

APPROVED

PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM

September 18, 2017–7:00 P.M.

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1. **CALL TO ORDER:**

Vice Chair Ruder called the meeting to order at 7:01 p.m. Roll Call:

Planning Commission Present: Vice Chair Phil Ruder, Commissioners Lisa Nakajima, Dale Smith, Hugo Rojas, and Carolyn Hymes

Planning Commission Excused: Chair Tom Beck, Commissioner Sebastian Lawler

Staff Present: James Reitz, Senior Planner; Dan Riordan, Senior Planner and CD Director Interim; Cassi Bergstrom, Planning Commission Coordinator

2. **PUBLIC MEETING:**

2.1 **PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

2.2 **PUBLIC HEARING:**

A. File No. 311-17-000018-PLNG – Adoption of an update to the Pacific University Master Plan

Vice Chair Phil Ruder opened the public hearing at 7:03 p.m., reading the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Commissioner Ruder stated that he has worked at Pacific University for the last 24 years. Commissioners Nakajima, Smith and Hymes disclosed that they were part of the adoption of the original Pacific University Master Plan ten years ago. There were no challenges of the disclosures.

Senior Planner James Reitz gave a Power Point presentation on the update to the Pacific University Master Plan, explaining that this is a legislative amendment. The presentation started out by giving the background to the projects completed at the university between years 2000-2006 (prior to the Master Plan). Projects at that time were reviewed as Type II or Type III processes. Since the Master Plan was adopted in year 2006, projects constructed since then have gone through Type I or Type II process.

Mr. Reitz went over what is new in terms of the updated Master Plan: Regularly-scheduled enrollment, housing, and traffic management/parking updates to be provided to the City; potential opportunity site expansions; and an updated parking assessment.

A plan update overview was presented, and by 2030 the applicant forecasts an increase in student, resident, faculty, and staff population along with over 12 acres of floor area to be constructed or remodeled. Mr. Reitz showed the opportunity sites on the Power Point slides, referring to the specific locations and expansion areas to the north/south. The City Parks Department is in joint use agreement with Pacific University for Lincoln Park area independent from the Master Plan.

Maps showing the off-street parking supply were shown, and Mr. Reitz identified the areas and the color coding showing the usage of the parking areas. Students and staff often park beyond the Master Plan boundary, and are included in the updates provided

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by Pacific University. The map is slightly out of date, and Mr. Reitz explained some of the changes. Mr. Reitz went on the show an aerial map of the on-street parking supply and utilization, and again color coded showing the usage.

The questions to consider for the Commission are:

- Is the proposed Master Plan boundary appropriate?
- Should existing and potential historic landmarks be more thoroughly examined and protected?
- Should existing buildings of all types be retained until redevelopment?
- Are the goals and objectives as extensive as they should be? Should others be added e.g. to expand transportation demand management (TDM) programs?
- Are the uses listed within each opportunity site appropriate?
- Should more specific residence hall sites be identified?
- Should more off street parking be developed versus using street parking? The pros and cons of both were explained, and some balance needs to be approached.

Mr. Reitz went on to discuss where proposed residence halls would go, explaining that with the proposal made by the university, they could go anywhere. The resident population will increase and need to be housed; specific locations should be identified.

Pacific University has about a half dozen buildings listed on the local register, designated as historical landmarks. Old College Hall is registered on the local and national historical landmarks registry. Warner Hall is a potential landmark, but is considered a historic building. It dates back to the 1940s, and was moved from Camp Adair to Pacific University back in the World War II era. Washburne Hall is also over 50 years old, and the university recently did a sensitive remodel to the building in order to keep with the architectural design of the era, making the building much more functional. Future administrations may not take that point of view due to the buildings not being labeled as historical landmarks. An opportunity is presented in the Master Plan for future historic buildings and how they are remodeled.

For redevelopment sites, Mr. Reitz showed a slide where two single family homes were recently demolished along University Avenue and a temporary parking area was suggested. One idea staff suggests for the Master Plan is for the parking areas to be located more interior of the boundary. The applicant needs to plan for future parking based on where the future residence halls will be built, not necessarily on a project by project basis.

Commissioner Ruder asked Mr. Reitz to clarify the Master Plan boundaries on the maps. Mr. Reitz explained where residence halls and parking lots could be placed that would be appropriate for the area. An example was given of the Creamery Building and American Legion Hall fronting 21st Avenue. Mr. Reitz explained that those buildings are located in the Town Center district but are institutional uses with nothing there to draw in the general public. Two buildings located there are designated historic with need of seismic upgrades. Staff recommends that the buildings be removed from the Master

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Plan boundary in order to be included within the Town Center. Staff also recommends that the Master Plan address the parking and create goals, as it is not currently addressed in the update to the Master Plan.

