FOREST GROVE OREGON

A place where families and businesses thrive.

FOREST GROVE PLANNING COMMISSION MEETING

COMMUNITY AUDITORIUM, 1915 MAIN STREET

MONDAY SEPTEMBER 19, 2016-- 7:00 P.M.

PLANNING COMMISSION	
Tom Beck, Chair	
Lisa Nakajima	**Hugo Rojas**
Carolyn Hymes	**Phil Ruder, Vice Chair**
Dale Smith	**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 respectively 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. Conditional use permit for a special education center to provide vocational and life skills classes for young adults ages 18-21 at 2050 Douglas Street (Washington County tax lot 1S306BA00100).
3. Action Item: None Scheduled
4. Work Session Items:

(3) Business Meeting

1. Approval of Minutes
2. Reports from Commissioners/Subcommittees
3. Director's Report
4. Announce next meeting
5. Adjourn

Conditional Use Permit
Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE:	September 12, 2016
HEARING DATE:	September 19, 2016
LAND USE REQUEST:	Conditional use permit for a special education center to provide vocational and life skills classes for young adults ages 18-21
FILE NUMBER(S):	311-16-000165-PLNG
PROPERTY LOCATION:	2050 Douglas Street
LEGAL DESCRIPTION:	Washington County Tax Lot 1S3 6BA-100
OWNER/APPLICANT(S):	Applicant: Forest Grove School District, 1728 Main Street, Forest Grove, Oregon 97116 Applicant's Representative: LEEKA Architecture and Planning (Neil Lee), 2548 SE Ankeny Street, Portland, Oregon 97214 Property Owner: Forest Grove Shopping Center LLC, 2078 NW Everett Street, Portland, Oregon 97209
COMPREHENSIVE PLAN MAP AND ZONING MAP DESIGNATIONS:	Town Center Transition (TCT) Town Center Transition (TCT)
APPLICABLE STANDARDS AND CRITERIA:	City of Forest Grove Development Code: §10.2.200 et. seq. Conditional Use §10.2.400 et. seq. Site Development Review §10.3.400 et. seq. Town Center Zones §10.7.200 et. seq. Solid Waste and Recycling §10.8.100 et. seq. Access and Circulation §10.8.500 et. seq. Off-Street Parking and Loading §10.8.600 et. seq. Public Improvements Forest Grove Code: §3.105 et. seq. Public Improvements - Sidewalks §3.305 et. seq. Public Improvements - Curb Cut & Driveway Permits
REVIEWING STAFF:	James Reitz (AICP), Senior Planner
RECOMMENDATION:	Staff recommends approval with conditions

I. LAND USE HISTORY

Development Code (DC) §10.3.120 Table 3-12 *Town Center Zones – Use Table* lists school facilities as conditional uses in both Town Center zones. DC §10.2.210 *Procedure* authorizes the Planning Commission to act on a request for a conditional use permit after holding a public hearing pursuant to Type III review procedures.

Public notice for this application was mailed to property owners and residents within 300 feet of the site on August 29, 2016, as required by DC §10.1.160. Notice of this request was also provided to the Plans Review Board, and published in the *News Times*.

Comments received from the Plans Review Board pertain to complying with standard building and fire code requirements common for a tenant improvement.

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

II. PROJECT DESCRIPTION AND ANALYSIS

A. Description of Proposal: The proposal would result in the improvement of a vacant tenant space in the Forest Grove Shopping Center for use as a special educational center. The center would be used to teach vocational and life skills to young adults between the ages of 18 and 21. The program is being relocated from the Tuality Plaza complex at 3201 19th Avenue.

The Building Code would limit the number of occupants (including instructors) to not more than 60; the program averages 20 to 25 students. The students are in and out throughout the day. None will self-drive to the site; they will be bused or walk. Parking will be needed only for the 3-to-5 staff.

B. Site Examination: The tenant space is part of a larger shopping center complex. The tenant space faces Douglas Street, and is the only tenant space not oriented to the Pacific Avenue car park. The street frontage is improved with curb, gutter and sidewalk, but they are not all up to City standard.

Existing Comprehensive Plan Designation and Zoning of Site and Area

LOCATION	COMPREHENSIVE PLAN DESIGNATION	ZONE DISTRICT	LAND USE
Site	Town Center Transition (TCT)	Town Center Transition (TCT)	Shopping Center
North	High Density Residential (HDR)	Multi-Family (High) Residential (RMH)	Single-Family and Duplex Residential (across 21st Avenue)
South	Town Center Transition (TCT)	Town Center Transition (TCT)	Dry Cleaner, Gas Station
East	Town Center Transition (TCT)	Town Center Transition (TCT)	Senior Center, Commercial Building
West	High Density Residential (HDR)	Multi-Family (High) Residential (RMH)	Pacific University Campus (across Cedar Street)

C. Architecture: The proposed site is an existing tenant space in a shopping center. No exterior construction or façade modification is proposed.

The tenant space totals 3,847 square feet. The proposed improvements include two classrooms, one workshop, a residential-style kitchen, a conference room, and restrooms.

D. Compatibility: The neighborhood exhibits a variety of uses: single-family, multi-family, institutional, industrial, and commercial, all within a two block radius of the site. The site is located on a block developed with restaurants and personal service uses, as well as surface parking. The Forest Grove Senior and Community Center is located across Douglas Street. Residences (one- and two-family) are located on the north side of 21st Avenue. As the tenant space is located in an established commercial area, use of the space for educational purposes should create no physical compatibility issues with the neighboring uses.

As proposed, the space would be used only during the course of a normal business day (approximately 8 a.m. to 5 p.m.); no early morning or late evening use is proposed. Because the students would be receiving instruction inside, no unusual noise is expected to be generated.

Behind (west of) the tenant space is a paved area where two dumpsters are located, in full view of the residents across 21st Avenue and passers-by. DC §10.7.205(C)(3) requires that solid waste storage areas be enclosed with a fence, wall or hedge; staff has proposed a **condition** to require this improvement.

Because of the mixed-use nature of the neighborhood, staff believes this project would be compatible with existing uses in the area, with the condition noted above.

E. Traffic and Circulation: The tenant space abuts Douglas Street; 21st Avenue is located north of the building. Douglas Street is a designated Local street, as is 21st Avenue. Pacific Avenue, a designated Arterial street, is located less than a block to the south.

Due to the limited scale of this project, traffic circulation should not change significantly. Students would typically walk to the site or arrive by bus. The applicant has requested a loading / unloading zone in front of the entrance. Staff is recommending a **condition** that the loading / unloading zone be posted for morning and afternoon use only, in order to preserve the on-street parking spaces when not needed for school purposes. An alternative location for the loading zone would be 21st Avenue, just a few paces away from the entrance. If the loading zone is located on the Douglas Street frontage, two parking spaces would be affected. If the loading zone was located on the 21st Avenue frontage, only one space would be affected, since the loading zone could share space with the existing fire hydrant no-parking zone.

There may be a slight increase in traffic volume due to the combined traffic generated by buses and staff. However, the site is within a short (less than one-block) walking distance of both the Tri-Met and GroveLink bus lines on Pacific Avenue, which could result in somewhat fewer personal vehicular trips.

The Douglas Street sidewalk adjacent to the site is wide (fourteen feet more or less) but it was constructed as a drive approach that slopes to the street. To improve

pedestrian safety - especially for the vision-impaired - staff is recommending a **condition** that the existing unused drive approach be removed and replaced with a standard-height curb and sidewalk, thus providing a level surface.

The sidewalk at the southwest corner of 21st Avenue and Douglas Street adjacent to the project site lacks an ADA ramp; it is the only corner of this intersection with this deficiency. To further improve pedestrian mobility, staff is recommending a **condition** to require the installation of an ADA ramp at this corner.

