

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

January 3, 2017–7:00 P.M.

PAGE 1 of 8

1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:00 p.m.

Planning Commission Present: Tom Beck, Carolyn Hymes, Sebastian B. Lawler, Lisa Nakajima, Dale Smith.

Planning Commission Excused: Phil Ruder and Hugo Rojas

Staff Present: James Reitz, Senior Planner; Marcia Phillips, Commission Coordinator.

2. PUBLIC MEETING:

2.1 PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS: None.

2.2 PUBLIC HEARING:

A. File # 311-16-000193-PLNG Conditional use permit to construct a new 9,500-square foot library and meeting hall at 2150 Masonic Way (Washington County Tax Lot 1N3032CC02300).

Chairman Beck opened the public hearing at 7:07 pm, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no challenges from the audience. He called for the staff report.

Mr. Reitz gave a PowerPoint presentation showing an aerial view of the site and surrounding neighborhoods.

Chairman Beck asked whether or not the owner is the same for both lots. Mr. Reitz stated it is the same owner, and McMenamin's has a long-term lease with the owner.

In response to a question from Commissioner Nakajima, Reitz said he believed the Masonic Way driveway gate is still there, but was not sure if it still functions.

Mr. Reitz explained that the applicant proposes to rent out the new building for private events with up to 120 attendees, which would create additional demand for parking. He said it was thought that McMenamin's parking could be used, but McMenamin's is an entity unto itself and is at times parked full. Reitz said the applicant has proposed to use an underutilized parking area north of the proposed site, and there is some parking along the administrative building. He said 26 parking spaces exist on-site to serve the administration office with 25 to 31 spaces required, so the minimum has been met. Reitz explained that for this project, two new ADA parking stalls would be constructed on the east side of the administration office, resulting in 28 spaces in the vicinity of the new building. He explained that by using a previous report done in 2015 by Kittleson and Associates Transportation Engineers, for a 120-person event we can estimate that 80%-90% of the attendees will arrive by car, and dividing the 120 attendees by the estimated 1.5 to 2.5 persons per vehicle results in a demand for 39 to 76 parking spaces. He said staffing for events is estimated at 1 staff member per 25 guests which equals 6 spaces, so the total number of parking spaces needed to accommodate a 120-person event would be 45 to 82 spaces. Reitz said the number of parking spaces falls only half a dozen shy of the number needed, so staff concludes that the parking supply appears to be adequate and staff is not proposing any conditions to require additional parking. He said staff recommends a pedestrian connection across Masonic Way.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

January 3, 2017–7:00 P.M.

PAGE 2 of 8

APPLICANT:

David Wark, 921 SW Washington St. Suite 250, Portland, OR 97204. Mr. Wark stated that the applicant has been working with staff on the parking, and agrees that Mcmenamin's is busy so their parking is not available. He said the applicant looked north of the site at the 257 spaces near Jennings McCall, and determined that total peak parking use would be 179 spaces (76 for residents, 45 for staff, and 58 for visitors) leaving 78 spaces available. Wark said they need 82 spaces and have 78 available, so they are just 4 short. He said the area behind the administrative building has 8 spaces, and staff could do some kind of valet parking if needed. Wark said the applicant will add a pedestrian pathway to connect across Masonic Way from the parking to the event building.

Chairman Beck commented that it looked like the applicant could add 6-8 spaces near the office building, which would allow people to park closer for smaller events. Commissioner Lawler agreed that would be a good idea.

PROPONENTS: None.

OPPONENTS:

Lyle Frank, 3729 19th Ave., Forest Grove, OR. Mr. Frank asked whether or not any traffic studies have been done on Quince Street. He said traffic there is terrible.

Chairman Beck said the State is currently working on moving utilities to put in more lanes on Quince Street, but this proposed project does not trigger any changes.

COMMISSION DISCUSSION:

Commissioner Hymes commented that the parking situation seems easy to fix.

Commissioner Nakajima commented that these would be sporadic events. She would like to see the old gate removed.

Commissioner Nakajima made a motion to approve File # 311-16-000193-PLNG Conditional use permit to construct a new 9,500-square foot library and meeting hall at 2150 Masonic Way (Washington County Tax Lot 1N3032CC02300) with an amendment to the Conditions of Approval to add six parking spaces near the administrative building. Commissioner Lawler seconded. Motion passed 5-0.

B. File # 311-16-000187-PLNG Site plan approval and design review of a proposed 192-unit apartment complex housed in 17 buildings: one recreation building; one garage building; one storage building; one two-suite commercial building and one coffee kiosk drive-through. (Washington County tax lots 1S305AB—400, 401, 500 and a portion of 501.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

January 3, 2017–7:00 P.M.

