



City of Sherwood
PLANNING COMMISSION
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140
April 8, 2014

Work Session Agenda 6:00 PM

1. Transportation System Plan Update Overview

Public Work Session 7:00 PM

The Planning Commission will host a Public Work Session. The intent of this work session is to discuss issues related to future planning efforts within the City. This is your opportunity to discuss your thought on:

- Medical Marijuana
- The Transportation System Plan
- General Code Updates

Sherwood Planning Commission Meeting

Date: April 8, 2014

Meeting Packet

Approved Minutes Date Approved: May 27, '14

Request to Speak Forms Sign in Sheets

Documents submitted at meeting:

Ex 1 - Presentation - DKS / Angelo Planning
"Sherwood TSP Update"

- Ex 2 - Information sheets used for discussion
- Medical Marijuana
 - TSP Update
 - Planned Unit Development
 - Design Standards for Multi-family
 - Conditional Uses
 - Old Town Standards
 - Town Center Implementation



Planning Commission Public Work Session - Sign In Sheet

APRIL 8TH, 2014

	Name	Contact Information	Area of Interest	If you would like to receive e-mail updates, please provide your e-mail Address
✓ 1	Neil Shaunoo	NEILSHW@MSK.COM	Sherwood	
2	Nancy Taylor	ntaylor@aol.com	Sherwood safety	
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Planning Commission Public Work Session - Sign In Sheet

APRIL 8TH, 2014

Name		Contact Information	Area of Interest	If you would like to receive e-mail updates, please provide your e-mail Address
1	Kirsten Allen	503-625-4215	Dev. Code	bkallen67@msn.com
2	Joe + Mara Broadhurst	jbroadhurst@aol	TSP DEV CODE	
3	Neil Shannan	503-625-9114	TSP	Neilshannan@msn.com
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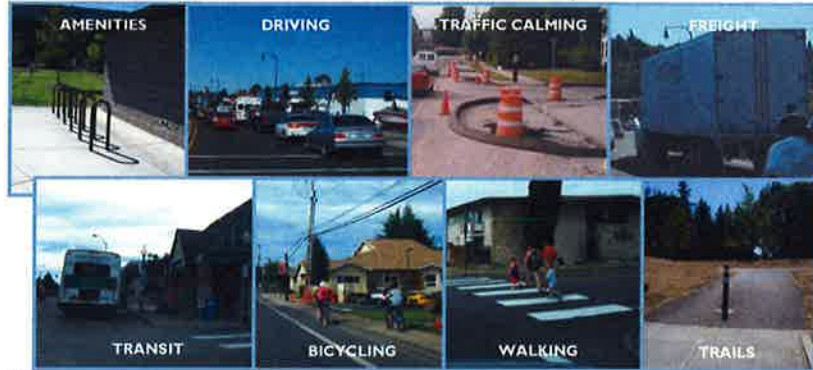
Planning Commission Public Work Session - Sign In Sheet

