



Home of the Tualatin River National Wildlife Refuge

PLANNING COMMISSION MEETING PACKET

FOR

**Tuesday, November 13, 2012
7:00 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
November 13, 2012 – 7PM**

AGENDA

- 1. Call to Order/Roll Call**
- 2. Agenda Review**
- 3. Consent Agenda:**
- 4. Council Liaison Announcements**
- 5. Staff Announcements**
- 6. Community Comments**
- 7. New Business**
 - a. Pankard Building (LA 12-01)**

The applicant is proposing to restore the entry and entry door to match historic façade, replace a door and window with new wall and brick veneer to match existing façade on Washington Street, and to install an automatic teller machine and night deposit box in the new wall.

8. Adjourn

Next Meeting: December 11, 2012

New Business Agenda

Item A

CITY OF SHERWOOD
Staff Report

October 24, 2012
File No: LA 12-01

The Pankhard Building Modifications

TO: Planning Commission

Pre-App. Meeting: N/A
App. Submitted: October 16, 2012
App. Complete: October 20, 2012
Hearing Date: November 13, 2012
120 Day Deadline: February 13, 2013

From:



Brad Kilby, AICP
Senior Planner

Proposal: The applicant is proposing a Landmark Alteration to modify the façade of the historic Pankhard Building by restoring the entry and entry door to match the historic façade at the corner of the building, to replace a door and window on Washington Street with a new wall and brick veneer that will match the existing façade, and to install an Automatic Teller Machine (ATM) and night deposit in the new wall for the site that is being remodeled to house the Sherwood branch of the Bank of Oswego. The property is zoned Retail Commercial (RC) within the Smockville area of the Old Town Overlay. The applicant's submittal materials are attached to this report as Exhibit A.

I. BACKGROUND

Owner: Fox Managemenet
Attn: John Estrem
2316 NE Glisan Street
Portland, OR 97232

Contact: John Estrem

Applicant: Phil Chek & Associates
148 B. Avenue, Suite 100
Lake Oswego, OR 97034

Contact: Phil Chek

B. Location: 22578 SW Washington Street. WCTM 2S132BC tax lot 4200.

C. Parcel Size: 7,841 square feet or 0.18 Acres

- D. Existing Development and Site Characteristics: The site is fairly flat and currently developed with an existing building that houses several small offices including the Sherwood Chamber of Commerce, a bakery, and several other small professional offices.
- E. Site History: The building has a storied history, and according to a 1996 appraisal found in City records was constructed around 1910 by the Cofelt Brothers Construction for the purposes of a hotel and bank. The building has also housed a saloon, and several other commercial and professional ventures. The Pankhard Building was once the location of the Sherwood City Hall offices.
- F. Zoning Classification and Comprehensive Plan Designation: The subject property is zoned (RC) Retail Commercial within the Smockville area of the Old Town Overlay zone, a designated historic district which seeks to preserve and enhance the area's commercial viability and historic character.
- G. Adjacent Zoning and Land Use: The subject property is adjacent to other Retail Commercially zoned and developed properties to the north and east. The railroad rail line is located south of the property, and properties across SW Washington of the site are zoned commercial. Properties immediately adjacent to the site are developed with businesses consistent with the rest of Old Town.
- H. Review Type: Because the proposed alterations are to a building located within the Sherwood Old Town overlay, the application is subject to a Type IV review which requires review and approval by the Planning Commission after conducting a public hearing. An appeal would be heard by the Sherwood City Council.
- I. Public Notice and Hearing: This application was processed consistent with the standards in effect at the time it was submitted. A neighborhood meeting was held on October 16, 2012 at the subject site in downtown Sherwood. The neighborhood meeting was attended by ten people, and according to the minutes provided by the applicant, there were no major concerns raised by the audience.

Notice of the application was mailed to property owners within at least 1,000 feet of the subject property and posted on the property and in five locations throughout the City on October 23, 2012 in accordance with Section 16.72.020 of the SZCDC. The notice was published in the November issue of the Sherwood Archer, and in the November 8th edition of the Tigard Times (a paper of general circulation) in accordance with Section 16.72.020 of the SZCDC.

- J. Review Criteria: Sherwood Zoning and Community Development Code, 16.162 (Old Town Overlay District), and where applicable 16.168 (Landmark Alteration).

II. PUBLIC COMMENTS

Public notice was mailed and posted on the property, and in five locations throughout the City on October 23, 2012. Staff received no public comments as of the date of this report. However, comments are accepted until the Planning Commission closes the public hearing.

III. AGENCY COMMENTS

Staff sent e-notice to affected agencies on October 25, 2012. The following is a summary of the comments received. Copies of full comments are included in the record unless otherwise noted.

Sherwood Public Works Department: Rich Sattler reviewed the application, and indicated that they have no comments for this property. His Comments are attached as Exhibit B.

Sherwood Engineering Department: Verbally, the City Engineer stated that since there are no changes to public services, they will not be providing comments.

Sherwood Building Department: Verbally, the Building Official stated that the applicant will be required to obtain necessary building permits for any proposed alterations to the structure.

Pride Disposal Co.: Kristin Leichner of Pride Disposal, indicated that there were no concerns for the proposal. Her comments are attached to this report as Exhibit C.

ODOT: ODOT has provided comments and stated that the site is not visible to the state highway, so they have no objections. Their comments are attached to this report as Exhibit D.

CWS and TVFR provided written comments indicating no objections to the proposal. Their comments are included as exhibits E and F.

Clean Water Services, Tualatin Valley Fire and Rescue, METRO, BPA, Raindrops to Refuge, Tri-Met, the Sherwood School District, Washington County, PGE, Kinder Morgan Energy, and NW Natural Gas were also notified of this proposal and did not respond or provided no comments to the request for agency comments by the date of this report.

IV. APPLICABLE CODE PROVISIONS

A. Division IX – Historic Resources

The applicable provisions of Division IX include:

16.162 Old Town Overlay District (OT)

16.162.060 Dimensional Standards

In the OT overlay zone, the dimensional standards of the underlying RC, HDR and MDRL zones shall apply, with the following exceptions:

- A. Lot Dimensions - Minimum lot area (RC zoned property only): Twenty-five hundred (2,500) square feet.**
- B. Setbacks - Minimum yards (RC zoned property only): None, including structures adjoining a residential zone, provided that Uniform Building Code, Fire District regulations, and the site design standards of this Code, not otherwise varied by this Chapter, are met.**

- C. Height - The purpose of this standard is to encourage 2 to 4 story mixed-use buildings in the Old Town area consistent with a traditional building type of ground floor active uses with housing or office uses above.**

Except as provided in Section 16.162.080, subsection C below, the maximum height of structures in RC zoned property shall be forty (40) feet (3 stories) in the "Smockville Area" and fifty (50) feet (4 stories) in the "Old Cannery Area". Limitations in the RC zone to the height of commercial structures adjoining residential zones, and allowances for additional building height as a conditional use, shall not apply in the OT overlay zone. However, five foot height bonuses are allowed under strict conditions. Chimneys, solar and wind energy devices, radio and TV antennas, and similar devices may exceed height limitations in the OT overlay zone by ten (10) feet.

Minimum height: A principal building in the RC and HDR zones must be at least sixteen (16) feet in height. (Ord. 2006-009 § 2)

- D. Coverage - Home occupations permitted as per Chapter 16.42 and Section 16.162.030 may occupy up to fifty percent (50%) of the entire floor area of all buildings on a lot. (Ord. 2002-1128 § 3; 94-946; 87-859)**

STAFF ANALYSIS: The property is zoned Retail Commercial (RC). The proposed development does not affect the existing dimensions of the lot, the existing building setbacks or height. There are no home occupations associated with this use or request.

FINDING: These criteria are not affected by the proposed alteration.

