1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:01 p.m.
Planning Commission Present: Tom Beck, Sebastian B. Lawler, Lisa Nakajima, Dale Smith, Phil Ruder and Hugo Rojas.
Planning Commission Excused: Carolyn Hymes.
Staff Present: Jon Holan, Community Development Director; James Reitz, Senior Planner; Marcia Phillips, Planning Commission Coordinator
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2. PUBLIC MEETING:

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

2.2 PUBLIC HEARING:

A. Site Plan and Design Review of proposed 20,200 sq. ft. three-story commercial building, a 3, 149 sq. ft. day care facility, a coffee kiosk drive-through, and parking at 3424 Pacific Avenue, 1943 Oak Street, and 1954 Poplar Street. (File # 311-16-000200-PLNG and Tax Lots # 1S305BA-300,500, 501 and 1700.) – ITEM CONTINUED FROM MARCH 27TH MEETING.

Chairman Beck opened the public hearing at 7:02 p.m., read the hearing procedures, 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 pointed out the materials board and the revised site plan that had been available for viewing before the meeting. He gave a PowerPoint presentation. The first slide showed the site and vicinity, and he gave a brief description of the land use surrounding the site. Reitz explained that when reviewing the application, staff discovered queuing issues with the proposed coffee kiosk, and the parking did not appear to be adequate for the proposed new buildings. He explained that is why the applicant requested the postponement to have time to come up with solutions to these issues. Reitz said with the new revised site plan submitted by the applicant removed the coffee kiosk and added more parking stalls. The applicant squeezed in a few more parking spaces on site, and did a better count of on-street parking. As a result, the total number of spaced increased from 57 to 63.

In response to a question from Commissioner Lawler, Mr. Reitz said sidewalks will be required on Pacific Avenue and Poplar St. He explained that wherever the City has the choice, it is preferred that access be taken off local streets (Oak St. and Poplar St.) rather than arterials (Pacific Ave.), so curbs, gutters and sidewalks will be installed along the north side of the site (Pacific Avenue), and along Poplar St. from Pacific Avenue to the property line at the south end of the site. He said sidewalks have already been installed on Oak St.

In response to a question from Chair Beck, Mr. Reitz said the number of parking spaces required is a low of 52 and a high of 65. He explained that the high number of spaces would be required for a medical/dental building, and with the 10% reduction because the site is near a transit line that brings the high total to 65 parking spaces.

Chair Beck expressed his dislike for "compact" parking spaces. He commented that this is Oregon and people drive pick-up trucks.

Mr. Reitz indicated that Building # 1 will be situated very close to the public right-of-way with good pedestrian access. He said Building # 2 (day care) will have an enclosed fenced area in which the children can safely play, and four parking spaces at the rear of the building for employee parking. Reitz said the sharing of parking spaces between the various buildings needs to be written into the conditions of approval in case ownership changes. He showed slides of the elevations, and commented that the applicant has done a good job of tying in the three buildings esthetically with the use of stone and awnings.

Mr. Reitz explained that some of the conditions of approval will need to be modified due to the recent revisions to the site plan. He said a maintenance agreement is included in the Commission packet which states the owners will share the expense of repairs to the pavement in the easement. Reitz said Poplar St. has a 50 foot right-of-way and is a local street. He said a 58 foot right-of-way would suffice, but staff is asking for a 60 foot right-of-way, which would include a 10-foot dedication, to better tie into the width of the street further south. There are currently no curbs, gutters or sidewalks on Poplar St., but Oak St. has the street frontage half way there.

Mr. Reitz explained that located on this site is the last billboard in Forest Grove, and with the new sign code it will need to be removed. He said the idea was not to impose a time frame, but instead to deal with the billboard at the time of development of the property – that time is now. Reitz explained that the billboard's lease may be up before the applicant is ready to build, so the applicant has requested that instead of 60 days from land use approval they be allowed to postpone the removal of the billboard within 60 days after issuance of the building permits. He said staff has no issue with that.

