



Home of the Tualatin River National Wildlife Refuge

Planning Commission Meeting Packet

FOR

August 14, 2018

at 7 PM

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**



**City of Sherwood
PLANNING COMMISSION
Sherwood City Hall Community Room
22560 SW Pine Street,
Sherwood, OR 97140
August 14, 2018**

Regular Meeting – 7:00 PM

- 1. Call to Order**
- 2. Consent Agenda**
 - a. July 24, 2018, Planning Commission Meeting Minutes approval**
 - b. July 24, 2018 Planning Commission Work Session Minutes approval**
- 3. Council Liaison Announcements (Sean Garland)**
- 4. Staff Announcements (Erika Palmer)**
- 5. New Business**
 - a. Public Hearing: LA-18-01 Old Town Dental Landmark Alteration**

The applicant proposes to change an existing dental office building by modifying its exterior with new siding, paint, windows and roof. Since the site is in the Old Town District, an Old Town Overlay Review is required for the proposed changes.
 - b. Sherwood 2040 Vision Update**
- 6. Planning Commissioner Announcements**
- 7. Adjourn**

Work Session Following Regular Planning Commission Meeting

- 1. Small Cell Tower Technology (Josh Soper, 30 minutes)**
- 2. Review of Code Amendments (ADU, Model Homes)**

Meeting documents are found on the City of Sherwood website at www.sherwoodoregon.gov/meetings or by contacting the Planning Staff at 503-925-2308. Information about the land use applications can be found at www.sherwoodoregon.gov/projects.

City of Sherwood, Oregon
Planning Commission
July 24, 2018

Planning Commissioners Present:

Chair Jean Simson
Commissioner Daniel Matzinger
Commissioner Justin Kai
Commissioner Doug Scott

Staff Present:

Julia Hajduk, Community Development Director
Erika Palmer, Planning Manager
Colleen Resch, Records Technician

Planning Commission Members Absent:

Vice Chair Christopher Flores
Commissioner Mark Cottle
Commissioner Laurie Holm

Council Members Present:

Council President Sean Garland

1. Call to Order/Roll Call

Chair Jean Simson convened the meeting at 7:00 pm.

2. Consent Agenda

- a. June 5, 2018 Planning Commission Meeting Minutes approval
- b. June 12, 2018 Planning Commission Meeting Minutes approval

Motion: From Commissioner Justin Kai to approve the consent agenda, seconded by Commissioner Doug Scott. Motion passed 4:0. All present Planning Commissioners voted in favor.

3. Council Liaison Announcements

Council President Sean Garland stated the City Council's next meeting is August 21 and there will be a work session regarding the Comprehensive Plan visioning process. On July 17, the Council recognized Sherwood High School students that received a 4.0 GPA for the 2017-18 school year. The students that were unable to attend are invited to the August 21 meeting. The Council adopted a new mission statement and goals and Community Development Director Julia Hajduk said she would provide the Commissioners with the new information.

Council President Garland said the Council will be engaging the Police Advisory Board (PAB) on police staffing and asking them to review the recommendations in the matrix study and engage citizens on their vision of the Sherwood Police Department. He said the PAB will be at the August 7 National Night Out.

Chair Simson suggested that one of the Council goals for citizen engagement be engagement with the Boards and Commissions in joint sessions. She said the Planning Commission is able to be more successful in their recommendations for legislative actions when there has been a work session with the Council ahead of time. Discussion followed and Council President Garland agreed.

Commissioner Scott referred to the Comprehensive Plan Citizen Advisory Committee (CAC) and asked when the Planning Commissioners get to provide their input and be involved in the process. Ms. Palmer said she will provide an update on the Comprehensive Plan visioning process to the Commission on August 14 and the City Council on August 21. Commissioner Scott asked when the Commissioners can provide input. Ms. Palmer said the CAC is currently focusing on the vision statement for the Comprehensive Plan and as soon as they start to draft goals and policies, they will be seeking the Planning Commissions input

and having more work sessions relating to the Comprehensive Plan. Ms. Hajduk said there is an upcoming Vision Summit that is open to the public.

Chair Simson commented on the City Council forecast agenda for September 4, which includes a discussion on small cell regulations, and states it is an opportunity to present the results from an earlier Planning Commission work session on the subject. Ms. Hajduk said the planning staff will be discussing small cell regulations with the Commission in August. Ms. Palmer stated this topic involves upgrading our current cellular network from 4G to 5G and putting small compact transmitters within neighborhoods. Ms. Hajduk said the issue is the cellular carriers want to move forward with this upgrade but the City does not have any regulations in place.

Chair Simson referred to the need for a work program for the Planning Commission. Ms. Palmer said staff would work on that.

4. Staff Announcements

Erika Palmer, Planning Manager introduced Colleen Resch, Records Technician in the City Council office and said she will be attending meetings and transcribing the minutes while the department is recruiting an Administrative Assistant II. Ms. Hajduk commented on Ms. Resch's experience and announced that she recently received her Certified Municipal Clerk certification.

Ms. Palmer commented on the Comprehensive Plan Visioning and explained their outreach efforts. She stated they have reached out to all the Boards and Commissions, the Sherwood High School leadership class, the Sherwood Rotary, the Sherwood Main Street Association, Music on the Green and the Robin Hood Festival. The Vision Summit is Monday, July 30 from 6-8 pm at the Center for the Arts.

Chair Simson asked about the status of the Brookman Concept Plan update grant application. Ms. Palmer said Metro is scheduled to consider this soon.

Chair Simson announced that the Wilsonville Treatment Facility tour is tomorrow at 6 pm with the City Council.

Chair Simson commented on the League of Oregon Cities Planning Commission training sessions in September. Ms. Palmer said if Commissioners are interested in attending she will provide further information. Ms. Hajduk stated these training are valuable and provide networking opportunities.

Chair Simson inquired about the status of the Planning Commissioners City email accounts. Ms. Palmer stated they will be coming soon.

6. New Business

a. Appoint a Planning Commissioner to the City's Charter Review Committee

Ms. Hajduk informed the Commission that the City Council adopted a resolution creating a Charter Review Committee. The Planning Commission, along with the other City Boards and Commissions, will appoint a member to the committee. The Committee will also have three citizen volunteers for a total of nine members. The Charter was last comprehensively reviewed in 2013-14 and the Charter requires a review at least every six years. The specific time commitment is unknown at this time but the resolution states that the Committee shall terminate at the time Charter amendments are voted on by the voters of Sherwood, unless the Committee determines changes are not warranted, in which case the Committee shall terminate when it makes such report to the City Council. Commissioner Scott volunteered to serve.

Motion: From Commissioner Justin Kai to Appoint Commissioner Doug Scott to the City's

Charter Review Committee, seconded by Commissioner Daniel Matzinger. Motion passed 3:0 (Commissioner Scott abstained).

6. Planning Commissioner Announcements

No announcements were received.

7. Adjourn

Chair Simson adjourned the meeting at 7:35 pm and convened into a work session.

Submitted by:

Colleen Resch, Records Technician

Approval Date: _____

City of Sherwood, Oregon
Planning Commission Work Session
July 24, 2018

Planning Commissioners Present:

Chair Jean Simson
Commissioner Daniel Matzinger
Commissioner Justin Kai
Commissioner Doug Scott

Staff Present:

Julia Hajduk, Community Development Director
Erika Palmer, Planning Manager
Colleen Resch, Records Technician

Planning Commission Members Absent:

Vice Chair Christopher Flores
Commissioner Mark Cottle
Commissioner Laurie Holm

Council Members Present:

Council President Sean Garland

WORK SESSION

Chair Simson called the meeting to order at 7:36 pm.

1. Proposed Sherwood Zoning and Community Development Code Amendments

Senior Manager Erika Palmer referred to the memorandum in the packet regarding possible amendments to the Sherwood Zoning Community Development Code (SZCDC). This is a Type 5 process and the proposed amendments go through a Planning Commission public hearing, which is tentatively scheduled for August 28 and there is another work session scheduled for August 14 if needed. The approved amendments will go before the City Council in September. The amendments are being proposed because of new state law and FEMA map updates. The Temporary Use Permit amendment allowing the use for model homes was developed to provide a clear and objective process for this type of use within an approved subdivision. Other general amendments are proposed for general housekeeping to make sure the code is clear and consistent throughout sections.

Chair Simson recommended discussing the proposed amendments in terms of whether is it a scrivener error and no discussion is required, complying with the law, or a discretionary statement and there is future opportunity for input. She stated PA-18-07 should be broken out and separated into separate approvals.

- Accessory Dwelling Units (ADUs)

Ms. Palmer referred to PA18-03 regarding Accessory Dwelling Units (ADUs) and said the proposed amendments comply with new state law. Senate Bill 1051 requires cities and counties of a certain population to allow ADUs and focuses on reducing barriers which include siting and design standards. The new law requires cities to review their development codes and develop clear and objective standards for ADUs. Sherwood's code allows for ADUs and staff had the code audited externally to determine what criteria in the code does not meet the clear and objective standards. Staff provided the draft amendments to the Department of Land Conservation and Development (DLCD) staff for cursory review and they provided comments for the Planning Commission to consider.

The Commission reviewed the proposed changes to Chapter 16.52 Accessory Dwelling Unit in Exhibit 1 to the memorandum in the packet.

Chair Simson referred to the proposed removal of 16.52.020.C *Number of Residents: The total number of individuals that reside in both units may not exceed the number that is allowed for a household* and asked why staff is recommending deleting this language. Discussion followed and Ms. Hajduk asked Ms. Palmer to review this recommendation and provide the Commission with more information at the next work session.

The Commission reviewed 16.52.020.B regarding owner occupancy and the proposed amendment to strike *but not both*. Ms. Palmer stated many jurisdictions have removed all owner occupancy requirements for ADUs because it is hard to enforce. Discussion followed regarding enforcement and the Planning Commission agreed that having some owner occupancy language provides a safety gap.

The Commission reviewed the 16.52.020.C and recommended changing the word *façade* in Chapter 16.52.020.C, as it is confusing. Ms. Hajduk suggested language *not visible from the street that the primary residence entrance is located*. Discussion followed regarding corner lots and using physical addresses. Staff agreed to develop better language.

The Commission reviewed 16.52.020.E regarding floor area and the proposed amendment to strike 40% and replace it with 50%. Ms. Hajduk stated this needs further clarification. Chair Simson suggested looking at other cities code language concerning floor area. Ms. Hajduk asked Ms. Palmer if the ADU language is subject to a time line. Ms. Palmer said no. Discussion followed and the Commission agreed to the proposed 50% and suggested adding maximum area language of *not to exceed 800 sf*. Ms. Palmer said she would develop additional language.

The Commission reviewed 16.52.020.D regarding parking requirements and the DLCDs recommendation that the City allow driveway spaces to be counted for off-street parking and to remove any requirements for an additional off-street parking space if the abutting streets allow on-street parking. Discussion followed. Ms. Hajduk recommended not taking the DLCDs recommendation and the Commission agreed.

The Commission reviewed 16.52.020.F regarding setbacks and dimensional requirements that proposes to strike: *In addition, there shall be a minimum ten (10) foot separation between the primary residence and the ADU*. Chair Simson said the rear and side setbacks have to be preserved and said we need to keep the intent of the code. Ms. Palmer reminded the Commission that SB 1051 focuses on reducing barriers for ADU development that includes siting and design standards. Ms. Palmer stated that she would contact DLCDCD staff for clarification on the ‘unreasonableness’ of 20-foot rear yard setback for allowance of a detached ADU.

The Commission reviewed 16.52.020.G regarding design and appearance and Ms. Palmer said the proposed ADU design criteria in only for ADUs over 15 feet in height, an accessory structure less than that height would not be required to meet the design guidelines. Discussion followed and the Commission agreed that the design criteria should be applied to all detached ADUs regardless of the height.

Ms. Palmer said the Commission will have an additional work session on proposed code amendments

regarding ADUs on August 14.

- Floodplain Overlay

Ms. Palmer stated FEMA has updated its Flood Insurance Rates Maps (FIRM) and the City needs to adopt by reference the new updated maps by October 18, 2018. The Commission agreed to the proposed amendment.

- Temporary Uses – Model Homes

Ms. Palmer said the City has had several requests regarding model homes and the SZCDC does not specify model homes in the Temporary Use chapter. Staff has an internal policy of allowing model homes within a subdivision to be built before the entire subdivision is complete with public improvements in place. The Commission reviewed proposed amendments to 16.86.030 and Chair Simson asked Ms. Palmer to provide code language from other cities specifically relating to phase developments. Ms. Palmer agreed to send the Commissioners examples. Commissioner Scott suggested adding phasing language. Ms. Palmer said she understands the Commissioners intent and will wordsmith this section.

- Medical Marijuana Dispensaries

Ms. Palmer said the proposed amendments to Chapter 16.10 and Chapter 16.38 ensures that the code is consistent with new state laws. Initially recreational marijuana facilities were regulated by OLCC and medical marijuana facilities were regulated by OHA. State law has since changed to allow OLCC to regulate medical marijuana facilities. The Commission reviewed the proposed language and Ms. Hajduk stated the language was drafted by City Attorney Josh Soper. The Commission noted the proposed amendment language in Chapter 16.38.020.A.2 is incorrect and should read *or Oregon Liquor Control Commission*.

- General Code Amendment Clean-Up

Ms. Palmer referred to the general code housekeeping amendments and said most are changes for consistency between text and other sections of code and general state statutes. The Commission reviewed the proposed language to amend sidewalk widths for consistency with the Transportation System Plan (TSP) and said the language is confusing. Staff agreed.

