROVE, OREGON 97116 503-992-3250	GAS	NORTHWEST NATURAL GAS COMPANY 220 NW 2ND AVENUE PORTLAND, OR 97209 503-721-2449
FIRE	FOREST GROVE FIRE & RESCUE 1919 ASH STREET FOREST GROVE, OREGON 97116 503-992-3241	WATER	WATER DIVISION PUBLIC WORKS DEPARTMENT 2551-A 23RD AVENUE PO BOX 326 FOREST GROVE, OREGON 97116 503-992-3258

PROJECT TEAM

DEVELOPER	DOSS QUALITY HOMES 21550 SE TILLSTROM RD DAMASCUS, OR 97089 503-201-8473 STEVE DOSS	SURVEYOR	NORTHWEST SURVEYING 1815 NW 169TH PLACE, SUITE 2090 BEAVERTON, OR 97006 503-848-2127 CLINTON STUBBS JR
ENGINEER	NW ENGINEERS, LLC 3409 NE JOHN OLSEN AVENUE HILLSBORO, OREGON 97124 503-601-4401 STEVE WHITE	DESIGNER	ADEL KAMATI 1819 SW 5TH AVENUE PORTLAND, OREGON 97201 503-739-2401

NOTE TO ENGINEER OF RECORD: THE AMERICANS WITH DISABILITIES ACT (ADA) IS THE LAW. YOU ARE RESPONSIBLE FOR IMPLEMENTATION OF THIS PLAN TO MEET CURRENT ADA STANDARDS. PUBLIC RIGHTS-OF-WAY AND FACILITIES ARE REQUIRED TO BE ACCESSIBLE TO PERSONS WITH DISABILITIES THROUGH THE FOLLOWING STATUTES: SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504) (29 U.S.C. §794) AND TITLE II OF THE ADA ACT OF 1990 (42 U.S.C. §§ 12131-12164). FOR DESIGN ASSISTANCE, PLEASE SEE: [WWW.ACCESS-BOARD.GOV/](http://www.access-board.gov/), [HTTP://WWW.OREGON.GOV/ODOT/HWY/ENGSERVICES/PAGES/ROADWAY_DRAWINGS.ASPX](http://www.oregon.gov/odot/hwy/engservices/pages/roadway_drawings.aspx), [HTTP://WWW.ACCESS-BOARD.GOV/ATTACHMENTS/ARTICLE/743/NPRM.PDF](http://www.access-board.gov/attachments/article/743/NPRM.PDF), AND [HTTP://WWW.OREGON.GOV/ODOT/HWY/BIKEPED/PAGES/ADA.ASPX](http://www.oregon.gov/odot/hwy/bikeped/pages/ada.aspx)

LEGEND

—XSD—	EX MANHOLE & STORM SEWER	—COM—	EX COMMUNICATION LINE
—PR—	PR MANHOLE & STORM SEWER	—XG—	EX GAS LINE
—FSD—	FUTURE MANHOLE & STORM SEWER	—XV—	EX GAS VALVE
—XSD—	EX INLET & STORM SEWER	—XT—	EX UNDERGROUND TELEPHONE LINE
—PR—	PR CATCH BASIN & STORM SEWER	□	EX TELEPHONE PEDESTAL
—PR—	PR DITCH INLET & STORM SEWER	—XC—	EX UNDER GROUND CABLE TV LINE
—XSS—	EX MANHOLE & SANITARY SEWER	□	EX CABLE TV PEDESTAL
—PR—	PR MANHOLE & SANITARY SEWER	—XE—	EX UNDERGROUND ELECTRIC LINE
—XSS—	EX CLEANOUT & SANITARY SEWER	[E]	EX ELECTRIC VAULT
—PR—	PR CLEANOUT & SANITARY SEWER	⊙	EX UTILITY POLE
—PR—	PR SANITARY LATERAL	☆	EX STREET LIGHT
—PR—	PR STORM LATERAL	★	PR STREET LIGHT
—XW—	EX WATERLINE	⊗	PR COBRA STREET LIGHT
—PR—	PR WATERLINE	+	EX SIGN
—XV—	EX WATER VALVE & BOX	+	PR SIGN
—PR—	PR WATER VALVE & BOX	○	RETAINING WALL (ROCKERY)
—R—	EX REDUCER	□	RETAINING WALL (LOCKBLOCK)
—PR—	PR REDUCER	—	EX STREET BARRICADE
—B—	EX BLOWOFF	—	PR STREET BARRICADE
—PR—	PR BLOWOFF	2	CURB RETURN NUMBER
—C.A.R.V.—	EX C.A.R.V.	2	CENTERLINE CURVE NUMBER
—W—	EX WATER SERVICE	—	A.D.A. RAMP TO BE CONSTRUCTED WITH THIS CONTRACT
—W—	PR WATER SERVICE	—	SIDEWALK TO BE CONSTRUCTED WITH THIS CONTRACT
—F—	EX FIRE HYDRANT	—	
—F—	PR FIRE HYDRANT		
—	FENCE		

BENCH MARK

ELEVATIONS ARE BASED ON WASHINGTON COUNTY BENCHMARK NUMBER 470. THE BENCHMARK IS A BRONZE DISK MARKED "V 669 1976" LOCATED AT THE NORTHWEST CORNER OF A CONCRETE ISLAND AT THE SOUTHWEST CORNER OF THE INTERSECTION OF TUALATIN VALLEY HIGHWAY AND PACIFIC AVENUE. THE BENCHMARK ELEVATION IS 174.99 FEET ON THE NGVD 1929 DATUM.

THE BASIS OF BEARINGS FOR THIS SURVEY IS SURVEY NO. 8773, WASHINGTON COUNTY SURVEY RECORDS.

LOCATES

48 HOUR NOTICE REQUIRED PRIOR TO EXCAVATION
THE CONTRACTOR MUST COMPLY WITH THE REGULATIONS OF O.R.S. 757.541 TO 757.571 IN LOCATION AND PROTECTION OF UNDERGROUND UTILITIES. OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER.



FOR: DOSS QUALITY HOMES
21550 SE TILLSTROM RD
DAMASCUS, OR 97089
503-201-8473
SITE: TAX MAP: 1S305BB
TAX LOT: 300, 301 & 302
FOREST GROVE, WASHINGTON COUNTY

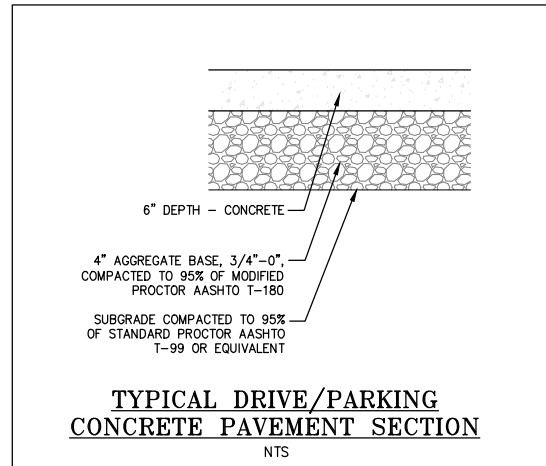
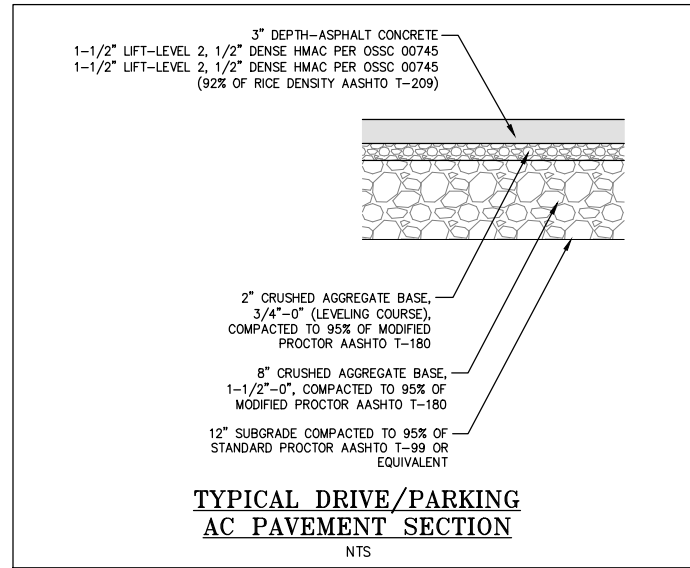
HOLIDAY MOTEL EXPANSION
3224 PACIFIC AVENUE
N0831
COVER SHEET

REVISION	BY	DATE
1		
2		
3		
4		
5		
6		
7		

DESIGNED	DRAWN	REVIEWED	SUBMITTAL

COVER 1 of 7

CONSTRUCTION NOTES



GENERAL NOTES:

1. ALL WORK AND MATERIAL SHALL CONFORM TO THE REQUIREMENTS OF THE CITY OF FOREST GROVE DESIGN STANDARDS, & CWS DESIGN & CONSTRUCTION STANDARDS, R&O 07-20.
2. THE CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS AND LICENSES BEFORE STARTING CONSTRUCTION.
3. EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE ONLY; ADDITIONAL UNDERGROUND UTILITIES MAY EXIST. THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND SHALL ARRANGE FOR THE RELOCATION OF ANY IN CONFLICT WITH THE PROPOSED CONSTRUCTION.
4. THE ENGINEER HAS BEEN RETAINED TO PROVIDE DESIGN AND CONSTRUCTION REVIEW SERVICES RELATING TO THE CONTRACT.
5. THE CONTRACTOR SHALL NOTIFY THE ENGINEER, CITY, & C.W.S. 24 HOURS BEFORE STARTING CONSTRUCTION OR RESUMING WORK AFTER SHUTDOWNS, EXCEPT FOR NORMAL RESUMPTION OF WORK FOLLOWING SUNDAYS OR HOLIDAYS. CWS INSPECTOR HOT LINE #: (503) 681-4444.
6. THE CONTRACTOR SHALL ASSIST THE ENGINEER IN PREPARING AS-CONSTRUCTED DRAWINGS.
7. ALL STREET SIGNS, BARRICADES AND PAVEMENT MARKINGS SHALL BE FURNISHED AND INSTALLED BY THE DEVELOPER AT HIS EXPENSE.
8. ALL UNDERGROUND UTILITIES SHALL BE PLACED PRIOR TO PAVING.
9. DISPOSE OF ALL TREES, BRUSH, AND DEBRIS ASSOCIATED WITH CLEANING, STRIPPING, AND GRADING AT AN APPROVED OFFSITE LOCATION.
10. CONTRACTOR TO PROTECT SURVEY MONUMENT AND REINSTALL IF NECESSARY.
11. CLEAN AND GRUB ALL SURFACE VEGETATION WITHIN WORK LIMITS.
12. THIS DESIGN COMPLIES WITH ORS 92.044 (7) IN THAT NO UTILITY INFRASTRUCTURE IS DESIGNED TO BE WITHIN ONE FOOT OF A SURVEY MONUMENT LOCATION SHOWN ON A SUBDIVISION OR PARTITION PLAT. NO DESIGN MODIFICATION NOR FINAL FIELD LOCATION CHANGE SHALL BE PERMITTED IF IT WOULD CAUSE ANY UTILITY INFRASTRUCTURE TO BE PLACED WITHIN THE PROHIBITED AREA.

EXCAVATION & GRADING:

1. THE CONTRACTOR SHALL DETERMINE THE TYPE OF EQUIPMENT AND METHOD TO USE TO ACHIEVE REQUIRED COMPACTION. THE CONTRACTOR SHALL ARRANGE FOR A GEOTECHNICAL ENGINEER TO TEST AND CERTIFY SOIL COMPACTION. WASHINGTON COUNTY, AND THE ENGINEER SHALL RECEIVE COPIES OF ALL GEOTECHNICAL INSPECTION AND TEST REPORTS.
2. PIPE BEDDING SHALL CONFORM TO THE GRANULAR BEDDING AND BACKFILL REQUIREMENTS OF CWS AS APPLICABLE. BEDDING SHALL BE 3/4"-0" CRUSHED ROCK, EXCEPT WHERE NATIVE MATERIAL MAY BE USED.
3. TRENCH BACKFILL WITHIN THE RIGHT-OF-WAY SHALL BE CLEAN, WELL-GRADED 3/4"-0" CRUSHED ROCK COMPACTED PER CWS DWG. NO. 590.
4. ALL AREAS OF FILL THAT WILL BE WITHIN A FUTURE BUILDING ENVELOPE SHALL BE COMPACTED IN ACCORDANCE WITH THE UBC, CHAPTER 33.
5. THE CONTRACTOR SHALL PROVIDE PROTECTION TO ADJOINING PROPERTY FROM EXCAVATION AND FILL ACTIVITIES AND FROM SEDIMENTATION DUE TO RUNOFF. THIS MAY BE ACCOMPLISHED BY THE INSTALLATION OF APPROPRIATE DRAINAGE DITCHES NEAR THE PROPERTY BOUNDARIES AND BY KEEPING GRADING ACTIVITIES AT LEAST 2 FEET AWAY FROM PROPERTY BOUNDARIES, AS REQUIRED BY THE UBC CHAPTER 33.
6. TRENCHES ARE NOT TO BE LEFT OPEN OVERNIGHT.

STORM DRAINAGE:

1. THE CONTRACTOR SHALL USE PIPE MATERIALS AS DESCRIBED ON PLANS. ANY REVISIONS SHALL BE APPROVED BY THE DESIGN ENGINEER AND C.W.S.
2. ACCEPTABLE STORM DRAIN MATERIALS ARE AS SHOWN ON PLAN AND PROFILE SHEETS AND SHALL BE TESTED IN ACCORDANCE WITH C.W.S. STANDARD SPECIFICATIONS. (R&O - 17-05)
3. STORM DRAIN PIPES SHALL BE RUBBER GASKETED. LATERALS TO BE WHITE IN COLOR AND MEET THE COVER REQUIREMENTS OF SECTION 5.06.07 CWS R&O 07-20.
4. ALL TESTING OF STORM SEWERS AND SANITARY SEWERS ARE TO BE IN ACCORDANCE WITH C.W.S. REQUIREMENTS.

SANITARY SEWER:

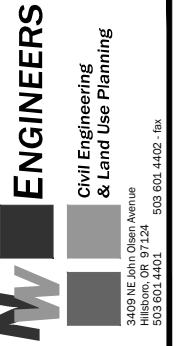
1. ALL SANITARY SEWERS ARE TO BE AS INDICATED ON THE PLANS AND SHALL BE TESTED IN ACCORDANCE WITH CLEAN WATER SERVICES (C.W.S.) STANDARD SPECIFICATIONS R & O 17-05. LATERALS TO BE GREEN IN COLOR AND MEET THE COVER REQUIREMENTS OF SECTION 5.06.07 CWS R&O 17-05.

ENGINEER'S NOTE TO THE CONTRACTOR:

THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITIES OR STRUCTURES SHOWN ON THESE PLANS ARE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. TO THE BEST OF OUR KNOWLEDGE, THERE ARE NO EXISTING UTILITIES EXCEPT THOSE SHOWN ON THESE PLANS. THE CONTRACTOR IS REQUIRED TO VERIFY AND TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN ON THESE DRAWINGS. THE CONTRACTOR FURTHER ASSUMES ALL LIABILITY AND RESPONSIBILITY FOR THE UTILITY PIPES, CONDUITS OR STRUCTURES SHOWN OR NOT SHOWN ON THESE DRAWINGS.

THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

CONTRACTOR SHALL VERIFY ALL CONDITIONS, DEPTHS, LOCATIONS AND DIMENSIONS OF EXISTING UTILITIES AND SHALL REPORT ALL DISCREPANCIES TO THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.



FOR: DOSS QUALITY HOMES
21550 SE TILLSTROM RD
DAMASCUS, OR 97089
503-201-8473

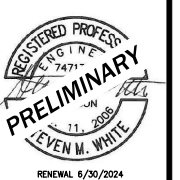
SITE: TAX MAP: 1S305BB
TAX LOT: 300, 301 & 302
FOREST GROVE, WASHINGTON COUNTY

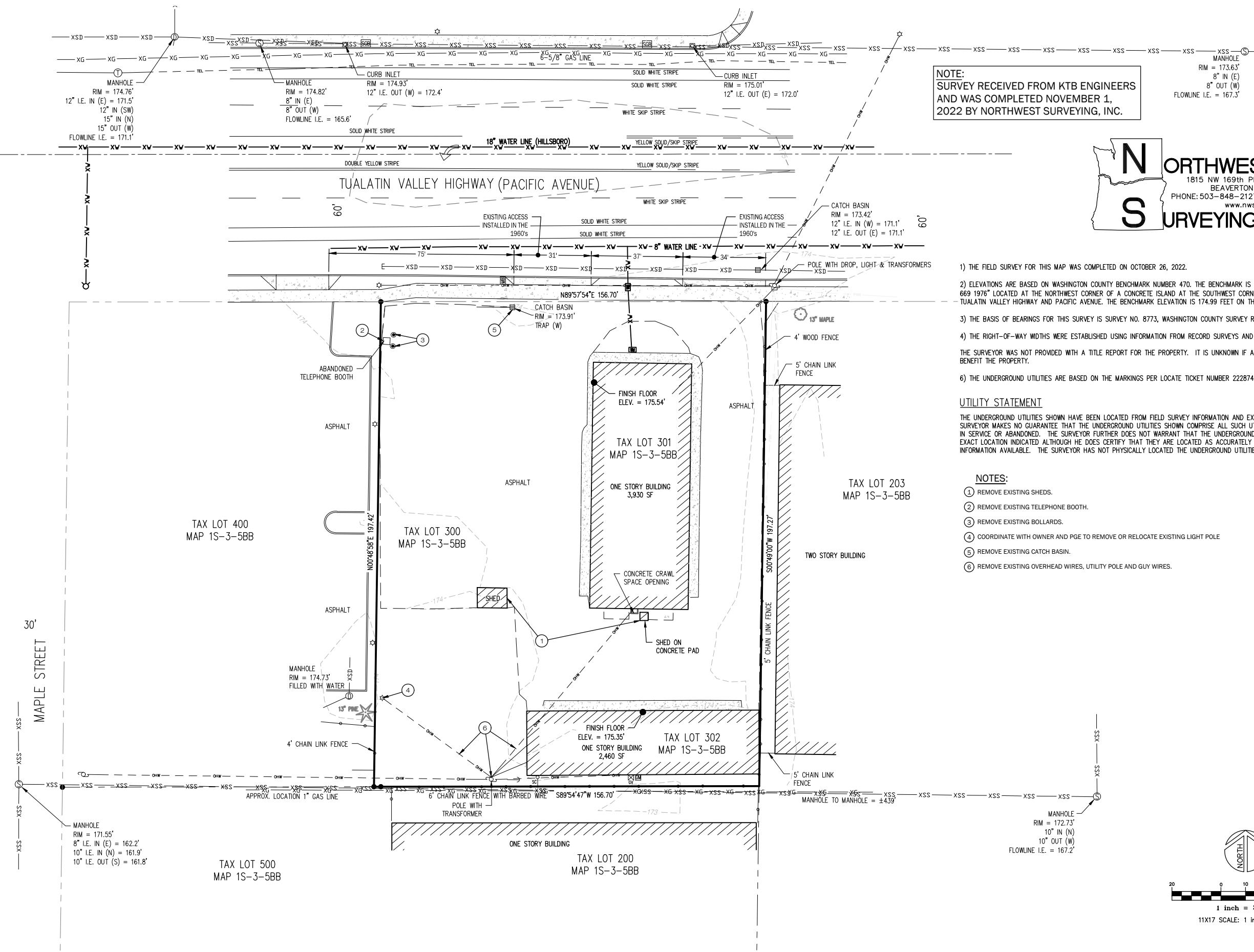
HOLIDAY MOTEL EXPANSION
3224 PACIFIC AVENUE
N0831