APRIL 8TH, 2014

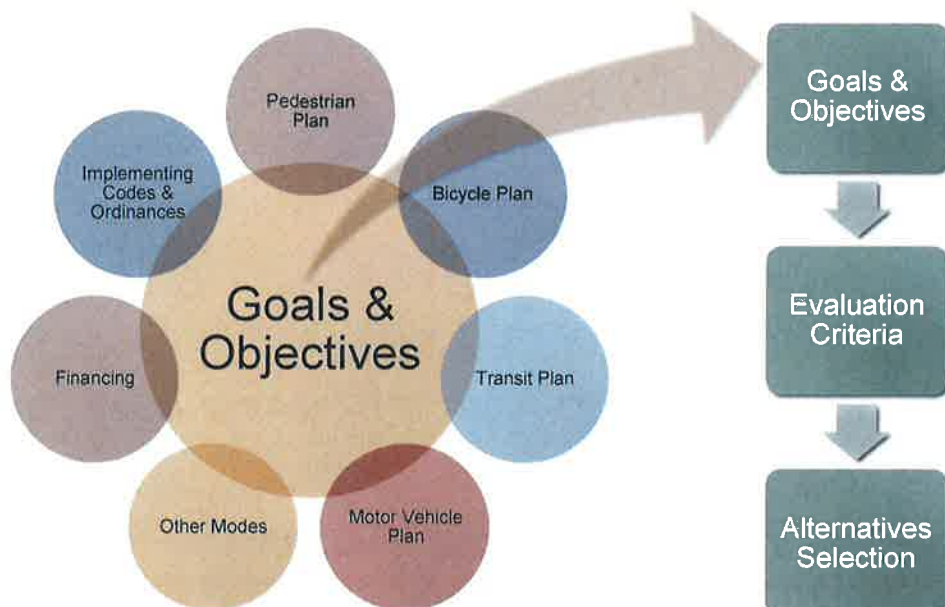
	Name	Contact Information	Area of Interest	If you would like to receive e-mail updates, please provide your e-mail Address
1	Brent Ahrend	503-224-9560 bahrend@mcknze.com		bahrend@mcknze.com
2	Jeremy Burke	(731) 506-4656	Code / General	jeremy.j.burke@gmail.com
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What is a TSP Update?

- What public facility improvements are needed to provide an adequate system and serve growth to 2035?
- Which projects best reflect City Goals?
- How can we balance the needs of all travel modes into an equitable and efficient transportation system?



Common TSP Elements



Why Adopt / Update a TSP?

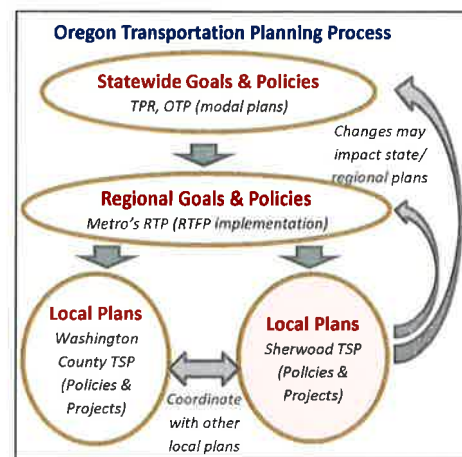
- Required by the State **Transportation Planning Rule (TPR)** OAR 660-012-0015
- Serves as the transportation element of your comprehensive plan
- Provides long range direction for development of transportation facilities and services for all modes to meet the needs of planned land uses
- Facilitates cost-effective use of public funds, based on limited revenue streams and project priorities
- Demonstrates project need and readiness (grant pursuit)
- Sherwood's TSP was adopted in 2005 and has had several amendments, including completed Concept Plans
- Metro has adopted new planning requirements for local TSPs



