



*Home of the Tualatin River National Wildlife Refuge*

# **Planning Commission Meeting Packet**

**FOR**

**Tuesday, October 22, 2013**

**At 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  
October 22, 2013 – 7PM**

**Business Meeting – 7:00 PM**

- 1. Call to Order/Roll Call**
- 2. Agenda Review**
- 3. Consent Agenda: None**
- 4. Council Liaison Announcements**
- 5. Staff Announcements**
- 6. Community Comments**
- 7. Old Business**
  - a. Continued Public Hearing: *Community Center, Major Site Plan Modification (SP 13-02) (Brad Kilby)***

The Community Center was initially approved as a redesign/repurpose of the Machine Shop Building. (SP 12-01). Due to the demolition of the machine shop located at this location, this site plan approval will need to be modified. The application under consideration is a Major Site Plan Modification to approved site plan SP 12-01 to allow a new design for the Sherwood Community Center and a request for a Class A variance for a reduction in the required amount of window coverage on one side of the building. This development is located within the Sherwood Cannery Square PUD (PUD 09-01).

**8. New Business**

- a. Discussion regarding the Planning Commission appointment to the “Charter Committee” (Brad Kilby)**
- 9. Planning Commissioners’ Announcements**
- 10. Adjourn**

**Next Meeting: November 12, 2013 (*tentative work-session*)**



## MEMORANDUM

City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140  
Tel 503-625-5522  
Fax 503-625-5524  
www.sherwoodoregon.gov

Mayor  
Bill Middleton

Council President  
Linda Henderson

Councilors  
Dave Grant  
Robyn Folsom  
Bill Butterfield  
Matt Langer  
Krisanna Clark

City Manager  
Joseph Gall, ICMA -CM



2009 Top Ten Selection



2007 18th Best Place to Live



**DATE:** October 15, 2013  
**TO:** Sherwood Planning Commission  
**FROM:** Brad Kilby, AICP, Planning Manager  
**SUBJECT:** October 22<sup>nd</sup> Meeting Materials

The purpose of this memorandum is to provide you materials for the upcoming Planning Commission meeting on Tuesday, October 22, 2013. The meeting agenda is attached. As you may recall, the Sherwood Community Center (SP 13-01) major modification was continued to the 22<sup>nd</sup> at our last meeting. Please refer to the materials provided in your last packet including the exhibits that were handed out at the hearing with the staff report. Because of some of the public comments received during the last hearing, I felt it necessary to stress that this is a quasi-judicial hearing, and requires judging the application based on the approval criteria found in the Development Code.

Further, it is a major modification to a prior decision, and per section 16.90.030.A.1.b.3, "The scope of the review shall be limited to the modification request and does not open the entire site up for additional review unless impacted by the proposed modification. For example, a request to modify the parking lot shall require site design review only for the proposed parking lot and any changes to associated access, circulation, pathways, lighting, trees and landscaping."

In this case, the applicant has also requested a variance to the glazing standards of the Old Town Overlay. The Commission must determine whether the applicant's design has met the standards necessary to justify the variance, and whether the relief requested is the minimum necessary to overcome their hardship.

With the exception of some proposed revisions offered up by the applicant (2 pages), your materials are not being reproduced with this meeting packet. No other written testimony had been received as of this morning. All materials are available online. If you have problems accessing the information, please contact me at (503)625-4206.

In addition to the continued public hearing, we will be discussing an upcoming appointment to a committee that will review and consider possible recommended changes to the City Charter. I sent a link to the City Council packet on Monday. The Council packet contains the staff report and some important documents related to the "Charter Committee" (starting on page 26 of the packet). It may be relevant to your decision to appoint a liaison from the Planning Commission. I will update you regarding the Council's discussion of these items at our meeting.

Finally, Chair Simson has requested that we add a time for Commissioner Comments. We placed this at the end of the agenda, which is consistent with the location of the Council Comments agenda line item.

As always, please contact me if you have any questions or need any additional information. Thank you very much for volunteering your time and talents to making Sherwood a great place.