F. Parking: DC §10.8.515 *Off Street Parking Requirements* requires a minimum of 1 off-street parking space per 5 students and staff. While the program would have only about 25 students and at most 5 staff (for a total of 30), the tenant space has a maximum building occupancy of 60 persons.

With 30 students and staff, a minimum of 6 parking stalls would be required. At maximum occupancy, a minimum of 12 parking stalls would be required.

In comparison, permitted uses would generate the following minimum parking demand:

Office	2.7 spaces per 1,000 sf	x 3.847 = 10.39 spaces required
Personal Services	2.5 spaces per 1,000 sf	x 3.847 = 9.62 spaces required
Restaurant	15.3 spaces per 1,000 sf	x 3.847 = 58.86 spaces required
General Retail	3.7 spaces per 1,000 sf	x 3.847 = 14.23 spaces required

Because those uses are permitted outright, and the existing car park serves all the tenants in the complex, no additional parking would be required. Because the proposal is a conditional use however, the Planning Commission can consider the parking demand created by this use, even though the parking demand is similar to or even less than the parking demand for permitted uses, even at maximum building occupancy.

DC §10.8.520(B)(2) allows parking minimums for conditional uses to be reduced by up to 25% in 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 complimentary and will, by virtue of their proximity, reduce the number of vehicle trips generated and the amount of parking needed.* This section would apply, as the tenant space is one of many utilizing a shared parking area.
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.* This section would not apply, as none of the 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.* This section would apply, as the currently vacant tenant space would be completely transformed with the construction of classrooms, a kitchen, and restrooms.

Based on a building occupancy of 30 persons, a 25% reduction would drop the number of required spaces from 6 to 4.5. The application notes that "there will be two

dedicated parking spaces for staff to be located behind the facility" and accessed from 21st Avenue, which would leave 2.5 spaces still to be accommodated.

As noted above, the tenant space shares a parking lot with multiple users. The primary parking generators that are located closest to the applicant's site are a fitness center and a restaurant; of the two, the fitness center appears to generate the greater parking demand. While both businesses are patronized during the day, peak off-street parking demand occurs in the late afternoon and early evening, and the parking stalls closest to the fitness center are often full. Parking stalls located closer to Pacific Avenue and Cedar Street however, are not always occupied, even during peak demand times, and would be available for use.

Lastly, DC §10.8.510(I) allows for the use of on-street parking to fulfill the minimum parking requirement. With 65 feet of frontage onto Douglas Street, space is available for up to 3 stalls. However, at least 1 and probably 2 of these would serve both as a parking stall and loading zone. Additional spaces would potentially be available between the tenant site and the shopping center's Douglas Street driveway, about 125 feet to the south. No other tenant spaces face Douglas Street which might generate parking demand. This block segment would accommodate 5 vehicles, based on the parallel parking dimensions noted in DC §10.8.525 Figure 8-9 *Parking Stall and Aisle Dimensions.*

Staff concludes that, because the applicant would have two dedicated parking stalls, and because stalls would be available in the shared car park even during peak hours, and some on-street parking would be available, parking supply appears to be adequate. Staff is therefore not proposing any conditions pertaining to parking.

G. Environmental Quality: There is no City record of any prominent environmental conditions. Because the proposed use would be occupying an already-constructed tenant space, no public utility improvements to address environmental quality requirements are necessary.

H. Landscaping: No site landscaping is possible along the Douglas Street frontage as the building extends to the right-of-way. The area between the building and the 21st Avenue sidewalk is already landscaped. However, the Douglas Street frontage does lack street trees. DC §10.5.120(A)(1) requires the installation of street trees in "All development projects fronting on a public or private street more than 100 feet in length . . . ." While the tenant space street frontage is only about 65 feet, it is but one tenant in a much larger building that has more than 100 feet of frontage onto Douglas Street. Staff is proposing a **condition** to require street trees on a proportional basis i.e., only in front of the tenant space.

Due to the presence of overhead utility lines, small trees (25 feet tall or less) would be the most appropriate. DC §10.5.120(A)(4) stipulates that small trees shall be spaced no more than 20 feet apart. With 65 feet of street frontage, three such trees could be installed. However, due to the presence of a utility pole near the south wall of the tenant space, there is sufficient area for only two trees. Spacing may also need to be adjusted to provide an area for the loading / unloading zone.

The 21st Avenue parkway also lacks street trees. Staff is not proposing street tree installations in this parkway since they would be located too close to existing on-site trees.

K. Public Services: The site has existing utility connections. All utilities (water, storm drainage, sewer, and power) are available in Douglas Street. Capacities are adequate to serve the proposed use.

Police, fire, and sanitation services are available and are also adequate to serve the proposed use.

III. APPROVAL CRITERIA, FINDINGS AND ANALYSIS

Development Code §10.2.220 *Review Criteria* requires that the Commission find that the proposal complies with the following criteria:

(A) Physical Compatibility

1. **The proposed use will be compatible with adjacent developments based on characteristics such as the site size, building scale and style, setbacks, and landscaping; or;**

2. **The proposed use will mitigate differences in appearance or scale through setbacks, screening, landscaping and other design features.**

Applicant's Response: *The proposed project is a Special Education Center to be operated by the Forest Grove School District. The Special Education Center operation will provide vocational classes, and various life lessons and assistance for young adults with various needs and aspirations to enhance their lives through vocational education services. The project location is proposed at the Forest Grove Center. Forest Grove Center is a retail / commercial center with the majority of the lease spaces facing Pacific Avenue. The Center size is approximately 34,000 square feet. The proposed Special Ed Center existing entrance is facing Douglas Street. The proposed lease space is approximately 3,800 square feet in size. It is the only lease space in the center that has a formal entrance on Douglas Street.*

The entrance is set back from the right-of-way and includes an ADA-compliant ramp and stairs from the sidewalk to the building entrance. The proposed Special Ed Center existing storefront has an institutional look to it. The use and the space appear to be a good fit.

Staff Analysis and Findings: The neighborhood exhibits a variety of uses: single-family, multi-family, institutional, industrial, and commercial, all within a two block radius from the site. The site is located on a block developed with restaurants and personal service uses, as well as surface parking. The Forest Grove Senior and Community Center is located across Douglas Street. Residences (one- and two-family) are located on the north side of 21st Avenue. Use of the tenant space for educational purposes should create no physical compatibility issues with the neighboring uses.

The tenant space is located in an established commercial area. It would be used only during the course of a normal business day (approximately 8 a.m. to 5 p.m.); no early morning or late evening use is proposed. Because the students would be receiving instruction inside, no unusual noise is expected to be generated.

Behind the tenant space is a paved area where two dumpsters are located, in full view of the residents across 21st Avenue and passers-by. DC §10.7.205(C)(3) requires that solid waste storage areas be enclosed with a fence, wall or hedge; staff has proposed a condition to require this improvement.

Conclusion: Because the tenant space would be located in an established commercial area. And because of the mixed-use nature of the neighborhood, this project would be compatible with existing uses in the area, with the condition noted above.

(B) Public Services

1. **The transportation system is capable of safely supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity and level of service, access to arterials, transit availability, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian safety; and**

2. **Public services for water supply, sanitary sewer, storm water disposal, police and fire protection are capable of serving the proposed use and previously approved uses.**

Applicant's Response: *The proposed entrance facing Douglas Street is inviting and provides two access points to the entry door, direct from the stairs and from the accessible ramp from the side. Douglas Street is a relatively wide street; there is very little traffic on the street and (it) provides on-street curb parking. From the curb to the building right-of-way the sidewalk width is wide and would accommodate additional pedestrian activity.*

The proposed space is currently unoccupied but the tenant shell is complete with men's and women's restrooms. The space will be renovated to include vocational rooms, (a) conference room, offices, IT services, (a) functioning residential-type kitchen and (a) drinking fountain. Police and Fire can easily access the space from the front and back of the space.