Chair Simson referred to the proposed language to amend the family day care provider language and asked if the state law requires the City to increase the number from thirteen to sixteen. Ms. Hajduk said state law requires the City to allow family day cares in residential zones and state law says a family day care is sixteen and our code needs to be consistent.

The Commission reviewed the proposed language to add an irregular lot footnote to the Development Standards per Residential Zone table and suggested adding a diagram for further clarification.

Ms. Palmer referred to in-ground pools and said there is an internal policy and this is proposing to

incorporate it into the code. Chair Simson asked why the 20 feet rear setback is not being maintained. Ms. Palmer said the policy has been a 5 feet setback. Chair Simson said accessory structures have a 10 feet rear setback requirement. Ms. Palmer said accessory structure setbacks are based on square footage and height. Commissioner Scott suggested adding language that in-ground pools are being treated as an accessory structure and relevant code applies. Ms. Palmer said she would look into that.

Chair Simson commented on the ADU discussion and asked why staff is proposing to amend the code now when we the City is in the process of updating the Comprehensive Plan. Ms. Hajduk asked Ms. Palmer to provide the Commissioners with more information regarding the external audit. Chair Simson suggested only making the required amendments at this time and until the community visioning process is complete. Discussion followed regarding the Sherwood 2040 Comprehensive Plan Vision. Ms. Palmer said the information is on the website and citizens can sign up for the interested party mailing list.

Ms. Palmer said she will make changes to the proposed code amendments and said there will be a second work session on this topic.

The work session ended at 9:24 pm.

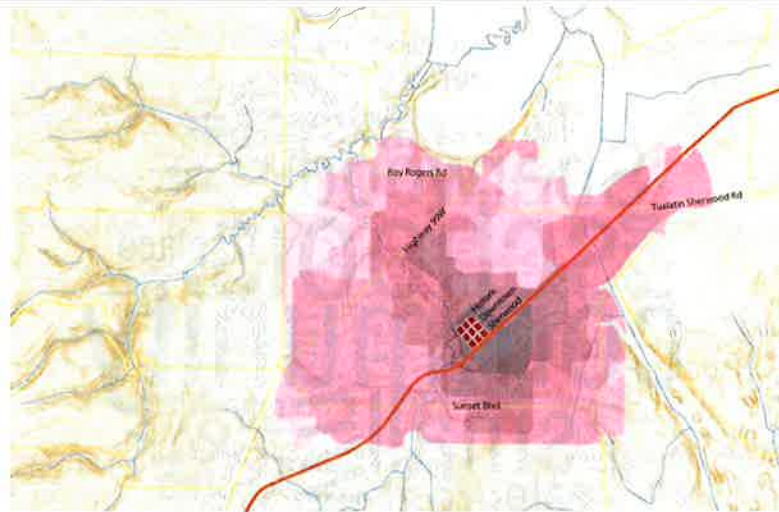
Submitted by:

Colleen Resch, Records Technician

Approval Date: _____



What is a Comprehensive Plan?



Why now?

2040 Comprehensive Plan Update: Work Plan

Phase 1: Project Set-Up	→	Jul 2017-Feb 2018
Phase 2: Community Visioning	→	Mar 2018-Nov 2018
Phase 3: Background/Technical Research	→	Sept 2017-June 2019
Phase 4: Drafting the Plan/Policies/Maps	→	Jan 2019-Dec 2019
Phase 5: Adoption	→	Jan 2019-April 2019

Project Schedule

Engaging with the Sherwood Community: What We've Done, Where We've Been

Online Engagement

Community Conversations

Community Events

Vision Summit

Where we've been

Engaging with the Sherwood Community: Where We've Been

Online Engagement

- Project Website
- Online Survey
- Social Media

Where we've been

Engaging with the Sherwood Community: Where We've Been

Online Engagement

Community Conversations

- Boy Scout Troop 838
- Sherwood High School Leadership Class
- Sherwood Rotary
- Parks Board
- Senior Center Luncheon
- Sherwood Main Street
- Library Board
- Employee Meet-Up
- Police Advisory Board
- Cannery Row Apartments

Where we've been



Where we've been

Engaging with the Sherwood Community: Where We've Been

Online Engagement

Community Conversations

Community Events

- Community Services Fair Booth
- Sherwood Cruise'in Booth
- Music on the Green Booth
- Robin Hood Festival Booth

Where we've been



Engaging with the Sherwood Community: Where We've Been

Online Engagement

Community Conversations

Community Events

Vision Summit

Where we've been

Engaging with the Sherwood Community: What We've Heard



What We've Heard

Preliminary Draft Vision Statement

In the year 2040, residents of Sherwood appreciate their safe, connected, family-oriented and friendly community. Those who grew up in Sherwood stay for family wage jobs and a high quality of life, and those who raised their families here can retire in the place they proudly call home. Sherwood is renowned for its excellent schools, parks, thriving local businesses, small town feel and access to metropolitan amenities, jobs and natural areas.

Vision Statement

Preliminary Draft Vision Statement

Strong Community, Culture, and Heritage

In 2040, Sherwood successfully retains its treasured small-town character and strong sense of community while welcoming new businesses and residents. Old Town preserves its historic atmosphere as an attractive place to shop, dine and gather. The library and performing arts center play a vital role as place of learning and sharing, and art and creativity are woven into the fabric of the city. A variety of community events uphold a legacy of bringing the community together and giving Sherwood a sense of place.

Vision Statement

Preliminary Draft Vision Statement

Attractive and Attainable Housing

In 2040, Sherwood has a range of housing choices for a diversity of ages and income levels, providing community members the ability to live in Sherwood throughout all stages of life.

Vision Statement

Preliminary Draft Vision Statement

Thriving and Diversified Economy

In 2040, the Sherwood economy has grown to include a variety of businesses big and small that offer stable employment opportunities and family-wage jobs. Sherwood is a gateway to wine country and capitalizes on a robust tourism industry.

Vision Statement

Preliminary Draft Vision Statement

Coordinated and Connected Infrastructure

In 2040, the city's transportation system is efficient, safe and provides transportation options. The town has an active and connected transportation network where residents enjoy walking and bicycle paths between neighborhoods, parks, schools, the Tualatin National Wildlife Refuge and Old Town. Quality public facilities, services, and utilities contribute to a high quality of life. Sherwood has an excellent school system, an asset that draws families to the community. Sherwood residents of all ages enjoy the city's robust park system, community centers and state-of-the-art athletic and recreation facilities.

Vision Statement

Preliminary Draft Vision Statement

Heathy and Valued Ecosystem

In 2040, Sherwood is a leader as a steward of its natural environment. Vegetated corridors are protected and weave through the city providing habitat, safe passage for wildlife, clean water, and a place for people to connect with nature. The city actively preserves mature trees and natural areas.

Vision Statement

Preliminary Draft Vision Statement

Strategic and Collaborative Governance

In 2040, residents enjoy well-funded police, fire and emergency response services that keep Sherwood safe. The city is governed in a fiscally responsible and responsive manner that allows for strategic, well-planned growth and the adequate provision of services.

Vision Statement

2018 Sherwood Zoning and Community Development Code Proposed Amendments

#	Code Section	Existing Code Language	Issue/Rational	Recommended Amendment
1	16.72.101.A.1	Accessory Dwelling Unit review not currently listed un Type I review process	Clarifies that the review of Accessory Dwelling Units are processed as a Type 1 review. Accessory Dwelling Units are currently being processed as a Type 1 review process by the Planning Department.	List 'Accessory Dwelling Units' as a Type 1 land-use action: 16.72.101.A.1.n "Accessory Dwelling Units"
2	16.152.020	A. Creation: One Accessory Dwelling unit per residence may only be created though the following methods.	There is no definition of residence in the Sherwood Code. SB 1051 requires subject cities and counties to allow "at least one accessory dwelling unit for each detached single-family dwelling."	Remove "per residence". Replace with: A. Creation: One Accessory Dwelling unit for each detached single-family dwelling may only be created though the following methods.
3	16.52.010.B	B. Owner Occupancy: The property owner, which shall include the holders and contract purchasers, must occupy either the principal unit or the ADU as their permanent residence, but not both , for at least six months out of the year, and at no time receive rent for the owner-occupied unit.	The "but not both" prohibits a property owner from inhabiting both the residence and the ADU on their property. It prohibits the ADU from being inhabited by the property owners' household members including dependents. This code limitation not a 'reasonable local regulation (SB 1051)', is a barrier to the development of ADUs, and is unenforceable. Note: Although not required at this time, DLDC is encouraging the removal of owner occupancy requirements for ADUs.	Remove "but not both" from the Owner Occupancy requirement: B. Owner Occupancy: The property owner, which shall include the holders and contract purchasers, must occupy either the principal unit or the ADU as their permanent residence, but not both , for at least six months out of the year, and at no time receive rent for the owner-occupied unit.
4	16.52.010.C	C. Number of Residents: The total number of individuals that reside in both units may not exceed the number that is allowed for a household.	This provision is difficult to quantify and not enforceable. It is not a clear and objective standard as required by ORS 197.307(4). The size of the ADU naturally limits the number of occupants.	Remove from Code: C. Number of Residents: The total number of individuals that reside in both units may not exceed the number that is allowed for a household.
5	16.52.010.D	D. Location of Entrances: The primary entrance to the ADU shall not be visible from the street facing façade and be located in such a manner as to be unobtrusive from the same view of the building which encompasses the entrance to the principal unit.	The language "unobtrusive" is not a clear and objective standard as required by ORS 197.304(4).	Replace with clear and objective language: C. Location of Entrances: The primary entrance to the ADU shall not be visible from the street that the primary residence is addressed from.
6	16.52.010.E	E. Parking: Additional parking shall be in conformance with the off-street parking provisions for single-family dwellings.	Leave unchanged, except change E to D due to elimination of C above. Currently the code requires one off-street parking space per unit.	Change E to D: D. Parking: Additional parking shall be in conformance with the off-street parking provisions for single-family dwellings.

7	16.52.010.F	F. Floor Area: The maximum gross habitable floor area (GHFA) of the ADU shall not exceed 40% of the GHFA of the primary residence on the lot.	The code limitation of 40% (without a reasonable square footage minimum) is not a 'reasonable local regulation (SB 1051). DLCD staff recommends changing to 50% if this standard is kept without stating a minimum square footage amount	<p>Alternatives:</p> <ol style="list-style-type: none"> 1) Floor Area: The maximum gross habitable floor area (GHFA) of the ADU shall not exceed 50% of the GHFA of the primary residence on the lot. 2) Floor Area: The maximum floor area of the ADU shall not exceed 800 square feet or 40% of the primary residence whichever is greater. Staff is using greater because the current standard is 40% of the primary residence. <p>This allows for the 40% to stay but allows for smaller homes to utilize the 800 square foot standard.</p> <ol style="list-style-type: none"> 3) Floor Area: The maximum floor area of the ADU shall not exceed 800 square feet or up to 50% of the square footage of the primary residence whichever is greater. <p>The third option allows for a property owner to turn a basement, or an additional level into an ADU but also allows for a smaller house to have an ADU up to 800 square ft.</p>				
8	16.52.010.G	G. Setbacks and Dimensional Requirements: The ADU shall comply with the setback and dimensional requirements for the underlying zone. In addition, there shall be a minimum ten (10) foot separation between the primary residence and the ADU.	This code limitation not a 'reasonable local regulation (SB 1051)' and is considered a barrier to the development of ADUs. The 20-foot rear yard setback for residential zones is overly prohibitive. It is recommended to treat ADU's like an accessory structure. In addition, the 10-foot separation is inconstant with the building/fire code which is 5 feet. It is recommended the separation be consistent with the building/fire code. The zoning code can remain silent on the separation of structure because it is enforced through the building/fire code.	<p>Change the setback requirement and eliminate 10-foot separation requirement to be consistent with fire code:</p> <p>Alternatives for rear yard setback:</p> <ol style="list-style-type: none"> 1) Setbacks and Dimensional Requirements: The ADU shall have a 10 ft. setback from the rear property line and a 5 ft. setback from the interior side yard, unless on a corner lot street side, the setback shall be that of the underlying zone. 2) Setbacks and Dimensional Requirements: An internal ADU or an ADU built above a detached garage shall comply with the setback and dimensional requirements for the underlying zone. A detached ADU up to 12 ft. in height shall have a 5 to 10 ft. rear yard setback, and 5 ft. side yard setback. A detached ADU between 12 and 24 ft. high a 15 to 20 ft. rear yard setback, and 5 ft. side yard setback. <p>The second alternative addresses concerns about noise and privacy while still satisfying the SB 1051. It treats a detached ADU that is lower in height with the same setback requirements as an accessory structure in the SZCDC. The taller an ADU the greater the rear-yard setback.</p>				
9	16.52.010.H	H. Design and Appearance: The ADU shall be designed so that, to the degree reasonably feasible, the appearance of the building conforms to the original design characteristics and style of the building, and appears to be a single-family residence.	The language "characteristics", "appears" and "style" are not a clear and objective standard as required by ORS 197.304(4). Have the option for a clear and objective standard. Note the text for the design requirements only applies to structures over 15 feet in height.	<p>Replace 'Design and Appearance' criteria with:</p> <p>G. Design and Appearance: The ADU shall meet the flowing standards for design and appearance:</p> <p style="text-align: center;">Accessory Dwelling Units Must Meet One Option From Each Row Below</p> <table border="1" data-bbox="1672 1675 2853 1784"> <tr> <td data-bbox="1672 1675 1849 1784">Exterior Finish Materials</td> <td data-bbox="1849 1675 2271 1784">Must be the same or visually match in type, size and placement, the exterior finish</td> <td data-bbox="2271 1675 2324 1784">O R</td> <td data-bbox="2324 1675 2853 1784">Siding made from wood, composite boards, vinyl or aluminum products. Siding must be a shingle pattern or in</td> </tr> </table>	Exterior Finish Materials	Must be the same or visually match in type, size and placement, the exterior finish	O R	Siding made from wood, composite boards, vinyl or aluminum products. Siding must be a shingle pattern or in
Exterior Finish Materials	Must be the same or visually match in type, size and placement, the exterior finish	O R	Siding made from wood, composite boards, vinyl or aluminum products. Siding must be a shingle pattern or in					

					material of the primary structure		a horizontal clapboard or shiplap pattern ≤ 6 inches in width
				Roof Pitch	Predominant roof pitch must be the same as the predominant roof pitch of the primary structure	O R	Roof pitch must be at least 6/12
				Trim	Must be the same in type, size, and location as the trim used on the primary structure	O R	All windows and door time must be at least 3.5 inches wide
				Eaves	Same projection distance as primary structure	O R	All eaves project at least 1 foot from the building walls
10	16.52.010.I	I. Partitioning: An ADU shall not be partitioned or divided off from the parent parcel.	The partition and subdivision requirements of the code govern the division of property. This requirement is not appropriate in this section of the code.	Remove from Code: I. Partitioning: An ADU shall not be partitioned or divided off from the parent parcel.			

