



Home of the Tualatin River National Wildlife Refuge

Planning Commission Meeting Packet

FOR

**February 14, 2017
7 PM**

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



**City of Sherwood
PLANNING COMMISSION
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140
February 14, 2017
7:00 PM Work Session**

Work Session Agenda

1. Townhomes in Old Town Text Amendment (Connie Randall)

Discuss proposed modifications to Sections 16.44 (Townhomes) and 16.162 (Old Town Overlay) of the Sherwood Zoning and Community Development Code to clarify the process and development standards for townhome development on properties zoned Retail Commercial (RC) and Medium Density Residential Low (MDRL) in the Old Town Overlay District.

2. Comprehensive Plan Update Draft Work Program and Process (Connie Randall)

Discuss the work program and process for the upcoming Comprehensive Plan Update. Comprehensive planning is a process that determines community goals and aspirations in terms of community development. Once completed the updated Comprehensive Plan would dictate public policy in terms of transportation, utilities, land use, recreation, and housing.



MEMORANDUM

City of Sherwood
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Sherwood, OR 97140
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To: Sherwood Planning Commission
From: Connie Randall
RE: Townhomes in Old Town Text Amendment - Work Session Materials
Date: February 7, 2017

Mayor
Krisanna Clark

Council President
Jennifer Harris

Councilors
Sean Garland
Dan King
Jennifer Kuiper
Sally Robinson
Kim Young

City Manager
Joseph Gall, ICMA-CM

Assistant City Manager
Pessemerier

One of the topics of the upcoming Planning Commission work session is to continue our discussion of the staff proposed text amendment to clarify the process and development standards for townhomes in the Old Town Overlay District. The purpose of this memorandum is to summarize the issue and previous Commission work session discussions.

ISSUE:

The City has received an application for a townhome development in the Old Town Overlay District area on a property zoned Retail Commercial (RC). The City Attorney has advised staff that the Code requires the applicant to obtain approval for both a Conditional Use Permit and a Planned Unit Development (PUD).

Section 16.162.040.B. permits townhouses as a Conditional Use in the Old Town Overlay District¹:

Townhouses (shared wall single-family attached) subject to Chapter 16.44. In addition, any garages shall use alley access. RC zone setback standards may be used in lieu of other applicable standards.

Chapter 16.44 (Townhomes)² specifies in which zoning districts townhomes are allowed:

16.44.010.A. Generally

A townhome may be located on property zoned MDRH or HDR, or in other zones as specified in an approved Planned Unit Development, provided that the townhome meets the standards contained below, and other applicable standards of Division V - Community Design. Such developments that propose townhomes can do so as condominiums on one parent lot, or in a subdivision, but shall do so in groups known as "townhome blocks," which consist of groups no less than two attached single-family dwellings and no more than six in a block, that meet the general criteria of Subsection B below, and specific design and development criteria of this Chapter.

¹ Full text of Chapter 16.162 (Old Town Overlay District), Sections 16.162.010 – 16.162.050, can be found in Exhibit D.

² Full text of Chapter 16.44 (Townhomes) can be found in Exhibit C.

Based on a review of the code history, staff believes that the text amendment which allowed townhomes in the Old Town Overlay District (PA 05-04) overlooked the provision in Section 16.44.010.A. and did not intend that a PUD would also be required (see Exhibits A and B).

DISCUSSION POINTS:

1. Does the Planning Commission concur with staff's determination that the provision in Section 16.44.010.A, requiring a PUD for townhome development in a zone other than MDRH or HDR, was inadvertently overlooked and that it was not the intent of the text amendment, PA 05-04, to require a PUD for townhome developments in Old Town?
2. If the Commission determines that it was an oversight, what was the intent of the text amendment? Was the intent to allow townhomes in all zones in both the "Old Cannery" and "Smockville" areas in Old Town?
3. Which development standards should apply to townhomes in Old Town?

To aid the discussion, staff has prepared some optional code language for the Planning Commission to consider (see Exhibit C and D). A map of the Old Town Overlay District and a table identifying the conditions under which townhomes are permitted by zoning district is included for reference (see Exhibits E and F).

Exhibits:

- A. Email to Planning Commission from Kevin Cronin, Planning Supervisor, dated Feb. 21, 2006
- B. Planning Commission Minutes, dated February 28, 2006
- C. Chapter 16.44 – Townhomes, proposed edits in "track changes" format
- D. Chapter 16.162 – Old Town Overlay District, Sections 16.162.010 – 16.162.050, proposed edits in "track changes" format.
- E. Map of Old Town Overlay District
- F. Townhomes by Zoning District Table

Kevin Cronin

From: Kevin Cronin
Sent: Tuesday, February 21, 2006 10:20 AM
To: Adrian Emery (adrian.emery@comcast.net); Dan Balza (danbalza@geekoids.com); Jean Lafayette (jml1998@aol.com); Matt Nolan (mnolan@surepower.com); Patrick Allen (patrick.allen@state.or.us); Russell Griffin (flashgriffin@verizon.net); Todd Skelton
Cc: Cynthia Butler; Julia Hajduk; 'Stephen Poyser'; Jim Patterson; Rob Dixon; 'Joe Dills'; Matthew Crall; 'David Doughman'; 'keithmays@comcast.net'
Subject: RE: Planning Commission Meeting - February 28, 2006
Attachments: PC Agenda 02-28-06.doc; LAB Options.ppt; Chapter 9 - DRAFT Amendments v6.0.doc

Hello Planning Commission:

Attached is another busy agenda for our next meeting.

First, we'll continue a hearing from December 13, 2005 on the historic preservation standards in Chapter 9 of the SZCDC.

The City Attorney's office has reviewed a draft. I incorporated the comments in the attached version. (v6.0)

In my absence, Julia briefed me on the issues raised at the last meeting and I reviewed the minutes.

Based on this information, I have clarified the height standards and made other revisions, primarily dealing with procedural roles and responsibilities of the LAB and PC.

However, we need to make a final recommendation on the role of the additional members: advisory or voting members, or no LAB.

Is the LAB a technical advisory committee to the Commission or part of a larger super review body that votes on decisions? (See attachment)

When this policy direction is decided then staff can amend the procedures section consistently.

In addition to the previously discussed issues, another issue has arisen. The Cannery Redevelopment project, as currently master planned, will require a change to the Old Town District overlay. The development mix includes townhouse units in the "Cannery" overlay portion that is designated Retail Commercial. The City Manager's Office has requested a text amendment to allow townhouses in the area.

For background, please refer to the project memo from Leland Consulting dated and distributed December 13, 2005 and e-mail correspondence from Jim Patterson dated January 20, 2006. Included in the packet is a map of Old Town for reference. Finally, I attached a portion of the original Historic Context Statement (1989) that describes the primary, secondary, and contributing designations and added a definition consistent with the evaluation criteria.

Second, we'll review a report from OTAK regarding the completion of the SE Sherwood Master Plan.

After two neighborhood meetings and three workshops we're at a decision point in the planning process. The Commission will have two OTAK alternatives, one from a third party consultant (AKS Engineering) that represents property owners in the study area, and one viable plan that was drafted by an affected resident (Lisa Walker) at the third and final workshop on January 18. OTAK has recommended the B/C Alternative.