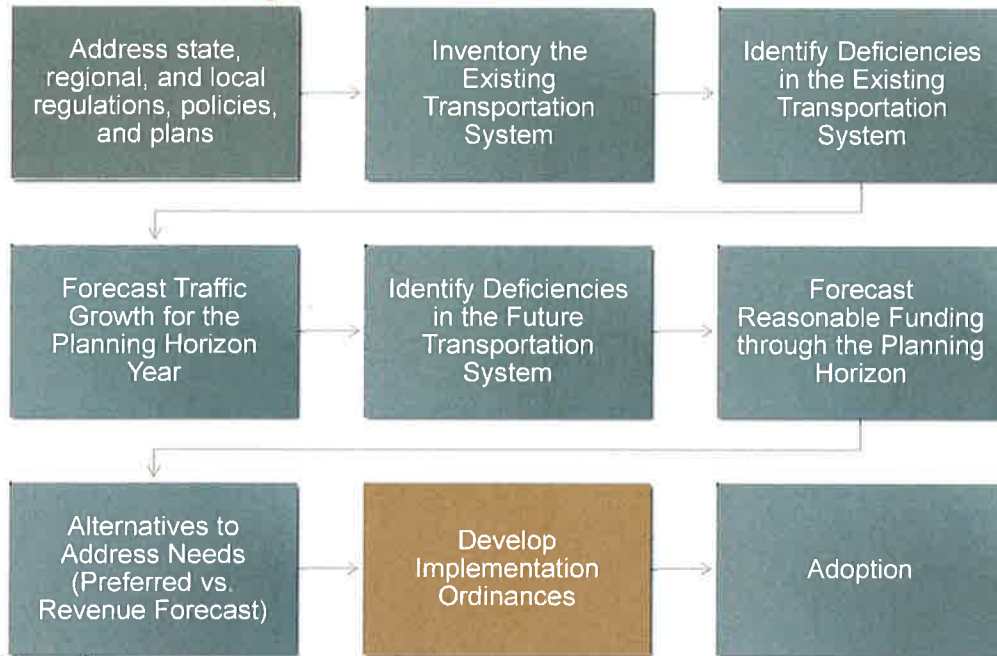
Metro RTFP Compliance

Metro's RTFP includes regional requirements for TSPs

- Parking Management Policies
- Approach to Addressing Congestion Needs -Transportation System Management and Operations (TSMO)
- Performance Targets
 - Non-Single Occupant Vehicle (SOV) Trips
 - Safety Improvements
 - Freight Mobility
 - Arterial/Collector Grid Spacing
 - Mobility Targets



Process Update – Current Status



TSP Content and Purpose

- General vision & strategies
- Future improvements
- Overview of standards
 - Cross-sections
 - Access spacing
 - Traffic calming
 - Connectivity
 - Mobility targets

How to use this Document

The Transportation System Plan (TSP) serves the following goals or purposes:

- Identify goals or vision and strategies
- Identify future transportation
- Provide an overview of standards

Project List

The presented project list identifies only one section that the City is participating in for the year through the TSP. The project list is presented in the following table. The inclusion of projects does not ensure the City is funding it.

How to use this Document

The TSP is a strategic document that provides an overview of the transportation system and the goals and strategies for the future. It is a living document that is updated as needed.

The project list is a key component of the TSP. It provides a clear overview of the projects that are being funded by the City. The project list is presented in the following table.

Transportation Standards

The standards for the transportation system are presented in the following table. These standards are based on the current standards and the future needs of the system.

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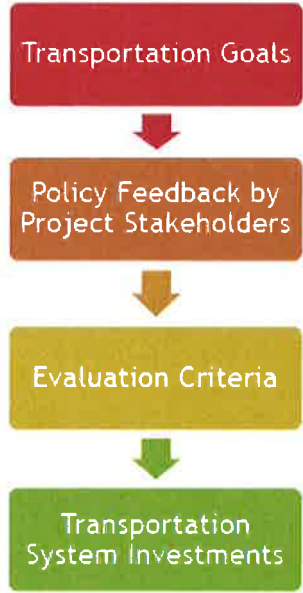
Overview of what has Changed

- Looking further ahead
- Updated project list
- Intersection project focus
- Mobility targets
- CAP removed



Project List Development

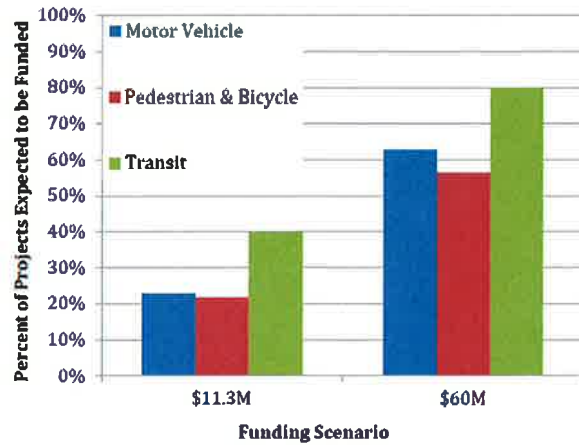
- Limited funding
- Evaluated projects
- Prioritized project lists
 - Aspirational (all planned projects)
 - Fundable Plans
 - Conservatively Fundable
 - Projected Fundable



