



**City of Sherwood
PLANNING COMMISSION
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140
August 26, 2008 – 7PM**

Business Meeting – 7:00 PM

1. **Call to Order/Roll Call**
2. **Agenda Review**
3. **Consent Agenda – Draft minutes from 8/12/08**
4. **Staff Announcements**
5. **Council Announcements** (Mayor Keith Mays, Planning Commission Liaison)
6. **Community Comments** (*The public may provide comments on any non-agenda item*)
7. **Old Business: Brookman Road Concept Plan continuation of discussion.** The Planning Commission will discuss next steps in the hearing process but will not take any action or public testimony at this time.
8. **New business – No new business.**
9. **Comments from Commission**
10. **Next Meeting: September 9, 2008**
11. **Adjourn to Work Session**

Work Session- Immediately Following Business Meeting

1. **TSP Update**
2. **Commercial/Industrial Design Standards**
3. **PUD Modification**

City of Sherwood, Oregon
DRAFT Planning Commission Minutes
August 12, 2008

Commission Members Present:

Chair Allen
Jean Lafayette
Matt Nolan
Raina Volkmer
Lisa Walker
Todd Skelton

Council Liaison – Not Present

Staff:

Julia Hajduk, Planning Manager
Heather Austin, Senior Planner
Karen Brown, Recording Secretary
Michelle Miller, Associate Planner

Commission Members Absent:

Commissioner Emery

City Attorney – Not Present

1. **Call to Order/Roll Call** – Chair Allen opened the meeting at 7:05. Karen Brown called roll. Commissioner Emery was not present.
2. **Agenda Review** – Chair Allen reviewed the agenda.
3. **Consent Agenda** – Minutes reviewed from June 10th, June 24th and July 22nd meetings. Commissioner Lafayette had scrivener items but nothing that would change the intent of the minutes. She made a motion to approve the consent agenda. Motion was seconded by Commissioner Nolan. All were in favor, motion carried.
4. **Staff Announcements** – Julia had been asked at a previous Planning Commission meeting about the timing for the improvements on Division Street related to the water reservoir project. She spoke with the Public Works Director and he indicated that those improvements would be one of the later phases of the project and that he expects those to begin next spring.

Her second announcement was that at the last City Council meeting they initiated an amendment to the PUD section of the code. The purpose of the change is to allow PUD's to occur for things that do not involve a natural resource. Basically to allow PUD's to be applied for even if there is not a wetland or flood plain on the site. Julia indicated that this will be brought before the Commission in the near future.
5. **City Council Comments** – None given
6. **Community Comments** – None given
7. **Old business** –

Brookman Addition Concept Plan – PA 08-01

Chair Allen re-opened the the Brookman Road concept plan hearing that had been continued from the last meeting. He asked for any new exparte' contact. He disclosed again that he lives in the Arbor Lane subdivision and could be impacted by decisions made. Commissioner Volkmer also disclosed being a resident of Arbor Lane and living on Red Fern Drive.

Julia referred to the discussion in the prior work session regarding the I-5/99 connector held that evening. She would like to propose that the commission take a couple weeks and assimilate the information given and then in the next meeting on August 26th discuss what that information means to the Commission.

She indicated that she had prepared a memo for the Parks Board meeting last week to outline for them some of the issues raised by the Commission and to present the updated hybrid plan. After discussion, Julia noted that the memo was indicated to introduce the hybrid option and Commission questions with the intent to discuss the issues with the Parks Board at their meeting on September 8th

There was further discussion of whether any members of the Planning Commission should attend the Parks Board meeting. Chair Allen indicated it was his feeling that no one needed to attend, as they (the Planning Commission) have not come to a decision that they would want to represent.

Commissioner Lafayette noted that she hopes that emphasis is made that this is the last opportunity to make significant changes early enough in the process.