I envision this meeting as a work session for discussion purposes. Subsequent to the discussion and direction by the Commission of a preferred master plan, staff will draft a list of implementation strategies in a separate memo for the second meeting tentatively scheduled for March 28.

Based on Commission feedback and direction I can better respond to constructive criticism and concerns and provide a menu of options for implementing the preferred plan.

Packets, which include a color copy of the master plan, will be distributed this afternoon.

If you have any questions, or cannot make the meeting, please contact staff.

Exhibit A

P.S. This morning, the Oregon Supreme Court upheld Measure 37....details to follow at meeting.

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City of Sherwood, Oregon
Planning Commission Minutes
February 28, 2006

Commission Members Present:

Patrick Allen – Vice Chair
Dan Balza
Jean Lafayette
Russell Griffin
Matt Nolan
Todd Skelton

Staff:

Kevin Cronin – Planning Supervisor
Julia Hajduk – Senior Planner
Rob Dixon – Community Development Director
Cynthia Butler – Administrative Assistant

Commission Members Absent:

Chair – Adrian Emery

1. **Call to Order/Roll Call** – Vice Chair Allen called the meeting to order at 7 PM.
2. **Agenda Review**
3. **Brief Announcements** – Julia Hajduk responded to a question from Commissioner Balza about the outcome of the Sherwood Oaks application (PA 05-03) that was heard by City Council on February 7, 2006. Julia reported the application was denied and gave a brief overview. Kevin reiterated that the volunteer Tree for All tree planting event co-sponsored by the City of Sherwood and organized by SOLV, will be March 4th at Stella Olson Park from 9AM - 1PM. Posters are displayed around town. A Parks Master Plan public workshop was held Monday, February 27th and was well attended.
4. **Community Comments** (the public may provide comments on any non-agenda item) – None.
5. **Chapter 9 – Historic Resources – Plan Text Amendment (PA 05-04) Public Hearing:** Public hearing continued from December 13, 2005 to consider a plan text amendment to the Code regarding historic preservation standards and the role of the LAB (Landmarks Advisory Board).

Kevin recapped the process to date. Edits were drafted from last meeting's recommendations and the two primary action items carried forward to tonight's meeting were to determine the role of the LAB and standards for townhouses in the Cannery site that is zoned RC (retail commercial).

Patrick Allen initiated the discussion on the current role of the LAB and the options being considered; 1) Supergroup, consisting of 3-4 voting members appointed by City Council in addition to members of the Planning Commission that meet on the same night as Planning Commission, or 2) Technical Advisory Subcommittee, consisting of 3-4 non-voting members appointed by City Council that meet apart from Planning Commission and provide advisory recommendations to the Planning Commission. Page 31 of the draft revisions Chapter 9 document reflecting these options with examples was reviewed. Kevin recommended the

Supergroup and said the process would be more streamlined with members of one body meeting on the same night for consultation, discussion and the decision making process. Once the Commission makes their determination the draft revisions of Chapter 9 would be updated accordingly to reflect the appropriate language throughout the document.

Matt Nolan questioned the challenge of recruiting 4 qualified members committed and available for either of the options. Kevin stated that he already had 3 possible candidates in mind to apply for the positions.

Vice Chair Allen asked Commissioners if there were any further questions or discussion for Staff before moving on to the townhouse issues for the Cannery site. There were none.

Kevin referred to Page 4, Section 9.202.04 of the draft revisions Chapter 9 documents regarding permitted conditional use for townhomes in the RC zone. Kevin stated that the zero lot-line rule exists presently in Old Town and would like that standard applied to the Smockville Design Standards, so that building could be done right up to the lot line as in Old Town and not have to meet setback requirements.

Height limits were discussed. Kevin stated that draft edits from the last meeting reflect consistent height standards. Commissioners discussed whether the height standards may be too high or too low, then recommended the public hearing portion of the session be initiated prior to further discussion.

Vice Chair Allen asked if there was any public testimony.

Eugene Stewart, PO Box 534, Sherwood, OR 97140 – Eugene said that he feels the height standard should be lower to conform to the look and feel of Old Town. Eugene was concerned about public notice being sufficient for interested parties to attend hearings on these issues. Eugene also said that his primary concern remains the parking issue. A parking study should be done to confirm needs and location for parking.

Vice Chair Allen asked if there was any further public testimony. There was none. The public hearing was closed. Kevin Cronin responded to testimony and stated that ample public notice is always provided for Commission sessions and public hearings, including posting in 5 consistent public places, notification through the Gazette and Chamber of Commerce, emails to interested parties who have provided their email address for notification, and printing in the Tigard Times.

Dan Balza referenced Page 17 of the draft revision Chapter 9 document and stated that it was his recollection the Commission recommended a maximum height of 3 stories instead of 4 as shown. Commissioner Nolan agreed. Discussion ensued regarding recommendations for height standards in Old Town versus the Cannery site in the Smockville Design Standards. Commissioners recommended the removal of “stories” in the language of both standards and that height be defined strictly by actual height standards. Recommendations were arrived by consensus for: 36 feet in Old Town, and 50 feet in the Smockville portion at the Cannery site.

Jean Lafayette stated that although the Old Town Standards and the Smockville Design Standards have been merged into one document as the Commission had requested, the information is not clearly labeled in places and contains information that is duplicated in areas.

Jean said that the follow-up comments she planned previously to provide Staff before the draft revision was completed did not occur, and that she would do so before the final revision to assist Staff in clarification of some portions of the document in this regard. Matt Nolan agreed the two sets of standards are confusing in places.

Vice Chair Allen recapped the 5 issues under consideration this evening; 1) Landmarks Advisory Board role, 2) Height limits, 3) townhouse standards in the Cannery site, 4) Commissioner Lafayette's comments on clarification for Smockville and Old Town standards, 5) Parking standards. Patrick reiterated the need for a parking study on supply and demand in order to respond to parking issues that come before the Commission. Patrick suggested that Staff arranged a work session on parking and invited Assistant City Manager, Jim Patterson to attend. Kevin confirmed.

Jean Lafayette referred back to height standards using the recently constructed McCormick building as an example. Discussion ensued regarding roof-mounted equipment and the visual barrier options listed in the Code. Julia Hajduk indicated that the parapet on top of the McCormick building was not completed and that additional screening would be placed.

Vice Chair Allen asked Commissioners and Staff if it was necessary for the Commission to review another draft after tonight's session, or if recommendations could be completed by Staff without this requirement. Consensus was that the Commission would not be required to view the final draft, and that Staff would make changes as noted for the March 21st City Council session.

Jean Lafayette moved to approve Plan Text Amendment PA 05-04 as amended, based on staff report findings of fact, public testimony, and Staff recommendations, with revisions to the Chapter 9 of the Code, Historic Resources, as follows; 1) recommendation of a Supergroup to serve as the LAB, 2) Height limits revised to 36 feet in the Old Town Design Standards, and 50 feet in the Smockville Design Standards and removal of "stories" in text, 3) townhouse recommendations by Staff approved for zero lot line standards in the Cannery site, 4) incorporation of Commissioner Lafayette's recommendations for more clear language separating the Old Town Design Standards from the Smockville Design Standards, and 5) parking issues to be discussed at a work session with ACM Jim Patterson, date to be determined.