Project List Outcomes

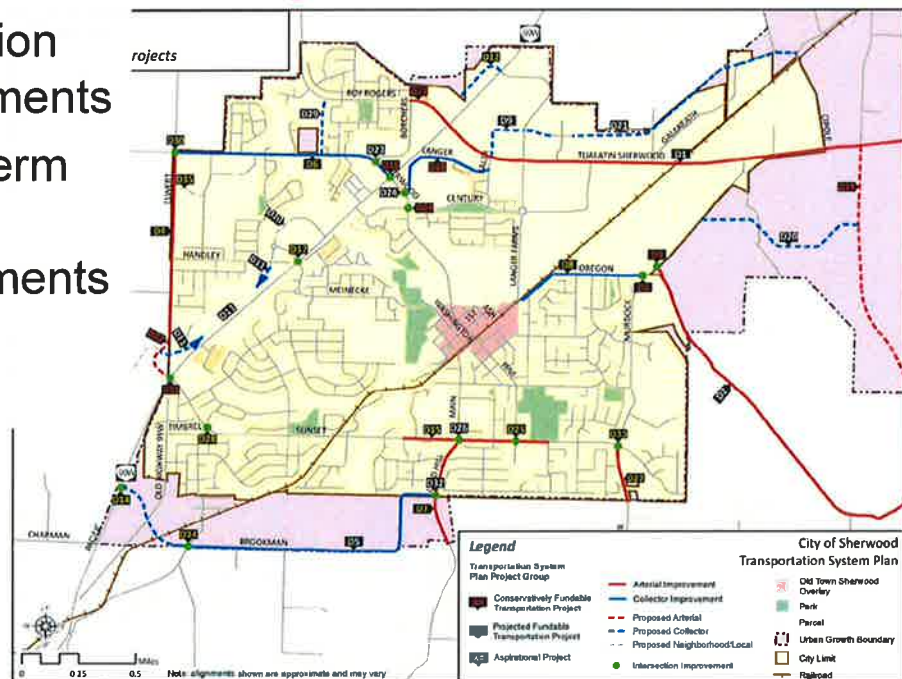
- Approximate cost
 - Pedestrian: 37%
 - Motor Vehicle: 33%
 - Bicycle: 23%
 - Transit: 7%