AMENDMENTS TO CHAPTER 16.02 DEFINITIONS & 16.86, TEMPORARY USES

Strikeout = deleted text

Bold italicized = proposed text

Chapter 16.02 DEFINITIONS

16.10.020

Model home. A structure constructed as and intended to be occupied as a residential dwelling unit that is temporarily used as an example of the type of residential dwelling units to be constructed in a subdivision and is open to the public for that purpose. A model home is a temporary nonresidential use and may not be used as a real estate sales.

16.86.010 - Purpose

This section recognizes that temporary uses serve a useful purpose in the life of the community. Temporary uses are characterized by their short-term or seasonal nature and by the fact that permanent changes are not made to the site. Such activities have a potential to have adverse impacts on surrounding property created by the temporary activity therefore specific requirements are necessary as discussed herein.

(Ord. No. 2012-001, § 2, 1-3-2012)

16.86.020. - Temporary Uses - No Permits Required

A. Applicability

1. Short-term events with an approved City of Sherwood Special Event Permit such as festivals, farmers markets and local events.
2. Short-term events, two (2) weeks in duration or less, including but not limited to fireworks sales, tent sales, sidewalk sales, book sales, craft sales, tree sales or rummage sales.
3. Tree and plant sales are limited to four (4) weeks in duration.

B. Criteria

1. No permit or review is required for short-term events that receive approval through the City of Sherwood Special Event Permit.
2. No permit or review is required for short-term events described in section A.2 and A.3 above, however, they must meet the following criteria;
 - a. The operations take place on private property for which the applicant has permission to use. No part of the site or use shall be located in the public right-of-way, unless a right-of-way permit has been previously granted by the City Engineer.
 - b. The event must take place on an improved site that has received site plan approval per Chapter 16.90.

- c. The use shall not result in cars stacking onto a public street or interfering with on-site traffic circulation.
- d. Pedestrian pathways such as sidewalks, bike path, walkways and breezeways shall not be blocked.
- e. Wheelchair paths and handicapped parking spaces shall not be blocked.
- f. The use shall not eliminate required off street parking.
- g. Temporary uses shall obtain TVF&R approval, if applicable.
- h. Temporary uses permitted by these criteria are not exempt from any other required permits such as temporary portable sign permits, City business license, sanitation facility permits, electrical permits, or any other required city, county or state permit.
- i. The use shall comply with applicable noise, odor, nuisance, fire code and comply with other provisions of this Code.
- j. Food vendors are only permitted when associated with an approved special event permit or permitted as permanent outdoor sales and subject to 16.98.040.A.1.

C. Enforcement

If a short-term event described in section A.2 and A.3 above is found to be out of compliance with the above criteria, the City shall enforce compliance or require the removal of the event in accordance with the City's code compliance procedures and 16.02.040.

(Ord. No. 2012-001, § 2, 1-3-2012)

16.86.030 - Temporary Uses - Requiring Permits

A. Applicability

Approval may be granted for structures or uses which are temporary or seasonal in nature, such as temporary *sales* offices (*non-Model Home*), construction trailers and construction offices, **and Model Homes shall be subject to the requirements set forth in section 16.86.030.D**, provided such uses are consistent with the intent of the underlying zoning district and comply with other provisions of this Code. These activities are intended to be in use for a limited duration and shall not become a permanent part of a site.

B. Application and Fee

An application for a temporary use shall be filed with the City and accompanied by the fee specified in the adopted fee schedule. The applicant is responsible for submitting a complete application which addresses all review criteria. Temporary use permits shall be subject to the requirements set forth in Chapter 16.72 **and shall be evaluated pursuant to a Type I procedure.**

C. Permit Approval

1. Findings of Fact

A temporary use permit (TUP) may be authorized by the City Manager or his/her designee pursuant to Chapter 16.72 provided that the applicant submits a narrative and detailed site plan that demonstrates that the proposed use:

- a. Generally conforms to the standards and limitations of the zoning district in which it is located.
- b. Meets all applicable City and County health and sanitation requirements.
- c. Meets all applicable Uniform Building Code requirements.
- d. On-site real-estate offices, Construction offices and construction trailers shall not be approved until land use approval and building permits, if applicable, have been issued.
- e. Complies with temporary outdoor sales standards, if applicable.

2. Time Limits

The temporary use or structure shall be removed upon expiration of the temporary use permit, unless renewed by the City Manager or his/her designee.

- a. Temporary **sale offices**, construction offices, **and** construction trailers shall not be issued for a period exceeding one (1) year. The applicant may request a renewal for additional time to allow completion of the project provided that the applicant provides a narrative describing the need for additional time and an anticipated date of project completion.
- b. Other temporary uses, not otherwise exempt per 16.86.020.B, shall be issued a permit for up to one (1) year to accommodate the duration of the proposed temporary use.

(1) Renewals may be provided as follows:

- (a) A renewal permit may be obtained for a period of one (1) year after providing a narrative discussing how the use will remain temporary and how the use is not and will not become permanent.
- (b) A temporary use permit shall not be renewed for more than three consecutive years; however a renewal may be obtained annually for uses that do not exceed a four month period of time per year.

3. Conditions

In issuing a temporary use permit, the City Manager or his/her designee may impose reasonable conditions as necessary to preserve the basic purpose and intent of the underlying zoning district. These conditions may include, but are not limited to the following:

- a. increased yard dimensions;
- b. fencing, screening or landscaping to protect adjacent or nearby property;
- c. limiting the number, size, location or lighting of signs;
- d. restricting certain activities to specific times of day; and
- e. reducing the duration of the temporary use permit to less than one (1) year.

4. Revocation

Any departure from approved plans not authorized by the City Manager or his/her designee shall be cause for revocation of applicable building and occupancy permits. Furthermore if, in the City's determination, a condition or conditions of TUP approval

are not or cannot be satisfied, the TUP approval, or building and occupancy permits, shall be revoked.

D. Model Homes

This sections permits the construction of model homes in conjunction with preliminary approval of a residential subdivision pursuant to Chapter 16.120 of this title. In residential subdivisions, model homes are sometimes built to show examples of available floor plans, materials and finishes and to facilitate early sales. Model homes are generally constructed prior to completion of all public and private streets and utilities within the development. When the model home is discontinued the structure converts to the intended use as a dwelling unit.

- 1. Approval Criteria. A model home may be constructed and occupied only for the purposes set forth in this section and consistent with its definition prior to final plat recording and subject to the following approval criteria:***
 - a. The lot must be vacant and home foundation for the proposed model home(s) must be surveyed by a person who is registered in Oregon as a land surveyor and holds a valid certificate consistent with State Law. The surveys must establish the location of the model home structure consistent with the dimensional requirements of a lot on the approved preliminary residential subdivision.***
 - b. The proposed model home shall be in compliance with residential development standards in Chapter 16.12 including applicable dimensional requirements including, but not limited to, maximum height, minimum setbacks and minimum lot size of the approved preliminary residential subdivision.***
 - c. Adequate parking shall be available to serve the model home site. No model home may be temporarily occupied where on-street parking is not available on a public right-of-way or private street that is immediately adjacent to the lot. Where adjacent on-street parking is inadequate, additional temporary off-street parking may be required. Temporary off-street parking must be removed and adequate landscaping installed consistent with this title, prior to any sale of the model home or lot. At least four parking spaces shall be provided for each model home either off-street or on-street and shall be shown on a site plan.***
 - d. Adequate emergency vehicle access shall be available to model home(s) during both construction and temporary occupancy, as approved by the City.***
 - e. Adequate water supply for firefighting, as approved by the City, shall be provided to each model home lot prior to installation of combustible materials.***
 - f. All required public and private utilities within the public right-of-way or private street shall be installed prior to the model home being discontinued and***

converting to the intended use as a residential home. All utility installation must be inspected and approved by the City consistent with this title. This provision is in addition to any other requirements for public utility improvements may be provided in this title or other applicable law.

g. The number of model homes in a residential subdivision may be allowed as follows:

- i. Between one (1) and ten (10) residential lots, one model home;**
- ii. Between eleven (11) and fifty (50) residential lots, two model homes;**
- iii. Between fifty-one (51) and one hundred (100) residential lots, three model homes;**
- iv. More than one hundred one (101) residential lots, five model homes;**

h. If more than one model home is proposed, the lots on which the model homes are to be located shall be contiguous to one another and within the same phase of development.

i. No variances under Chapter 16.84 shall be permitted to accommodate the model home.

j. Water meter connection for the model home is not allowed. Water meter connection shall be granted upon converting the model home to the intended residential home.

k. Adequate access must be available to the model homes, as approved by City of Sherwood Engineering Department.

2. Remedial Action. In the event that the City determines the model home has encroached on a property line or has violated any applicable standards, the following steps shall be taken to correct the violation:

a. The City shall provide notice to the applicant identifying the violation and requesting correction of the violation within sixty (60) days of the date of the notice. The City may require more or less time on a case-by-case basis. The time required to cure the encroachment does not extend or modify the timeline for submitting a final plat subject to section 16.120.050 or the termination of the model home approval as set forth below.

b. The applicant shall correct the violation within the time provided in the notice unless otherwise agreed to by the City in writing.

c. The City will not accept an application for a final plat until such time as the violation is corrected. In the event an application is already filed before the

violation is detected, the City shall deny the final plat as not consistent with the preliminary approval unless the violation is corrected.

- 3. Termination of Model Home Approval. The model home use shall be discontinued no later than two years from the date of the recording of the final plat of the entire subdivision. Approval may be extended for a maximum of one additional year by the Planning Official or designee with the concurrence of the building official.***

(Ord. No. 2012-001, § 2, 1-3-2012)

PA 18-07 Housekeeping Amendments Chapters: 16.118, Public and Private Utilities; 16.58, Clear Vision and Fence Standards; 16.70, General Provisions; Chapter 16.106, Transportation Facilities; Chapter 16.10, Definitions; Chapter 16.12, Residential Land Use Districts; Chapter 19.64, Off-Street Parking and Loading; Chapter 16.50 Accessory Structures, Architectural Features and Decks; Chapter 16.102, Temporary, Portable, and Banner Signs; Chapter 16.100, Permanent Signs.

~~Strikeout~~ = deleted text

Bold italics = proposed text

1. Chapter 16.118, Public and Private Utilities

This is a text amendment that would ~~strikeout~~ reference to Chapter 7 of the SZCDC in section §16.118.020

16.118.020 - Standard

A. Installation of utilities shall be provided in public utility easements and shall be sized, constructed, located and installed consistent with this Code, ~~Chapter 7 of the Community Development Code~~, and applicable utility company and City standards.

2. Chapter 16.58, Clear Vision and Fence Standards: Clear Vision Diagram is inconsistent with code language. The text describing the clear vision area is correct.

16.58.010 - Clear Vision Areas

B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines measured from the corner intersection of the street lot lines for a distance specified in this regulation; or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection, and so measured, and the third side of which is a line across the corner of the lot joining the non-intersecting ends of the other two (2) sides. This amendment will provide a diagram that matches the text description

Existing Clear Vision Diagram:

- 1) Wetland assessment and delineation
- 2) Geotechnical report
- 3) Traffic study
- 4) Verification of compliance with other agency standards such as CWS, DSL, Army Corps of Engineers, ODOT, PGE, BPA, Washington County.

m. l. Plan sets must have:.....

4. Chapter 16.106, Transportation Facilities, Section §16.106.060B: Modify sidewalk widths for consistency with the Transportation System Plan (TSP).

B. Design Standards

1. Arterial and Collector Streets

Arterial and collector streets shall have minimum **six (6) or eight (8)** foot wide sidewalks/multi-use path, located as required by this Code. **Residential areas shall have a minimum of an eight (8) foot wide sidewalk and commercial industrial areas shall have a minimum of six (6) foot wide sidewalk.**

5. Chapter 16.10 Definitions, Section §16.10.020. Modify this section to be consistent with ORS 329A.280 which now states that family child care homes can care for up to 16 children.

ORS 329A.280 When certification required; rules.

(1) A person may not operate a child care facility, except a facility subject to the registration requirements of ORS 329A.330, without a certification for the facility from the Office of Child Care.

