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FOREST GROVE PLANNING COMMISSION MEETING
COMMUNITY AUDITORIUM, 1915 MAIN STREET
MONDAY MAY 1, 2017-- 7:00 P.M.

PLANNING COMMISSION

Tom Beck, Chair

Lisa Nakajima
Carolyn Hymes
Dale Smith

Hugo Rojas
Phil Ruder, Vice Chair
Sebastian B. Lawler

The Planning Commission welcomes your attendance and participation. If you wish to speak on an agenda item, please feel free to do so. However, in fairness to others, we respectfully ask that you observe the following:

- * Please follow sign-in procedures on the table by the entrance to the auditorium.
- * Please state your name and address clearly for the record.
- * Groups or organizations are asked to designate one speaker in the interest of time and to avoid repetition.
- * When more than one citizen is heard on any matter, please keep your comments to five minutes and avoid repetition in your remarks. Careful attention to the previous speaker's points will help in this regard.
- * The Planning Commission carefully considers all the facts before a decision is made. Brief statements are most helpful in reaching a decision based on sound judgment.

Planning Commission meetings are electronically recorded and are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503.992.3235, at least 48 hours prior to the meeting.

AGENDA

- (1.) Roll Call
- (2.) Public Meeting
 1. Public Comment Period for Non-Agenda Items
 2. **Public Hearing:**
 - A. **File # 311-16-000197-PLNG - Site plan approval and design review of Stonewood Center, a proposed commercial and office complex consisting of four buildings totaling 45,280-square-feet, a restaurant with drive-through, parking and landscaping located at 3650 Pacific Avenue (Washington County Tax Lots 1S305AB00501 & 1S305AB00504).**
 3. Action Item: None Scheduled
 4. Work Session Items: None Scheduled
- (3) Business Meeting
 1. **Approval of Minutes for 3-27-17 and 4-3-17**
 2. Reports from Commissioners/Subcommittees
 3. Director's Report
 4. Announce next meeting
 5. Adjourn



Site Plan and Design Review Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE: April 21, 2017

HEARING DATE: May 1, 2017

LAND USE REQUEST: Site plan approval and design review of Stonewood Center, a proposed commercial and office complex consisting of four buildings totaling 45,280-square-feet, a restaurant with drive-through, parking and landscaping

FILE NUMBER: 311-16-000197-PLNG

PROPERTY LOCATION: 3650 Pacific Avenue

LEGAL DESCRIPTION: Washington County Tax Lots 1S305AB00501 & 1S305AB00504

OWNER/APPLICANT(S): Applicant/Property Owner: A. C. "Buzz" Avery, 27752 County Lane, Laguna Niguel, CA 92677
Applicant's Representatives: Barry Newdelman Associates Architects, 2340 SE Tamarack Avenue, Portland, Oregon 97214
Jeff Bolden, Multi-Tech Engineering Inc., 1155 13th Street SE, Salem, Oregon 97302

**COMPREHENSIVE PLAN
MAP AND ZONING MAP
DESIGNATIONS:** Community Commercial (CC)
Community Commercial (CC)

**APPLICABLE
STANDARDS
AND CRITERIA:** City of Forest Grove Development Code
☐ §10.3.300 - .340 *Commercial and Mixed Use Zones*
☐ §10.7.200 et. seq. *Solid Waste and Recycling*
☐ §10.8.000 et. seq. *General Development Standards*

City of Forest Grove Design Guideline Handbook
☐ Focus Area II *Commercial Corridor Focus Area*

REVIEWING STAFF: James Reitz (AICP) Senior Planner

RECOMMENDATION: Staff recommends that the hearing be continued to June 19, 2017 so that the applicant can further analyze the parking demand and supply

I. LAND USE HISTORY

The project site consists of two lots. It has been partially improved with vehicular access and parking, which was installed in anticipation of the Haggen Market retail complex in the 1990s. That project resulted in the relocation of Ace Hardware to its current site, and street frontage improvements along Pacific Avenue. The project stalled thereafter.

Development Code (DC) §10.2.300 et. seq. *Design Review* requires review of new commercial development. The Commission can act on a request for design review after holding a public hearing pursuant to DC §10.1.600 et. seq. Type III Process.

The application was submitted on November 17, 2016. It was deemed complete on March 27, 2017.

Public notice for this application was mailed to property owners and residents within 300 feet of the site on April 10, 2017 as required by DC §10.1.610. Notice of this request was also provided to ODOT, the Plans Review Board, and published in the *News Times*.

Comments received from the Plans Review Board pertain to complying with various standard building and fire code requirements that will be addressed through the building permit review process. Additional comments will be discussed later in this report, along with staff's recommendations for conditions of approval.

As of the writing of this report, no comments have been received from the public.

II. PROJECT DESCRIPTION AND ANALYSIS

1. Description of Proposal: The proposal would result in the construction of four new commercial buildings and associated parking and landscaping (see Exhibit A *Site Plan* and Exhibit E *Building Elevations*).
 - Building 1 would be a one-story structure fronting Pacific Avenue. It would have 13,910 square feet of floor area. Commercial/retail uses are proposed, including a coffee drive-through at the building's east end.
 - Buildings 2, 3 and 4 would all be located adjacent to the rear (south) property line. Building 2 would be a one-story building of 7,778 square feet. Commercial/retail uses are proposed.
 - Building 3 would be a two-story building of 11,795 square feet. The ground floor would be used for commercial/retail, while offices are proposed for the second floor.
 - Building 4 would be a replication of Building 3 in both floor area and intended uses.
 - Buildings 2 and 3 would share a common wall, while Buildings 3 and 4 would be separated by an 814-square-foot common area.
 - The balance of the site would be improved with parking, landscaping, and the trash/recycling storage area.
 - Site access would be via an existing driveway taking access from Pacific Avenue (and shared with Forestplace Apartments), and the existing driveway serving Ace Hardware off of Fir Road. Parking is also proposed to be shared with the Ace Hardware lot.

The site would be completely built-out with this project. The applicant intends to construct the project in one or two phases, depending on the success of pre-leasing. If pre-leasing the tenant spaces is fully successful, the project will be constructed in a single phase. If not, then the project will be phased, with Building 1 erected first. Buildings 2-4 would be built in a subsequent phase.

2. Site Examination: The project site totals 2.59 acres abutting Pacific Avenue. It is located between the sites of Ace Hardware and the Forestplace Apartments. It is flat and virtually devoid of landscaping, except for some small trees along the Pacific Avenue driveway that are proposed to be removed. Further discussion follows in the Landscaping section below. The balance of the site is developed with two drive aisles and parking.
3. Existing Comprehensive Plan Designation and Zoning of Site and Area

LOCATION	COMPREHENSIVE PLAN DESIGNATION	ZONE DISTRICT	LAND USE
Site	Community Commercial (CC)	Community Commercial (CC)	Vacant Land and Parking
North	Community Commercial (CC)	Community Commercial (CC)	Commercial
South	Community Commercial (CC)	Community Commercial (CC)	Multi-Family Residential (Villager Apartments)
East	Community Commercial (CC), Semi-Public	Community Commercial (CC)	Vacant – Site of Forestplace Apartments
West	Community Commercial (CC)	Community Commercial (CC)	Ace Hardware

3. Site Design: The site plan consists of four buildings in an east-west alignment. Building 1 would front Pacific Avenue, while the others would front a car park between them and Building 1. Buildings 2-4 would be constructed to appear as a single structure. The existing drive aisles and parking would remain, with more parking constructed adjacent to each building. Further discussion follows in the Parking section below. Walkways would connect the car park with the buildings and the buildings with the public sidewalk. Building 1 would house a drive-through, located next to the Pacific Avenue driveway. Further discussion of the proposed drive-through follows in the Drive-Through section below.

All buildings would be oriented to an interior car park, away from Pacific Avenue. The benefit of this design is that the car park would be to the interior, instead of between the buildings and the street. By bringing the building closer to the street, this design would improve the appearance along the streetscape and provide a greater visual street presence than would a surface parking lot. A further benefit is that the centralized car park would serve all the buildings versus each building having its own lot. The detriment to this orientation is that the back side of Building 1 would face Pacific Avenue. While various architectural treatments are proposed to enhance the appearance of the wall facing the street, there would only be a few windows at each end of the building, and no public entrances, facing Pacific Avenue. Further discussion follows in the Design Review Criteria section below.

A trash/recycling enclosure is proposed on the northwest corner of Building 1 by Pacific Avenue. DC §10.7.205(B)(4) prohibits trash storage areas "in a yard adjacent to a public or private street." This enclosure will need to be relocated, and staff has

proposed a **condition** to do so. A second trash enclosure is proposed at the west end of Building 4.

4. Setbacks and Height Requirements:

- The site is located in the Community Commercial (CC) zone district. No front, side, or rear setbacks apply. Building 1 would be set back 20 feet from the Pacific Avenue right-of-way (it can be no closer due to an existing utility easement) while the rear façade of Buildings 2-4 would be 12 feet from the south property line. As no setbacks are required in the CC zone district, the proposed setbacks appear acceptable, and no conditions of approval appear necessary.
- Two trash and recycling enclosures are proposed; one at the west end of Building 4 and one at the west end of Building 1. The Building 4 enclosure would be located 12 feet from the south property line, while the Building 1 enclosure would be located 20 feet from the Pacific Avenue right-of-way. Both enclosures would be constructed of Hardie-Board lap siding. To minimize weather and wildlife intrusions as well as to provide more visual screening, staff is recommending a **condition** that the trash enclosures be roofed. Furthermore, the location of the trash/recycling enclosure proposed on the northwest corner of Building 1 by Pacific Avenue is prohibited by DC §10.7.205(B)(4) because it would be "in a yard adjacent to a public or private street." This enclosure will need to be relocated, and staff has proposed a **condition** to do so.
- The height limit in the CC zone district is 45 feet. The height of the Buildings 3 and 4 would be about 32 feet to the top of the cornice. The height of Buildings 1 and 2 would be about 20 feet at the top of the cornice. As the height of the proposed buildings would all be less than the maximum, staff concludes that the heights are acceptable and no conditions of approval appear to be necessary.

Summary and Conclusion: As there are no setbacks required in the CC zone district, and the building heights would be less than the maximum allowed, staff concludes that these provisions have been met so long as the trash enclosure proposed adjacent to the west end of Building 1 is relocated.

5. Compatibility: The site abuts properties developed with a variety of uses, including -

- The Villager Apartment complex to the south, at 1921 Fir Road. It is also located in the Community Commercial zoning district. Buildings 2-4 would be located 12 feet from the common property line. This area would be improved with a drive aisle to access the rear of the buildings. On the Villager Apartment side of the property line, the area is improved with a drive aisle, parking, and some landscaping. A six-foot-tall solid or good neighbor fence is proposed along this property line. While DC §10.7.045 would allow a fence up to 8 feet tall, staff is actually recommending a **condition** that the fence height not exceed four feet. The purpose behind this recommendation is to ensure that the area to the rear of Buildings 2-4 remains visible to traffic and passersby, thus improving the safety of that area and hopefully minimizing graffiti tagging opportunities. Staff is also recommending a **condition** that the south elevation of Buildings 2-4 be treated with an anti-graffiti coating to create a non-stick surface to repel permanent markers and paint.
- Only one apartment building is located near a common property line. The Villager Apartments building at the northeast corner of that site would be located south of the southeast corner of Building 2 (see Exhibit A Sheet SDR3).
- The site to the east has been approved to be developed with Forestplace Apartments, a 192-unit complex. That complex and this proposal would both use the

Pacific Avenue drive aisle. Building 2 would abut the Forestplace Apartment garage building (see Exhibit A Sheet SDR3).

- The site to the west has been developed with Ace Hardware. This complex will share Ace Hardware's access and parking.
- Redevelopment of an underutilized site might result in off-site noise impacts. However, if any noise issues did arise, Municipal Code §5.250 et. seq. *Noise Regulations* would regulate the intensity of allowable noise in both daytime and evening hours. Because the City has an existing ordinance in place to respond to potential noise complaints, staff concludes that there should be no significant neighborhood noise compatibility issues.
- To ensure compliance with the provisions of DC §10.8.755 *Lighting Standards*, staff has proposed a **condition** that lighting complies with all the provisions of DC §10.8.750(E) *Lighting Standards for Commercial Development* and DC §10.8.755(C) *Pedestrian Lighting Standards*.

Summary and conclusion: With the conditions noted above, the project would be compatible with the surrounding development.

6. Traffic and Circulation: The *ITE Trip Generation 7th Edition* describes two categories of shopping complex -

- A *Specialty Retail Center* is "Generally a small strip shopping center that contains a variety of retail shops and specializes in quality apparel, hard goods, and services such as real estate offices, dance studios, florists and small restaurants. Shopping centers are a related use."

A specialty retail center could be expected to generate 44.32 Average Daily Trips (ADT) per 1,000 square feet of gross floor area on a weekday; 42.04 ADT on a Saturday; and 20.43 ADT on a Sunday. With 45,280 square feet of gross floor area, the ADT for this complex would range from 925 ADT on Sundays; 1,904 ADT on Saturdays; and 2,007 ADT on weekdays.

- ITE defines a *Shopping Center* as "an integrated group of commercial establishments that is planned, developed, owned and managed as a unit. A shopping center's composition is related to its market in terms of size, location and type of store. A shopping center also provides on-site parking facilities sufficient to serve its own parking demands. Specialty retail center is a related use."

The ITE data for shopping centers includes non-merchandising facilities such as office buildings, movie theaters, restaurants, post offices, banks, health clubs and recreational facilities. Floor areas in the studies ranged from 1,700 to 2.2 million square feet, including peripheral buildings housing drive-in banks, retail stores, restaurants and small offices. (For reference, Washington Square Mall has a floor area of about 1.45 million square feet).

While the uses within each category can and do overlap, based on the above descriptions, the proposed complex would appear to more closely resemble a specialty retail center due to its relatively small scale (only 45,000 square feet of floor area). The following is a comparison of traffic generation for both a Specialty Retail Center and a Shopping Center.

For shopping centers with less than 100,000 square feet of floor area, the trips ranged from 45.20 ADT per 1,000 square feet of floor area on Sundays; 119-129

ADT on Friday and Saturday respectively; and 93-98 ADT on the remaining days. With 45,280 square feet of gross floor area, trips generated by this complex could be expected to range from 2,047 ADT on Sundays; 5,388 to 5,841 ADT on Friday and Saturday respectively; and 4,211 to 4,437 ADT on the remaining weekdays. The following tables compare the ADT rates (middle line) and the forecast ADT for this complex (bottom line) as a Specialty Retail Center and Shopping Center.

Table 1 - Specialty Retail Center ADT with 45,280 square feet of floor area

Weekday (M-F)		Saturday	Sunday
44.32 per 1,000 sf		42.04 per 1,000 sf	20.23 per 1,000 sf
2,007 ADT		1,904 ADT	916 ADT

Table 2 - Shopping Center ADT with 45,280 square feet of floor area

Weekday (M-T)	Friday	Saturday	Sunday
93-98 per 1,000 sf	119-129 per 1,000 sf	119-129 per 1,000 sf	45.20 per 1,000 sf
4,211 to 4,437 ADT	5,388-5,841 ADT	5,388-5,841 ADT	2,047 ADT

Shopping Center ADT is roughly twice the Specialty Retail Center ADT on weekdays and Sunday, and about three times greater on Saturday. ADT for Fridays is not directly comparable since ITE does not provide data specifically for Specialty Retail Centers on a Friday.

The site fronts Pacific Avenue, a designated Arterial street. It has two travel lanes in each direction and a central left-turn lane. The site would have vehicular access to Pacific Avenue, and Fir Road through the Ace Hardware site. Access would also be possible to 19th Avenue via the Forestplace Apartments site. Fir Road is a designated Local street, while 19th Avenue is a designated Collector street. Because the site fronts an arterial street and would have access to two other streets, staff is not proposing any conditions to address traffic capacity.

The Pacific Avenue frontage is fully improved with curbs, gutters, sidewalks, and street trees. Additional landscaping is proposed between Building 1 and the sidewalk. No conditions of approval appear necessary.

The applicant's Traffic Impact Analysis (TIA) does not recommend any additional improvements along Pacific Avenue, but does recommend an improvement at the Highway 47 / 19th Avenue intersection. As a condition of approval for the Forestplace Apartments, this condition was adopted:

Restripe the Highway 47 at 19th Avenue intersection to accommodate two-stage left turns. This improvement shall include restriping a southbound center refuge lane on Highway 47 and channelization of 19th Avenue for left- and right-turn movements. Striping shall comply with ODOT and City standards and specifications.

As a result of the traffic to be generated by the Stonewood Center, the TIA recommends that, in addition to the above condition, the applicant construct a 200-foot-long westbound right-turn lane on 19th Avenue along with a left-turn refuge. ODOT and staff concur with this recommendation, and have included it in the recommended **conditions**.

ODOT also recommends conditions pertaining to compliance with ODOT and ADA standards, and required permits for work in ODOT right-of-way. These have also been included in staff's recommended approval **conditions**.

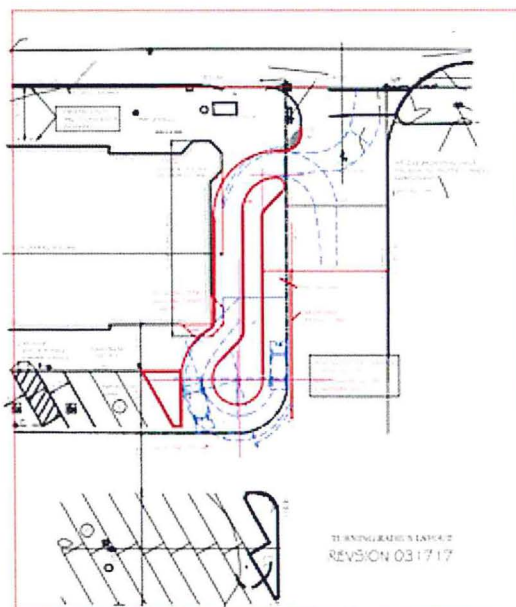
On-site access would be provided by two existing drive aisles located between Buildings 1 and 2-4. They connect with both the existing Pacific Avenue drive aisle and the existing drive aisle to Fir Road. Additional access to 19th Avenue will be possible through the Forestplace Apartment complex site when it is completed.

Summary and conclusion: With the conditions noted above, the project's traffic and circulation would be adequately addressed.