16.162.090 OLD TOWN SMOCKVILLE DESIGN STANDARDS

B. REMODELING OF EXISTING RESIDENTIAL AND COMMERCIAL STRUCTURES

Remodeling Standard 1: Original Elements

Elements that are original to a vintage, traditional or historic structure (defined in this standard as primary, secondary, or any structure 50 years or older that is eligible for landmark designation and professionally surveyed) are an important characteristic. These elements enhance appeal and retain the overall historic fabric of a neighborhood. In most cases, buildings with these original parts can and should be restored, first by restoring the original and, if that is not possible, replacing only those parts that are missing or badly damaged with in-kind material. With few exceptions, total replacements are unnecessary unless the original materials were not historically compatible or traditional at the time of construction. The Secretary of the Interior's Standards for Rehabilitation should be consulted in situations not covered by these standards. Where alterations to an exterior structure are proposed, they shall conform to the following:

- a. **Doors: The original door and opening shall be retained, unless beyond local repair. If a new door must be used the style should match the original whenever possible.**

STAFF ANALYSIS: The proposed alterations include reestablishing a corner entrance to the building. Placing a corner entrance into the building is consistent with early century architecture, the historical photo of the building provided by the applicant, and consistent with this standard. A second door off of SW Washington and a window are proposed to be replaced with an ATM and night deposit box. This door and the proposed ATM are not covered by this standard. In a cursory review by staff, the applicable Secretary of the Interior's Standards for Rehabilitation indicate that preservation is preferred over removing characteristics, but when removal is necessary, "New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment." And, "New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired." The space and building have been used as a bank in the past, and the applicant is proposing to mitigate the demolition by reinstating a corner entrance. The materials are distinct, differentiated from the old, and proposed in a way that does not compromise the overall characteristics of the property.

- b. **Windows: Original windows shall be retained and, if necessary, restored to working condition. If desired, they can be insulated using the energy conservation methods listed below. Original glass should be retained whenever possible. If all of the above is not possible, then the frame shall be retained and a true retrofit sash replacement shall be installed that matches the glass pattern of the original window.**

STAFF ANALYSIS: The proposed alterations would retain and restore all but two windows. One window would be removed to allow for the restoration of the original entry as described above, while the second window would be removed for the purposes of constructing the ATM and night deposit box. As mentioned previously, the proposed alterations are sensitive to the historic character of the building, and restore the space consistent with one of its original uses.

- c. **Chimneys: Chimneys made of brick or stone shall be retained, and repaired using proper masonry techniques and compatible mortar that will not chemically react with the original masonry and cause further deterioration. If the chimney is no longer in use, the opening should be covered with a metal or concrete cap. If the chimney is to be used, but has been determined to be unsound, the chimney masonry should be retained, as above, and a new flue inserted into the opening.**

STAFF ANALYSIS: There are no proposed chimneys proposed with this alteration.

- d. **Skylights: Skylights should be placed on the side of the structure not visible from the public right of way, and should be of a low profile type design.**

STAFF ANALYSIS: There are no proposed skylights with this alteration.

- e. **Gutters: Original gutters should be retained, if possible. Half round gutters and round downspouts are highly desirable, and can be obtained from local manufacturers.**

STAFF ANALYSIS: The plans do not include the removal or installation of gutters.

- f. **Architectural Elements: Window trim, corner board trim, sills, eave decorations, eave vents, porch posts, and other types of original architectural trim should be retained. If parts are missing, they should be replicated using the same dimensions and materials as the original. If only a portion is damaged, the portion itself should be repaired or replaced, rather than replacing the whole element.**

STAFF ANALYSIS: The applicant's architect indicates that all architectural elements, will be retained, and in the case where they are missing will be replaced or repaired utilizing the same materials at the same dimensions of the original improvements.

- g. **Siding: Original siding should be maintained; first repairing damaged sections then, if that is not possible, replacing damaged or missing sections with in-kind matching material. In some cases, original siding may have been overlaid during a later historic period with combed cedar siding, which is a historically appropriate material that may be retained if desired.**

STAFF ANALYSIS: The applicant has proposed to maintain the original siding, and repair any damaged areas with matching materials. The location where the new wall is to be constructed with the ATM and night deposit box will be finished with brick veneer to match the existing façade.

- h. **Weatherization & Energy Conservation: Modern energy conservation results can be obtained, by using traditional conservation methods. Attics and floors should be insulated to conserve heat loss in the winter and insulate against the heat in the summer. Windows and doors should be caulked around the inside trim, and copper leaf spring type weather stripping or similar installed to seal leaks. Storm windows (exterior or interior mounted) should be put up during the winter months to create insulation. Windows can be further insulated in winter using insulated-type curtains or honeycomb blinds; in summer, curtains or blinds reflect heat. Using deciduous trees and plants for additional sun protection.**

STAFF ANALYSIS: The applicant has indicated that windows and doors will be caulked around the inside trim, and copper leaf spring type weather stripping will be used to seal any leaks that are discovered.

FINDING: As proposed, the alteration appears to carry on the same theme and materials as the existing building. Original materials are maintained when feasible, and replaced or repaired with

like materials when necessary. The proposed alterations are keeping with the existing exterior design and materials; therefore, these criteria have been satisfied.

Remodeling Standard 2: Front Facing Presentation

Traditionally, the portions of a structure facing the public right of way were considered the most important for presenting an aesthetically pleasing appearance. Skylights were not used, and there was very little venting since the structures were not tightly enclosed and wrapped as they are today. Therefore, keeping all modern looking venting and utilities to the side that is not visible from the public right of way is important and greatly adds to the appearance.

- a. Skylights: Skylights shall be placed on the side of the structure not visible from the public right-of-way, and shall be of a low profile design.**
- b. Roof vents: Roof vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material. Where possible, a continuous ridge vent is preferred over roof jacks for venting purposes. In the case of using a continuous ridge vent with a vintage structure, care should be taken in creating inconspicuous air returns in the eave of the building.**
- c. Plumbing vents: Vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material.**

FINDING: The proposed alteration does not propose to modify the front facing presentation of the building with skylights, roof vents, or plumbing vents. These criteria are not applicable to the proposed improvements.

16.168 LANDMARK ALTERATIONS

16.168.020 ALTERATION STANDARDS

The following general standards are applied to the review of alteration, construction, removal, or demolition of designated landmarks that are subject to this Chapter. In addition, the standards and guidelines of any applicable special resource zone or historic district shall apply. In any landmark alteration action, the Landmarks Advisory Board shall make written findings indicating compliance with these standards.

1. Generally

- A. Every reasonable effort has been made by the property owner, in the City's determination, to provide a use of the landmark which requires minimal alteration of the structure, site, or area.**

STAFF ANALYSIS: The proposed alterations are proposed in a manner that attempts to restore the original building and use to a bank. This is consistent with the historical use of the building. The applicant has indicated that they will be using high quality materials that are compatible with the existing appearance of the building.

FINDING: The proposed alterations are made in a manner that minimizes the alterations to the original character of the building. This criterion is satisfied.

B. In cases where the physical or structural integrity of a landmark is questionable the proposed alterations are the minimum necessary to preserve the landmarks physical or structural integrity, or to preserve the feasibility of the continued occupation, or use of the landmark given its structural condition.

STAFF ANALYSIS: There has been no written or visible evidence provided to suggest that the structural integrity of the building is questionable.

FINDING: This criterion is not applicable to the proposed development.

C. In cases where the landmark has been significantly altered in the past, that it is technically feasible to undertake alterations tending to renovate, rehabilitate, repair or improve the landmark to historic standards given those prior alterations.

STAFF ANALYSIS: The outside of the building does not appear to have been significantly altered in the past. As proposed, the alterations would rehabilitate, repair, and improve the historic character of the building consistent with the criteria listed in the Old Town Smockville Design Standards as discussed above.

FINDING: The alterations are proposed in a manner that is intended to restore the character of the building and the use within the historical context of the site. This criterion is satisfied.

D. The compatibility of surrounding land uses, and the underlying zoning designation of the property on which the historic resource is sited, with the historic resources continued use and occupation, and with the renovation, rehabilitation, repair, or improvement of the resource to historic standards.

STAFF ANALYSIS: The proposed alterations would restore the structure for the purposes of one of it's originally intended uses, a bank. The rehabilitation of the corner entrance reinforces this effort, and the historic character of the building remains intact.

FINDING: The proposed alterations are compatible with the surrounding land uses, and consistent with the Old Town overlay standards. This criterion is satisfied.

E. Alterations shall be made in accordance with the historic character of the landmark as suggested by the historic resources inventory and other historic resources and records. Alterations to landmarks within special historic districts shall, in addition, be made in accordance with the standards and guidelines of that zone or district.

STAFF ANALYSIS: The proposed alterations include the rehabilitation of the corner entrance to its original form, and as discussed previously is consistent with the historic character of the building.

FINDING: The proposed alterations are in accordance with the historic character of the building, and are consistent with the applicable standards and guidelines within the Old Town Overlay, more specifically the Smockville Design standards. This criterion is satisfied.

F. Alterations that have no historic basis and that seek to create a thematic or stylistic appearance unrelated to the landmark or historic district's architectural history and vernacular based on the original architecture or later architecturally or historically significant additions shall not be permitted. (Ord. 2006-009 § 2; 94-990 § 1; 92-946; Ord. 86-851)

FINDING: The proposed alterations do not seek to create a theme or style that is different than the historic appearance of the structure. The proposal is consistent with the character of the area. This criterion is not applicable to the proposed alterations.