**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 with a Commission-optional 1 minute Q & A follow-up.
- 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.

\*\*\*\*\*

*I have read and understood the Rules for Meetings in the City of Sherwood.*

Date: 10/22/13 Agenda Item: Community Comments - Brookwood Rd. Annex

Please mark your position/interest on the agenda item

Applicant: \_\_\_\_\_ Proponent: \_\_\_\_\_ Opponent: X Other \_\_\_\_\_

Name: Neil Shannon

Address: 23987 S.W. Red Fern Rd

City/State/Zip: Sherwood

Email Address: NEILSHANN@MSM.COM

I represent: X Myself \_\_\_\_\_ Other

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

**Please give this form to the Recording Secretary prior to you addressing Planning Commission. Thank you.**



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\*\*\*\*\*

***I have read and understood the Rules for Meetings in the City of Sherwood.***

Date: 10/22 Agenda Item: "art" Center

Please mark your position/interest on the agenda item  
Applicant:      Proponent:      Opponent:      Other

Name: Lori Rondel

Address: 22710 SW ORCUTT BL

City/State/Zip: Sherwood OR 97140

Email Address: lorondel@hotmail.com

I represent:  Myself  Other

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*I have read and understood the Rules for Meetings in the City of Sherwood.*

Date: 10/22 Agenda Item: Community Center

Please mark your position/interest on the agenda item

Applicant:  Proponent:  Opponent:  Other

Name: Eugene Stewart

Address: PO Box 534

City/State/Zip: Sherwood, OR 97140

Email Address: Eugene S 103 @AOL.COM

I represent:  Myself  Other

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

**Please give this form to the Recording Secretary prior to you addressing Planning Commission. Thank you.**

10/22/2013

# Sherwood Community Center

Planning Commission Hearing

CITY OF SHERWOOD / ANKROM MOISAN  
22 OCTOBER 2013

10-22-13  
Date

PC  
Gov. Body

7.A  
Agenda Item

2  
Exhibit #



Ankrom Moisan Architects, Inc.  
ARCHITECTURE INTERIORS URBAN DESIGN BRANDING  
ankrommoisan.com

6720 SW Macadam Ave / Suite 100  
Portland, OR 97219  
503.245.7100

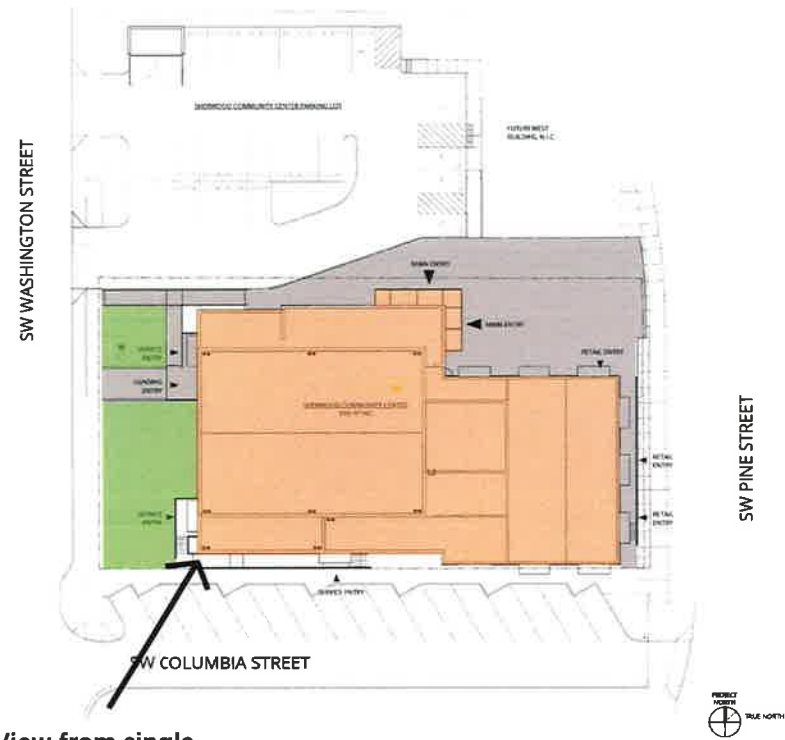
117 S Main St / Suite 400  
Seattle, WA 98104  
206.576.1600