Mr. Reitz presented the recommended plan revisions from City Staff to the Master Plan:

- Decrease the area of the proposed boundary expansion for Opportunity Site B;
- Remove lands fronting 21st Avenue from Opportunity Site E;
- Develop goals to address Circulation, Transportation and Parking;
- Expand the status of existing buildings section to more robustly address historic buildings within the Master Plan area;
- Delete references to “temporary modular offices”, “temporary parking lots” or temporary uses of any kind;
- Retain existing buildings until site redevelopment;
- In Opportunity Site F – East campus residential, include a note that university support facilities shall be allowed only in the existing GI or TCC zoning districts;
- In Opportunity Site E Main/College Blocks, ground floor academic or administrative functions shall be prohibited in those buildings fronting Main Street;
- Identify specific residence hall sites sufficient to accommodate the 2,100 students anticipated by the 2030-31 academic year and identify a preferred order of development so the City can plan accordingly.

Mr. Reitz informed the Commissioners and public that the staff report is loaded on the city’s webpage along with the updates to the Master Plan and parking study. Staff will give the applicant ample time to make adjustments to the plan, and the next meeting is proposed to be on November 6th.

APPLICANT/PROPONENTS:

Mike Mallery & Cindy Schuppert, 2043 College Way, Forest Grove, OR 97116:

Mike Mallery, applicant representing Pacific University, stated that the university is taking steps to increase residence halls due to the current housing market being critical. The Master Plan has been worked on for over a year and will need to get back to staff with questions. This year’s enrollment has not been achieved, and the university is not sure if they will grow or not. The parking study was done to address the on and off street parking needs.

Mr. Mallery went on to say that the university acknowledges there is a lot of remodeling going on as well as deferred maintenance. The boundaries to the north were identified in the plan as potential opportunities, but there still is a lot of unknowns. The historic buildings are valued by the university, but they also need to be functional. Working with City Staff will help in that process and identify the concerns of the city. Updating the Master Plan every five to ten years becomes critical in future planning.

Commissioner Nakajima inquired if there were any parking permits required for residence halls. Mr. Mallery stated that the university has been requiring students to park at the Cannery Field Parking Lot that was previously under-utilized. TriMet is also

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promoted by offering passes to both staff and students. Commissioner Nakajima stated that parking is her biggest concern, and an idea was offered that a bus be designated to transport students from the parking lots that are farther away from the university core.

Commissioner Nakajima went on to express her concern regarding the university's encroachment along 21st Avenue and Main Street. Retail and commercial needs to be maintained within downtown core. Mr. Mallery recognized the concern and the feedback is helpful in the progression of the plan.

Mr. Mallery went on to say that the Cannery Lot is utilized by students heavily. Commissioner Ruder thought that the prior idea proposed of paid parking was a good idea, and that currently there is no incentive to not drive a car to the university. Cindy Schuppert stated that the university has started to limit the reserved parking spots on campus due to the fact that they were sitting empty and under-utilized. Money is charged for the reserved spots, and in the future it is possible that everyone could be charged for parking. Commissioner Ruder stated that there needs to be a better demand for the reserved spots to make them justifiable.

Commissioner Hymes inquired if the university has statistics on the number of students who drive a car to school and park. Mr. Mallery stated that he does not. Commissioner Hymes stated that universities all over charge for parking on the campus.

Ms. Schuppert elaborated in saying that there needs to be more limitations in place, one idea being that freshman are not allowed to bring cars.

Commissioner Hymes stated that she has heard community complaints during large events, and wonders if the university has any analysis for overflow parking. Mr. Mallery stated that signs are put up to direct to available parking, but more thought will be considered. Commissioner Hymes pointed out the fact that the location of the proposed residence halls could make the situation worse. Mr. Mallery stated that he will need to see what will make the most sense going forward for the best use of the parking lots on Main Street.

Commissioner Ruder suggested that on big events, e.g. Corn Roast, the university should advertise parking in their lots when not in session. Mr. Mallery agreed, and is supportive in working with the City.

Commissioner Ruder stated that the statistic of 0.34 vehicles per faculty/student identified in the plan seems very low. The future development needs prioritized to give a sense of sequencing and was wondering if that was feasible for the university.

Mr. Mallery responded that the university needs to know the available funds prior to knowing what will come next, but will work on improving the timing of projects. Pacific University has a high percentage of student athletes, and the projects pursued are critical for the retention of those students.

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Ms. Schuppert stated that the university does not actively pursue buying properties, and just purchase as they come available. They do not know where property will come available and what area will get enough land at one time to be able to plan ahead for future buildings.

Commissioner Ruder commends the work the university did with Washburne Hall, and asked for the opponents to now testify.