CONSTRUCTION NOTES

REVISION	BY	DATE
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DESIGNED	DRAWN	REVIEWED	SUBMITTAL
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NOTE:
 SURVEY RECEIVED FROM KTB ENGINEERS
 AND WAS COMPLETED NOVEMBER 1,
 2022 BY NORTHWEST SURVEYING, INC.

NORTHWEST SURVEYING, Inc.
 1815 NW 169th PLACE, SUITE 2090
 BEAVERTON, OR 97006
 PHONE: 503-848-2127 FAX: 503-848-2179
 www.nwsrvy.com

- 1) THE FIELD SURVEY FOR THIS MAP WAS COMPLETED ON OCTOBER 26, 2022.
- 2) ELEVATIONS ARE BASED ON WASHINGTON COUNTY BENCHMARK NUMBER 470. THE BENCHMARK IS A BRONZE DISK MARKED "V 669 1976" LOCATED AT THE NORTHWEST CORNER OF A CONCRETE ISLAND AT THE SOUTHWEST CORNER OF THE INTERSECTION OF TUALATIN VALLEY HIGHWAY AND PACIFIC AVENUE. THE BENCHMARK ELEVATION IS 174.99 FEET ON THE NGVD 1929 DATUM.
- 3) THE BASIS OF BEARINGS FOR THIS SURVEY IS SURVEY NO. 8773, WASHINGTON COUNTY SURVEY RECORDS.
- 4) THE RIGHT-OF-WAY WIDTHS WERE ESTABLISHED USING INFORMATION FROM RECORD SURVEYS AND THE TAX ASSESSOR'S MAP. THE SURVEYOR WAS NOT PROVIDED WITH A TITLE REPORT FOR THE PROPERTY. IT IS UNKNOWN IF ANY EASEMENTS ENCUMBER OR BENEFIT THE PROPERTY.
- 5) THE UNDERGROUND UTILITIES ARE BASED ON THE MARKINGS PER LOCATE TICKET NUMBER 22287423.

UTILITY STATEMENT

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

NOTES:

- 1) REMOVE EXISTING SHEDS.
- 2) REMOVE EXISTING TELEPHONE BOOTH.
- 3) REMOVE EXISTING BOLLARDS.
- 4) COORDINATE WITH OWNER AND PGE TO REMOVE OR RELOCATE EXISTING LIGHT POLE
- 5) REMOVE EXISTING CATCH BASIN.
- 6) REMOVE EXISTING OVERHEAD WIRES, UTILITY POLE AND GUY WIRES.

NW ENGINEERS
 Civil Engineering
 & Land Use Planning
 3409 NE John Olsen Avenue
 Beaverton, OR 97006
 503.601.4401

FOR: DOSS QUALITY HOMES
 21550 SE TILLSTROM RD
 DAMASCUS, OR 97089
 503-201-8473
 SITE: TAX MAP: 1S305BB
 TAX LOT: 300, 301 & 302
 FOREST GROVE, WASHINGTON COUNTY

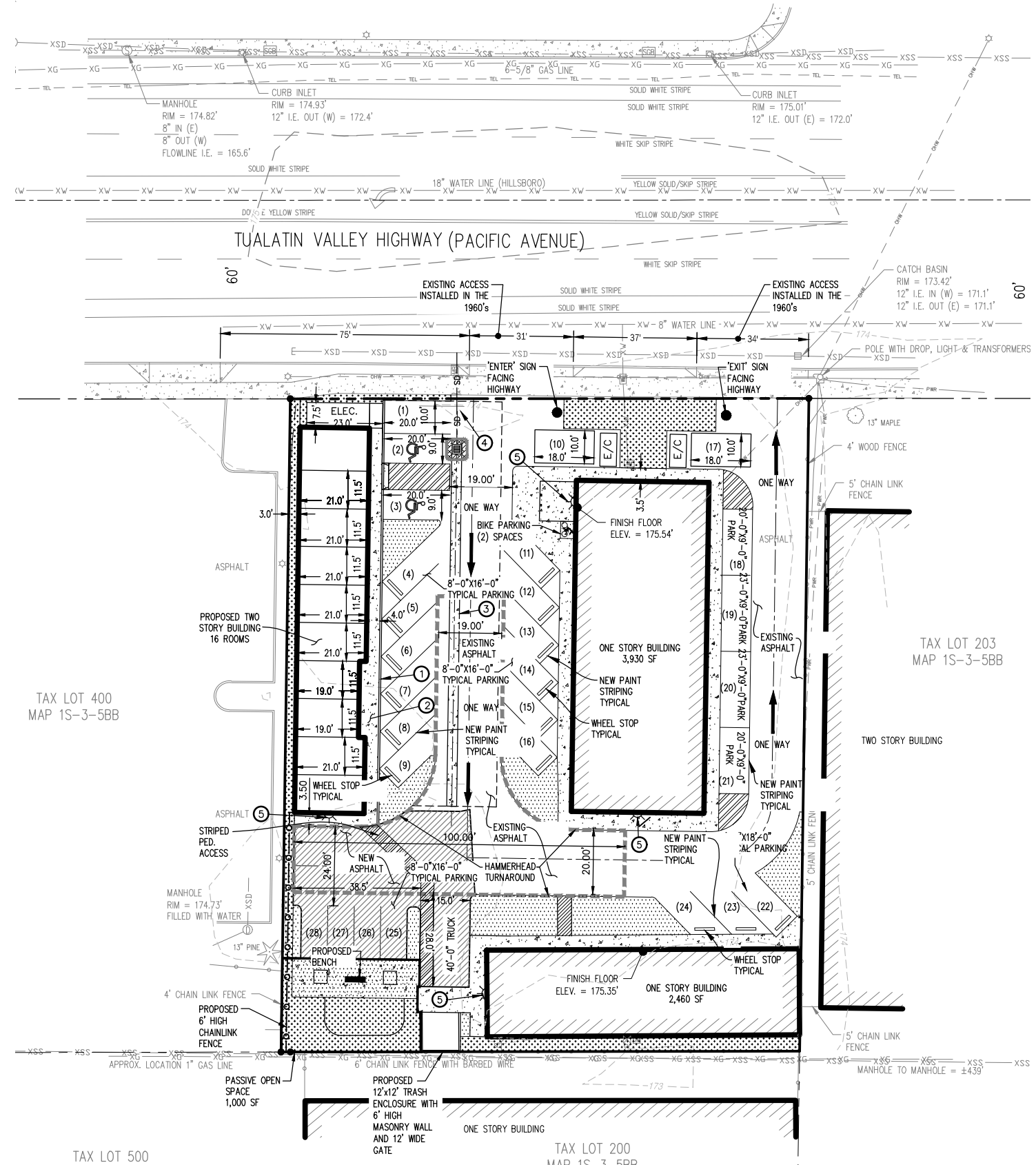
HOLIDAY MOTEL EXPANSION
 3224 PACIFIC AVENUE
 N0831
 EXISTING CONDITIONS
 AND DEMOLITION PLAN

REVISION	BY	DATE
1		
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DESIGNED: [] DRAWN: [] REVIEWED: [] SUBMITTAL: []

REGISTERED PROFESSIONAL ENGINEER
 LEVEN M. WHITE
 RENEWAL 6/20/2024

EXC 3 of 7



HOLIDAY MOTEL INFORMATION

EXISTING = 14 ROOMS
 PROPOSED = 16 ROOMS
 TOTAL = 30 ROOMS

PROPOSED NEW 2-STORY BUILDING AREA:
 FIRST FLOOR = 2,453 SF
 SECOND FLOOR = 2,453 SF
 TOTAL BUILDING AREA = 4906 SF

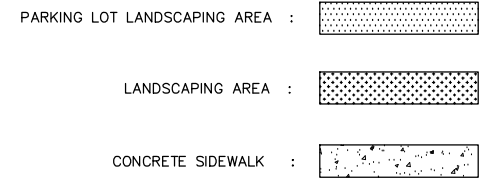
- NOTES:**
- PROPOSED STANDARD CURB.
 - PROPOSED SIDEWALK.
 - PROPOSED VALLEY GUTTER.
 - PROPOSED CONTECH STORMFILTER CATCH BASIN.
 - LIGHTING ON BUILDINGS - NO POLE LIGHTING. ALL BUILDING ENTRANCES LIGHTED.