PAGE 3 of 8

Chairman Beck opened the public hearing and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Commissioner Nakajima stated that she is owner of an adjacent property. Beck called for the staff report.

Mr. Reitz gave a PowerPoint presentation. He showed a site map, and explained that the site plan consists of 17 apartment buildings, a recreation/office/residential building at the east Pacific Avenue driveway with a pool and sport court, and at the northwest corner at the Pacific Avenue driveway would be a commercial building, and a coffee kiosk drive-through. Reitz explained that years ago Haggen did frontage improvements along Pacific Avenue, and some infrastructure on the site before abandoning their project. He said there were easements in place to share parking with Ace Hardware.

Mr. Reitz stated that the site is entirely in the Community Commercial zone with a residential zone (R-7) on the south side of 19th Avenue. He said on an adjacent site a different applicant has submitted the Stonewood Center (commercial) project, but the application is not complete. When it is complete it will come before the Commission. Reitz said there is a lot line adjustment in process to straighten the west property line near the garage building. He said that not counting the garage building there is still ample parking on-site with more available on the street. Reitz said staff has issues with the drive aisles around the proposed commercial building and the west entrance. He indicated on the site map the issues staff has with the stacked cars blocking the entrance and the parking spaces near the kiosk. He showed examples of the building elevations, and stated it is clearly a unified complex.

Chairman Beck said a key point is variety of colors and a mix of materials extending around all four sides of the buildings. Mr. Reitz explained that the applicant proposes to extend the materials around all four sides of the buildings, except the commercial buildings which are a little different.

In response to a question from Chairman Beck, Reitz explained that staff had originally anticipated this would be all commercial, and traffic arms were installed. Haggen's did not move forward, so the arms were pulled. He said the grocery store would have generated a lot more traffic than this residential proposal, and the Oregon Department of Transportation (ODOT) concurs warrants are not met for a traffic light. When the Stonewood Center project goes through, ODOT will look at that traffic analysis and the site in total. Reitz said this project will generate about one million dollars in Transportation Development Tax, and the Stonewood Center project another half a million dollars. He stated the City can use this money to contribute to any traffic project along Pacific Avenue. Reitz explained about the proposed three lane driveways and two-stage left turns recommended by ODOT. He said 60% of traffic will go out to Pacific Avenue and 40% to 19th Avenue, which is a collector street.

Mr. Reitz went through the proposed Conditions of Approval. Condition #5 - He said everything is oriented towards the center of the project, so it is a concern due to the surrounding single family neighborhood. Staff recommends the three buildings to the south along 19th Avenue be turned to face the single-family homes across the street. This would give a more neighborhood-like feel, and allow more eyes on the street. Condition #6 – Staff is looking at applying this condition to just the coffee kiosk area. The Commission can change this. Conditions #7, 8, 9, and 10 – These conditions are from ODOT, and staff encourages the acceptance of them. There is concern about the kiosk being so close to the entrance with no stacking space. ODOT recommends the drive-through access be located at least 50 feet south of the Pacific Avenue right-of-way line, or beyond

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

January 3, 2017–7:00 P.M.

PAGE 4 of 8

the queue length at the driveway. Commissioner Lawler made the comment that there is a lot of traffic congestion in that area.

Condition #11 – Mr. Reitz said this condition would allow access from the existing building located to the east of the site on Pacific Avenue. At some time in the future the existing building's two driveways would both be abandoned. Condition #13 – This condition would align the proposed east/west drive aisle with the existing drive aisles. Condition #14 – The increase to 6 ½ feet for walkways would make additional curb stops unnecessary. Condition #15 & 16 – The trash enclosure cannot be near the street per code. Staff recommends the one along Pacific Avenue be relocated, and both trash enclosures be roofed as an improvement both visually and environmentally. (People in second and third story apartments would not look down into the trash bin.) Condition #17 – The applicant proposes two and three bedroom units, so there will undoubtedly be young children. Staff recommends a play structure be installed within a fenced enclosure with two benches nearby. Condition #18 – Chain link fences are not aesthetic. Staff recommends the applicant either eliminate the fence or use a different material (such as wrought iron). With the realignment of the three buildings along 19th Avenue perhaps no fence would make it look more neighborly. Condition # 19 – Staff could not determine who owns the trees along the adjacent property, so they need to be protected. The applicant could talk to the adjacent property owner about replacing the trees with a better quality. Condition #20 – The existing street trees along Pacific Avenue are suffering from deferred maintenance, and are all proposed to go away. ODOT may or may not agree to street trees in the parkway. There are a limited number of tree varieties that would fit in the narrower parkway along 19th Avenue. Condition #22 – Staff recommends a visual barrier for screening along the commercial parking area. Condition #23 - The impervious surface may exist on the site plan, but is not called out. Condition #24 – It is standard in our Development Code to direct lighting downward. Condition #25 – Staff is working with our Washington County counterparts to move towards clarity on addressing, so buildings can be located more easily. Conditions # 25-30 – These conditions were recommended by the Forest Grove Fire Department to ensure the engines and the ladder truck can get through, etc. Condition #31 – Stairwells can be very dark, so by painting them a light color it aids in visibility.

