



Home of the Tualatin River National Wildlife Refuge

PLANNING COMMISSION MEETING PACKET

FOR

**Tuesday, November 27, 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 27, 2012 – 7PM**

AGENDA

- 1. Call to Order/Roll Call**
- 2. Agenda Review**
- 3. Consent Agenda:**
 - a. August 28, 2012 Planning Commission Minutes Corrected minutes.**

An incorrect date was given on page 17. Incorrect date of August 10, 2012 to be changed to July 10, 2012.
 - b. November 6, 2012 Planning Commission Minutes**
 - c. November 13, 2012 Planning Commission Minutes**
- 4. Council Liaison Announcements**
- 5. Staff Announcements**
- 6. Community Comments**
- 7. Old Business**
 - a. Pankard Building (LA 12-01) *Continued from November 13, 2012***

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. New Business**
 - a. Strengths, Weaknesses, Opportunities and Threats (SWOT) Review of the Planning Commission and 2013 Goal Setting**
 - b. Downtown Streetscape project update and discussion**
 - c. Downtown Parking Survey results**

Consent Agenda

code was followed and it was a subdivision decision, not a PUD decision, and he could not find a basis to overturn the staff decision.

Commissioner Copfer added he would agree and stated he had read the 95 code and materials provided several times, that staff has completed the work, and he sees nothing to stop the subdivision.

Commissioner Clifford stated that he has reviewed the submittal documents, studied the plans provided, and read the letters and appeal documents. Mr. Clifford commented that staff's responses to the appeal were clear and the application did meet code requirements.

Commissioner Griffin commented that staff has done an adequate job in researching and making sure that what they do on behalf of the City is correct and legal. Mr. Griffin commented on the using the advice of an attorney and the path used to reach a decision. Mr. Griffin commented that the decision could be appealed to a higher board and he did not have anything at this level to say no to this application and perhaps City Council would feel differently.

Chair Allen inquired regarding if the proper method was to approve the application or to deny the appeal. Julia Hajduk deferred to legal regarding the proper method and clarified that the next level of appeal would be to the Land Use Board of Appeals (LUBA).

Chris Crean commented that the motion would be two parts: to uphold the appeal and reject the staff recommendation or, conversely, to deny the appeal and affirm the staff recommendation.

Motion: From Commissioner James Copfer for the Planning Commission To Deny The Appeal Of Langer Farms Subdivision (SUB 12-02) And Uphold The Staff's Findings, The Staff Decision To Move The Subdivision Forward, seconded by Commissioner Russell Griffin. All Commission members present voted in favor. (Commissioner Clifford voted yes by phone, Vice Chair Albert and Commissioners Cary and Walker were absent.)

8. Consent Agenda

The consent agenda consisted of various minutes from March 13, March 27, April 24, May 22, and August 10, 2012.

incorrect date: change to July 10, 2012

Motion: From Commissioner James Copfer for the Planning Commission To Adopt the Consent Agenda as Written, seconded by Commissioner Russell Griffin. All Commission members present voted in favor. (Commissioner Clifford voted yes by phone, Vice Chair Albert and Commissioners Cary and Walker were absent.)

Chair Allen commented that the next meeting was September 11, 2012 which include the Cedar Brook Way TSP. Julia confirmed and added that it also included the Langer Phase 7 commercial development project.

9. Adjourn

Chair Allen adjourned the meeting.

Submitted by

Kirsten Allen

Kirsten Allen, Department Program Coordinator

DRAFT

City of Sherwood, Oregon
Planning Commission Minutes
November 6, 2012

Commission Members Present:

Chair Patrick Allen
Vice Chair Brad Albert
Commissioner Michael Cary
Commissioner John Clifford
Commissioner James Copfer
Commissioner Russell Griffin
Commissioner Lisa Walker

Staff Present:

Tom Pessemier, Assistant City Manager
Julia Hajduk, Community Development Director
Bob Galati, City Engineer
Brad Kilby, Senior Planner
Kirsten Allen, Planning Dept. Program Coordinator

Commission Members Absent:

None

Council Liaison

Councilor Krisanna Clark

Legal Counsel Present:

Chris Crean

1. **Call to Order/Roll Call** – Chair Patrick Allen called the meeting to order at 7:00 pm.
2. **Agenda Review**
The agenda consisted of the Consent Agenda and Public Hearings to deliberate Langer Farms Phase 7 (SP 12-05).
3. **Consent Agenda**
 - a. **October 23, 2012 Planning Commission Minutes**

Motion: From Commissioner James Copfer To Approve The Consent Agenda, Seconded By Vice Chair Brad Albert. All Commission Members Voted In Favor.

4. **City Council Comments**

Councilor Clark informed the Commission that there had not been a City Council meeting since the last Planning Commission meeting and there was nothing to report.

5. **Staff Announcements**

Julia Hajduk informed that Commission of an Open House for the Downtown Streetscapes Phase 2 Improvements Project on November 19, 2012 at 7pm at the Rebekah Lodge.

Julia announced that City Manager, Joe Gall, had promoted Tom Pessemier as the new Assistant City Manager and she had been promoted to Community Development Director. She will provide more information on transition plans when more information is available.

6. **Community Comments**

There were no community comments

DRAFT

7. Old Business

a. Public Hearing- Langer Farms Phase 7 (SP 12-05/ CUP 12-02) Continued from Oct. 23, 2012

Chair Allen re-opened the public hearing and asked for any ex parte, bias, or conflicts of interest.

Commissioner John Clifford read a statement regarding his involvement in a recently completed project in Wilsonville, a Gramor Development project, where he was the Landscape Architect for a portion of the project built by Marathon Construction Services. Mr. Clifford stated he did not work directly with Gramor Development and he had no conflicts of interest or bias that would prevent him as acting as a Planning Commissioner.

Senior Planner Brad Kilby gave an overview of the project and catalogued exhibit II into the record as the applicant's closing and final written testimony. Brad stated that staff maintains its recommendation for approval as stated in the October 12th memorandum where Conditions 27 and 43 were deleted, and Conditions 14, 51, and 52 were amended.

Brad said that some of the commissioners had questions regarding the traffic studies therefore he asked Bob Galati, City Engineer and Chris Maciejewski from DKS Associates, the City's on call traffic engineering consultant to come forward. They answered questions from the commissioners regarding the traffic study, traffic mitigation and conditions, the timing of the Washington County MSTIP project, scenarios studied and final site plan approvals. (Note: No new testimony was received at the meeting.)

Brad Kilby fielded additional questions regarding parking below the Bonneville Power Association power lines, moving the existing storm water facility, and what happens when there are changes to the project after approval.

With no other question from the Commission, Chair Allen closed the public hearing and moved into deliberation.

Chair Allen commented that there had been a lot of testimony regarding who the anchor tenant will be and said that the City code is to describe what types of businesses are permitted. It is not the appropriate role for government to decide which stores are permitted to come to town.

Chair Allen commented regarding ascribing motivation to people and said that everyone has an interest in this project and he appreciates that staff can be professional and dispassionate. Chair Allen said that with the changes and conditions he was ready to vote to approve.

Commissioner Michael Cary stated he would like to know who the anchor tenant is for the benefit of the citizens so they are aware of how it will impact their community, but not knowing would not affect his ability to make a decision.

Commissioner Clifford stated the landscaping was beyond current code requirements and questioned if they could end up doing less than they showed. Brad answered that the landscaping design approved by the Commission is what will be expected at final site plan approval within 5%-10%.

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Motion: From Commissioner James Copfer To Approve the Application for the Langer Farms Phase 7 Shopping Center (SP 12-05/ CUP 12-02) based on the applicants testimony, public testimony received, and the analysis, findings and conditions in the Staff Report as amended. Seconded By commissioner Michael Cary. All Commission Members Voted In Favor.

Brad Kilby added that an appeal to the Sherwood City Council must be filed within 14 days of the final Notice of Decision being signed and a City Council meeting would be held on December 18th if an appeal was filed.

8. Adjourn

Chair Allen closed the meeting at 8:16 pm.

Submitted by:

Kirsten Allen
Planning Department Program Coordinator

Approval Date: _____

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.

DRAFT

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.

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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: _____

Old Business Agenda

Item A



MEMORANDUM

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

DATE: November 16, 2012
TO: Sherwood City Planning Commission
FROM: Brad Kilby, AICP Senior Planner
SUBJECT: Pankhard Building Landmark Alteration

Mayor
Keith Mays

Council President
Dave Grant

Councilors
Linda Henderson
Robyn Folsom
Bill Butterfield
Matt Langer
Krisanna Clark

City Manager
Joseph Gall

The purpose of this memorandum is to provide you with staff rebuttal to the testimony of Jim Claus on the matter of the proposed alterations to the Pankhard Building. The hearing was continued at the request of Mr. Claus on November 13, 2012 until November 27, 2012.