Development Plan  
Sherwood Cannery Square



Site Plan



View from single family residence

SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

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Southwest Corner / Original Scheme



Southwest Corner / Proposed Revision









# Sherwood Community Center Major Modification

October 22, 2013  
Continued Public Hearing  
City of Sherwood Planning Commission



**Site Aerial**

10-22-13

Date

PC

Gov. Body

7.a

Agenda Item

3

Exhibit #



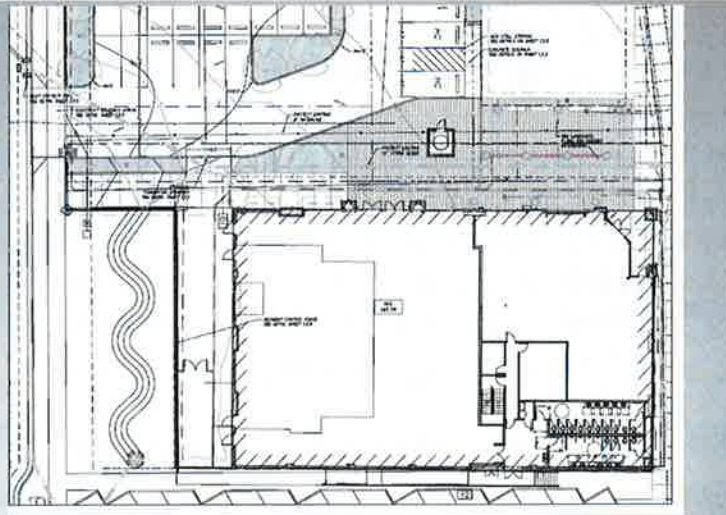
**Previously Approved Elevation**



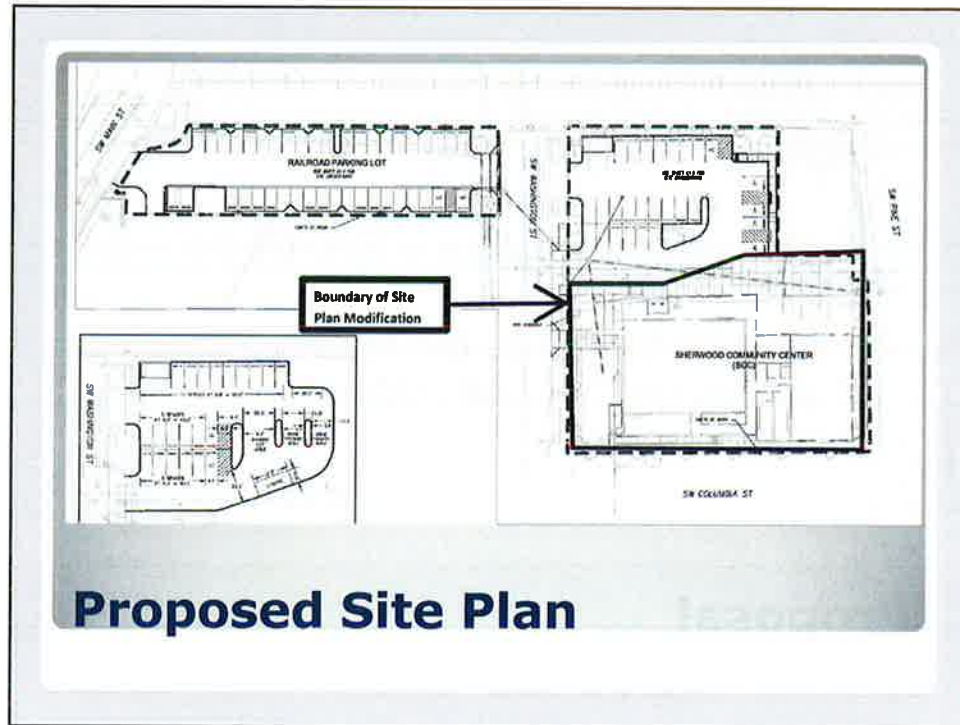
**Proposed Elevation**

- Major Modification of Site plan 12-01
- Final development plan - PUD 09-01
- A Variance to reduce the required amount of glazing on the south side of the building.