Matt Nolan seconded.

Vice Chair Allen asked if there was further discussion of the motion. There was none.

Vote: Yes – 6 No – 0 Abstain – 0

Motion carried at 7:50 PM. A 10 minute break was taken.

<10 minute break>

6. SE Sherwood Master Plan – Study Session - Vice Chair Allen confirmed that although this was not a public hearing, that public comments would be received. Walk-on written comments were received from: Raindrops to Refuge, Jeffrey Kleinman, Attorney, AKS Engineering, and Sherwood resident Paula Yuzon.

Kevin Cronin recapped the process to date and stated that over 120 citizens have participated in workshops on the SE Sherwood Master Plan. Kevin reiterated that the master plan is designed to have a plan in place rather than react to development on an ad hoc basis. Kevin briefly reviewed each of the resulting alternatives reflecting options from lowest to highest density. Staff recommended a hybrid of the B & C alternatives, B/C which reflects 4 units per acre. Kevin stated that this keeps the density lower than the next zone, LDR (low density residential) which is 7 units per acre.

Vice Chair Allen asked for an overview of the primary differences between each alternative and a brief synopsis of key factors that led to each. Kevin provided descriptions of each alternative and stated that each is driven by differing opinions of property owners on how the land should be developed.

Rob Dixon stated the long process has required good communication skills and has called on cooperation with property owners to develop a concept plan. Rob confirmed Kevin's assertion that ad hoc development does not produce sound planning and that infrastructure also is not possible with this kind of development. Rob stated that other than some site distance issues for engineering, the recommended alternative for a concept plan looks good

Kevin stated that the next step in the process once a recommendation is given, would be to draft a technical memo for implementation of the concept plan. Discussion ensued about green streets and the possibility of using green streets in this plan. Kevin reiterated that they are currently in the TSP (Transportation System Plan), but that they require technical follow-up with Engineering. Rob stated the cost for green streets is high, but that they can be done.

Vice Chair Allen asked Staff if the Code currently protects any of the area. Julia Hajduk said that density transfer in Chapter 8, Environmental Resources, could protect some of the wooded area, but that it cannot force density transfer and that there are no regulations currently in place to fully protect these areas. Patrick asked if there were further questions of Staff. There were none. A public comment period was initiated.

Robert Davidson, area resident at 23792 SW Robson Terrace, Sherwood, OR 97140 – Robert stated that he lives in the Sherwood View Estates and that he is in favor of larger lot sizes and supports protection of natural areas on the site. Robert endorsed alternative A, and stated that Denali Lane should not become a through street.

Carl Axelson, Raindrops to Refuge, 22461 SW Pine St., Sherwood, OR 97140 – Carl emphasized a need and concern for as low an impact as possible on the natural environment in development. Carl stated that he would like to see the overriding theme for the development be viewed through wildlife and wetlands.

Patrick Huske, developer of Ironwood Acres and area resident at 23352 SW Murdock Rd., Sherwood, OR 97140 – Patrick said that each property should be considered separately. Patrick also said that early on in the process there was agreement by 6 out of 10 property owners on 7 units per acre.

Alex Hurley, AKS Engineering, 13910 SW Galbreath Drive, Ste. 100, Sherwood, OR 97140 -

Alex stated that alternative B/C appears to meet all of the goals and that ownership boundaries are honored. Alex said that surveys are needed and that although green streets are an option, they are expensive to maintain. Alex said the most difficult challenge is determining how to appropriate costs.

Carolyn Peterson, resident at 14340 SW Fair Oaks Drive, Sherwood, OR 97140 – Carolyn endorsed alternative A that has lower impact on the natural environment. Carolyn stated that wider green space is more appealing and agrees that Denali Lane should not become a through street.

Debra Ng-Wong, area resident at 23524 SW Denali Ln., Sherwood, OR 97140 – Debra lives near a pond on the site that she is concerned may not be protected with development. Debra said she attended the Parks Master Plan workshop where the need for more park space in the City was discussed and she feels this area could accommodate that need. Debra also discussed height standards should be lower in any development to protect views.

Bart Bartholomew, opponent, 1573 View Lake Court, Lake Oswego, OR 97034 – Bart stated he was in attendance on behalf of the Moser's, area property owners, and that they do not support any of the alternatives. Bart said that the Moser's are in favor of higher density and plan to pursue legal options available to them.

Kurt Kristensen, resident at 22520 SW Fair Oaks Court, Sherwood, OR 97140 – Kurt stated that although he will not personally be impacted by the development of the site, he is in favor of preserving green space and encourages long range planning of the area for the benefit of future generations. Kurt stated that alternative A is the best suited for the area, and that he believes higher density is proposed by the City to pay for the infrastructure.

Vice Chair Allen asked if there were further public comments. There were none. A 10 minute break was taken at 9:25 PM.

<10 minute break>

Vice Chair Allen asked Staff if public comment could continue at the March 28th session.

Kevin Cronin confirmed and stated there is no rush on the process. Kevin said that he would like to draft a technical memo for an implementation strategy by the March 28th session, but that public comment could continue.

Dan Balza asked Kevin what protections, if any, exist for the wetlands after the construction is over and property owners move in.

Kevin said that public outreach and education for protection will be required, and that the EPA (Environment Protection Agency) plays a role in supporting continued protection. Continued discussion on green streets ensued.

Russell Griffin asked Kevin about Denali Lane and the expressed need for this to become a through street.

Kevin Cronin said that Denali Lane is already in the TSP and that for connectivity, Denali Lane needs to connect to a larger street. Kevin said that cul-de-sacs are not an option.

Additional public comments were requested and accepted.

Jeff Roberts, proponent, 21705 SW Wheat Place, Sherwood, OR 97140 – Jeff asked what was planned for the area north of the SE Sherwood Master Plan site.

Kevin Cronin stated that it is currently part of the Parks Master Plan.

Gerrie Leslie, area resident, 23558 SW Denali Lane, Sherwood, OR 97140 – Gerrie stated that Denali Lane was never meant to be a through street and that he is strongly against it.

Vice Chair Allen asked if there were further public comments. There were none. Patrick stated that the discussion had two distinct components; 1) technical items such as streets, alleys, and access issues, and 2) landowners, property lines, and alternative selection. Patrick stated that the entire project includes 6 property owners. Matt Nolan confirmed.

Jean Lafayette said that she had concerns about the Moser property and asked Kevin if there was any updated information about the legal direction expected by this property owner. Kevin stated that he did not presently have more information, but would bring any new developments to the March 28th session.

Vice Chair Allen confirmed that the Commission would like Staff to report back on any impacts to the proposed concept plan that may exist depending on legal routes sought by the Moser family regarding their property. Patrick also asked Staff to clarify what some of the recommendations made by Raindrops to Refuge might mean in terms of green street support. Commissioners agreed that taking no action would not be in the best interest of the City in terms of ad hoc development.

Vice Chair Allen asked Kevin in addition to the above requests, the Commission would like feedback on each of the public comments made this evening. Kevin confirmed. Russell Griffin asked Kevin if there were any existing standards that protect someone's view. Kevin Cronin stated he would look into it and add it to the responses Staff will provide.