Specifically, Mr. Claus added information related to the history of the building as described in the staff report, and indicated that an elevator would be required for any such remodel of the building. With respect to the issue of the building's history as described in the staff report, it only needs to discuss history that is pertinent to application at hand. It is not clear how the added information that Mr. Claus provided is germane to the application or any provisions of the Code in which you are charged with basing your decision on.



2009 Top Ten Selection



2007 18th Best Place to Live

Second, related to the claim that any improvements made to the building require the installation of an elevator, while not in your purview, staff has asked the Building Official to weigh in on this matter.

According to Scott McKie, the City's Building Official, work being performed within the interior of the building for the use of the space by the Bank of Oswego is defined as an alteration, and is addressed under section 3411.6 and 3411.7 of the 2010 Oregon Structural Specialty Code. Without going into technical details, those sections basically refer the reviewer, in this case, the Building Official, to Oregon Revised Statute (ORS) 447.241 which speaks to barrier removal.



The ORS states, "Every project for renovation, alteration or modification to affected buildings and related facilities that affects or could affect the usability of or access to an area containing a primary function shall be made to insure that, to the maximum extent feasible, the paths of travel to the altered area and the rest rooms, telephones

and drinking fountains serving the altered area are readily accessible to and usable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope..."

Mr. McKie has indicated that, because the 'altered area' for this project is on the ground floor of an existing tenant space, only this tenant space would be required to meet the requirements for an alteration to an existing building and therefore would not require the installation of an elevator as assumed by Mr. Claus.

Finally, it should be noted that Section 16.168.3.D, states, "Except as otherwise provided in this chapter, interior alterations not visually or structurally modifying a designated landmark's external appearance or façade shall not be subject to landmarks alteration review, unless the interior is specifically cited as part of the reason for the landmarks designation..."

Mr. Claus did not state within any specificity how the proposal does not comply with the applicable standards of the review before you; therefore, staff has no other comments regarding the testimony provided at the November 13th hearing.

New Business Agenda

Item A



Home of the Tualatin River National Wildlife Refuge

MEMORANDUM

City of Sherwood
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Mayor
Keith Mays

Council President
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Councilors
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Robyn Folsom
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Matt Langer
Krisanna Clark

City Manager
Joseph Gall, ICMA-CM



2009 Top Ten Selection



2007 18th Best Place to Live



DATE: November 16, 2012
TO: Planning Commission
FROM: Julia Hajduk
SUBJECT: SWOT analysis

At our November 27th meeting, we will discuss the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to be provided to the Council on December 18th. The Council has simplified the reporting to about your past year's activities and goals for 2013. While the Commission is still encouraged to utilize the SWOT analytical tool that has been used in previous years, they are only asking for answers to the following two questions:

1. What are your two or three most significant accomplishments for this past year as a board or commission?
2. What are your two or three major goals for 2013 as a board or commission?

For your reference, I have attached the 2011 SWOT analysis.

Attachment: 2011 SWOT report

SWOT



Annual Presentation to City Council (Planning Commission)

City Council Work Session
Community Room at Sherwood City Hall
22560 SW Pine Street, Sherwood, Oregon
Tuesday, December 20, 2011, 6:00pm

The Planning Commission met on November 8 and December 13, 2010 to discuss the SWOT.

Strengths

- ◆ Good communication with boards and committees
- ◆ Great results and positive feedback from Council from last SWOT
- ◆ The Code Clean-Up project has been a great effort and is already helping to streamline the process and make the code easier to understand and use.
- ◆ Better technology, including televised meetings on cable access, are helping get more information out to people.
- ◆ Planning Commission members are approachable

Weaknesses

- ◆ Lack of data and performance data to gauge how well we are doing our jobs (are we accomplishing our goals)
- ◆ The Code Clean-Up did not garner a lot of public interest despite multiple methods to try to engage the public. We need to work harder to get people engaged in the process at the point where their input has the most benefit to the process
- ◆ Citizens general lack of familiarity with the planning process
- ◆ Communication tools, while getting better, still have a long way to go; such as ability to get better two way conversations and to get more information out to the public about the process
- ◆ Losing long standing Commission member with history and knowledge

Opportunities

- ◆ Technology could be used better and more efficiently to inform and engage citizens
- ◆ The web page is a great tool; however the links are not always current. The website could be more user friendly and welcoming
- ◆ More clear direction from Council would result in more efficiency. More joint work sessions would be beneficial
- ◆ Construction down turn allows staff time to be reallocated to long range planning efforts including code clean-up, code updates and concept plans.
- ◆ Using technology to better convey public information
- ◆ Code clean-up will help streamline the processes to make it easier to do the right thing.
- ◆ Effective communication with Council. The Council liaison attending and facilitating that 2-way communication between Council and the Commission

Threats

- ◆ Cost of doing business and developing in Sherwood may be a threat to potential developers
- ◆ Lack of a culture of community engagement

What are your top 3 things you would like to work on in 2012?

In addition to the projects already under way or scheduled (Code Clean up and Town Center Plan) the Commission identified the following:

- Use technology better to tap into how people get information and packaging it so that it is more current and “hip” in order to get better public involvement
- Work more closely with Council and other boards and increase communication with Council to get better and more direction; more joint work sessions with Council
- Address transportation issues to enable people to get in and out of Sherwood more easily; this will also help businesses in Sherwood

New Business Agenda

Item B



Railroad / Washington Street Perspective
Looking North
Sherwood Downtown Streetscape Plan -- Phase 2
Murray Smith & Associates -- Nevue/Ngan Associates



Sherwood Downtown Streetscape Plan – Phase 2
Murray Smith & Associates – Nevue/Ngan Associates

Washington Street Perspective
Looking Southeast





SURFACING FOR THE MID-BLOCK ALLEY BETWEEN SW MAIN AND PINE STREETS

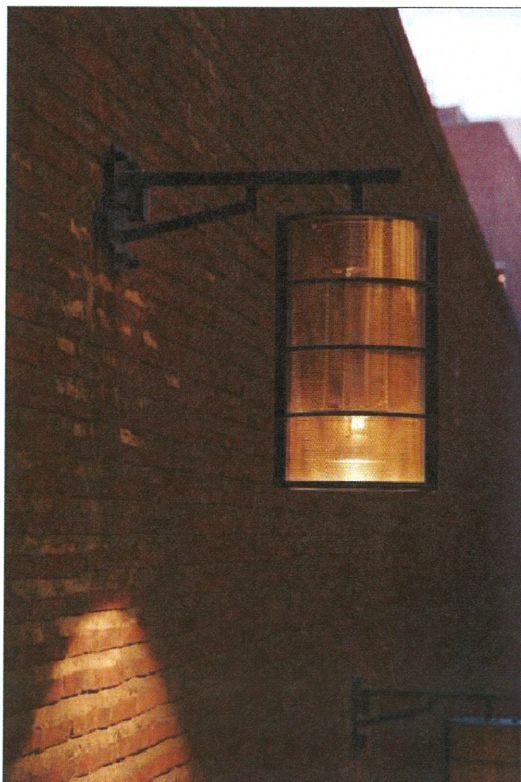
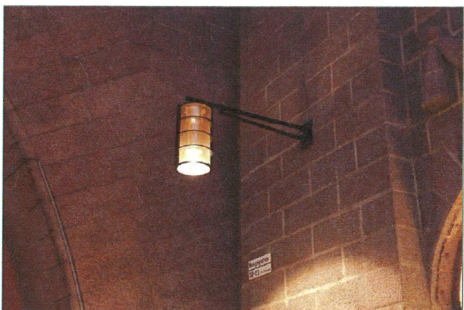
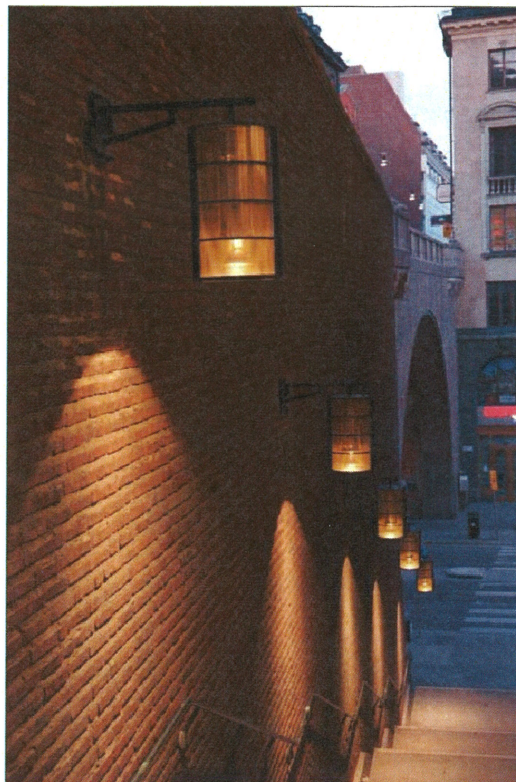
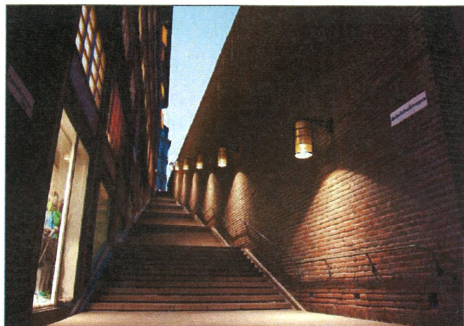