Staff Analysis and Findings: The tenant space abuts Douglas Street; 21st Avenue is located just to the north of the building. Douglas Street is a designated Local street, as is 21st Avenue. Pacific Avenue, a designated Arterial street, is located less than a block to the south.

Due to the limited scale of this project, traffic circulation should not change significantly. Students would typically walk to the site or arrive by bus. The applicant has requested a loading / unloading zone in front of the entrance. Staff is recommending a condition that the loading / unloading zone be posted for morning and afternoon use only, in order to preserve the on-street parking spaces when not needed for school purposes.

There may be an increase in traffic volume due to the combined traffic generated by buses and staff. However, the site is also within a short (less than one-block) walking distance of both the Tri-Met and GroveLink bus lines on Pacific Avenue, which could result in somewhat fewer personal vehicular trips.

The sidewalk adjacent to the site is wide (fourteen feet more or less) but it was constructed as a drive approach that slopes to the street. To improve pedestrian safety - particularly for the visually-impaired - staff is recommending a condition that the existing unused drive approach be removed and replaced with a standard-height curb and sidewalk, thus providing a level surface, in compliance with Forest Grove Code §3.320 *Discontinuance of Driveway Use*.

The sidewalk at the southwest corner of 21st Avenue and Douglas Street lacks an ADA ramp; it is the only corner of this intersection with this deficiency. To further improve pedestrian mobility, staff is recommending a condition to require the installation of an ADA ramp at this corner.

The site has existing utility connections. All utilities (water, storm drainage, sewer, and power) are available in Douglas Street. Capacities are adequate to serve the proposed use.

Police, fire, and sanitation services are available and are also adequate to serve the proposed use.

Conclusion: With the conditions noted above, the project would be fully compliant with the Public Services criteria.

(C) Livability

The proposed conditional use will not have significant adverse impacts on the livability of nearby lands due to:

1. Noise, glare from lights, late-night operations, odor, and litter; and

Applicant's Response: *The Special Education Center functions do not include any activities that would generate excessive noise that would affect the neighboring tenant or surrounding neighborhood. The Center's operation hours will be primarily 8 a.m. to 5 p.m. Monday through Friday. The facility will not generate any litter or other excessive garbage.*

2. Privacy and safety issues.

Applicant's Response: *The activation of the Special Education Center at 2050 Douglas Street will bring positive activity to the area which has been lacking for some time. The effect (of having) an active tenant at this location will also brighten the area as the tenant space storefront is mostly glazing. The additional lighting and pedestrian activity should lower potential negative criminal activities in the neighborhood.*

Staff Analysis and Findings: The tenant space is located in an established commercial area. It would be used only during the course of a normal

business day (approximately 8 a.m. to 5 p.m.); no early morning or late evening use is proposed. Students and staff would be inside the building during much of the day; some noise may be evident while students are arriving and departing, but this noise is expected to be transitory and minimal. The tenant space would not be used in the evenings or in the early morning hours, therefore no late-night or early morning noise or glare would be created.

No greater or unusual odors or litter are anticipated. However, behind the tenant space is a paved area where two dumpsters are located, in full view of the residents across 21st Avenue and passers-by. DC §10.7.205(C)(3) requires that solid waste storage areas be enclosed with a fence, wall or hedge; staff has proposed a condition to require this improvement.

Privacy of the adjacent residences should not change, since activities would be entirely enclosed, and no residences abut the site.

Conclusion: With the condition noted above, the project would be fully compliant with the Livability criteria.

IV. ALTERNATIVES

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

V. RECOMMENDATION

Based on the information provided in the application and the findings above, staff recommends approval of the application for a conditional use permit for the proposed Forest Grove School District vocational and life skills facility, with the following conditions:

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 shall comply with all applicable City building and development standards, including all dimensional standards and public works specifications.

3. Enclose the solid waste storage area directly west of the tenant space with a sight-obscuring fence, wall or hedge, in compliance with DC §10.7.205(C)(3).

4. The loading / unloading zone shall be posted for morning and afternoon use only, in order to preserve the availability of on-street parking spaces when not needed for school purposes. In the alternative, locate the loading / unloading zone on 21st Avenue near the fire hydrant. If located on 21st Avenue, the curb shall be painted red and No Parking - Loading Zone signs posted.

5. Remove the abandoned Douglas Street drive approach and replace it with a standard sidewalk and curb (FGC §3.320 *Discontinuance of Driveway Use).*

6. Install an ADA-compliant sidewalk curb ramp at the southwest corner of 21st Avenue and Douglas Street (DC §10.8.610(N) *Curbs, Curb Cuts, Ramps, and Driveway Approaches).*

7. Install two street trees on the Douglas Street frontage in compliance with §10.5.120(4) *Size and Spacing of Street Trees.* The variety and location shall be approved by the Director prior to installation.

VI. 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	Conditional Use Permit narrative and application materials, prepared and submitted by the applicant
Exhibit B	Site Photos

EXHIBIT A

CONDITIONAL USE PERMIT NARRATIVE AND APPLICATION MATERIALS, PREPARED AND SUBMITTED BY THE APPLICANT

July 29,2016
Project: 1638
Forest Grove School District Special Education Center at Forest Grove Center
2050 Douglas Street, Forest Grove, Oregon 97166.

The following is a Narrative responding to the requirements of the conditional use Application for the site address 2050 Douglas Street. The proposed use of the site address is a Special Education Center to be operated by the Forest Grove School District.

City of Forest Grove
1924 Council Street
Forest Grove, OR
07116

Applicant: LEEKA Architecture and Planning

Contact: Neil Lee → 503-644-4222

City of Forest Grove Conditional Use Application - Narrative

Proposal Justification criteria

10.2.220 REVIEW CRITERIA

Physical Compatibility

1. The proposed use will be compatible with adjacent developments based on characteristics such as the site size, building scale and style, setbacks, and landscaping; or
2. The proposed use will mitigate differences in appearance or scale through setbacks, screening, landscaping, and other design features.

1. The proposed project is a Special Education Center to be operated by the Forest Grove School district. The Special Education Center operation will provide vocational classes, and various life lessons and assistance for young adults with various needs and aspirations to enhance their lives thru vocational education services. The project location is proposed at the Forest Grove Center on located at 2050 Douglas Street in the Forest Grove Center. Forest Grove center is a retail / commercial center with the majority of the lease spaces facing Pacific Avenue. The Center size is approximately 34,000 s.f. The proposed Special Ed Center, existing entrance is facing Douglas street. The proposed lease space is approximately 3,800 s.f. in size. It is the only lease space in the center that has a formal entrance on Douglas Street.

2. The entrance is set back from the ROW and includes an ADA compliant ramp and stairs from the sidewalk to the building entrance. The proposed Special Ed Center existing storefront has an institutional look to it. The use and the space appears to be a good fit.

Public Services

1. The transportation system is capable of safely supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity and level of service, access to arterials, transit availability, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian safety; and
2. Public services for water supply, sanitary sewer, storm water disposal, police and fire protection are capable of serving the proposed use and previously approved uses.

1. The proposed entrance facing Douglas Street is inviting and provides two access points to the entry door, direct from the stairs and from the accessible ramp from the side. Douglas Street is a relatively wide street, there is very little traffic on the street and provides on street curb parking. From the curb to the building ROW the sidewalk width is wide and would accommodate additional pedestrian activity.
2. The proposed space is currently unoccupied but the tenant shell is complete with men and women's restrooms. The space will be renovated to include vocational rooms, conference room, offices, IT services, functioning residential type kitchen and drinking fountain. Police and Fire can easily access the space from the front and back of the space.