In discussion other comments on the concept plan, Chair Allen indicated that he is very interested in seeing what it would take to push the envelope on the “job generating” land element of the plan. He questioned if there is any information the Planning Commission could get that could help them understand the impacts of more job generating land and to help them lay a better foundation in the record for that. He would like to see if there is information that could be considered that allows land uses that goes even further than what they've been looking at so far. He would like to be able to discuss this further at the next meeting. He noted that in a previous meeting there was a discussion about what the projections say for the area. He feels that projections are basically good if what you're projecting looks very similar to something done in the past. What he would like to do moving forward is to see what it would take to change the paradigm in that area considering what the community and the “world” will look like in terms of energy availability and those types of things in the future. He would like to discuss this in future meetings prior to taking any final action.

Julia agreed to discuss this in the future but questioned how this can be shown in a supportable context and substantiate where the ideas are coming from. After discussions between Julia and Chair Allen, it was agreed that they would meet to discuss how best to address his questions.

Commissioner Lafayette moved to continue the Brookman Road Concept Plan to August 26th. Commission Nolan 2nd the motion. All were in favor. Motion carried.

8. New business –

Site plan SP 08-10/CUP 08-01 Verizon addition.

Michelle Miller presented the staff report. The application is for land use modification of a Conditional Use permit to renovate the Verizon Switching Station located at 22312 SW Pine Street. She noted that this is a unique building here in old town as there are no regular employees or visitors to the building. It is used as a utility switching station to house the mechanical equipment used by Verizon. The current building is approximately 3600 sq. ft. Verizon is proposing to add 1500 sq. ft., mostly within the existing parking area of the site. To comply with the Old Town Overlay the applicant is proposing some façade and landscaping improvements as well. She indicated that Staff is recommending approval with the conditions outlined in the staff report. Michelle noted that the main issued Planning Staff would like to see addressed is the North façade of the building and pointed to page 25 of the staff report referencing the Commercial Standard #5 Vertical Façade Rhythm. She stated that when entering Old Town Sherwood from South Sherwood Blvd. the North façade of the existing Verizon building is exposed in its entirety. This elevation does not match any of the Old Town Design Standards so Staff is requesting that the improvements being made to the Southwest Pine Street side of the building are mirrored on the North side. She indicated that some examples of improvements include screening or landscaping that would follow the Commercial Design Standards of the Vertical Façade Rhythm.

Commissioners Lafayette and Walker were trying to understand the area being proposed for improvements. Michelle clarified that the site has been improved with the exception of some minor landscaping and the proposed expansion to the South of the building into their existing parking area. To people traveling past the building the addition will not be visible, however the North side of the building is quite visible to people entering Old Town.

David Bissette from David Bissette Architecture, LLC addressed the Commission on behalf of Verizon. He began with commending staff, particularly Michelle and her working relationship with the applicants to find a resolution to updating this building. He confirmed that Verizon uses this building as a switching station and needs to provide a larger area for their equipment. On a very minimal basis, employees enter the site to check on and perform maintenance to the equipment; however there is no full time staff on site. For Verizon the improvements to this building are purely a utilitarian item and would prefer not to have any conditions applied. However, he indicated that he has explained to his client and helped them understand that due to the very visible location in an “Old Town” setting, appearance is an issue. Mr. Bissette indicated that the conditions are understandable however there are two conditions; C-8 and C-9 that they are not fully in agreement with. Those conditions address the North side façade. They have tried to work with staff to present a very clean application and not have a lot of issues to try to work out between Verizon, the Planning Commission and Staff. He is requesting approval of all of the conditions with some possible changes to the language regarding conditions C-8 & C-9. From their point of view, they are looking at the North side of the site as an existing condition as there is no work proposed in that area. He is suggesting

adding wording that would say they will extend the landscaping to the North side. On the Pine Street side they are using screening and landscaping to create a false façade to screen the parking lot and the new addition. They are creating a colonnade and openings using a “green screen”. The green screen is a dark bronze anodized metal grid which is used for a base for climbing landscaping to soften the look of the façade. He would like to recommend changing C-8 and C-9 to say they will add “green screen” panels and landscaping on the North side facade.