EXISTING CONDITIONS LOOKING SW ALONG ALLEY TOWARDS SW MAIN STREET



PROPOSED IMPROVEMENTS LOOKING SW ALONG ALLEY TOWARDS SW MAIN STREET

PROPOSED ALLEY LIGHTING



New Business Agenda

Item C



RICK WILLIAMS CONSULTING

Parking & Transportation
610 SW Alder, Suite 1221
Portland, OR 97205
Phone: (503) 236-6441 Fax: (503) 236-6164
E-mail: rick.williams@bpmdev.com

MEMORANDUM

TO: Robert J. Galati, PE – City of Sherwood, OR
FROM: Rick Williams, RWC
Owen Ronchelli, RWC
DATE: September 5, 2012 [3]

RE: Technical Memorandum: Sherwood Community Center Parking Study

This Technical Memorandum summarizes the findings of the Sherwood Community Center Parking Study, which evaluated parking activity within the public supply of parking in downtown Sherwood, Oregon.

I. BACKGROUND

The City of Sherwood is interested in developing a clear and objective understanding of the dynamics of use within the public parking supply in the downtown. Usage data related to occupancy, turnover, duration of stay and hourly patterns of activity represent industry “best practices” metrics for evaluating parking supplies, both on and off-street. This type of data can assist the City in near-term decision-making relative to existing parking supplies; as a means to understand where parking constraints and surpluses exist, and whether factors such as abuse of time limits is an issue that might adversely affect access. Similarly, this type of data will aid in longer-term city planning related to parking need for future development activity; providing insight into such issues such as shared parking opportunities and/or future absorption related to planned and future development.

II. ELEMENTS OF THE PARKING INVENTORY ANALYSIS

The purpose of a parking utilization study is to derive a comprehensive and detailed understanding of actual use dynamics and access characteristics associated with parking in the downtown. Important elements of the analysis include:

- (1) Development of a data template for all parking in the study area, denoting all parking stalls, by time stay type, for on and off-street facilities in public control.
- (2) A complete survey of parking use on a “typical day” -- a single Wednesday on August 15, 2012.¹

¹ This date was chosen in consultation with the City of Sherwood.

- (3) Analysis of parking utilization and turnover that included:
- a. Quantification of total study area parking inventory.
 - b. Hourly occupancy counts (8 AM – 6 PM) for on and off-street inventory.
 - c. Parking turnover analysis (on-street).
 - d. Parking duration of stay analysis (on-street).
- (4) Identification of parking surpluses and constraints in the parking supply.

In short, the purpose of the parking utilization study was to produce a succinct analysis of existing parking dynamics in Downtown Sherwood that can be employed over time to support and inform decision-making related to development and parking.²

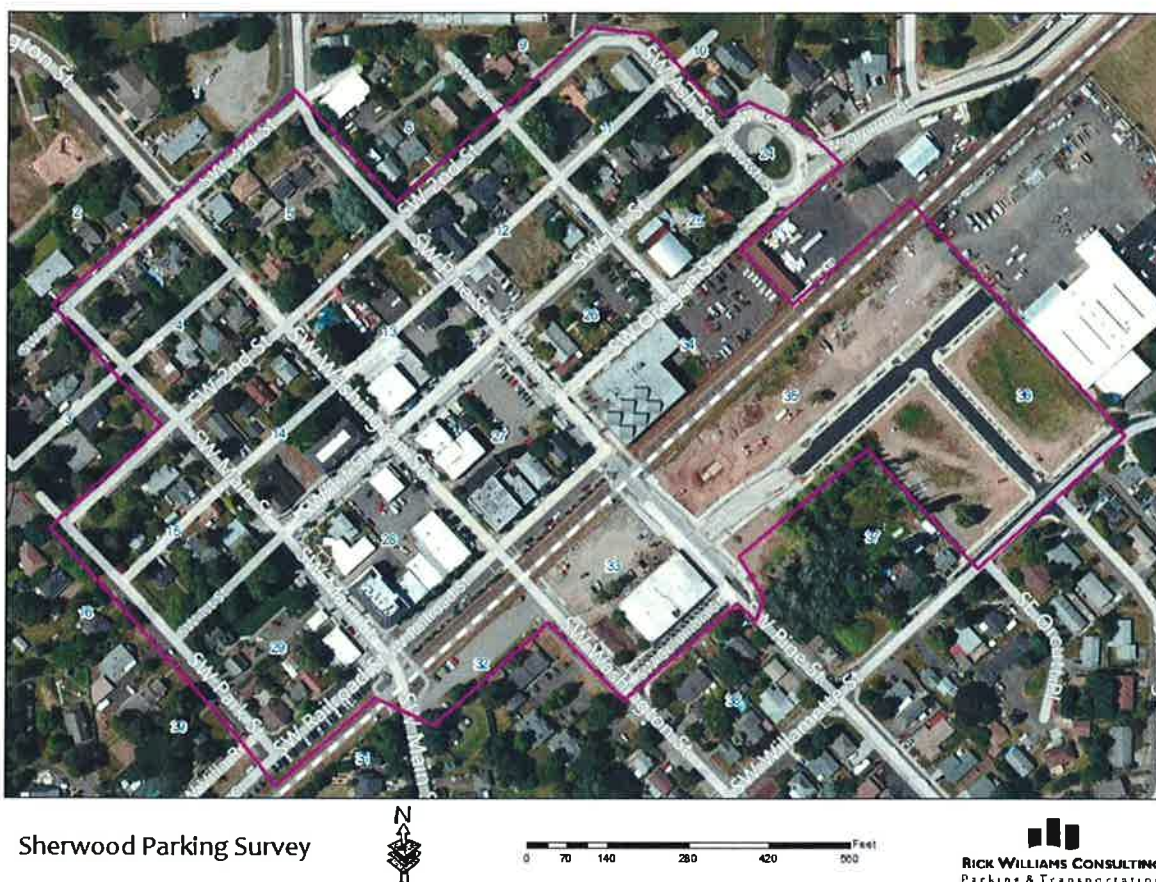
III. STUDY AREA

The parking inventory study area was determined in the initial project scoping process and in consultation with the City of Sherwood. The study zone represents the downtown core and the immediately adjacent neighborhood. The study area is generally bounded by SW Willamette Street on the south, SW Third Street on the north, SW Park Street on the west and NE Ash Street and SW Highland Drive on the east.

Figure A (page 3) illustrates the study area examined during the data collection process; the boundary is outlined in purple.

² Copies of all data templates will be provided to the City of Sherwood for future use. The data templates incorporate hourly parking counts for every stall, by block face and public lot, in the study area.

Figure A
Downtown Parking Study Area



IV. METHODOLOGY

On-Street Supply

Rick Williams Consulting (RWC) conducted the capacity/utilization and turnover inventory for the on-street supply on Wednesday, August 15, 2012. The survey day was selected in consultation with the City of Sherwood and was reflective of the initial scoping process. Overall, the survey day was sunny and warm/hot (low 90s) with mild parking activity in all sectors of the downtown. In total, 361 stalls were surveyed.

The hours of the survey data collection, like most downtown parking studies, were selected to best capture the parking dynamics of a typical work day, 8:00 AM to 6:00 PM. Therefore, the 2012 parking data collection effort began with surveyors initiating data collection routes at 8:00 AM and concluding with a final data run between 5:00 PM – 6:00 PM.