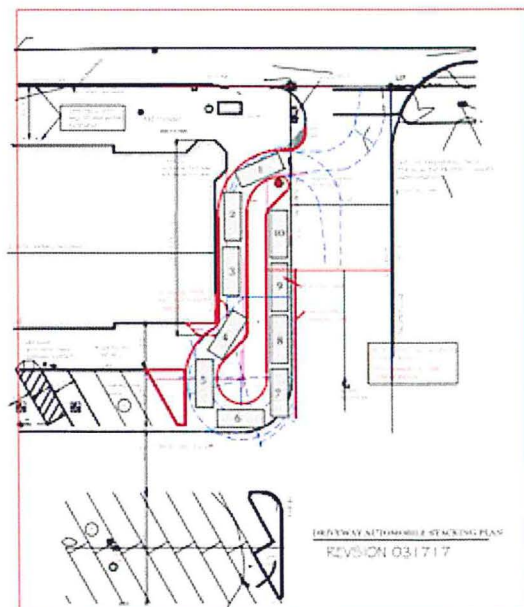
7. Drive-Through: The Pacific Avenue driveway will be striped for three lanes (this was a condition of approval for the recently reviewed Forestplace Apartment complex). There will be one inbound and two outbound lanes. The outbound lanes will provide lanes for both left turns and right turns. Vehicles will enter the site from Pacific Avenue traveling southbound. If drivers opt to visit the drive-through, they would immediately enter a separate stacking lane (see Sheet SP-2.1, and below). As designed, this stacking lane could accommodate up to 10 vehicles, the minimum number required for drive-in restaurants by DC §10.8.530 Table 8-6.

While the design would allow for adequate queueing space, the drive-through exit lane would intersect the Pacific Avenue driveway only about 25 feet south of the street. Exiting traffic would have to cross over the inbound lane and, if drivers intend to continue traveling eastbound on Pacific Avenue (the most likely travel movement during the morning commute), would also have to cross over the outbound left-turn lane.

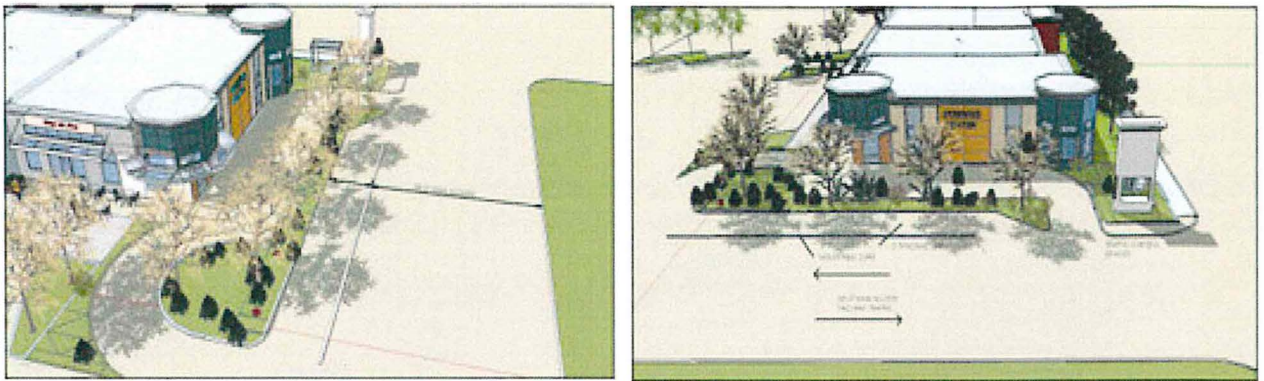
The traffic conflicts with this proposal are obvious: vehicles exiting the drive-through will be cross-ways to inbound traffic, and since the exit lane would be located only about one car length from Pacific Avenue, back-ups are likely. There would also be an increased probability of collisions between the inbound traffic and traffic exiting the drive-through (T-bone collisions) as well as an increased probability of rear-end collisions if multiple inbound vehicles are backed up into Pacific Avenue until exiting traffic has cleared.



DRIVEWAY TURNING RADIUS



DRIVEWAY AUTOMOBILE STACKING PLAN



Building 1 East Elevation and Drive-Through

The following are ODOT's comments concerning the drive-through (see Exhibit C *ODOT Review Letter*. Note: the "western" driveway referred to below is the only Pacific Avenue driveway serving this complex. The "eastern" driveway referred to in the ODOT letter and the applicant's TIA is the driveway on the east side of the Forestplace Apartment site):

According to the site plan sent to use by the City on March 22nd, the proposed exit for the drive-through aisle is only about 25 feet from the highway right-turn lane curb line at the western driveway. According to the Traffic Impact Analysis (TIS) queueing analysis, the anticipated queue length in the northbound left-turn lane at that driveway during the AM peak is almost 100 feet, which means drive-through traffic wanting to get back onto the highway during the AM peak would be blocked by the queue in the left-turn lane. The turning templates forwarded to us by the City also indicates that drive-through vehicles turning back into the site would be blocked by the left-turn queue since the left-turn lane will be straddling the centerline of the driveway. It's therefore recommended that the applicant not be allowed to locate their drive-through next to the western driveway drive aisle and that it be located elsewhere on the site (perhaps at the west end of the same building).

Summary and conclusion: For the reasons cited above, staff concurs with ODOT's recommendation. This has been included in staff's recommended **conditions** of approval.

8. Sidewalks and Pedestrian Walkways:

- A sidewalk has already been installed along Pacific Avenue. The site has no other frontage onto a public street.
- Concrete pedestrian walkways are proposed to connect the parking stalls to the buildings. DC §10.8.115(4) requires a minimum walkway width of four feet.
 - The south walkway abutting Building 1 would be 18 feet wide.
 - The west walkway abutting Building 1 would be 3 feet wide.
 - The walkway abutting Buildings 2-4 would be 9 ½ feet wide.
 - The walkway through the car park connecting the building appears to be about 7 feet wide.
 - No walkways are proposed to connect with the Pacific Avenue sidewalk.
 - No walkway is proposed to connect with the Fir Road sidewalk.

Staff is proposing a **condition** to require a walkway connection from Fir Road to the walkway in front of Buildings 2-4. Staff is also proposing a **condition** to require a walkway connection at both ends of Building 1 from the Pacific Avenue sidewalk to connect with the walkway network.

Parking stalls are all proposed to be angled, and would be accessed via two-way drive aisles. To facilitate their use by traffic traveling in both directions, staff is recommending a **condition** to require that the stalls be perpendicular to the drive aisles. Because a standard parking stall is only 18 feet long – versus the 21 feet required for angled stalls – the walkways adjacent to the buildings could be at least 3 feet wider. The walkway adjacent to Building 1 could then be 21 feet wide, while the walkway adjacent to Buildings 2-4 could be 12 ½ feet wide. Staff believes wider walkways would enhance the pedestrian experience by providing more room for landscaping, outdoor tables and seating areas, and outdoor displays, and is recommending a **condition** to require that the walkways be extended as above.

Additional width could be achieved by eliminating the wheel stops and extending the walkways by an additional 18 inches. Staff has included this alternative as an optional **condition**.

Summary and conclusion: With the conditions noted above, pedestrian access requirements would be met.

9. Parking: DC §10.8.515 Table 8-5 *Parking Requirements* regulates the minimum number of parking stalls required. Because the applicant proposes to share parking with the Ace Hardware site, that use is included in this analysis. No on-street parking is permitted on this segment of Pacific Avenue, and no other street abuts the site. Thus, the on-street parking provisions of DC §10.8.510(H) *Eligible Parking* are not available.

The applicant proposes to reduce the number of parking stalls required as allowed by DC §10.8.520(A)(1) or DC §10.8.520(B)(2), as follows (see Exhibit D *Parking Analysis*):

§10.8.520(A) *Parking Reductions Allowed By Right.* *The following reductions of minimum required parking may be taken by right. Reductions provided below may not be taken jointly. The reductions allowed by this section may not be used in conjunction with the reductions allowed by subsection (B) below. (Emphasis added). In determining walking distance, the shortest distance measured along sidewalks, improved pedestrian ways, or streets, where sidewalks or improved pedestrian ways are not present, shall be used. Walking distance shall be measured from the point on the subject lot located nearest to the transit stop along the shortest course.*

1. *Parking for commercial and industrial uses may be reduced by 10% providing the development is within 500 feet walking distance of a transit stop.*
2. *Parking for multifamily uses may be reduced by 10% providing the development is within 500 feet walking distance of a transit stop.*
3. *Parking facilities may be reduced to the extent necessary to accommodate transit stop and shelters*

A transit stop is located at the northeast corner of the site, adjacent to the Pacific Avenue driveway. The site therefore qualifies for a 10% parking reduction by right.

§10.8.520(B) Modification of Minimum Off-Street Parking Requirements.
*Minimum parking required **may** be decreased as follows (emphasis added):*

2. *Subject to DC §10.2.200 Conditional Uses, a reduction of up to 25% of the total required parking may be granted for new development, redevelopment, and substantial improvements, subject to the other requirements of this Section, in such cases where:*
 - a. *The project is utilizing shared parking where the amount of shared parking is based on a blended ratio and the land uses are shown to be complementary and will, by virtue of their proximity, reduce the number of vehicle trips generated and the amount of parking needed.*
 - b. *For mixed use projects, the site is located within Parking Zone A and no less than one-half (½) of the total gross floor area is dedicated to residential uses.*
 - c. *For the purposes of this Section, “substantial improvement” shall mean any construction, renovation, or modification where the value of the proposed site and building improvements exceeds 30% of the value of the land and buildings thereon.*

The Planning Commission *may* allow a reduction of up to 25% if it finds that the applicant has adequately demonstrated that the blended ratio of complimentary uses will reduce the amount of parking needed, as stipulated by subsection (a) above. It does not appear that the other subsections apply, since the proposal is not for a mixed use project (subsection (b)), nor is it a redevelopment site (subsection (c)).

The applicant anticipates that the Stonewood Center will have retail sales, fast food, and office uses, as follows:

Table 3 – Parking Demand

Use	Spaces/1,000 SF	Square Footage	Spaces Required
Retail Sales Bldg 1	3.7	11,517	43
Fast Food – Bldg 1	9.9	2,393	24
Retail Sales Bldgs 2-4	3.7	21,376	79
General Office	2.7	11,000	30
Stonewood Subtotal			176
Ace Hardware	3.7	15,384	57
Grand Total		61,670	233

Total demand equals 233 spaces. Because the site adjoins a transit stop, a 10% reduction is allowed by right. This would reduce the number of required spaces to 210.

If a 25% reduction is allowed, the number of required spaces would be 175. However, the site plan indicates only 169 spaces would be provided, including those on the Ace Hardware site (based on this excerpt from Sheet SP-2).

	BUILDING AREA	NO CARS *		ACCESSIBLE PARKING	
		REQ.	ACT	AC	VAC
STONEWOOD CTR.	45,279	124	89	4	2
ACE HDWR (EXISTING)	15,384	42	80		
TOTAL	60,663	166	169		

As noted above, *only one* of the parking reduction strategies may be employed. If the 10% transit reduction is selected, then the application is deficient by 41 spaces ($210 - 169 = 41$). If the 25% reduction is allowed, then the application is deficient by 6 spaces ($175 - 169 = 6$).

Key to any reduction predicated on multiple uses is whether or not they could be considered complementary. "Complementary" is not defined in the Development Code, but DC §10.8.510(D) Joint Use of Parking does provide some guidance: *Owners of two (2) or more uses, structures, or parcels of land may agree to jointly use the same parking and loading spaces when the peak hours of operation do not overlap, provided that satisfactory legal evidence is presented to the Director in the form of deeds, leases, and/or contracts to establish the joint use.*

Hours of operation for retail uses can vary widely. While many stores might be open only between 10:00 a.m. and 6:00 p.m., these tenants could be open earlier and/or later, or could even be open 24 hours. Offices would most likely be open between 8:00 a.m. and 5:00 p.m. A fast food restaurant or coffee shop could be open earlier and later.

Parking demand for the proposed uses could and likely would overlap. What staff cannot determine is just how complementary the proposed uses would actually be, and thus what reduction in parking supply might be appropriate. However, DC §10.8.520(D) provides a methodology to allow the Planning Commission to authorize a modification:

1. *Parking and traffic analyses needed to demonstrate the feasibility of modifications requested pursuant to this Section shall be prepared by a qualified professional, using methods generally accepted in the field.*
2. *The applicant shall follow procedures and criteria for Adjustments or Variances as described in Article 2.*

Staff recommends that the Commission continue the hearing so that the applicant can prepare a parking analysis - prepared by a professional traffic engineer - that would demonstrate how the proposed land uses are complementary and would, by virtue of their proximity, reduce the amount of parking needed. Should the demand exceed the 169 proposed spaces, the study should also provide a methodology to increase parking supply or reduce demand.

10. Environmental Quality: There is no City record of any prominent environmental conditions. Runoff from new impervious surfaces would be routed to the existing on-site water quality facility, which was designed and constructed to accommodate the

runoff from the entire development site. Additional landscaping is proposed to be installed (see below) that may improve air quality and reduce glare and heat.

11. Landscaping: DC §10.8.545 requires landscaping and screening of car parks. Proposed landscaping would include paper birch, columnar European hornbeam, and Sargent cherry trees. Shrubs would include a mixture of evergreen and deciduous shrubs, including crimson pygmy barberry, dwarf burning bush, bouquet laurentinus, convexed Japanese holly, and david viburnum. The proposed ground covers of kinnikinnick and blondy wintercreeper are both evergreen. Staff is recommending the following **revisions** to the landscape plan:

- a. Because the paper birch is susceptible to birch borer infestations – as evidenced by the loss of several such trees in Forest Grove - an alternative canopy tree shall be selected from a City-approved list.
- b. Trees are spaced too closely together in the landscape islands; several are spaced less than 20 feet apart. Tree spacing shall generally comply with the provisions of DC §10.5.120(4), and shall also be adjusted as needed to minimize conflicts with car park area lighting.
- c. Four columnar European hornbeam trees are proposed along Pacific Avenue. Columnar canopy trees are appropriate in order to minimize conflict with the overhead utility lines, but because they have a narrow spread, they would generally be spaced about 20 feet apart. As the project site has 260 feet of street frontage, up to 13 trees could be installed. A lower number of trees would be appropriate due to the existing bus stop, and to provide visibility for both on-building signs and the pylon or monument sign at the Pacific Avenue entrance. Staff recommends a spacing of about 30 feet, which would allow for 9 trees.
- d. To maximize shade in the car park, the Sargent cherry trees shall be replaced where possible with large trees from a City-approved list.
- e. Install additional trees on the south side of Building 1 to provide more shade. Trees shall be selected from a City-approved list. Tree wells shall have a minimum interior dimension of 5 by 5 feet. If installed at grade-level, tree grates shall also be required. If curbed, short fencing (not more than 18 inches tall) shall be installed to prevent pedestrian encroachment and soil compaction.
- f. Install additional trees on the north side of Buildings 2-4 to provide more shade., Trees shall be selected from a City-approved list. Tree wells shall have a minimum interior dimension of 5 by 5 feet. If installed at grade-level, tree grates shall also be required. If curbed, short fencing (not more than 18 inches tall) shall be installed to prevent pedestrian encroachment and soil compaction.
- g. The landscape plan shall be revised to incorporate the above revisions, and submitted for review and approval by City staff prior to landscape installation.

The proposed shrubs and ground cover would be a mixture of deciduous and evergreen plants that would provide year-round visual interest. Proposed spacing appears appropriate. The variety and spacing of the shrubs and ground cover appears adequate.

With the conditions noted above, the landscape plan would comply with the provisions of this code section.

12. Public Services: The application has been reviewed by the Engineering, Fire, Light and Power, Police, and Public Works departments. Several standard building and fire code conditions of approval will be applied through the building permit review process. Specific comments included:

- Engineering Department Review:
 - Public infrastructure shall comply with City-standard design and construction standards including CWS requirements.
 - An updated storm drainage report shall be required. The storm drainage system shall be updated as needed to comply with current CWS standards and specifications.
- Fire Department Review:
 - Provide a fire hydrant at or near the northeast corner of Building 2.
 - Each building shall be identified with digits at least 8 inches tall that contrasts with the background. Individual unit (suite) numbers shall be at least 6 inches in height and contrast with the background.
- Light and Power Department Review:
 - An additional feed will need to be installed from Pacific Avenue.
 - Additional easements may be necessary in order to provide service through the Ace Hardware and/or Forestplace Apartments sites to this project.
 - Pad mount transformer locations will need to be determined.

The above **conditions** are included in staff's recommendations.

13. Design Review Criteria: Projects subject to design review by the Director (Type II) or the Design Review Commission (Type III) shall be evaluated based on the following:

- A. The development standards of the applicable zoning district and any overlay district;
- B. The general development standards of Article 8.
- C. Departures from code requirements may be permitted as part of a Track 2 Design Review Process, when the following criteria are met:
 - 1. The design guidelines contained in the applicable section of the "Design Guideline Handbook" are adequately addressed.
 - 2. The applicant demonstrates that the overall development would result in a development that better meets the intent of the design guidelines than a design that simply meets the Code.

The Design Guideline Handbook Section II *Commercial Corridor Design Guidelines* has two options for design review: Track 1 *Development Standards* and Track 2 *Design Guidelines*. The following analyzes the application compared to Track 1 *Development Code Standards* unless otherwise noted.

Site – Circulation

- *Access to parking shall be from a local or collector street, an adjacent development, alley, or existing driveways along arterial roadways.* Complies. Access would be from existing driveways taking access from both Pacific Avenue and Fir Road. Pacific Avenue is a designated Arterial street, while Fir Road is a designated Local street.

- *The site plan shall provide connections to vehicular and pedestrian systems into adjacent developments.* Complies. Both pedestrian and vehicular connections are proposed with the Ace Hardware site located to the west, and the Forestplace Apartment complex located to the east.
- *Where buildings are setback from right-of-ways, a continuous and direct sidewalk with a 12-foot minimum width shall be provided between the public sidewalk and the front door to all buildings on site.* Does not comply. No walkway connections to the Pacific Avenue sidewalk are proposed. Because no public doors face Pacific Avenue, staff is proposing a **condition** to require a walkway connection at both ends of Building 1 to facilitate pedestrian access, with an unobstructed width of at least 5 feet.
- *All walkways shall include canopy trees spaced at maximum of 30 feet on center. Trees shall be placed in ornamental cast iron tree grates or planting beds.* Complies. Canopy trees are proposed along the central walkway connecting Building 1 with Buildings 2-4. However, the proposed variety (paper birch) is presently under threat by lethal infestations of the bronze birch borer; many birch trees city-wide have died as a result. Staff is therefore recommending a **condition** that canopy trees be selected from the City's *Suggested Street Tree Planting List – Large Trees*.
- *All roadways or drives shall include sidewalks on both sides of travel lanes with the exception of vehicle facilities that provide access to loading and service areas.* Partially complies. Walkways are provided along the travel lanes connecting the buildings. No walkway is proposed along the west side of Building 4 to connect with the Fir Road sidewalk; staff is recommending a **condition** to require this connection. Staff is also recommending a condition to require walkways at both ends of Building 1; the walkway on the east end would be in close proximity to the Pacific Avenue driveway.

Site – Parking

- *Construct off-street surface parking that does not occupy more than 50% of the street frontage. Where a site has frontage along a side street a surface parking lot may occupy more than 50% of the side street frontage.* Complies. The parking area is located almost completely behind Building 1.
- *A minimum 5' landscaped strip abutting property lines and at least 8% of the interior parking lot area shall be landscaped.* Complies; slightly more than 11% of the interior car park area would be landscaped.
- *Screen parking with solid perimeter wall, earthen berm or evergreen hedge (or a combination thereof) at a minimum spacing of 3 feet and a maximum of 5 feet in height.* Complies. The car park would be largely screened because it would be located between Building 1 and Buildings 2-4. Landscaping located throughout the car park and along the perimeter would provide additional screening.
- *Provide a minimum of 15% of parking lot as water pervious surface – either paving or landscaped retention areas.* Complies; 17% of the car park is proposed to be improved with water pervious surfaces. Landscaping would provide additional pervious area.
- *Development sites shall not consist of paved parking areas of more than 50% of the entire site area.* Complies. Total site area is 2.37 acres. Parking would occupy only 0.73 acres, or about 31% of the total site.