Mr. Reitz discussed the issues with planting street trees along Pacific Ave. with the new storm drain pipe that will be installed. Reitz explained that the new pipeline may encroach into the parkway, so a tree barrier may be needed to prevent tree roots from invading the pipe. He explained that with the installation of the new storm pipe along Oak St. the existing street trees may need to be removed and replaced. He said if it is not feasible to store/save the trees, the applicant could be given the option to just replace them.

Mr. Reitz showed slides with a couple of options for parking lot configuration if the Commission decides more parking spaces are needed. He explained that there is not enough grade to allow for a water quality facility, so instead the applicant will install pipes underground that will feed into storm water filtration canisters, and then the canisters will need to be changed out periodically when they become clogged with debris, and there are a few of these systems in town. He explained this was a matter of what could physically work, and due to lack of grade the canisters were the only option.

Mr. Reitz showed slides of the proposed conditions of approval, and also showed a slide listing optional conditions of approval for the Commission to consider. He explained about parking requirements for an office, medical office and a fast food restaurant versus a nice "sit down" restaurant (which would require the most parking spaces), and explained that depending upon the use of the buildings the applicant could be required to submit a parking analysis.

Commissioner Rojas expressed his concern with safety issues with the bike lane on Pacific Ave.

Mr. Reitz agreed there are safety issues, but the solution would be to have no parking on Pacific Ave. or more space between the bike lane and parked cars. He said it is a matter of driver education, and encouraging bikers to be aware that someone might throw open a door.

APPLICANT:

Jared Thompson, 1951 Oak Street, Forest Grove, OR. Mr. Thompson stated that he owns the property adjacent to this site where the dental office is located, and in fact he built the Pacific Oak Dental office. He said after locating his office there, he began to look at the property surrounding it, and realized it was a bit of an eyesore. Thompson bought the surrounding property and recruited the builder of his dental office as a co-partner in the venture. He expressed interest in removing the eyesore and improving this area that is basically the entrance to Forest Grove.

Nick Carter, Applicant's Architect. Mr. Carter gave a PowerPoint presentation showing the elevations. He briefly discussed the use of stone and awnings to enhance the appearance of the buildings from all sides, and to tie them together aesthetically. Carter stated that there is the opportunity to install a back entrance to the day care from the parking area.

Chair Beck commented that these are nice looking buildings, and his appreciation that the stone is wrapped around the buildings.

Jeff Shumaker, DOWL Engineers, 720 SW Washington St., Suite 750, Portland, OR 97205. Mr. Shumaker stated that some of the conditions apply to what the applicant proposes, and some do not. He showed a slide of the new revised site plan. He explained that according to the Building Code under 50 parking spaces requires 2 ADA stalls, and over 50 parking spaces requires one ADA stall be added for each additional 25 parking spaces, so for this site that is a total of 3 ADA parking spaces.

Chair Beck suggested the ADA stalls should be placed in the east parking area along Pacific Ave., because that is the most logical spot.

Commission Ruder said the large building (Building # 1) seems most likely to have clientele needing the ADA stalls.

Mr. Shumaker cautioned the Commission about being too restrictive about the placement of the ADA stalls, and encouraged them to keep the condition more general to allow some flexibility.

Chair Beck strongly encouraged the applicant to put the ADA stalls up around Pacific Ave. He also reiterated his dislike of compact spots – people just ignore them. Beck said he would be in favor of eliminating as many compact spots as possible even if it means losing a few regular size parking spaces. Commissioner Lawler agreed.

Commissioner Nakajima said she would like to see a couple of spaces near the day care marked as a 15 minute drop-off zone.

Chair Beck said it is hard to know the parking demand without knowing the use of the buildings.

Mr. Shumaker showed a slide of the walkways with colors indicating where they were widened and extended per the conditions of approval.

Mr. Shumaker said there were some of the conditions of approval that he wanted to address. Shumaker said the applicant requests that the billboard removal be within 60-days of building permit issuance. There was no objection from the Commission.

