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**Planning Commission
Community Auditorium and Zoom
1915 Main Street, Forest Grove, OR
Monday, April 5th, 2021, 7:00 pm**

1. CALL TO ORDER AND ROLL CALL:

Chair Phil Ruder called the Planning Commission public hearing to order at 7:00 p.m. via Zoom Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Planning Commission limited in-person contact and social distancing. **The Planning Commission conducted the meeting remotely by video conferencing.** The meeting was remotely video conferenced by Planning Commission Coordinator Cassi Bergstrom as well as televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 23 on their website. To view the recorded meeting, please visit <http://tvctv.org/>. The public was allowed to attend via Zoom or observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). Written comments on items not on the agenda and written testimony regarding the public hearing were accepted if submitted by April 5th, 2021, 3 p.m. to Senior Planner James Reitz.

Roll Call:

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

Planning Commission Excused: None.

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

2. PUBLIC MEETING:

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

B. PUBLIC HEARING:

(1.) File No. 311-21-000002-PLNG – Site plan approval and design review of a proposed 6-building, 36-unit apartment complex located at 2524 Main Street.

Chair Phil Ruder opened the quasi-judicial public hearing at 7:02 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Senior Planner James Reitz gave a Powerpoint presentation, giving an overview and history of the project site at 2525 A Street/2508 Main Street, formerly known as the “VanDoren” site with an aerial view. This is a 6-building, 36-unit affordable housing apartment complex with a variety of 2 and 3-story structures. The site plan, landscape plans, architectural design, and building elevations were shown to Commissioners. Mr. Reitz noted that Main Street is a collector street and the main entrance/exit will be directed from Main Street, but there will be an access point located off A Street.

Mr. Reitz informed Commissioners parking will be mainly on-site, but there will be off-street parking adjacent from the site included in the minimum parking requirement. The applicant proposed fencing and a landscape buffer separating the project area from the neighboring property, as well as an ample amount of street trees, bicycle parking, and a community garden area.

Staff recommends approval of the site plan and design review permit with optional conditions: Narrow the drive aisle to 20 feet from 23 feet, resulting in a shift to Building E north 3 additional feet. This will give a larger setback between the neighboring property and the proposed apartment building.

Chair Ruder questioned the optional condition and had concerns that narrowing the driveway could push people out onto the narrow A Street. Mr. Reitz responded that it is always a possibility, but traffic speeds lower when narrowing occurs.

CORRESPONDENCE:

There were three correspondence received regarding this project:

Mario Ortiz, 2439 A Street, Forest Grove, OR 97116: Mr. Ortiz communicated concerns regarding the traffic flow and narrowness on A Street.

Kathy Eichorst, 2405 A Street, Forest Grove OR 97116 and Lori Rothage, 8293 Simonsen Rd, Eugene, OR 97405: Ms. Eichorst and Ms. Rothage communicated concerns regarding the reduction of off-street parking as well as the traffic flow onto A Street.

Ian Mallett (via Email): Mr. Mallett communicated concerns regarding the need for more affordable housing, but not with more apartments.

APPLICANT:

Brian Carleton, 830 SW 10th Ave, #200, Portland, OR 97205:

Mr. Brian Carleton with Carleton Hart Architecture joined via Zoom. Shannon Wilson and Stephen from the Housing Authority of Washington County, as well as Carolyn Kruger and John Creighton from Carleton Hart Architecture, also joined via Zoom.

Mr. Carleton explained that they are excited to do this project. He explained that Forest Grove has a need for affordable housing, and are hoping to be an asset to the community and neighborhood. Their project has 1-bedroom to 3-bedroom units to accommodate a diverse mix of residents. Neighborhood meetings were held via Zoom, and they heard a lot of concern regarding the traffic capacity on A Street as well as congestion in the area when Pacific University students are parking along Main Street.

Mr. Carleton informed Commissioners that the property will have on-site management, as well as adequate parking with 70 spaces total available to the residents. Commissioner Nakajima inquired if there will be on-site and designated visitor parking available, and the applicant responded that there will be 1 or 2 spots available.

Commissioner Nakajima asked if the applicant considered that the A Street exit be for emergency only. The applicant was concerned how trucks, for example a garbage truck, will be existing the property safely with only one entry and exit point. They would be open to that idea down the road if a problem persists.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

Christie Pingel & Samantha Bell, 2509 Main Street, Forest Grove, OR 97116:

Ms. Christie Pingel and Samantha Bell spoke to Commissioners via Zoom, and voiced their concerns regarding the crosswalk at Main Street and 26th Avenue stating that it is not safe for children to cross because cars do not stop. The City recently installed a sign and re-painted the crosswalk lines, but it isn't enough. Ms. Pingel wondered if there are any proposed changes to the intersection due to the development of the property nearby.

Mr. Reitz stated that the sidewalks along 26th Avenue and Main Street will be required to be replaced in their entirety. What is present is not ADA compliant, so bulb outs and ADA curb ramps as a result of the project. The crosswalk will remain in its location but will be required to be enhanced. A flashing beacon would need to be requested to the City Engineering office to see if the intersection meets the

minimum requirement for such. Ms. Pingel stated that this is for the safety of the new tenants as well as the current crosswalk paint is already cracked; she will be reaching out to the City Engineering office to help remedy the concern.