Site – Building Orientation

- *Design and construct buildings no greater than sixty (60) feet from a dedicated public right-of-way.* Complies. Building 1 would be located within 20 feet of the Pacific Avenue right-of-way.

- *Design and construct a minimum of one primary building entrance for each building ground floor use or tenant along a public right-of-way or internal roadway built to City public street engineering standards.* Does not comply; no building entries face Pacific Avenue. Rather, all building entries face the interior car park, as described in the Site Design section above. However, the Guidelines recommend that in such circumstances, entries “should face or have direct lineage to Pacific Avenue to create safe, pleasant and active pedestrian environments.” To provide that lineage to Pacific Avenue, staff has proposed a **condition** to require a minimum 5-foot-wide walkway with weather protection canopies or awnings at both ends of Building 1. The Commission may want to require greater width, especially for the walkway connection to the bus stop.

Site – Pedestrian Environment

- *The sidewalk system shall connect all customer entrances to the public sidewalk.* Does not comply. As a **condition** of approval, walkways are proposed to be required at both ends of Building 1; these would connect with walkways already proposed throughout the project site.
- *Minimum sidewalk width of ten (10) feet. Sidewalks shall meet American with Disabilities Act (ADA) requirements and may include landscaped areas, benches and other pedestrian amenities.* Does not comply. However, sidewalk width is proposed to be 5 feet, which is consistent with the sidewalks constructed outside the town center.
- *Plazas, squares or courts shall be fronted by commercial building facades with 75% or more transparency/window openings of first 15 feet of building.* Not applicable, as no plazas, etc. are proposed.
- *All development shall provide a sheltered entry area at the entrance to each commercial establishment with a minimum area of fifty (50) square feet and a minimum dimension of six (6) feet.* Complies; canopies are proposed over all building entries.

Site – Screening/Service Areas

- *All loading areas shall be physically separated from customer pedestrian and residential areas with a solid fence, evergreen hedge, arbor, berm or a combination of these elements.* Complies. A 6-foot-tall fence is proposed along the south property line abutting the Villager Apartment site. Staff is recommending a **condition** that the height not exceed 4 feet so as to not obscure visual surveillance of the area.
- *See landscape requirements in §10.8.545 Landscaping and Screening of Parking and Loading Areas.* Generally complies. Staff has proposed several **revisions** to the landscape plan; see Landscaping section above.
- *All ground level and roof-top mechanical equipment shall be screened from view with landscaping, fencing and or walls. The height of the screen shall equal or exceed the height of the equipment, and include screening from views from above when visible from adjacent inhabited buildings.* The site plan does not denote either ground level or roof-top mechanical equipment. Staff is recommending a **condition** to require the screening of all such equipment.

Site – Landscaping

- *A landscaped strip at least five (5) feet in width shall be provided between a parking area and any property line facing a street, except in the Community Commercial zone, the minimum width shall be ten (10) feet. The landscaped strip shall be appropriately landscaped with ground cover, planted berm,*

shrubbery and/or trees. Complies. The landscape strip located along both the Pacific Avenue would be 20 feet wide.

- *At least 75% of required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover. Complies. A landscape plan has been submitted with a variety of trees, shrubs and ground cover.*
- *A maximum of 25% of required landscaped area may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, rock groupings, decorative hard paving and gravel areas interspersed with planting areas. No architectural features or artificial ground covers are proposed.*
- *Buffering and screening is required as specified in §10.8.400 et. seq. Complies, as all abutting uses are all located in the same zoning district (Community Commercial) as the subject site.*
- *All development projects fronting on a public or private street more than 100 feet in length approved after the adoption of this title shall be required to plant street trees (spacing, and tree type varies according to §10.5.120(A)(1)). Complies; however, the proposed street trees would be paper birches. Because paper birches are presently under threat by lethal infestations of the bronze birch borer, staff is recommending a **condition** that alternative canopy trees including the street trees be selected from the City's *Suggested Street Tree Planting List – Large Trees*.*

Building – Massing and Form

- *Provide changes in the depth of the façade plane in excess of two (2) feet for all building walls more than 75 feet in length. Complies. All buildings exceed 75 feet in length. Several plane changes are proposed the length of each building.*
- *Maximum length of building facades shall be 200 feet. Does not comply. Buildings 2-4 would abut one another and would total 395 feet in length, while Building 1 would only exceed the maximum by 10 feet. The *Design Guidelines* recommend that lengthy building facades be divided by varying heights and rooflines, columns or other vertical elements, building offsets and changes in parapet heights, among other measures. Because all buildings would have varied roof heights, vertical and horizontal partitioning, building offsets, and would have changes in material and color so as to appear to be separate buildings, no approval conditions appear necessary.*
- *Roofline heights must be varied a minimum of 2 feet for building facades greater than 75 feet in length. Complies. Cornice heights for all buildings vary by at least 2 feet.*
- *Provide vertical partitioning of facades by using columns, pilasters and other vertical elements a minimum of every twenty-five (25) feet. Complies. Various façade materials and colors are proposed that include vertical elements. When combined with the proposed building off-sets, the appearance of vertical articulation is achieved.*
- *Articulation of building fronts through changes in depth or building relief (e.g., windows, doors, cornices, columns, and a change in materials) shall occur a minimum of every fifteen (15) feet in the horizontal or vertical dimensions. Complies; building fronts exhibit changes in depth, building relief, and changes in materials.*

Building – Design Elements

- *Every building elevation adjacent to a street with a horizontal dimension of more than 100 feet shall have a building entrance. Does not comply. Building*

1 is 210 feet long and is adjacent to Pacific Avenue. There are no building entrances proposed that would face the street. The purpose of this standard is to provide convenient pedestrian access from the public sidewalk to the street. With the **condition** to construct walkway connections at both ends of Building 1 to the building entrances located facing the car park, pedestrian access would be provided, and no other conditions appear necessary, although the Commission could require a wider walkway width, especially for the connection to the bus stop.

- *Building facades adjacent to sidewalks or pedestrian connections must include weather protection canopies or awnings along at least 75% of the length of the ground floor façade.* Complies. The proposed pedestrian connections would be sheltered with canopies. In addition, the walkway connections at both ends of Building 1 have been **conditioned** to include this provision.
- *Incorporate a minimum of 50% transparency or window openings on the ground floor facades of buildings facing the public right-of-way.* Does not comply. The proposed Pacific Avenue façade (below) indicates that only a few windows at the northeast and northwest corners of the building would face the public right-of-way (see Exhibit E *Building Elevations*).



Proposed Pacific Avenue Facade



Commercial Building Façade Facing Baseline Road, Cornelius

The Design Guidelines for Building – Design Elements is, “Design buildings to provide visual interest, order and clarity in the commercial corridor, and complement and enhance the Forest Grove character.” One recommended approach to meet this guideline is for “façade transparency in storefronts, with views into ground floor shops and offices along Pacific Avenue, 19th Avenue and other major streets.” While the recommended approach is one method to meet the guidelines, other approaches may be considered if it is found to meet the guideline.

Staff believes the Commission has two alternatives to meet the Building Design guideline. One option is to reorient some of the spaces to have glazing face Pacific Avenue. However, as previously noted, the buildings’ orientation is to the interior parking lot, which provides some design benefits to move the parking behind the buildings. Thus, the question is whether the design of the building has adequate façade treatment to provide visual interest, order and clarity.

If the option is to require glazing along Pacific Avenue, the façade could be revised to provide 50% transparency, similar to the building in Cornelius above (it too faces an interior car park where the primary business entries are located). Staff acknowledges that not all tenants would desire windows facing the street and would, as in the above example, install translucent or opaque screening material.

However, tenants will change over time. Some of those tenants may desire more of a street presence and visibility into their stores, which would be precluded with the proposed solid-wall façade. One possible middle-ground approach would be to install windows on only a portion of the façade, as in this stock image example.



Because of their highly visible locations at each end of Building 1, staff believes their locations would most benefit from additional window openings. Furthermore, additional windows in these facades would enhance the pedestrian experience for those using the walkways recommended in the

Pedestrian Environment section above. The Commission may consider a proposed a proposed **condition** to require at least 25% transparency of Building 1's Pacific Avenue façade end unit tenant spaces, as well as at least 25% of Building 1's east and west facades. The 25% requirement would be measured below the interior ceiling line.

The second option would be to consider further enhancements to the façade facing Pacific Avenue. There are good design elements to the façade as proposed. The building heights vary at three locations. Building articulation is employed to avoid the continuous long wall. Although the landscaping shown in the graphic above is not accurate because there is proposed four columnar trees rather than the six spreading trees shown, there will be street trees, ground cover and shrubs along the Pacific Avenue frontage not shown on the graphic. However, staff believes further enhancements could be added to the façade. In particular, the use of additional varying materials such as brick and additional colors would provide a more varied façade which would provide additional visual interest. Also, the continuation of the awnings proposed on the entry side of the building would provide additional visual relief along this façade. (Note: the Cornelius example shown above does provide awnings although that particular design is not particularly noticeable and gets "washed out".) To implement this approach, an alternative **condition** to require additional façade enhancements facing Pacific Avenue be submitted for review and, as approved by staff, be incorporated in the final building design. Such enhancements, as approved by the Community Development Director, shall be the use of brick and other alternative materials, use of additional colors and the continuation of the awnings proposed for the opposite side of the building of the building.

- *Windows shall not be reflective, tinted or treated in such a way as to block views into or out of windows.* Complies; windows will not be reflective, etc. However, individual tenants may opt to install translucent or opaque screening material.
- *Windows must be recessed a minimum of 4 inches from building facades.* Complies; windows will be recessed at least 4 inches.

The following applies for facades with primary building entries within 60 feet of public streets:

- *Materials such as synthetic stucco (EIFS, Dryvit, etc.) are prohibited at ground floor.* Complies. The primary façade materials are proposed to be Hardie-board and Hardie-panel.
- *Jumbo bricks with dimensions larger than 4x8x2 inches are prohibited at ground floor.* Complies; no jumbo bricks are proposed.
- *Walls constructed of spandrel glazing/curtain wall (i.e. smooth glass concealing structural elements) are prohibited at ground floor.* Complies; no curtain walls are proposed.
- *Vinyl cladding of building façade is prohibited at ground floor.* Complies. Ground floor siding is proposed to be Hardie-board and Hardie-panel.

Building – Compatibility

- *Any building or portion of a building that is less than 50 feet from existing residential dwellings must not be higher than 15 feet above the top of the roofline of the nearest existing dwelling.* Complies. The nearest existing residential building would be located less than 50 feet from Building 2. This

residential building is two-stories tall, while Building 2 would be only 1 story tall.

- *When adjacent to existing residential development, all commercial structures with floor areas less than 20,000 square feet of total building area must have sloped roofs.* Complies. Buildings 2-4, while adjacent to residential development, would exceed 31,000 square feet in area.

Building – Safety

- *Security gates or bars on windows or doors are prohibited along ground floors of commercial buildings, excluding loading and storage areas.* Complies; no such features are proposed.
- *Motion activated security lighting is prohibited along building facades that front onto public rights-of-way.* Complies; no such features are proposed.
- *Public access shall be provided to all commercial uses that provide plazas, squares, or courts intended for food, beverage or entertainment uses.* Not applicable, as no such features are proposed.
- *Parking lots or roadways shall not be gated or secured excluding loading and storage areas or residential parking areas.* Complies; no gates are proposed.

Lighting – Exterior Building

- *Building lighting shall be directed downward with no splay of light off the site.* Complies.
- *Any light source over ten (10) feet high shall incorporate cut-off shield.* Complies.

Lighting – Parking Lot

- *Lights shall not obstruct vehicular or pedestrian traffic.* Complies.
- *Poles outside of the public right-of-way shall be a maximum of 14 feet in height.* Light poles in the car park are proposed to be 18 feet tall, in compliance with DC §10.8.755(E)(2)(b).
- *Concrete light fixture bases taller than 8" are prohibited.* Complies.
- *Lights shall be equipped with cut-off fixture to ensure that light does not spill onto adjacent residential property.* Complies.

Lighting – Sidewalk and Landscape

- *All bollard, wall or stairway lighting shall be directed exclusively downward.* Complies.
- *All uplighting fixtures shall be screened by landscaping or concealed within structures or located below or flush with grade.* None proposed; not applicable.
- *No walkway lighting shall exceed 18 feet in height.* Complies.

Lighting – Signs

- *Interior lighted plastic signs are prohibited.* None proposed.
- *Moving or flashing signs are prohibited.* None proposed.

Pole and Monument Signs

- *No more than one (1) pole or free-standing sign shall be allowed per individual business or frontage (whichever is less).* No signs have been proposed.
- *All pole signs shall have a minimum clearance of ten (10) feet below the sign and shall have a maximum height of twenty (20) feet.* No pole sign shall have

a total area of more than forty (40) square feet per face. No signs have been proposed.

- The maximum height for a free-standing sign is eight feet. No signs have been proposed.

Summary and Conclusions: With the conditions described above, the design standards and guidelines have been adequately addressed by the application.

III. ALTERNATIVES

The Planning Commission may approve as submitted, approve with conditions, continue deliberations to a date certain, or deny this request.

IV. RECOMMENDATION

Staff recommends that the Planning Commission continue the hearing to June 19, 2017 (the May 15 and June 5 meetings are already booked), and direct the applicant to submit an analysis of the parking demand. The analysis shall be prepared by a professional traffic engineer and should demonstrate that proposed uses would be complementary and thus reduce the amount of parking needed. Furthermore, if the amount of parking required exceeds the 169 spaces proposed, the analysis shall demonstrate how additional parking could be accommodated or how demand could be further reduced.

Staff further recommends that the Planning Commission open the public hearing to receive testimony, and review the recommended conditions listed below for possible revision.

GENERAL

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 City and CWS building and development standards, including all dimensional standards and public works specifications.
3. All utility connections shall be underground (DC §10.8.645(A) *Underground Utilities*).

PARKING, ACCESS AND CIRCULATION

4. To facilitate access from both travel directions, parking stalls shall be perpendicular to the drive aisles. Parking stall dimensions shall not exceed the lengths and widths stipulated in DC §10.8.510(G).
5. No drive-through accesses shall be permitted next to the Pacific Avenue driveway.
6. The applicant shall comply with all *Conditions of Approval* listed in the ODOT review letter dated April 5, 2017.

PEDESTRIAN CONNECTIONS

7. Provide walkway connections from the Pacific Avenue sidewalk at both ends of Building 1. These walkways shall have an unobstructed width of at least 5 feet and shall include weather protection canopies or awnings. The Commission may want to require greater width to make the pedestrian environment more pleasant, especially for the walkway connection to the bus stop.
8. Provide a walkway connection from the Fir Road sidewalk to the walkway on the north side of Buildings 2-4. This walkway shall have an unobstructed width of at least 5 feet.
9. Expand the walkway on the south side of Building 1 and the north side of Buildings 2-4 by at least 3 feet each, for a minimum width of 21 feet and 12 ½ feet respectively.

10. Walkways on the south and west sides of Building 1 and the north side of Buildings 2-4 shall be widened by 18 inches, to allow for vehicle overhang. No additional curb stops shall be required. (Optional condition).

BUILDING DESIGN

Proposed Conditions 11 and 12 are proposed as options for Commission consideration. The Commission may consider blending or requiring both conditions.

11. Provide at least 25% transparency of Building 1's Pacific Avenue façade end unit tenant spaces, as well as at least 25% of Building 1's east and west facades. The 25% requirement shall be measured below the interior ceiling line.
12. Require additional façade enhancements facing Pacific Avenue be submitted for review and, as approved by staff, be incorporated in the final building design. Such enhancements, as approved by the Community Development Director, shall be the use of brick and other alternative materials, use of additional colors and the continuation of the awnings proposed for the opposite side of the building of the building.
13. Each building shall be identified with digits at least 8 inches tall that contrasts with the background. Individual unit (suite) numbers shall be at least 6 inches in height and contrast with the background.
14. The south elevation of Buildings 2-4 shall be treated with an anti-graffiti coating to create a non-stick surface to repel paint and permanent markers.
15. All ground level and roof-top mechanical equipment shall be screened from view with landscaping, fencing and or walls. The height of the screen shall equal or exceed the height of the equipment, and include screening from views from above when visible from adjacent inhabited buildings.

LANDSCAPE PLAN

16. Because the paper birch is susceptible to birch borer infestations, an alternative canopy tree shall be selected from a City-approved list.
17. Tree spacing in landscape islands shall generally comply with the provisions of DC §10.5.120(4). Tree spacing shall also be adjusted as needed to minimize conflicts with car park area lighting. Additional landscape islands – if any – shall have a minimum inside dimension of 8 by 8 feet.
18. Nine columnar trees shall be installed in the yard along Pacific Avenue. Trees shall be spaced about 30 feet apart. The variety and locations shall be approved prior to installation.
19. The Sargent cherry trees shall be replaced where possible with large trees from a City-approved list.
20. Install additional trees on the south side of Building 1. Trees shall be selected from a City-approved list. Tree wells shall have a minimum interior dimension of 5 by 5 feet. If installed at grade-level, tree grates shall also be required. If curbed, short fencing (not more than 18 inches tall) shall be installed to prevent pedestrian encroachment and soil compaction.
21. Install additional trees on the north side of Buildings 2-4. Trees shall be selected from a City-approved list. Tree wells shall have a minimum interior dimension of 5 by 5 feet. If installed at grade-level, tree grates shall also be required. If curbed, short fencing (not more than 18 inches tall) shall be installed to prevent pedestrian encroachment and soil compaction.
22. Revisions to the landscape plan shall be reviewed and approved by City staff prior to installation.

OTHER

23. The trash/recycling enclosure proposed adjacent to Pacific Avenue at the west end of Building 1 shall be relocated to comply with DC §10.7.205(B)(4).
24. Trash and recycling enclosures shall be roofed.
25. Fence height along the south property line shall not exceed four feet.

26. All lighting shall comply with the provisions of DC §10.8.755(C) *Pedestrian Lighting Standards* and §10.8.755(E) *Lighting Standards for Commercial Development*.
27. Public infrastructure shall comply with City-standard design and construction standards including CWS requirements.
28. An updated storm drainage report shall be required. The storm drainage system shall be updated as needed to comply with current CWS standards and specifications.
29. Provide a fire hydrant at or near the northeast corner of Building 2.
30. An additional electrical feed shall be installed from Pacific Avenue.