Kurt Kristensen, 22520 SW Fair Oaks Court, Sherwood, OR 97140 – asked if it was possible to get a breakdown of the infrastructure costs associated with Murdock Rd. Kevin said it would be very difficult. Kurt asked if there is an option for splitting the costs with the property owners.

Rob Dixon stated that it is the standard for development to cover full frontage improvements, which would apply on Murdock Rd. Rob said that some of the cost for through traffic could be taken into consideration. Rob confirmed that this information would be very difficult to determine at this stage. Vice Chair Allen asked Staff what timeline was needed for follow-up. Kevin confirmed March 28th.

Vice Chair Allen recommended that on March 28th another work session on the SE Sherwood Master Plan would be on the agenda, including more public comment. Patrick also

recommended that another session for public comment be set 2-4 weeks following the March 28th session. Commissioners agreed. Staff confirmed.

7. Comments by Commission - Todd Skelton attended the Parks Master Plan workshop held on February 27th and said that it was a positive process. Russell Griffin said that the stop signs for street construction in Old Town were moved from the intersection of Main & Railroad streets and that this was a safety hazard particularly for pedestrians. Staff confirmed this would be investigated.

8. Next Meeting – March 14, 2006: Infill & Redevelopment Standards work session 6-7PM; Regular session items: American Legion Parking Lot (CUP 05-04); Goal 5 Standards.

9. Adjournment – Vice Chair Allen adjourned the session at 10 PM.

Proposed Edits for Planning Commission Consideration

Chapter 16.44 - TOWNHOMES

16.44.010 - Townhome Standards

A. Generally

A townhome may be located on property zoned MDRH, ~~or~~ HDR, or in other zones as specified in an approved Planned Unit Development or as a Conditional Use in the Old Town Overlay District, provided that the townhome meets the standards contained below, and other applicable standards of Division V - Community Design. Such developments that propose townhomes can do so as condominiums on one parent lot, or in a subdivision, but shall do so in groups known as "townhome blocks," which consist of groups no less than two attached single-family dwellings and no more than six in a block, that meet the general criteria of Subsection B below, and specific design and development criteria of this Chapter.

B. Standards

1. Each townhome shall have a minimum dwelling area of twelve-hundred (1,200) square feet in the MDRH zone, and one-thousand (1,000) square feet in the HDR zone. Garage area is not included within the minimum dwelling area.
2. Lot sizes shall average a minimum of two-thousand five-hundred (2,500) square feet in the MDRH zone, and one-thousand eight-hundred (1,800) square feet in the HDR zone, unless the property qualifies as "infill," and meets the criteria of Subsection D below. If proposed as a subdivision, lots shall be platted with a width of no less than twenty (20) feet, and depth no less than seventy (70) feet.
3. The townhome shall be placed on a perimeter foundation, the units must meet the front yard, street-side yard, and rear yard setbacks of the underlying zone, if abutting a residential zone designated for, or built as, single-family detached housing.
4. All townhomes shall include at least two (2) off-street parking spaces in the HDR zone, and two and one-half (2-½) spaces in the MDRH zone; garages and/or designated shared parking spaces may be included in this calculation. The City Engineer may permit diagonal or angle-in parking on public streets within a townhome development, provided that adequate lane width is maintained. All townhome developments shall include a parking plan, to be reviewed and approved with the Site Plan application.
5. All townhomes shall have exterior siding and roofing which is similar in color, material and appearance to siding and roofing commonly used on residential dwellings within the City, or otherwise consistent with the design criteria of Subsection E, Design Standards.
6. All townhomes in the MDRH zone shall have an attached or detached garage.
7. All other community design standards contained in Divisions V, VIII and IX relating to off-street parking and loading, energy conservation, historic resources, environmental resources, landscaping, access and egress, signs, parks and open space, on-site storage, and site design that are not specifically varied by this Chapter, shall apply to townhome blocks.
8. All townhome developments shall accommodate an open space or park area no less than five percent (5%) of the total subject parcel (prior to exclusion of public right-of-way and environmentally constrained areas). Parking areas may not be counted toward this five percent (5%) requirement.
9. Side yard setbacks shall be based on the length of the townhome block; a minimum setback to the property line* on the end of each "townhome block" shall be provided relative to the size of the block, as follows:

a.	100 feet to 150 feet	6 feet minimum
b.	Less than 100 feet	5 feet minimum

* In the case of condominium projects where no property line may exist at the end of each townhome block, the setback shall be applied as a minimum area of separation, as applied to each townhome block.

C. Occupancy

1. No occupancy permit for any townhome shall be issued by the City until the requirements of site plan review and the conditions of the approved final site plan are met. Substantial alteration from the approved plan must be resubmitted to the City for review and approval, and may require additional site plan review before the original hearing authority.
2. The owner(s) of the townhomes, or duly authorized management agent, shall be held responsible for all alterations and additions to a townhome block or to individual homes within the block, and shall ensure that all necessary permits and inspections are obtained from the City or other applicable authority prior to the alterations or additions being made.

D. Infill Standard

The minimum lot size required for single-family, attached dwellings (townhomes) may be reduced by a maximum of 15% if the subject property is 1.5 acres or less, and the subject property is surrounded by properties developed at or in excess of minimum density for the underlying zone.

E. Design Standards

Each townhome block development shall require the approval of a site plan, under the provisions of Section 16.90.020, and in compliance with the standards listed below. The site plan shall indicate all areas of townhome units, landscaping, off-street parking, street and driveway or alley locations, and utility access easements. The site plan shall also include a building elevation plan, which show building design, materials, and architectural profiles of all structures proposed for the site.

1. **Building Mass:** The maximum number and width of consecutively attached townhomes shall not exceed six (6) units or one-hundred fifty (150) feet from end-wall to end-wall.
2. **Designation of Access/Alleys:** Townhomes shall receive vehicle access only from the front or rear lot line exclusively, not both. If alleys are used for access they shall be created at the time of subdivision approval and built to City standards as illustrated in the Transportation System Plan.
3. **Street Access:** Townhomes fronting on a neighborhood route, collector, or arterial shall use alley access, either public or private, and comply with all of the following standards, in order to minimize interruption of adjacent sidewalks by driveway entrances and conflicts with other transportation users, slow traffic, improve appearance of the streets, and minimize paved surfaces for better stormwater management. Direct access to local streets shall only be used if it can be demonstrated that due to topography or other unique site conditions precludes the use of alleys.
 - a. Alley loaded garages shall be set back a minimum five feet to allow a turning radius for vehicles and provide a service area for utilities.
 - b. If garages face the street, the garage doors shall be recessed behind the front elevation (living area, covered porch, or other architectural feature) by a minimum of one (1) foot.
 - c. The maximum allowable driveway width facing the street is two (2) feet greater than the width of the garage door. The maximum garage door width per unit is sixty percent (60%) of the total building width. For example, a twenty (20) foot wide unit may have one 12-foot wide recessed garage door and a fourteen (14) foot wide driveway. A 24-foot wide unit may have a 14-foot, 4-inch wide garage door with a 16-foot, 4-inch wide driveway.