## **Proposal**

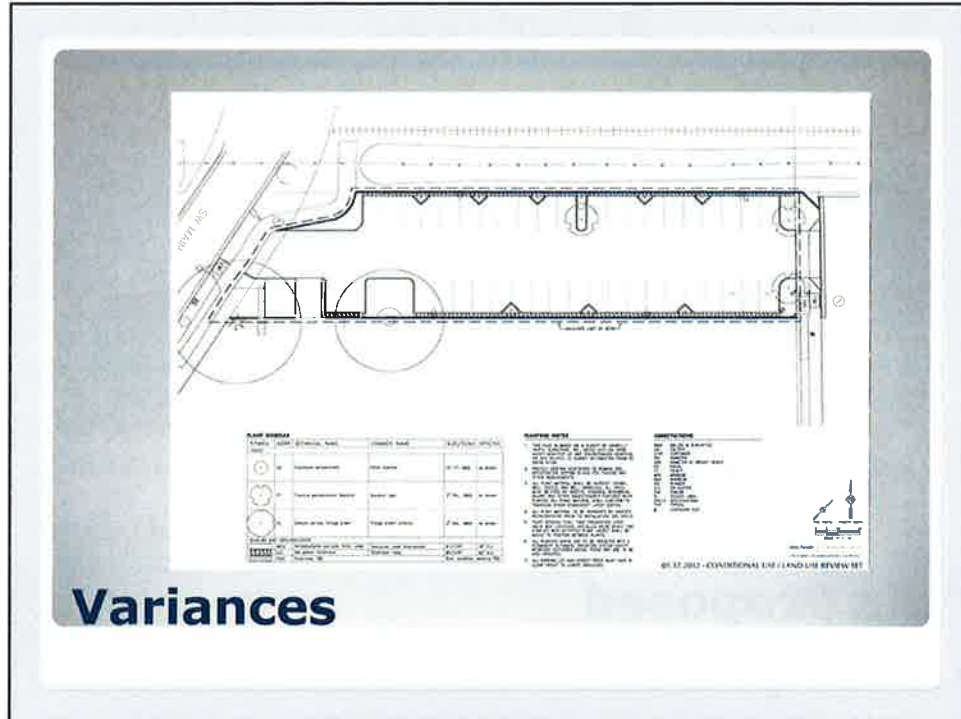


## **Approved Site Plan**



- Section 16.162.080.H (Ground Floor Windows) requires that windows occupy at least 50% of the length and 25% of the total ground-level wall area.
- The applicant does not meet the standard on the south and west building façades
- Limitations outside of the applicant's control – Street frontage onto three sides of the building, privacy issues for neighbors.
- Active sides of the building meet requirements

### **Variance**



## Variations

- The current proposal has 3,000 square feet of the 15,285 square foot building or 19.6%, complying with the maximum 40% commercial condition.
- Section 16.90.030.A.1.b.3 limits the scope of the review to the modification request. In this case, it's simply the building and any immediate impacts (i.e. landscaping).

## Clarifications



- Staff recommends that the Planning Commission approve the application with the proposed conditions subject to the following revisions.

## Staff Recommendation

- Amend condition #A.9 (Pg.75) to say, "The applicant shall continue to comply with the conditions of approval ~~for which were established as a part of the~~ PUD 09-01 and SP12-01 where not modified by SP 13-02.
- Strike condition #B.1 (pg. 75) as the applicant has provided calculations that illustrate the parking lot landscaping requirement of 10% is exceeded.
- Amend condition #B.4 (pg. 76) to read, " Prior to the issuance of building permits, the applicant shall provide a detailed elevation of the building ~~along~~ that illustrates that the proposed ~~building satisfyies~~ the standards of 16.162.080.K6
- Clean Water Services (Exhibit G)
- Pride Disposal (Exhibit H)
- ODOT (Exhibit I)
- Applicant's E-mail (Exhibit J)
- Applicant's Revised Exhibits (Exhibit K)