(2) *The Early Learning Council shall adopt rules for the certification of a family child care home caring for not more than 16 children.* The rules shall be specifically adopted for the regulation of certified child care facilities operated in a facility constructed as a single-family dwelling. Notwithstanding fire and other safety regulations, the rules that the council adopts for certified child care facilities shall set standards that can be met without significant architectural modification of a typical home. In adopting the rules, the council may consider and set limits according to factors including the age of children in care, the ambulatory ability of children in care, the number of the provider's children present, the length of time a particular child is continuously cared for and the total amount of time a particular child is cared for within a given unit of time.

(3) In addition to rules adopted for and applied to a certified family child care home providing child care for not more than 16 children, the council shall adopt and apply separate rules appropriate for any child care facility that is a child care center.

(4) Any person seeking to operate a child care facility may apply for a certification for the facility from the Office of Child Care and receive a certification upon meeting certification requirements. [Formerly 657A.280]

Family Day Care Provider: A day care provider which accommodates fewer than **sixteen (16) thirteen-(13)** children in the provider's home.

6. Chapter 16. 12, Residential Land Use Districts, Section §16.12.030. Provide for an Irregular Lot footnote in the table below for reference.

C. Development Standards per Residential Zone

Development Standard by Residential Zone-	VLDR	VLDR-PUD	LDR	MDRL	MDRH	HDR
Minimum Lot areas:(in square ft.)						
• Single-Family Detached	40,000	10,000	7,000	5,000	5,000	5,000
• Single Family Attached	40,000	10,000	7,000	5,000	4,000	4,000

• Single-Family	None	None	60	50	50	50
• Two-Family	X	X	X	60	60	60
• Multi-family	X	X	X	X	60	60
Lot Depth	None	None	80	80	80	80
Maximum Height ^[2] (in feet)	30 or 2 stories	30 or 2 stories	30 or 2 stories	30 or 2 stories	35 or 2.5 stories	40 or 3 stories
• Amateur Radio Tower	70	70	70	70	70	70
• Chimneys, Solar or Wind Devices, Radio and TV aerials ^[3]	50	50	50	50	55	60
Setbacks (in feet)						
• Front yard ^[4]	20	20	20	14	14	14
• Face of garage	20	20	20	20	20	20
• Interior side yard						
• Single-Family Detached	5	5	5	5	5	5
• Single-Family Attached	20	20	20	10	5	5
• Two Family	X	X	X	5	5	5
• Multi-Family						
• 18 ft. or less in height	X	X	X	X	5	5
• Between 18-24 ft. in height	X	X	X	X	7	7
• If over 24 ft. in height	X	X	X	X	§ 16.68 Infill	§ 16.68 Infill
• Corner lot street side						
• Single Family or Two Family	20	20	20	15	15	15
• Multi-Family	X	X	X	X	20	30
• Rear yard*	20	20	20	20	20	20

Footnote: If the lot is an irregular shape see definition for Lot Line, Rear, Section 16.10 Definitions

7. Chapter 19.64 Off-Street Parking and Loading, §Section 16.94.020. Modify Table 2. Minimum Parking Dimension Requirements to match the text in §16.94.020B.1 which states:

B. Dimensional and General Configuration Standards 1. Dimensions For the purpose of this Chapter, a "parking space" means a stall nine (9) feet in width and twenty (20) feet in length. Up to twenty five (25) percent of required parking spaces may have a minimum dimension of eight (8) feet in width and eighteen (18) feet in length so long as they are signed as compact car stalls.

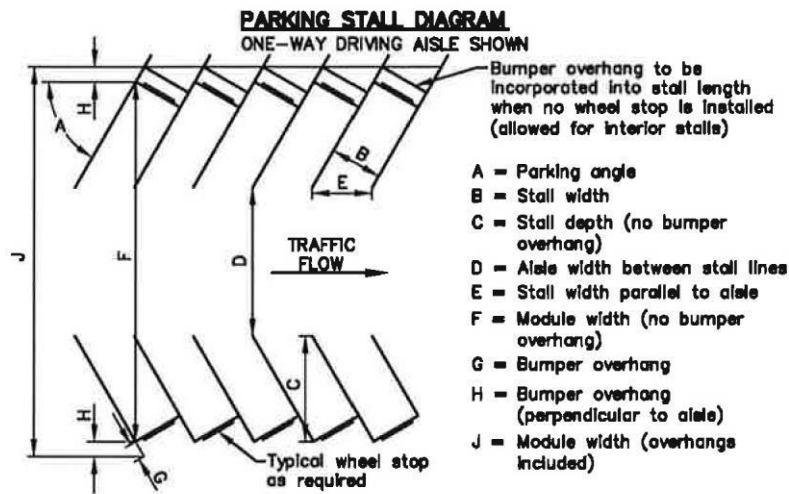


Table 2: Minimum Parking Dimension Requirements
One-Way Driving Aisle (Dimensions in Feet)

A	B	C	D	E	F	G	H	J / I
45°	8.0	16.5	13.0	11.3	46.0	3.0	2.5	51.0
	9.0	18.5	12.0	12.7	49.0	3.0	2.5	54.0
60°	8.0	17.0	18.0	9.2	52.0	3.0	2.5	57.0
	9.0	19.5	16.0	10.4	55.0	3.0	2.5	60.0
75°	8.0	16.5	26.0	8.3	59.0	3.0	3.0	65.0
	9.0	19.0	23.0	9.3	61.0	3.0	3.0	67.0
90°	8.0	15.0 18.0	26.0	8.0	56.0	3.0	3.0	62.0

A	B	C	D	E	F	G	H	J / I
	9.0	17.0 20.0	24.0	9.0	58.0	3.0	3.0	64.0

Table 3: Two-Way Driving Aisle
(Dimensions in Feet)

A	B	C	D	E	F	G	H	J / I
45°	8.0	16.5	24.0	11.3	57.0	3.0	2.5	62.0
	9.0	18.5	24.0	12.7	61.0	3.0	2.5	66.0
60°	8.0	17.0	24.0	9.2	58.0	3.0	2.5	63.0
	9.0	19.5	24.0	10.4	63.0	3.0	2.5	68.0
75°	8.0	16.5	26.0	8.3	59.0	3.0	3.0	65.0
	9.0	19.0	24.0	9.3	62.0	3.0	3.0	68.0
90°	8.0	15.0 18.0	26.0	8.0	56.0	3.0	3.0	62.0
	9.0	17.0 20.0	24.0	9.0	58.0	3.0	3.0	64.0

8. Chapter, 16.50, Accessory Structures, Architectural Features and Decks. Add this section to Chapter 16.50.

16.50.070 In Ground Pools

A. In-ground pools/spas less than 3 feet in height that are not temporary or seasonal may be sited 5 -10 feet from the side and rear property line. In-ground pools shall not be placed within the required front or street side setback.

9. Chapter 16.102, Temporary, Portable, and Banner Signs, §16.102.030.A, Temporary Sign Regulations Fix cross reference

§ 16.102.030 - Temporary Sign Regulations

A. The following regulations apply to all temporary signs as defined in Section

~~16.100.1.21~~ **16.100.015**

10. Chapter 16.100, Permanent Signs; §16.100.030.C.1.a, Permanent Sign Regulations. Fix cross-reference

1. Free Standing Signs

a. Industrial zoned properties that have an approved PUD and approval for permitted commercial uses, shall apply requirements in Section ~~16.102.030.8.1-5.~~
16.100.030.8.1-4.

Sherwood Planning Commission Meeting

Date: August 14, 2018

Meeting Packet

Approved Minutes

Date Approved: August 28, 2018

Request to Speak Forms

Documents submitted at meeting:

Regular Session:

6. b. Staff presentation - Comp Plan Vision/Vision Summit #1 - Exh. 1

Work Session:

1. Staff presentation - Small Cells - Exh. 1

Sherwood Street Light Map - Exh. 2

I HAVE READ AND UNDERSTOOD THE RULES FOR MEETINGS IN THE CITY OF SHERWOOD.

1. PLEASE INDICATE THE ITEM YOU WOULD LIKE TO SPEAK ABOUT

Date: 8/14/18 Agenda Item: 5a (From Agenda)

NOTE: If you want to speak to the Commission about more than one subject, please submit a separate form for each item.

2. PLEASE MARK YOUR POSITION/INTEREST ON THE AGENDA ITEM

Applicant: _____ Proponent: Opponent: _____ Other: _____

3. PLEASE PROVIDE YOUR NAME AND ADDRESS IN A LEGIBLE FORMAT TO RECEIVE A COPY OF THE NOTICE OF DECISION ON THIS MATTER.

Name: Eugene Stewart

Address: PO Box 534

City/State/Zip: 97140

Email Address: EugeneS103@AOL.com

I represent: **Myself** **Other** _____

4. PLEASE GIVE THIS FORM TO THE RECORDING SECRETARY PRIOR TO YOU ADDRESSING THE PLANNING COMMISSION. Thank you.

Rules for Meetings in the City of Sherwood

It is the purpose of these rules to promote common courtesy and civility in all meetings of the City of Sherwood. All who wish to speak should expect to be treated fairly and with respect. All who speak should reciprocate by focusing on the issue being considered, while respecting the opinions of those with whom they may disagree. This will enable our community to establish an environment wherein all issues and opinions may be fairly considered and decisions, though sometimes difficult, will be made in a spirit of mutual respect of all citizens, no matter their differences.

In any City forum or meeting:

- Individuals may not impugn the character of anyone else, including but not limited to members of the community, the reviewing body, the staff, the applicant, or others who testify. Complaints about staff should be placed in writing and addressed to the City Manager. If requested by the complainant, they may be included as part of the public record. Complaints about the City Manager should be placed in writing and addressed to the Mayor. If requested by the complainant, they may be included as part of the public record.
- Comment time is 4 minutes.
- The Chair of a meeting may have the ability to modify meeting procedures on a case-by-case basis when especially complicated issues arise, or when the body is involved in extraordinary dialogue, but only after receiving the advice and majority consent of the body. The Chair may also cut short debate if, in his judgment, the best interests of the City would be served.

(Note: Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted)

Persons who violate these rules

- May be asked to stop their comments by any member of the body.
- Comments beyond the 4-minute time limit may not be included in the record of the meeting.
- Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time.
- Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

I HAVE READ AND UNDERSTOOD THE RULES FOR MEETINGS IN THE CITY OF SHERWOOD.

1. PLEASE INDICATE THE ITEM YOU WOULD LIKE TO SPEAK ABOUT

Date: 8/14/18 Agenda Item: Citizen Comments (From Agenda)

NOTE: If you want to speak to the Commission about more than one subject, please submit a separate form for each item.

2. PLEASE MARK YOUR POSITION/INTEREST ON THE AGENDA ITEM

Applicant: _____ Proponent: _____ Opponent: _____ Other:

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Name: Eugene Stewart

Address: PO Box 534

City/State/Zip: 97140

Email Address: EugeneS103@AOL.com

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Welcome!

Sherwood Comprehensive Plan Vision Vision Summit #1

08.14.18
Date

PC
Gov. Body

6.6.
Agenda Item

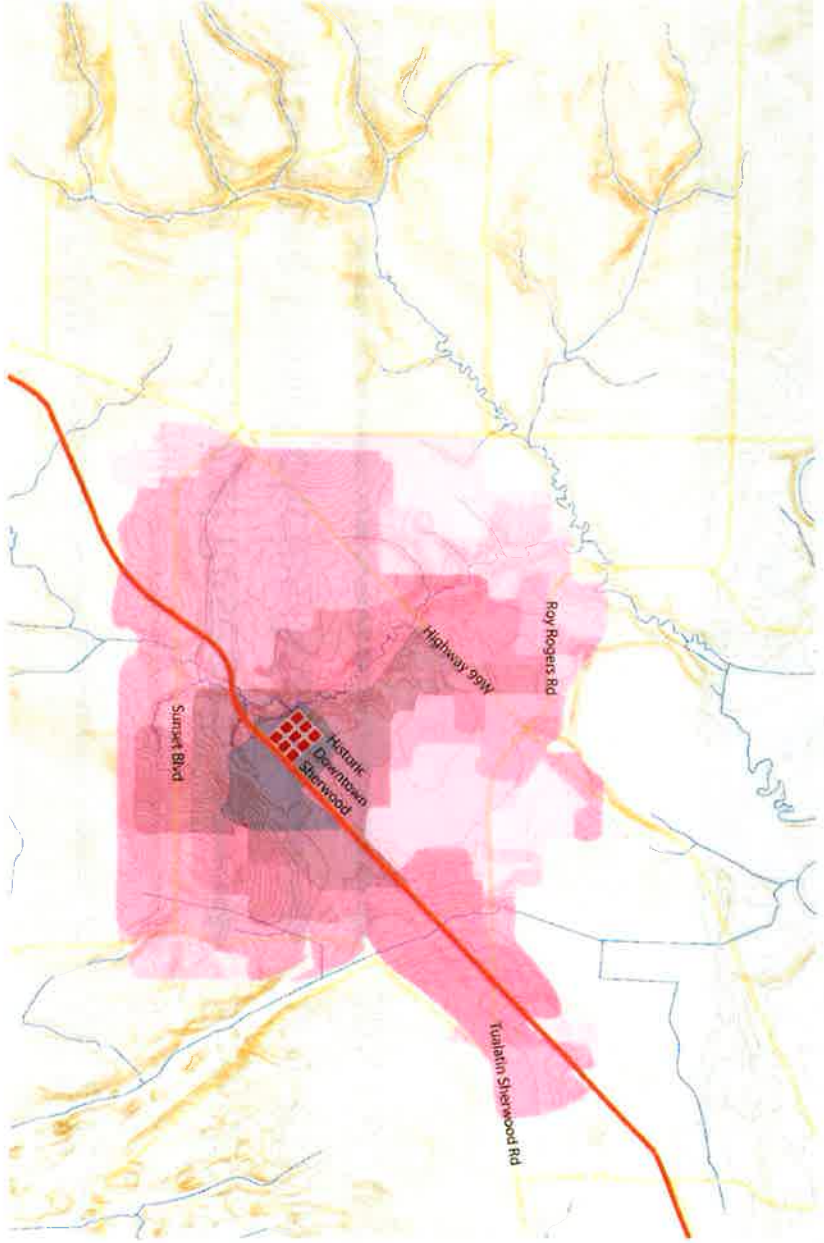
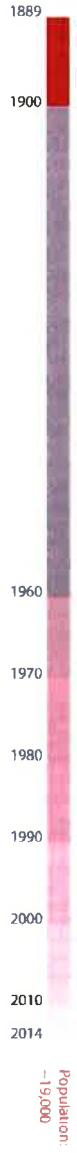
1
Exhibit #

Who's here?