4. Building Design: The intent of the following standards is to make each housing unit distinctive and to prevent garages and blank walls from being a dominant visual feature.
 - a. The front facade of a townhome may not include more than forty percent (40%) of garage door area.
 - b. The roofs of each attached townhome must be distinct from the other through either separation of roof pitches or direction, variation in roof design, or architectural feature. Hipped, gambrel, gabled, or curved (i.e. barrel) roofs are required. Flat roofs are not permitted.
 - c. A minimum of fifty percent (50%) of the residential units within a block's frontage shall have a front porch in the MDRH zone. Front porches may encroach six (6) feet beyond the perimeter foundation into front yard, street-side yard, and landscape corridor setbacks for neighborhood routes and collectors, and ten (10) feet for arterials, and are not subject to lot coverage limitations, in both the MDRH and HDR zones. Porches may not encroach into the clear vision area, as defined in Section 16.58.010.
 - d. Window trim shall not be flush with exterior wall treatment for all windows facing public right-of-ways. Windows shall be provided with architectural surround at the jamb, head and sill.
 - e. All building elevations visible from the street shall provide doors, porches, balconies, windows, or architectural features to provide variety in facade. All front street-facing elevations, and a minimum of fifty percent (50%) of side and rear street-facing building elevations, as applicable, shall meet this standard. The standard applies to each full and partial building story. Alternatively, in lieu of these standards, the Old Town Design Standards in Chapter 16.162 may be applied.
 - f. The maximum height of all townhomes shall be that of the underlying zoning district standard, except that: twenty-five percent (25%) of townhomes in the MDRH zone may be 3-stories, or a maximum of forty (40) feet in height if located more than one-hundred fifty (150) feet from adjacent properties in single-family (detached) residential use.
5. Vehicular Circulation: All streets shall be constructed in accordance with applicable City standards in the Transportation System Plan. The minimum paved street improvement width shall be:
 - a. Local Street: Twenty-eight (28) feet, with parking allowed on one (1) side.
 - b. Neighborhood Route: Thirty-six (36) feet, with parking on both sides.
 - c. Collector: Thirty-four (34) feet with parking on one side, fifty (50) feet with parking on both sides.
 - d. In lieu of a new public street, or available connection to an existing or planned public street, a private 20 foot minimum driveway, without on-street parking, and built to public improvement standards, is allowed for infill properties as defined in Section 16.44.010(D). All townhome developments in excess of thirty (30) units require a secondary access.
 - e. Any existing or proposed street within the townhome block that, due to volumes of traffic, connectivity, future development patterns, or street location, as determined by the City, functions as a neighborhood route or collector or higher functional classification street based on connectivity, shall be constructed to full City public improvement standards.

(Ord. No. 2011-009, § 2, 7-19-2011; Ord. 2002-1126, § 2)

Proposed Edits for Planning Commission Consideration

Chapter 16.162 - OLD TOWN (OT) OVERLAY DISTRICT

16.162.010 - Purpose

The Old Town (OT) Overlay District is intended to establish objectives and define a set of development standards to guide physical development in the historic downtown of the City consistent with the Community Development Plan and this Code.

The OT zoning district is an overlay district generally applied to property identified on the Old Town Overlay District Map, and applied to the Sherwood Plan and Zone Map in the Smockville Subdivision and surrounding residential and commercial properties, generally known as Old Town. The OT overlay zone recognizes the unique and significant characteristics of Old Town, and is intended to provide development flexibility with respect to uses, site size, setbacks, heights, and site design elements, in order to preserve and enhance the area's commercial viability and historic character. The OT overlay zone is designated a historic district as per Chapters 16.166 and 16.168. Furthermore, the OT District is divided into two distinct areas, the "Smockville" and the "Old Cannery Area," which have specific criteria or standards related to architectural design, height, and off-street parking.

(Ord. 2006-009 § 2; 2002-1128 § 3; 94-990; 92-946; 87-859)

16.162.020 - Objectives

Land use applications within the Old Town Overlay District must demonstrate substantial conformance with the standards and criteria below:

- A. Encourage development that is compatible with the existing natural and man-made environment, existing community activity patterns, and community identity.
- B. Minimize or eliminate adverse visual, aesthetic or environmental effects caused by the design and location of new development, including but not limited to effects from:
 - 1. The scale, mass, height, areas, appearances and architectural design of buildings and other development structures and features.
 - 2. Vehicular and pedestrian ways and parking areas.
 - 3. Existing or proposed alteration of natural topographic features, vegetation and waterways.

(Ord. 2002-1128 § 3; 94-990)

16.162.030 - Permitted Uses

The following uses are permitted outright, provided such uses meet the applicable environmental performance standards contained in Division VIII:

- A. Uses permitted outright in the RC zone, Section 16.28.020; the HDR zone, Section 16.20.020; and the MDRL zone, Section 16.16.020; provided that uses permitted outright on any given property are limited to those permitted in the underlying zoning district, unless otherwise specified by this Section and Section 16.162.040.

(Ord. 2006-009 § 2)

- B. In addition to the home occupations permitted under Section 16.42.020, antique and curio shops, cabinet making, arts and crafts galleries, artists cooperatives, and bookshops, are permitted

subject to the standards of Chapter 16.42 and this Chapter, in either the underlying RC or MDRL zones.

- C. Boarding and rooming houses, bed and breakfast inns, and similar accommodations, containing not more than five (5) guest rooms, in the underlying RC, HDR and MDRL zones.
- D. Motels and hotels, in the underlying RC zone only.
- E. Residential apartments when located on upper or basement floors, to the rear of, or otherwise clearly secondary to commercial buildings, in the underlying RC zone only.
- F. Other similar commercial uses or similar home occupations, subject to Chapter 16.88.
- G. Offices or architects, artists, attorneys, dentists, engineers, physicians, accountants, consultants and similar professional services.
- H. Uses permitted outright in the RC zone are allowed within the HDR zone when limited to the first floor, adjacent to and within 100 feet of, Columbia Street within the Old Town Overlay District.

(Ord. 2002-1128 § 3; 94-990; 92-946; 87-859)

16.162.040 - Conditional Uses

The following uses are permitted as conditional uses, provided such uses meet the applicable environmental performance standards contained in Division VIII, and are approved in accordance with Chapter 16.82:

- A. Uses permitted as conditional uses in the RC zone, Section 16.28.020, HDR zone, Section 16.20.020, and the MDRL zone, Section 16.16.020, provided that uses permitted as conditional uses on any given property are limited to those permitted in the underlying zoning district, unless otherwise specified by Section 16.162.030 and this Section.

OPTION A

- B. Townhouses (shared wall single-family attached) subject to Chapter 16.44 and the HDR standards. In addition, any garages shall use alley access. RC zone setback standards may be used in lieu of other applicable standards.

OPTION B

- B. Townhouses (shared wall single-family attached) on property zoned RC subject to Chapter 16.44 and the HDR standards. In addition, any garages shall use alley access. RC zone setback standards may be used in lieu of other applicable standards.

OPTION C

- B. Townhouses (shared wall single-family attached) on property zoned RC subject to Chapter 16.44 and the HDR standards or on property zoned MDRL subject to Chapter 16.44 and the MDRH standards of that Chapter. In addition, any garages shall use alley access. RC zone setback standards may be used in lieu of other applicable standards.
- C. Public and commercial (non-accessory) parking within residential zoning districts when both of the following apply:
 - 1. On May 1, 2016, no buildings existed on the property where the parking is to be located; and
 - 2. The property has street frontage on an arterial and/or collector street as identified within the Sherwood Transportation System Plan.

