



**Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Tuesday, January 21st, 2020, 7:00 pm**

1. CALL TO ORDER:

Chair Tom Beck called the meeting to order at 7:02 p.m. Roll Call:

Planning Commission Present: Phil Ruder, Vice Chair; Commissioners Lisa Nakajima, Ginny Sanderson, Hugo Rojas, and Dale Smith.

Planning Commission Excused: Chair Tom Beck.

Staff Present: Dan Riordan, Long Range Planner; Cassi Bergstrom, Planning Commission Coordinator.

2. PUBLIC MEETING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

**(1.) File No. 311-19-000033-PLNG – Variance to the Development Code
Driveway Standards at 4115 24th Ave**

Vice Chair Phil Ruder opened the quasi-judicial public hearing at 7:04 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Mr. Dan Riordan gave a Power Point presentation, showing the location and aerial view of the site. Mr. Riordan explained to the Commission that the applicant has previously requested driveway widths and spacing variances in 2016 and 2018, with the most recent request being a 192-foot-wide driveway width to allow trucks to back into the loading docks directly off 24th Avenue. This variance was approved.

Mr. Riordan informed Commissioners that the applicant has now purchased the property to the east of their current site resulting in a new site plan concept which created the need for a new variance request. The loading dock will now be set back off the road with truck movement taking place on site. The applicant is requesting a reduction of the required minimum distance between two driveways (approximately 90 feet and 56 feet) located on 24th Avenue as well as a request of a 55-foot

driveway width located on Yew Street. Maximum driveway width allowed within a General Industrial zone is 40 feet, and the required minimum distance between driveways is 105 feet in a 25 mph zone.

The applicant is required to construct a half street improvement on Yew Street, but this still makes the road narrower than standard. This is the reason for making the driveway width wider in order to accommodate for truck turning movements.

Staff recommends approval of the requested driveway variance with the conditions: Narrow the width of the east 24th Avenue driveway to 20 feet; and upon the full improvement of Yew Street, the north driveway width shall be reduced to the standard of 40-feet.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

Jessica Lucas, Architect, 1405 SW Kari Ln, Portland, OR 97219:

Ms. Jessica Lucas gave a Power Point presentation showing how they arrived at the determination of a new variance request and the site constraints making the variance essential for their operations. Old Trapper is going to be expanding their distribution facility, and the property to the east was purchased in order to do so. This new site plan is an improvement from the last site plan layout in 2018. The two lots are very long and skinny, which makes a unique situation when designing the loading docks from the warehouses, but now there are two street frontages on 24th Avenue and Yew Street.

Ms. Lucas explained the three variances requested: Reduction of the minimum distance between curb cuts from 105' to 55'-10" located on 24th Ave (west driveway); Reduction of the minimum distance between curb cuts from 105' to 90'-3" located on 24th Ave (east driveway); and increase the driveway width from 40' to 55' located on Yew Street (currently undeveloped). The plan is to connect the proposed warehouse building, the production facility built in 2017, and the existing warehouse.

Ms. Lucas presented the proposed site plan showing the truck maneuvering taking place all on site rather than off 24th Avenue. Allowing the variances offers better visibility, queuing, and safety for both commuters and truckers. Old Trapper is planning on improving two-thirds (an increase of the half required by the City) of the unimproved portion of Yew Street in order to get construction and distribution trucks in and out safely.

Ms. Lucas showed how the queuing works in the staff parking lot. Old Trapper is requesting an increase of the east driveway width due to the office supply and mail delivery trucks that come in to the staff parking area. Shift changes and lunch hours can create traffic generation in the staff parking lot, and this allows for the delivery

trucks to enter in the area without waiting on the street. Commissioner Sanderson inquired how many deliveries are received a day from these kinds of trucks, and the applicant responded that they receive 3-5 deliveries a day at that location.

Vice Chair Ruder asked if the applicant was in objection to the condition requiring the driveway width to be reduced down to the standard once Yew Street is completely improved, and Ms. Lucas responded that they do not know yet what the future holds for the site so leaving the driveway width as-is would be preferred. Ms. Lucas is requesting the variances be approved without the City staff conditions as wider driveway approaches are helpful to large trucks maneuvering onto the site.

Ms. Lucas presented a truck maneuvering graphic showing how they will be transporting product on and off the site. Commissioner Rojas inquired if more employees will be hired due to the expansion. Ms. Lucas responded that about 120,000 square feet of distribution area/office space will be added, so an employee growth is anticipated.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

None.

REBUTTAL:

None.

Vice Chair Ruder closed the public hearing at 7:41 p.m.

COMMISSIONER DISCUSSION:

Vice Chair Ruder asked why the conditions of approval made by City Staff matter for that site. Mr. Riordan responded that the proposed conditions ensure the variance is the minimum deviation necessary from the Development Code, and the approval criteria for a variance also states that the need does not result from prior actions of the applicant or owner, or from personal circumstances of or caused by the applicant or owner, such as financial circumstances. The larger issue may be with the code in general and whether a 40-foot driveway width is acceptable in the Industrial zone, which would require a code text amendment. At this time the only way for the applicant to get the driveway standard changed is through a variance request.

Commissioner Sanderson asked how the Yew Street driveway width condition will be enforced because it is not known when the street will be improved entirely, and if at that time a variance can be requested to keep the driveway at its current width of

40-feet. Mr. Riordan explained that it would be an enforcement issue, and the City would have to track this condition. A variance could be requested again to allow the larger driveway after the street is fully improved to determine if it is needed.

Commissioner Nakajima stated that the applicant's proposed plan is an improvement from the last variance requested, and is pleased that the trucks will now be maneuvering on site and not in the street.

Vice Chair believes the variances are necessary for the unique layout of the site, and Commissioners agreed. A straw vote was taken among Commissioners, and all were in agreeance to approve the variance without the city recommended conditions.

Commissioner Nakajima moved a motion to approve file number 311-19-000033-PLNG – Variance to the Development Code driveway width and distance between curb cut standards at 4115-4131 24th Ave without the conditions recommended by the City. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Vice Chair Ruder; Commissioners Rojas, Sanderson, Nakajima, and Smith. NOES: None. ABSENT: Chair Beck. MOTION CARRIED 5-0.

C. **ACTION ITEMS:**
None.

D. **WORK SESSION ITEMS:**
None.

3. BUSINESS MEETING:

A. **APPROVAL OF MINUTES:**
Commissioner Smith moved to approve the minutes of the December 16th, 2019 meeting. Commissioner Nakajima seconded. Motion passed 5-0.

B. **REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:**
None.

C. **DIRECTOR'S REPORT:**
Senior Planner Dan Riordan informed Commissioners that there is not a Planning Commission meeting scheduled yet, but there have been a few plan review board meetings as well as applications for new subdivisions.

Mr. Riordan updated Commissioners on the request for proposals for the Oak Street Land Use Refinement Plan that have been issued, and the deadline for submittal is February 13th.

An advisory committee through the State are figuring out how to implement the newest House Bills 2001 and 2003 that have passed regarding the housing needs. A model code is being drafted for the cities to adopt, and this will affect Forest Grove.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

E. ADJOURNMENT:

The meeting was adjourned at 8:00 p.m.

Respectfully submitted by:

Cassi Bergstrom
Planning Commission Coordinator