



**Planning Commission
Community Auditorium and Zoom
1915 Main Street, Forest Grove, OR
Monday, January 18, 2022, 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 Shannon Reynolds as well as televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 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 3 p.m. on January 18th to Senior Planner Dan Riordan.

Roll Call:

Planning Commission Present via Zoom Remotely: Chair Phil Ruder; Commissioners Lisa Nakajima, Ginny Sanderson, and Julie Danko.

Planning Commission Excused: Commissioner Joel Redwine.

Staff Present: Bryan Pohl, Community Development Director (via Zoom); Dan Riordan, Senior Planner (in the Auditorium); Shannon Reynolds, 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. 311-21-000050-PLNG – Unlisted Use Authorization for landscaping maintenance business in the Community Commercial Zone at 1920 23rd Ave. – Application Withdrawn.

(2.) File No. 311-21-000051-PLNG – Site Development and Design Review for Forest Grove City Hall at 1924 Council Street.

Chairman Phil Ruder opened the quasi-judicial public hearing at 7:00 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. Chair Ruder asked for a roll call vote for any commissioner abstentions to the hearing. A vote was taken and no abstentions were made.

Senior Planner Dan Riordan gave a Power Point presentation of the proposed City Hall remodel at 1924 Council Street and construction of an adjacent Development Services Annex Building. A Land Use application was received from the Forest Grove Administrative Services Department and FFA Architecture + Interiors for Site Development and Design Review. Mr. Riordan listed the following as Design and Site Review Conditions of Approval:

1. The applicant is bound to the project description and all representations made by the applicant during the application and decision-making proceeding.
2. The applicant must comply with all applicable building and development standards, including public works specifications.
3. All utility connections shall be underground (DC §10.8.645(A) *Underground Utilities*).
4. The applicant shall install a stand-alone flagpole or pole affixed to the building to properly display the United States flag, Oregon state flag, and National League of families' POW/MIA flag as required by Oregon Department of Administrative Services requirements for municipal facilities constructed after January 1, 2018.
5. The applicant shall install at least one bicycle rack providing at least two bicycle parking spaces on either the City Hall site or in the public parking lot across from City Hall on Council Street.
6. The applicant shall replace the street tree shown on the building plan set dated December 21, 2021, with a variety identified on the City's Suggested Street List in the small or medium category. A tree variety not included on the Suggested Street List may be planted with Community Forestry Commission approval.
7. Building addresses shall be legible and placed in a position that is visible from Council Street. Numbers shall be of colors contrasting with the surface upon which the numbers are affixed and be at least four inches in height.

Mr. Riordan explained the Planning Commission's four Alternatives:

- Alternative 1: Approve the applicant's design and site development review application as submitted by the applicant.
- Alternative 2: Approve the applicant's design and site development review application with the staff proposed conditions of approval.
- Alternative 3: Approve the applicant's design and site development review application with conditions of approval other than those proposed by staff to ensure that the applicable review criteria are met.
- Alternative 4: Request additional information from the applicant to address specific application review criteria and continue the public hearing to a day and time certain.

Staff recommends the Planning Commission select Alternative 2 and approve the applicant's Design and Site Development Review application with the staff proposed conditions of approval and deletion of the 3rd condition regarding the installation of utilities underground.

CORRESPONDENCE:

Notice of the Planning Commission public hearing was mailed to property owners within 300 feet of the property subject to the Site Development remodel and Design Review of the Forest Grove City Hall on January 4, 2022. Notice was also published in the Forest Grove News Times on January 13, 2022 as required by Development Code.

No public comment was received regarding this request.

APPLICANT:

Paul Downey, City of Forest Grove, 1924 Council Street, Forest Grove, OR 97116 & Joseph Storr & Troy Ainsworth, FFA Architecture + Interiors, 520 Yamhill St. Suite 900, Portland, OR 97204

Mr. Paul Downey, Assistant City Manager and representing the City of Forest Grove provided a brief presentation of the City Hall remodel and Department Services Annex proposal. This project will allow for co-location of our Community Development Department and Engineering Department to assist the public in one location instead of two separate buildings also allowing for sufficient counter and lobby space with a new meeting room available for applicants to discuss upcoming projects. Project is moving along and is currently in the contracting bid state. Permits have been submitted simultaneously with the Land Use application. Utility underground was challenging due to the location and available space. Current utilities on Main Street will need to remain above ground, however they have been modified with a more aesthetic power pole. The new DSA and City Hall building will have underground utilities placed. The flag pole will most likely be placed on the Auditorium plaza area.