(Ord. No. 2016-010, § 2, 6-21-2016; Ord. 2006-009 § 2; Ord. 2002-1128 § 3; 94-990; 92-946; 87-859)

16.162.050 - Prohibited Uses

The following uses are expressly prohibited in the OT overlay zone, notwithstanding whether such uses are permitted outright or conditionally in the underlying RC, HDR or MDRL zones:

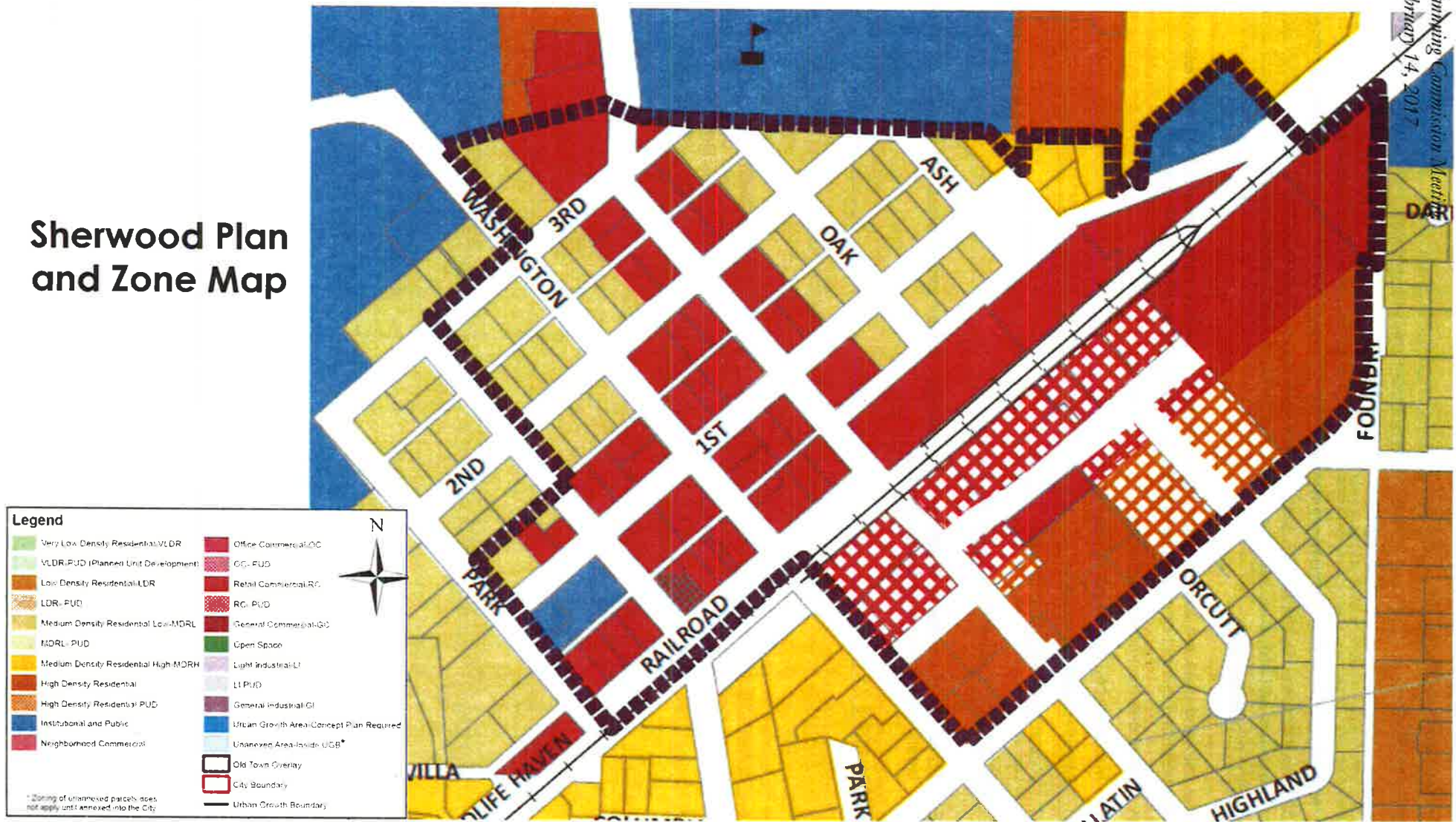
- A. Adult entertainment businesses.
- B. Manufactured homes on individual lots.
- C. Manufactured home parks.
- D. Restaurants with drive-through.

(Ord. 2002-1128 § 3; 94-990; 92-946; 87-859)

- E. Stand alone cellular or wireless communication towers and facilities. Co-location of existing legally permitted facilities is acceptable.

(Ord. 2006-009 § 2)

Sherwood Plan and Zone Map



Legend

	Very Low Density Residential (VLDR)		Office Commercial (OC)
	VLDR PUD (Planned Unit Development)		OC PUD
	Low Density Residential (LDR)		Retail Commercial (RC)
	LDR PUD		RC PUD
	Medium Density Residential Low (MDRL)		General Commercial (GC)
	MDRL PUD		Open Space
	Medium Density Residential High (MDRH)		Light Industrial (LI)
	High Density Residential		LI PUD
	High Density Residential PUD		General Industrial (GI)
	Institutional and Public		Urban Growth Area (Concept Plan Required)
	Neighborhood Commercial		Unannexed Area (aside UGB*)
			Old Town Overlay
			City Boundary
			Urban Growth Boundary

*Zoning of unannexed parcels does not apply until annexed into the City.

Exhibit E

Townhomes

Zone	Townhomes Allowed in Underlying Zone?	Townhomes Allowed in Old Town Overlay?
Medium Density Residential Low (MDRL)	NO	YES , subject to Section 16.44 with a CUP and PUD
Medium Density Residential High (MDRH)	YES , subject to Section 16.44	Yes , subject to Section 16.44
High Density Residential (HDR)	YES , subject to Section 16.44	YES , subject to Section 16.44
Retail Commercial (RC)	Stand-Alone Development - NO; Secondary to Commercial Use – YES , subject to HDR standards with a PUD	Stand-Alone Development – YES , subject to Section 16.44 with a CUP and PUD Secondary to Commercial Use – Yes , subject to HDR standards with a PUD

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: 2-14-17 Agenda Item: 1 & 2

NOTE: If you want to speak to the Commission about more than one subject, please fill out 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: Susan Claus & Jim Claus

Address: 22111 SW Pacific Hwy

City/State/Zip: Sherwood OR 97140

Email Address: _____

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 their 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.
- Community Comments beyond the 4-minute 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.