The project team’s methodological approach to gathering parking utilization/capacity/turnover data began with a physical compilation of all public parking assets (on and off-street) within the study area. This physical assessment was conducted in advance of the survey day and documented all parking by location and type. This was used to create a data template necessary to conduct the utilization assessment. In total 361 on-street parking stalls are located within the study zone.

The Wednesday survey involved an hourly count of each occupied on-street parking stall in the study area using the first four digits of the parked vehicle’s license plate. Surveyors collected license plate data at each on-street parking stall located in the study area for every hour over a ten-hour period.

Off-Street Supply

Off-street data was collected in conjunction with the on-street parking information on August 15, 2012. Hourly capacity counts were taken between 8:00 AM and 6:00 PM in four City surface parking facilities. Two of the four parking lots were gravel lots, located just south of the railroad tracks on the south end of the downtown study area. In total, 154 stalls were surveyed.

V. GENERAL CHARACTERISTICS OF THE INVENTORY - STUDY AREA

A. Supply: On-street parking

A total of **361** on-street parking stalls were surveyed within the study area boundaries. Parking in the public supply is provided in the form of free parking. **Table 1** presents a breakout of all the on-street parking surveyed in the Downtown Study Zone.

As **Table 1** summarizes, the majority of on-street stalls (65.7% or 237 spaces) are “no limit” stalls, which allow unlimited parking for users in the downtown. The remainder is formatted as 2-Hour time limited stalls (33.5% of 121 stalls) or 15-minute parking (<1% or 3 stalls).

Table 1
2012 Downtown Parking Inventory: On-street

Study Area Parking Stall Breakout		
<i>On-Street Stalls by Type</i>	Number of Stalls	% of Total On-Street Stalls
15 minutes	3	< 1%
2 hours	121	33.5%
No Limit	237	65.7%
<i>Subtotal On-Street Parking Stalls</i>	361	100%

This is a high mix of unlimited parking for a downtown on-street system, which is generally targeted for short-term, visitor access. However, as occupancy data will suggest (see Section VI), the high number of long-term, “no-limit” stalls does not appear to create access constraints within the on-street system. In the future, as demand for parking increases, the number of “no-limit” stalls will likely need to be adjusted to assure visitor access is accommodated.

B. Supply: Off-street parking

A total of **154** off-street parking stalls were surveyed on four (4) public lots within the study area boundaries. Parking in the public off-street supply is provided in the form of free parking and none of the parking is time limited. **Table 2** presents a breakout of all the off-street parking surveyed in the Downtown Study Zone.³ As the table suggests, all lots are modest in size – ranging from just 20 stalls (Lot 27) to 50 stalls (Lot 33).

Table 2
2012 Off-Street Parking Inventory: Off-street

Downtown Off-Street Parking Breakout	
Off-Street Facilities	Number of Stalls
SW corner of 1 st /Pine (Lot 27)	20
Railroad Lot (Lot 32)	41
Community Center Lot (Lot 33)	50
Library/City Hall (Lot 34)	43
Total	154

VI. FINDINGS

A. On-street: Hourly and Peak Occupancy

The peak hour for the on -street public inventory is between 2:00 PM and 3:00 PM. At this hour, 37.7% of the 361 parking stalls in the study area are occupied. **Table 3**, below summarizes occupancies by hour of day and parked vehicles versus empty spaces. **Figure B**, below, illustrates public and private occupancies for each hour of the ten-hour survey day.

³ The 154 stalls on 4 surface lots (listed in Table 2) represent the publicly controlled/owed parking supply, not the total off-street parking supply in downtown Sherwood. The purposed and intent of this study was to look exclusively at the public parking supply.

Table 3
On-Street: Occupancy by Hour of Day - Vehicles Parked versus Empty Stalls

	8-9 AM	9-10 AM	10-11 AM	11-12 PM	12-1 PM	1-2 PM	2-3 PM	3-4 PM	4-5 PM	5-6 PM
Vehicles Parked	71	87	117	112	115	120	136	132	130	120
Percentage Occupied	19.7%	24.1%	32.4%	31.0%	31.9%	33.2%	37.7%	36.6%	36.0%	33.2%
Empty Stalls	290	274	244	249	246	241	225	229	231	241

As the table and figure illustrate, there is a surplus of on-street parking empty and available throughout the day. At the peak hour (2 – 3 PM) 136 vehicles are parked on-street, leaving 225 stalls (or the majority of the supply) unoccupied. Given this pattern, it is unlikely that patrons or employees accessing the downtown cannot find a stall conveniently and within reasonable proximity to their destinations.

Figure B
On-street: Summary of Hourly Utilization



B. On-street: General Characteristics of Use

Because data was assembled through hourly recording of the first four digits of a license plate (i.e., unique vehicle) a number of informative use metrics can be derived. **Table 4** summarizes those metrics. The table is followed by a summary of several of the more important use factors.

**Table 4
General Characteristics of Use – On-Street Parking Stalls**

	Use Characteristic	2012
DURATION OF STAY	Average duration of stay per unique vehicle	2 hour, 26 minutes
VOLUME	Volume: Actual number of unique vehicles over <u>10 hour</u> survey day	470
	Total vehicle hours parked over <u>10 hour</u> survey day	1,140
TURNOVER	Turnover: Actual turnover rate (number of cars to use a single	4.12
EXCEEDED TIME STAYS	Exceeding time stays: % of vehicles violating the posted time stay	19.3% 57 violations w/in 2-Hour stalls
	% of total vehicle hours parked in violation of the posted time stay	30.0% 167 hours w/in 2-Hour stalls

Duration of Stay

One would assume that because 65.7% of the on-street supply is made up of No Limit stalls (see **Table 1**); the average time stay at downtown on-street spaces would be fairly long. Interestingly, the average duration of stay at downtown on-street spaces is much lower than one might anticipate. The average stay in downtown for all parking stalls is 2 hours and 26 minutes (or 2.43 hours).

Overall, customer stays in the downtown are relatively short stays. In short, the “no-limit” time stay allowance is not reflective of actual user demand of the on-street system. Nonetheless, as mentioned earlier, the existing format of time stays does not appear to adversely impact users given the very low occupancies on-street.

Volume

On the survey day, 470 unique license plate numbers were recorded parking in the on-street system between the hours of 8:00 AM and 6:00 PM.⁴ This is not a significant number of vehicles given a total supply of 361 stalls and a ten-hour operating day. At this level, the on-street system is accommodating an average of about 50 cars an hour.

⁴ It is important to note that this does not represent all vehicles in the downtown on August 15, 2012, as license plate numbers were not recorded in off-street facilities. The unique vehicle total allows us to calculate turnover.

Turnover: Efficiency of the Parking System

Given the average stay of 2.43 hours, over the course of a typical day, an on-street stall in downtown Sherwood will turn 4.12 times (10 hour day/2.43 hours duration = 4.12 turns).

In most cities striving to attract street level retail and entertainment based land uses, a turnover rate of 5.0 is considered a minimum standard for an attractive and ground level business supportive on-street parking system. Again, current occupancies are low enough in Sherwood that turnover may not yet be a factor for (a) attracting new retail businesses and (b) managing parking conflicts between short and long-term users.

As occupancies become more constrained over time, it will be important that the City of Sherwood develop agreement on the question of the intended turnover rate deemed appropriate and most supportive of downtown land uses.

Exceeding time stays

Approximately 19% of unique vehicles parked in 2-hour and 15-minute stalls downtown exceeded the posted time stay.⁵ On the survey day, 57 vehicles exceeded 2 hours of parking while parked in a 2-hour stall. The industry “best practice” standard for time stay violations is between 4% and 9%. Sherwood’s total is well above the high side of the standard, but should not be viewed as troublesome at this time as occupancies are so low. Enhanced enforcement would only be recommended in situations where the rate of violation exceeds the industry standard in a constrained parking environment, where high rates of violation result in less access for patrons. This is not the case at this time in Sherwood.

C. Off-street: Hourly and Peak Occupancy

The peak hour for the off -street public inventory is between 11:00 AM - 12:00 PM and 2:00 – 3:00 PM. At these hours, 31.2% of the 154 parking stalls in the four lots within the study area are occupied. **Figure C**, below, illustrates occupancies for each hour of the ten-hour survey day. **Table 5** summarizes occupancies by hour of day in each of the four surveyed lots and tallies total vehicles parked versus empty parking stalls, by hour of the day for the combined supply.

Key findings include:

- The combined supply is much underutilized at 31.2%. This leaves 106 empty stalls at the peak hour.