Commissioner Lafayette, Chair Allen and Mr. Bisette spent some time discussing which elevation is actually being addressed.

Chair Allen asked if David was familiar with the Old Town Façade Improvement Grant Program. He was not. Chair Allen suggested have Tom Nelson, the City’s Economic Development Manager address the Commission and Mr. Bisette about that as an option for this site prior to the close of the hearing.

Chair Allen asked for anyone testifying in opposition to the project.

Mr. Willie Plants, 15921 Second Street addressed the Commission. He testified that he lives directly behind the Verizon Building. His concern is that the addition will be taking away parking space for Verizon vehicles, and so vehicles will be using the alley for parking, blocking his access down the alley.

Chair Allen explained that he doesn’t see that the alley would be blocked, but that he will ask the applicant for clarification when he returns to speak.

Mr. Plant agreed.

As there were no other people signed up to speak, Chair Allen the invited Tom Nelson to address the commission about the façade grant.

Mr. Nelson Economic Development Manager, explained the process and applicability for this site to apply for a façade grant. He indicate that project costs will be matched up to 15,000 per street façade and that funding has been set aside and currently they have budgeted another \$150,000 for this budget year.

David Bisette returned to answer questions brought up in the public testimony. Chair Allen asked that he address the parking question as well as the façade grant information.

David Bisette confirmed that Verizon will not be blocking in any way the access to the alley or to the existing driveway. Rather, they would use a portion of the existing parking for the addition to the building while still maintaining adequate parking for the limited traffic visiting the site. Regarding the grant application he will certainly propose the idea and information to Verizon.

Commissioner Walker asked staff about the page 7 of the staff report where the parking issues were discussed. She believes that leaving the parking issues up to Code

Compliance would not be the best way to proceed. She asked how many parking spaces would be left after the addition.

Mr. Bissette explained that there will still be 2 to 3 spaces remaining, and that the people that visit the building are only there a few hours and will be able to park in the area marked as proposed concrete curb as well.

Comissioner Walker asked about 3 existing street trees and whether there will be screening in front of those trees?

Mr. Bissette replied that they will actually be landscaping on the street side edge and the wall façade and behind it as well, all intended to help buffer the parking and equipment, until the landscape matures.

Regarding the issue of the parking concerns raised and the findings in the staff report, Commissioner Lafayette noted that the finding might be better stated by saying that there are no parking standards within Old Town and so the applicant is not required to provide parking. If the neighbors do have an ongoing concern about the alley being blocked they do have a way to communicate that concern by contacting the City, the Code Compliance Officer or the Police Department.

Chair Allen brought up the question of what alleys are actually for. Isn't the whole purpose for an alley is for short term drop off and loading unloading?

Julia commented that that is actually an issue that is in the process of being discussed with the City Council at this time. Planning Staff has done a presentation for the Council about a month ago where all the alleys have been inventoried and conditions identified. They will go back to Council soon to continue the discussion.

Commissioner Nolan asked if it would be possible to ask the applicant to install no parking signs in the alley. A conversation ensued between commissioners about what the actual purpose of an alley should be.

Commission Lafayette asked Mr. Bissette if he was in agreement with the Commission's interpretation of the code regarding conditions C-8 & C-9 (that the green screen as proposed was meets the conditions, but the conditions do not need to be reworded).

Mr. Bissette agreed.

Chair Allen summarized by saying he likes what they are doing and the new items proposed are nice. Partnering up with the grant program is a great way to go.

Commissioner Lafayette made a motion to approve SP 08-10/CUP 08-01 Verizon Addition based on the adoption of the staff report, finding of fact, public testimony, staff recommendation, agency comments, applicant comments and conditions as revised. Commissioner Nolan seconded motion. All members were in favor, none opposed, motion carried.

9. **Commission Comments - None**

10. **Next Meeting: August 26, 2008**

Chair Allen closed the meeting at 8:05.

End of minutes.