2. Architectural Features

A. The distinguished original qualities or character of a landmark shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided. Distinctive stylistic or architectural features or examples of skilled craftsmanship which characterize a landmark shall be preserved.

STAFF ANALYSIS: As mentioned previously, the proposed alterations would rehabilitate the main entrance to the building, and retain and restore all but two windows. One window would be removed to allow for the restoration of the original entry as described above, while the second window would be removed for the purposes of constructing the ATM and night deposit box.

FINDING: The proposed alterations are sensitive to the historic character of the building, and do not include the destruction of any distinctive architectural features or materials. This criterion is not applicable to the proposed alteration.

B. Deteriorated architectural features shall be restored wherever possible. In the event replacement is necessary, the new materials should match the material being replaced in composition, design, color, texture, and other visual qualities.

STAFF ANALYSIS: The applicant has proposed to maintain the original siding, and repair any damaged areas with matching materials. They have proposed to caulk the interior windows and door, and to use copper leaf spring type stripping to seal up any leaks.

FINDING: The proposed alterations restore the deteriorated architectural features consistent with the above standard. This criterion is satisfied.

C. Repair or replacement of missing architectural features should be based, wherever possible, on accurate duplications of said features, substantiated by historic, physical, or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

STAFF ANALYSIS: The applicant is proposing to make repairs with architecturally compatible materials utilizing the same dimensions.

FINDING: The replacement of the doors at the corner entry along with the repair of window trim, corner board trim, sills and other architectural features are proposed to be constructed of like materials with the same dimensions, and existing siding. As proposed, the alteration satisfies this criterion.

D. The surface cleaning of landmarks shall be undertaken using methods generally prescribed by qualified architects and preservationists. Sandblasting and other cleaning methods that will damage historic building materials shall not be undertaken.

STAFF ANALYSIS: The applicant has not proposed to sandblast or clean the building with any abrasive material that would damage the building.

FINDING: Even though the applicant has not proposed to sandblast or clean the building with any abrasive material that would damage the building, it may be necessary to clean areas of the building to make the improvements, therefore, the following ongoing condition should be required to ensure that the building is not damaged by any exterior cleaning method.

CONDITION: Any surface cleaning that is required for the purposes of this alteration shall be undertaken using methods generally prescribed by the applicant's architect. Sandblasting shall not be used as a method for cleaning.

E. Contemporary design for alterations and additions to landmarks may be allowed when such alterations and additions do not, in the City's determination, destroy significant historical, architectural, or cultural features, and such design is compatible with the size, scale, color, material, and character of the designated landmark or historical district.

STAFF ANALYSIS: A second door off of SW Washington and a window are proposed to be replaced with an ATM and night deposit box. The proposed alterations are sensitive to the historic character of the building and are consistent with the underlying design standards for the Old Town Smockville Overlay.

FINDING: The proposed alterations do not destroy the significant historical, architectural, or cultural features of the building, and are compatible with the building and district in which the building is located. This criterion is satisfied.

F. Whenever possible, new additions or alterations to landmarks shall be done in such a manner that, if such additions or alterations were removed in the future, the historic form and integrity of the landmark would be unimpaired. (Ord. 94-990 § 1; 92-946; Ord. 86-851)

STAFF ANALYSIS: The proposed addition of the ATM and night deposit box do not affect the structural integrity of the building. If they were removed, there is no evidence in the record to suggest that the building could not be further rehabilitated because of the removal of the alteration.

FINDING: The proposed alterations are consistent with the character of the existing building, and are proposed in such a manner that does not affect the historic integrity of the building. This criterion is satisfied.

STAFF RECOMMENDATION

Based upon review of the applicant's submittal information, review of the code, agency comments and consideration of the applicant's revised submittal, staff finds that the requested approval fully complies with the applicable standards of the SZCDC. Therefore, staff recommends land use **approval** of File No: LA 12-01 **with the following Condition.**

VI. CONDITION

1. Any surface cleaning that is required for the purposes of this alteration shall be undertaken using methods generally prescribed by the applicant's architect. Sandblasting shall not be used as a method for cleaning.

VII. ATTACHMENTS

- A. Applicant's submitted materials – Exhibit A
- B. Public Works comments – Exhibit B
- C. Pride Disposal Company comments – Exhibit C
- D. ODOT comments - Exhibit D



Home of the Tualatin River National Wildlife Refuge

Case No. _____
Fee 250 + 165 mt fee
Receipt # 462497
Date 10/17/12
TYPE V (PC - Landmark Alteration)

City of Sherwood Application for Land Use Action

Type of Land Use Action Requested: (check all that apply)

- Annexation
- Plan Amendment (Proposed Zone _____)
- Variance (list standard(s) to be varied in description)
- Site Plan (Sq. footage of building and parking area)
- Planned Unit Development
- Conditional Use
- Partition (# of lots _____)
- Subdivision (# of lots _____)
- Other: LANDMARK ALTERATION REVIEW

By submitting this form the Owner, or Owner's authorized agent/ representative, acknowledges and agrees that City of Sherwood employees, and appointed or elected City Officials, have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related specifically to the project site.

Note: See City of Sherwood current Fee Schedule, which includes the "Publication/Distribution of Notice" fee, at www.sherwoodoregon.gov. Click on Departments/Planning/Fee Schedule.

Owner/Applicant Information:

Applicant: PHIL CHEK & ASSOCIATES Phone: 503.224.4500
 Applicant Address: 148 B AVE SUITE 100, 97034 Email: phil@philchek.com
 Owner: JOHN ESTREM, FOX MUMT. Phone: 503.318.5046
 Owner Address: 2316 N.E. GLISAN ST, 97232 Email: john.estrem@gmail.com
 Contact for Additional Information: _____

Property Information:

Street Location: 22578 SW WASHINGTON ST; SHERWOOD, OR 97140
 Tax Lot and Map No: ID# 2S132BC04200 OLD TOWN OVERLAY:
 Existing Structures/Use: B OLL. COFFEE SHOP SHOCKVILLE.
 Existing Plan/Zone Designation: RETAIL / COMMERCIAL
 Size of Property(ies) 1000 SQ FT

Proposed Action:

Purpose and Description of Proposed Action: ① RESTORE ENTRY & ENTRY DOOR TO MATCH HISTORIC FACADE ② REPLACE DOOR & WINDOW ON WASHINGTON ST. W/ NEW WALL & BRICK VENEER TO MATCH EXISTING FACADE. ③ INSTALL A.T.M. & NIGHT DEPOSIT IN NEW WALL.

Proposed Use: BUSINESS BANKING CENTER

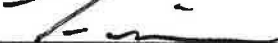
Proposed No. of Phases (one year each): 1

LAND USE APPLICATION FORM

Authorizing Signatures:

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.


I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.



Applicant's Signature

10/16/12

Date



Owner's Signature

10/17/12

Date

The following materials must be submitted with your application or it will not be accepted at the counter. Once taken at the counter, the City has up to 30 days to review the materials submitted to determine if we have everything we need to complete the review.

- 3 * copies of Application Form** completely filled out and signed by the property owner (or person with authority to make decisions on the property).
- Copy of Deed** to verify ownership, easements, etc.
- At least 3 * folded sets of plans**
- At least 3 * sets of narrative** addressing application criteria
- Fee** (along with calculations utilized to determine fee if applicable)
- Neighborhood Meeting Verification** including affidavit, sign-in sheet and meeting summary (required for Type III, IV and V projects)
- Signed checklist** verifying submittal includes specific materials necessary for the application process

*** Note that the required numbers of copies identified on the checklist are required for completeness; however, upon initial submittal applicants are encouraged to submit only 3 copies for completeness review. Prior to completeness, the required number of copies identified on the checklist and one full electronic copy will be required to be submitted.**

Order No. P0007621
After Recording Return To: John Estrem and Jane Carlsen 8355 Parrett Mountain Road Newberg, OR 97132
Name, Address, Zip
Until a change is requested send all tax statements to: John Estrem and Jane Carlsen 8355 Parrett Mountain Road Newberg, OR 97132
Name, Address, Zip

SPACE ABOVE RESERVED FOR RECORDER'S USE

STATUTORY WARRANTY DEED

Michael M. Seitz, Grantor, conveys and warrants to John Estrem and Jane Carlsen, as tenants by the entirety, Grantee, the following described real property free of encumbrances, except as specifically set forth herein situated in Washington County, State of Oregon, to wit:

The South 75 feet and 8 inches of Lot 5, and all of Lot 6, EXCEPT a parcel in the Northwest corner 24 feet and 4 inches wide North and South and 30 feet long East and West, all in Block 1, TOWN OF SHERWOOD (formerly TOWN OF SMOCKVILLE), in the City of Sherwood, County of Washington and State of Oregon.