ZONE: CC

PARKING STALL CALCULATIONS FOR 30 UNITS:

COMPACT : 16
 STANDARD : 10 + (2 ADA)
 TOTAL : 28

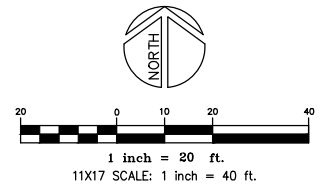
TOTAL LOT AREA = 30,920 SF
 TOTAL LANDSCAPING AREA = 5,270 SF
 TOTAL PARKING LOT LANDSCAPING AREA = 3,310 SF
 LANDSCAPING AREA PERCENTAGE = 17%
 PARKING LOT LANDSCAPING AREA PERCENTAGE = 10%



TAX LOT 400
MAP 1S-3-5BB

TAX LOT 500
MAP 1S-3-5BB

TAX LOT 200
MAP 1S-3-5BB



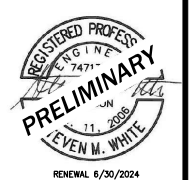
ENGINEERS
 Civil Engineering & Land Use Planning
 3409 NE John Olsen Avenue
 503.601.4401

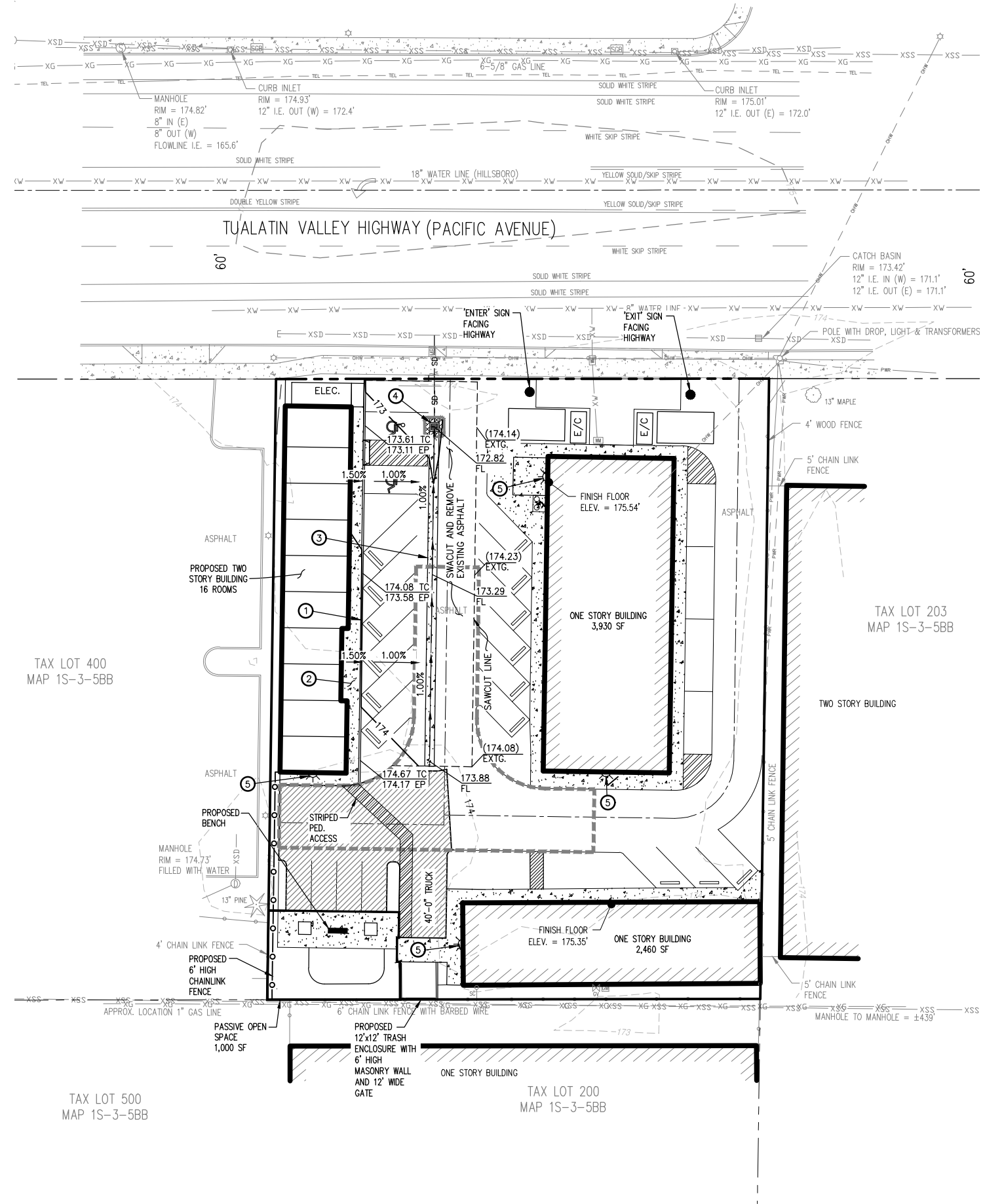
FOR: DOSS QUALITY HOMES
 21550 SE TILLSTROM RD
 DAMASCUS, OR 97089
 503-201-8473
 SITE: TAX MAP: 1S305BB
 TAX LOT: 300, 301 & 302
 FOREST GROVE, WASHINGTON COUNTY

HOLIDAY MOTEL EXPANSION
3224 PACIFIC AVENUE
N0831
PRELIMINARY SITE AND UTILITY PLAN

REVISION	BY	DATE
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DESIGNED	DRAWN	REVIEWED	SUBMITTAL





HOLIDAY MOTEL INFORMATION

EXISTING = 14 ROOMS
 PROPOSED = 16 ROOMS
 TOTAL = 30 ROOMS

PROPOSED NEW 2-STORY BUILDING AREA:
 FIRST FLOOR = 2,453 SF
 SECOND FLOOR = 2,453 SF
 TOTAL BUILDING AREA = 4,906 SF

NOTES:

- ① PROPOSED STANDARD CURB.
- ② PROPOSED SIDEWALK.
- ③ PROPOSED VALLEY GUTTER.
- ④ PROPOSED CONTECH STORMFILTER CATCH BASIN.
- ⑤ LIGHTING ON BUILDINGS - NO POLE LIGHTING. ALL BUILDING ENTRANCES LIGHTED.

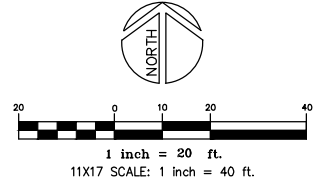
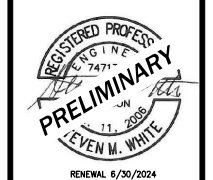
MW ENGINEERS
 Civil Engineering & Land Use Planning
 3409 NE John Olsen Avenue
 503 601 4401