⁵ It is important to note that time stay violations can only occur in time limited stalls. The majority of stalls in Sherwood are “no-limit.” The 19.3% rate of violation established here is only for parking in the 124 of 361 stalls designated either 2-hours or 15-minutes.

- Individual lots maintain higher peak occupancies. For instance the 20 stall Lot 27 (1st and Pine) is 90% occupied during the afternoon peak (2:00 – 3:00 PM) and runs between 70% and 80% full for nearly the remainder of the day. Similarly, the 43 stall Lot 34 (Library/City Hall) reaches 77% occupancy during its afternoon peak, between 1:00 – 2:00 PM.
- Conversely, the off-street system’s largest lot, Lot 33 – Community Center Lot, was unused over the entire course of the survey day.

Figure C
Off-street: Summary of Hourly Utilization



Table 5
Off-street: Use by Lot and Combined Supply

	Stalls	8 – 9 AM	9 -10 AM	10 – 11 AM	11 – 12 PM	12 – 1 PM	1 – 2 PM	2 – 3 PM	3 – 4 PM	4 – 5 PM	5 – 6 PM
Lot 27 (1 st and Pine)	20	11 55%	15 75%	15 75%	16 80%	14 70%	11 55%	18 90%	14 70%	15 75%	16 80%
Lot 32 (Railroad Lot)	41	3 7%	3 7%	3 7%	3 7%	2 5%	1 2%	2 5%	2 5%	3 7%	3 7%
Lot 33 (Community Center Lot)	50	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Lot 34 (Library/City Hall)	43	6 14%	15 35%	20 47%	29 67%	23 53%	33 77%	28 65%	17 40%	16 37%	17 40%
Combined Lots Cars Parked	154	20	33	38	48	39	45	48	33	34	36
Combined Lots % Occupied		13.0%	21.4%	24.7%	31.2%	25.3%	29.2%	31.2%	21.4%	22.1%	23.4%
Combined Lots Empty Stalls		134	121	116	106	115	109	106	121	120	118

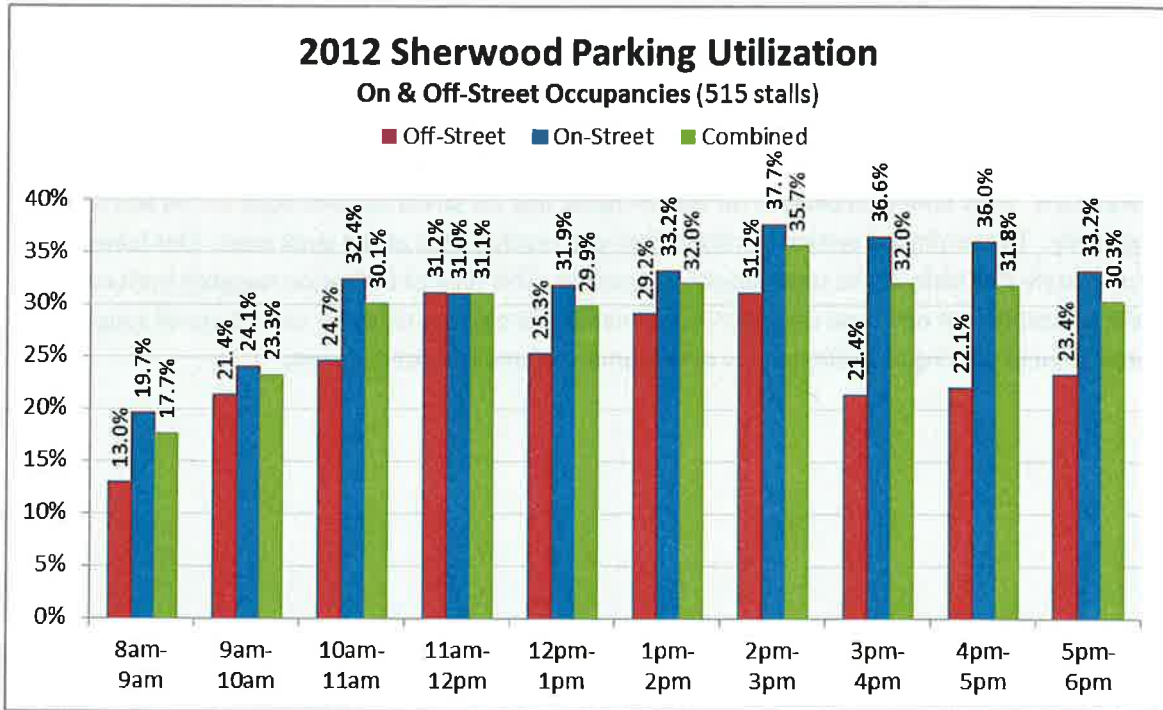
D. Combined Supply: Hourly and Peak Occupancy

The underutilization of parking supply is even more pronounced when both the on and off-street systems are combined. As **Table 6** illustrates, peak hour occupancy for the combined supply is reached between 2:00 PM and 3:00 PM. At this time, 35.7% of all parking is utilized, with 184 vehicles parked and 331 spaces unoccupied. **Figure D** illustrates occupancies for each hour of the ten-hour survey day for on-street, off-street and the combined system.

Table 6
Combined Parking Supply: Occupancy by Hour of Day – Vehicles Parked versus Empty Stalls

Combined Supply	8 – 9 AM	9 -10 AM	10 – 11 AM	11 – 12 PM	12 – 1 PM	1 – 2 PM	2 – 3 PM	3 – 4 PM	4 – 5 PM	5 – 6 PM
Vehicles Parked	91	120	155	160	154	165	184	165	164	156
Percentage Occupied	17.7%	23.3%	30.1%	31.1%	29.9%	32.0%	35.7%	32.0%	31.8%	30.3%
Empty Stalls	424	395	360	355	361	350	331	350	351	359

Figure D
Combined Parking Supply: Summary of Hourly Utilization



VII. SUMMARY & RECOMMENDATIONS

On-street

Sherwood’s downtown on-street supply totals 361 stalls. At the peak hour (2:00 PM – 3:00 PM) 37.7% of these stalls are occupied, leaving the majority of stalls (225) empty and available for new use or future demand growth. Currently, the supply is formatted to allow most users to park “no-limit,” though data indicates that the average duration of stay on street is about 2 hours and 26 minutes. Violations of the 2-hour time limited stalls average about 19.3%, which is well above the industry best practices standard of 4% - 9%. However, the low occupancies on-street suggests that access to parking is not constrained and current time designations are more than adequate to existing user demand and convenience. In the future, time stay designations may need to be adjusted (e.g., increase the number of time limited stalls) to assure an on-street parking environment that is conducive to turnover and support for ground level business access.

Off-street

Like the on-street supply, the four off-street lots surveyed are (as a system) underutilized. Peak hour occupancy for the off-street supply reaches just 31.2% between 11:00 AM – 12:00 PM and 2:00 – 3:00 PM. At this time, there are only 48 vehicles parked in the 154 space supply. This leaves 106 stalls empty and available.

Within the off-street supply, there are two lots that significantly exceed the average and could be considered constrained. This includes the 20 stall Lot 27 (which reaches 90%) and the 43 stall Lot 34 (which reaches 77%).

Combined Supply (on and off-street parking)

The overall supply of parking (515 on and off-street stalls) in downtown Sherwood is significantly underutilized. Peak hour occupancies for the on-street and off-street systems total 37.7% and 31.2%, respectively. The combined system (on and off-street) reaches 36% at the peak hour. This leaves approximately 330 stalls of the total supply unoccupied. This type of utilization suggests both room for growth (absorption of new land uses/parking demand) and opportunities for shared use of supply or consolidation of parking to facilitate new development of underutilized parcels.



Home of the Tualatin River National Wildlife Refuge

MEMORANDUM

DATE: November 16, 2012
TO: Planning Commission
FROM: Julia Hajduk
SUBJECT: SWOT analysis

At our November 27th meeting, we will discuss the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to be provided to the Council on December 18th. The Council has simplified the reporting to about your past year's activities and goals for 2013. While the Commission is still encouraged to utilize the SWOT analytical tool that has been used in previous years, they are only asking for answers to the following two questions:

1. What are your two or three most significant accomplishments for this past year as a board or commission?
2. What are your two or three major goals for 2013 as a board or commission?

For your reference, I have attached the 2011 SWOT analysis.