V. LIST OF EXHIBITS

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

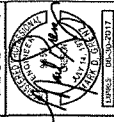
- Exhibit A** Site Plan and Landscape Plan
- Exhibit B** Drive-Through (Stacking, Traffic Movements and Building 1 East Elevation)
- Exhibit C** ODOT Review Letter
- Exhibit D** Parking Analysis
- Exhibit E** Building Elevations and Architectural Renderings

EXHIBIT A

Site and Landscape Plans

SDR3

2024 * 1337

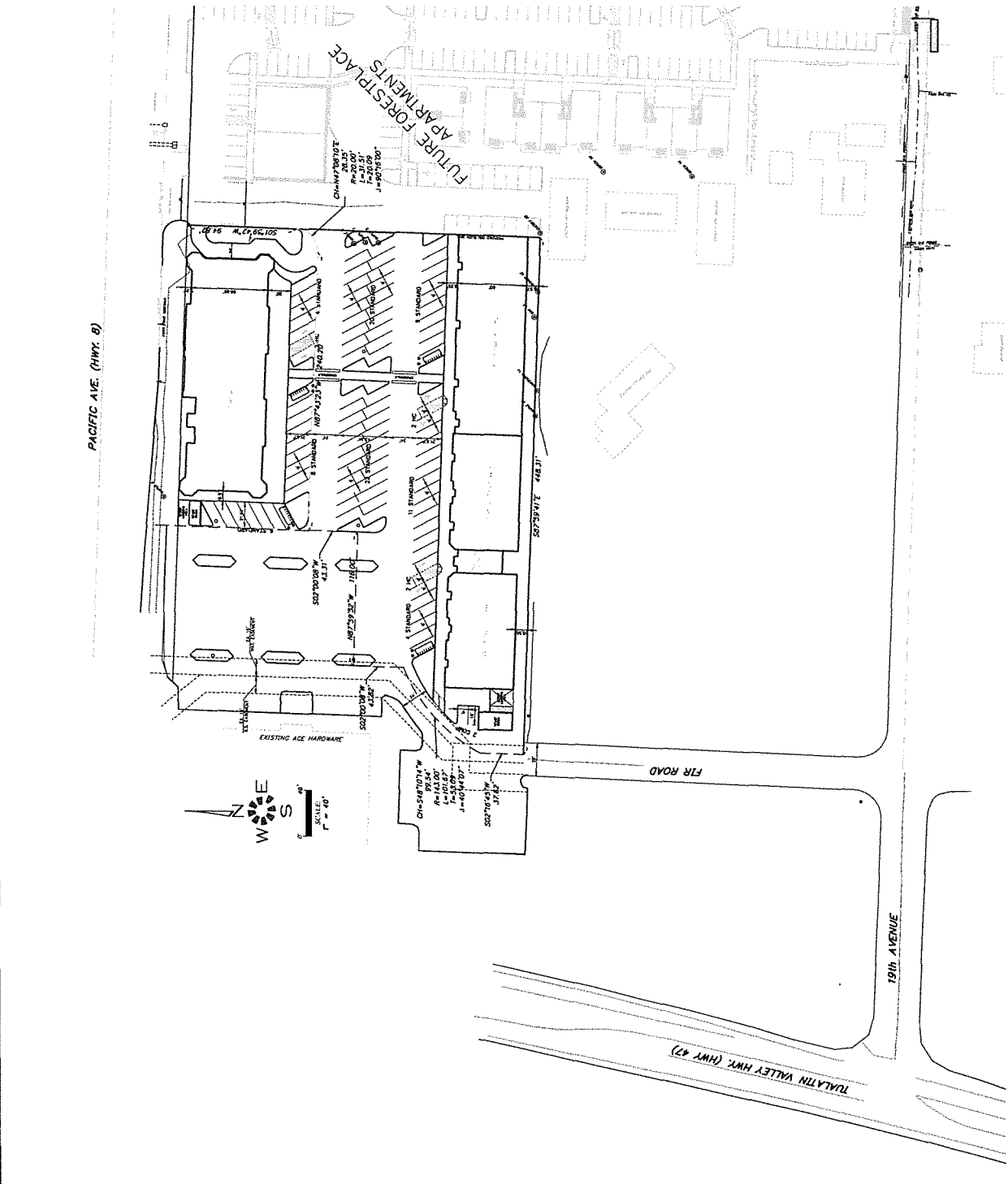
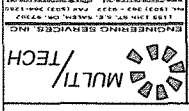


AS-BUILT:
Scale: AS SHOWN
Date: FEB. 2022
Checked: M.D.G.
Drawn: M.D.G.
Design: M.D.G.
NO CHANGES, MODIFICATIONS OR
REWORKS TO BE MADE TO THIS
DRAWING WITHOUT WRITTEN
APPROVAL FROM DESIGNER.
Checked: M.D.G.
Drawn: M.D.G.
Design: M.D.G.

NO CHANGES, MODIFICATIONS OR
REWORKS TO BE MADE TO THIS
DRAWING WITHOUT WRITTEN
APPROVAL FROM DESIGNER.
Checked: M.D.G.
Drawn: M.D.G.
Design: M.D.G.

STONEMOOD
RETAIL
CENTER

PRELIMINARY
SITE
PLAN



TUALATIN VALLEY HWY. (HWY 8)

THIS PERMIT

NO CONSTRUCTION SHALL BE PERMITTED WITHOUT THE PRESENTATION OF THIS PERMIT TO THE TUALATIN CITY ENGINEER'S OFFICE.

DATE: 01/24/2014

PROJECT: TUALATIN VALLEY HWY. (HWY 8)

DESIGNER: BULLBURNINGS ARCHITECTS

CLIENT: TUALATIN CITY

SCALE: 1" = 20'

BULLBURNINGS ARCHITECTS

725 4TH AVENUE, SUITE 200

SEASIDE, OREGON 97138

STORINGOOD CENTER

PACIFIC HIGHWAY

FOREST GROVE, OREGON

725 4TH AVENUE, SUITE 200

SEASIDE, OREGON 97138

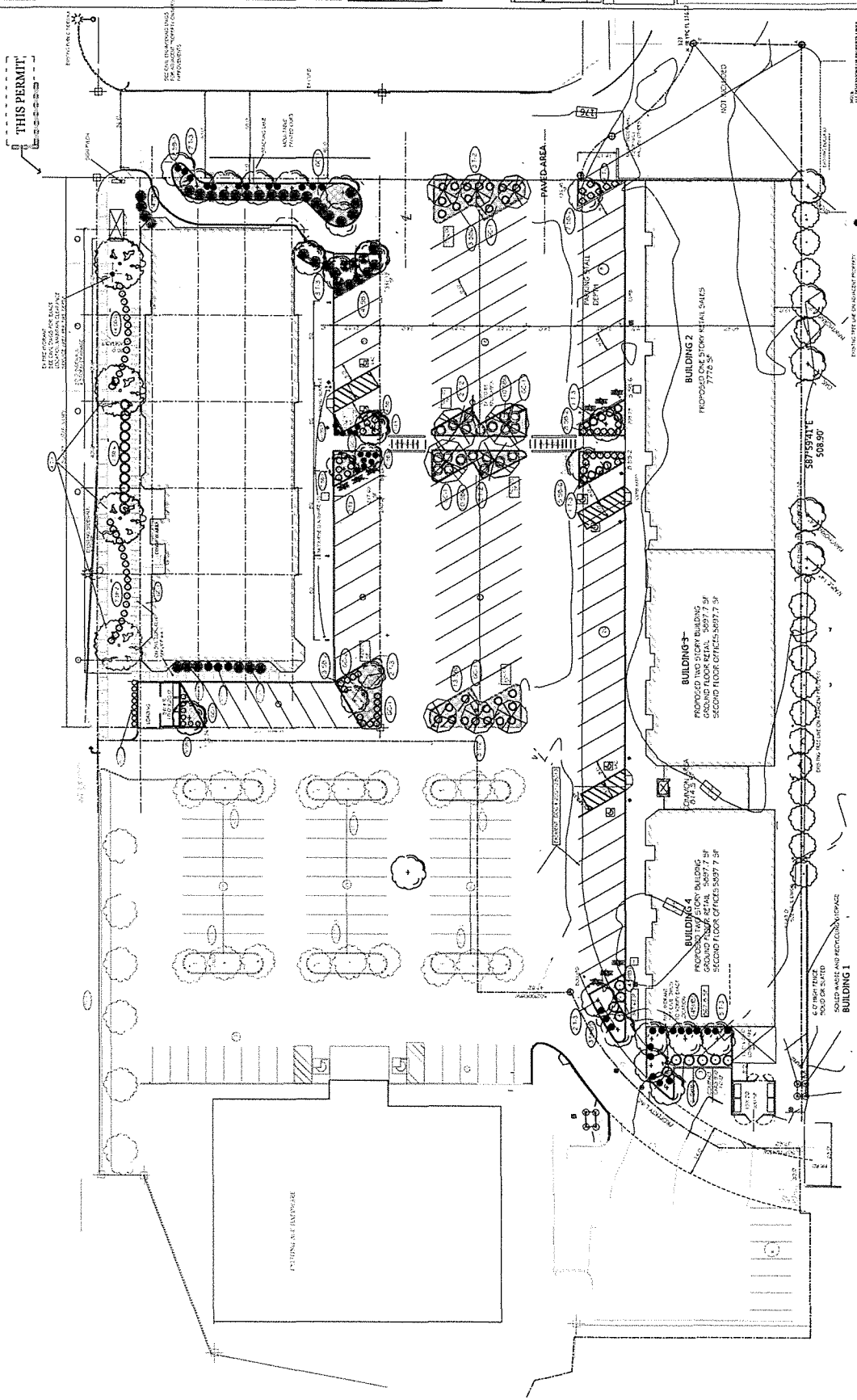
LANDSCAPE PLAN

1" = 20'

L-1

1600321

01/24/2014



PROPOSED	EXISTING	NET	PERCENT	PERCENT
AREA (SQ. FT.)	AREA (SQ. FT.)	AREA (SQ. FT.)	AREA (SQ. FT.)	AREA (SQ. FT.)
41,399.5	3,311.56	38,087.94	92	92
44,335.0	3,547.46	40,787.54	92	92
23,759.3	6,038.42	17,720.88	75	75

LANDSCAPE PLAN

SCALE 1" = 20'

LANDSCAPE NOTES

GENERAL NOTES

REFER TO CIVIL ENGINEER DRAWINGS FOR UTILITY INFORMATION, INCLUDING STORM DRAIN, SEWER, WATER, ELECTRICAL, GAS, TELEPHONE AND CABLE.

REFER TO CITY STANDARD PLANS AND SPECIFICATIONS WHERE APPLICABLE.

CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH SUBCONTRACTORS AS REQUIRED TO ACCOMPLISH ALL CONSTRUCTION OPERATIONS. ALL PILING, CONDUIT, SLEEVES, ETC., SHALL BE SET IN PLACE PRIOR TO THE INSTALLATION OF IRRIGATION AND PLANTING CONSTRUCTION ITEMS.

CONTRACTOR SHALL BE RESPONSIBLE TO CONSULT WITH CITY REPRESENTATIVE, APPROPRIATE AGENCIES AND PLANS FOR THE LOCATION OF ALL UNDERGROUND UTILITIES, TIES AND STRUCTURES. CONTRACTOR SHALL TAKE TOTAL SHALL RESPONSIBLE REFERRAL DAMAGES CLAUSE AS A RESULT OF THEIR WORK.

CONTRACTOR SHALL NOT WILLFULLY PROCEED WITH THE CONSTRUCTION IF IT IS DESIGNED WHEN IT IS OBVIOUS THAT ABSTRACTIONS, GASKETS, DISCREPANCIES AND/OR GREAT DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING THE DESIGN PHASE. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNERS AUTHORIZED REPRESENTATIVE. CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATIONS.

PLANTING NOTES

OWNERS RESPONSIBILITY FOR MAINTENANCE AFTER THE COMPLETION OF THE CONSTRUCTION CONTRACT IN THE CONTRACTORS MAINTENANCE PERIODS. THE PROPERTY OWNER OR THEIR LANDSCAPE MAINTENANCE SERVICE SHALL MAINTAIN THE SITE IN A SAFE CONDITION, INCLUDING BUT NOT LIMITED TO THE TREES SHRUBS GROUND COVER GRASS AND IRRIGATION SYSTEM. LANDSCAPE PLANTING CAN BE MAINTAINED IN A HEALTHY CONDITION THROUGHOUT THE YEAR. REPLACE ALL PLANTS THAT DIE WITH LIKE VARIETIES AND MATCH WITH SIZE OF ADJACENT PLANTS. MAINTENANCE MAY INCLUDE BUT IS NOT LIMITED TO: PRUNE, TRIMMING, MOULING, TRIMMING, VEGETATION DESIGNS REMOVAL

AND OTHER METHODS NECESSARY TO MAINTAIN SAFE PEDESTRIAN ACCESS, VEHICULAR ACCESS, UTILITY ACCESS, SITE VISIBILITY, AND PREVENTIVE PUBLIC SAFETY.

INSTALLATION

THE CONTRACTOR SHALL INSTALL LANDSCAPING ACCORDING TO THESE PLANS DETAILS OF THE SPECIFICATIONS.

VERIFY LOCATION OF ALL PERTINENT SITE IMPROVEMENTS UNDER OTHER SECTIONS. IF ANY PART OF THIS PLAN CANNOT BE FOLLOWED DUE TO SITE CONDITIONS, CONTACT THE OWNERS AUTHORIZED REPRESENTATIVE OUR INSTRUCTIONS PRIOR TO COMMENCING WORK.

EXACT LOCATIONS OF PLANT MATERIAL SHALL BE REVIEWED BY THE OWNERS AUTHORIZED REPRESENTATIVE IN THE FIELD PRIOR TO INSTALLATION. HOLDERS AUTHORIZED REPRESENTATIVE RESERVES THE RIGHT TO ADJUST PLANS TO EXACT LOCATIONS OF FIELD.

ALL PLANTS SHALL BE GROWN FOR THIS REGION OR SHALL BE ADEQUATELY CLIMATED.

DO NOT MAKE SUBSTITUTIONS. IF SPECIFIED LANDSCAPE MATERIAL IS NOT OBTAINABLE, SUBMIT PROOF OF NON AVAILABILITY FROM THE LEAST FIVE SORCERERS SHALL ONLY REPRESENTATIVE, TOGETHER WITH THE PROPOSED FOR USE OF AN EQUAL OF MATERIAL FOR FINAL APPROVAL.

CONTRACTORS SHALL CONTACT THE OWNERS REPRESENTATIVES FOR PLANT MATERIAL INSPECTION PRIOR TO INSTALLATION.

PLANTING LIST, SPECIFICATIONS, AND DETAILS: SEE LANDSCAPE DRAWINGS FOR DETAILS AND PLANTING SPECIFICATIONS.

BARK MULCH

USE ONLY THREE AND CLEAR OF MEDIUM BARK NUGGETS.

IRRIGATION

IRRIGATION WILL BE PROVIDED BY AN AUTOMATIC UNDERGROUND SYSTEM CAPABLE OF PROVIDING ADEQUATE WATER TO PLANTING THROUGHOUT THE YEAR. THE SYSTEM WILL BE INSTALLED AS OF DESIGN BUILD SYSTEM BY THE LANDSCAPE CONTRACTOR.

ROOT BARRIERS

TREES PLANTED WITH MEDIAN AND OR PARKING STRIPES WITH LESS THAN 6" WIDTH SHALL BE INSTALLED WITH WHAT APPEARS AT THE END OF WALKS AND CURBS.

TREE PRUNING

ALL TREES OR SHRUBS HEREINAFTER PLANTED OR SUBSTANTIALLY IMPROVED IN ANY PUBLIC RIGHT OF WAY SHALL ONLY BE PROGRAMMATIC PLANTED WITH PERMISSION OF THE GOVERNING AGENCY.

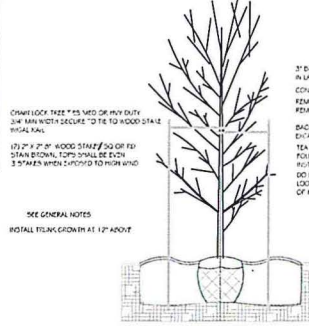
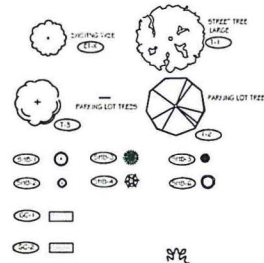
YEAR ONE, ONLY DEAD, DISEASED OR CROSSING BRANCHES SHALL BE PROVIDED ONE TREE IS PLANTED YEAR TWO CLASS 1 PRUNED, PURSUANT TO THE NATIONAL ARBORIST ASSOCIATION STANDARDS SHALL BE PROVIDED DURING YEAR TWO THE PURPOSE OF THIS PERMIT IS TO ESTABLISH PROPER SCAFFOLD BRANCHING. RAISE THE CROWN FOR ROADSIDE CLEARANCE AND REMOVE ANY DEAD DYING CROSSING BRANCHES.

SUCCESSING YEARS, PROVIDED CLASS ONE PRUNING DURING SUCCEEDING YEARS, CONTINUE TO ESTABLISH PROPER SCAFFOLD BRANCHING, REMOVE ANY DEAD, DYING OR CROSSING BRANCHES AND CONTINUE TO RAISE THE CROWN UNTIL WELL IN DECORAL CLEARANCE STANDARDS HAVE BEEN MET.

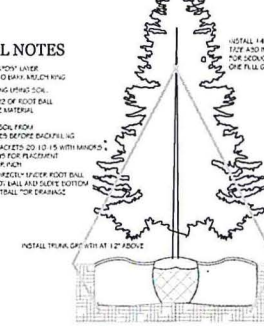
TREE, SHRUB, AND GROUND COVER PRUNING

ALL PLANT GROWTH AND LANDSCAPED AREAS SHALL BE CONTROLLED BY PRUNING, TRIMMING OR OTHERWISE SO THAT IT WILL NOT INTERFERE WITH THE MAINTENANCE AND REPAIR OF ANY PUBLIC UTILITY.

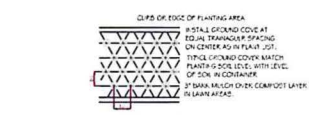
IT WILL NOT RESTRICT PEDESTRIAN OR VEHICULAR ACCESS. IT WILL NOT CONSTITUTE A TRAFFIC HAZARD BECAUSE OF REDUCED VISIBILITY.