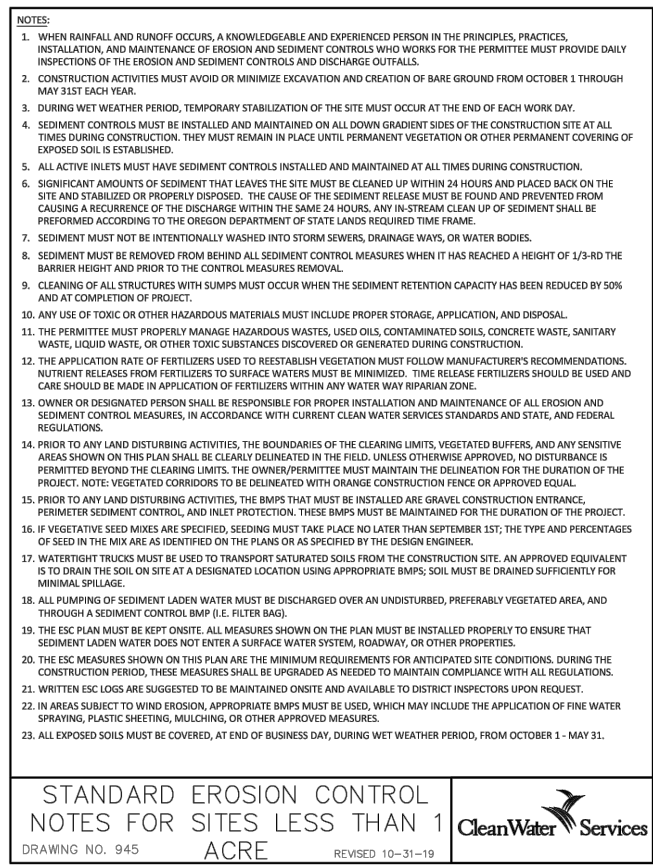
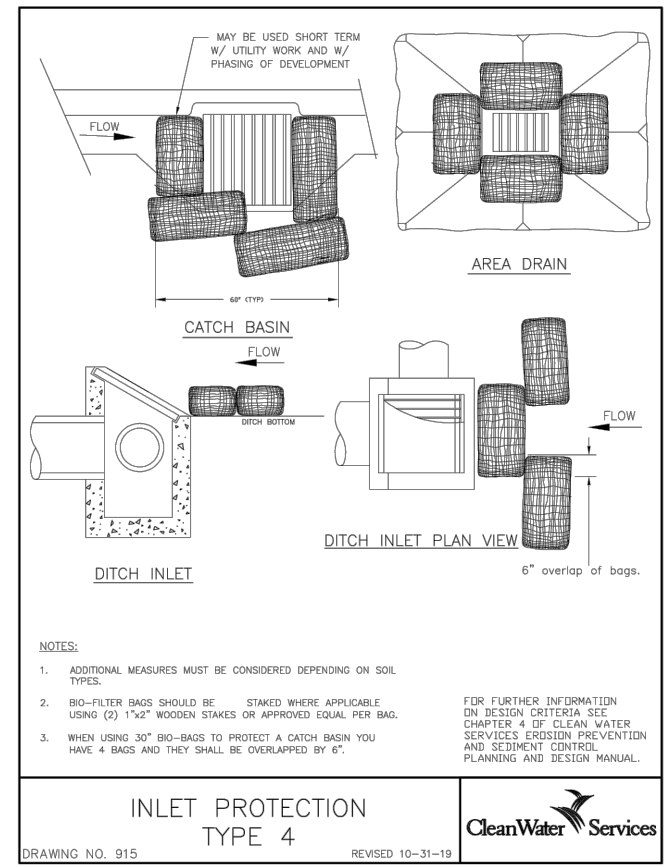
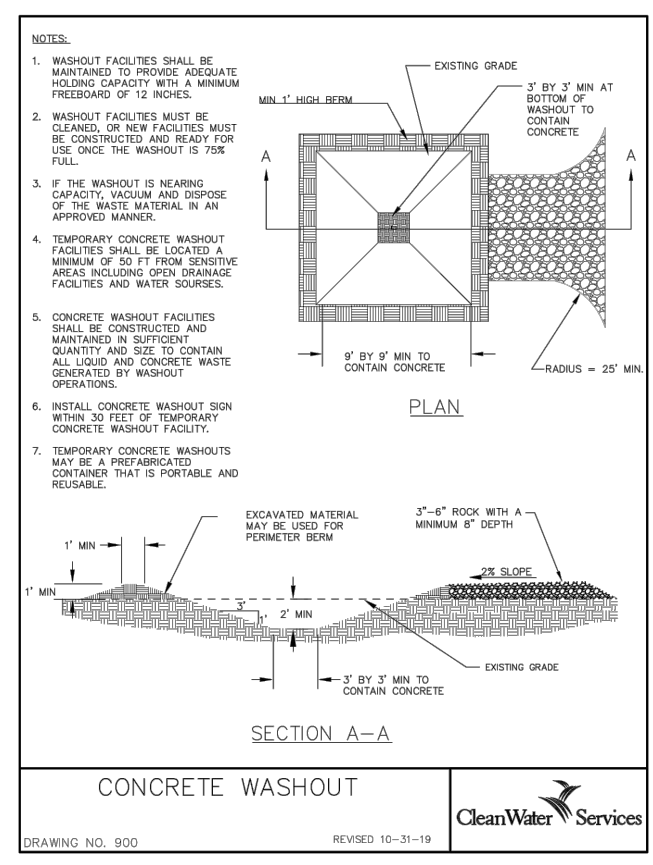
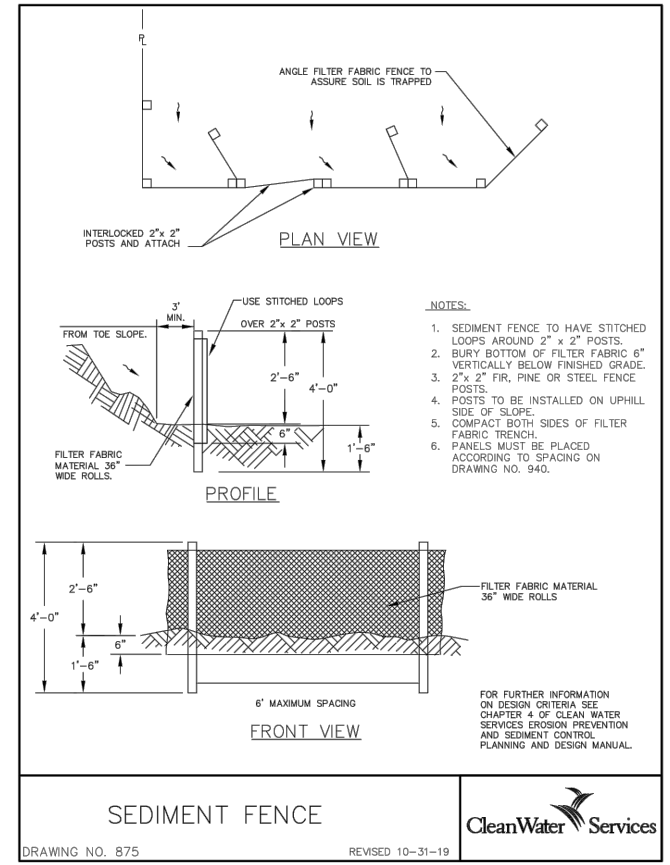
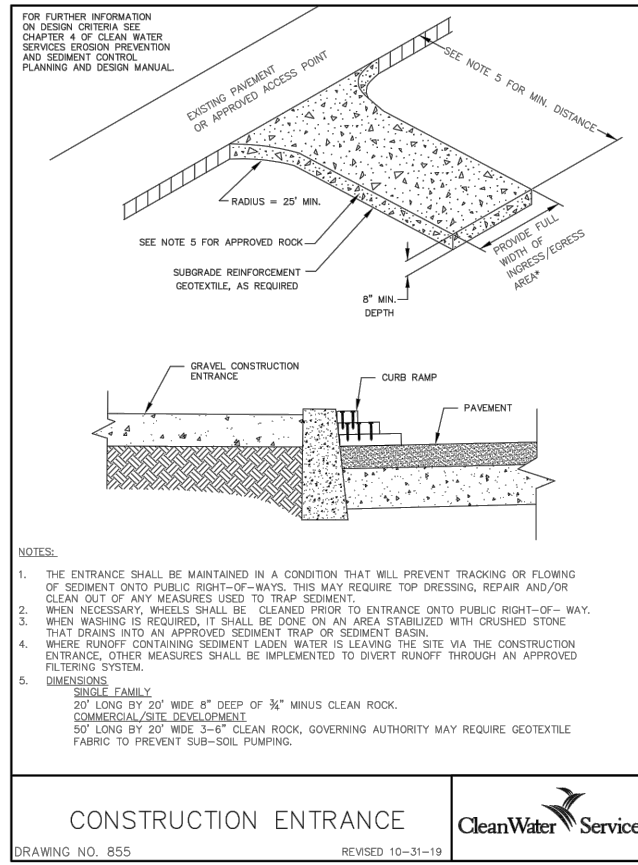
FOR: DOSS QUALITY HOMES
 21550 SE TILLSTROM RD
 DAMASCUS, OR 97089
 503-201-8473
 SITE: TAX MAP: 1S305BB
 TAX LOT: 300, 301 & 302
 FOREST GROVE, WASHINGTON COUNTY

HOLIDAY MOTEL EXPANSION
 3224 PACIFIC AVENUE
 N0831
 PRELIMINARY GRADING AND
 EROSION CONTROL PLAN

REVISION	BY	DATE
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DESIGNED	DRAWN	REVIEWED	SUBMITTAL





ENGINEERS
Civil Engineering & Land Use Planning
3409 NE 80th Street
Hillsboro, OR 97124
503.601.4402 - fax