Livability

The proposed conditional use will not have significant adverse impacts on the livability of nearby lands due to:

1. Noise, glare from lights, late-night operations, odors, and litter; and
2. Privacy and safety issues.

1. The Special Education center functions do not include any activities that would generate excessive noise that would affect the neighboring tenant or surrounding neighborhood. The Centers operational hours will be primarily 8-5pm Monday thru Friday. The facility will not generate any litter or other excessive garbage
2. The Activation of the Special Education center at 2050 Douglas street will bring positive activity to the area which has been lacking for some time. The effect an active tenant at this location will also brighten the area as the tenant space storefront is mostly glazing. The additional lighting and pedestrian activity should lower potential negative criminal activities in the neighborhood.

Some additional information regarding the operation of the special education center are as follows:

Student Population – The school will function with a relatively small number of students. There will be a proposed 12- to 15 students per class room. The proposed center will have three vocational class rooms and one home economics space that will have one stove, a residential hood, under counter dishwasher and two sinks. If you calculate the four rooms with the maximum students proposed per room, the total number would be 60 student occupants. At the other centers, this range of numbers per classroom has been pretty steady for at least the past 5 years. The proposed operation of this particular center do not intend to increase the classroom occupants in the future.

Student Make up and transportation – The proposed special education center is intended to cater young adults ages 18 thru 21. These young adults typically travel to the center by public transportation, driven and dropped off by parents or other adults, or bussed. The facility is currently negotiating a loading / unloading zone in front of the proposed existing Special Education Center entrance. Additionally, there will be two dedicated parking spaces for staff to be located behind the facility.

Current Program locations – The current location of this particular center is at Tuality Plaza. The reason for the move is two-fold. One, the center over its time of existence, has outgrown its current space. The other reason is

that the Building owners are planning on redeveloping their property and wishes to deconstruct the building in favor of creating a new up to date facility.

Program Staff - The Special Education facility will be staffed between 5 to 8 people on a daily basis.

Program Description – The proposed facility will be configured with two traditional class rooms for teaching various intellectual skills. There will be one room dedicated to vocational skills development where students can have hands on training building or deconstructing various items. There will be a dedicated room for home economics activities. Additionally, there will be space for office staff and a conference room. Additional detailed information about the facility is included as an attachment for review.

TOWN CENTER ZONES

10.3.410 LIST OF TOWN CENTER ZONES

B. The proposed address, 2050 Douglas St. is within the Town Center Transition zone (TCT)

10.3.420 USE REGULATIONS

C. The Special Education Center is listed a s a Conditional Use per table 3-12, Town Center Zones Use Table.

10.3.430 TOWN CENTER ZONE DEVELOPMENT STANDARDS

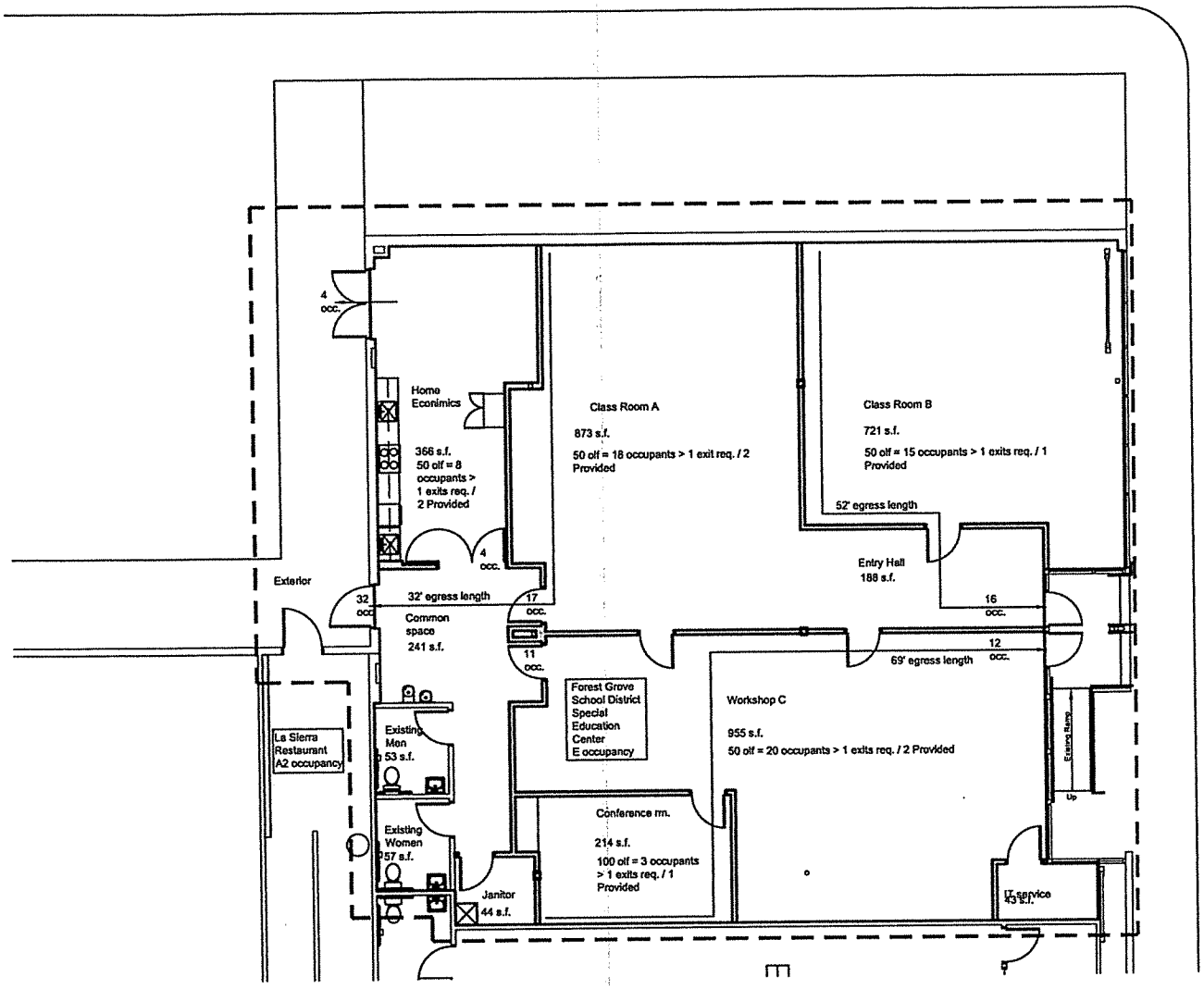
A. The project will be located within the Forest Grove Center, primarily conducting retail and commercial business uses. Per Table 13-3, Town Center Zones Dimensional requirements, the existing center meets all relevant requirements.

B. The Development standards provided on Table 3-13 when compared to the existing conditions of the Forest Grove Center appears to meet the requirements.