Planning Commission Work Session

February 14, 2017

02-14-17
Date

WS - 2
Agenda Item

PC
Gov. Body

3
Exhibit #

Comprehensive Planning History in Sherwood

- 1973 City of Sherwood begins drafting first Comprehensive Land Use Plan
- 1973 State of Oregon adopts Senate Bill 100 requiring OR cities and counties to adopt plans in conformance with Statewide Goals and Guidelines.
- 1974 [Statewide Planning Goals](#) Adopted
- 1974 City of Sherwood City Council tables action on the Comprehensive Land Use Plan to allow for the development of a plan consistent with Statewide Planning Goals
- 1979 City of Sherwood Community Development Plan drafted
- 1980 City Council adopts Comprehensive Plan (DCLD 1981)
 - Part I – Background Data & Analysis
 - Part II – Community Development Plan
 - Part III – Community Zoning and Development Code
- 1989 City of Sherwood enters “Periodic Review” and begins plan update process
- 1991 City Council adopts current Community Development Plan (Part II of the Comp Plan)
- 1991 LCDC adopts Transportation Planning Rule, enable the integration of land use and transportation planning
- 1990-Present Ad Hoc Amendments – Transportation System Plan, Master Plans, and Concept Plans



*Here is Edward bear,
coming down stairs now
bump, bump, bump
on the back of his head
behind Christopher Robin.*

*It is, as far as he knows,
the only way of coming down stairs,
but sometimes he feels
there really is another way,
if only he could stop bumping his head
and think of it.*

A.A. Milne



City of Sherwood

COMPREHENSIVE PLAN

TODAY ♦ TOMORROW ♦ TOGETHER

Phase I: Project Planning

(September 2016 – February 2017)

- Draft Work Plan and Schedule
- Draft Public Involvement Plan
- City Council and Planning Commission Work Sessions
- Comprehensive Plan Update Public Awareness
- Appoint Community Advisory Committee
- Initiate Background Topic Area Research



PROJECT ORGANIZATIONAL CHART



Phase II: Sherwood Today – Existing Conditions, Trends & Community Values

(March 2017 – February 2018)

- Public Outreach and Involvement Efforts
- Identify Community Values and Vision
- Establish Baseline Data for Existing Conditions
- Assess Current Goals & Policies
- Develop Action Area Topics



COMPREHENSIVE PLAN ASSESSMENT
PORTLAND PLAN
CONDITIONS, TRENDS & ISSUES

Final Draft
For Public Review – June 3, 2008



Phase III: Sherwood Tomorrow – Visioning Results, Analysis & Forecasting (February 2018 – July 2018)

- Report Community Values and Vision Results
- Develop Community Vision for the Comprehensive Plan
- Establish Priorities for Alternatives Development



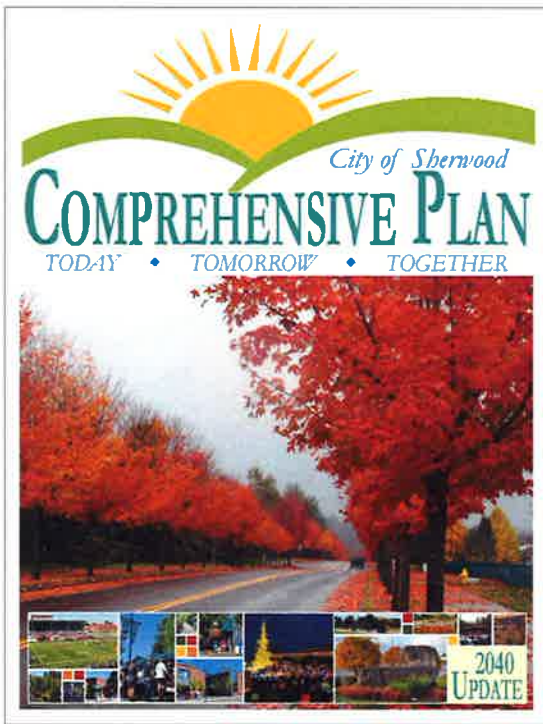
Phase IV: Sherwood Tomorrow – Alternatives Development & Draft Plan Policies (August 2018 – March 2019)

- Develop Comprehensive Plan Alternatives
- Identify Preferred Alternative
- Draft Plan Policies
- Prepare Draft Comprehensive Plan Chapters

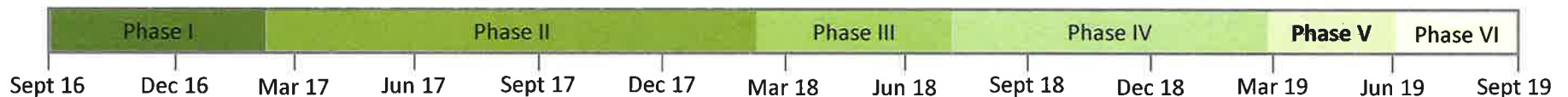


Phase V: Draft Comprehensive Plan Review

(April 2019 – June 2019)



- Public Review and Comment on Draft Comprehensive Plan
- Draft Comprehensive Plan Revisions



Phase VI: Comprehensive Plan Update Adoption and Implementation

(July – September 2019 +)

- Planning Commission Public Hearing and Recommendation
- City Council Public Hearings and Decision
- Initiate Zoning and Community Development Code Regulation Updates to Implement Adopted Plan
- Initiate Other Programs and Efforts to Implement Adopted Plan



Planning Work Plan Considerations

- Lack of Resources
 - Budget identified funding for limited duration planner (1FTE)
 - Currently unfilled due to transition to Planning Manager
 - No funds for project consultant
 - Sherwood West received a METRO grant of >\$200,000
 - Pursuing Additional Assistance & Funding Sources
 - PSU Planning Assistance; One-Time City Budget Request; Community Development Planning Grant (CDPG) – Metro; Transportation Growth Management (TGM) – State; DLCDC Technical Assistance grants- State; Others?
- Current Planning priorities
 - Due to 120 day time limit, current planning often takes precedence
 - Limited staff available and limited on-call resources
- Other
 - New high school - planning and coordination that will be required
 - Cedar Creek Trail
 - Increased development interest (TEA, Brookman, etc)



