



City of Sherwood
PLANNING COMMISSION
Sherwood City Hall
22560 SW Pine Street
October 24, 2017
6:00 PM Work Session

Work Session Agenda - 6:00 PM

1. Planning Department Updates (Julia Hajduk, Community Development Director and Erika Palmer, Planning Manager)

Planning staff will provide project updates: Introduction to new Planning Manager; Sherwood West Urban Growth Boundary Expansion Meeting; Comprehensive Plan; upcoming Planning Commission public hearing dates; and discussion on future Planning Commission training topics.

Public welcome to attend, but a public comment period will not be provided.

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission Work Session
October 24, 2017

Planning Commissioners Present:

Chair Jean Simson
Commissioner Chris Flores
Commissioner Justin Kai
Commissioner Daniel Matzinger
Commissioner Kara Repp

Staff Present:

Julia Hajduk, Community Development Director
Erika Palmer, Planning Manager
Kirsten Allen, Dept. Program Coordinator

Planning Commission Members Absent: Council Members Present:

Commissioner Rob Rettig
None- one seat vacant

Sean Garland

Chair Simson convened the meeting at 6:02 pm

Julia Hajduk, Community Development Director introduced Erika Palmer, the new Planning Manager and turned the time over to her.

Sherwood West UGB Expansion

Ms. Palmer reminded the Commission of the Sherwood West Urban Growth Boundary Expansion Meeting on October 25, 2017 at Edy Ridge Elementary from 6-7:30 pm. The purpose of the meeting was to gather meaningful input from property owners and community members towards adding to the city limits. A work session would follow with the City Council on November 7, 2017. Cities interested in expanding Metro's Urban Growth Boundary must submit a letter of interest by January 2018 with a formal request to follow in May 2018. Discussion followed with an entreaty to have a frequently asked questions section on the website.

Comprehensive Plan Update

Staff has worked on the background information of the Comprehensive Plan update and has submitted a grant request to perform an Economic Opportunities Analysis and to complete the Housing Needs Analysis draft from the Sherwood West Preliminary Concept Plan. Completion of these two items will inform on the next steps for the Comprehensive Plan Update.

Training Topics

Ms. Palmer asked the Commission for topics they would like additional training on. The following ideas were suggested:

- Understanding ex parte contact, bias and conflict of interest.
- Social media and email guidelines
- Reviewing subjective criteria
- Understanding criteria for approval or denial and how the Planning Commission can ask for improving an application

Councilor Sean Garland informed the Commission the City was in contract negotiations with the YMCA and expected to have a contract to review at a City Council meeting in December.

The meeting adjourned at 6:50 pm.

Submitted by:

Kirsten Allen

Kirsten Allen, Planning Department Program Coordinator

Approval Date: Nov. 14, 2017