Attachment: 2011 SWOT report



2009 Top Ten Selection



2007 18th Best Place to Live

Sherwood

2006

All-America City Finalist

Downtown Center Plan

- Finish Code Clean-up project
- Find ways to maximize public engagement in the TC Plan
- Make better use of technology to expand engagement
- Broadcast more 101 type info
- Broadcast 101
- access data & address
- anecdotal comments
- Review citizen involvement plan

① Staff reports very thorough
80% through the Code Clean-up project
Current planning work has been

Planning Commission Hearing
November 13, 2012

Pankhard Building

(LA 12-01)

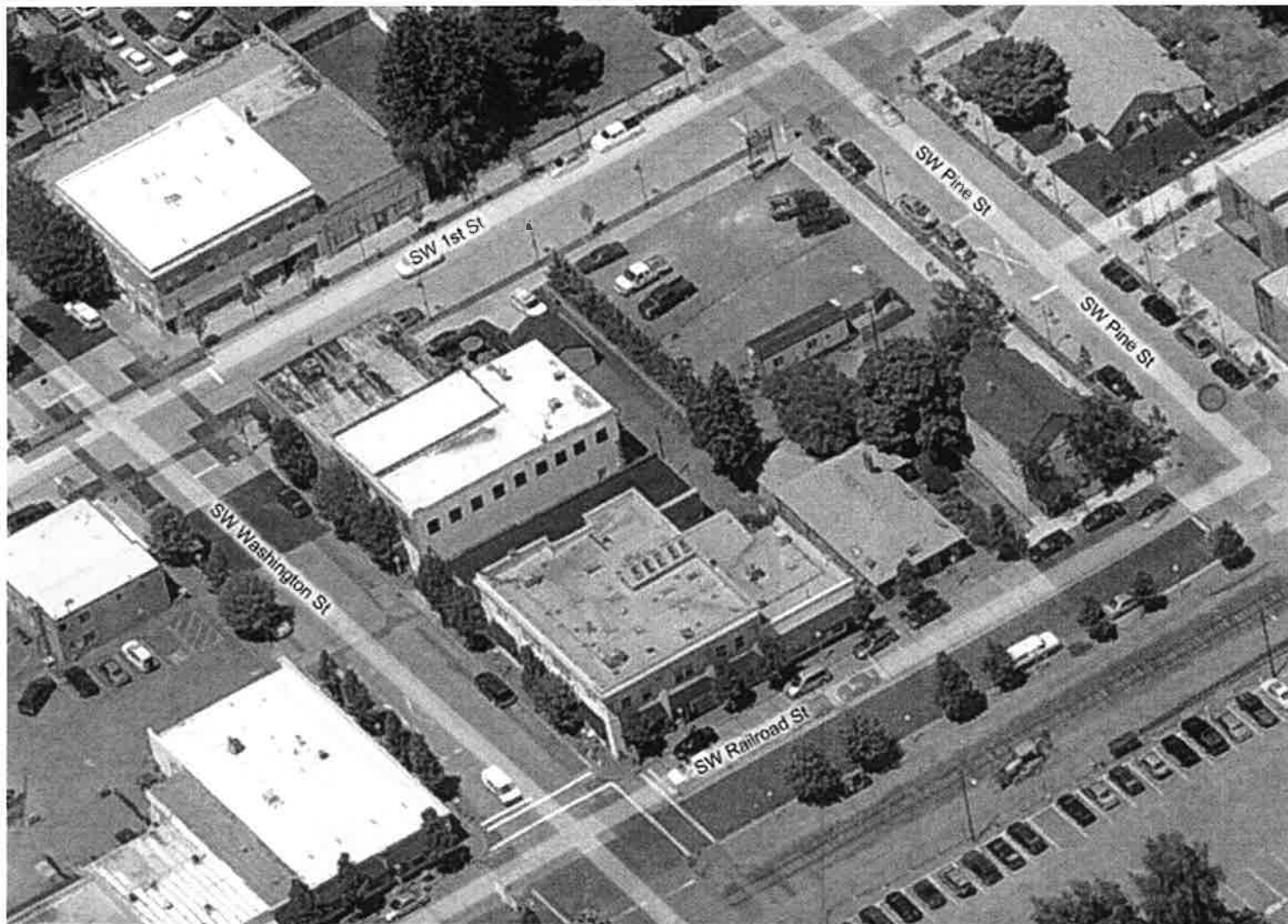
11-27-12
Date

Planning
Commission
Gov. Body

7a
Agenda Item

1
Exhibit #

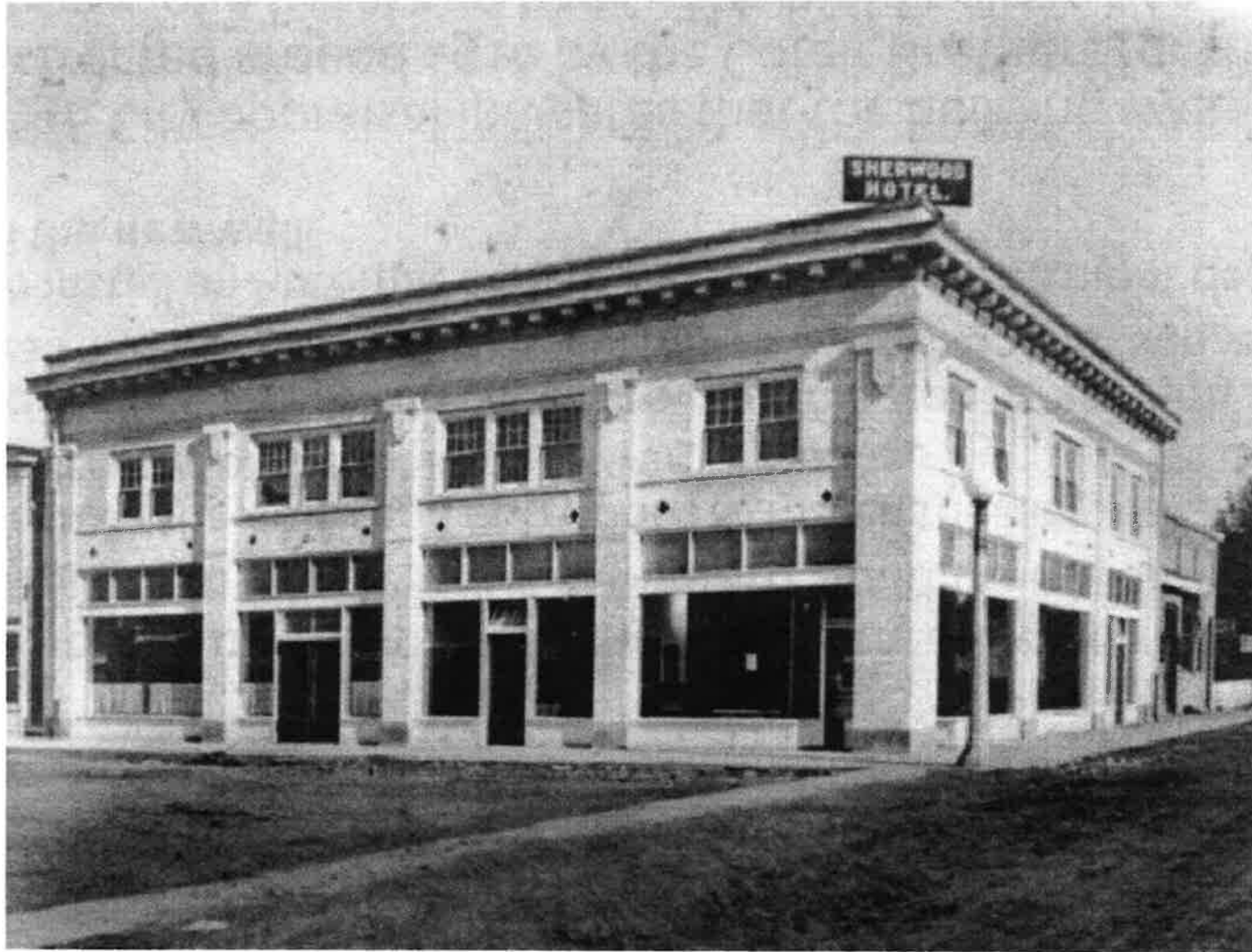
Vicinity Map



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.