Property Tax Account Number R0555303

This property is free from encumbrances, EXCEPT: Sherwood Urban Renewal Plan, as disclosed by Ordinance No. 2000-1098, recorded September 29, 2000 as Fee No. 2000-079381.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER SECTIONS 2, 3 AND 5 TO 22 OF CHAPTER 424, OREGON LAWS 2007 (BALLOT MEASURE 49 (2007)). THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER SECTIONS 2, 3 AND 5 TO 22 OF CHAPTER 424, OREGON LAWS 2007 (BALLOT MEASURE 49 (2007)).

The true consideration for this conveyance is \$1,295,000.00. (Here comply with the requirements of ORS 93.030)

Dated this _____ day of February, 2008

READ AND APPROVED



Michael M. Seitz

STATE OF CALIFORNIA }
County of _____ } ss

This instrument was acknowledged before me on this _____ day of February, 2008 by Michael M. Seitz.

Narrative Addressing Application Criteria for:

Bank of Oswego, Sherwood Business Banking Center

Proposed location:

22578 SW Washington Street

Sherwood, Oregon 97140

PER CITY OF SHERWOOD MUNI. CODE - CH. 16: ~~DT~~ OT OVERLAY DIST.
16.162.090 - DT SMOCKVILLE DESIGN STD'S :

Elements that are original to the historic structure are being maintained and/or restored.

- a. Doors: The door and door opening/vestibule is being restored to the historic condition. The door style will match the original.
- b. Windows: Original windows are being retained and restored, with the exception of the removal of one window on Railroad to allow for the restoration of the original entry and a second window on Washington Street to be infilled with a wall at the atm/night drop location.
- c. Chimneys: n/a
- d. Skylights: n/a
- e. Gutters: n/a
- f. Architectural Elements: Window trim, corner board trim, sills, and other types of architectural trim will be retained. In areas where parts are missing, they will be replaced/repared using the same dimensions and materials as the original. Existing awnings to remain.
- g. Siding: Original siding will be maintained, and any damaged areas repaired with matching material. This includes a section of wall where a new wall is to be built and finished with brick veneer to match the existing façade.
- h. Weatherization & Energy Conservation: Windows and doors shall be caulked around the inside trim, and copper leaf spring type weather stripping used to seal leaks.

16
11:00
5:30
6:30



PLANNING DEPARTMENT NEIGHBORHOOD MEETING PACKET

(Required for all Type III, IV or V projects)

Submit the following with land use application materials to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 625-5522.

The purpose of the neighborhood meeting is to solicit input and exchange information about the proposed development per Sherwood Zoning and Community Development Code 16.70.020.

The meeting must be held in a public location **prior** to submitting a land use application.

Affidavits of mailing to adjacent property owners that are within 1,000 feet of the subject application.

Sign-in sheet(s)

Summary of the meeting notes

(Projects requiring a neighborhood meeting in which the City or Urban Renewal District is the property owner or applicant shall also provide published and posted notice of the neighborhood meeting consistent with the notice requirements in 16.72.020.)

Affidavit of Mailing

DATE: 10-12-12

STATE OF OREGON)
)
Washington County)

I, Bridget Smith, representative for the 22578 SW WASHINGTON proposed development project do hereby certify that the attached notice to adjacent property owners and recognized neighborhood organizations that are within 1,000 feet of the subject project, was placed in a U.S. Postal receptacle on 10-11-12.

Bridget Smith

Representatives Name: BRIDGET SMITH
Name of the Organization: The Bank of Oswego



Interested community members are encouraged to attend this open house at our new location to learn of our plans:

TUESDAY OCTOBER 16, 2012

5:30 to 6:30 p.m.

Tim Heine, VP
Phone: 503-445-3138
E-mail: theine@bankofoswego.com

NEIGHBORHOOD MEETING SIGN IN SHEET

Proposed Project: The Bank of Oswego - Sherwood Business Banking

Proposed Project Location: 22578 SW Washington St. Ctr.

Project Contact: Bridget Smith / Tim Heine

Meeting Location: 22578 SW WASHINGTON ST., SHERWOOD

Meeting Date: 10-15-12

Name	Address	E-Mail	Please identify yourself (check all that apply)			
			Resident	Property owner	Business owner	Other
Jim Haynes	22300 SW Schmelzer	JG.HAYNES@OSWEGO.COM			X	
Nancy Bruton	225106 SW Washington #101	chamber@sherwoodchamber.org			✓	
Kerry Martin	22566 SW Washington #213	Kelly@kellymartinagency.com			✓	
John Y. Lee	22515 SW Washington St	John.Lee6@usbank.com				
MARK ADAMS	310 N. SITTZ ST.	MARKADAMS@BANKOFOSWEGO.COM				✓
Alan Federici	9978 NW Abbey Rd.	alanfederici@gmail.com				✓
LEANNA KURTSON	17059 SW Cobble Ct.	leanna@innovationsigns.com		X	X	

Continued sign-in sheet for proposed project:

Date:

Name	Address	E-Mail	Please identify yourself (check all that apply)			
			Resident	Property owner	Business owner	Other
Bill Montgomery	13379 Bill Mt 97224	willmont@comcast.net	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lynn Haynes	20300 SW Schaefer Rd	SKOTSYS@comcast.net	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scott Haynes	20300 SW Schaefer	Schaynes@comcast.net	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

October 17, 2012

TO: City of Sherwood

FROM: The Bank of Oswego – Sherwood Business Banking Center

PREPARED BY: Bridget Smith, Director of Marketing & Public Relations

NEIGHBORHOOD MEETING SUMMARY – 22578 SW WASHINGTON STREET

A neighborhood meeting was held October 16, 2012 from 5:30 – 6:30 pm at 22578 SW Washington Street in Old Town, Sherwood, Oregon- in compliance with the City's Planning Department's directive. Over 250 business owners, residents and property owners, whose physical address is within 1000 feet of the location, were invited.

Representing The Bank of Oswego were Tim Heine, VP Community Banking and Ms Bridget Smith, Director- Marketing & Public Relations. Special guest was Phil Chek of Chek and Associates, the design firm retained by the bank for the renovation of the leased property; he will serve as project manager. 10 guests were present (see attached sign-in sheet).

Mr. Heine shared the vision for the bank's relocation from its current site in Six Corners to its new location in Old Town Sherwood. Estimated date of opening is January 15, 2013. This move to the historic D.M. Pankhard Building indicates a level of commitment by the bank to promoting and sustaining economic growth in Sherwood. The bank truly believes in the City's vision of economic redevelopment of Old Town.

Mr. Chek provided design boards and blueprints of the renovation of the space. Questions were fielded by Chek, Smith and Heine with regards to the restoration of the building and use of the proposed community room for civic and business meetings. An enthusiastic discussion grew surrounding the revitalization of this cornerstone location in Old Town, fueled by both the Executive Director of The Chamber of Commerce and its current Board President. Refreshments were provided by the local bakery, Sweet Story; also located in the historic Pankhard Building.

Phil Chek Associates
148 B Avenue, Suite 100
Lake Oswego, OR 97034
503.224.4500

STOREFRONT
PERMIT
SET

Project Owner

FOX MGMT
2316 NE GLISAN ST
PORTLAND, OR 97232

Project Name

BANK OF OSWEGO-SHERWOOD
BUSINESS BANKING CENTER
22578 SW WASHINGTON ST
SHERWOOD, OR 97140

Revisions

Date	Description
00.00.11	

Date: 10.17.2012

Sheet Title

PLAN VIEW

Drawn by: NS

Checked by: PC

Sheet No.