Figure 8: Evaluation of the Fundable Plans



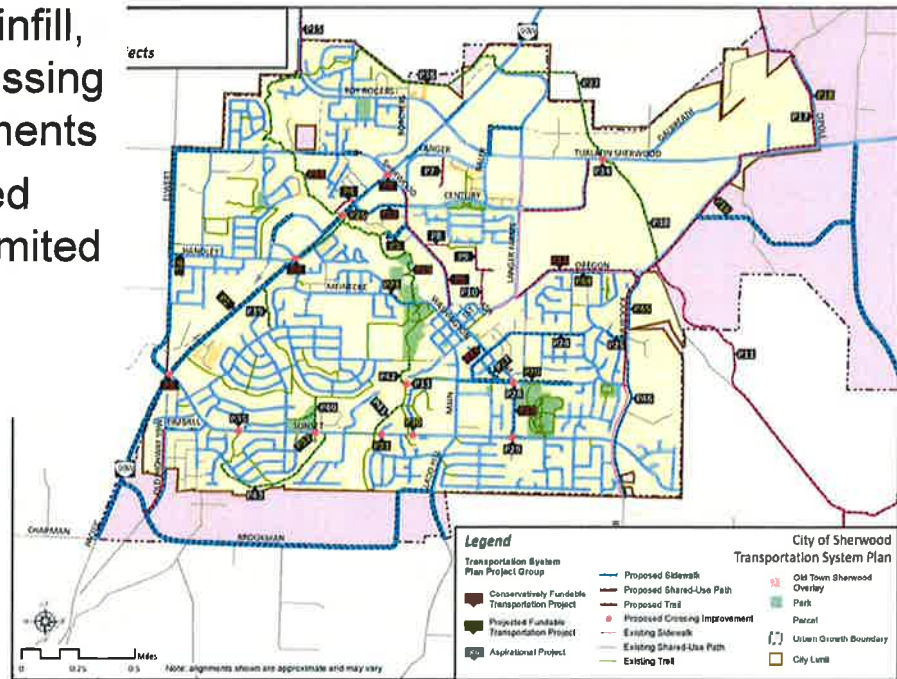
Motor Vehicle Projects

- Intersection Improvements
- Longer term corridor improvements



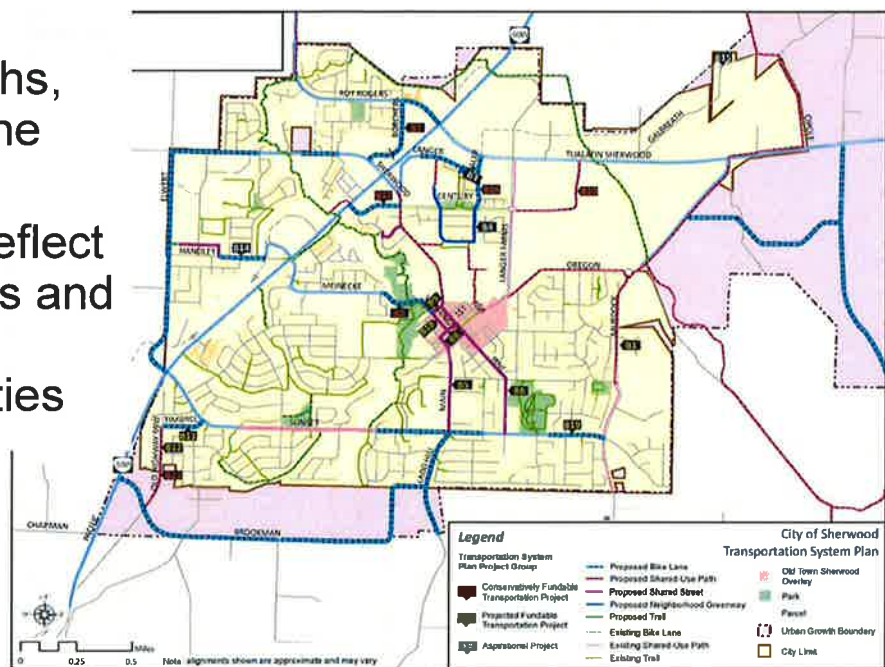
Pedestrian Projects

- Sidewalk infill, paths, crossing enhancements
- Centralized focus of limited funds



Bicycle Projects

- Exclusive lanes, paths, shared lane
- Proposed facilities reflect constraints and system opportunities



Future Refinement Areas

- Brookman Road function and design
- Highway 99W cross sections
- Local transit service enhancements
- Parking management plan
- Bypass route support



Development Code

- Traffic Impact Analysis (TIA)
- Connectivity for large driveways
- On-street loading in Old Town
- Short-term and long-term bicycle parking
- Removal of capacity allocation program (CAP)



Comprehensive Plan

- Transportation planning coordination
- Performance targets and measures
- Through traffic
- Role of private development
- Town Center Plan



Next Steps

- Upcoming events
 - Public comments due (4/9)
 - Planning Commission hearing (tentatively 5/27)

Discussion

- Project lists
- Future refinements
- Code elements

Medical Marijuana

What's going on?

1998 - Oregon voters approved Measure 67 which allowed the medical use of marijuana with specific limitations.

1999 - The Oregon Medical Marijuana Program (OMMP) was implemented. In its first year, the program served approximately 600 patients. By July 2010, the program had grown to serve more than 45,000 registered patients. The law permits patients to:

- Possess a limited amount of marijuana;
- Grow their own marijuana; or
- Purchase medical marijuana from a registered grower (based on reimbursement).