In response to a question from Commissioner Hymes, Mr. Reitz stated that walkways are shown on sheet SDR-3 of the plans.

Chairman Beck said there does not appear to be enough walkways from the north buildings to the center. He directed staff to write a new Condition #32 that crosswalks be installed to connect each cluster of buildings with other clusters of buildings. When clusters have more than two buildings there needs to be a crosswalk on either end. He also proposed Condition #33 that the coffee kiosk not only be at least 50-feet from the street, but also at least 50-feet from the driveway to avoid car backup into the drive space.

APPLICANT:

Mark Grenz, Multi/Tech Engineering, 1155 13th NE, Salem, OR 97302. Mr. Grenz said the applicant is a builder of multi-family residences, and is excited to bring this project to Forest Grove. Grenz described the type of materials to be used, and pointed to the materials board on display for viewing. He said the applicant spent time looking at the constraints on this site. He said the decision was made to put the coffee kiosk near the pool and sports court and along the street where it they would be visible to all. Handout #2 is a copy of the applicant's proposed

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

January 3, 2017–7:00 P.M.

PAGE 5 of 8

revisions to staff's Conditions of Approval. Grenz said the majority of the conditions were expected, but the applicant requests revisions to some of them.

Condition #5 – The applicant understands that the goal is to have buildings facing the street, but there is only one entrance into the buildings and no corridor front to back, which causes issues with accessing parking (which would then be behind the buildings). Grenz said there is nothing in the Development Code about how buildings should be oriented, so the applicant proposes using fencing and landscape screening for privacy. Mr. Grenz stated that he now understands that staff's intent is the view from the street. He said solid railing could be used to hide stuff that ends up on patios to make the buildings more visually appealing from the homes across the street.

Chairman Beck instructed staff to reword Condition #5 to read "Buildings 7, 8 and 9 shall be reoriented to face 19th Avenue or wrought iron fencing landscaping and screening shall be used to reduce the visual intrusion into the first floor patio areas to create some privacy and solid railing on the second and third floor patios.

Commissioner Hymes said the problem with turning the buildings to face the street is that people will park closest to the entrance, which means they will park on 19th Avenue – both sides. This would take up parking spaces now used by the single-family home owners.

Mr. Grenz suggested that the applicant could plant more mature twelve foot trees to help screen the second floor patios. He said the applicant would rather work with staff on screening than reorient the three buildings.

Grenz showed an enhanced view of the coffee kiosk area and indicated the proposed traffic pattern. He said the proposed coffee kiosk is out where it is so it can be seen. Chairman Beck said the challenge the applicant is facing is how to keep drivers from turning where they should not and cutting in line. He said with the queue in front of the residential/commercial buildings, it becomes difficult for people to back out of their parking spaces. Beck suggested leaving staff's condition, and working to revise it.

Mr. Grenz said the architect of the Stonewood Center project sent the applicant their site plan, so they could see how things line up. Grenz said he used less rigid words on Condition #13 to give the applicant room to work on the alignment. He said to keep in mind that this is an interior intersection where traffic is moving very slowly – not a street intersection where people are going 30 MPH. Grenz suggested moving the parking spaces to the south side of the commercial building to help with alignment.

Commissioner Lawler made the comment that there is a lot of traffic feeding into this north/south driveway entrance. He would like to see the south side of the existing island go away to align the east/west drive aisle.

Chairman Beck said he understands the argument staff is making about alignment of the drive aisles, but he did not mind a little bit of a hiccup so people do not use it as a through way. He suggested using an internal stop sign at that intersection, and maybe a crosswalk as one more visual warning to make people stop and think. The Commissioners agreed.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

January 3, 2017–7:00 P.M.

PAGE 6 of 8

Mr. Grenz said moving the location of the coffee kiosk can be done. Chairman Beck instructed staff to add to proposed new Condition # 33 that the kiosk must be located so stacked traffic does not block people backing out of both commercial and residential parking spaces.

Mr. Grenz said the applicant is happy with the other Conditions of Approval.

PROPOSERS: None.