What is a Comprehensive Plan?

Why now?



2040 Comprehensive Plan Update: Work Plan

Phase 1: Project Set-Up	→	Jul 2017-Feb 2018
Phase 2: Community Visioning	→	Mar 2018-Nov 2018
Phase 3: Background/Technical Research	→	Sept 2017-June 2019
Phase 4: Drafting the Plan/Policies/Maps	→	Jan 2019-Dec 2019
Phase 5: Adoption	→	Jan 2020-April 2020

Project Schedule

Engaging with the Sherwood Community: What We've Done, Where We've Been

Online Engagement

Community Conversations

Community Events

Vision Summit

Where we've been

Engaging with the Sherwood Community: Where We've Been

Online Engagement

- Project Website
- Online Survey
- Social Media

Where we've been

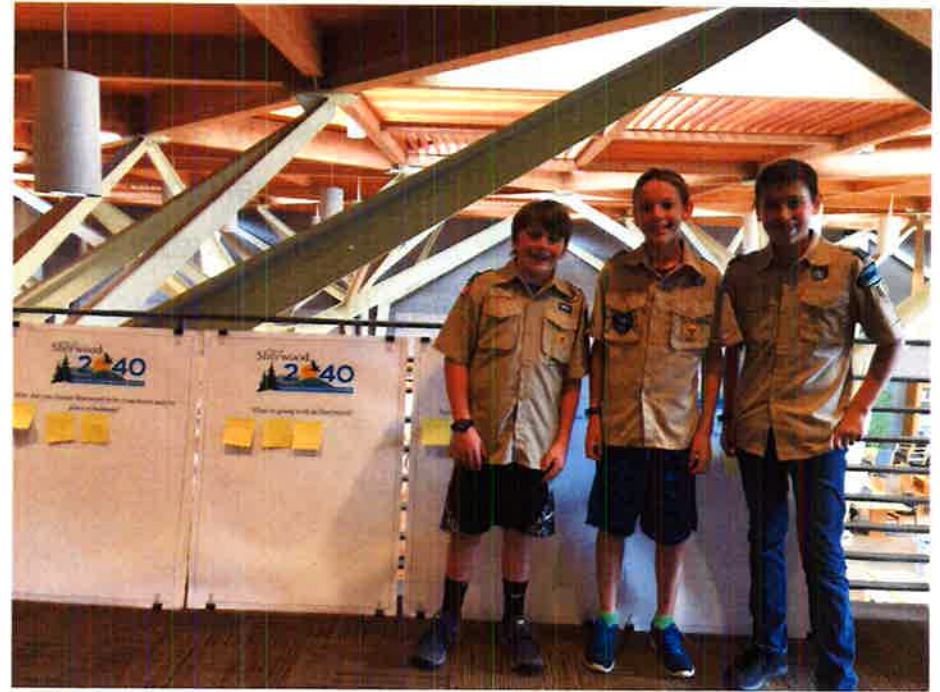
Engaging with the Sherwood Community: Where We've Been

Online Engagement

Community Conversations

- Boy Scout Troop 838
- Sherwood High School Leadership Class
- Sherwood Rotary
- Parks Board
- Senior Center Luncheon
- Sherwood Main Street
- Library Board
- Employee Meet-Up
- Police Advisory Board
- Cannery Row Apartments

Where we've been



Where we've been

Engaging with the Sherwood Community: Where We've Been

Online Engagement

Community Conversations

Community Events

- Community Services Fair Booth
- Sherwood Cruise'In Booth
- Music on the Green Booth
- Robin Hood Festival Booth

Where we've been



Where we've been

Engaging with the Sherwood Community: Where We've Been

Online Engagement

Community Conversations

Community Events

Vision Summit

Where we've been

Engaging with the Sherwood Community: What We've Heard



What We've Heard

Preliminary Draft Vision Statement

In the year 2040, residents of Sherwood appreciate their safe, connected, family-oriented and friendly community. Those who grew up in Sherwood stay for family wage jobs and a high quality of life, and those who raised their families here can retire in the place they proudly call home. Sherwood is renowned for its excellent schools, parks, thriving local businesses, small town feel and access to metropolitan amenities, jobs and natural areas.

Vision Statement

Preliminary Draft Vision Statement

Strong Community, Culture, and Heritage

In 2040, Sherwood successfully retains its treasured small-town character and strong sense of community while welcoming new businesses and residents. Old Town preserves its historic atmosphere as an attractive place to shop, dine and gather. The library and performing arts center play a vital role as place of learning and sharing, and art and creativity are woven into the fabric of the city. A variety of community events uphold a legacy of bringing the community together and giving Sherwood a sense of place.

Vision Statement

Preliminary Draft Vision Statement

Attractive and Attainable Housing

In 2040, Sherwood has a range of housing choices for a diversity of ages and income levels, providing community members the ability to live in Sherwood throughout all stages of life.

Preliminary Draft Vision Statement

Thriving and Diversified Economy

In 2040, the Sherwood economy has grown to include a variety of businesses big and small that offer stable employment opportunities and family-wage jobs. Sherwood is a gateway to wine country and capitalizes on a robust tourism industry.

Vision Statement

Preliminary Draft Vision Statement

Coordinated and Connected Infrastructure

In 2040, the city's transportation system is efficient, safe and provides transportation options. The town has an active and connected transportation network where residents enjoy walking and bicycle paths between neighborhoods, parks, schools, the Tualatin National Wildlife Refuge and Old Town. Quality public facilities, services, and utilities contribute to a high quality of life. Sherwood has an excellent school system, an asset that draws families to the community. Sherwood residents of all ages enjoy the city's robust park system, community centers and state-of-the-art athletic and recreation facilities.

Preliminary Draft Vision Statement

Heathy and Valued Ecosystem

In 2040, Sherwood is a leader as a steward of its natural environment. Vegetated corridors are protected and weave through the city providing habitat, safe passage for wildlife, clean water, and a place for people to connect with nature. The city actively preserves mature trees and natural areas.

Vision Statement

Preliminary Draft Vision Statement

Strategic and Collaborative Governance

In 2040, residents enjoy well-funded police, fire and emergency response services that keep Sherwood safe. The city is governed in a fiscally responsible and responsive manner that allows for strategic, well-planned growth and the adequate provision of services.

THANK YOU!



Small Cell Worksession

AUGUST 14, 2018

08.14.18
Date

PC
Gov. Body

WS 1
Agenda Item

1
Exhibit #

What are small cells?

- ▶ Small cells are “small” in comparison to traditional macro cell tower technology.
- ▶ They also are lower power, have a shorter range, and generally handle fewer concurrent users.
- ▶ They are typically deployed:
 - Where customers are prone to experience connectivity issues
 - Heavily populated areas that need more network capacity
 - Areas that can't effectively be served by a traditional macro cell



Macro Cell vs. Small Cell

Different technology, different process

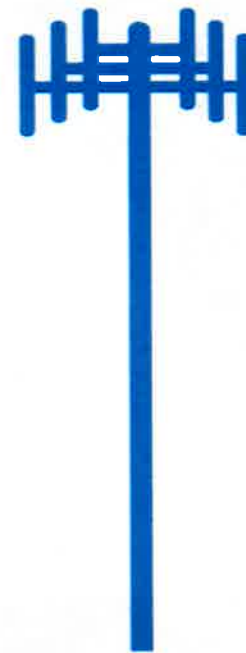
80 ft

Macro Cell

30 ft

Small Cell

6 ft

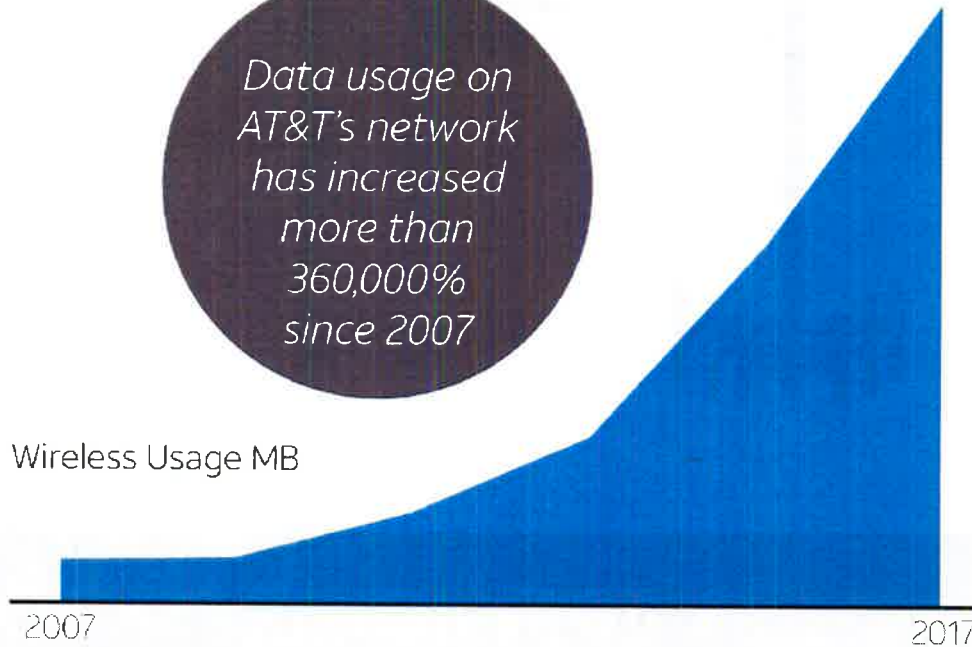


Capacity issues

Consumer and business demand for wireless data is on the rise

*Data usage on
AT&T's network
has increased
more than
360,000%
since 2007*

Wireless Usage MB



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4G vs 5G

The footprint, or service area, of a site is determined by height and by frequency band



75 to 400 feet

Macrocell (4G LTE)

The common form factor for wireless communication. Higher height and lower frequencies used result in the larger service area.



30 to 60 feet

Current Small Cell (4G LTE)

Uses the same frequencies as macrocells, in addition to utilizing unlicensed spectrum. Due to lower height, footprint is smaller, increases capacity or coverage in target areas.



30 to 60 feet

Future Small Cell (5G)

Very high frequencies enabled by future 5G technology will result in a smaller footprint, but can be used to meet the exponential increased capacity demand. These frequencies are not used for wireless service today.

- Heights and service areas are approximations
- Small cell sites supplement vs. replace macrocell sites



Why are we talking about this now?

- ▶ Carriers are already beginning to roll out small cells with 4G technology.
- ▶ In the next couple of years, carriers will also be rolling out small cells with 5G technology.
- ▶ Several carriers have approached the City regarding deploying small cells in Sherwood.
- ▶ City Code currently does not have a process in place to permit and regulate small cells.

Why are we talking about this now?

- ▶ Doing nothing or "wait and see" may not be an option.
- ▶ On August 2, 2018, the FCC declared that "de facto moratoria" on deployment of small cells violate federal law.
- ▶ Decision is lacking in specificity and concreteness, but appears FCC believes an unlawful de facto moratoria would occur if a city were to "refuse to process applications to locate or modify wireless facilities until and unless the locality adopts regulations governing small cell deployment."
- ▶ Decision may be appealed or reconsidered.

What does this look like?