## Proposed Revisions



**City of Sherwood Oregon**  
Home of the Tualatin River National Wildlife Refuge

**Discussion**

**SHERWOOD COMMUNITY CENTER & WEST PHASE – PARKING ALLOCATION JANUARY 2012**

**Minimum Required Parking**

Category	Spots	Rate
Community Center	70	1000 sq ft @ 0.25 spots per sq ft @ 0.25
Community Center Annex	18 spots / 28,000 sq ft	0.25 spots per sq ft @ 0.25 spots per sq ft @ 0.25
Plaza Phase	10	1,000 sq ft @ 0.1 spots per sq ft @ 0.1
<b>Total Required</b>	<b>98 spots / 124 spots</b>	

**Parking Provided**

Category	Spots	Rate
Highway Parking Lot	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
West Phase	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
Community Center Annex	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
Plaza Phase	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
East Phase	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
NE Phase	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
South Phase	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
West Residential Phase	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
SE1 Residential Phase	10	1000 sq ft @ 0.25 spots per sq ft @ 0.25
<b>Total</b>	<b>110 spots / 134 spots</b>	

**Proposed Parking**

# **APPROVED MINUTES**

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**City of Sherwood, Oregon**  
**Planning Commission**  
**Work Session Meeting Minutes**  
**October 22, 2013**

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**Planning Commission Members Present: Staff Present:**

Chair Jean Simson

Vice Chair James Copfer

Commissioner John Clifford

Commissioner Beth Cooke

Joseph Gall, City Manager

Tom Pessemier, Assistant City Manager

Julia Hajduk, Community Development Director

Brad Kilby, Planning Manager

Michelle Burchfield, Administrative Assist I

**Planning Commission Members Absent:**

Commissioner Michael Cary

Commissioner Russell Griffin

Commissioner Lisa Walker

**Council Members Present:**

Mayor Bill Middleton

**Legal Counsel:**

Chris Crean

**1. Call to Order/Roll Call**

Chair Simson called the meeting to order at 7:14 pm.

**2. Agenda Review**

The agenda consisted of a continued public hearing for SP 13-02/ VAR 13-01 and new business regarding appointment of a Planning Commission member to the Charter Committee.

**3. Consent Agenda:**

There was no Consent Agenda

**4. Council Liaison Announcements**

Mayor Middleton reminded of the Veteran's Day Event on Monday, November 11, 2013 and asked Julia Hajduk, Community Development Director to address the Tualatin Sherwood/ 99W Corridor project.

Julia commented that at a previous Planning Commission meeting there was a lot of citizen input about the Tualatin Sherwood Road widening project and that City Council had a Washington County representative at this meeting. Julia informed that Commission that staff was directed by City Council to work with Oregon Department of Transportation (ODOT) and the County to get a right in access off of 99W north of the intersection for that project.

**5. Staff Announcements**

Brad commented that Planning Commission meetings for November and December would fall days before Thanksgiving and Christmas and suggested alternate dates for meetings because there were

five potential projects to come before the Commission. He suggested several alternative meeting dates and said he would utilize email to decide future meeting dates.

Brad reminded the Commission of the Annual Appreciation Dinner at City Hall December 3rd @ 6pm and said they would discuss the Planning Commission Report for that dinner at the Planning Commission Work Session on November 12<sup>th</sup>. Brad gave each of the Commissioners present a copy of the form (see record, Exhibit 1).

Brad reported that the first Citizen's Advisory Committee meeting for the Transportation System Plan Amendment was held on October 21, 2013 where they discussed what a Transportation System Plan is and what the committee's responsibilities will be regarding the Transportation System Plan (TSP) update. He said there were ten people appointed to the Committee with a good representation from various interests and Commissioner Russell Griffin as the Planning Commission liaison.