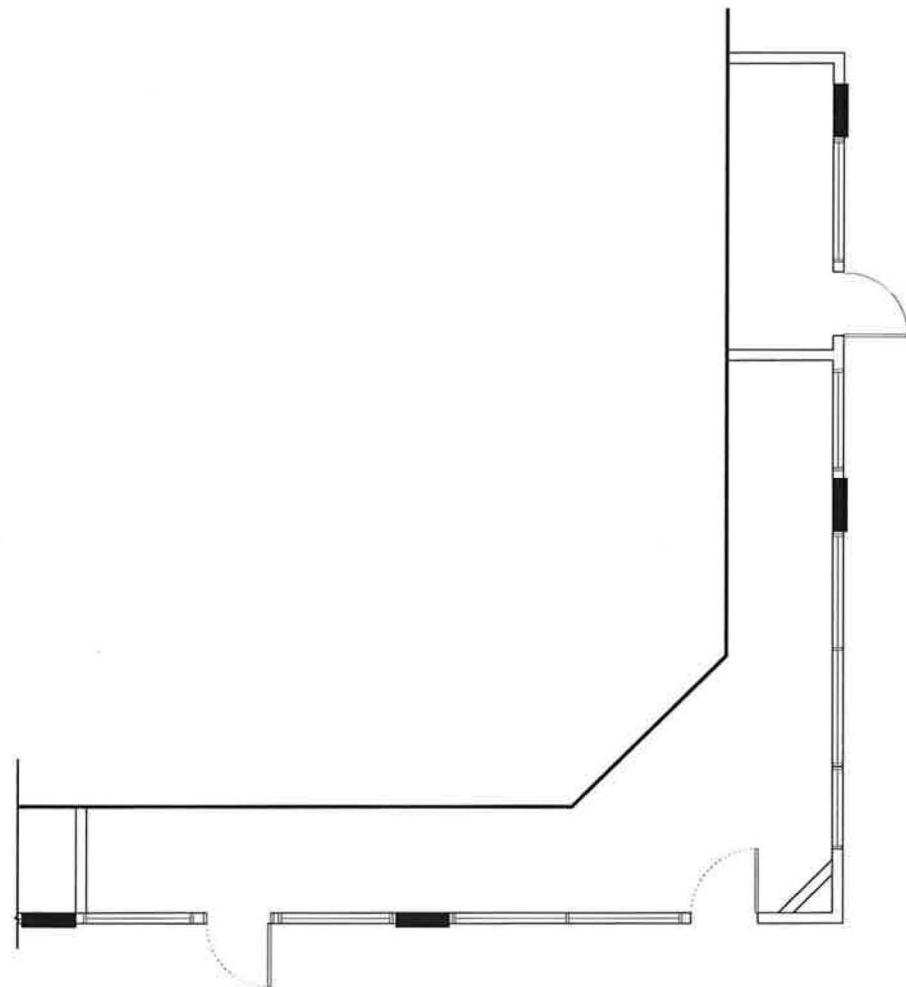
A1.0



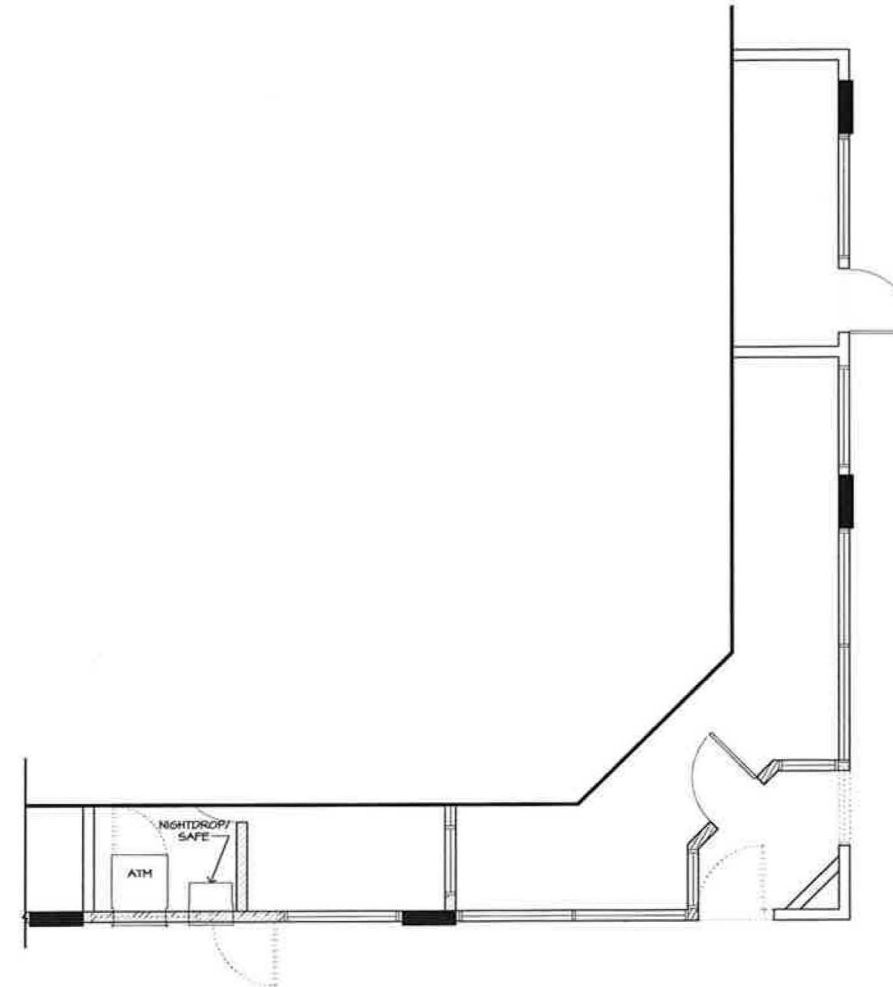
The
BANK of OSWEGO
— SHERWOOD —
Business Banking Center



HISTORIC PHOTO
OF BUILDING FACADE:
RESTORE ENTRY TO
MATCH HISTORIC
CONDITION



PLAN VIEW: EXISTING
SCALE: 1/4" = 1'-0"



PLAN VIEW: PROPOSED
SCALE: 1/4" = 1'-0"

KEY

- EXISTING WALLS
- - - NEW WALLS
- AREAS TO BE DEMO'D
- COLLINGS

Phil Chek Associates
148 B Avenue, Suite 100
Lake Oswego, OR 97034
503.224.4500

STOREFRONT
PERMIT
SET

Project Owner

FOX MGMT
2316 NE GLISAN ST
PORTLAND, OR 97232

Project Name

**BANK OF
OSWEGO-
SHERWOOD**
BUSINESS BANKING CENTER
22578 SW WASHINGTON ST
SHERWOOD, OR 97140

Revisions

Date	Description
00.00.11	

Date: 10.17.2012

Sheet Title
**EXTERIOR
ELEVS**

Drawn by: NS

Checked by: PC

Sheet No.

A1.1



RAILROAD STREET ELEVATION: EXISTING

SCALE: 1/4" = 1'-0"



RAILROAD STREET ELEVATION: PROPOSED

SCALE: 1/4" = 1'-0"



WASHINGTON STREET ELEVATION: EXISTING

SCALE: 1/4" = 1'-0"



WASHINGTON STREET ELEVATION: PROPOSED

SCALE: 1/4" = 1'-0"

NOTE:
ALL GRADES SHOWN ARE APPROXIMATE.
CONTRACTOR SHALL VERIFY ALL
EXISTING AND FINISH GRADES.



NOTICE OF APPLICATION AND REQUEST FOR COMMENTS

Notice Date: October 25, 2012
Please submit comments by: November 5, 2012

Notice is hereby given that a hearing is tentatively scheduled with the City of Sherwood Planning Commission on November 13, 2012 to consider the following application. The property is zoned Retail Commercial (RC) within the Smockville area of the Old Town Overlay. This project will be known as the Pankhard Building Alteration proposal for the purposes of commenting.

Case File No.: LA 12-01 **Tax Map/Lot:** 2S132BC tax lot 4200
Property Location: 22578 SW Washington Street **Owner:** John Estrem, Fox Management
2316 NE Glisan Street
Portland, OR 97232
Applicant: Phil Chek & Associates
148 B Avenue, Suite 100
Lake Oswego, OR 97034
Staff Contact: **Brad Kilby, Senior Planner** 503-625-4206
Kilbyb@sherwoodoregon.gov

Proposal: Known as LA12-01, the applicant is proposing a Landmark Alteration to modify the façade of the historic Pankhard Building by restoring the entry and entry door to match the historic façade at the corner of the building, to replace a door and window on Washington Street with a new wall and brick veneer that will match the existing façade, and to install a Automatic Teller Machine (ATM) and night deposit in the new wall for the site that is being remodeled to house the Sherwood branch of the Bank of Oswego.

Applicable Code Criteria: Sherwood Zoning and Community Development Code, SZCDC, Sherwood Zoning and Community Development Code, 16.22 (Commercial Land Use Districts -RC); 16.162 (Old Town Overlay District), and applicable provisions of 16.168 (Landmark Alteration).

COMMENTS – Pankhard Building Alteration

- No comment.
- We encourage approval of this request.
- Please address the following concerns should this application be approved:

- We encourage denial of this request for the following reasons:

Please feel free to attach additional sheets as needed to complete your comments.