Mr. Shumaker stated that the coffee kiosk would be removed. The Commission was agreeable.

Mr. Shumaker requested that instead of consolidating all four lots into one, the applicant be allowed to preserve two lots, because one combined lot limits flexibility in the future. This is with the understanding that the proposal must conform to all building codes and setback requirements. He suggested a property line north to south along the east parking area, and then in future the line could be adjusted through a lot line adjustment instead of the lengthier and more costly minor partition process. This property line would mean two lots total.

Mr. Reitz said this was a little convoluted, but it could be done. He said conditions of approval # 5 and # 6 would have to be changed to adapt to this change. He stated that the utilities would extend over this lot line.

Chair Beck asked for the Commission's opinion.

Commissioner Nakajima said on other projects the Commission has pushed things off down the road, and then the project never comes to fruition, and asked when the lot line would be done.

Mr. Shumaker said the lot line does not change this application today, but would be done soon for the future.

Commissioner Ruder stated that in his opinion it is not a big deal from the City's point of view.

Chair Beck instructed staff to reword the condition regarding consolidation of lots to allow the new proposed lot line with easements for utilities and access, but with the provision that lot 501 (currently land locked) must be consolidated to another lot.

Mr. Shumaker said the applicant would prefer a non-prescriptive condition of approval regarding the ADA and compact stalls – it could just say meet the minimums or whatever number above the minimums the Commission feels necessary.

PROPONENTS: None.

OPPONENTS: None.

OTHER: None.

REBUTTAL: The applicant declined.

Chair Beck closed the public hearing and returned the matter to the Commission for discussion.

COMMISSION DISCUSSION:

Chair Beck said a minimum of 65 parking spaces was doable.

Commissioner Smith suggested the stalls in the east parking area could just be changed to 8-regular and 2-compact.

After more discussion, Chair Beck instructed staff to reword the condition to require 67 parking spaces, and to encourage eliminating as many compact spots as possible. He said this would give the applicant three spots to play with. The Commission agreed.

Chair Beck instructed staff to reword the condition to state the applicant must remove the billboard within 60-days of issuance of the building permit. The Commission agreed.

Commissioner Nakajima stated that she is happy to just make the suggestion and let the applicant decide whether or not to designate a couple of parking spaces near the day care as timed for drop off of children.

Mr. Reitz showed the slide of the proposed optional conditions of approval for the Commission to review.

In agreement with the Commission, Chair Beck said to leave the number of ADA spaces at 3 total, eliminate the optional condition about compact spaces, and remove the optional condition about one-way drive aisles. He also instructed staff to reword the tenancy to state that if the use of the building changes, it would come back to the Commission for review.

Commissioner Ruder suggested the condition about change of tenancy should be one of the "boilerplate" conditions of approval. Staff agreed.

Commissioner Lawler made a motion to approve the site plan and design review of the proposed 20,200 sq. ft. three-story commercial building, a 3,149 sq. ft. day care facility and parking at 3424 Pacific Avenue, 1943 Oak Street, and 1954 Poplar Street as amended by the Commission. (File # 311-16-000200-PLNG and Tax Lots # 1S305BA-300,500, 501 and 1700.) Commissioner Nakajima seconded. Motion passed 5-0.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS: None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Lawler made a motion to approve the minutes of the February 20, 2017 meeting. Commissioner Rojas seconded. Motion passed 5-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 **DIRECTOR'S REPORT:**

Mr. Holan informed the Commissioners that the Stonewood Shopping Center would come before the Commission at the May 1st meeting. He explained that the Westside Planning Project has been pushed back to the second meeting in May to have as many Commissioners present as possible, and there will need to be a second meeting also. There will be no meeting on April 17th.

3.4 **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on May 1, 2017 at 7 p.m.

3.5 **ADJOURNMENT:** The meeting was adjourned at 8:47 p.m.

Respectfully submitted by:
Marcia Phillips
Planning Commission Coordinator