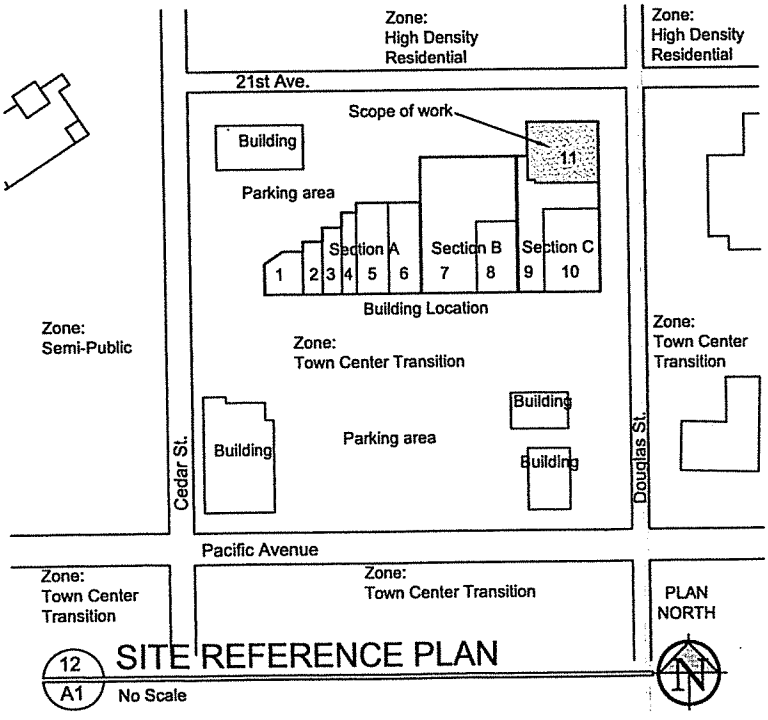
10.3.440 TOWN CENTER ZONE DESIGN STANDARDS AND GUIDELINES

Application for Conditional use on this project shall follow guidelines set forth in Article 2 which describes the Conditional use process; And Article 8 which describes in detail various General Development requirements for a new development. Note that the Forest Grove Center is a developed Commercial /retail development of which the Special education center is proposed to be a tenant in an existing open lease space.

21ST STREET



DOUGLAS STREET



12
A1
SITE REFERENCE PLAN
No Scale

LEEKA Architecture and Planning
Creating Positive Impressions in the Built Environment

Forest Grove School District Transition Program

Our Special Education Program is committed to providing a comprehensive transition program for the students of Forest Grove School District. We believe the ultimate measure of a complete education is successful participation in meaningful employment, social and community integration, and a student that reflects self-determination. The programs available to students are dependent upon their age and individual needs. Movement between programs may occur as their goals change. Transition services are set up as a continuum of services and are comprised of the following:

Neil Armstrong Middle School Community Based Program
Forest Grove High School – School Based Transition Program
Community Living Program – Cedar Street Campus
Community Transition Program – Pacific Avenue
Vocational Work Experience Program
Community Communication Program

For students not yet in high school, and for whom goals have been developed that need to be addressed in a community setting, Community Based Program at Neil Armstrong programs address these goals. As students enter high school, a range of programs address their needs. The high school setting has a focal point of academics, with an emphasis on functional applications. Participants in the Community Living Program receive their instruction on our Cedar Street campus and in the Forest Grove Community. Students who have received a modified diploma are eligible for transition services. It is our goal to help young adults develop the skills to find competitive employment and independent living arrangements. Throughout these programs, students receive pre-vocational and vocational skills development instruction. The placements into one or more of these programs are decided on an individual basis by a student's IEP team.

The purpose of our transition program is to teach students to live and work as independently as possible. Our program focus is:

- Providing instruction in functional academics and social skills.
- Pre-vocational and vocational skills development with an emphasis on employment readiness.
- The teaching of money management skills, the preparation of meals, domestic living skills, the use of public transportation, and making healthy choices for leisure activities.
- Development of individualized transition plans that includes our community partners.

Awards 2005- 2013

"Transition Program of the Year" from the Oregon Association for Vocational Special Needs Personnel

"Educator of the Year" for the Forest Grove School District's Transition Program. Presented by Oregon Parent Training and Information Center and the Oregon Department of Education.
*Nominated by Teaching Research at Western Oregon University

Judy Rowe Exemplary Therapist Award - 2010
Forest Grove Motor Development Team
"For outstanding contributions to the lives of Children and youth with disabilities in Oregon schools."
Supporting students in our Transition Programs to move from school to our community!

Outstanding Special Education Teacher Award - 2010-2011 for Jannelle Mayo. Our Autism Specialist that supports our transition team

Brad Bafaro
Special Education

Contact Information:
1728 Main Street
Forest Grove, Oregon 97116
T: 503-359-2403
F: 503-359-2520
www.fgsd.k12.or.us

Neil Armstrong Middle School Community Based Program

Students at Neil Armstrong Middle School who participate in the Community Program learn and practice functional life skills. Students are given instruction in safe mobility in the community, stranger awareness, accessing assistance in community settings, managing a savings account, accessing public transportation, purchasing grocery items, introductory budgeting, and community based recreation and fitness. Along with these practical routines, students are provided with instruction in social skills to apply in these various community settings, which is a key component in successful integration into the community. This program is designed to meet the needs of students who learn best through repetition and routine, in the setting in which they would apply a specific skill.

Forest Grove High School - School Based Transition Services

Cedar Street Campus on Cedar Street in Forest Grove

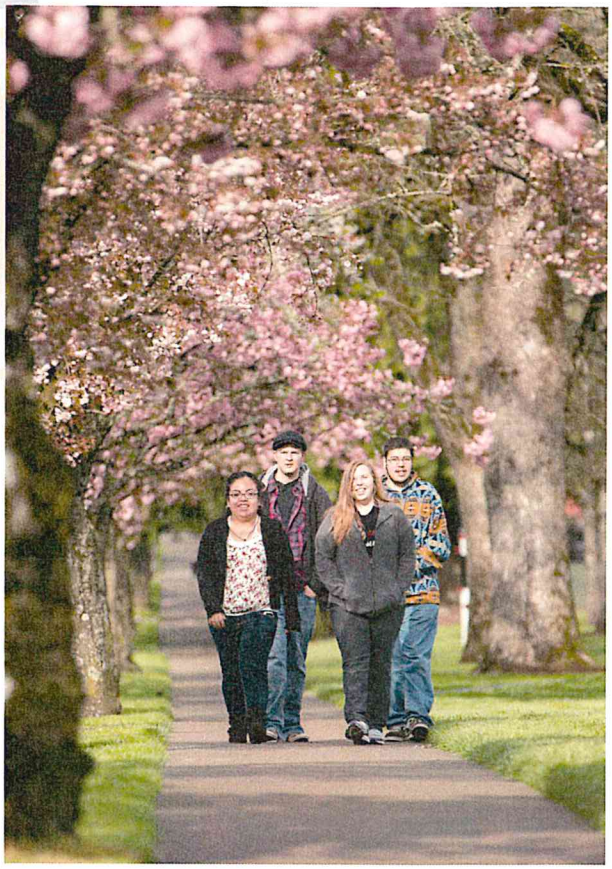
The school-based component of Transition Services that comprises the Special Education curriculum for high school age students is classroom based. It is held at the Forest Grove High School campus, with most of the students participating in an inclusive model, combining regular and special education classes throughout the 4-block day. Instruction within all classes at the high school focus on students' abilities to achieve independence and become productive members of the community in which they live. Courses taught by the Special Education Department currently include; Functional Math 1, Functional Math 2, Basic Reading 1, Basic Reading 2, Partner's Class, and Modified Health. Functional Math 1 and 2 work on skills needed for money; money recognition; budgeting; banking; time and calendar skills; measurement; and computation. Basic Reading 1 addresses basic phonics, reading fluency, spelling, and basic comprehension, as well as occupational and safety site words. Basic Reading 2 addresses functional reading skills and comprehension, such as reading recipes, menus, labels, following directions and instructions; driving related words; and schedules. Partner's Class focuses on building a community between students with and without disabilities; learning self-advocacy skills; increase self-awareness and improving social skills. Modified Health teaches students about the major body systems; hygiene; healthy relationships; nutrition; and exercise. Course content for each of the aforementioned classes is as described, with careful attention paid to individual IEP goals and objectives.