MEMORANDUM

22560 SW Pine St
Sherwood, OR 97140
Tel 503-625-5522
Fax 503-625-5524

To: Planning Commission
From: Julia Hajduk, Planning Manager
Date: August 19, 2008
RE: Brookman Addition Concept Plan

Based on discussions at the August 12th Planning Commission meeting, staff is aware the PC is not planning to take action or verbal public testimony on this proposed plan amendment at the meeting on August 26th, but rather will address the next steps that will be taken in order to accept verbal public testimony and deliberate at the meeting on September 9, 2008. The PC will likely not take action on this proposal until the meeting on September 23, 2008.

Attached is public testimony received from Kelly Hossaini on behalf of the Sherwood School District pertaining to the Brookman Addition Concept Plan. These comments will be added to the public record in the file. Staff will continue to forward public testimony on this proposed plan amendment to the Planning Commission as long as the public record is left open.



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August 19, 2008

VIA E-MAIL AND FACSIMILE

Sherwood Planning Commission
Sherwood City Hall
22560 S.W. Pine Street
Sherwood, Oregon 97140

Subject: Brookman Addition Concept Plan

Dear Commissioners:

We represent Brown, DeHarpport, Robinson, and Roth, Tenants in Common (the "Owners"), which own property within the Brookman Addition. In particular, the Owners own property directly east of Brookman Road, upon which the most recent version of the Brookman Addition Concept Plan (the "Concept Plan") map has located a neighborhood park. The purpose of this letter is to provide testimony as to the appropriateness of that new park location.

The optimal location for a new park is in an area where distinct and valuable natural resources and features already exist that can then form the basis of the park and give it its own identity. Such a location protects natural resources while providing the public with needed park and recreational opportunities. There are several locations within the Concept Plan area that would meet this criterion for park siting. The most obvious is the area in the east sub-area of the Concept Plan that encompasses several tributaries of Cedar Creek and includes a relatively intact mature forest cover (the "Cedar Creek Natural Area"). If a goal of the Concept Plan is to place a neighborhood park in each sub-area of the Concept Plan, the Cedar Creek Natural Area begs for just such a designation. Instead, the July 1, 2008, version of the Concept Plan map (the "July Map") ignores this area and locates the potential east sub-area park east of Brookman Road (the "East Park Location"), an area we do not believe to be well-suited for a park.

The East Park Location is isolated from the Cedar Creek Natural Area and so adds nothing to the protection of that area. The East Park Location area has traditionally been farmed such that no trees or noteworthy vegetation otherwise exist



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within it. To be able to turn it into a park, then, would require starting from scratch, with no foundation of trees, vegetation or riparian area to build from. Such a starting point does not promote sustainability nor does it take advantage of the existing east sub-area conditions. The East Park Location is sloped, which does not necessarily make for a very usable park, whereas the Cedar Creek Natural Area has a number of flat areas. The Cedar Creek Natural Area could support some active park uses, as some cleared areas already exist and minimal thinning of the tree cover could produce larger open areas, if desired. The Area is also within a quarter of a mile of the area it will serve, which is one of the standards for a neighborhood park.

In short, the East Park Location has nothing of interest to distinguish it from the surrounding area and nothing of importance to protect through a park designation. Further, locating the East Park Location within the Cedar Creek Natural Area is consistent with the goals and policies of the Concept Plan, the Sherwood Comprehensive Plan, and the Sherwood Parks, Recreation & Open Spaces Master Plan, and the Washington County Sherwood Community Plan, as set forth below.

Consistency With the Concept Plan

Goal 5 of the Concept Plan contains eight policies, three of which speak directly to preserving at least part of the Cedar Creek Natural Area as a park. Several of the policies are aimed at establishing connectivity between parks and natural areas, including Policies 5.1, 5.6, and 5.7. The most direct linkages between the eastern sub-area park and other parks, open space, wildlife habitat, natural areas, and trails will be a location within or directly adjacent to the Cedar Creek Natural Area. The East Park Location is separated from all of those linkages and is on the opposite side of what will likely remain the alignment of Brookman Road, a collector-level street.