2013 - The Oregon legislature passed House Bill 3460 which established a system to allow medical marijuana dispensaries. Dispensaries are limited through this bill in that:

- The dispensary must be located in an area zoned for commercial, industrial, mixed use, or agriculture and may not be located at the same address as a marijuana grow site.
- Must be a registered business in the state of Oregon
- Must not be located within 1,000 feet of a public or private school (elementary, secondary, or career school attended primarily by minors)
- Must not be located within 1,000 feet of another medical marijuana facility
- Must install a security system
- Must test for pesticides, mold, and mildew and return the plants that test positive back to the patient or the patients designated caregiver.

2014 - The Governor signed SB 1531 into law. SB 1531 provides local governments with the statutory ability to impose a moratorium on operations of registered marijuana facilities for one year. The moratorium must be enacted no later than May 1, 2014 and can only be in effect until May 1, 2015. The bill does not allow a local government to prohibit medical marijuana dispensaries beyond that date.

2014 – Consistent with SB 1531 the Sherwood City Council imposed a moratorium on medical marijuana dispensaries until May 1, 2015.

Does this mean that there will not be any medical marijuana dispensaries in Sherwood?

No, as indicated above, the moratorium on facilities is allowed until May 1, 2015. Right now, we have to work under the assumption that at the time that the moratorium expires, we will need to have regulations in place to determine where dispensaries should be allowed, and under what conditions.

There are people and legislators pushing to allow local governments prohibit these facilities from their respective communities, and there are likely going to be other marijuana related issues on the November 2014 ballot which may change this answer, but given what we know now, there is a need for a community wide discussion and the Planning Department is initiating the discussion through this public work session.

4-8-14
Date

Gov. Body PCE Work Session

1
Agenda Item

2
Exhibit #

How can we regulate where they are?

As previously indicated, State law already requires that they be located in areas zoned for commercial, industrial, mixed use, or agriculture, and at least 1,000 feet from any public or private school. We do not have to allow them in all zones, but we do need to think about and understand what the most appropriate zone is for such a use. Since the City does not have any lands zoned agricultural or mixed use, we will need to decide whether to permit them within the commercial or industrial zone, and then which commercial or industrial zone designation.

What else can we do to regulate them?

It's up to the community. We could allow them outright or through a conditional use permit. Without specific regulations, the Conditional Use option is the most appropriate route, but if the community can agree on a specific set of criteria for the use, then we can allow them outright subject to a Site Plan Review.

What are other communities doing?

It varies; most of our neighbors are choosing to impose a moratorium consistent with SB 1531. We are lucky in that many communities across Washington and Colorado that want to regulate marijuana use have already gone through what we are going through now, and we can research what has worked, and what has not.

Several Cities in those states have imposed regulations that require that dispensaries be operated in a safe manner that does not endanger the public welfare, and mitigates potential negative impacts caused on surrounding properties.

Some cities have imposed further limitations on the distance that such facilities must be from other public spaces like parks, licensed child care facilities, multi-family units, etc.

Some jurisdictions regulate the appearance of the building by imposing additional screening and lighting requirements, and some go so far as to limit the hours of operation.

Whatever regulations are imposed on these facilities, if it gets to that point, will likely be required to be reasonable in that if the community tries to prohibit them through regulations, we will likely be subject to future litigation.

Given what you have learned, please share your thoughts and concerns.

Where should they be allowed?

What type of process should they be subject to?

What types of regulations would you want to impose on medical marijuana dispensaries?

TSP Update

1. Repeal of the CAP ordinance
 - a. Relevant history of why the CAP was initiated
 - b. What type of business development does the CAP currently impact the most.
 - c. Properties that have trip CAP limitations which would be impacted by repeal (Pfeiffer Property)

2. Brookman Road Area
 - a. The County would like to see this as a 5-lane Arterial
 - b. Coordination of City and County TSP's
 - c. Notice to the property owners and future refinement to the concept plan
 - d. What are we looking at and why

3. Signalized Intersections
 - a. Intersections in general are subject to change over time. Ability to add or remove signals, change to roundabouts, or other intersection modifications is the main intent.
 - b. Intersections identified in the TSP have impacts as identified by modeling and safety issues.