Mr. Joseph Storr stated he is working with FFA Architecture + Interiors and the City of Forest Grove and provided a presentation to the Planning Commission of the proposed remodel to City Hall and construction of the Development Services Annex Building. The applicant showed the importance of maintaining proportion and rhythm with the existing architectural design standards of buildings in the downtown historical district. It was also important to provide an inviting design that will benefit the public. The remodel and new build will require demolition of the existing Engineering building. The addition will allow for staff to move freely between the new building and City Hall. Open concepts with as much glazing as possible was a priority as City Hall is currently surrounded by buildings on three sides and provides challenges to allow for enough day light.

Mr. Troy Ainsworth, Principal Architect with Architecture + Interiors also provided some input on the new design.

PROPONENTS:

None.

OPPONENTS:

None

OTHER:

None

REBUTTAL:

None

The public hearing was closed at 7:57 p.m.

COMMISSIONER DISCUSSION:

Commissioner Danko inquired about the maintenance of the new square utility pole that has been installed. Mr. Downey explained it was installed by the City of Forest Grove Public Works Department and will continue to be maintained by them as usual.

Commissioner Nakajima inquired about the design standard requirements for this project. In response, Mr. Riordan explained there will be some deviation from the design standard. The design standard would require at least two pedestrian amenities such as a plaza area or courtyard. This will not be provided as part of this project design due to the near zero setback area already close to the public right-of-ways however, there is an existing seating area near the Community Auditorium. Another area of deviation from the design standard will be the over-head canopy length. The proposed canopy is just short of what is required by the clear and objective design standard. The flexibility under the design standard guidelines was necessary for this project.

Commissioner Sanderson and Chair Ruder both provided positive feedback on seeing the remodel and new DSA building.

Commissioner Nakajima inquired to Mr. Downey on what future plantings would be available or considered to soften the outdoor façade. He mentioned trying to preserve the current Japanese Maple tree that exists near the auditorium as well as the shifting over of a current street tree.

Commissioner Sanderson moved a motion to approve file number 311-21-0000051- PLNG – Site Development and Design Review with Tract 2 design review guidelines set forth by staff including deletion of the 3rd condition in regards to utilities placed underground. Commissioner Nakajima seconded the motion.

Roll Call Vote on Motion: AYES: Chair Ruder; Commissioners Sanderson, Nakajima, and Danko. NOES: None. ABSTAIN: None. ABSENT: Commissioner Redwine. MOTION CARRIED 4-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Commissioner Nakajima moved to approve the minutes of the November 1st and December 20th, 2021 meetings. Commissioner Sanderson seconded. Motion passed 4-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

Commissioner Sanderson updated they had completed their committee meetings and she had enjoyed the process and review of HB 2001 and how legislation translates to the local communities.

C. DIRECTOR'S REPORT:

Bryan provided a report to the Planning Commission with an update of the pre-school located at Pacific University as being within the proximity of the new Cannabis location on Pacific Avenue. He has spoken with the OLCCC (Oregon Liquor and Cannabis Control Commission) and determined they had this school listed as a "pre-school". Pre-schools do not require the same separation status

under state law as regular schools. Bryan mentioned he feels strongly this site is more than a pre-school and perhaps goes up to the 3rd grade level. He will continue to provide updates as they become available.

There will be a joint work session with City Council on January 24th at 5:30 p.m. in regards to HB 2001.

Hugo Rojas has resigned the Planning Commission. Election of a new Vice-Chair will be placed on the upcoming Planning Commission Agenda. This allows for (2) vacancies to be filled.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is scheduled for Monday, February 7th, 2022 at 7 p.m.

E. ADJOURNMENT:

The meeting was adjourned at 8:20 p.m.

Respectfully submitted by:

Shannon Reynolds
Planning Commission Coordinator