Policy 5.8 provides that the existing tree canopy should be preserved and enhanced "as much as possible." The best way to do this is to preserve at least part of it as a park. As it stands, there is little protection for the forested area as upland habitat under existing regulations, and to ignore a ready opportunity to protect at least some of it as needed parkland makes no sense.

Within the body of the Concept Plan report itself, the East Sub-Area Design Themes and discussion text recognize the importance of the Cedar Creek Natural Area to that sub-area's identity and provides that it should be preserved. One way to preserve some of the area is through cluster-style development, as noted in the text, but a better way to preserve a meaningful portion of it is through its preservation as a park.



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The Concept Plan report also lays out strategies for natural resource protection, many of which support the designation of park land in conjunction with the Cedar Creek Natural Area. For example, one strategy states: "Identify, define, and map protected zones for lands deserving of protection but which are not yet protected from development, with development rights transferable to a developable zone." (Page 28.) The upland habitat within the Cedar Creek Natural Area is not adequately protected under current regulations. Preserving at least some of it as a park would help to rectify that and would be consistent with this strategy. Another strategy contained in this report directs the City to define the lower-density residential zoned area, which includes the Cedar Creek Natural Area, to maximize and expand natural resource areas and encourage preservation of intact tree stands and land adjacent to protected natural resource areas, like the Cedar Creek stream corridors. (*Id.*) Again, preserving at least some of the Cedar Creek Natural Area as a park would be a way to implement this strategy.

Existing Conditions Report and Summary

We believe it is also worth noting that in the Concept Plan existing conditions summary, Appendix F, and the standalone existing conditions report, dated June 2007, the Parks & Open Space strategies stress park and open space connectivity and integration of parks with natural space and systems. Specifically, the text states that "[c]onnectivity will be the most important factor in creating a seamless and integrated open space system." It then goes on to recommend the use of parks as access points to natural areas and locating linear parks next to the vegetated stream corridors. The text also includes the recommended strategy of integrating parks with natural systems through the preservation of tree canopy and connection to habitat areas. All of these strategies militate toward placing at least one neighborhood park within the Cedar Creek Natural Area.

With respect to the Natural Resources sections of those documents, there is recognition that the stream corridors are flanked by significant pockets of forest habitat, possessing extensive tree and shrub cover, and providing high-value wildlife habitat, according to Metro inventories. The opportunity to protect at least part of this high-value wildlife habitat through a park designation, thereby enhancing the overall health of the southern Sherwood natural resources, should not be lost.

Public Comments

Protection of natural areas is also a common theme in the public comments that have been received on the Concept Plan over the last year or so. For



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example, in the January 19, 2008, open house summary, many of the comments regarding the east sub-area and the proposed parks and trails recognize the value of the Cedar Creek Natural Area and ask that this sensitive area be preserved and integrated into a park area.

Consistency With the Sherwood Comprehensive Plan

Protecting at least part of the Cedar Creek Natural Area as a neighborhood park meets many of the goals and policies contained in the Sherwood Comprehensive Plan, as listed below, whereas the East Park Location does not. Some of the goals and policies that are supported by the relocation of the neighborhood park to the Cedar Creek Natural Area are as follows:

1. Environmental Resources Policy Goals, Planning Goals: Natural Resources and Hazards, Goal 3: "The urban uses of wooded areas should be recognized and encouraged. They include: a. Watershed protection of wildlife and fisheries habitat and recreation; b. The prevention of soil erosion; c. Urban buffers, windbreaks, scenic corridors, and site landscaping." (Page 4.)
2. Environmental Resources Policy Goals, Planning Goals: Natural Resources and Hazards, Goal 5: "Protect fish and wildlife habitats and significant Natural Areas where feasible." (Page 4.)
3. Planning Goals: Recreational Resources, Goal 1: "Preserve the scenic open space, wetland, and riparian values of the Rock Creek and Cedar Creek greenways. The greenways should remain undeveloped as passive open space in order to maintain their natural integrity and habitat." (Page 8.)
4. Natural Resources and Hazards, Objective a.: "Encourage preservation of important natural habitat associated with Rock Creek and Cedar Creeks and, at the same time, prohibit development in flood hazard areas." (Page 10.)
5. Recreational Resources, Policy 1: "Open space will be linked to provide greenway areas. Strategy: Floodplain and wetlands ordinances and dedication and acquisition programs will focus on protection of rock [sic.] and Cedar Creek greenways. [. . .]" (Page 19.)
6. Park and Open Space Plan Features, Parks, Neighborhood Parks: "Outside of the central area, possible park sites may be located in close proximity to residential areas. It is the intent of the plan to encourage acquisition and/or



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development of these or similarly situated sites and to take advantage of site donations, access, significant natural areas, views, and vegetation." (Pages 23-24.)

We also note that on the current Natural Resources and Recreation Plan, the extension of the Cedar Creek Natural Area to the north is designated as "Wildlife Habitat," "Greenway/Visual Corridor/Open Space," and "Water Areas and Wetlands." (Page 6.) There is no reason why these designations should not also apply to the Cedar Creek Natural Area, or why at least some of that area should not be protected with one of the most readily available tools the City has—development as a neighborhood park.

Sherwood Parks, Recreation & Open Spaces Master Plan

Providing and maintaining linkages between open space, natural areas, and parks is a prominent theme in the Parks, Recreation & Open Spaces Master Plan (the "Parks Plan"). For example, the Parks Plan states that "[a] very important component of the [Parks Plan] are the Trails and Connectors that provide linkages between the parks and other community facilities." (Page 23.) The Parks Plan also states: "Specific park site locations should be selected which [. . .] serve as links to the rest of the park and open space system, [and] conserve natural features." (Page 37.) Similarly, the plan states: "Neighborhood Parks should connect to the linear network wherever possible for maximum accessibility and benefit." (*Id.*) Locating a park within or adjacent to the Cedar Creek Natural Area is directly supportive of all of these provisions.

Sherwood Community Plan

Siting a park within or adjacent to the Cedar Creek Natural Area is also consistent with and supportive of the Washington County Sherwood Community Plan (the "Community Plan"). With respect to the Southwest Sherwood sub-area, Design Element number two states as follows:

"Cedar Creek, its tributaries and their immediately adjacent riparian zone, as defined in the Community Development Code, shall be retained in their natural condition, including topography and vegetation consistent with the provisions of the Community Development Code. This land shall be dedicated as public open space for pedestrian access and recreational purposes when ever feasible." (Page 1 of Subareas-Southwest of Sherwood.)



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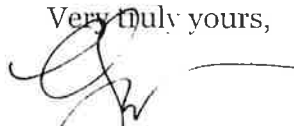
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Siting the park adjacent to the Cedar Creek riparian zone will allow the City to preserve and protect more of the Cedar Creek area, thereby enhancing its natural values for the riparian system, as well as for wildlife.

Conclusion

Siting a park within or adjacent to the Cedar Creek Natural Area promotes linkages between natural areas and parks, sustainability, natural area enhancement, and increased protection of wildlife habitat. Such a location is also consistent with City and Washington County goals, policies, and regulations, and, therefore, ultimately best serves the public interest. We respectfully request, then, that the Commission consider relocating the park in the eastern sub-area, as shown on the July Map, further to west so that it can become part of the Cedar Creek Natural Area.