REBUTTAL:

The applicant states that he is in support of putting in good sidewalks and an enhanced crosswalk as part of their project.

Chair Ruder closed the public hearing at 8:01 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the proposal, in particular moving the building north three feet. Chair Ruder was not in support of narrowing the drive to accommodate the increased setback to Building E, and Vice Chair Rojas along with Commissioner Smith agreed.

Commissioner Nakajima has concerns regarding the parking along A Street, and suggested it be closed for access except for the case of an emergency. Commissioner Sanderson suggested that the exit be a right turn only onto A Street to limit traffic flow on A Street. Mr. Reitz responded that a right turn only would be difficult to enforce. Chair Ruder disagreed, and would find the right turn only onto A Street beneficial. Commissioner Nakajima agreed with the proposal of right turn only onto A Street.

Commissioner Danko wondered if the A Street egress being restricted to emergency vehicles only would create limited capability for other vehicles to turn around. Mr. Reitz agreed that blocking the egress of would not be beneficial to the project.

Vice Chair Rojas moved a motion to approve file number 311-21-000002-PLNG – Site plan approval and design review of a proposed 6-building, 36-unit apartment complex located at 2524 Main Street with staff’s recommended condition of moving Building E three feet to the north and making the egress out onto A Street a right turn only. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Smith, Nakajima, and Danko. NOES: Commissioner Redwine. ABSTAIN: None. ABSENT: None. MOTION CARRIED 6-1.

(2.) File No. 311-20-000174-PLNG – Conditional use permit to remodel a portion of an existing building for the purpose of processing cannabis located at 3700 24th Avenue.

Chair Phil Ruder opened the quasi-judicial public hearing at 8:17 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Senior Planner James Reitz gave a Powerpoint presentation, giving an overview of the project site located at 3700 24th Avenue with an aerial view. This building is existing, and the cannabis processing will happen in one area of the building. The applicant proposes a remodel of a portion of the building for the purpose of rendering purified cannabinoids to be formulated into topical salves, lotions, and sera for health and beauty applications.

Mr. Reitz presented photos of the existing conditions at the site, including the unmaintained landscape areas and parking lot. There is proposed to be only 3-4 employees this year, with the possibility of growing with 10-12 employees if warranted. Any access to the building will be limited to employees only. Deficiencies on site will be required to comply with current City standards and specifications. Ventilation filters will be required to be installed to keep any smell from being emitted outside the building. Staff recommends approval of the cannabis processing conditional use permit with the applicant bound to the project description.

Chair Ruder inquired if any smell complaints have been received by any other manufacturers in the City. Mr. Reitz responded that there have been a few complaints, but steps were taken to mitigate the smell by the property owner.

CORRESPONDENCE:

No correspondence has been received from the public.

APPLICANT:

Preston Alexander, Four Elements LLC, 3700 24th Ave, Forest Grove, OR 97116:

Mr. Preston Alexander spoke to Commissioners via Zoom, explaining how he processes the cannabis in order to create the topical pain relief product and the plan of the tenant improvement to the building. Mr. Alexander explained that the aroma will not be an issue because carbon filters will be installed in the ventilation system.

Mr. Alexander anticipates a relatively small staff, and no additional exterior lighting will be needed.

PROPONENTS:

None.

OPPONENTS:

None.

OTHER:

Katie Hyneman, 1550 NW Porter Road, Forest Grove, OR 97116:

Ms. Katie Hyneman came to the front of the auditorium to speak. Ms. Hyneman explained that her parents own the building west of the project site.

Ms. Hyneman asked the applicant if the product contains THC that could be mood altering, and the applicant responded yes. Ms. Hyneman has concerns regarding the homeless population amplifying because of the cannabis processing next door.

REBUTTAL:

Mr. Alexander rebutted that there will be an extensive security system installed to prevent/reduce any theft of the product from occurring. There will not be large signage advertising the processing.

Chair Ruder closed the public hearing at 8:47 p.m.

COMMISSIONER DISCUSSION:

Chair Ruder asked for any questions or discussion regarding the proposal. Commissioner Nakajima inquired how often deliveries of the THC product will occur, and the applicant responded a few times a year but processing will be on-going.

Vice Chair Rojas moved a motion to approve to file number 311-20-000174-PLNG – Conditional use permit to remodel a portion of an existing building for the purpose of processing cannabis located at 3700 24th Avenue. Commissioner Redwine seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Vice Chair Rojas; Commissioners Sanderson, Smith, Nakajima, Danko, and Redwine. NOES: None. ABSTAIN: None. ABSENT: None. MOTION CARRIED 7-0.

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 7th and December 21st, 2020 meetings. Commissioner Sanderson seconded. Motion passed 7-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Community Development Director Bryan Pohl updated Commissioners on the Festival Street plan, Tualatin Valley Highway Improvement plan, and Oak Street Area plan.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting will be held May 17th, 2021.

E. ADJOURNMENT:

The meeting was adjourned at 8:52 p.m.

Respectfully submitted by:

Cassi Bergstrom
Planning Commission Coordinator