## **6. Community Comments**

**Neil Shannon**, Sherwood resident, commented that he wanted to take the opportunity to speak regarding the Brookman Road Annexation as the meeting was recorded and broadcast. He said he was in opposition to the partial annexation of Brookman Road, but in favor of the entire Brookman Road Concept Plan being adopted by the City. Mr. Shannon said two years ago, the residents of that area voted against the annexation and now a portion of the property owners are seeking to bring in roughly 97 acres of that Plan and he felt that it was diluting the opportunities available in the Brookman Road area. He said he a jigsaw boundary line for the City of Sherwood would create differences between neighboring property owners within and outside the City and would bring complexity to the planning of it. Mr. Shannon urged a vote against the annexation.

## **7. Old Business**

### **a. Continued Public Hearing – Community Center Major Site Plan Modification (SP 13-02/ VAR 13-01)**

Chair Simson read the public hearing statement and asked for any ex parte contact, bias or conflicts of interest.

Commissioner John Clifford disclosed that he had contact with Landscape Architect, Kurt Lango in a professional capacity that was unrelated to the project and there were no comments or discussion regarding the agenda item.

Vice Chair James Copfer disclosed that he was the technical director for the Foundation for the Performing Arts and the Voices for Performing Arts, but it would not affect his ability to make a decision.

Chair Simson disclosed that all of her previous contacts were in public meetings. She asked that those giving testimony to include their mailing address on the blue comment card if they would like to be notified of any action by mail.

Chair Simson turned the time over to Brad Kilby for the Staff Report.

Brad reviewed the information given at the previous public hearing (see record, Exhibit 2) and said the public hearing record had been held open to allow for additional testimony. He explained that the applicant had submitted revised plans that were included in the Planning Commission packet and reminded the Commission that the project was approved to convert the old Machine Works building in 2012, but the building was not structurally sound and was demolished. Brad showed illustrations of the approved building and the proposed new building. Brad said the new building will be in the same location, but not placed in the public right of way the way that the old building was. He explained that it was a major modification to and approved site plan (SP 12-01) with a final development plan approved as PUD 09-01. Brad showed the approved site plan and the proposed modified site and said there were three trees that would be removed to the north of the building.

Brad explained that there is a variance request to reduce the required amount of glazing on the south side of the building per *Section 16.162.080H (Ground Floor Windows)* that requires that windows occupy at least 50% of the length of and 25% of the total ground level wall area.

Brad said the current proposal has 3,000 square feet of commercial space to 15, 285 square feet of building or 19.6% of the building. He said the original decision allowed a 40/60 split and this is within the confines of what was approved.

Brad reviewed section 16.90.30.A.1.b.3 which limits the scope of the review for a modification request. He said it was suggested at the previous meeting that the Planning Commission could open up the discussion to review parking, landscaping, and other issues, but those items have no bearing on this request because the scope of this review is limited.

Brad showed an illustration of the southwest corner of the building as modified by the applicant and said the applicant would address the issue more fully. He said that staff recommended approval of the application with proposed conditions and reminded the Commission that there were some proposed revisions to those conditions.

Chair Simson asked for clarification on condition B.4 and suggested that the applicant had met the condition and could be removed. Staff concurred. The item was tabled until deliberations and Chair Simson turned the time over to the applicant.

**Tom Pessemier, Assistant City Manager** and Project Manager for the Community Center Project said they would go through some of the highlights of the project and any changes the Commission wanted to see. He introduced Keith Jones and Scott Wagner, the planner and architect for the project.

**Keith Jones, Harper Houf Peterson Righellis Inc.**( HHPR) explained that his firm had been working with the project since 2009 and said that he had requested that staff amend three of the conditions of approval: the landscaping requirement (B.1), the building base (B.4), and the parapet requirement (B3). He said that two of these conditions had already been satisfied and described the parapet requirement. Mr. Jones explained that the code requires the installation of a two-part parapet around the entire perimeter of the building and said that the applicant had suggested that the

two-part parapet does not work architecturally around all of the building. It can work on the retail portion, he said, but because of the mass of the building at the theater portion, it does not work with the architectural design. Mr. Jones said that this is justified by referencing the 2009 development approval that allowed some exceptions to the standards through the project PUD Architectural Pattern Book (which laid out the requirements that the phases of the PUD would follow). Mr. Jones stated that the Pattern Book identifies that the Machine Works phase of the PUD is not required to meet that Code provision in its entirety.