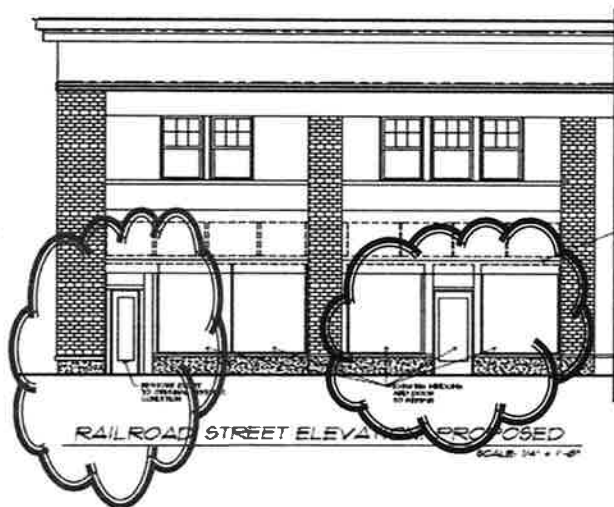
Historical Photo



Request



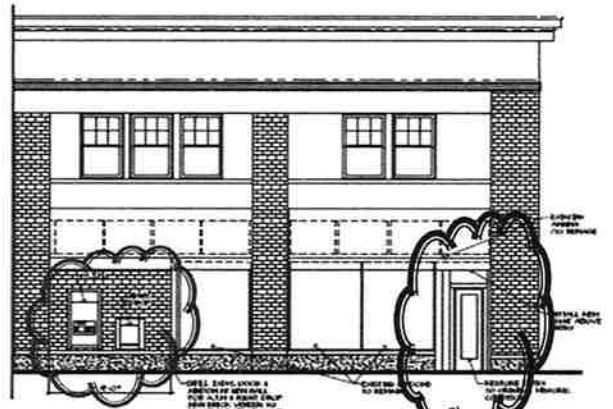
RAILROAD STREET ELEVATION: EXISTING
SCALE: 1/4" = 1'-0"



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 CHANGES
SHOWN
DOTTED LINE

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 27, 2012

Commission Members Present:

Chair Patrick Allen
Vice Chair Brad Albert
Commissioner Michael Cary
Commissioner James Copfer

Staff Present:

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

Commission Members Absent:

Commissioner John Clifford
Commissioner Russell Griffin
Commissioner Lisa Walker

Council Liaison

Councilor Krisanna Clark

Legal Counsel Present:

None

1. Call to Order/Roll Call

Chair Patrick Allen called the meeting to order at 7:00 pm.

2. Agenda Review

The agenda consisted of the Consent Agenda, a continued Public Hearing for the Pankhard Building (LA 12-01), as well as some business items that are non-hearing items; Strengths, Weaknesses, Opportunities, and Threats (SWOT) Review of Planning Commission and 2013 Goal Setting, Downtown Streetscape project update and discussion, and Downtown Parking Survey Results.

3. Consent Agenda

- a. August 28, 2012 Planning Commission Corrected Minutes
- b. November 6, 2012 Planning Commission Minutes
- c. November 13, 2012 Planning Commission Minutes

Motion: From Commissioner James Copfer to adopt the Consent Agenda. Seconded By Vice Chair Brad Albert. All Commission Members Present Voted In Favor (Commissioners Clifford, Griffin, and Walker were absent)

4. Council Liaison Announcements

Councilor Krisanna Clark noted that new Mayor elect, Bill Middleton, was present at the meeting and reminded the Commission about the Boards and Commissions Appreciation Dinner on December 19th.

5. Staff Announcements

Community Development Director Julia Hajduk informed the Commission that there will be a Cedar Creek Trail Kick-Off meeting on December 5th, from 6:30-8pm at City Hall. The purpose of the meeting is to help understand where the project is regarding scope and schedule, and to develop an interested parties list.

Julia said the Town Center Open House will be January 18, 2013 and there will be more information available at the next meeting. There will be a steering committee meeting or planning commission work session between now and then.

6. Community Comments

Eugene Stewart, 22595 SW Pine Street, Sherwood. Mr. Stewart commented regarding the minutes being up to date and thanked the Commission.

7. Old Business

a. Public Hearing- Pankhard Building (LA 12-01) *Continued from November 13, 2012*

Chair Allen re-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.

Chair Allen disclosed that he was the state's Chief Banking Regulator and as such he regulated the Bank of Oswego, but he did not feel there was a conflict and he planned to participate in the hearing.

Brad Kilby, Senior Planner, gave a brief overview of the presentation given at the November 13, 2012 meeting (see record, Exhibit 1) and explained the Pankhard Building was on the corner of Railroad Street and Washington Street and the improvement would be on the southwest corner of the site at the former coffee shop. The application is for a landmark alteration to restore the entry at the corner of the building, as well as, replace a door and a window on Washington Street with a new brick veneer wall that matches the existing façade and to install an automatic teller machine (ATM) and night deposit in the new wall. The building was built in 1910, but according to the Sherwood Historical Society, the building was not occupied until 1912. Brad said that the building has housed a number of uses over time including a saloon, government offices, professional offices, and a bank. The applicant wants to restore the corner entry to the building as shown on historical photos. Brad said there was a question about lighting above the ATM, the applicant has been asked to address that issue; typically it is low lighting with the standard of ½ a candle foot off of the property.

Brad informed the Commission that the property is approximately 7800 square feet and zoned Retail Commercial. A bank is an approved use in the zone and the proposed alterations to the structure do not extend into any required setbacks or violate any other dimensional standards, because the applicant is not enlarging the structure. Staff has made a recommendation of approval with the single condition that sandblasting not be used as a technique to restore the façade of the building.

Brad commented that there was a request that the record be left open by Mr. Claus, but there was nothing submitted during that time. The premise from Mr. Claus' testimony was that there should be an elevator installed to provide access to the upstairs. Brad stated that he discussed the issue with the Building Official, who referred him to an Oregon Revised Statute (ORS), which is included in the staff memo (see record, November 27, 2012 packet, page 10). Brad said that, per the ORS, an elevator would not be required, because banking customers do not need to go upstairs. Brad said that when there is an alteration to a structure and accessibility improvements are required there is a prioritized list of accessibility improvements that have to be made such as parking, bathrooms, and entrance into the building. Brad said that the cost of improvements has to be proportional to the cost of the proposed improvements and an elevator would be outside of those proportionate costs. Brad said the Building Official did not see that there would be any justification to require an elevator for this project.

Commissioner Cary asked what would trigger the need for an elevator. Brad replied that it would probably be a major remodel on the upper floor of the building that required accessibility, but even then it has to be based on the value of those improvements. Brad said that what he remembered of his conversation with the Building Official, up to 25% of the cost of the project may be required to be spent towards bringing the project up to accessibility standards, starting with parking on the outside of the building and then on improvements to move people into the building. Brad stated that there was no proposed work on the second floor.

Brad noted that there was an assertion, by Mr. Claus, that the original safe was removed from the building, but the safe remains.

Chair Allen commented that he was also the states building safety regulator and the notion that an elevator is required in a two story building is a common misconception and private buildings are not required to have an elevator.

With no other questions for staff, Chair Allen turned the time over the applicant.

Representatives from Bank of Oswego, 22578 SW Washington Street, Sherwood Tim Heine and Bridget Smith, came forward. Mr. Heine informed the Commission that this branch was not a full service bank, but a loan production or business banking center consisting mainly of office space. Mr. Heine stated that the bank was trying to follow the City's need for economic redevelopment and had an opportunity to leave their other Sherwood location and opted to help with the redevelopment of Old Town. The bank is putting in a significant investment into the space to ensure that it is a nice looking space and there will be three employees housed in the office.

Commissioner Cary asked regarding the lighting at the ATM. Mr. Heine answered that there needs to be a certain amount of lighting to make sure it is safe for banking customers and noted that Washington Street was pitch black at night. Bridget Smith added that the architect is recommending the installation of a luminary which would shine down on the ATM and night depository and it will not be too bright. Mr. Heine added that the light will only be noticeable because of the light coming from it and it will be historically correct to enhance the value of the building.

Chair Allen commented that there was about 27 minutes remaining for applicant rebuttal and asked if anyone else desired to testify.

Eugene Stewart, 22595 SW Pine Street, Sherwood. Mr. Stewart commented that he thought it was a good project and wanted to add that the large outside doors of the bank vault had been taken off along with some brick work that contained asbestos. Mr. Stewart commented regarding the landmark alteration and the street design elements that are no longer in old town.

The applicant had no rebuttal, so Chair Allen closed the Public testimony. With no final questions the following motion was received.

Motion: From Commissioner James Copfer to approve the application for the Pankhard Building (LA 12-01) based on the applicant testimony, public testimony received, the analysis, finding and conditions in the staff report with the condition that no sandblasting be done on the exterior of the building. Seconded By Vice Chair Brad Albert.

Before the vote, Chair Allen commented regarding investment in Old Town and said he worked in old town Albany when the Savings and Loans collapsed. The Chair said that the people who live and work in an area add to its vibrancy, these kinds of office jobs are critical to the success of Old Town, and he appreciated the bank's faith and investment in the area.