Community Living Program - Forest Grove Community

The Community Living Program is located at the Cedar Street Campus in center of Forest Grove and provides community based instruction for students 9th grade through age 21. Our goals is to build independence in mobility, money management, personal care, community safety, social communication and recreation and leisure. Students learn about specific community skills in a structured teaching setting then are divided into groups for practice in the community. This program is a continuum of services based on individual student needs. Students may participate in one or more blocks of community living skills. Peer tutors are included to work together with other students as role models during activities and routines. Students are assessed based on their independence in each activity.

Community Transition Program - Downtown Forest Grove

The Community Transition Program is conveniently located near the Cedar Street Campus and both the East and West bound Tri-Met stops in the Tidwell Dental Building. The program assists students in transitioning into their community and gaining independence. Employability skills are a point of emphasis. In addition to the development of employment skills, students receive instruction in areas such as personal finance, domestic engineering, social interaction and accessing their community which includes the utilization of public transportation. Students not interested in a comprehensive program may develop individual transition goal(s) in an area such as employment, career development, or personal finance and meet with a school representative to receive support, guidance and/or instruction. The IEP team would determine the appropriate amount of service time based on the individual goals. As students achieve their goals or interest and situations change, students can choose to continue with new, more applicable goals or discontinue services (though students who have received a modified diploma continue to be eligible for services until the school year in which they turn 21).



Career Exploration/Education

To facilitate the transition from school to community employment, the Forest Grove School District offers services in different areas of skill and knowledge development. These may include pre-vocational activities such as job shadows, mock interviews, the completion of applications, and career choice exploration. A volunteer work experience may also be an appropriate placement for some students. Volunteer work experiences are utilized to develop work related skills and behaviors in a "real world" setting, with real world expectations for students requiring the development of skills to gain and retain paid employment. Skills that an individual student needs to develop to be successful in a vocational setting are identified and developed into an educational goal through the IEP process. Though general work skills and behaviors are the primary focus, a student's areas of interests, as well as current skills and aptitude are factored into the volunteer work experience placement. Volunteer work experiences are at locations on and off campus and high school students can earn credits toward their program completion. For those sites located in the community, a partnership is first established that defines the roles and responsibilities of the student, the school and the business. These business partners volunteer their time, facility and/or staff to support and educate students.

Community Communication Program

Communication instruction will be provided to students in the Community Living Programs through direct lessons or consultation services. The focus will include social communication skills needed within community settings. Students will benefit by improving functional speaking and language skills during experiences within the community setting.

EXHIBIT B

SITE PHOTOS

FOREST GROVE OREGON

Site Photo – View to Southwest

(Note curb ramp on left – no ramp on right curb)

Douglas Street Storefront

(Note unused drive approach; and power pole to left limiting street tree placement)

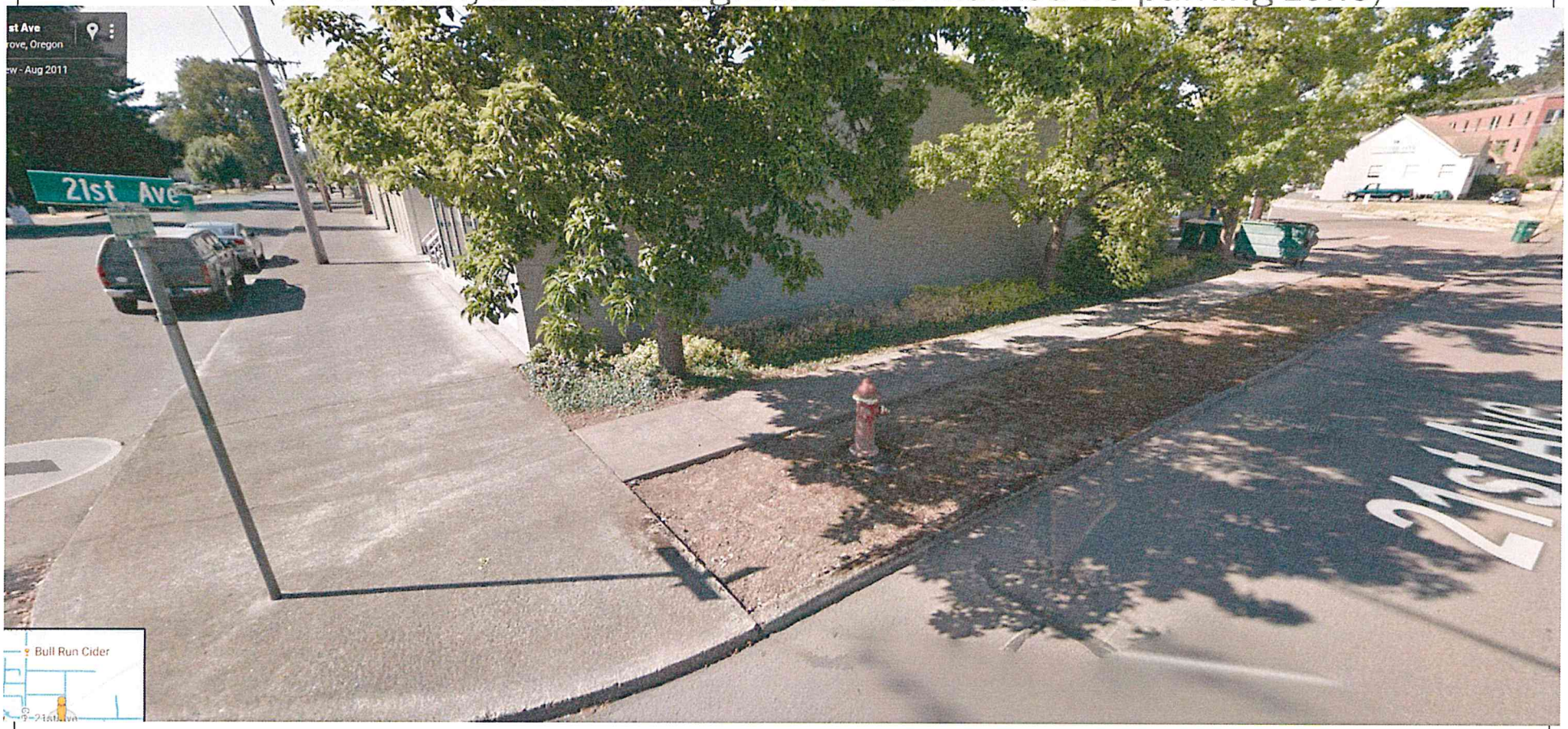
A place where businesses and families thrive.

“Roaming” Dumpsters

A place where businesses and families thrive.

21st Avenue Frontage

(Note fire hydrant in foreground – unmarked no parking zone)



A place where businesses and families thrive.

1. CALL TO ORDER:

Chairman Beck called the work session to order at 6:05 p.m.
Planning Commission Present: Tom Beck Carolyn Hymes, Dale Smith, Phil Ruder and Hugo Rojas.
Absent: Sebastian B. Lawler, Lisa Nakajima
Staff Present: Jon Holan, Community Development Director; James Reitz, Senior Planner; Dan Riordan, Senior Planner; Derek Robbins, City Engineer; Marcia Phillips, Assistant Recorder.

2. WORK SESSION ITEMS:

A. Amend Forest Grove City Code to delete Section 5.800 through 5.860 (and repeal Ordinance # 2005-17) *Areas of Special Flood Hazard* in its entirety.