4. Notification of SDC Rate Studies and Updates
 - a. Planned major reduction of City Transportation SDC rates.
 - b. Possible elimination of City Transportation SDC rates for certain classifications of uses.

PLANNED UNIT DEVELOPMENT

PUDs integrate buildings, land use, transportation facilities, utility systems and open space through an overall site design on a single parcel of land or multiple properties under one or more ownerships. The PUD process allows creativity and flexibility in site design and review which cannot be achieved through a strict adherence to existing zoning and subdivision standards. PUDs are a type V with approval by the CC after PC rev

Some Talking Points

- Is the process right with a preliminary review by PC, then approval by CC and then back to the PC for final development plan review?
- Should all design standards be available for modification in a PUD?
- The Code requires an architectural pattern book, which is a general design manual for what the structure types must look like. When is the best time to require the pattern book, at preliminary approval or at final development plan review by PC?
- How detailed should the architectural pattern book be?
- Is the amount of open space required adequate (15)% of buildable area or should it be based on number of units in the PUD rather than the size of original area?
- What is the size of the open space portion of a PUD that should be dedicated (and maintained) by the City?
- Should there be a minimum area that could be a PUD currently it is five acres unless constrained or environmentally sensitive.
- Should a commercial property allow residential uses in PUD in commercial zone without the residential use being secondary as required in standard commercial zone?

DESIGN STANDARDS FOR MULTI-FAMILY

Context: We do not have design standards for any type of residential housing. Multi-family must follow the standards similar to commercial: primary entrances located near street, adjacent to street and oriented to pedestrian, windows etc...or in alternative may use the commercial design matrix.

Some Talking Points

- What architectural elements would you like to see in Multi-family developments?
- What are general concerns related to site development that you have about multi-family developments?
- Do you have any concerns with existing rules or how the buildings are oriented?

CONDITIONAL USES

CONTEXT Conditional uses are land uses that require additional scrutiny because of the nonspecific nature of the use and requires review by the Hearings Officer. For example, a vehicle repair facility is a conditionally permitted use in the light industrial zone. The hearing officer reviews to see if the location is suitable for the use requested.

Some Talking Points

- Is the Hearing Officer the suitable review of a conditional use permit?
- Take a look at some of the conditional uses in the Commercial zone, in office commercial for example-hotels and motels are C but permitted in the RC or GC zone, is that appropriate?
- In Industrial zones, 10 % retail use, like selling something incidental to the primary use requires a conditional use permit, is that appropriate?

OLD TOWN STANDARDS

Some Talking Points

- Is Type IV (Planning Commission review) process necessary for ALL development projects in Old Town including remodels, parking lots, accessory structures
- Have the Old Town Design standards kept up with the community's vision for Old Town?
- Should all buildings (not just historic) in Old Town receive the same level of review process?
- Should all residential properties fall under the Old Town Design standards?
- Is the Old Town boundary still accurate?

Town Center Implementation

CONTEXT Our revised Town Center boundary was established last year. It is bounded by Langer Farms Parkway to the east, the Sherwood Cannery Square in the south, Cedar Creek Trail to the West and SW Tualatin-Sherwood Road and Highway 99W to north. We began the discussion of what the Town Center vision should include, but to take it a step further would require Code changes and prioritization of urban design elements.

Some Talking Points

A survey was done last year and had input on the following issues, what are your thoughts?