STAKE- DECIDUOUS TREE



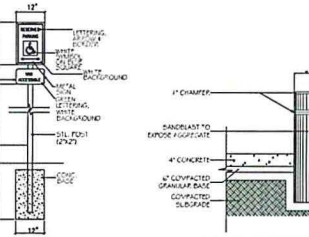
STAKE- CONIFEROUS TREE



GROUND COVER DETAIL



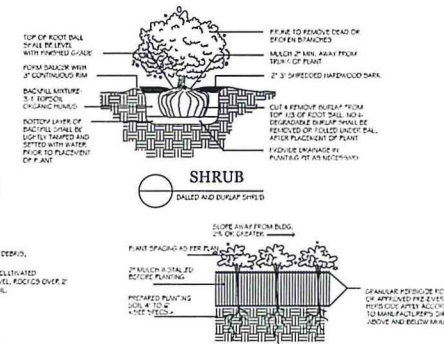
PLANTER AREA'S SOIL CROSS SECTION



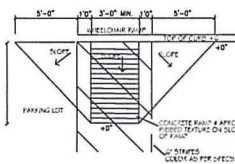
CONCRETE SECURITY BOLLARD

PLANT LIST						
SYMBOL	LATIN NAME	COMMON NAME	QUANTITY	PLANTING SIZE	CONTAINER	SPACING
TREES						
17-1	LAUREL DETEILED	COLLIERIE DETEILED	4	4" O.D. TRUNK	4" O.D.	AS SHOWN
17-2	REDA PAPER	PAPER BARK	10	2" O.D. TRUNK	2" O.D.	AS SHOWN
17-3	PRUNUS SARGENT	SARGENT CHERRY	20	2" O.D. TRUNK	2" O.D.	AS SHOWN
17-4						
SHRUBS						
55-1	REDA PAPER	COLLIERIE DETEILED	50	18" - 24"	5 GAL	AS SHOWN
55-2	ELEGANT WINTER	DWAFF BURNING BUSH	34	24" MIN.	5 GAL	AS SHOWN
55-3	REDA PAPER	COLLIERIE DETEILED	40	24" - 30"	5 GAL	AS SHOWN
55-5	CONVEX JAPANESE	POLY	55		AS SHOWN	
55-6	VERONICA DAVEN	DAVID VIRENIA	73	12" - 18"	5 GAL	AS SHOWN
GROUND COVER						
60-1	REDA PAPER	COLLIERIE DETEILED	6" O.D.	4" POT	30" O.C.	
60-2	ELEGANT WINTER	DWAFF BURNING BUSH	6" O.D.	4" POT	18" O.C.	

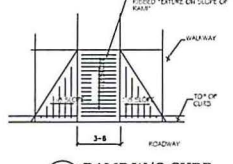
C (10) CONIFEROUS TO (10) DECIDUOUS



SHRUB



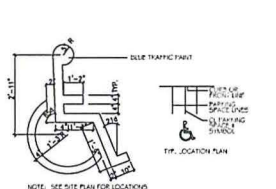
WHEELCHAIR RAMP



RAMP W/O CURB

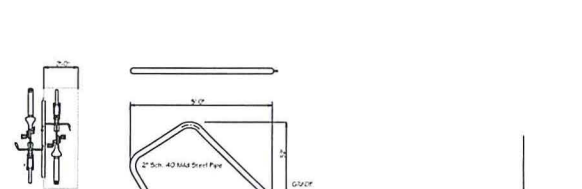


HANDICAP PARKING



HANDICAPPED SYMBOL FOR PARKING

HANDICAPPED PARKING



BICYCLE RACK

BICYCLE NOTES
BICYCLE PARKING SPACES SHALL BE A MINIMUM OF 6'-0" LONG 2'-0" WIDE ACCESS AISLE MIN 5'-0"

1. ALL PLANTS SHALL BE GROWN FOR THIS REGION OR SHALL BE ADEQUATELY CLIMATED.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH SUBCONTRACTORS AS REQUIRED TO ACCOMPLISH ALL CONSTRUCTION OPERATIONS.
3. CONTRACTOR SHALL BE RESPONSIBLE TO CONSULT WITH CITY REPRESENTATIVE, APPROPRIATE AGENCIES AND PLANS FOR THE LOCATION OF ALL UNDERGROUND UTILITIES, TIES AND STRUCTURES.

01/22/17 REVIEW 1
01/25/17 REVIEW 2

01/22/17 REVIEW 1
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01/25/17 REVIEW 2

01/22/17 REVIEW 1
01/25/17 REVIEW 2

EXHIBIT B

Drive-Through

Stacking, Traffic Movements

And

Building 1 East Elevation

Date: February 14, 2017
To: Mr. Barry Newdelman
From: Karl Birky, PE, PTOE
Re: Traffic Impacts of Coffee Kiosks



A.T.E.P., Inc.
1155 13th St. S.E.
Salem, OR. 97302

Tel.: 503-364-5066
FAX: 503-364-1260
e-mail: kbirky@atepine.com

Mr. Newdelman:

You have asked me to provide information about the traffic impact of coffee kiosks and coffee drive throughs in shopping centers and commercial areas. There is general agreement that clients of coffee kiosks and coffee drive throughs are "pass by" traffic. These drivers are in the traffic stream already and stop at the coffee drive through on their way to work or another destination. Pass by traffic does not drive to the coffee drive through as a destination, but stops at the drive through on their way to work or other destination. I often think of the typical client as someone on their way from home to the office stopping for a drink to consume during the remainder of their journey.

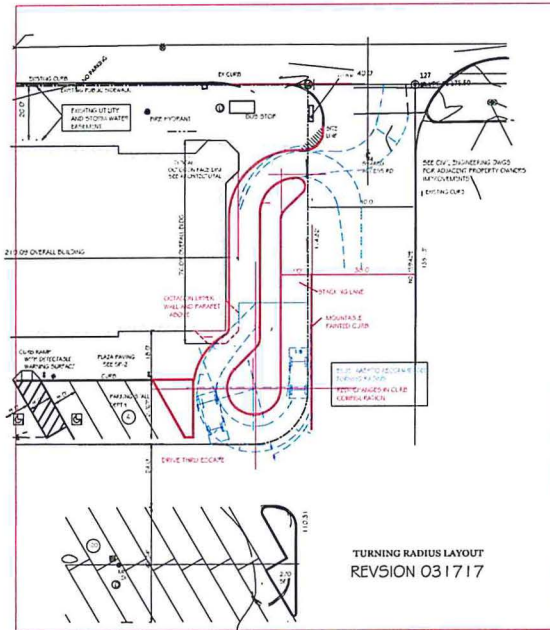
Pass by traffic does not increase the volume of traffic on the roadway. In the Forest Grove project you are proposing, a coffee drive through will not significantly increase the traffic on Hwy 8, since they are stopping in the middle of their journey from their trip's origin to their trip's destination for coffee. There will be an increase in the number of turns at the access point, but the addition of the right turn lane will provide an area for them to slow down or speed up and make their turn into and out of the project. There should be very little additional traffic on the roadway or slowing of traffic at the access with the addition of the additional refuge lane added to the south side of the highway.

An important concern of cities and agencies is that vehicles in queue waiting for their morning cup of joe will stop in or near the travel way and slow traffic. This concern is genuine and needs to be considered and addressed as you have by providing storage (or stacking) space for vehicles that is longer than people are willing to wait for service. Storage for 12 vehicles will probably be adequate, though some people have strong preferences and will wait a long time for their coffee, even on their way to work.

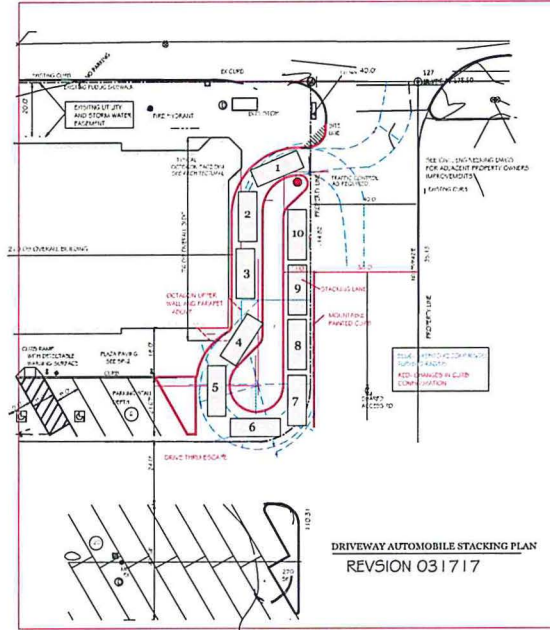
Thank you for asking ATEP to provide this information. I can be reached at 504-364-5066 if there is any additional information that might be helpful for you and/or the City.

Regards,

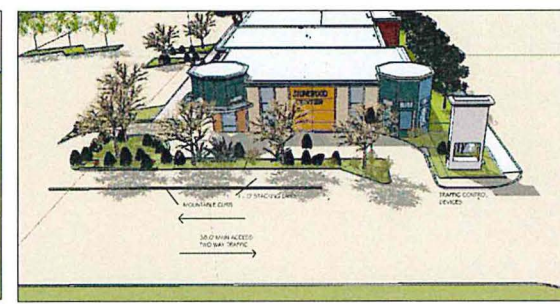
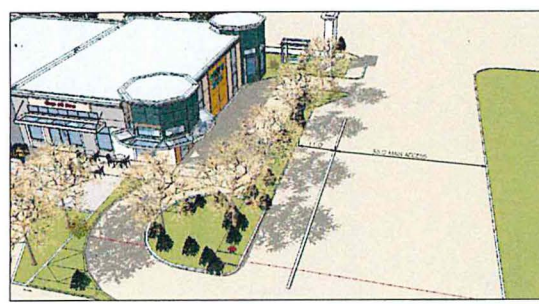
Karl Birky, PE, PTOE



DRIVEWAY TURNING RADIUS PER AASHTO CRITERIA
SCALE 1" = 20.0'



DRIVEWAY AUTOMOBILE STACKING PLAN
SCALE 1" = 20.0'



PROJECT: STONEWOOD CEMETERY DRIVE-THRU

DATE: 08/01/2016

PROJECT NO.: 1608321

DATE: AUG 01, 2016

BARRELL & ASSOCIATES ARCHITECTS

1000 N. LAKE STREET, SUITE 200

CHICAGO, ILLINOIS 60610

773.425.0200

Avery COMPANY

LANDSCAPE ARCHITECTS

1000 N. LAKE STREET, SUITE 200

CHICAGO, ILLINOIS 60610

773.425.0200

STONEWOOD CEMETERY

PACIFIC HIGHWAY

FOREST GROVE, OREGON

PROPOSED DRIVE THRU

SP-2.1

EXHIBIT C

ODOT Review Letter



Oregon

Kate Brown, Governor

Department of Transportation

Region 1 Headquarters
123 NW Flanders Street
Portland, Oregon 97209
(503) 731.8200
FAX (503) 731.8259

April 5, 2017

ODOT #7493

ODOT Response

Project Name: Stonewood Center Commercial Development	Jurisdiction Case #: 311-16-000197-PLNG
Jurisdiction: City of Forest Grove	State Highway: OR 8
Site Address: 3712 Pacific Avenue, Forest Grove, OR	

The site of this proposed land use action is adjacent to OR 8. ODOT has permitting authority for this facility and an interest in ensuring that this proposed land use is compatible with its safe and efficient operation. **Please direct the applicant to the District Contact indicated below to determine permit requirements and obtain application information.**

COMMENTS/FINDINGS

According to the site plan sent to us by the City on March 22nd, the proposed exit for the drive thru aisle is only about 25' from the highway right turn lane curb line at the western driveway. According to the Traffic Impact Analysis (TIA) queuing analysis, the anticipated queue length in the northbound left turn lane at that driveway during the AM peak is almost 100', which means drive thru traffic wanting to get back onto the highway during the AM peak would be blocked by the queue in the left turn lane. The turning templates forwarded to us by the City also indicates that drive thru vehicles turning back into the site would be blocked by the left turn queue since the left turn lane will be straddling the centerline of the driveway. It's therefore recommended that the applicant not be allowed to locate their drive thru next to the western driveway drive aisle and that it be located elsewhere on the site (perhaps at the west end of the same building).

The TIA recommends an eastbound right turn lane be provided at the eastern driveway on TV Highway. ODOT does not support that recommendation due to the relatively low eastbound right turn volumes anticipated at that approach and the fact that eastbound motorists wanting to turn right into the apartment site can do so using the existing right turn lane at the western driveway.

The TIA indicates the eastern driveway will not satisfy traffic signal warrants based on the anticipated vehicular volumes. ODOT accepts this assessment. As properties redevelop in this area and a signal is possibly warranted based on increased vehicle or pedestrian traffic the City should explore options to require proportionate cost-share collections towards signalization solutions (i.e. traffic signal, rapid flashing beacon, etc.). This is further supported by the identified need in the City of Forest Grove's Transportation System Plan, which notes a new pedestrian crossing, potentially at a location of a new traffic signal, on Highway 8 between Mountain View Lane and Highway 47 (see Table 5-1: Pedestrian System Projects and Programs). ODOT involvement and approval would be required for final solutions.

All improvements (access, frontage, roadway etc.) within the State highway right of way are subject to the ODOT Highway Design Manual (HDM) standards; otherwise, a Design Exception by a licensed engineer is required to be submitted for review, and approval must be obtained or an alternative design that meets Highway Design Manual standards must be used. Until more detailed plans have been reviewed, ODOT cannot make a determination whether design elements will require a Design Exception.

Note: If a Design Exception is required, it may take up to 3 months to process.

All ODOT permits and approvals must reach 100% plans before the District Contact will sign-off on a local jurisdiction building permit, or other necessary requirement prior to construction.

ODOT RECOMMENDED LOCAL CONDITIONS OF APPROVAL

Improvements and Right of Way

- ☒ The applicant shall construct a 200ft westbound right turn lane on the east leg of the 19th St/OR 47 intersection and a left turn refuge be provided on the south leg of the intersection as recommended in the TIA.
- ☒ Curb, sidewalk, cross walk ramp(s) bikeways and road widening shall be constructed as necessary to be consistent with local, ODOT and ADA standards.
- ☒ Right of way deeded to ODOT as necessary to accommodate the planned cross section shall be provided. The deed must be to the State of Oregon, Oregon Department of Transportation. The ODOT District contact will assist in coordinating the transfer. ODOT should provide verification to the local jurisdiction that this requirement has been fulfilled. The property owner must be the signatory for the deed and will be responsible for a certified environmental assessment of the site prior to transfer of property to the Department.

Note: It may take up to **3 months** to transfer ownership of property to ODOT.

Access to the State Highway

- ☒ A State Highway Approach Road Permit from ODOT for access to the state highway or written determination (e-mail, fax or mail acceptable) from ODOT that the existing approach is legal for the proposed use is required. Truck turning templates shall be provided as needed to ensure vehicles can enter and exit the approach safely. The access to the highway shall remain 40ft in width and be striped with two exiting lanes (left turn only and a thru-right lane) and an entrance lane. Site access to the state highway is regulated by OAR 734.51. For application information go to <http://www.oregon.gov/ODOT/HWY/ACCESSMGT/Pages/Application-Forms.aspx>.

Note: It may take **2 to 3 months** to process a State Highway Approach Road Permit.

Permits and Agreements to Work in State Right of Way

- ☒ An ODOT Miscellaneous Permit must be obtained for all work in the highway right of way. When the total value of improvements within the ODOT right of way is estimated to be \$100,000 or more, an agreement with ODOT is required to address the transfer of ownership of the improvement to ODOT. An Intergovernmental Agreement (IGA) is required for agreements involving local governments and a Cooperative Improvement

Agreement (CIA) is required for private sector agreements. The agreement shall address the work standards that must be followed, maintenance responsibilities, and compliance with ORS 276.071, which includes State of Oregon prevailing wage requirements.

Note: If a CIA is required, it may take up to **6 months** to process.

- ☒ The applicant must obtain an ODOT permit to place trees in the state right of way. Tree spacing and design must be consistent with the ODOT Highway Design Manual (https://www.oregon.gov/ODOT/HWY/ENGSERVICES/Pages/hwy_manuals.aspx) or ODOT must approve a Design Exception. If trees are proposed in the planter strip a Design Exception for the clear zone is required.

Note: It may take up to **3 months** to process a Design Exception.

- ☒ Illumination within the ODOT right of way must be in accordance with AASHTO illumination standards and the ODOT Lighting Policy and Guidelines, which states that local jurisdictions must enter into an Intergovernmental Agreement (IGA) with ODOT wherein the local jurisdiction is responsible for installation, maintenance, operation, and energy costs.
- ☒ An ODOT Miscellaneous Permit is required for connection to state highway drainage facilities. Connection will only be considered if the site's drainage naturally enters ODOT right of way. The applicant must provide ODOT District with a preliminary drainage plan showing impacts to the highway right of way.

A drainage study prepared by an Oregon Registered Professional Engineer is usually required by ODOT if:

1. Total peak runoff entering the highway right of way is greater than 1.77 cubic feet per second; or
2. The improvements create an increase of the impervious surface area greater than 10,758 square feet.

Please send a copy of the Notice of Decision including conditions of approval to:

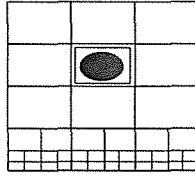
ODOT Region 1 Planning
Development Review
123 NW Flanders St
Portland, OR 97209

Region1_DEVREV_Applications@odot.state.or.us

Development Review Planner: Marah Danielson	503.731.8258, marah.b.danielson@odot.state.or.us
Traffic Contact: Avi Tayar, P.E.	503.731.8221
District Contact: Tory Johnson	971.673.6228 Tory.v.johnson@odot.state.or.us

EXHIBIT D

Parking Analysis



BARRY L. NEWDELMAN ASSOCIATES
ARCHITECTS

Illinois Wisconsin Oregon

ENERGY CONSULTANTS

Nationwide

April 17, 2017

Mr. James Reitz
AICP Senior Planner
City of Forest Grove, Oregon
1924 Council Street
Forest Grove, Oregon
97116

RE: Stonewood Center Commercial Complex
File No. 311-16-000197-PLNG

Mr. Reitz:

This letter is in response for a clarification of our Parking analysis.

It is the intent of the Developer to obtain Plan Commission approval for the highest and best use of the commercial property. Our marketing strategy is to develop the site in two (2) phases.

Phase 1 would be the North Building along Pacific highway and will consist of a maximum of 13,910 sq ft.

Upon the lease up and expressed interest in the site location, we would then modify the South Building to accommodate additional Retail Specialty store interest and Office Space.

The second phase building would be adjusted, by agreement with the City of Forest Grove to meet the applicable requirements such as Parking , Loading and Landscaping requirements all based on the maximum number of parking spaces that can be achieved on the site.

I am attaching copies of our parking analysis:

1. A 10 percent reduction as a "Right" as stated in article 10.8.520 Para a (1).

2. A 25 % reduction calculation as stated in article 10.8.520 Para B.(2),(c)

The food service tenant in building 1 is currently being negotiated is defined as ITE USE 935 containing 2400 sq ft. The remaining sq footage in Building 1 would be Retail Specialty sales.

The center is designed for smaller stores which would normally have a high Parking Turnover.

The largest tenant currently under discussion is a 4,000 sq ft Nationally known Paint store.

The rationale attributed to this disclosure is the High turnover rate the Parking will provide (30 to 40 Minutes) . The same applies to the Existing Hardware store which represents 25 % of the total site development

Should you have any questions or need further clarification please contact our office.