Comments by: _____ R. Sattler _____ Date: 10/30/12 _____
Address: _____ Tel.: x2319 _____ (optional)
_____ Email: _____ (optional)

Bradley Kilby

From: Kristin Leichner <kristinl@pridedisposal.com>
Sent: Thursday, October 25, 2012 4:06 PM
To: Bradley Kilby
Subject: RE: Pankhard Building Alteration Call for Comments

We have no comments on these changes. Thanks Brad!

Kristin Leichner
Office Manager
Pride Disposal Co.
(503) 625-6177

From: Bradley Kilby [<mailto:KilbyB@SherwoodOregon.gov>]
Sent: Thursday, October 25, 2012 3:55 PM
To: 'Wendy.S.ELSTUN@odot.state.or.us'; 'baldwinb@trimet.org'; 'rmk@nwnatural.com'; Brad Crawford; 'Charles.redon@state.or.us'; 'crbelt@bpa.gov'; Craig Sheldon; 'paulette.Copperstone@oregonmetro.gov'; 'ehays@sherwood.k12.or.us'; 'karen.mohling@tvfr.com'; Kristin Leichner; 'kurt.A.MOHS@odot.state.or.us'; 'd5b@nwnatural.com'; Bob Galati; 'raindrops2refuge@gmail.com'; 'mwerner@gwrr.com'; 'Raymond.Lambert@pgn.com'; 'Naomi_Vogel@co.washington.or.us'; 'Kevin_Rolph@kindermorgan.com'; 'r2g@nwnatural.com'; 'Seth.A.BRUMLEY@odot.state.or.us'; 'brian.harper@oregonmetro.gov'; 'stephen_roberts@co.washington.or.us'; 'steven.b.schalk@odot.state.or.us'; 'john.wolff@tvfr.com'; Andrew Stirling; 'humphreysj@CleanWaterServices.org'; 'tumpj@trimet.org'; 'spieringm@CleanWaterServices.org'; 'Region1DEVREVApplications@odot.state.or.us'; 'Paulette.Copperstone@oregonmetro.gov'
Cc: Julia Hajduk; Bob Galati; Jason Waters; Stephanie Guediri; Scott McKie
Subject: Pankhard Building Alteration Call for Comments

Good Afternoon All,

I am attaching a request for comments for a Landmark Alteration in Old Town Sherwood. Thanks for your time.

Brad Kilby, AICP, Senior Planner
22560 SW Pine Street
Sherwood, Oregon 97140
503-625-4206



Please consider the environment before printing this e-mail.

This email may contain confidential information or privileged material and is intended for use solely by the printing, disclosure, distribution, or other use by any other person or entity is strictly prohibited and may be have received this email in error, please immediately notify the City of Sherwood at (503) 625-5522 and d

Bradley Kilby

From: ELSTUN Wendy S *ODOT <Wendy.S.ELSTUN@odot.state.or.us>
Sent: Monday, October 29, 2012 9:26 AM
To: Bradley Kilby
Cc: KRIEGER Frances M
Subject: RE: Pankhard Building Alteration Call for Comments

Good morning Bradley
ODOT's Sign Program has "No Comment" The sign would not be visible to a state highway and would not be subject to state sign regulations
Thank you for the opportunity to submit comments
Wendy

Wendy S Elstun
Program Coordinator, ODOT
Outdoor Advertising Sign Program
503-986-3650fx 503-986-3625

From: Bradley Kilby [<mailto:KilbyB@SherwoodOregon.gov>]
Sent: Thursday, October 25, 2012 3:55 PM
To: ELSTUN Wendy S *ODOT; 'baldwinb@trimet.org'; 'rmk@nwnatural.com'; Brad Crawford; REDON Charles; 'crbelt@bpa.gov'; Craig Sheldon; 'paulette.Copperstone@oregonmetro.gov'; 'ehays@sherwood.k12.or.us'; 'karen.mohling@tvfr.com'; 'kristinl@pridedisposal.com'; MOHS Kurt A; 'd5b@nwnatural.com'; Bob Galati; 'raindrops2refuge@gmail.com'; 'mwerner@gwrr.com'; 'Raymond.Lambert@pgn.com'; 'Naomi_Vogel@co.washington.or.us'; 'Kevin_Rolph@kindermorgan.com'; 'r2g@nwnatural.com'; BRUMLEY Seth A; 'brian.harper@oregonmetro.gov'; 'stephen_roberts@co.washington.or.us'; SCHALK Steven B; 'john.wolff@tvfr.com'; Andrew Stirling; 'humphreysj@CleanWaterServices.org'; 'tumpj@trimet.org'; 'spieringm@CleanWaterServices.org'; Region 1 DEVREV Applications; 'Paulette.Copperstone@oregonmetro.gov'
Cc: Julia Hajduk; Bob Galati; Jason Waters; Stephanie Guediri; Scott McKie
Subject: Pankhard Building Alteration Call for Comments

Good Afternoon All,

I am attaching a request for comments for a Landmark Alteration in Old Town Sherwood. Thanks for your time.

Brad Kilby, AICP, Senior Planner
22560 SW Pine Street
Sherwood, Oregon 97140
503-625-4206





MEMORANDUM

Date: November 1, 2012
To: Brad Kilby, Senior Planner, City of Sherwood
From: Jackie Sue Humphreys, Clean Water Services (the District)
Subject: Pankhard Building Modification, LA 12-01, 2S132BC04200

Clean Water Services has no concerns or objections to this application request. As submitted, this application request will not require further review or the issuance of a Storm Water Connection Permit Authorization.



NOTICE OF APPLICATION AND REQUEST FOR COMMENTS

Notice Date:
Please submit comments by:

October 25, 2012
November 5, 2012

Notice is hereby given that a hearing is tentatively scheduled with the City of Sherwood Planning Commission on November 13, 2012 to consider the following application. The property is zoned Retail Commercial (RC) within the Smockville area of the Old Town Overlay. This project will be known as the Pankhard Building Alteration proposal for the purposes of commenting.

Case File No.: LA 12-01 **Tax Map/Lot:** 2S132BC tax lot 4200

Property Location: 22578 SW Washington Street **Owner:** John Estrem, Fox Management
2316 NE Glisan Street
Portland, OR 97232

Applicant: Phil Chek & Associates
148 B Avenue, Suite 100
Lake Oswego, OR 97034

Staff Contact: **Brad Kilby, Senior Planner** 503-625-4206
Kilbyb@sherwoodoregon.gov

Proposal: Known as LA12-01, the applicant is proposing a Landmark Alteration to modify the façade of the historic Pankhard Building by restoring the entry and entry door to match the historic façade at the corner of the building, to replace a door and window on Washington Street with a new wall and brick veneer that will match the existing façade, and to install a Automatic Teller Machine (ATM) and night deposit in the new wall for the site that is being remodeled to house the Sherwood branch of the Bank of Oswego.

Applicable Code Criteria: Sherwood Zoning and Community Development Code, SZCDC, Sherwood Zoning and Community Development Code, 16.22 (Commercial Land Use Districts –RC); 16.162 (Old Town Overlay District), and applicable provisions of 16.168 (Landmark Alteration).

COMMENTS – Pankhard Building Alteration

- No comment.
- We encourage approval of this request.
- Please address the following concerns should this application be approved:
NO F.D. ACCESS + WATER Supply ISSUES OR CONCERNS
- We encourage denial of this request for the following reasons:

TUALATIN VALLEY FIRE & RESCUE
APPROVED _____
CONDITIONALLY APPROVED _____
APPROVAL OF PLANS IS NOT AN APPROVAL OF OMISSIONS OR OVERSIGHTS.
SEE ATTACHED LETTER _____
PLANS EXAMINER _____ DATE 11-5-12

Please feel free to attach additional sheets as needed to complete your comments.

Comments by: _____ Date: _____
Address: _____ Tel.: _____ (optional)
Email: _____ (optional)

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: 11-13-12 Agenda Item: _____

Please mark your position/interest on the agenda item

Applicant: _____ Proponent: _____ Opponent: _____ Other _____

Name: R. Chiles

Address: Sherwood

City/State/Zip: _____

Email Address: CommunityComment

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.

This prior restraint and is illegal and unconstitutional

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.
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to suppress speech and support viewpoint

(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.

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

Date: 11-13-12 Agenda Item: _____

Please mark your position/interest on the agenda item

Applicant: _____ Proponent: _____ Opponent: _____ Other _____

Name: R. Claus

Address: Sherwood

City/State/Zip: _____

Email Address: [Signature]

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.

from the desk of...

Coach Greg

LAWRENCE

Dear Jacquelyn,

I am voting to re-elect Keith Mays as our Mayor this fall and I hope you join me.