All Commission Members Present Voted In Favor (Commissioners Clifford, Griffin, and Walker were absent)

8. New Business

a. Strengths, Weaknesses, Opportunities, and Threats (SWOT) Review of Planning Commission and 2013 Goal Setting

Julia informed the Commission that City Council and City Manager are moving away from the SWOT aspect and have streamlined the meeting, asking two questions.

1. What are your two or three most significant accomplishments for this past year?
2. What are your two or three major goals for 2013 as a commission?

Councilor Clark explained that the SWOT portion would be separated in the form of a business meeting from the Boards and Commissions Appreciation Dinner.

Discussion followed and the Commission decided the accomplishments were:

- Code Clean-up was 80% complete,
- Planning work regarding various projects in the Old Town Cannery District,
- Improved Public Noticing and Public Involvement - with good feedback from the public on higher profile projects.

Other items discussed were the more thorough staff reports and televised Planning Commission Meetings.

Goals for 2013 were discussed with the following goals being identified:

- Finish the Code Clean-up
- Complete the Sherwood Town Center Plan
- Find ways to maximize engagement by:
 - Making better use of technology
 - Improving public knowledge of Planning processes
 - Providing access to performance data to address anecdotal comments

Other items discussed were flexibility with the process for those who want to be engaged, tutorials on government cable access channel, and a review of the Citizen Involvement Plan. Chair Allen commented that it was up to the City Council to review the Citizen Involvement Plan.

b. Downtown Streetscape project update and discussion

City Engineer, Bob Galati gave an update on the Downtown Streetscape Project and stated there has been public outreach through updates to SURPAC, public meetings to answer business owner's questions, and now the Planning Commission with the final design parameters and some final decision points before going to bid.

Bob referred to the information in the packet and stated that the drawings show an artist's rendering of both Railroad Street and Washington Street. This project builds upon the previous two projects which were Phase I and the Cannery Street Project. Bob said each project has gotten a little bit better each time as we have corrected some structural design elements that were not quite working.

Bob said that the sidewalk on Railroad Street, in front of the businesses, will be widened an extra four feet to turn it into more of a *paseo*, where the businesses can spill out and use the area for restaurant seating, or displays, and the like and still have a fully functional, full width sidewalk. The railroad side of Railroad Street will be cleaned up and Washington Street will be similar to what was done on Pine Street and Columbia Street.

Bob commented that there will be two different types of trees; a Zelkova and an Autumn Gold Ginkgo Baloba. The Zelkova matches what was done with the cannery project: a nice green, columnar type tree which will go along the railroad street side. On the paseo side we wanted something that was more of a canopy type of tree that would grow up and cover the paseo. The Autumn Gold Ginkgo Baloba would not get in the way of being able to see the store fronts because it has a higher canopy and the spacing of the trees will allow the canopies to overlap, so it will be a pleasant place to sit in the summertime. Bob conveyed that he wanted everyone on board regarding the concept of the tree selection and to understand that it was to enhance the area so businesses could use the area and the City can utilize it for events like the Cruise In. Bob clarified that the Ginkgo will extend the full width of the north side of Railroad Street, between Pine and Main, but the Zelkova would be used on Washington Street and the south side of Railroad Street.

Chair Allen asked if the zero elevation curbs would be continued. Bob replied that the zero elevation curbs posed drainage and parking issues, so a rolled curb with a 3" lift, similar to the ones used near the cannery, will be used. The sidewalk will still have the blue pebble look and the blue street lights will remain. Bob explained that he had conferred with the Council regarding the lights and the Council voted to continue with the lights to remain consistent.

Bob stated that the other element of the design was the alleyway improvements, between Pine Street and Main Street, and he was pleased that these were within the scope of the budget.

Bob said there were a couple of different options for the alley and the design is the least expensive option, but it is the option that fits in the budget. The design uses a concrete border on either side with an asphalt surface with transition asphalt to the grade for the businesses outside of that area, where feasible. The City would be moving all of the pedestals underground for telephone and electrical, with the gas meters being relocated to the side of the buildings, where possible. What is shown in the packet is what people would be looking at once it was done. Bob said the business owners requested alleyway lighting between Pine and Washington. This will be done with lighting fixtures mounted to the building that would throw light down. Bob said this is what the City is recommending and said now would be the time to add input.

Chair Allen asked if this would require land use action by the Commission. Julia commented that, as part of public outreach, Bob was trying to get feedback from a variety of interests and while the Commission's thoughts regarding Old Town design standards had some weight, it is not a land use decision. Discussion followed with many of the Commissioners reacting positively, but asking if the fixtures could be more consistent with either the lighting that was already present in Old Town or be more period correct.

Chair Allen asked regarding purchasing and ownership of the lights. Bob responded that it would be the City.

Commissioner Cary commented regarding the widening of the sidewalk on Railroad Street and asked who would be responsible for the trees. Bob answered that the City would be responsible. Mr. Cary asked if the business owners would be permitted to change the awning size. In the old town overlay standards it states that they awning be proportionate to the façade.

Chair Allen commented that the Gingko was a striking tree in the fall.

Julia asked for the next steps in the process.

Bob stated that the next steps were to go out to bid in the next week, and the lighting issue can be fixed with a change order, because the bidding process is several weeks long. Bids will be opened December 17th, and release the contractor to start construction mid-January, with a mandatory completion before Cruise In in early June 2013. Coordination will be continued with all of the business owners and the walking distance to the business entrances will not be more than ½ a block so they can remain viable during the construction process. We will have more public meetings as construction occurs and the contractor will have direct contact with owners so we can resolve issues immediately. As the City Engineer, Bob is the contact for this project.

Bob added that the city is working with business owners who want to add a trash enclosure for all of the business owners and if they can identify an area within each of the blocks that they all agree on that item will come before the Commission. Bob commented that it will include all of the owners or the trash enclosures cannot be done.

c. Downtown Parking Survey Results

Bob Galati informed the Commission that the parking study was a condition that was placed on the Community Center development where the City was required to provide a limited study that shows the utilization of parking in the existing downtown area. Bob stated the City hired a consultant to do a parking study to provide information on existing conditions; taking into account both on street and public off street parking and not including private lots. Bob explained that private lots would include parking lots similar to lots at Symposium Coffee or Attrell's Funeral Home. The study area was between Oak Street and Park Street, 3rd Street to Willamette. The parking lot at Stella Olsen Park was initially included, but was not included in the final report because it was not within walking distance of the Old Town businesses.

Bob stated that the overall number of spaces within the downtown parking area is 515 spaces. The analysis looks at utilization for on street parking, separately from off street parking, and then a combined analysis of the parking overall. The combined parking analysis shows a 35.7% usage at the peak hour or a little over a third of the parking being utilized within the downtown area. That shows that there is a significant amount of additional space available.

Bob commented that another aspect of the report is parking behavior and under normal conditions you look for turnover rate: people come in, park, do their business, and leave. Bob said the City has stalls that are rated two hours and around 19% of those stalls exceed the two hour limit where people park and stay. The average parking time for everyone else is about 2 hours and 25 minutes and most are parking within the time period. Bob commented that those who exceed the parking

time limit are most likely people who are business owners or employees of businesses staying all day as they work.

Chair Allen asked if the report gave the City enough of a framework for an intern to go out and repeat the study in the future for a comparison, but not have to pay a five figure bill. Bob conceded that with the baseline and the defined area, it could be done. Chair Allen commented that the question is how the parking will be impacted once the area becomes built up and how assumptions and projections prove out. Bob agreed and stated if one wanted to do a full parking study the boundary scenario would still be valid. Chair Allen commented that in the fifteen years he has lived in Sherwood he could not remember a time, other than during an event, when parking within two parking spots of where you wanted to go was unavailable.

Commissioner Cary said he did not realize that there was so much parking in Old Town. Bob replied that it adds up to a significant amount when you include the library parking lot, the gravel lot utilized on Pine Street, and the gravel lot on Railroad Street.

Chair Allen inquired about the next meeting date. Julia stated that there were not any current planning projects scheduled for the December 11th meeting date, and the Sherwood Town Center steering committee meeting could be pushed to January 8, 2013.

Julia added that the Langer Farms Phase 7 (SP 12-05/ CUP 12-02) was not appealed to Council and the City has not heard if there was a tenant.

9. Adjourn

Chair Allen closed the meeting at 8:05 pm.

Submitted by:



Kirsten Allen

Planning Department Program Coordinator

Approval Date: 01-08-2013