Barry L. NewDelman
Architects
www.blnarchitects.com

cc: Ac Buzz Avery

2340 SE TAMARACK
Portland, Oregon-97214
T-773.425.0200 f-503.477.911
EM -barry@aresnrg.com

5-Apr-17

PROJECT

STONEWOOD CENTER FOREST GROVE, OREGON

10% REDUCTION

BUILDING PARKING RATIOS BASED ON MAXIMUM ONSITE PARKING
FOR MULTIPLE BLDGS ON SAME ZONING LOT

APPLICABLE DEDUCTIONS

NONE

10%

WITHIN 500 FT OF PUBLIC TRANSPORTATION

25%

ARTICLE 10.8.520

MAX PARKING ON SITE

186.00

EXISTING ACE
HARDWARE

15,384.00

PER TABLE

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

3.70

9.90

15.30

2.70

REDEDUCTION

3.33

8.91

13.77

2.43

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

TOTAL BLDG
AREATOTAL PARKING
REQUIRED

% OF
OCCUPANCY

100.00%

0.00%

0.00%

0.00%

15,384.00

AREA

PARKING RATIO/1000 SF
W/RE DEDUCTIONS

3.33

8.91

13.77

2.43

PARKING REQUIRED

51.2

0.0

0.0

0.0

51.2

TOTAL BUILDING 1
AREA

13,910.00

BUILDING 1

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

TOTALS

TOTAL PARKING
REQUIRED

% OF
OCCUPANCY

82.80%

17.20%

0.00%

0.00%

100.00%

AREA

11,517.48

2,392.52

0.00

0.00

13,910.00

PARKING RATIO/1000 SF
W/RE DEDUCTIONS

3.33

8.91

13.77

2.43

PARKING REQUIRED

38.4

21.3

0.0

0.0

59.7

MAXIMUM AREA FOR BUILDING 2 BASED ON AVAILABLE PARKING

CARS AVAILABLE FOR
BUILDING 2

75.1

22,552.77

BUILDING 2,3 & 4

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

TOTAL BLDG
AREATOTAL PARKING
REQUIRED

185.4

TOTAL PARKING
ACTUAL

186.00

PARKING
OK

% OF
OCCUPANCY

100.00%

0.00%

0.00%

0.00%

100.00%

AREA(BLENDED)

22,376.00

22,376.00

0.00

0.00

0.00

22,376.00

PARKING RATIO/1000 SF NO
DEDUCTIONS

3.33

8.91

13.77

2.43

PARKING REQUIRED

74.5

0.0

0.0

0.0

74.5

TOTAL SITE BUILDING AREA

51,670.00

INCLUDES HANDICAPPED ACCESSIBLE AND VAN ACCESSABLE PARKING

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

TOTAL BLDG
AREA

% DIFFERENCE

ORIGINAL DEVELOPMENT PLAN

22,440.00

0.00

0.00

12,000.00

34,440.00

REVISED PLAN PER THIS WORK OUT

22,376.00

0.00

0.00

0.00

22,376.00

64.97%

DIFFERENCE

(64.00)

0.00

0.00

(12,000.00)

(12,064.00)

5-Apr-17

PROJECT **STONEWOOD CENTER
FOREST GROVE, OREGON**

25% REDUCTION

BUILDING PARKING RATIOS BASED ON MAXIMUM ONSITE PARKING
FOR MULTIPLE BLDGS ON SAME ZONING LOT

APPLICABLE DEDUCTIONS

NONE

10%

WITHIN 500 FT OF PUBLIC TRANSPORTATION

25%**ARTICLE 10.8.520**

MAX PARKING ON SITE

175.0

EXISTING ACE
HARDWARE

15,384.00

PER TABLE

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

3.70

9.90

15.30

2.70

REDEDUCTION

2.775

7.425

11.475

2.025

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

TOTAL BLDG
AREATOTAL PARKING
REQUIRED% OF
OCCUPANCY

100.00%

0.00%

0.00%

0.00%

15,384.00

AREA
PARKING RATIO/1000 SF
W/RE DEDUCTIONS

15,384.00

2.78

7.43

11.48

2.03

PARKING REQUIRED

42.7

0.0

0.0

0.0

42.7

TOTAL BUILDING 1
AREA

13,910.00

BUILDING 1

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

TOTALS

TOTAL PARKING
REQUIRED% OF
OCCUPANCY

82.80%

17.20%

0.00%

0.00%

100.00%

AREA

11,517.48

2,392.52

0.00

0.00

13,910.00

PARKING RATIO/1000 SF
W/RE DEDUCTIONS

2.775

7.425

11.475

2.025

PARKING REQUIRED

32.0

17.8

0.0

0.0

49.7

MAXIMUM AREA FOR BUILDING 2 BASED ON AVAILABLE PARKING

CARS AVAILABLE FOR
BUILDING 2

82.6

33,504.86

BUILDING 2,3 & 4

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

TOTAL BLDG
AREATOTAL PARKING
REQUIRED

174.0

% OF
OCCUPANCY

66.02%

0.00%

0.00%

33.98%

100.00%

AREA(BLENDED)

32,376.00

21,376.00

0.00

0.00

11,000.00

32,376.00

PARKING RATIO/1000 SF NO
DEDUCTIONS

2.775

7.425

11.475

2.025

PARKING REQUIRED

59.3

0.0

0.0

22.3

81.6

TOTAL SITE BUILDING AREA

61,670.00

INCLUDES HANDICAPPED ACCESSIBLE AND VAN ACCESSABLE PARKING

TOTAL
PARKING
ACTUAL

175.00

PARKING OK

MAX BLDG ALLOWED
32,376.00

RETAIL SALES

FAST FOOD

SIT DOWN
RESTAURANT

OFFICE

TOTAL BLDG
AREA

% DIFFERENCE

ORIGINAL DEVELOPMENT PLAN

22,440.00

0.00

0.00

12,000.00

34,440.00

REVISED PLAN PER THIS WORK OUT

21,376.00

0.00

0.00

11,000.00

32,376.00

94.01%

DIFFERENCE

(1,064.00)

0.00

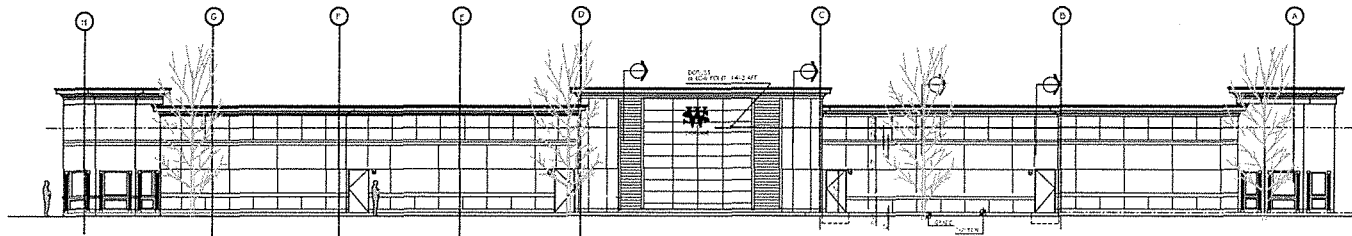
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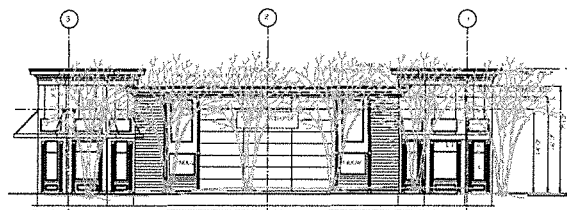
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EXHIBIT E

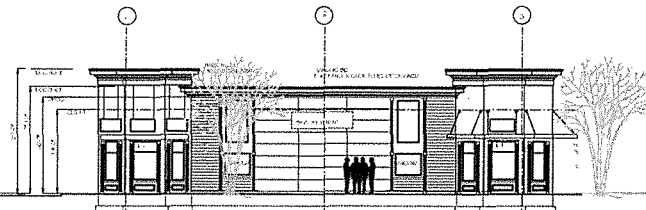
Building Elevations And Architectural Renderings



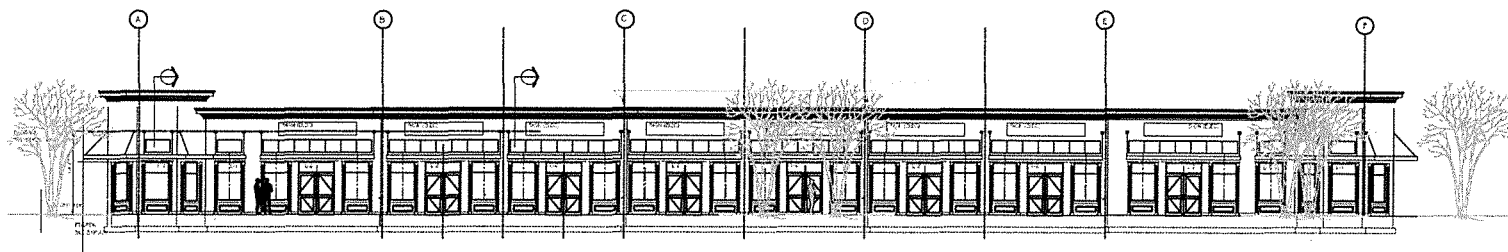
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EAST ELEVATION
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WEST ELEVATION
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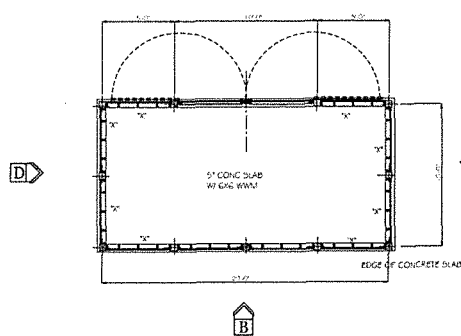


SOUTH ELEVATION A
SCALE 1/8" = 1'-0"

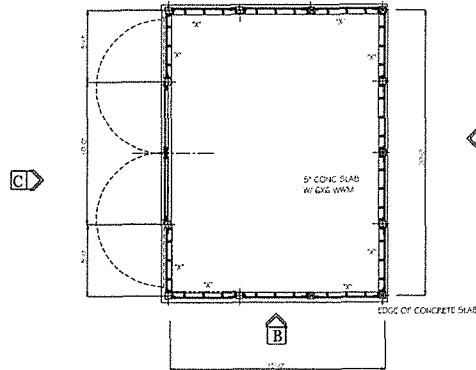
STONENWOOD CENTER PACIFIC HIGHWAY FOREST GROVE, OREGON
07/2017 REV. 01
THE BUTTERFLY ARCHITECTS 1114 N. MICHIGAN CHICAGO, IL 60602 773.425.0200
<i>St. Avery</i> creative ILLUSTRATIONS SALE, OREGON
THE STAY STONENWOOD CENTER PACIFIC HIGHWAY FOREST GROVE, OREGON
ELEVATIONS BUILDING NO. 1
A-2
DATE: 10/16/2016 BY: AUG 1, 2016

SC 416-117

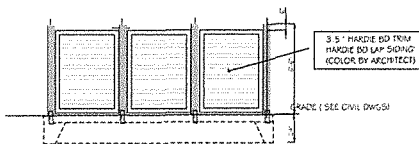
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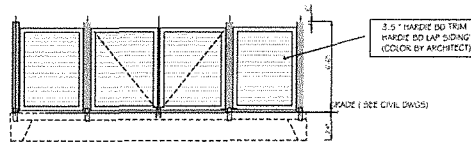
SW & R ENCLOSURE NORTH
SCALE 1/4" = 1'-0"



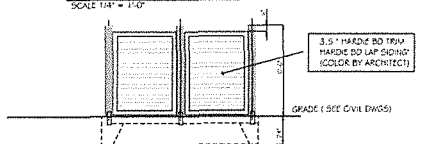
SW & R ENCLOSURE SOUTH
SCALE 1/4" = 1'-0"



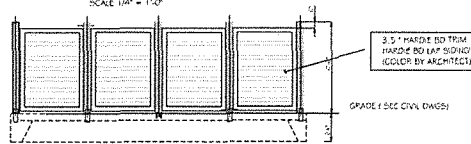
ELEVATION C
SCALE 1/4" = 1'-0"



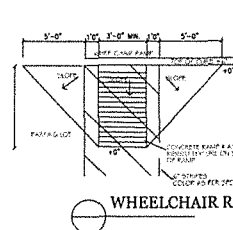
ELEVATION A
SCALE 1/4" = 1'-0"



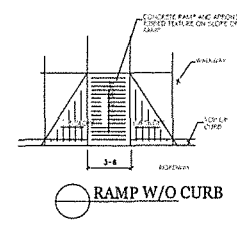
ELEVATION D
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ELEVATION B
SCALE 1/4" = 1'-0"



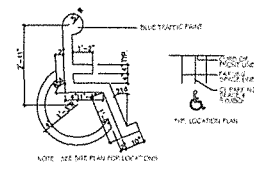
WHEELCHAIR RAMP



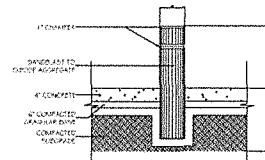
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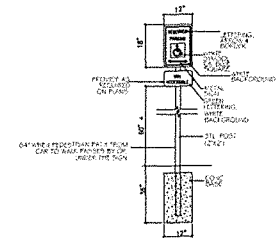
HANDICAP PARKING
SPACE LAYOUT AND SIGN



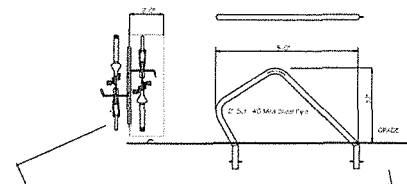
HANDICAPPED SYMBOL FOR PARKING



CONCRETE SECURITY BOLLARD



HANDICAPPED PARKING



BICYCLE NOTES
BICYCLE PARKING SPACES SHALL BE A MINIMUM OF 6'-0" LONG
2'-0" WIDE ACCESS AISLE MIN 5'-0"

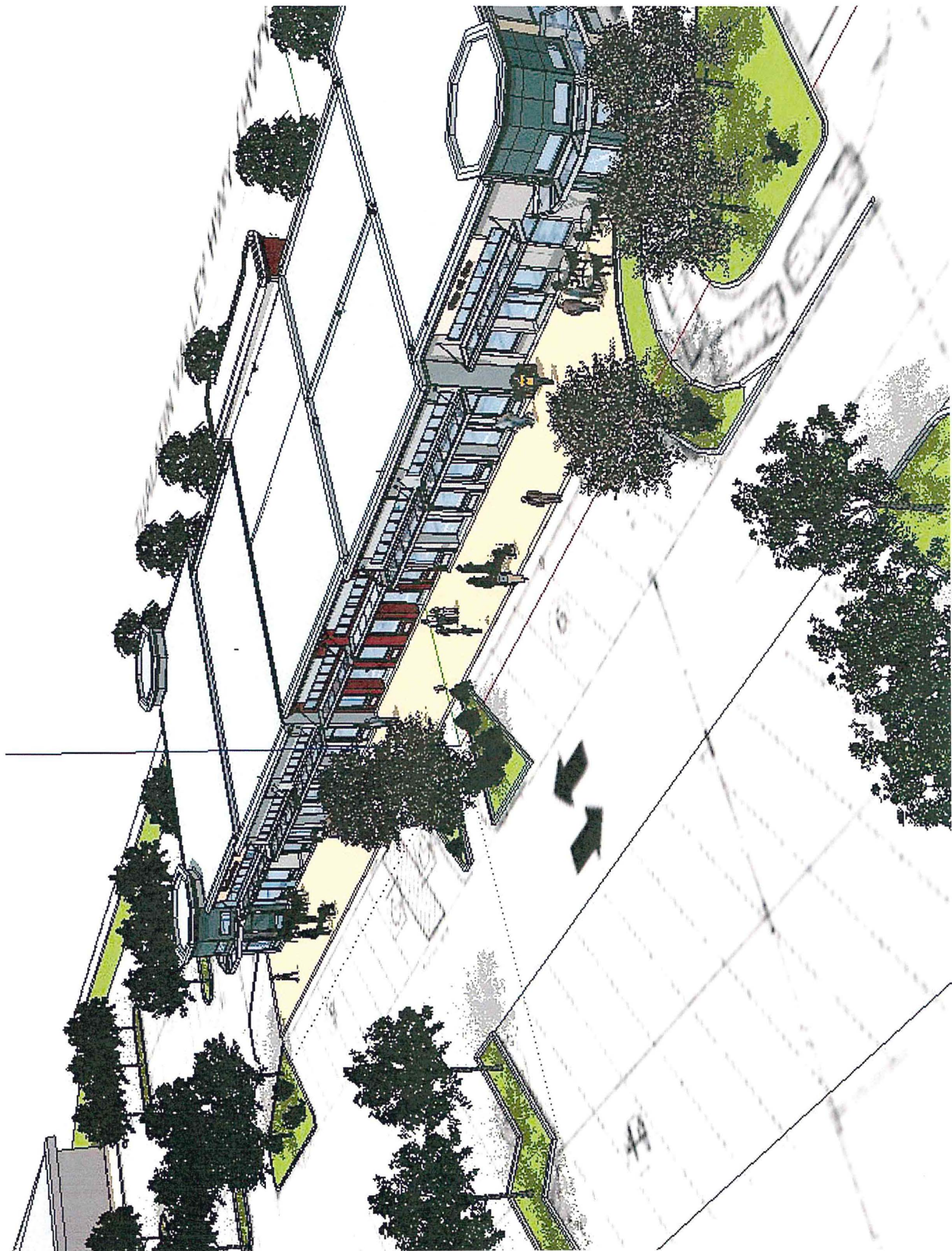
02/01/17 REVIEW 2

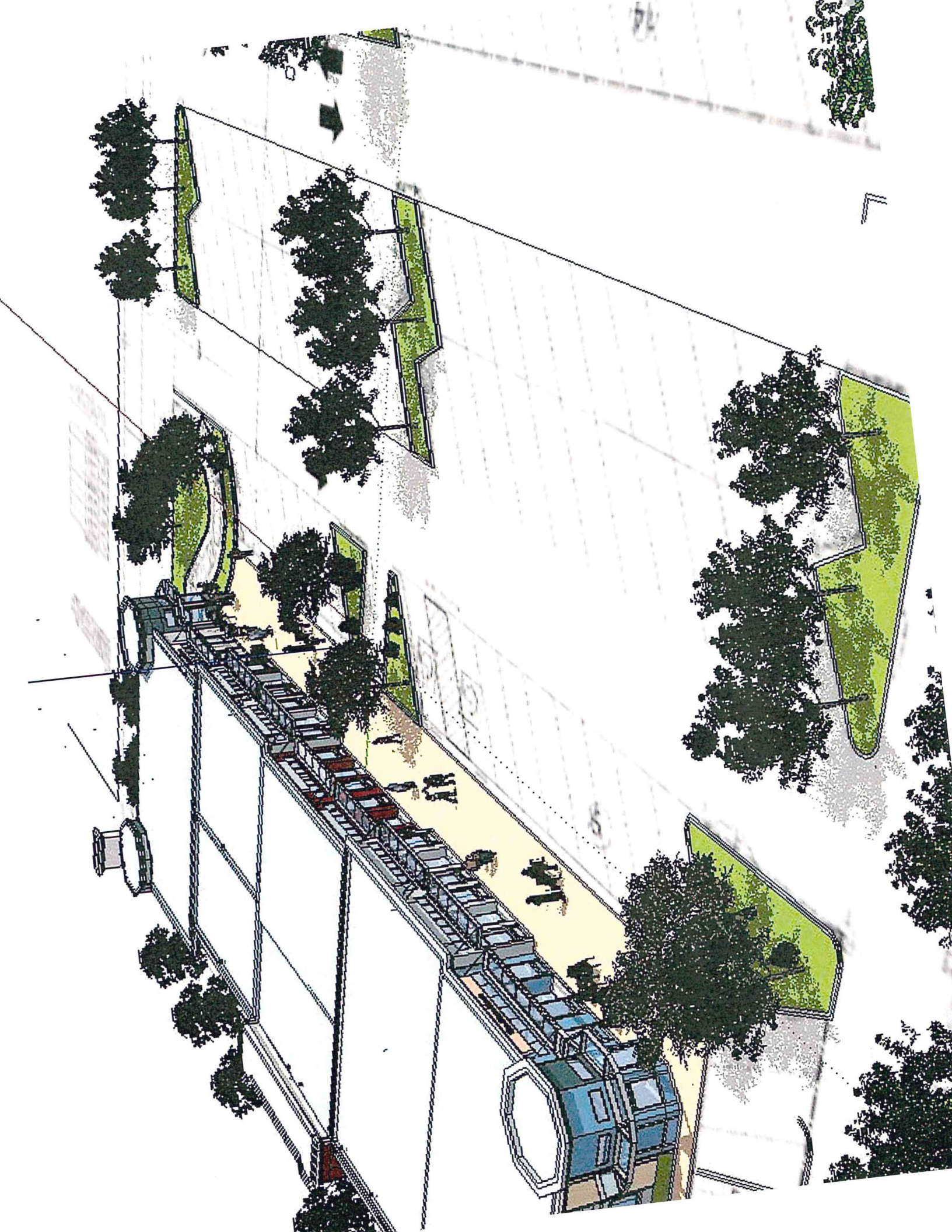
BABY L. NUNDELMAN ARCHITECTS
1001 LEXINGTON, CHICAGO, ILLINOIS 60611
773.425.0200