I have lived in Sherwood a long time; since before there were even 5,000 folks in town. I have seen the dysfunction and political craziness of the late 1990s and the steady hand of leadership for the past eight+ years with Keith. Keith always puts our kids and families first and is incredibly involved in town.

In his time as our volunteer Mayor, the City of Sherwood and the Sherwood School District have developed a solid, ever expanding, partnership that includes the use and maintenance of athletic fields. The school district could not, on its own, develop such a fine network of fields for our youth sports. Our partnership is the envy of other communities around Oregon. We are able to make our community dollars go farther. There are more dollars for our teachers, more dollars for our parks, sports, arts programs, and more dollars for public safety.

With Keith's track record, it is no surprise that our school leaders stand with Keith. Retired Superintendent Dan Jamison, longstanding School Board members Mark Christie, Kevin Noreen and Sue Hekker are just some of the hundreds of community and business leaders who endorse Keith.

If you like how the city has partnered with our school district – Vote for Keith.


If you want Sherwood to continue to find outside dollars to improve our roads – Vote for Keith.

If you like how Sherwood has kept its financial house in order despite this economy – Vote for Keith.

If you want Sherwood to continue to be a destination city for families to raise their kids – Vote for Keith.

As a parent, a teacher and a high school coach, I appreciate that our Mayor sincerely cares about youth and their education. Like so many other accomplishments in his history, Mayor Mays is acting now to make sure Sherwood has a bright future for all its citizens.

Sincerely,



Coach Greg Lawrence

11-13-12
Date

Planning Comm.
Gov. Body

6
Agenda Item

n/a
Exhibit #

Planning Commission Hearing
November 13, 2012

Pankhard Building

(LA 12-01)