FOR: DOSS QUALITY HOMES
21550 SE TILLSTROM RD
DAMASCUS, OR 97089
503-201-8473

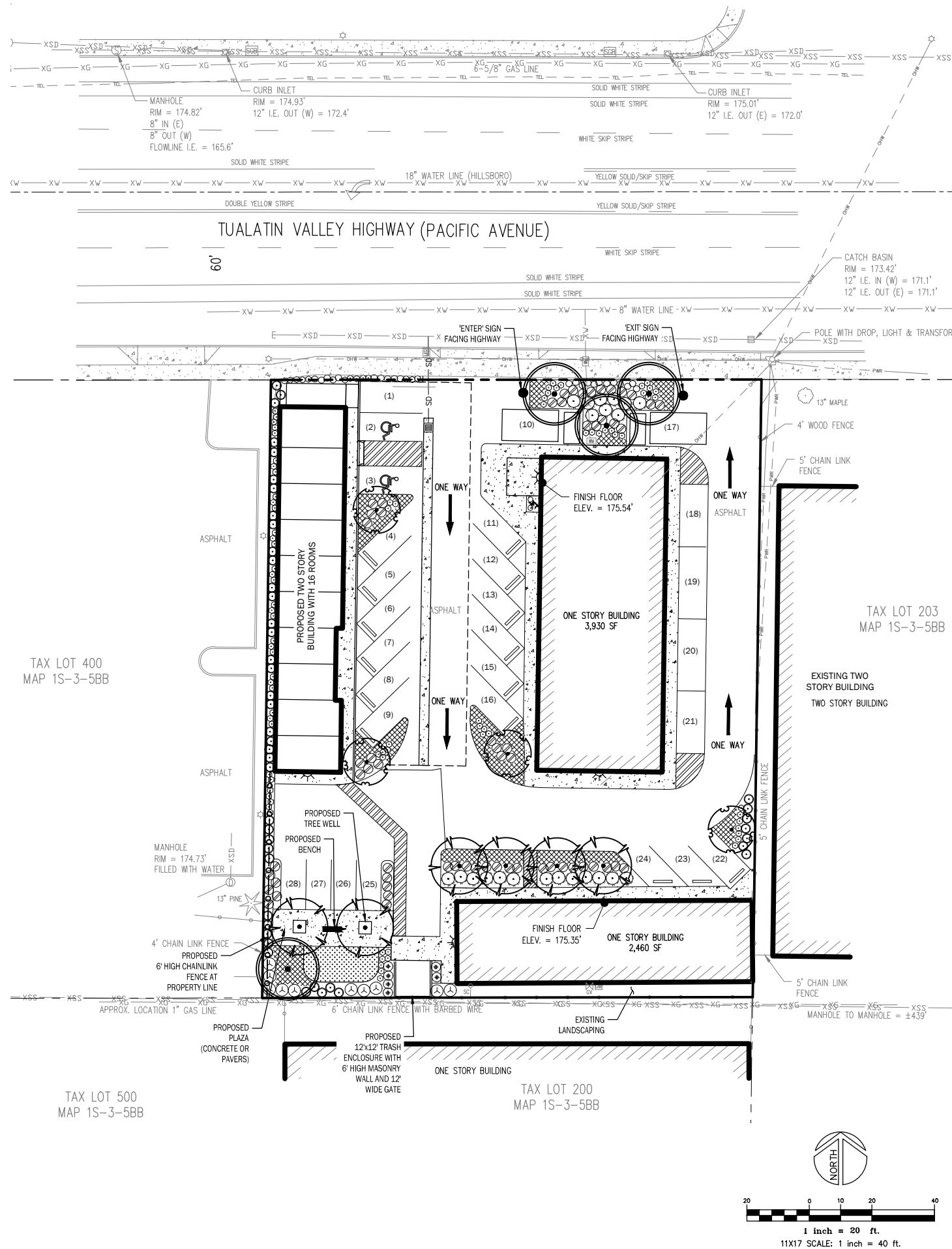
SITE: TAX MAP: 1S3005BB
TAX LOT: 300, 301 & 302
FOREST GROVE, WASHINGTON COUNTY

HOLIDAY MOTEL EXPANSION
3224 PACIFIC AVENUE
N0831
PRELIMINARY GRADING AND
EROSION CONTROL DETAILS

REVISION	BY	DATE
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DESIGNED: [Signature]
DRAWN: [Signature]
REVIEWED: [Signature]
SUBMITTAL: [Signature]

REGISTERED PROFESSIONAL ENGINEER
PRELIMINARY
EVEN M. WHITE
RENEWAL 6/30/2024



PLANTING SCHEDULE					
TYPE	SYMBOL	BOTANICAL / COMMON NAME / COMMENTS	MINIMUM SIZE	SPACING	TOTAL
TREE		ACER GRISEUM PAPER BARK MAPLE	2" CAL.	AS SHOWN	4
		ACER RUBRUM 'ARMSTRONG' ARMSTRONG MAPLE	2" CAL.	AS SHOWN	4
		ZELKOVA SERRATA 'CITY SPRITE' CITY SPRITE ZELKOVA	2" CAL.	AS SHOWN	6
SHRUB		BERBERIS THUNBERGII 'ROSE GLOW' ROSE GLOW BARBERY	5 GAL.	4' O.C.	22
		ESCALLONIA X LANG. 'APPLE BLOSSOM' APPLE BLOSSOM ESCALLONIA	5 GAL.	4' O.C.	10
		FESTUCA OVINA 'GLAUCA' / BLUE SHEEP FESUCE	1 GAL.	2' O.C.	22
		MAHONIA AQUIFOLIUM 'COMPACTA' COMPACT OREGON GRAPE	2 GAL.	3' O.C.	45
		NANDINA DOMESTICA 'WOODS DWARF' / WOODS DWARF NANDINA	1 GAL.	2' O.C.	98
		SPIRAEA X BUM. 'ANTHONY WATERER' ANTHONY WATERER SPIREA	2 GAL.	3' O.C.	54
		THUJA OCCIDENTALLIS 'SMARAGD' EMERALD GREEN ARBORVITAE	30" HT.	3' O.C.	6
GROUND COVER		FRAGARIA CHILOENSIS 'LIPSTICK' / LIPSTICK WILD STRAWBERRY	4" POT	2' O.C.	182
SEED		NORTHWEST SUPREME LAWN MIX BY SUNMARK SEEDS	8 LB. PER 1,000 SQ.FT.		

NOTES:

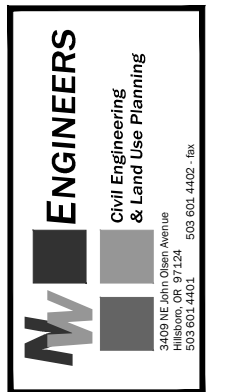
- CONTRACTOR IS TO VERIFY ALL PLANT QUANTITIES. NO SUBSTITUTIONS WITHOUT APPROVAL BY NW ENGINEERS.
- PROJECT IS TO BE IRRIGATED WITH AN AUTOMATIC, UNDERGROUND IRRIGATION SYSTEM.

MAINTENANCE SCHEDULE

- EACH PLANTING SHALL RECEIVE REGULAR WEEKLY WATERING AS NEEDED TO ENSURE THE PLANTS ARE NOT STRESSED DURING THE HOTTER PORTIONS OF THE GROWING SEASON (FROM APRIL 15TH THROUGH OCTOBER 15TH). WATER SHALL BE PROVIDED IN A MANNER THAT ALLOWS PENETRATION INTO THE SOIL AROUND THE TREE.
- STAKES AND TIES SHALL BE MAINTAINED AND REPAIRED AS NEEDED. STAKES AND TIES SHALL BE REMOVED IF THE TREES ARE WELL ROOTED INTO THE NATIVE SOIL AND ARE ABLE TO WITHSTAND LOCAL WIND CONDITIONS.
- A MINIMUM 3-FOOT DIAMETER PLANTING AREA AROUND EACH TREE SHALL BE MAINTAINED WITH A LAYER OF MEDIUM OR MEDIUM-FINE BARK MULCH 2 TO 4 INCHES DEEP. THE BARK MULCH SHALL BE KEPT AT LEAST 2 INCHES AWAY FROM THE TRUNK OF THE TREE AND BE KEPT FREE OF WEEDS.
- ANY PLANTING FALLING INTO ONE OF THE FOLLOWING CONDITIONS SHALL BE REPLACED.
 - DEAD PLANT. ANY PLANT THAT HAS NO LIVE GROWTH ORIGINATING IN ALL OR A PORTION OF THE SCAFFOLDING BRANCHES.
 - STRESSED PLANT. ANY PLANT THAT HAS LOST 50% OR MORE OF ITS TOTAL FOLIAGE OR HAS A REDUCTION OF 50% OF NORMAL LEAF SIZE FOR THAT SPECIES.

INSTALLATION SCHEDULE

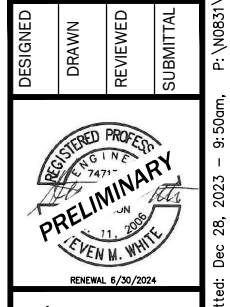
- INSTALLATION OF PLANT MATERIALS SHALL BE IN ACCORDANCE WITH THE AMERICAN NURSERY AND LANDSCAPING ASSOCIATION STANDARDS AND THE FOLLOWING STANDARDS:
 - PLANT MATERIALS SHALL BE NURSERY STOCK OR THE EQUIVALENT QUALITY AND INSTALLED TO INDUSTRY STANDARDS OR BETTER; AND
 - PLANT MATERIALS SHALL BE STAKED TO CURRENT INDUSTRY STANDARDS OR BETTER. STAKES AND GUY WIRES SHALL NOT INTERFERE WITH VEHICULAR OR PEDESTRIAN TRAFFIC.