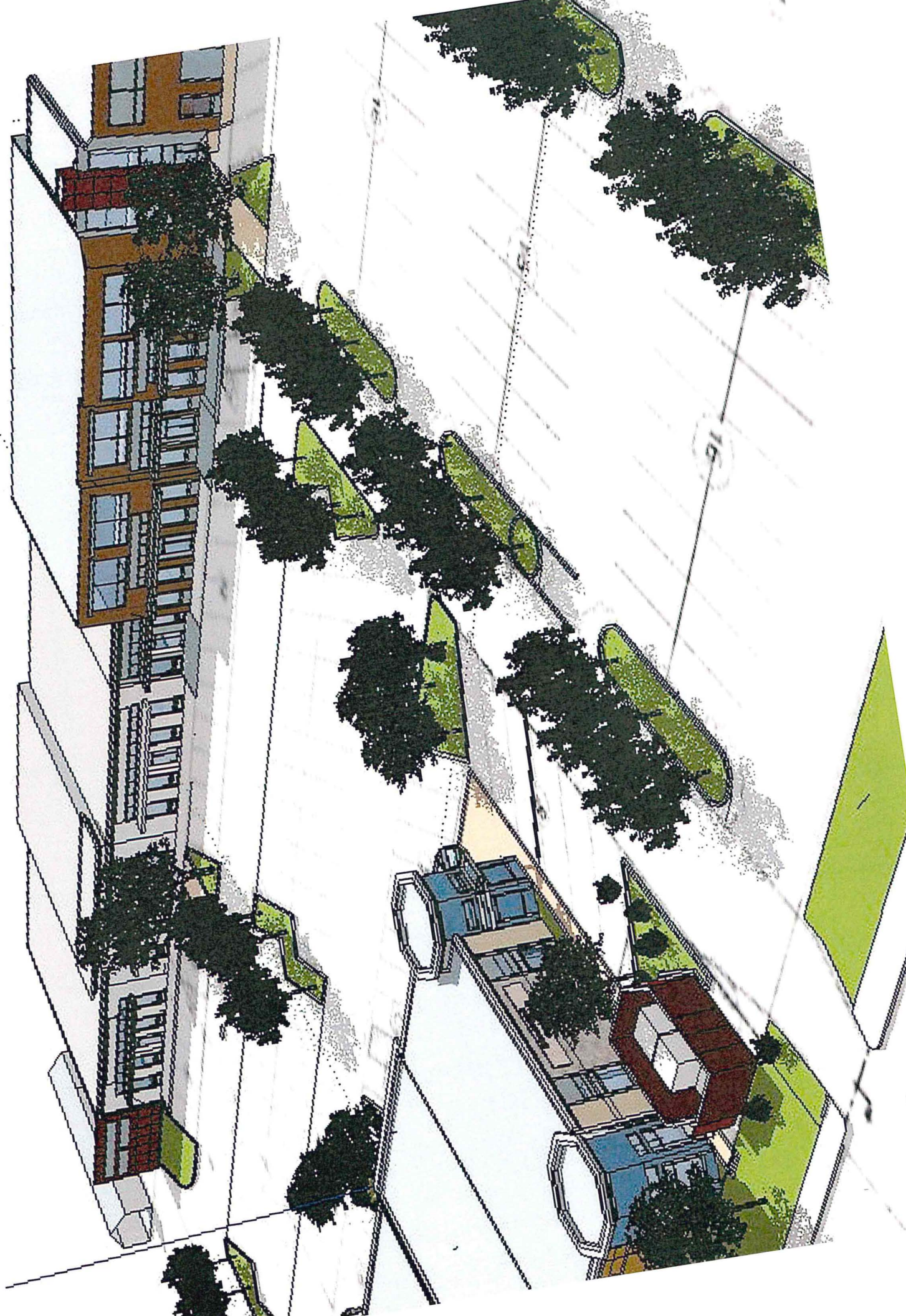
St. Mary's
BUILDS-DEVELOPERS
SALZM, OREGON

STONEWOOD CENTER
PACIFIC HIGHWAY
FOREST GROVE, OREGON

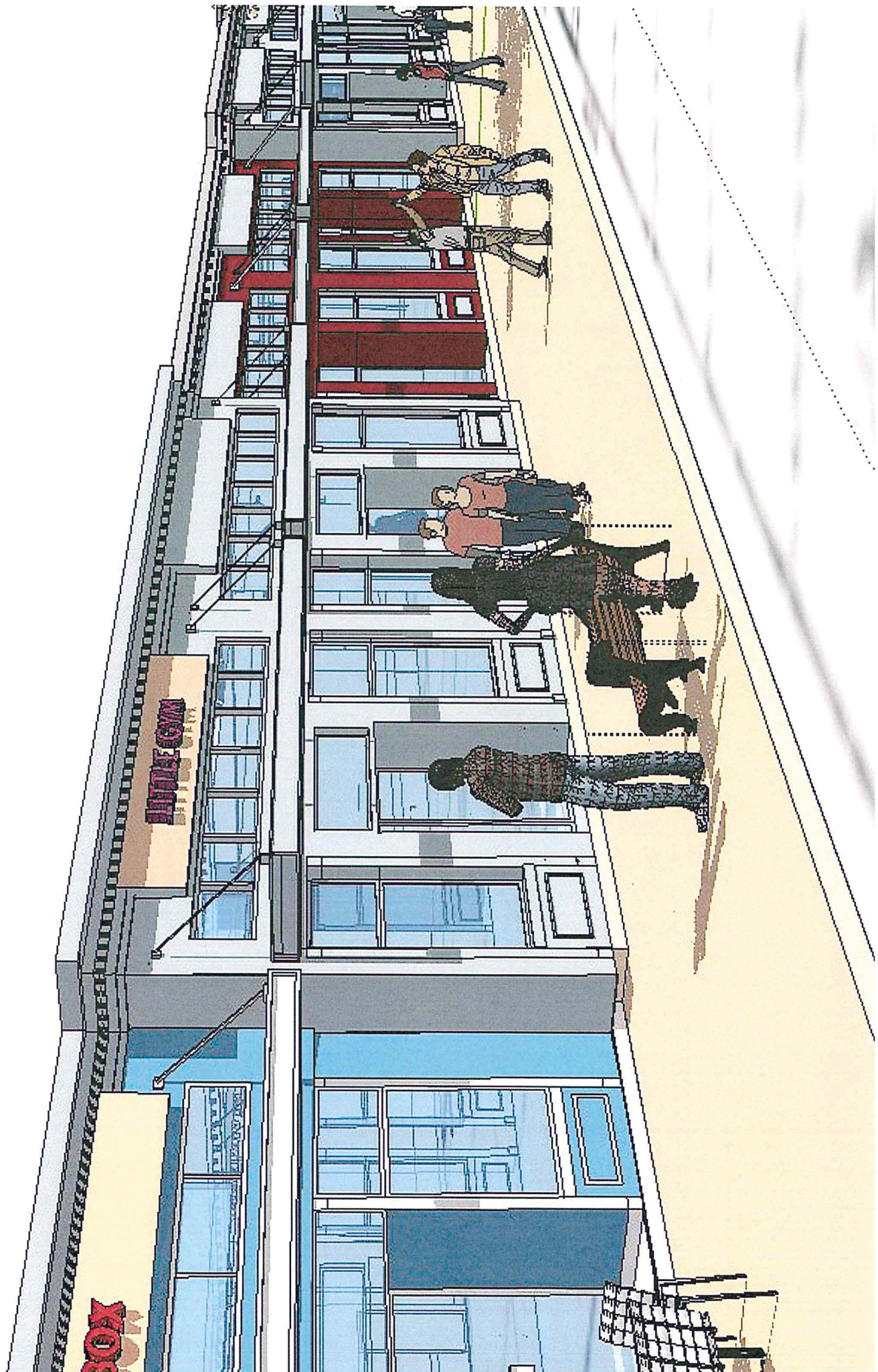
SP-3













MINUTES

3-27-17

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

March 27, 2017–7:00 P.M.

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DRAFT

1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:00 p.m.

Planning Commission Present: Tom Beck, Sebastian B. Lawler, Lisa Nakajima, Dale Smith, and Hugo Rojas.

Planning Commission Excused: Phil Ruder, Carolyn Hymes.

Staff Present: Dan Riordan, Senior Planner; James Reitz, Senior Planner; Bev Maughan, Executive Assistant.

2. PUBLIC MEETING:

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

2.2 PUBLIC HEARING:

A. Planning Commission review and approval of a conditional use permit for a day care serving up to sixteen children at 3015 18th Avenue (File #311-17-000006-PLNG and Tax Lot 1S306AA07100).

Chairman Beck opened the public hearing, 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. Riordan explained that this is a somewhat unique situation, and results from an anomaly in the City's Development Code. He said the request is for a conditional use permit for a child care facility for up to sixteen children operated by a provider not residing in the home. Riordan explained that the daycare takes place in a single-family dwelling, and according to the City's business license records began operating at this location in 2014 with four full time employees. He said no alterations to the site or structure are proposed. The property is zoned single-family residential R-7, and located directly across from Joseph Gale Park near Joseph Gale School. He said 18th Avenue is designated a neighborhood route in the City's Transportation System Plan, and neighborhood routes are intended to carry more traffic than a typical local street, but less than a collector street such as Maple St. (located to the east). Mr. Riordan showed a slide of the site vicinity and surrounding zoning designations.

Mr. Riordan explained that the single-family home was built circa 1956 and has an area of approximately 1600 sq. ft. He said the Building and Planning staff conducted a site visit on February 14, 2017, and determined the home meets building code and state licensing requirements for child care serving up to sixteen children within a single-family residence. Riordan touched briefly on state law related to daycare facilities and zoning. He said in November the State of Oregon Early Learning Division contacted the City with their request for verification of compliance of the daycare center, and specifically with regards to zoning requirements for daycare serving up to sixteen children. Riordan explained that this is where the anomaly in the City's Development Code comes into play. Forest Grove Development Code Section 10.3.120 allows for child care services for more than twelve children in residential zones as a conditional use, and the important number is twelve. He explained that state law allows for day care serving up to sixteen children as a permitted use in all residential zones within the state. Riordan said the State informed the City that state law preempts local zoning designations for day care, but since

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

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the operator of the facility does not live in the home the City does have a latitude to impose conditions on the operation of the day care facility.

Mr. Riordan said the review criteria is under Section 10.2.220 of the City's Development Code, and addresses several items; physical compatibility based on site size, building scale and style, setbacks and landscaping. Riordan said another criterion for conditional use review is whether or not public services are adequate to serve the site. He said this is an urbanized area and so public services are capable of serving the site. Riordan said a third criterion is livability specifically that the use will not have significant adverse impacts on livability to nearby property. He said the Community Development Department does not have any complaints on file pertaining to the day care. Riordan mentioned that staff received one phone call that morning from a person expressing concern over children climbing on the fence along their yard, and the caller mentioned that she spoke with the day care operator about this concern.

Mr. Riordan stated that the detailed findings are contained in the written staff report, and indicate the use appears compatible with the surrounding area. He pointed out that this child care is characteristic of day care as a home occupation allowed in residential neighborhoods, but since the day care operator does not reside in the home this is technically not a home occupation. He explained that to ensure ongoing compatibility with the facility, staff proposes conditions of approval that would apply to a day care as a home occupation. Riordan read the conditions of approval. In response to a question from Chair Beck, Riordan said generally it is ten average daily trips per dwelling unit, but this site is located on a neighborhood route so it is expected that the neighborhood route (18th Avenue) will incur more traffic than your typical local street.

Chair Beck said what struck him was four employees and sixteen children makes a total of around 40 trips per day, and that seems like a whole lot more than normal.

Mr. Riordan explained that what the whole criteria intends to address in context with home occupations is constant deliveries by vehicles larger than your typical FedEx delivery truck and that type of thing where it is more like commercial traffic (unlike you would see in that neighborhood). He said this site is located near the park and the school, so the day care would likely not have any more of an impact than the park and the school have with people dropping off their children.

Chair Beck said one of the issues for him is the traffic volume, and having the school there actually makes it worse because of the timing of maximum traffic will be in the morning before school. He said if this traffic occurred at 10 a.m. and 2 p.m. it would not be as big an issue, and he did not like to just skip over the amount of traffic the day care generates because it does not meet this criteria.

Mr. Riordan said the only way to respond to that issue is that the City has had no complaints with the operation over the past several years, so this indicated to staff that traffic was not an issue. He said the day care operator can speak more directly about number of cars and children that get to day care by vehicle versus neighbors walking their children to the facility. Riordan said the Planning Commission does have the discretion to impose conditions to mitigate potential impact that this operation could have on the surrounding area providing findings justify the condition.

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

March 27, 2017--7:00 P.M.

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Chair Beck asked whether or not the Commission can assume this facility operated illegally for the past several years.

Mr. Riordan said technically that was correct. The City did not know the day care was providing services for up to sixteen children until the State contacted the City for the verification as applies to the zoning. He said there are two reasons for that: the State in 2005 amended the statutes to increase the permissible number of children from twelve to sixteen, and the City received no notification of that change.

Chair Beck said if it was in 2005 that was fine.

Mr. Riordan said the other reason the City did not know the day care was providing services for up to sixteen children is because the City's Business License does not require the listing of changes to the number of children receiving services in the license renewal process, which is something the City may want to look into, so it is known how many children are being served.

The Commissioners agreed this was a good idea.

In response to Commissioner Lawler's request for clarification on Condition # 4, Mr. Riordan explained this condition would be to prevent employees from parking on the street. He said if there are four employees, the driveway provides ample parking for four cars. He said the way staff understands the parking situation it would be unlikely that more than four cars for staff would be on site at the one time, so it does not appear there is a danger of the elimination of required off-street parking throughout the day due to its operation.

Mr. Riordan explained the alternatives the Planning Commission has, and stated that staff recommends the Planning Commission approve the conditional use permit for a child care facility at 3015 18th Avenue providing services for no more than sixteen children, and that the Planning Commission adopt the findings and conditions of approval recommended by staff.

APPLICANT:

Karissa Wold, Owner of Little Turtles Child Care, 42053 Berkshire St., Banks, OR 97106.

Ms. Wold said she wanted to clarify a couple of items. She said the day care is open from 6:30 a.m. to 6:30 p.m. so a lot of their traffic is gone before school is in session at 8:25 a.m. Wold said there are only two staff on site, and explained that the four staff people listed on the business license application included those at another site. She stated that she has been operating for sixteen children in Forest Grove for eleven years at many different locations, and recently downsized to just the current location. She said nothing has changed in any of the business plans, and per state law there are two employees on site for this number of kids. She explained that the day care has before and after school care with some children walking to and from school with a staff person, and many of the parents have more than one child in day care. She said this cuts the number in half as far as traffic goes. Wold said this is run like a small quiet in-home business. She said they have talked to the neighbors to make sure things are going well, and kids do climb the fence from time to time and staff tries to monitor the kids as best they can.

In response to a question from Chair Beck, Ms. Wold stated that the employees do park in the driveway and there is no garage so the driveway is quite wide and long, so at least four parents

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

March 27, 2017--7:00 P.M.

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can pull in and drop off at a time. She explained that there were a lot of factors involved in deciding to rent this house and the school was a major factor.

PROPONENTS:

Jennifer Bailey, Owner of Site Property, 45975 NW Levi White Road, Banks, OR 97106.

Ms. Bailey stated that she and her husband own this property and are small business owners themselves, so they care about what is going on at this site. She said they want the property to be well cared for, and in the time the day care has been there the property has been well maintained. Bailey said that because they do not live in the home, it is quiet at night and on weekends, so from a neighborhood aspect there is an advantage. She thanked the Commission for making sure everything is on the up and up, and for caring about the community.

OPPONENTS: None.

OTHER:

Darrin Worthington, 3025 18th Avenue, Forest Grove, OR. Mr. Worthington said he lives next door to the day care, and was neither for nor against the day care facility. He said there were several concerns he wanted to raise, and he appreciated the parking issue being brought up because Joseph Gale School causes big parking problems on 18th Avenue. He said there were many days he did not get his mail because parents park in front of mail boxes. Worthington said the fence is another issue. He said there was a time when a child climbed clear over the fence, and he has had to address the fence climbing issue many times. He said a third issue is the tremendous amount of stuff that is thrown into his yard (toys, rotten apples from a nearby tree) – it is a nuisance thing. Worthington said from his observation the supervision of the children is lacking, and he felt better supervision would help the situation. He said at times there is only one adult sitting in a chair talking on their phone with kids running everywhere. Mr. Worthington said the lot to the north of this site has no barrier, and is not well maintained so there is a lot of brush and trees back there. He knows of raccoon and possum living there, which is a real concern when kids are running around back there unsupervised.

Mr. Worthington said those were the major concerns. He does not mind having kids there, and has never had a big issue other than the repeated fence issue and items in their yard. He explained that he ends up throwing all the toys away because he uses herbicides and fertilizers on his yard so he does not give the toys back.

In response to a question from Chair Beck, Mr. Worthington said the fence is four feet tall on one end going up to five foot. He said it is a cyclone fence, so the kids easily climb it, hang over it, or try to climb over it.