- ▶ 30-60 feet above the ground
- ▶ Coverage area 500-1200 feet wide for 4G, 250-750 feet for 5G.
- ▶ Location
 - ▶ Street lights, utility poles, standalone poles, other options
 - ▶ Starting in highest need areas but expanding from there

Examples from other communities



Before and after



Existing



Proposed



Existing



Proposed

Before and after



Existing



Proposed

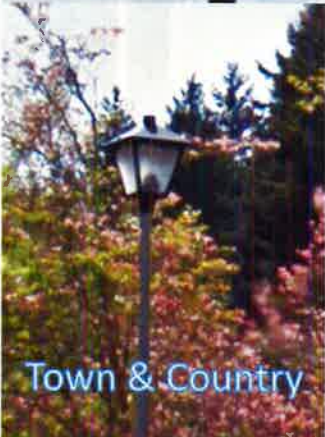
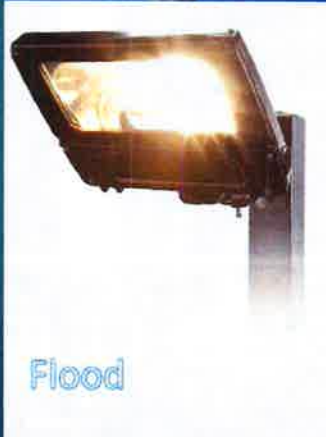


Existing

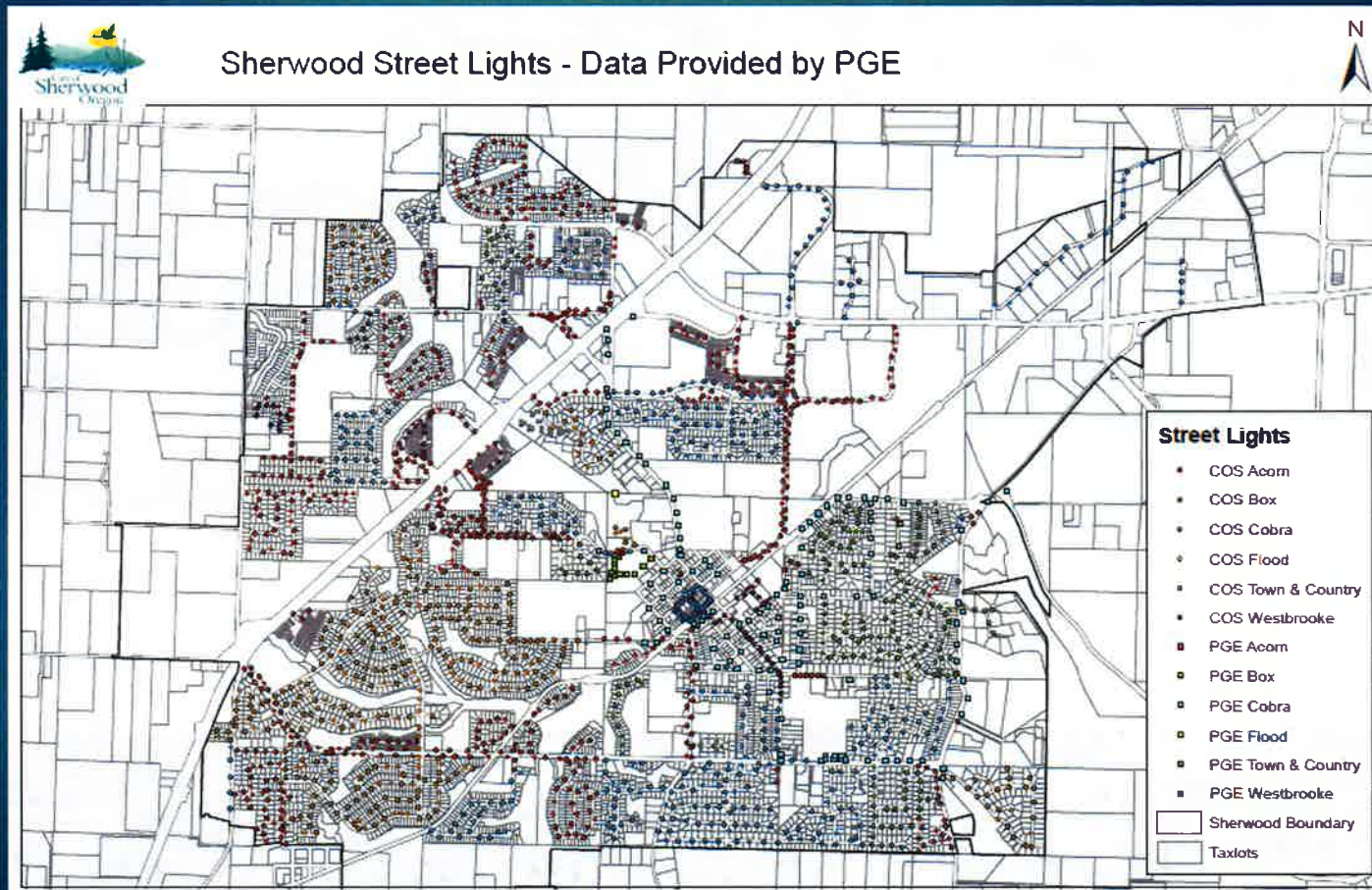


Proposed

Types of streetlights in Sherwood



Types of streetlights in Sherwood



AT&T Photosimulation (Option 1)



OREGON STEEL LIGHT POLE NODE 1

22555 SW HIGHLAND DRIVE SHERWOOD OR 97140



View 1



LOCATION

©2018 Google Maps



EXISTING



PROPOSED

LOOKING SOUTHWEST FROM SW COLUMBIA STREET

AT&T Photosimulation (Option 2)



OREGON STEEL LIGHT POLE NODE 1
22555 SW HIGHLAND DRIVE SHERWOOD OR 97140

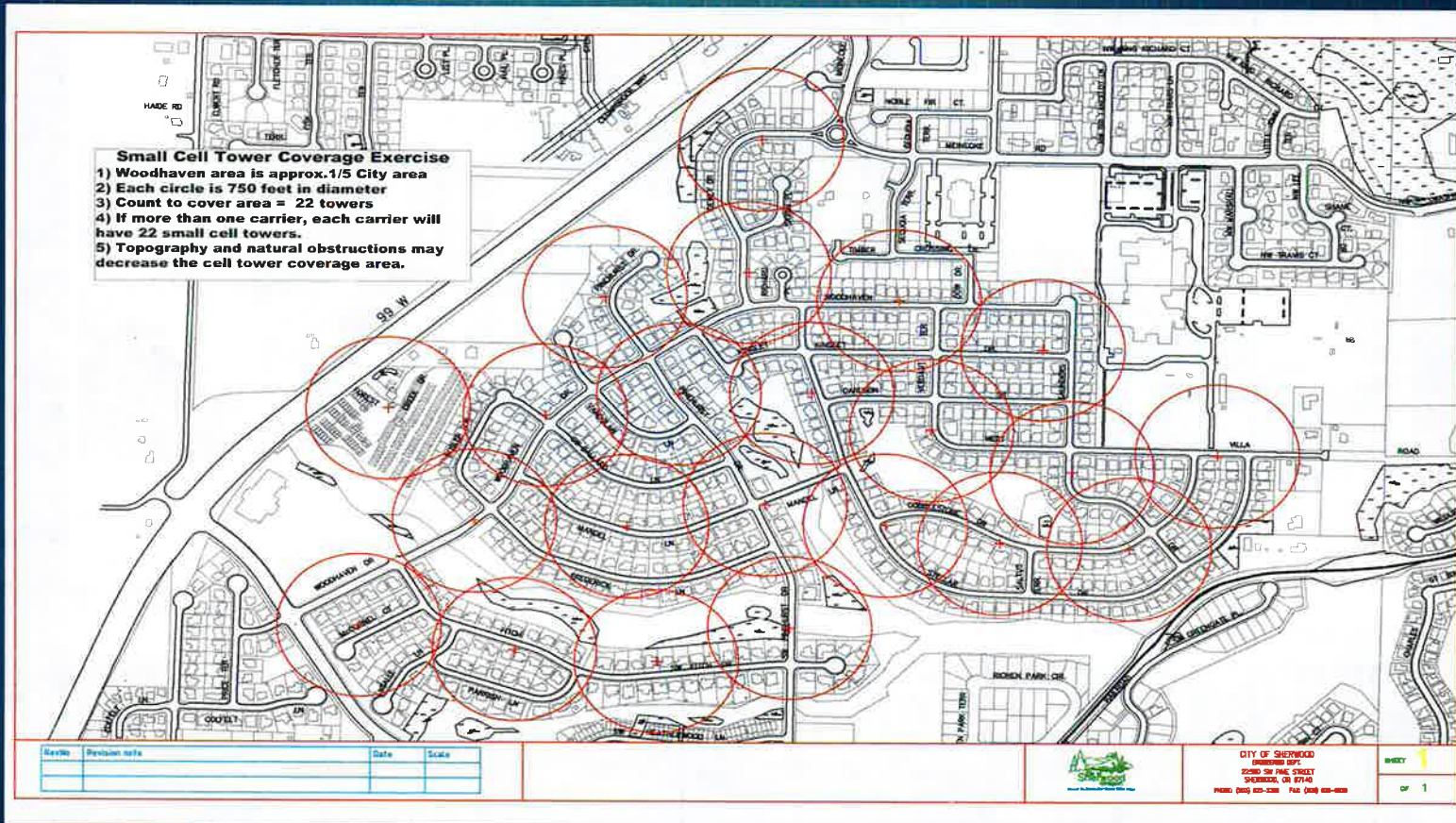


VIEW 1



LOOKING SOUTHWEST FROM SW COLUMBIA STREET

Estimate of number of sites needed



Other issues

- ▶ Fees
 - ▶ Currently \$5,000 per structure ROW fee
 - ▶ Will re-evaluate as part of this process
- ▶ Review and permitting process

What is the process for developing these regulations?

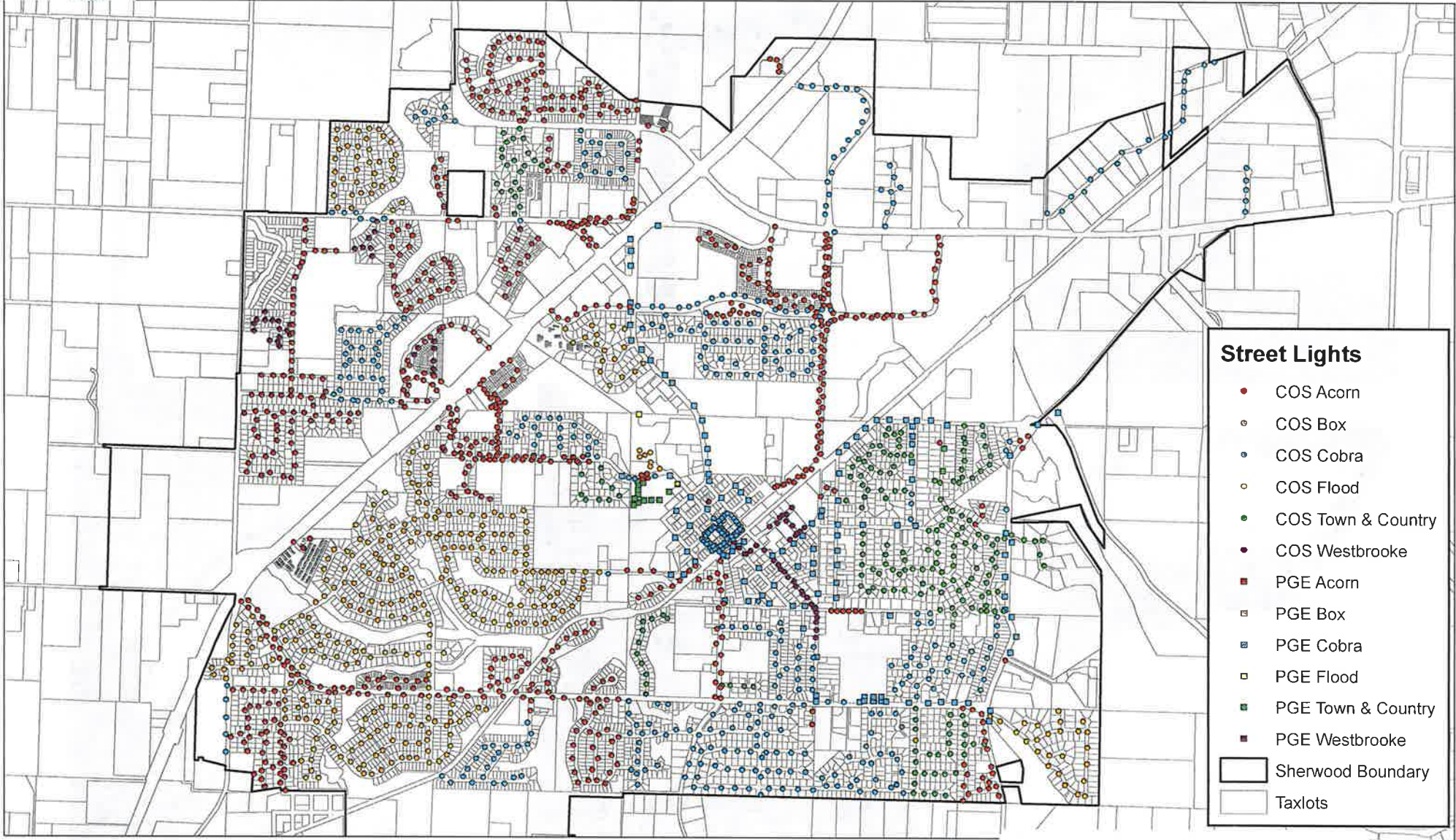
- ▶ Planning Commission work session 8/14
- ▶ Council work session 9/4
- ▶ Staff drafting regulations
- ▶ Return to Planning Commission for further review, etc.