OPPONENTS:

Leslie Clark, 1518 Willamina Avenue, Forest Grove, OR 97116:

Leslie Clark testified that she has rental properties within Opportunity Site F of the Master Plan map. A map was shown on the projector showing the area in particular, and how her property is segregated from the plan. Her concern is that the university's property being potentially built next to her single family homes will be out of character. Ms. Clark doesn't believe that there is much room to mitigate a difference between residential and the college property. Ms. Clark showed an example of the problem she is referring to, and thinks it devalues the residential properties. An option would be to create some sort of boundary (i.e. trees) between the large buildings and smaller residential to create a separation.

Ms. Clark also wanted to discuss parking. She stated during the summer there were no problems, but since school has started they have had nothing but trouble. Many times the on-street cars park over the apron of the driveway approach, blocking the driveway for the tenants renting the property. Downtown Forest Grove is also hard to park during the day time as well. The Master Plan needs to be looked at as a whole instead of little sections, and maybe a parking structure is needed. The area along 21st Place is only 4 hour parking unless you acquire a permit from the city, and maybe the students need to be required to park in designated areas. The cars park right up and past the yellow curbs and make it hard to see around the corners.

Commissioner Ruder stated that some of the concerns mentioned about parking on-street are city concerns, and suggested that the 4 hour spots be reduced to 2 hour parking.

Tamiko Warren, 18200 NW Timber Road, Forest Grove, OR 97116:

Tamiko Warren testified on behalf of Robert Senko, who have investment property at 2525 Main Street and currently designated on the Master Plan map as Opportunity Site B. City staff has recommended that it be removed from the Master Plan. The property was purchased with the intent to build student housing as an opportunity for them.

Ms. Warren mentioned the idea of a parking garage with retail on the bottom at the old US Post Office site. Mr. Riordan stated that the city does not own that parcel.

Ms. Warren went on to state that when she attended ASU as a freshman, parking was not allowed.

Commissioner Ruder stated that she can always say no to sale of her property.

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OTHER:

Brian Seitz, 2421 Main Street, Forest Grove, OR 97116:

Brian Seitz testified that there is a large issue of parking on game days. Buses that carry the opposing teams park in front of the barber pole lot on the street and in the parking lot. The designated area needs to be communicated to the other teams so they are aware.

Jim Forsythe, 2120 Douglas Street, Forest Grove, OR 97116:

Jim Forsythe testified that the parking situation in front of his house is atrocious. The university is putting a band aid for the amount of parking that is needed. Mr. Forsythe suggested a parking structure be located at the corner at University/Sunset Avenue.

Scott Kistler, 2325 "A" Street, Forest Grove, OR 97116:

Scott Kistler testified that the Stoller Center extension is a concern, and the use is not clear. The building is identified as support to athletics and a support to residents. This needs to be cleared up.

Mr. Mallery responded that he does not know what the plan will be exactly.

Mr. Kistler stated that he has a view of Mt. Hood, and the university offers no idea as to what the building is, what it looks like, or how large this proposed building could be.

Mr. Mallery stated that there are no plans in place right now.

Mr. Kistler stressed that a plan needs to be in place with definition going forward so the surrounding homeowners and businesses are aware. The parking is an issue as well.

Commissioner Ruder stated that the character of Main Street needs to be conserved.

REBUTTAL:

Mr. Mallery came forward, and explained that the city realizes expansion is done over a period of decades, but the growth may not be big over the next decade due to the population of student admission at the university. Pacific University wants to respect the city's citizens and staff recommendations, working as a partnership.

Commissioner Ruder stated that the meeting will be continued to November 6th and closed the public hearing at 8:58 p.m. Mr. Reitz stated that will be a tentative date.

COMMISSIONER DISCUSSION:

There was no further commissioner discussion. Mr. Riordan stated that the city's website will have the Master Plan information uploaded for public viewing.

2.3 ACTION ITEMS:

None.

2.4 WORK SESSION ITEMS:

None. **APPROVED**

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES:

Commissioner Smith moved a motion to approve the minutes of the September 5, 2017 meeting. Commissioner Hymes seconded. Motion passed 5-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

3.3 DIRECTOR'S REPORT:

Senior Planner Dan Riordan, interim CD Director, gave an update on the next few meetings. October 16th the proposed Development Code update will be presented to the Commission, updating the planned development section. The Pacific University Master Plan will continue into November.

Mr. Riordan stated that the new Director, Bryan Pohl, will begin his duties as Community Development Director on October 16th, 2017.

3.4 ANNOUNCEMENT OF NEXT MEETING:

Next meeting was announced to be held on October 16th, 2017 at 7 p.m.

3.5 ADJOURNMENT:

The meeting was adjourned at 9:03 p.m.

Respectfully submitted by:
Cassi Bergstrom
Planning Commission Coordinator