Amend Forest Grove Development Code Article 2 *Variances,* Article 5 *Natural Resource Areas,* Article 8 *Hazards and Resources,* and Article 12 *Definitions* to adopt new Flood Damage Prevention Regulations and Definitions; and adoption of new Flood Insurance Rate Maps (FIRMs). File # 311-16-000133-PLNG

Mr. Reitz explained that City staff noted a discrepancy in the new digital floodplain overlay view as compared to the Flood Insurance Study (FIS) profiles. He said the new digital flood areas overlay view included developed lots along Strasburg Drive and Willamina Avenue along the City's southwest boundary. However, the record drawings for development in the area and the new FIS profiles show that development is above the flood areas. Reitz said the new digital flood area overlay appears to be off in elevation by about 10 feet. In other words, the new digital overlay should be aligned below the low side elevation property lines as defined in the City's as-built drawings and as shown in the FIS profile. Reitz further explained that the City will be asked to adopt maps that are wrong to remain in compliance with FEMA. Mr. Holan introduced Derek Robbins, City Engineer, and explained that the Engineering Dept. is handling the floodplain issue.

Mr. Robbins showed the new FEMA maps, and stated that FEMA has digitized the floodplain maps, and when staff went to their website to look at these maps, it was discovered that some houses showed in the gray area (floodplain). He said FEMA's flood elevations do not match their own maps - FEMA did not have good points on the old survey information they used. Robbins stated that the Engineering Dept. has been in contact with FEMA, and has shown them the City's as-builts. FEMA is going to do a map revision as their budget allows – probably not until next year some time. He explained that FEMA will not allow the City to accept only part – the City must accept everything, even the maps that are not correct. Robbins said the Engineering Dept. is working with FEMA to develop a standard letter that can be given to the property owners in question.

Mr. Holan said information will be handed out at the meeting tonight, and it along with the City's as-builts can be submitted to FEMA.

Commissioner Hymes stated that flood insurance is expensive.

Chairman Beck told Mr. Robbins that during the public hearing he would ask him specifically what the City will do for these property owners.

Mr. Robbins explained that he will give affected property owners the City's as-builts and the application, then direct them to our FEMA representative. He explained that this is a three party deal.

Mr. Reitz said how the flood elevation is measured has changed, and the levels have all gone up 2-5 feet.

Mr. Holan said the area around Beal Road is also affected.

Chairman Beck stated that other than the bad maps, everything else is just fine.

Mr. Holan said that is correct.

Chairman Beck said he had a question about floodplains due to dams breaking. He stated that the Commission should have a meeting for property owners who would be affected to bring some awareness. Staff agreed that would be a good idea.

B. Affordable Housing

Although not on the agenda, there was sufficient time to discuss affordable housing.

Mr. Riordan explained that on August 8, 2016, staff held a work session with the City Council regarding affordable housing. He explained that since 1999 state law prohibited local jurisdictions from adopting "inclusionary zoning" programs to promote affordable housing. Inclusionary zoning refers to policies that require developers to sell or rent a percentage of homes to moderate or low income households. He explained that the prohibition against inclusionary zoning in Oregon was lifted with the adoption of SB 1533 during the last Legislative session.

Mr. Riordan explained that under SB 1533 "affordable housing" is defined to mean housing that is affordable to households with incomes equal to or higher than 80 percent of the median family income for the county in which housing is built. Riordan said the Median Family Income in Washington County (2014) is $77,235 and 80% of Median Family Income in Washington County (2014) is $61,788. He said the Median Family Income in Forest Grove is $58,212, and 80% of Median Family Income in Forest Grove (2014) is $46,570. Riordan said SB 1533 does not stipulate when housing becomes unaffordable for households earning 80% of the county's median family income. An accepted rule of thumb is that housing becomes unaffordable when a household spends more than 30% of income on housing costs. He calculated that using 80% of Washington County's median family income and the 30% threshold, housing is affordable if less than $1,545 is spent on housing costs (rent/mortgage & utilities) per month. At 80% of Forest Grove median family income the amount is $1,164 before exceeding 30%. The median monthly housing cost for a renter occupied housing unit is Forest Grove is $792 per month and an owner occupied unit is $1,386 per month.

Mr. Holan stated that SB 1533 is pointless here in Forest Grove.

Mr. Riordan explained that SB 1533 provides authority to cities and counties to adopt policies that effectively establish the sales/rental price for certain new multifamily units; and allows for a construction excise tax on certain property to fund affordable housing programs and developer

incentives. He said policies establishing sales or rental price may take the form of land use regulations or conditions of approval imposed on land use permits. Such regulations or conditions apply only to multifamily projects with 20 or more units, and regulations or conditions applied by a city may not require more than 20% of housing units within a multifamily structure to be sold or rented as affordable housing. Riordan said that under SB 1533 a city or county may establish a construction excise tax on residential, commercial, industrial and mixed-use property to fund affordable housing incentives and programs. A tax on residential property may not exceed 1% of the permit valuation for permits that result in a new residential structure, or additional square footage in an existing residential structure including remodeling that adds living space. Unlike a tax on residential property, SB 1533 does not establish a maximum tax rate on commercial, industrial and mixed-use real property, but the ordinance establishing the tax on non-residential property must state the rate and base of the tax.

Mr. Holan said that reducing system development charges (SDC) would help make housing affordable, unfortunately most SDC fees in Forest Grove are from outside agencies.

Mr. Riodan stated that SB 1533 raises a number of policy questions that could be considered as part of the affordable housing work program. Some of these policy questions include: does SB 1533 target households most in need of affordable housing in Forest Grove, if the City proceeds with an inclusionary zoning requirement how long should affordability be required, how will required affordability be monitored and by whom, should the City establish a construction excise tax as allowed by SB 1533 to promote housing affordability, should the tax apply to residential property only or to non-residential property as well, what should the amount and base of the tax be? He said there is also the question should the City reduce fees for accessory dwelling units (ADU).

Mr. Holan stated that some jurisdictions count ADUs towards density calculations, but City of Forest Grove does not.

Mr. Riordan said the next steps include identifying goals, objectives and policies in the Forest Grove Comprehensive Plan for affordable housing, compiling data on local housing needs, identifying possible tools on housing needs, and identifying barriers and local capacity to deliver affordable housing. He said with City Council direction, staff is looking to establish a technical advisory committee (TAC) and a Citizen Advisory Committee (CAC) to guide program and policy recommendations. Riordan said it would be good to have a volunteer from the Planning Commission to serve on the Citizen Advisory Committee, and the goal is to kick things off in October if the City Council gives their approval.

Commissioner Hymes volunteered to be the representative from the Commission.

3. PUBLIC MEETING:

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

2.2 PUBLIC HEARING:

A. Amend Forest Grove City Code to delete Section 5.800 through 5.860 (and repeal Ordinance # 2005-17) *Areas of Special Flood Hazard* in its entirety.

Amend Forest Grove Development Code Article 2 *Variances,* Article 5 *Natural Resource Areas,* Article 8 *Hazards and Resources,* and Article 12 *Definitions* to adopt new Flood Damage Prevention Regulations and Definitions; and adoption of new Flood Insurance Rate Maps (FIRMs). File # 311-16-000133-PLNG

Chairman Beck opened the public hearing at 7:02 p.m. He explained that because this was a legislative hearing the procedures were a little different, and he stated the order of events. Beck explained to those in the audience that this situation was unique and a real conundrum. FEMA is requiring cities to adopt floodplain maps which control who needs flood insurance. He explained that if the City does not adopt the maps it could have serious repercussions, and the City could not service its citizens. Beck said the problem is in some areas the maps are wrong, and FEMA must go through a process to correct the maps. This probably will not happen until next year. Staff will explain tonight how the City can help citizens whose property has been affected by the incorrect maps. Beck called for the staff report.