Planning Commission Feedback



Statewide Planning Goals

Goal 1 – Citizen Involvement

Goal 2 – Land Use Planning

Goal 3 – Agriculture Lands*

Goal 4 – Forest Lands*

Goals 5 – Natural Resources, Scenic and Historic Areas, and Open Space

Goal 6 – Air, Water and Land Resources Quality

Goal 7 – Areas Subject to Natural Hazards

Goal 8 – Recreational Needs

Goal 9 – Economic Development

Goal 10 – Housing

Goal 11- Public Facilities and Services

Goal 12 – Transportation

Goal 13 – Energy Conservation

Goal 14 – Urbanization

Goal 15 – Willamette River Greenway

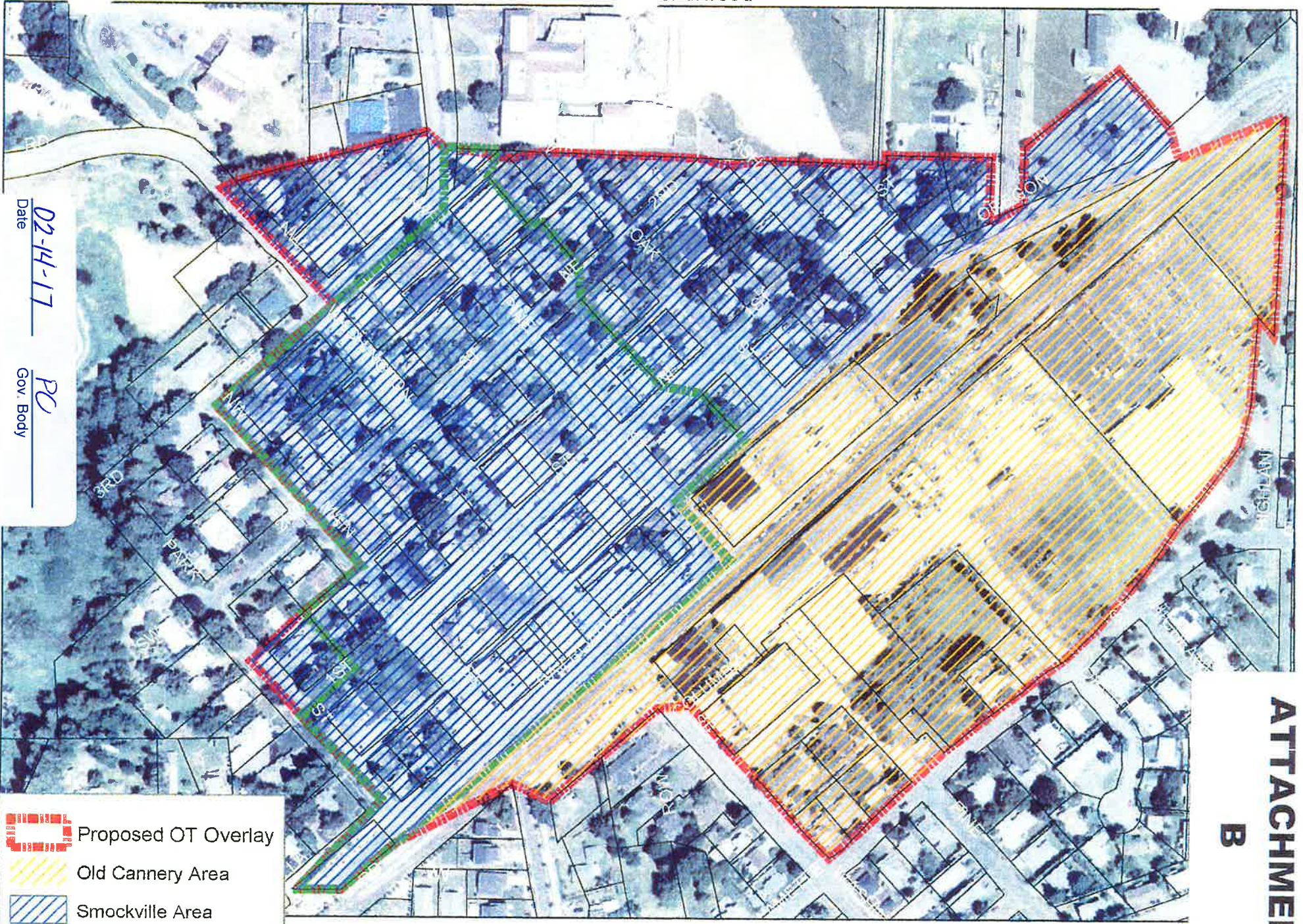
Goal 16 – Estuarine Resources

Goal 17 – Coastal Shorelands

Goal 18 – Beaches and Dunes

Goal 19 – Ocean Resources

Old T Sherwood



Date 02-14-17 Gov. Body PC
 Agenda Item MS-1 Exhibit # 2

-  Proposed OT Overlay
-  Old Cannery Area
-  Smockville Area
-  Existing OT Overlay

200
Feet

Created 4/10/02 for 4/16/02 PC Work Session Modified 5/7/02
Photo Taken: July 2000



**ATTACHMENT
B**

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission
Work Session
February 14, 2017

Planning Commissioners Present:

Chair Jean Simson
Vice Chair Russell Griffin
Commissioner Chris Flores
Commissioner Justin Kai

Staff Present:

Julia Hajduk, Community Development Director
Connie Randall, Planning Manager
Kirsten Allen, Planning Dept. Program Coordinator

Planning Commission Members Absent: Council Members Present:

Commissioner Michael Meyer
Commissioner Rob Rettig
Commissioner Lisa Walker

Councilor Kim Young

Chair Jean Simson convened the meeting at 7:02 pm.

City Councilor Kim Young announced a City Council Goal Setting Work Session on Saturday February 18, 2017 from 1:00- 5:00 pm at City Hall. Public is welcome.

Julia Hajduk, Community Development Director, said a debriefing of staff and city board members who attended the Smart Growth Conference would take place on February 22, 2017. She invited the Planning Commission to attend the City Council work session on the same subject on March 7, 2017.

Connie Randall, Planning Manager, said the City was recruiting for an Associate Planner full time and a Senior Planner for a limited duration to help with the Comprehensive Plan Update. In the meantime the City had utilized an on-call planning contract that will provide an in house planner three days a week.

1. Townhomes in Old Town Text Amendment

Ms. Randall gave a presentation and reviewed the proposed code language for a text amendment regarding townhomes in Old Town including density and standards as they applied in the Old Town Overlay. She provided a map of the Old Town Overlay which included the Smockville and the Old Cannery areas (see record, Exhibits 1-2). Discussion followed. Staff received direction to be specific to the Old Cannery Area within the Overlay and to hold a public hearing on February 28, 2017. Notice had been sent to owners of property in Old Town.

2. Comprehensive Plan Update Draft Work Program and Process

Ms. Randall gave a presentation with the history of the City's comprehensive planning where the backbone of the Plan was last updated in 1991 (see record, Exhibit 3). She explained the schedule for the update was ambitious and the intent was to follow the methodology used in the successful Sherwood West Preliminary Concept Plan recently completed which included using a community advisory committee and opportunities for public input. Overall she wanted a holistic approach, without predetermined ideas, that would capture the pulse of the community, independent of development. Discussion followed.

Chair Simson allowed public comment before concluding the meeting.

Susan Claus, Sherwood resident, expressed concerns about allowing townhomes in the Cannery PUD area and said the zoning was bargained for at the time. Chair Simson explained that the Old Cannery area encompassed more than the Cannery PUD which was site specific to property south of the railroad tracks. Staff was directed to provide clarification before the public hearing. Ms. Claus said townhomes in Retail Commercial zones had to be secondary uses and the remaining pads in the Cannery PUD were supposed to be commercial pads to support the Sherwood Center for the Arts.

Ms. Claus said she was on the comprehensive plan committee in 1991 and commented it was fairly straight forward where the committee broke it down zone by zone. She said the whole Comprehensive Plan Update proposal sounded too big and suggested concentrating on what was wanted in all of the zones. She commented that it was a problem of the code to have multiple references throughout the code that made it confusing for the Planning Commission and the public. She recommended using visuals to represent the process for preparing an application to get the whole picture, because most people were not responsive to words only.

Jim Claus, Sherwood resident, commented on his successes in writing code language and suggested staff should discuss purpose, scope, and intent of the changes. He said he did not know what the Planning Commission was trying to do whether it was restoration, revitalization or to create a residential zone. Mr. Claus asked if it was the intent to go on building solely middle class housing that was not demographically oriented to allow for starting families or retirement and said the Commission was going at it the wrong way, because they were policy makers. He advised if density was wanted an innovative designer should design the houses.

Chair Simson adjourned the meeting at 8:15 pm.

Submitted by:



Kirsten Allen, Planning Department Program Coordinator

Approval Date: February 28, 2017