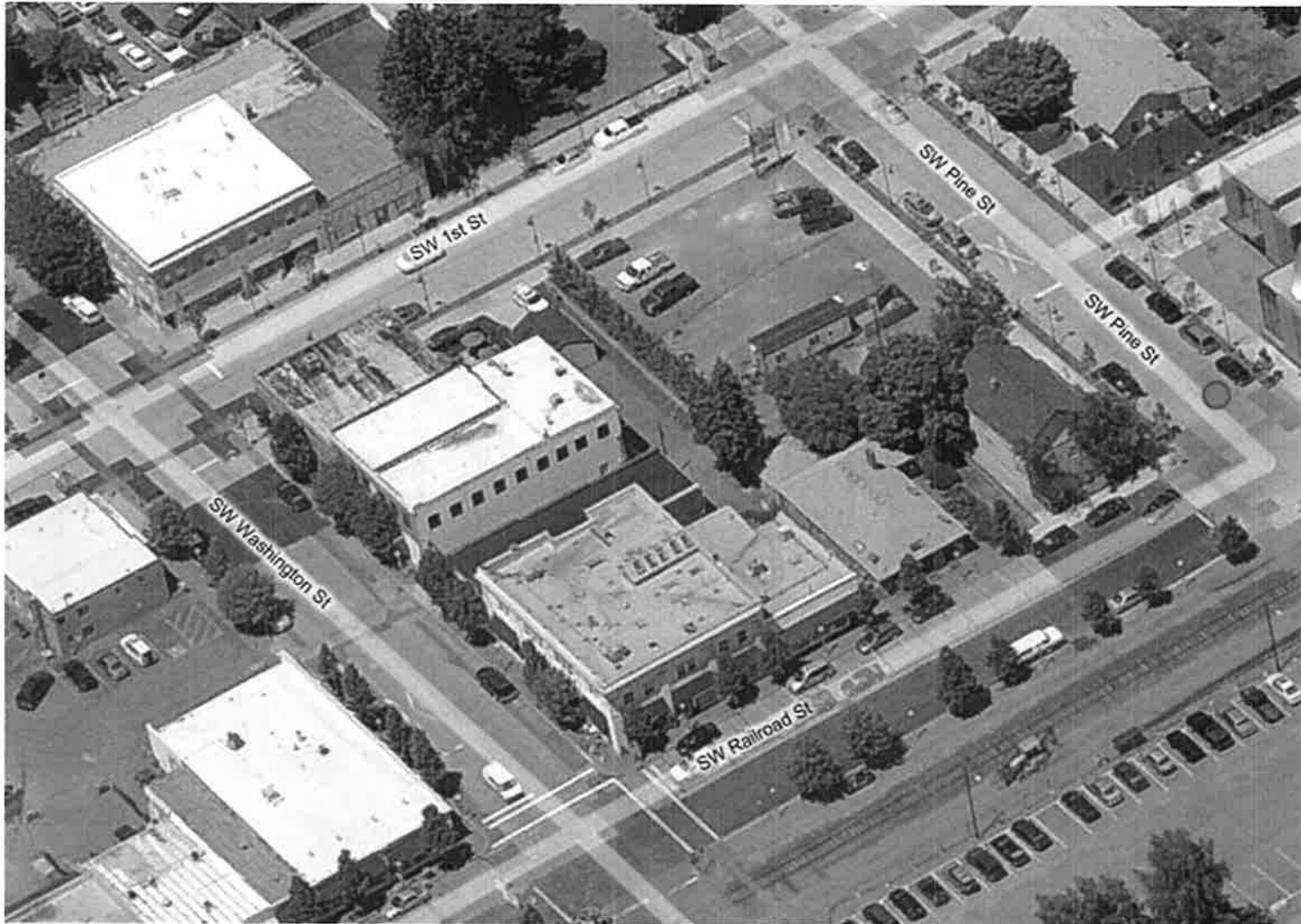
11-13-12
Date

Planning
Commission
Gov. Body

7a
Agenda Item

Exhibit #

Vicinity Map



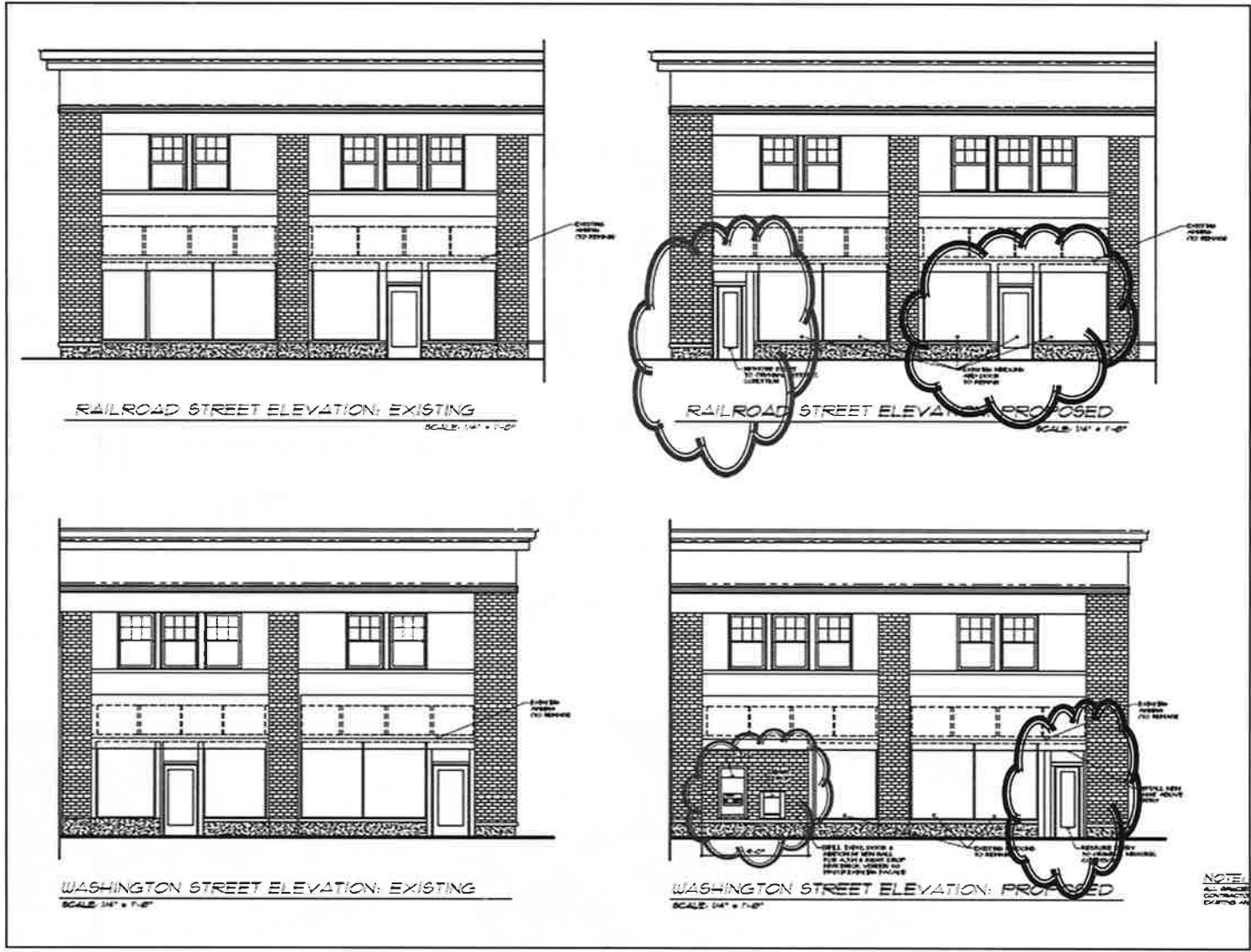
Proposal and History

- The applicant proposes a landmark alteration to modify the facade of the historic Pankhard Building as follows:
 - Restore the entry and entry door to match the historic facade at the corner of the building,
 - To replace a door and window on Washington Street with a new wall and brick veneer that will match the existing facade, and
 - To install an Automatic Teller Machine (ATM) and night deposit in the new wall.
- A 1996 City appraisal indicates that the building was constructed around 1910 by the Cofelt Brothers for the purposes of a hotel and bank. The building has also housed a saloon, government and professional offices, and several other commercial ventures.

Historical Photo



Request



Zoning

- The property is approximately 7,841 SF in size, zoned Retail Commercial, and located in the Smockville Area of Old Town Sherwood.
- The proposed alterations do not extend into any required setback or violate any other dimensional standards.
- There is a requirement that buildings in Old Town not be sandblasted.

Staff Recommendation

- Approval with a single condition.

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission Minutes
November 13, 2012

Commission Members Present:

Vice Chair Brad Albert
Commissioner John Clifford
Commissioner James Copfer
Commissioner Russell Griffin

Staff Present:

Julia Hajduk, Community Development Director
Brad Kilby, Senior Planner
Kirsten Allen, Planning Dept. Program Coordinator

Commission Members Absent:

Chair Patrick Allen
Commissioner Michael Cary
Commissioner Lisa Walker

Council Liaison

Councilor Krisanna Clark

Legal Counsel Present:

None

1. Call to Order/Roll Call

Vice Chair Brad Albert called the meeting to order at 7:00 pm.

2. Agenda Review

The agenda consisted of a Public Hearing for a Landmark Alteration for the Pankhard Building (LA 12-01) located on Washington Street. The Commissioner made no changes to the agenda.

3. Consent Agenda

None

4. City Council Comments

Councilor Clark informed the Commission that Fred Meyer has opted out of the property on 99W and commented on the progress at the Kohl's location and the new Bank of Oswego location in Old Town. Ms. Clark said the Give N' Gobble is in need of more volunteers for the event on Thanksgiving morning. The event benefits the Helping Hands, a food bank here in Sherwood.

5. Staff Announcements

There were no staff announcements.

6. Community Comments

Robert James Claus, 22211 SW Pacific Hwy, Sherwood. Mr. Claus commented on an argument he had with the CFO of the Sherwood School District contending that urban renewal money was funding the school district. Mr. Claus said that, in this state, you have to increase urban renewal value four times or it is a net zero gain. Mr. Claus commented that farm ground has been developed, zoning has been stolen off the highway and moved in order to borrow against it, and the money was given to the school district. Mr. Claus commented on a letter from the coach of the Sherwood High School football team and called it a viewpoint communication and compared it to Tammany Hall. Mr. Claus commented on City staff and volunteer involvement in school athletic activities and police presence at the activities. Mr. Claus commented regarding illegal signs at the stadium that generate revenue and selling the public vote. Mr. Claus commented that the Secretary of State, Secretary of Education, and Ethics Commission will want to see the public record, because there appears to be money changing hands.

Mr. Claus suggested that the flow and direction of money be investigated, because of Urban Renewal, public money, viewpoint advertising, suppressed competition, and staff putting conditions on property.

7. New Business

a. Public Hearing- Pankhard Building (LA 12-01)

Vice Chair Albert opened the public hearing on LA 12-01 and read the public hearing statement which asked for any ex parte, bias, or conflict of interest. None were received.

Brad Kilby, Senior Planner, gave a presentation and explained that the Pankhard Building was located on the corner of SW Washington Street and SW Railroad Street and was zoned Retail Commercial in the Old Town Smockville area. There are currently tenant improvement permits for work on the interior and this alteration is for improvements to the outside of the building.

Brad gave a brief history of the building. Brad explained that the proposal was to restore a corner entry and façade and to replace the door on Railroad Street with a modern glass door that looks like the historical doors. In addition, the applicant would replace a window and door on Washington Street with a new wall with matching brick veneer for an ATM machine and night deposit box.

Brad said that staff has reviewed the application with the Old Town Smockville standards and one of the reasons the application is before the Planning Commission is because of the wall that includes the ATM and night deposit box, but that they are characteristics that are associated with the industry and are an allowed use. Brad stated the property is approximately 7,800 square feet and the alterations do not expand the building or encroach further into the setbacks. There are no dimensional standards being affected that the application is subject to and the only condition proposed is that they not sandblast as a way to clean the building before they make improvements. Brad indicated that there were no public comments received prior to the hearing and very few agency comments. Staff recommends approval with conditions.

Vice Chair Albert asked for questions from the Commission.

Commissioner John Clifford asked if the existing door would be used. Brad answered that new doors are proposed, consistent with what would have been there originally and they are neither metal nor sliding doors.

Mr. Clifford asked regarding the swing of the doors. Brad answered that there had been a comment about this from Tualatin Valley Fire and Rescue (TVF&R) and the doors will swing in and out. Brad added that the door on Railroad Street would have a lock bar for emergency egress.

Mr. Clifford asked regarding the triangular area of paving that will be replaced when the entry door is moved. Brad answered that the applicant did not indicate what would be done there.

Mr. Clifford commented that he did not know if lighting was historically significant and asked if there would be a large light at the ATM machine similar to the one at the US Bank down the street. Brad answered that the applicant did not specify lighting, but if it was planned, the code indicates that lighting should be ½ candle foot off of the property line and said that a condition could be imposed. Mr. Clifford stated he was fine if it met the code. Brad said that the lighting specifics have not been proposed and he would be sure to let the applicant know the requirements if no conditions are proposed.

Mr. Clifford asked regarding the brick that will be used. Brad answered that the applicant has indicated that it will be painted the same as the existing.

Mr. Clifford asked regarding a community room and if it was separate from the bank. Brad answered that it was part of the bank, as an executive meeting room, that they would like to share with the community for public meetings.

With no other questions from the Commission, Vice Chair Albert indicated that the applicant was not present and moved on to public testimony.

Robert James Claus, 22211 SW Pacific Hwy, Sherwood. Mr. Claus commented on the history of the building and stated it was originally a bank that had fallen into disuse. Mr. Claus said he and a partner had purchased the building and rebuilt it. Mr. Claus commented that the City bought the building from him, because it was a historic building, but reduced the price of the building because it lacked an elevator and was not ADA compliant. Mr. Claus asked for a two week continuance and stated he did not want the application to go forward until an elevator is installed as required by a change of use. Mr. Claus commented on the revenues made by the City from the sale of the building and a promise for the building to remain City Hall. Mr. Claus commented regarding changes to the old town area and said if the elevator is not required he would appeal to LUBA. Mr. Claus reiterated the sale history of the building and his assertion that the building was not ADA compliant. Mr. Claus commented that now is the time to get the building ADA compliant when changes are being made and that the proposed changes are not consistent with the historic façade. Mr. Claus stated that the building was a bank that had a huge historic safe that was torn down and should be saved. Mr. Claus commented that restoration should be done right instead of that which is convenient and said he had pictures to show how the bank used to look.

Brad Kilby informed the Commission that because it was the first evidentiary hearing the requested continuance had to be granted.

Community Development Director Julia Hajduk explained the options. Discussion followed.

Motion: From Commissioner James Copfer to Continue the Public Hearing to November 27, 2012, Leaving the Record Open. Seconded By Commissioner John Clifford. All Commission Members Present Voted In Favor (Chair Allen and Commissioners Cary and Walker were absent).

Brad clarified that the record will be left open and anything submitted will need to be received before or at the hearing on November 27th.

8. Adjourn

Vice Chair Albert closed the meeting at 7:30 pm.

Submitted by:



Kirsten Allen

Planning Department Program Coordinator

Approval Date: Nov. 27, 2012