Mr. Jones commented on the changes made to the wall as requested by the Planning Commission and turned the time over to Scott Wagner.

**Scott Wagner, Ankrom Moisan Architects** gave a presentation (see record, Exhibit 3) that showed the site development. He said some sides of the building were more important such as Pine Street and the paseo facing Old Town. Mr. Wagner commented that Columbia Street was more subdued and Washington Street was the service side. He said the south side of the building benefits from the retail and becomes more service-oriented towards Washington Street. Mr. Wagner commented that the Planning Commission had asked what kind of neighbor the Community Center was architecturally on the lesser sides of the building. He said there was space available for landscaping on the Washington Street side and discussed the materials used, the elements used to break up the wall, and the lack of windows at the southwest corner. He said there were no windows because the space would be used for make-up and dressing rooms and they did not want light leaking onto the stage. Mr. Wagner said they considered comments and showed a revised elevation of the corner of the building. He said they were trying to respond to all of the issues and end up with a composition that makes sense for the building. Mr. Wagner described the use of stone, brick, and metal and the addition of glass windows on the south side. He talked about how the light from the window could be masked through curtains or blinds and pointed out that the windows were above the makeup light and mirrors. Mr. Wagner said that these changes addressed the visual concerns expressed by the Planning Commission.

Tom Pessemier asked to save the remainder of their time for rebuttal. The applicant used 10:41 minutes.

Commissioner John Clifford inquired about adding a metal awning to the new windows on the south in the future should there prove to be too much light coming through. Mr. Wagner confirmed and gave suggestions for blocking out light. Mr. Wagner explained that the intent now was to use a window treatment inside to black out the light. Discussion followed.

Chair Simson asked for public testimony.

**Lori Randel**, Sherwood resident said she did not care for the windows and asked if the idea of a mural was gone. Ms. Randel commented that she would like the City Council to hear that the smaller retail space in the center should be given to visual artists to do a cooperative gallery. She remarked that the original intent of the center was to have performing and visual arts in it. Ms. Randel encouraged others to tell the City Council that they would like to see the space offered up to visual artists for a cooperative gallery or classrooms for programing that is ready to go and funded through non- profits in town.

**Eugene Stewart**, Sherwood property owner said the building was not visually acceptable; not the color scheme, the design does not remind him of Old Town, and does not seem right. He commented that if this is the best we can have I guess we are stuck with it. Mr. Stewart commented on house the building height was measured and asked why there was not a requirement for a 6' planting strip as a visual break up from the residences behind it.

Mr. Stewart commented on the citizen involvement plan that Planning Director Brad Kilby had sent him and said he did not think we met Goal 1. He suggested that the Planning Commission and staff need to sit down and decide what the Citizen Involvement Plan is, start following it, and make it work.

With no public testimony, Chair Simson asked for rebuttal from the applicant.

Keith Jones commented that the maximum allowed height is 40feet and the proposed building height is 26 feet. Scott Wagner commented that the site falls about 30 inches on Pine Street and another three to four feet to the southwest corner [on Washington]. So the building proper from finished floor to top does not exceed the height. Keith Jones said his understanding was that the height was measured from the average grade. Brad Kilby added that it was measured from a reference datum that he could explain further, but the City would verify that the building did not exceed the height. Chair Simson said it was necessary.

Mr. Jones commented that because the property is within and PUD the streets were laid out as part of the approval. He said the streets are unique with the downtown streetscapes, curbed streets and green street planters. Mr. Jones noted that Columbia Street acts as a one-way connector with angled parking. Mr. Jones said he did not hear any other comments that were directed at the approval.

Chair Simson asked regarding the color palette.

Mr. Wagner said the Cannery Square Planned Unit Development (PUD) has its own set of color criteria with warm and natural tones that criteria were followed.