REBUTTAL:

Ms. Wold explained that, like any business, there was a batch of bad stuff that happened so she had to improve the training process to teach the staff exactly what needs to be done. She agreed the fence is an issue, and has thought about building a wooden fence. Wold said it is a huge yard, and she has thought about cutting it in half. She said there is a marsh in back, and the owners are kind enough to clear it out several times a year to contain it so the brush and trees do not grow too

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

March 27, 2017--7:00 P.M.

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big. Wold said the State comes out twice a year to make sure the facility meets State guidelines, and for them everything is adequate. She agreed that the fence is an issue, and hopefully with the new manager and staff there will be better supervision going on, and she will talk to her staff about the phone situation. Wold explained that there are cameras on site both inside and outside, and she has access to these cameras 24/7. She said the cameras are a big asset - if situations arise there are recordings.

Chair Beck made the comment that drop-off is an issue with any day care facility, but it would be nice if the cars could pull clear in off the street to drop-off, and asked Ms. Wold if they used the large area of concrete for this purpose.

Ms. Wold said it is used, but the street frontage is quite long so when parents are dropping off they do pull up in front of the day care, but because 18th Avenue is so busy they prefer to pull into the driveway. She said she has never seen one of their parents pull up in front of a mailbox, and it could perhaps have been a school parent, or someone else (she indicated on the photo that the mailboxes were clear to the left and clear to the right of the day care). Wold said she has made it clear to her employees that they need to pull clear forward, so parents can pull in behind them. Ms. Wold stated that drop off times vary greatly.

COMMISSION DISCUSSION:

Commissioner Lawler said with a few minor issues this day care has been operating well for years, but has recently been caught up in bureaucratic parameters. He said he agrees that the fence issue should be worked out between this business and the neighbors. He said it sounds like the business owner and the staff want to operate with as little impact as possible.

Commissioner Nakajima said her one concern was, knowing that things change over time, some provision needs to be made so off-street parking for employees is maintained, because the State may say the day care can have 24 kids with six employees so there needs to be some provision for adequate off-street parking for employees.

Chair Beck said he had concerns about the parking, but it seems there is room for it and it seems to be working all right. He commented that in other residential applications a 6-foot fence is required and it seems reasonable to require one where the children are playing adjacent to neighboring properties. He said they would be well served to have a 6-foot fence for many reasons, and suggested it be added as a condition of approval. The Commission was agreeable.

Mr. Riordan clarified that in the Forest Grove Development Code a 6-foot fence is allowed from the front plane of the house to the back yard. He pointed out that the fence in this case does extend a little bit in front of the house. He said per the Development Code the maximum height in front of the house is about 3-feet.

Chair Beck said the fence only needs to be where the children are in the back yard.

Commissioner Lawler said one complaint that came up again and again was the parking. He said with the wide driveway and available on-street parking the parking issue seems to be manageable. Lawler said the other issue that came up again and again was the fence with children climbing on it as well as throwing toys over it. He said any kind of fence cannot perfectly alleviate the issue,

**PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM**

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the business owner seems agreeable to moving in that direction, so he said he would not be opposed to a good neighbor fence between the properties as a condition.

Chair Beck instructed staff to write a condition that would require a 6-foot fence in the child care area in back on the property lines with no fence required across the front that faces the street.

Ms. Bailey explained that there is a flag lot behind this property, so the grass strip is an easement to that flag lot, but the driveway that is partially gravel and partially concrete could come over a little bit. Bailey explained that before she bought the property someone chopped off the garage and split the property hence the flag lot, so that explains why the driveway apron is as wide as it is. She said if the fence were to be built, it would probably be built on the actual property line for this dwelling – which means there would still be a section of cyclone fence not associated with the day care area that would not be replaced.

Chair Beck instructed staff to word the new condition about the fence to include only the area behind the house where the children play outside.

In response to a request from Chair Beck for wording on off-street parking for employees, Commissioner Nakajima suggested it should state that as long as the dwelling is used as a day care facility, at least two on-site parking spaces need to be provided for employees. Chair Beck instructed staff to include this wording in Condition # 4.

Commissioner Lawler made a motion to approve a conditional use permit for the day care serving up to sixteen children at 3015 18th Avenue (File #311-17-000006-PLNG and Tax Lot 1S306AA07100) as amended by the Commission. Commissioner Smith seconded. Motion passed 5-0.

B. Applicant is requesting a variance to Development Code §10.8.905(F)(2) which requires that a parcel has at least 15 feet of frontage onto a public street. Address – 1919 26th Avenue. The tax lot in question has no street frontage. (File # 311-17-000003-PLNG and Tax Lot 1N331BC03900.)

Chairman Beck opened the public hearing, 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 showed a slide of the site and vicinity. He explained that in 2007 a two-building eight-unit condominium project was started on the site at 1919 26th Avenue. He said the first building, utilities and car park were completed, and this resulted in the creation of several additional tax lots for the four new condo units. Reitz explained that the remaining part of that parcel retained the original tax lot number of 3900. He explained that due to the recession of 2008-09 the developer defaulted on the project before the second building was constructed, so Washington Federal took ownership of the vacant tax lot.

Mr. Reitz showed a slide of the tax map created by the Washington County Department of Tax and Assessment, and explained that a tax map is for tax assessment purposes only. He explained that what it indicates is the taxing areas and improvements. He said there can be “lots of record”, but tax lots and lots of record are not necessarily the same, and in this case they are not the same.

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Mr. Reitz pointed out on the map the tax lot that does not have access to a public street (26th Avenue), and tax lot 3900 in total. He said what is being done tonight is to get it more in line with what the tax lot map now already represents. He explained that the City's Development Code requires that any lot of record have access to a public street. Reitz said the term "street" is key, and the fact that this tax lot fronts onto an alley is not adequate, because it does not meet the Development Code requirement that a lot of record must have access to a public street. He said alleys are intended to be secondary access not primary access.

In response to a question from Commissioner Nakajima about nearby tax lot 5500, Mr. Reitz explained that particular flag lot 5500 does not have a driveway out to Main Street. He explained that the code does not require that the drive access be taken from the street the tax lot fronts upon. He said the site in question has a 20-foot easement out to the street for pedestrian access and utilities with vehicular access through the alley. Reitz said there are a handful of land locked parcels in the city, and most of those predate the Development Code, and the Zoning Ordinance.

Mr. Reitz explained that when the City becomes aware of tax lots that are not a lot of legal record, he reaches out to the parties involved to let them know the tax lot is not a lot of legal record, and that further process will need to take place before any land use approvals can transpire on those properties. He said that in this case staff tried to reach out to the parties involved (letter included in the packet), and the attorney for Washington Mutual (Mr. Valentine) had several discussions with the City's attorney about how to proceed forward, but there was no meeting of the minds. Washington Mutual went ahead and sold their interest in tax lot 3900 as is without it being a legal lot of record, but to Washington Mutual's credit they did obtain a 20-foot wide easement for access and utilities where the paved driveway is located, so tax lot 3900 can get access to 26th Avenue and install their utilities in this easement. Reitz said the bank did make some effort to make this right, but they did not go on to the next step which the City would have preferred. He said the alley is available for access, but this easement was always intended for primary access and added that it does not appear that any further legal paperwork needs to be filed in order to provide access for utilities for the tax lot in question.

Commissioner Nakajima said essentially the only difference between tax lot 5500 and 3900 is it is not a legally platted lot.

Mr. Reitz said that was correct, and it does not have the flag lot portion out to the public street – it will have access only via the easement. He said this really comes down to trying to make the best of the worst situation – everything that could have gone wrong in the formation of this tax lot into a lot of record did go wrong. He said the desired situation would have been a flag lot situation down to 26th Avenue.

Reitz said staff's recommendation is for approval, but there is also another step to take. He said the request before the Commission tonight is for a variance from the lot frontage requirement as tax lot 5500 has, so lot 3900 is not going to have a physical connection down to 26th Avenue. Reitz said even if the Commission should approve the variance for the frontage requirement, it would not be enough of an action, in and of itself, to make 3900 a legal lot of record. He said it would still need to go through the partition process so that this area would be surveyed, monumented, and there would be a partition plat filed with the County that will have the file numbers for this action tonight along with the partition plat file number for easy reference by anyone involved with this property in the future. Reitz said the applicant's attorney has been

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speaking with with the City's attorney and does not necessarily agree with the City's point of view on that, but staff and the City's attorney agree this needs to go through the partition plat process in addition to the variance before the Commission tonight.

Commissioner Nakajima asked if the intent is to have access through the easement, and Mr. Reitz said he believed so.

In response to a question from Chair Beck, Mr. Reitz said this property is in the RMH (high density residential) zone, and formerly the intention was to put another two-building eight-unit condominium on this property, so it is reasonable to expect a multi-family project might be built here. Rietz said four to five units would certainly be possible and as density changes in the future that could go up.

Chair Beck expressed concern about the amount of traffic going in and out of the alley with a multi-family project on this property.

Mr. Reitz said there will have to be access and parking discussions when this property develops.

Commission Lawler said there seems to be only one direction on this in the staff report. He asked if the only access is through the easement on tax lot 90000. He asked, hypothetically, if the variance were to fail what is the recourse – what happens to this lot if it is decided there is not going to be a variance regarding street frontage.

Mr. Reitz replied that if the Commission made that decision, this would probably end up in front of the City Council, but assuming the Council also denied the variance then tax lot 3900, as it is at present, is not a legal lot of record and no building permits could be issued.

Commissioner Lawler asked if there has ever been a public safety study on this lot or lots like it with multi-family development. He commented that if there were a fire, it seems as though there would be a pretty narrow exit route.

Mr. Reitz indicated the access on the slide and said the access is twenty feet wide with a five foot wide landscape area, and in the original concept it was planned to have parking along the curb line that would also allow two-way traffic. He said the people in the condos would have legal recourse if the twenty foot access were blocked other by the cars. Reitz explained that there is a maintenance agreement that states the cost of the upkeep for the access easement would be shared with the condominium project.

APPLICANT:

David Bennett, Applicant's Attorney, 1300 SW 5th Avenue, Suite 3600, Portland, OR 97201.

Mr. Bennett explained that he was present to represent the applicant. Bennett explained that back in 2008 the developer was unable to continue the 8-unit condo project and lost the property to the bank (Washington Federal). He said at that point tax lot 3900 was probably land locked, and Washington Federal negotiated with the owners of the condo units to have the easement granted for access. Bennett said the issue is the Forest Grove Development Code requires that the property have 20-feet of frontage onto a public street in order to be developed. He said if the variance is not granted, then what is left is a 12,000 foot lot that is not useable.

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Mr. Bennett said under State law when the condominium plat was filed there were four lots of record created. He said lot 3900 might not be a lawful lot under State law Chapter 92010, which talks about what a lawful lot is (which is one created by a subdivision, a partition, or a deed given to a property prior to land use laws come into effect or by ordinance or regulation). Bennett said his position was that State law allows the creation of a condominium and when the plat is filed there are four lots of record created and the areas associated with them, and what was left was a legal lot – it may not be buildable because there is no access or the configuration is strange. Bennett said the City’s attorney, Chris Crean, did not agree with him. He said the partition would be a funny thing, because it is a single piece of property and there is nothing to separate it from – it is not part of the condo project property. Bennett said a partition is when you take a piece of property and divide it into two or three lots, so parcel #1 would be the partition plat, but you cannot have the condo project property be parcel #2 – it is kind of a circular thing. He said maybe there will need to be a partition plat filed with the County to make this a lawful lot, which is something staff and the attorneys involved will have to decide. Bennett said in condominium law there is no common area that is owned separately. He said a person owns their unit and has an undivided interest in the undivided elements. He said the tax lots are #1, #2, #3 and #4 along with the common elements that pertain to it, so the easement area would be over the “common elements”.

Mr. Bennett said in order to have a flag lot, which was mentioned by one of the Commissioners, since it is already plated, the existing partition plat would have to be vacated by agreement of all four condo owners and all four mortgagees before it could be done, and that is a very cumbersome process. Bennett said staff was very cooperative in trying to figure out an answer to this issue. He said the Forest Grove Development Code requires 20 feet of deeded access, and that cannot happen in this case, but functionally it is the same and this way the property can be developed instead of just sitting there.

PROPOSERS: None.

OPPOSERS:

Frank Kurlmel, P.O. Box 3091, Hillsboro, OR 97123. Mr. Kurlmel said he was not sure about Forest Grove’s Development Code, but in other cities with a single-family home a 15-foot easement is required, but for each additional unit they need an extra eight feet.

Mr. Reitz explained that Forest Grove code has no such provision.

Mr. Kurlmel said when the condos were built they opened the back alley, and right now the way it is designed there are not enough parking spaces. He said people usually park right in front of the garages because it is convenient for them and the garages are used for storage. Kurlmel said when the back alley was opened traffic went both ways and the front area was filled up with cars – there was no traffic going through the driveway. He said with eight units there will be cars parked where they should not be because there are not enough parking spaces, the traffic is going through this narrow alley and because the alley is so narrow the cars go into the private property which is an apartment building that is children friendly. He said there are more than twenty children from age 1 year on up, and people are going 40 MPH through private property area with total disregard to what is going on there.

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Mr. Kurlmel said he talked to staff about this, and was told that because he did not oppose the project when the condos were being reviewed by the Commission his rights were waived. Kurlmel said he was present this time to state his views in opposition to this, so later on if it is approved he will be on record, because it is very unsafe to have people driving through the back alley. He said it is very unsafe for the children from the apartments playing back there, with eight units and 2-3 cars per unit that is 30 cars going back and forth through private property – accidents are going to happen. Kurlmel said he paid the bank that owned the lot \$750 to put up a fence, because they had major theft issues when it was wide open. He said he is opposed to the variance because people will park in front of the building and use the back alley to go back and forth. He said the alley is just not wide enough to accommodate that kind of traffic, and they drive through the private property.

Commissioner Nakajima asked Mr. Kurlmel if the fence remained would he have the same concerns.

Mr. Kurlmel said he would have no issue if the fence remained, but according to staff there is no way to prevent who ever owns the property from removing the fence. He said as long as the fence remains in place he has no issue, but as soon as they start building they will remove the fence and start driving through the back alley. Kurlmel said the pictures being shown to the Commission were taken during the day when people are at work - they should be taken in the evening when all the cars are parked everywhere.

Chair Beck said he appreciated Mr. Kurlmel's concerns about the alley, but tonight what the Commission is trying to decide is whether or not to allow the applicant access out to the street not to the alley. Beck explained that the Commission had no authority with the variance application to do anything about what eventually will happen on this property. He said when a developer eventually decides to do something on the property that is the time to speak up, but now is a different issue in front of the Commission.

Mr. Kurlmel said he did not believe it was fair to give an easement over such a small space especially when people park cars, unload the cars, etc. it makes the space very narrow – it is a safety issue to allow traffic for eight units to use this small alley. He said that is why other jurisdictions require 15-foot width with an additional 8-feet for any additional units.

Chair Beck said that was an important factor for the Commission to consider, because that does pertain to the easement.

OTHER:

Roger Sohler, 19026 Baker Rd., Bend, OR 97702. Mr. Sohler explained that he was there to find out what is going on with the variance. He said what he is hearing is if the easement was granted past the apartments then why do they not just take that for the fifteen feet, because it does not sound like people in the condos will be able to use it anyway.

Chair Beck explained that was what the Commission would be deciding - whether or not to let the easement count as access to the street. He said for whatever reason the people who own tax lot 3900 did not want to go through the challenge of trying to buy that part of the property. Beck

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explained that this easement is in close quarters and backs up to four garages which is an issue. Beck said the way this is supposed to work is the easement would be the equivalent of a 20-foot road.

REBUTTAL: The applicant's representative declined a rebuttal.

Chair Beck closed the public hearing and brought it back to the Commission for discussion.

COMMISSION DISCUSSION:

Commission Lawler said he personally did not see enough evidence that would lead him to want to render this lot a legal void. He said it is a complex issue, but if the alternative is leaving this entire lot a dead zone he did not see enough evidence to move him in that direction.

In response to a question from Chair Beck as to whether or not this sets a precedence, Mr. Reitz said each variance is unique and uncommon. He said obviously the City does not deal with variances very often – perhaps a half dozen variances over the past 15-20 years. He said there are other tax lots out there that are not lots of record, but there are no others, that he could think of, that are land locked as this one is, so setting a precedent does is not a concern.

Commissioner Nakajima said she understands the Commission cannot attach conditions to the variance.

Mr. Reitz stated that was correct. He said in terms of fencing, access and that sort of thing for anything including and above 3-units that will be a site review process with notice sent out to the neighborhood, and potentially conditions could be attached to that application at that point – a single-family or duplex are permitted by right with no notice to neighbors (Type I process), and conditions would have to pertain to a specific Development Code or Building Code stipulation. Reitz explained that 3-5 units is a staff level review with notice to the neighborhood, 6 units and above comes before the Commission.

Chair Beck said this property will not hold 6 units.

Mr. Reitz said that appears to be correct.

Chair Beck asked, regarding safety, if there was a requirement about how far residents can live from the street access per the fire department.

Mr. Reitz said there is a Fire Code provision, and it is 250-feet or so, and that would be the farthest point of the building from the point of access – so from the 26th Avenue driveway to the farthest point of the building. He reminded the Commission that because of the alley, there is fire access from both sides. Reitz said the alley itself is about 15-feet wide and then there is the additional driveway width back to the apartment. Reitz said the code back under the Zoning Ordinance was for 24-foot wide paved surface, so it is that width plus there is a walkway on the north side of the drive that could also be driven over – so about 30-feet in paved width.

Commissioner Rojas asked if this lot was going to have condos with facilities and access.

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Chair Beck said it was going to have the same access as existing one.

Commissioner Nakajima wanted to go on record that there were some important issues raised that, hopefully, the Planning Division will consider if an application should come before them.

Commissioner Lawler agreed with Commissioner Nakajima's statement.

Chair Beck said the point was made that if the original development had been built, there would be the same basic situation.

Commissioner Lawler made a motion to approve a variance to Development Code 10.8.905(F)(2) which requires that a parcel have at least 15 feet of frontage onto a public street for the property at 1919 26th Avenue. The tax lot in question has no street frontage. (File # 311-17-000003-PLNG and Tax Lot 1N331BC03900.) Commissioner Rojas seconded. Motion passed 5-0 to approve the variance.

C. 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.) Continued to the April 3, 2017 meeting per the applicant's request.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS: None.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: None.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Reitz stated that next meeting will be a review of the 20,200 sq. ft. commercial building that was postponed tonight.

Mr. Riordan announced that the Westside Planning Project has been delayed and will come before the Commission on May 1st and May 15th.

3.4 ANNOUNCEMENT OF NEXT MEETING: The next meeting will be held on April 3, 2017.

3.5 ADJOURNMENT: The meeting was adjourned.

Respectfully submitted by:
Marcia Phillips
Planning Commission Coordinator

MINUTES

4-3-17

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DRAFT

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

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.

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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.

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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.

Commissioner 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.

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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.

PROPOSERS: None.

OPPOSERS: None.

OTHER: None.

REBUTTAL: The applicant declined.

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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.

**PLANNING COMMISSION MEETING MINUTES
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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