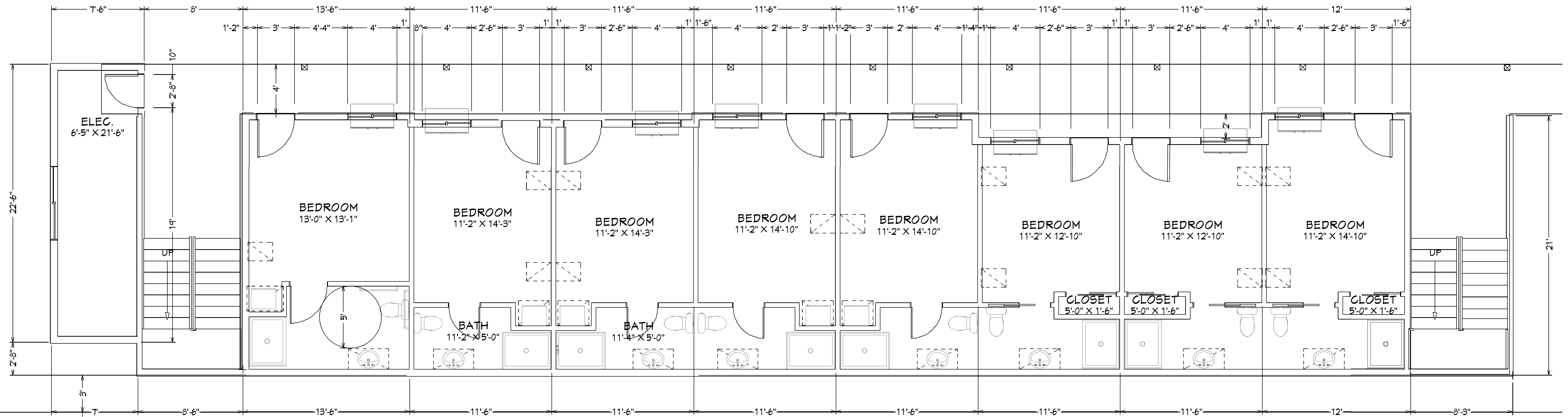
FOR: DOSS QUALITY HOMES
21550 SE TILLSTROM RD
DAMASCUS, OR 97089
503-201-8473
SITE: TAX MAP: 1S305BB
TAX LOT: 300, 301 & 302
FOREST GROVE, WASHINGTON COUNTY

HOLIDAY MOTEL EXPANSION
3224 PACIFIC AVENUE
N0831
PRELIMINARY LANDSCAPE
PLAN

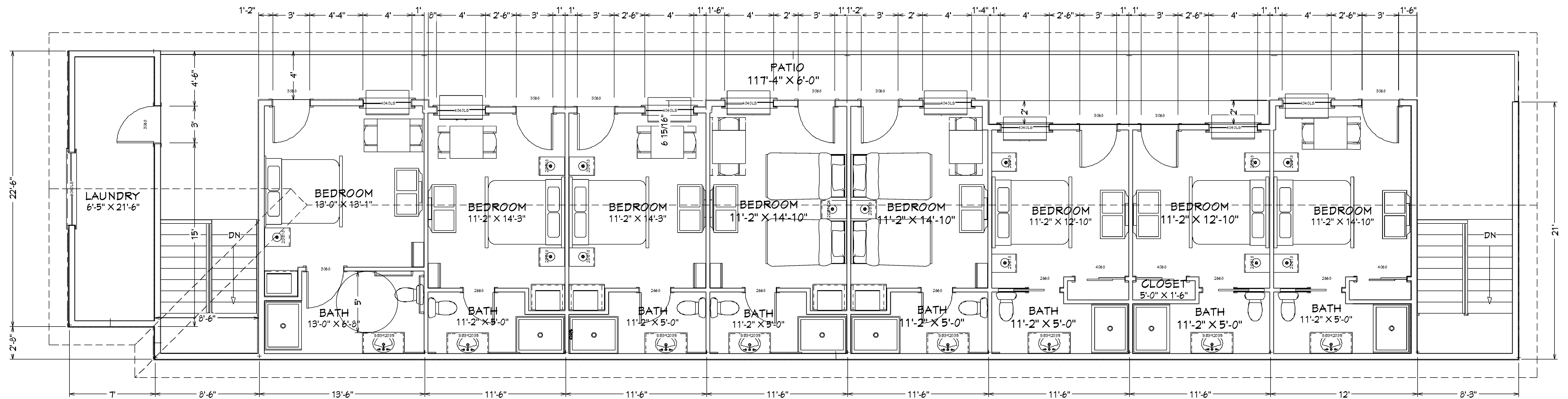
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NEW BUILDING AREA :
 1- FIRST FLOOR = 2453.26 SF
 2- SECOND FLOOR = 2453.26 SF
 TOTAL BUILDING AREA = 4906.52 SF



HOTEL FIRST FLOOR PLAN VIEW



HOTEL SECOND FLOOR PLAN VIEW

REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

**3224 PACIFIC AVENUE
 FOREST GROVE
 OREGON**

**AHMAD QESHTA
 DESIGNER**
 OFFICE: (503) 739-2401
 1819 SW 5th Ave #266, Portland, OR 97201
 www.kbtengineers.com

DATE:

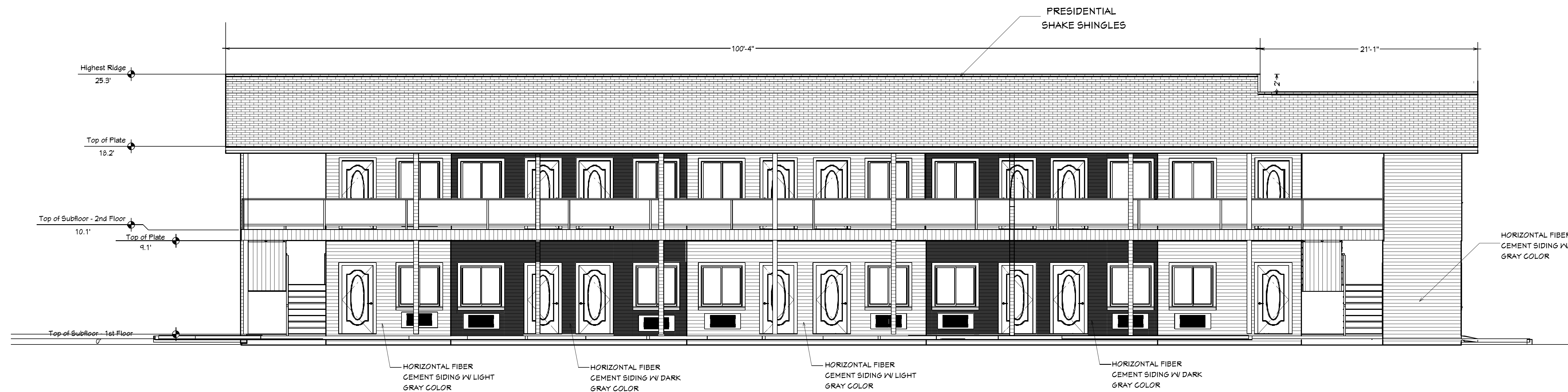
12/21/2023

SCALE:

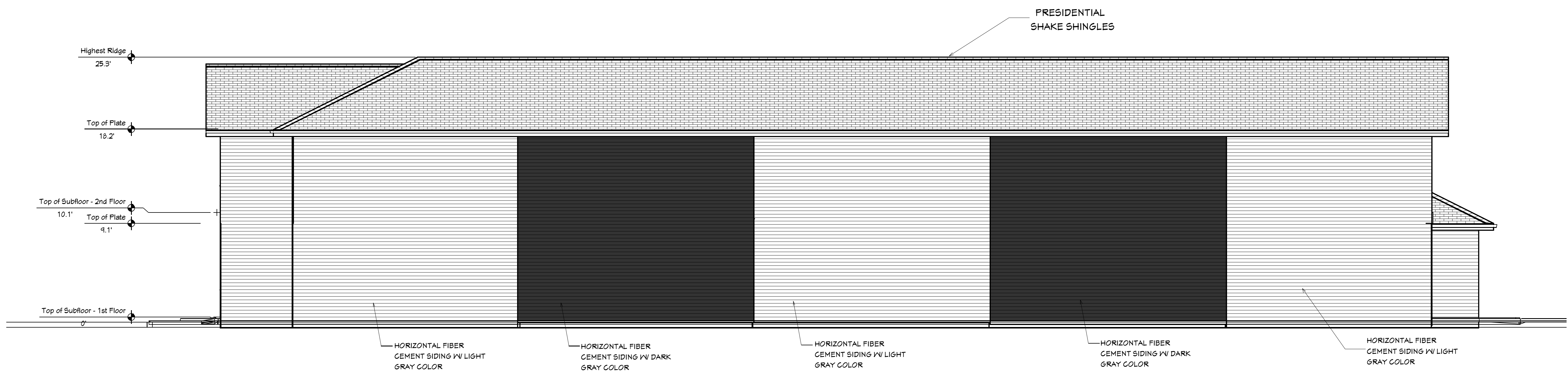
1/4"=1'-0"

SHEET:

S - 2



WEST ELEVATION



EAST ELEVATION

REVISION TABLE	
NUMBER	DATE

**3224 PACIFIC AVENUE
 FOREST GROVE
 OREGON**

**AHMAD QESHYA
 DESIGNER**
 OFFICE: (503) 739-2401
 1819 SW 5th Ave #266, Portland, OR 97201
 www.kbtengineers.com

DATE:

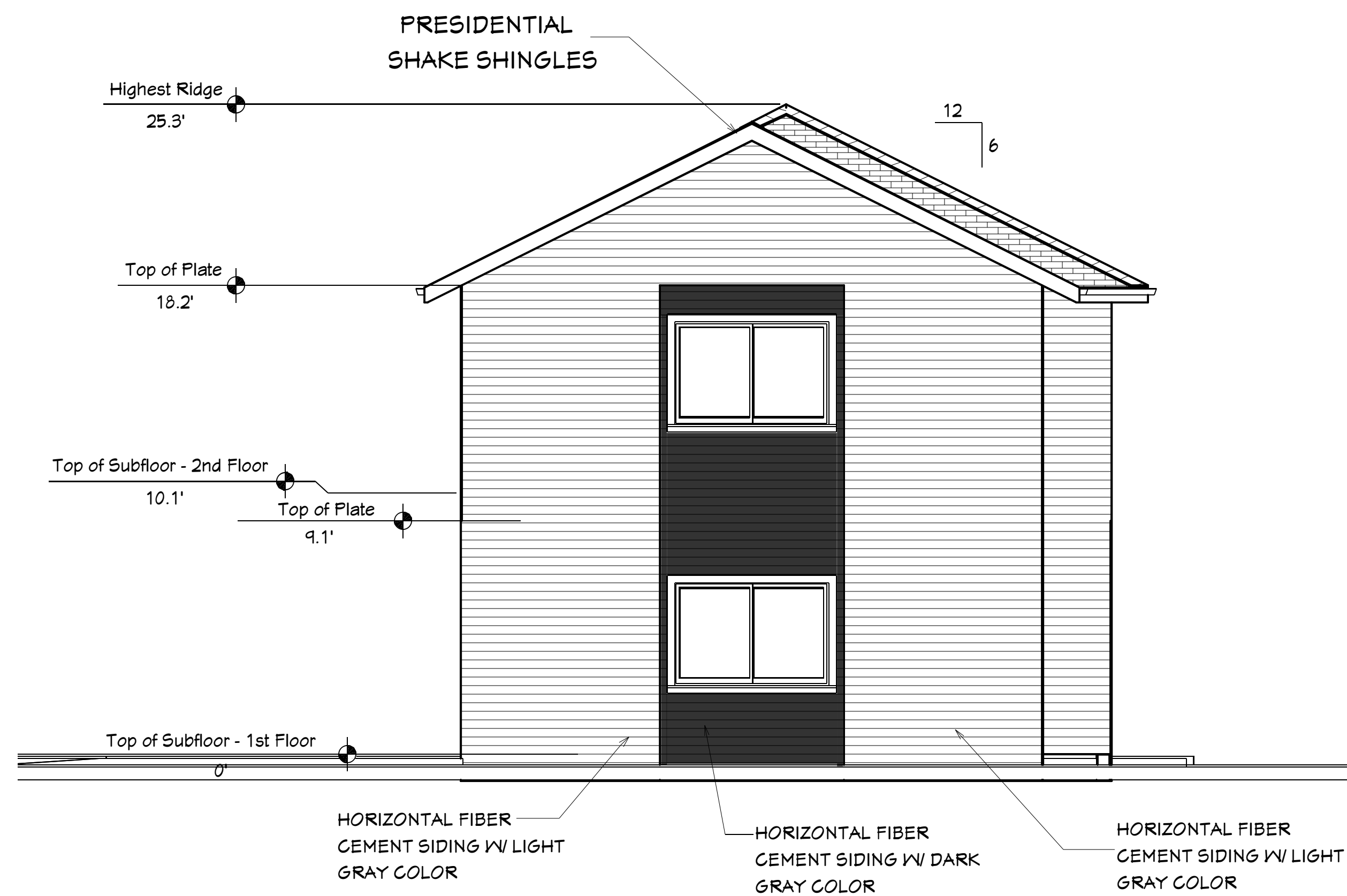
12/21/2023

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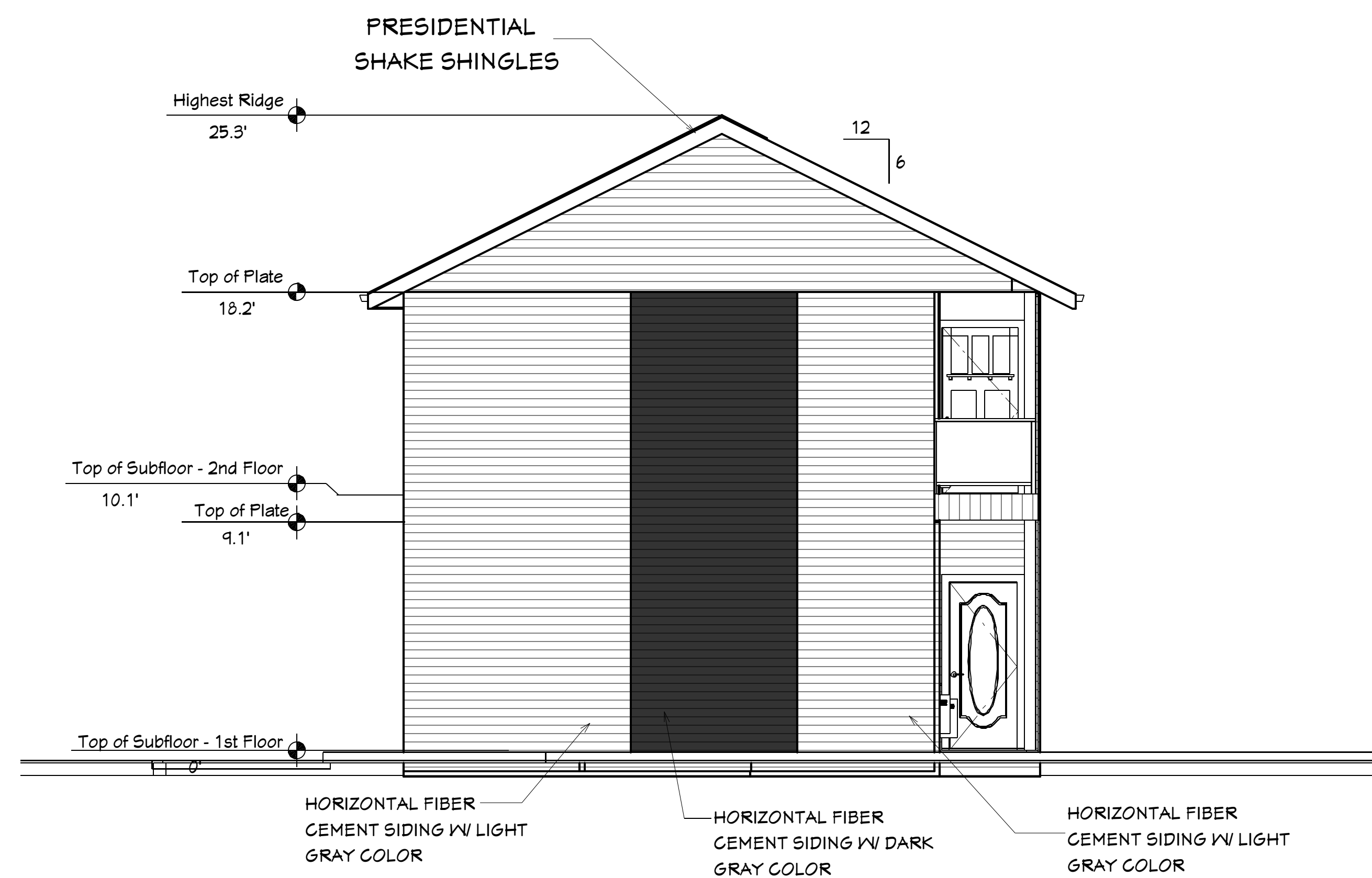
3/16"=1'-0"

SHEET:

S-3



SOUTH ELEVATION



NORTH ELEVATION

REVISION TABLE	
NUMBER	DATE

**3224 PACIFIC AVENUE
 FOREST GROVE
 OREGON**

**AHMAD QESHTA
 DESIGNER**
 OFFICE: (503) 739-2401
 1819 SW 5th Ave #266, Portland, OR 97201
 www.kbtengineers.com

DATE:

12/21/2023

SCALE:

1/4" = 1'-0"

SHEET:

S - 4

FGL&P Comments & Conditions

1. Submittal of a CAD file to FGL&P of the site plan showing wet utilities is required to start an electrical design.
2. The plans show a conflict with the trash enclosure and an existing power pole at the south property line. All costs to remedy the conflict will be the responsibility of the developer. FGL&P intends to replace the existing overhead line with underground conductors and a pad mount transformer.
3. The electrical service for any new structure is required to have an underground electrical feed. The installation of a new pad mount transformer will be required and must have a minimum clearance of 8 feet to any structure, including overhangs. The best location appears to be near the sidewalk at the north end of the property between the electric vehicle parking spaces. The developer will be responsible to provide and install all conduits and vaults.
4. FGL&P requires prepayment for all transformers and materials.
5. The developer will need to submit a new commercial-use electrical application.