Commissioner Cooke asked regarding an empty planter along Columbia Street. Mr. Wagner answered that there were more trees and light poles not shown in the illustration.

Tom Pessemier added that having a mural was looked into but not being proposed. He said the wall is rough, but people do murals on brick walls from time to time, where they have to put a coating on the wall. He said it would be more difficult with the metal. Tom commented that it would not be very difficult to add a mural if the community wants to do it at a later time.

With no other questions for the applicant, Chair Simson closed the public hearing and asked for final comments from staff. None were received.

Chair Simson asked if the Commission was in favor of the changes recommended by staff to amend condition A.9 and to strike conditions B.1 and B.4. The Commission was.

Chair Simson asked for comments regarding the variance request regarding glazing. She explained that the variance can be approved if the standards are maintained to the greatest extent reasonably possible while permitting reasonable economic use of the land and asked if they had met the criteria. Vice Chair Copfer and Commissioner Clifford conveyed that they had.

Chair Simson concurred, saying that the Code encourages interesting and active ground floors where the activities are happening in the building. She commented that the activities are not happening on the southwest corner, but the applicant has brought pedestrian scale interest to the side of the building that is architecturally appealing. Commissioner Cooke agreed.

Brad Kilby asked if the Commission wished to discuss the parapets. Chair Simson answered that per the PUD, parapets were to be on all sides of the building and the applicant's testimony was that the former Machine Works Building, and the use of the building as a Community Center, would not work well with parapets on the theater side.

Vice Chair Copfer commented that there was discussion regarding the parapets two weeks ago and as shown on the final, it looked acceptable. Commissioner Clifford agreed.

Chair Simson added that the intent of the Code was to have a top, middle and base and the metal creates a top, middle and base consistent with the PUD.

**Motion: From Vice Chair Copfer for the Sherwood Planning Commission to approve the application for SP 13-02 Major Modification to the Site Plan for the Community Center accepting the changes proposed by staff and the revised elevation received with the windows and changes to architectural features and based on the applicant testimony, public testimony received, analysis, findings and conditions. Seconded by Commissioner John Clifford. All present Planning Commissioners in favor (Commissioners Cary, Griffin, and Walker were absent).**

## **8. New Business**

### **a. Discussion regarding the Planning Commission appointment to the "Charter Committee".**

Brad Kilby explained that a committee was being formed and every board and commission was asked to provide a liaison to assist in reviewing the City Charter. He said the charter was written in 2005 and this would be the first citizen review.

Julia added that it was recommended to review the charter for housekeeping about every five years and it was a good time to review. She said the Council has decided to utilize the knowledge and citizen connections from the different board and commission members along with three citizens at large. Julia said it would meet approximately twice a month until March in order to put it on the May 2014 ballot.

Mayor Middleton commented that the charter was like the City's constitution and was available on the City website (<http://www.sherwoodoregon.gov/citycouncil/page/city-charter>). He said in the past, the review has been done by a small group of Council members and once completed each item will be on the ballot separately. Mayor Middleton gave two examples of possible changes such as



changing the mayoral term from two years to four years and doing away with [Council] positions, having the top candidates with the majority of votes elected. Linda Henderson is in charge of the committee.

City Manager Joseph Gall added that the Charter Committee will be a very public process and anybody interested in serving can still be involved through that process.

Vice Chair Copfer and Commissioner Cooke were interested in serving with Commissioner Cooke being chosen because of past experience with charter review process in Lafayette, Oregon.

## **9. Planning Commissioner Announcements**

Chair Simson made known that she had attended a Washington County Transportation System Plan open house where she found out that Council had directed staff to work with the County. She said she was excited to see so many in attendance. Commissioner Cooke said she was also in attendance.

Brad Kilby said there was a training opportunity through the League of Oregon Cities on Saturday November 2, 2013 regarding land use and the City was hosting. He asked if there were any commissioners interested.

## 10. Adjourn

Chair Simson adjourned the meeting at 8:10 pm.

Submitted by:

Kirsten Allen

Kirsten Allen  
Planning Department Program Coordinator

Approval Date: December 10, 2013