OPPOSERS:

Nathan Miller, 3820 19th Avenue, Forest Grove, OR. Mr. Miller agreed that reorienting the three buildings to face 19th Avenue would be a good idea, with a solid fence so people could not cut through to 19th Avenue. He stated that drivers use 19th Avenue to avoid traffic on Pacific Avenue, and often ignore the 25 MPH speed limit by going 35-40 MPH. He asked what is being done to control traffic on 19th Avenue. He said right now it is a big straightaway, two lanes with parking on both sides. Miller said people use it to get to Hwy 47, and to the school on Mountain View Lane. He said this project will add even more traffic. He asked what will happen to property values if this project goes through. Miller said he was glad to see development in Forest Grove, and this project is not a bad idea. He again stated that 19th Avenue is already extremely busy with no traffic control.

OTHER:

Mark Nakajima, PO Box 308, Forest Grove, OR. Mr. Nakajima said he was present to represent Ace Hardware, which is adjacent to the proposed project. He stated his concern was that the coffee kiosk is proposed to be located at the main entrance. He stated there was too much contention, and this was not what was originally proposed, and it may need to be pursued with attorneys. He suggested that flip flopping the commercial to the east driveway might work. Nakajima said the Stonewood Center is a very nice commercial project and shows a coffee shop. He said he could not imagine a 10-foot black fence along Pacific Avenue.

REBUTTAL:

Mr. Grenz said if the traffic analysis is correct, then only 20% of the traffic will exit onto 19th Avenue, which is less than thirty trips total during PM peak time. He said studies have been done regarding apartment buildings added to an area, and it enhances the residential. It also adds more eyes on the street to watch what is happening. Grenz said this project offers nice architectural features, and is not just a box – it is a good product. He said this project also meets the needs of the community for more housing. Grenz said he could not speak on the agreement between property owners since he was not a part of that.

Chairman Beck closed the public hearing at 9:39 p.m.

COMMISSION DISCUSSION:

Chairman Beck asked the Commissioners if they agreed with Mr. Nakajima about solid landscaping instead of black wrought iron fence. Beck suggested hedging then a fence behind that for the sport court.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

January 3, 2017–7:00 P.M.

PAGE 7 of 8

Commissioner Lawler liked the idea of hedging as well as fencing around the sport court. He stated his reservations about the queue to the coffee kiosk – drivers taking short cuts and long queues blocking parking spaces.

Chairman Beck stated that he lives on a collector street, and understands the problem, but at least the people on 19th Avenue will not be looking at the back of a grocery store. He said in that sense this project is a blessing. Beck instructed staff to write a condition that the kiosk shall have one useable entrance and one exit.

Commissioner Smith said it is going to be difficult to orient the kiosk 50-feet from the intersection. Commissioner Lawler said even if the kiosk is flipped with the commercial building there is still the same problem. Chairman Beck suggested turning the commercial building ninety degrees and allowing traffic to go in one way and out one way. He instructed staff to keep the condition of approval about blocking parking spaces, but also keep it 50-feet from the intersection.

Mr. Reitz clarified with the Commission that the whole streetscape should be screened by vegetation with solid vegetation across the sport court. The Commissioners agreed.

Chairman Beck instructed staff to put into the Conditions of Approval that the buildings should be various colors and shades of colors.

Commissioner Lawler made a motion to accept File # 311-16-000187-PLNG Site plan approval and design review of a proposed 192-unit apartment complex housed in 17 buildings: one recreation building; one garage building; one storage building; one two-suite commercial building and one coffee kiosk drive-through. (Washington County tax lots 1S305AB—400, 401, 500 and a portion of 501 with amendments to the Conditions of Approval as noted. Commissioner Smith seconded. Motion passed 4-0 with one abstention by Commissioner Nakajima.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS: None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Smith made a motion to approve the minutes from the October 17, 2016 meeting. Commissioner Nakajima seconded. Motion passed 5-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

In Mr. Holan's absence, Mr. Reitz reported that the next meeting on January 17, 2017 will have two items on the agenda. He said the Silverstone applicant is requesting an amendment to the Development Code to allow flexibility for driveway widths in residential zones. The current maximum driveway width is 24 feet; the amendment, if approved, would allow some driveways to have a maximum width of 30 feet. He said the second item on the agenda is a work session on the Westside Planning Project.

PLANNING COMMISSION MEETING MINUTES

FOREST GROVE COMMUNITY AUDITORIUM

January 3, 2017–7:00 P.M.

PAGE 8 of 8

Mr. Reitz said the Stonewood Center, and a dental office at Pacific Avenue and Oak Street will both be coming before the Commission at a date to be determined. He said Cedar Manor Apartments are under construction, the Jesse Quinn project had its groundbreaking, and McMenamin's has almost completed their third floor renovation.

3.4 **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on January 17, 2017 at 7 pm.

3.5 **ADJOURNMENT:** The meeting was adjourned at 9:58 pm.

Respectfully submitted by:

Marcia Phillips

Planning Commission Coordinator