What we need from you

- ▶ Identify major areas of concern
- ▶ Identify issues you want staff to address in regulations
- ▶ Preferences regarding aesthetics



Sherwood Street Lights - Data Provided by PGE

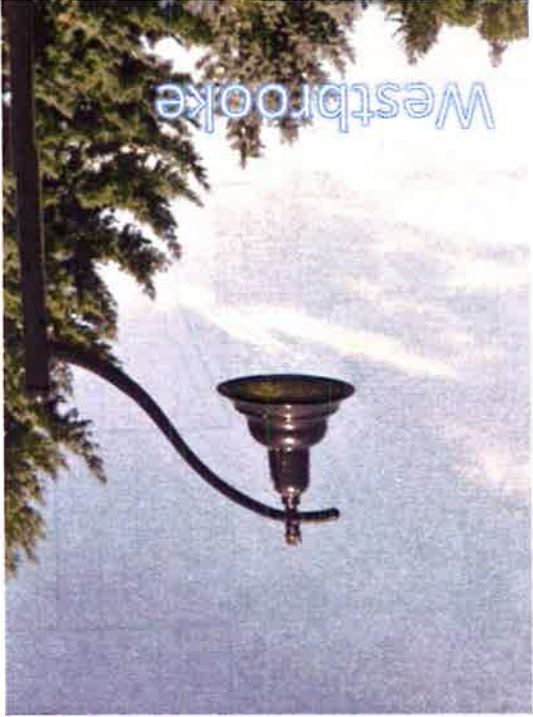


08.14.18
Date

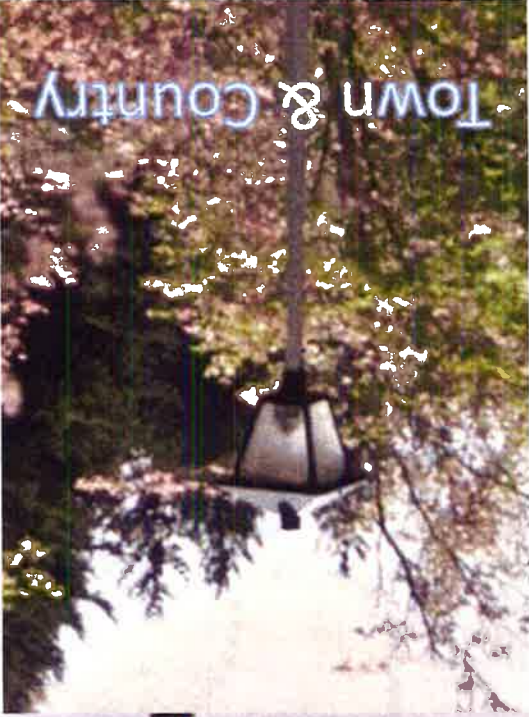
PC
Gov. Body

WS 1
Agenda Item

2
Exhibit #



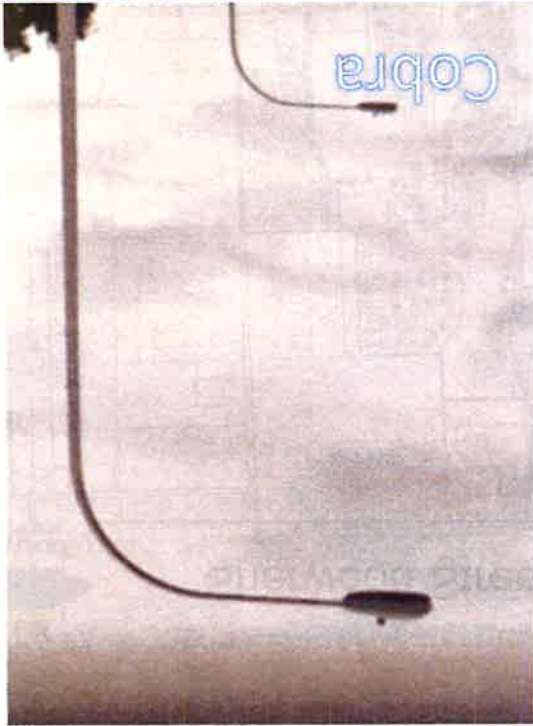
Westbrooke



Town & Country



Flood



Cobra



Box



Acorn

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission
August 14, 2018

Planning Commissioners Present:

Chair Jean Simson
Vice Chair Christopher Flores
Commissioner Daniel Matzinger
Commissioner Justin Kai
Commissioner Doug Scott
Commissioner Mark Cottle

Staff Present:

Julia Hajduk, Community Development Director
Josh Soper, City Attorney
Erika Palmer, Planning Manager
Colleen Resch, Records Technician

Planning Commission Members Absent:

Commissioner Laurie Holm

Council Members Present:

Council President Sean Garland

1. Call to Order/Roll Call

Chair Jean Simson convened the meeting at 7:00 pm.

Chair Simson stated the agenda does not include Citizen Comments and suggested amending the agenda to include Citizen Comments after Staff Announcements.

Motion: From Commissioner Mark Cottle to amend the agenda, seconded by Commissioner Doug Scott. Motion passed 6:0. All present Planning Commissioners voted in favor. (Commissioner Laurie Holm was absent).

2. Consent Agenda

- a. July 24, 2018 Planning Commission Meeting Minutes approval
- b. July 24, 2018 Planning Commission Work Session Minutes approval

Motion: From Commissioner Mark Cottle to approve the consent agenda, seconded by Commissioner Doug Scott. Motion passed 6:0. All present Planning Commissioners voted in favor. (Commissioner Laurie Holm was absent).

3. Council Liaison Announcements

Council President Garland said several Councilors and Planning Commissioners toured the Willamette Water Intake facility in Wilsonville. The Council will meet on Tuesday, August 21 with a work session at 5:30 pm and the topics include Metro Affordable Housing Bond Measure, Comprehensive Plan visioning update and the omnibus development code update. He encouraged the public to attend. The Council will recognize the second half of the Sherwood High School students that received a 4.0 GPA, an Eagle Scout award will be presented, the new Center for the Arts Manager will be introduced, and the new Charter Review committee members will also be appointed.

Chair Simson asked when the Housing Needs Analysis (HNA) and the Economic Opportunities Analysis (EOA) will be discussed. Planning Manager Erika Palmer said a joint Planning Commission and City Council work session to discuss the EOA is scheduled for October 2.

4. Staff Announcements

Ms. Palmer announced that the next Planning Commission meeting is August 28 and there are three public hearings scheduled regarding flood plain overlay, medical marijuana dispensary amendments, and general code updates. She noted Planning Commissioner's City email accounts should be set up this week or next week.

Commissioner Kai asked if the joint work session on October 2 will cover both the EOA and the HNA. Ms. Palmer said the meeting will cover just the EOA and said there will be an additional work session with the Planning Commission regarding the HNA on September 25. Commissioner Kai asked if there is going to be a joint work session with the City Council regarding HNA. Ms. Palmer said yes and it will be separate from the September 25 work session.

5. Citizen Comments

Eugene Stewart, PO Box 534, Sherwood, Oregon came forward and discussed traffic and parking concerns associated with the new High School. He said the City needs to look ahead and figure out how to solve the problems. He commented on the need for an employment center in Sherwood. He commented on the need for citizen involvement in the visioning process.

Chair Simson recommended Mr. Stewart contact Senior Planner Carrie Brennecke with his ideas regarding citizen involvement and outreach.

6. New Business

a. Public Hearing: LA-18-01 Old Town Dental Landmark Alteration

Prior to opening the public hearing, Chair Simson stated the applicant has requested a continuance and if there is no public testimony the Commission will move forward with the continuance. Ms. Hajduk noted the applicant is not present and staff did not prepare a staff report. Chair Simson asked Mr. Stewart if he would like to withdraw his request to testify. Mr. Stewart agreed. Chair Simson said at the request of the applicant and due to noticing issues with the Tigard Times the public hearing for LA-18-01 Old Town Dental Landmark Alteration has been requested to be continued to the date certain of September 11. She asked for a motion.

Motion: From Commissioner Mark Cottle to continue the public hearing for LA-18-01 to September 11, seconded by Commissioner Justin Kai. Motion passed 6:0. All present Planning Commissioners voted in favor. (Commissioner Laurie Holm was absent).

b. Sherwood 2040 Vision Update

Ms. Palmer provided a presentation (see record, Exhibit 1) and an update on the visioning process in Sherwood. She said there was a Vision Summit on July 30 with approximately 50 participants from the community. She discussed the Comprehensive Plan timeline and commented on their outreach efforts and said over 1,000 citizens have been engaged in the vision process. Engagement efforts include online engagement, community conversations, community events, and the Vision Summit. The Sherwood2040.org project website has community surveys and information and a Facebook page has been created.

Commissioner Cottle asked if staff has met with YMCA Board or the School Board. Ms. Palmer said they are setting up a meeting with the School Board and the Chamber of Commerce next month. She said she will ask Senior Planner Carrie Brennecke if the YMCA has been contacted.

Ms. Palmer commented on the Vision Summit and said they focused on all the comments that have been received over the past four months and information from the Citizen Advisory Committee (CAC). The Vision Summit organized the feedback into eight centralized themes and developed a preliminary draft vision statement that reads *In the year 2040, residents of Sherwood appreciate their safe, connected, family-oriented and friendly community. Those who grew up in Sherwood stay for family wage jobs and a high quality of life, and those who raised their families here can retire in the place they proudly call home. Sherwood is renowned for its excellent schools, parks, thriving local businesses, small town feel and access to metropolitan amenities, jobs and natural areas.*

The preliminary draft vision statement for the strong community, culture, and heritage theme reads *In 2040, Sherwood successfully retains its treasured small-town character and strong sense of community while welcoming new businesses and residents. Old Town preserves its historic atmosphere as an attractive place to shop, dine and gather. The library and performing arts center play a vital role as place of learning and sharing, and art and creativity are woven into the fabric of the city. A variety of community events uphold a legacy of bringing the community together and giving Sherwood a sense of place.* Commissioner Cottle recommended removing the language directed to specific buildings and suggested adding *the function of the library and the performing arts.*

The preliminary draft vision statement for the attractive and attainable housing theme reads *In 2040, Sherwood has a range of housing choices for a diversity of ages and income levels, providing community members the ability to live in Sherwood throughout all stages of life.*

The preliminary draft vision statement for the thriving and diversified economy theme reads *In 2040, the Sherwood economy has grown to include a variety of businesses big and small that offer stable employment opportunities and family-wage jobs. Sherwood is a gateway to wine country and capitalizes on a robust tourism industry.* Commissioner Cottle said the City has talked about Sherwood being the gateway to wine country for years and it has never been realized. Ms. Palmer said it will be discussed under the EOA as well.

The preliminary draft vision statement for coordinated and connected infrastructure theme reads *In 2040, the city's transportation system is efficient, safe and provides transportation options. The town has an active and connected transportation network where residents enjoy walking and bicycle paths between neighborhoods, parks, schools, the Tualatin National Wildlife Refuge and Old Town. Quality public facilities, services, and utilities contribute to a high quality of life. Sherwood has an excellent school system, an asset that draws families to community. Sherwood residents of all ages enjoy the city's robust park system, community centers and state-of-the-art athletic and recreation facilities.* Commissioner Mark Cottle asked what our community center is now. Ms. Hajduk said Sherwood has multiple community centers such as the YMCA, the Senior Center, the Center for the Arts, and the Library.

The preliminary draft vision statement for healthy and valued ecosystem theme reads *In 2040, Sherwood is a leader as a steward of its natural environment. Vegetated corridors are protected and weave through the city providing habitat, safe passage for wildlife, clean water, and a place for people to connect with nature. The city actively preserves mature trees and natural areas.*

The preliminary draft vision statement for strategic and collaborative governance theme reads *In 2040, residents enjoy well-funded police, fire and emergency response services that keep Sherwood safe. The city is governed in a fiscally responsible and responsive manner that allows for strategic, well-planned growth and the adequate provision of services.*

Commissioner Scott noted that only one theme references specific buildings. Commissioner Cottle

referred to zoning code changes. Ms. Palmer said the vision will change policies and inform the future zoning map.

Commissioner Scott commented on how the information was gathered and said the mechanisms that have been used so far are open ended. He asked if any information gathering has been quantitative. Ms. Palmer said the next community survey will focus on specific ideas, issues and tradeoffs. Staff will be working with the consultant to develop the survey and their specialty is public outreach and public input. Commissioner Cottle commended the staff for getting the community engaged in this effort.

Chair Simson commented on the process and suggested providing the Planning Commission and City Council an opportunity to help direct or edit the questions that are being asked so that it is Sherwood centric and not Metro centric. The vision should not be driven by Metro's goals and desires. Commissioner Cottle recommended adding language to the vision statement regarding being independently heard and recognized in our own local decisions.

Commissioner Kai commented on the gateway to wine country issue, said other communities beyond Sherwood have been able to establish that, and asked if it is achievable and if not what other opportunities should we focus on. Commissioner Scott said end roads have been made with the Sherwood Wine Festival and wine related businesses in Old Town. Ms. Hajduk said that is part of the EOA and economic development strategies and said there are things that can be done to enhance and support the effort.

Chair Simson thanked staff for the update.

7. Planning Commissioner Announcements

Chair Simson announced the Oregon Street eastbound lane will be closed the last week of August.

Commissioner Scott announced that on Saturday, August 25 at 6:30 pm the first annual Sherwood's Got Talent show will be at Stella Olsen Park.

Commissioner Flores announced that Sherwood Main Street is organizing a Front Porch Celebration commemorating Sherwood's 125 years with a farm to table dinner. The event is at 6 pm on September 13 and tickets are \$60. June Bugs will be performing in Cannery Square at 7 pm and there will be free cake.

Council President Garland announced that applications for the November election are due August 28 at 5 pm. The information is on the City website.

8. Adjourn

Chair Simson adjourned the meeting at 7:54 pm and convened to a work session.

Submitted by:



Colleen Resch, Records Technician

Approval Date: 8-28-18

City of Sherwood, Oregon
Planning Commission Work Session
August 14, 2018

Planning Commissioners Present:

Chair Jean Simson
Vice Chair Christopher Flores
Commissioner Daniel Matzinger
Commissioner Justin Kai
Commissioner Doug Scott
Commissioner Mark Cottle

Staff Present:

Julia Hajduk, Community Development Director
Josh Soper, City Attorney
Erika Palmer, Planning Manager
Colleen Resch, Records Technician

Planning Commission Members Absent:

Commissioner Laurie Holm

Council Members Present:

Council President Sean Garland

WORK SESSION

Chair Simson called the meeting to order at 7:54 pm.