Mr. Reitz briefly went through the Code amendments, and stated that most people in the audience were interested in the maps, especially the Willamina, Strasburg, Kalex area. He explained that Derek Robbins from the City's Engineering Dept. was present, and has been talking to FEMA daily. He said staff has posted the amendments on the City's website for citizens to view. Reitz explained that the current floodplain requirement is bisected because City Code Chapter # 5 (Protecting the Public) holds the majority of it, and the Development Code has some on floodplain requirements. He said these will be combined in the Development Code so they are all in one place in Chapter # 10.

Mr. Robbins showed the new FEMA maps, which do not show detail such as lot lines and house locations. He said Washington County had an open house with digital maps available for viewing which did show more detail, and these maps are on the Washington County website. Robbins showed the detailed map with houses in the floodplain. He then showed the 1982 map from the FEMA engineers that indicated in white the area in error. FEMA has stated the white area will be taken back to the 1982 levels. He explained that the FEMA data is correct, but the digital mapping is not.

Mr. Holan explained that this correction process probably will not happen until next year. He said that because we have to have these adopted by November 4th of this year, there will be a period of time after adoption until the correction is made.

Mr. Robbins said staff showed FEMA the City's as-builts, and the Flood Insurance Studies show these houses above the 100-year floodplain. He said FEMA is aware of the error, and will make the changes eventually. If property owners need to make the correction earlier to avoid paying flood insurance, there is a LOMA process in place, and the application can be submitted along with the City's as-builts to help expedite the change. Robbins had information about the LOMA process for interested citizens.

Chairman Beck restated that property owners impacted by the error can avoid paying flood insurance in the interim by submitting the LOMA application using the City's maps so a surveyor does not have to be hired. If the house is shown in the floodplain it matters, but if part of the property is in the flood zone it does not matter.

PROPONENTS: None
OPPONENTS: None

OTHER:

Ron Calkins, 3261 Burnet St., Forest Grove, OR. Mr. Calkins stated that his house is near Beal Pond where he saw some men surveying and would be doing some excavating in the wetland. His question was will that put his house in or near the floodplain.

Mr. Robbins explained that the City's Engineering Dept. has grading plans for that property, and if Mr. Calkins will come into the office they can take a look, but they cannot do anything to put his property in the floodplain.

Linda Hedland, 3255 Barnet St., Forest Grove, OR. Ms. Hedland asked if Beal Pond is in the floodplain. She said they did not receive a letter from the City, and she wanted to know if their property is inside or outside the floodplain.

Mr. Robbins showed Ms. Hedland a detailed map of the area that answered her question.

Chairman Beck noted that there were several properties on Main St. that are affected, and asked if that will change.

Mr. Robbins said as the City gets more information, staff will be able to answer that.

Elaine Bohlmeyer, 1107 Birch St., Forest Grove, OR. Ms. Bohlmeyer stated that she called the City's Engineering Dept. and was told her property was not affected. She said the letter sent out by the City was unduly upsetting, and the City should have waited until they had good information before sending the letter to people who were not impacted. Bohlmeyer said in future the City should wait, and not upset people.

Fernando Cuaierroz, 510 Willamina Ave., Forest Grove, OR. Mr. Cuaierroz said the FEMA map shows his property in the flood zone, and asked if this was an error.

Mr. Robbins said yes it was an error, and FEMA would eventually correct it.

Chairman Beck explained that if his house is on the front of the property outside the floodplain there is no problem, but if it is in the blue area on the back of his property it may be a problem.

Martin Elliott, 2336 Strasburg Drive, Forest Grove, OR. Mr. Elliott said he has been talked to staff, and attended the open house. He had questions about procedure, and whether or not there were charges involved with the LOMA process.

Mr. Robbins stated that last week FEMA told staff there would be no charges.

Chairman Beck explained that as far as accepting the FEMA floodplain maps, the ordinance will go before the City Council in a couple of weeks and then there is a 30-day waiting period before it goes into effect.

In answer to a question from Mr. Elliott, Mr. Robbins stated that staff has it in writing that FEMA will move forward on the LOMA applications.

Mr. Elliott stated that we are talking about hundreds of thousands of dollars in flood insurance – this is not a small deal.

Mr. Robbins stated that the City feels caught in the middle, and is trying to relay information to help its citizens.

Tim Rippe, 3334 Edgeview Lane, Forest Grove, OR. Mr. Rippe stated that he has a friend who could not be at the meeting who heard that the FEMA maps or data are not accurate.

Mr. Robbins stated that the maps are wrong, but the data is accurate.

Chairman Beck explained what is inaccurate is FEMA's interpretation of the data.

Deborah Ripa, 1110 Birch St., Forest Grove, OR. Ms. Ripa wanted to echo her neighbor's statement that they also received a letter from the City, but their property is not affected. She said it would be nice to be more selective as to who those letters go out to. Ripa asked if the Code changes will impact the walking trail behind her property, which she and her neighbor's oppose. She said her concern is the water that accumulates on the back of her property each year, and if the path is raised that water would be trapped.

Mr. Robbins invited Ms. Ripa to come into the office to discuss the path.

Blaine Nunnenkamp, 2382 Willamina Ave., Forest Grove, OR. Mr. Nunnenkamp asked whether or not the insurance companies will receive the same mailing.

Mr. Robbins said they would not.

Jeff Roth, 514 Willamina Ave., Forest Grove, OR. Mr. Roth asked what the City's stance is on where the line should go.

Chairman Beck explained that a bunch of Mr. Roth's property will be in the floodplain as it always has been.

Chairman Beck closed the public hearing at 8:05.

COMMISSION DISCUSSION:

Chairman Beck stated that the text for the amendments is pretty straight forward, and staff has shown a willingness to work with the citizens affected.

Commissioner Ruder made a motion to recommend approval of amendments to Forest Grove City Code to delete Section 5.800 through 5.860 (and repeal Ordinance # 2005-17) *Areas of Special Flood Hazard* in its entirety, and to amend Forest Grove Development Code Article 2 *Variances,* Article 5 *Natural Resource Areas,* Article 8 *Hazards and Resources,* and Article 12 *Definitions* to adopt new Flood Damage Prevention Regulations and Definitions; and adoption of new Flood

Insurance Rate Maps (FIRMs). File # 311-16-000133-PLNG. Commissioner Smith seconded. Motion passed 5-0.

QUESTIONS FROM THE AUDIENCE

In response to a question from the audience, Chairman Beck explained that the purpose of the meeting tonight was to allow the Planning Commission to recommend approval to the City Council of the FEMA floodplain amendments. He said the City Council is the official body who gives the final approval.

Mr. Holan explained there will be two City Council meetings on the floodplain. The first meeting will be held on September 12th for the first reading and they will accept public testimony. The second meeting will be held on September 26th for the second reading, and if they approve the amendments there is a 30-day period before it takes effect which puts it into October. He said FEMA has stated the amendments must be approved before November 4th.

Commissioner Ruder said hopefully this will all get fixed in a few months.

2.3 **ACTION ITEMS:** None.

4. BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Smith made a motion to approve the minutes from the June 20, 2016 meeting. Commissioner Hymes seconded. Motion passed 5-0.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT: None.

3.4 ANNOUNCEMENT OF NEXT MEETING: Mr. Holan said there will be no meetings in September, unless an application comes in. He said the Westside Planning project may come before the Commission in October, along with a joint work session on the Parks & Recreation Master Plan at the Council's next meeting.

3.5 ADJOURNMENT: The meeting adjourned at 8:17 p.m. Derek Robbins stayed afterwards to answer questions from people in the audience.

Respectfully submitted by:
Marcia Phillips
Planning Commission Coordinator