- Make it easier for Old Town Property owners to make minor changes to their property
- Improve/Unify signage around the Town Center area
- Design Gateway features
- Allow civic uses outright in the Commercial Zone
- Allow Townhomes in the Medium Density Residential zone in Old Town
- Restrictions on auto dependent uses in the Town Center, like drive throughs, big box retailers, or car repair and service
- Make it easier to get around by bike and fill in sidewalk gaps

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission
Work Session Meeting Minutes
April 8, 2014

Planning Commission Members Present: Chair Jean Simson
Commissioner John Clifford
Commissioner Beth Cooke
Commissioner Lisa Walker

Staff Present: Julia Hajduk, Community Development Director
Brad Kilby, Planning Manager
Bob Galati, city Engineer
Kirsten Allen, Planning Dept. Program Coordinator

Planning Commission Members Absent: Vice Chair James Copfer

Legal Counsel: None

Council Members Present: Councilor Robyn Folsom

Others Present: Chris Maciejewski, DKS Associates
Darci Rudzinski, Angelo Planning Group

Note: The term for Commissioners Russell Griffin and Michael Cary expired on March 31, 2014. Commissioner Griffin attended the meeting. Commissioner Cary did not.

Planning Commission Work Session

1. Transportation System Plan Update Overview

Brad Kilby, Planning Manager, started the meeting at 6:10 pm with an introduction of Chris Maciejewski from DKS Associates and Darci Rudzinski from Angelo Planning Group; the consultants for the City's Transportation System Plan (TSP) Update. Mr. Maciejewski gave a presentation (see record, Exhibit 1) and said it contained a high level overview of the Transportation System Plan of the update process. He said the update looks twenty years out to the year 2035 and is intended to be more user friendly. A draft of the update is available online at <http://www.sherwoodoregon.gov/engineering/project/transportation-system-plan-tsp-update-project> and comments will be received through April 9, 2014 and a public hearing with the Planning Commission is tentatively scheduled for May 27, 2014.

Public Work Session

Brad Kilby, Planning Manager began the work session at 7:05 pm. Members of the community, Planning Commissioners, Staff and Consultants split up into four table groups. Groups discussed three topics: Medical Marijuana, The Transportation System Plan, and the Development Code. Each table was provided information about the topics (see record, Exhibit 2). After the roundtable each group gave a summary of the ideas and concerns expressed in the dialogue.

Sherwood Transportation System Plan Update – Bob Galati

- Time was used to inform the public of proposed changes to the Transportation System Plan.
- Main concern is Safety
- Brookman Road will need to be addressed
- General support for the removal of the Capacity Allocation Program
- Keep Sherwood open on all sides
- Use and modify transportation system best and most affordable ways possible

- Hwy 99 crossing should improve pedestrian safety and balance with traffic movement
- Concerns about using the Target and Albertsons parking lots as cut through areas

Development Code Issues (Code Clean up) – Julia Hajduk

- The Conditional Use process can be cumbersome and expensive
 - Possible staff level process with reduced fee structure
- Ideas for Multi-Family Development include:
 - Having an architectural variety on the front facade
 - Providing Open space
 - Should be proportionate to adjacent properties
 - Incentives for courtyards
 - Parking concerns
 - Process for converting existing buildings into multi-family
- Density increases should happen in the Sherwood Town Center area
Old Town Standards
 - Buildings should have cohesive architectural features similar to existing buildings
 - Different development process for buildings without significant changes within the overlay
 - Pedestrian only streets at center
 - Thematic areas

Medical Marijuana Dispensaries– Brad Kilby

- City has a moratorium through May 2015
- There are just over 4000 Medical Marijuana card holders in the Washington County
- Dispensaries should be 1000 feet from parks, residential areas, and daycare facilities
- Utilize the Conditional Use Process
- Use should be treated similar to liquor stores
- Similar to adult regulated businesses
- Locations should be out in the open, not hidden
- Not allowed in Neighborhood Commercial zones

Before adjourning, Brad reminded the public that there would be other opportunities to be involved in the processes as each of the topics discussed will need to go through the public hearing process with the Planning Commission and the City Council.

3. Adjourn

The meeting adjourned the meeting at 9:13 pm.

Submitted by:

Kirsten Allen

Kirsten Allen
Planning Department Program Coordinator

Approval Date: May 27, 2014