1. Small Cell Tower Technology

Community Development Director Julia Hajduk stated industry representatives are in the audience and understand that this is a work session but noted if questions arise, they will be available to answer.

City Attorney Josh Soper provided an overview and background of small cell tower technology (see record, Exhibit 1). He stated staff is seeking input as they develop regulations. He explained small cell towers are small in comparison to traditional macro cell towers in terms of their power, range, and size. Small cell towers are generally deployed where customers are experiencing connectivity issues, in heavily populated areas, and areas that cannot be effectively served by a traditional macro cell. Small cell tower antennas need to be approximately 30 feet off the ground. He discussed 4G versus 5G and said in the short term 4G small cells will be deployed to deal with the capacity issue and in the near future 5G small cells will be deployed. Carriers are already beginning to roll out small cells with 4G technology and several carriers have approached the City regarding deployment in Sherwood. City code currently does not have a process in place to permit and regulate small cells. On August 2, the FCC declared that “de facto moratoria” on deployment of small cells violates federal law and stated the decision may be appealed or reconsidered. He noted there is a lack of clarity in the decision but essentially a city cannot say they do not have regulations or a permitting process in place and refuse to process the applications.

Mr. Soper referred to the aesthetics of small cell towers and said the height above the ground is 30 to 60 feet and the coverage area is 500-1200 feet wide for 4G and 250-750 feet wide for 5G. The locations being considered are streetlights, utility poles, standalone poles and other options. Mr. Soper said small cell towers will have an antenna component near the top and separate hardware which is generally being strapped to the side of the pole, attached to the ground, or built into the base. The streetlight types in Sherwood include acorn, box, cobra, flood, town & country, and Westbrook. Carriers can conform to each type of streetlight and stated the most challenging is the town & country and acorn because the

lights are on the top of the pole. He noted the cobra and box streetlights are generally in commercial and high traffic areas. The town & country and Westbrook style are more commonly found in residential areas.

Mr. Soper provided the Commission with a Sherwood street light map (see record, Exhibit 2) and said the City currently has a long-term vision of switching streetlights to the Westbrook style. In a number of cases when installing the equipment they are having to replace the pole in order to support the weight of the additional equipment. He said this is an opportunity to install Westbrook poles. Ms. Hajduk commented on the need for a comprehensive lighting plan.

Mr. Soper referred to the photo simulation of two options for the Westbrook provided by AT&T. He said option 1 has the equipment box strapped to the side of the pole and option 2 has the equipment hidden inside the pole resulting in a wider pole. Chair Simson said she prefers option 2. Mr. Soper commented on the estimated number of sites needed for one carrier to cover Woodhaven is 22 poles and if there are three carriers that equates to 66 poles. For reference, Woodhaven is approximately 1/5 of the total area of the City.

Mr. Soper commented on fees and said the carrier will pay for the poles and equipment and there will be a fee for the use of the light poles and right of way. Currently there is a \$5,000 fee per structure in the right of way. Industry acknowledges that the fee is high and staff is looking at neighboring jurisdictions for comparisons. He stated there will also be an annual franchise component and a cost for processing the permit. Discussion followed regarding the review and permitting process. Chair Simson envisions a staff level review process.

Mr. Soper referred to the process for developing these regulations that includes this work session, a City Council work session on September 4, drafting regulations and returning to Planning Commission for further review. He said he needs the Planning Commission to identify major areas of concern, identify issues they want staff to address in the regulations, and preferences regarding aesthetics. Commissioner Cottle recommended making the regulations specific enough that the Planning Commission does not need to approve each request and there is uniformity throughout the City. He said this might be the time to start to transition toward what the City wants. Mr. Soper said the side effect is there will be inconsistencies in neighborhoods for a period.

Ms. Hajduk asked if there are other elements the Commission wants to consider. Discussion followed regarding option 1 and 2. Commissioner Scott asked if there are maintenance issues with either option. Chair Simson asked if any industry representative would like to come forward comment.

A representative from Verizon approached the Commission and said option 1 and 2 are both viable options for the carriers. He noted that for maintenance purposes it is easier to attach the box to an existing light pole. He said the boxes are hung at about 12 feet, which prevents vandalism and keeps the cost down. He said there is also a pedestal base option where the diameter of the pole stays the same and the equipment is in the base.

In directing staff, Commissioner Kai said he prefers the option 2. Commissioner Cottle said he supports a program that starts the modification of all the light poles to Westbrook. Mr. Soper said a Westbrook future is an easier set of regulations to develop. Commissioner Scott referred to the independent poles

and suggested using them sparingly. Commissioner Cottle recommended that staff bring this information to the Council and note that the Planning Commission prefers option 2 and if there is a need for an independent pole, they should be used sparingly. Chair Simson requested that staff inform the Commission of the direction they receive from Council in order to develop code that is in alignment with the Council.

Commissioner Scott asked if the City needs code for small cell towers on private property. Mr. Soper said staff will look at the code to see if additional regulations are needed.

2. Review of Code Amendments (ADU, Model Homes)

Ms. Palmer referred to page 19 of the packet and said these proposed code amendments will not be considered at the August 28 meeting and the ADU public hearing information will be included in the September utility mail billing, for additional outreach.

Ms. Palmer commented on row 4 of the matrix on page 19 regarding number of residents and said staff recommends removing the language from the code because it is difficult to quantify and not enforceable. The code currently reads *the total number of individuals that reside in both units may not exceed the number that is allowed for a household*. She said household size is not defined in the code. Commissioner Scott said at the previous work session the Planning Commissioners agreed to remove the language and said adding household limitations to the code is not part of the ADU code discussion. Commissioner Cottle stated the code needs to include a definition of household. Chair Simson asked staff to look at the code regarding households and provide the Commission with the information before the public hearing. She said this was questioned at the previous work session and she understands the concern. Ms. Palmer said she will provide the answer.

Commissioner Scott said he does not see the need to remove the language from the code. He stated if a limit is defined in the future this will already be in the ADU code. The Commission agreed.

Ms. Palmer referred to row 5 regarding location of entrances and said the new language reads *the primary entrance to the ADU shall not be visible from the street that the primary residence is addressed from*. The Commission agreed with the change.

Ms. Palmer referred to row 6 regarding parking which states *additional parking shall be in conformance with the off-street parking provision for single-family dwelling*, which means a parking space has to be provided on site. The Commission agreed.

Ms. Palmer referred to row 7 regarding floor area standards and size of the ADUs and provided three alternatives. The first reads *the maximum gross habitable floor area (GHFA) of the ADU shall not exceed 50% of the GHFA of the primary residence on the lot*. The second alternative reads *the maximum floor area of the ADU shall not exceed 800 square feet or 40% of the primary residence whichever is greater*. The third alternative reads *the maximum floor area of the ADU shall not exceed 800 square feet or up to 50% of the square footage of the primary residence whichever is greater*. Commissioner Scott commented on the difference between lesser and greater and discussion followed. Ms. Palmer referred to the second alternative and suggested the following language: *the maximum floor area of the ADU shall not exceed 800 square feet or 40% of the primary residence whichever is less*. Chair Simson suggested striking 40% and adding 50%. Commissioner Scott suggested 50%

of the primary residence at the time of the application so it is clear the calculation is based on the original total and not the revised total of the primary residence.

Commissioner Cottle returned to the parking issue and said if the ADU is detached, they need to provide two parking spots. Commissioner Kai asked if we can assume that a detached ADU will have more residents. Commissioner Cottle said it may be more likely that a detached ADU will have two drivers. Ms. Palmer said this suggestion may limit ADU development. Commissioner Cottle suggested that our code focus on what is best for Sherwood. Chair Simson asked Ms. Palmer to clarify that the State passed a law that mandates cities revisit their ADU code. Ms. Palmer the intent of SB 1051 is to reduce barriers to ADU development. She asked if the Planning Commission wanted to revisit the parking standards.

Commissioner Scott said the Commission discussed the parking standards at the previous work session and those in attendance agreed with the proposed language. Commissioner Cottle said the streets in Sherwood are narrow and currently overcrowded. Commissioner Matzinger reminded the Commission that this issue is being discussed because the State passed legislation that required cities to make their ADU codes clear and objective and to remove barriers and said the parking standards being discussed will do the opposite. Commissioner Cottle disagreed and said providing clear language in the code will remove barriers. Ms. Hajduk reminded the Commission that the City had the ADU code language audited and the Commission considered the audit suggestions at the previous work session. She said if the City amends the ADU code to make parking standards stricter it is not removing a barrier. Commissioner Cottle disagreed. Ms. Hajduk asked for direction from the Planning Commissioners. Commissioner Kai said without clear data that demonstrates that a detached ADU will consistently produce an extra driver versus an attached ADU he supports the proposed language. Commissioner Cottle suggested requiring all ADUs, whether attached or detached, provide two off street parking spots and noted that is what the code requires now for homes. Chair Simson referred to the current code language for parking standards that reads, *additional parking shall be in conformance with the off-street parking provision for single-family dwelling*, and stated that equates to one off-street and one on-street space. Commissioner Cottle noted his objection.

Ms. Palmer referred to row 8 regarding setbacks and dimension requirements and Chair Simson stated that she has serious concerns. Ms. Palmer said the current ADU code requires a 10 foot separation between the primary residence and the ADU and staff is proposing to remove that language. Chair Simson said she is concerned with reducing the rear setbacks. Ms. Palmer clarified that the current rear setback requirement is 20 feet. Chair Simson said she approves of the 20 feet setback. Ms. Palmer said she discussed the issue with staff at the State of Oregon and they said a 20 feet setback could ultimately be a barrier to ADU development, depending on the lot size. She considered the Sherwood neighborhoods and the 20 feet setback requirement and said about 60% of the homes are not suitable for a detached ADU and said this could be tested in court. Chair Simson said it is unreasonable to allow ADUs to encroach into rear setbacks. Discussion followed. Chair Simson stated that the proposed alternatives regarding setbacks are not acceptable to the Planning Commission. Ms. Palmer agreed to not reduce the 20 feet rear setback requirement. Chair Simson stated the Planning Commission does not object to reducing the 10 feet separation requirement to 3 feet. Ms. Hajduk referred to Ms. Palmer's conversation with the State staff and asked if they would appeal this language. Ms. Palmer said staff stated the code could be tested in the court system. Chair Simson commented on the Comprehensive Plan update which is underway and said reducing the 20 feet setbacks would change the character of the community. Commissioner Cottle said the Commission should focus on what is best for Sherwood.

Commissioner Scott referred to the setback and dimensional requirements in the code and suggested striking the last sentence that reads: *In addition, there will be a minimum ten (10) foot separation between the primary residence and the ADU.* The Commission agreed.

Ms. Palmer referred to row 10 regarding partitioning and said staff is recommending removing the following language: *an ADU shall not be partitioned or divided off from the parent parcel.* Discussion followed and the Commission agreed.

Ms. Palmer referred to page 22 of the packet addressing model homes. Chair Simson commented on the last sentence of 16.10.020 that defines a model home as, *a temporary nonresidential use and may not be used as a real estate sales,* and said the word *office* is missing. Commissioner Scott asked why staff is proposing to prevent a model home from being used as a sales office. Ms. Palmer said because of ADA requirements and limiting water. Chair Simson said preventing a model home from being used as a sales office is unrealistic and unenforceable. Commissioner Scott suggested adding that if SDCs are paid and utilities are hooked up the model home may be used for this purpose temporarily.

Chair Simson referred to page 26 of the packet item h which states, *if more than one model home is proposed, the lots on which the model homes are to be located shall be contiguous to one another and within the same phase of development,* and asked how staff is defining a phase of development. Ms. Palmer said it is the platted phase and proposed to add the word *platted*.

Commissioner Cottle asked why staff is proposing to limit the number of model homes. Discussion followed. Commissioner Scott said the proposed number of model homes allowed is too low and Commissioner Cottle recommended doubling the numbers. Ms. Palmer asked the Planning Commission if they all agreed to increase the number of model homes allowed. The Commission agreed with Commissioner Scott's recommendation to increase the number of model homes allowed to reflect the following:

- i. *Between one (1) and ten (10) residential lots, one model home;*
- ii. *Between eleven (11) and fifty (50) residential lots, ~~two~~ three model homes;*
- iii. *Between fifty-one (51) and one hundred (100) residential lots, ~~three~~ five model homes;*
- iv. *More than one hundred one (101) residential lots, ~~five~~ seven model homes;*

Chair Simson referred to page 26 of the packet item j regarding not allowing water connection for a model home and said bathrooms need to be available. Ms. Hajduk said that is the issue and the water may not be in place and there may not be a water meter. Chair Simson suggested staff clearly define that if all SDCs are paid and all engineering has been approved then none of this code applies. Ms. Palmer agreed to make the definition clearer.

Ms. Palmer referred to page 33 of the packet regarding housekeeping amendments and proposed language relating to in-ground pools that states, *may be sited 5-10 feet from the side and rear property line,* and Chair Simson said the language is confusing. Chair Simson suggested language *a minimum of 5 feet from the side and 10 feet from the rear.*

With no further discussion, Chair Simson adjourned the work session.

The work session ended at 9:45 pm.

Submitted by:

Colleen Resch

Colleen Resch, Records Technician

Approval Date: 8-28-18