Very truly yours,



Kelly S. Hossaini

cc: Mr. Mike Robinson
Mr. Dave DeHarpport
Mr. Steve Brown
Mr. Tim Roth

COMMERCIAL DESIGN REVIEW MATRIX

Project Name: _____

Case File: _____

Reviewed By: _____

Date Reviewed: _____

Total Points Earned: _____/65

Process as Type _____ Review

BUILDING DESIGN (16 total possible points; must earn XX out of 16)

	POINTS		
<u>Materials</u>			
Concrete, artificial materials, artificial or "spray" stucco, etc = 0,	0	1	2
Brick, stone, decorative- patterned masonry, wood = 1,			
Mixture of at least three (3)materials (i.e break up vertical façade) = 2,			
Note: no aluminum or T-111 siding permitted			
 <u>Roof Form</u>			
Flat (no cornice) or single pitch (no variation) = 0,	0		2
Distinctive from existing adjacent structures (not applicable to expansion of the same building) AND either variation in pitch or flat roof with cornice (Note: No metal roofs permitted)			
 <u>Glazing</u>			
0-25% glazing on the street facing side(s) = 0	0	1	2
25%-50% glazing on at least one street- facing side = 1			
25%-50% glazing on all street- facing side = 2			
(2 points if there is only one street facing side and it is 25-50% glazed)			
Bonus: 2 points for actual windows, not display windows, façade windows, etc. (Partial bonus points possible)		Bonus: 2	
 <u>Fenestration</u>			
One distinct "bay" with no vertical building elements = 0	0	1	2
Multiple "bays" with one or more "bay" exceeding 30 feet in width = 1			
Vertical building elements with no "bay" exceeding 30 feet in width = 2			
 <u>Entrance Articulation</u>			
No weather protection provided = 0	0		2
Weather protection provided via awning, porch, etc. = 2			
Bonus: 2 points for pedestrian amenities such as benches, tables, chairs, etc. provided near entrance		Bonus: 2	
 <u>Size</u>			
Greater than 40,000 sq.ft. = 0	0	1	2
20,000- 40,000 sq. ft. = 1			
Less than 20,000 sq. ft = 2			
(Note: if multiple buildings are proposed, average the building sizes of the development)			

BUILDING LOCATION & ORIENTATION (6 total points possible; must earn XX out of 6)

<u>Location</u>	0	1	2
Active side of building not flush to any right-of-way = 0 (including required PUE adjacent to ROW, setbacks or visual corridor) (i.e. parking or drive aisle intervening)			
Active side of building located flush setbacks to ROW on at least one side = 1 (with the exception of required setbacks, easements or visual corridor)			
Active side of building flush to all possible ROW to all ROW = 2 (with the exception of required, setbacks, easement, easements or visual corridors)(i.e. built to the corner)			

<u>Orientation</u>	0		2
Primary entrance orientated to parking lot = 0			
Primary entrance oriented to the pedestrian = 2 (i.e. entrance is adjacent is adjacent to public sidewalk or adjacent to plaza area connected to public sidewalk)			

<u>Secondary Entrance</u>			2
Secondary pedestrian entrance provided adjacent to public sidewalk or adjacent to plaza area connected to public sidewalk = 2 (Note: if primary entrance is oriented to the pedestrian, the project is automatically given these points without need for a second entrance)			

PARKING & LOADING AREAS (12 total points possible; must earn XX out of 12)

<u>Location of Parking (when viewed from a public street)</u>	0	1	2
In front of building = 0			
To the side of the building = 1			
Behind the building = 2			
[Note: if parking is provided in multiple locations on the site, the lowest Scoring location determines the points granted (i.e. if there is parking in the front and rear, zero (0) points are granted because there is parking in front]			

<u>Loading Areas</u>	0	1	2
Visible from a public street and not screened = 0			
Visible from a public street and screened = 1			
Not visible from a public street = 2			

<u>Parking Lot Lighting</u>	0		2
No= 0			
Yes = 2			

<u>Vegetation</u>	0	1	2
At least one "landscaped" island once every 12- 15 parking spaces = 0			
At least one "landscaped" island once every 10- 12 parking spaces = 1			
At least one "landscaped" island once every 8- 9 parking spaces = 2			

Number of parking spaces (%of minimum required) 0 1 2
 120% or more = 0
 100- 120% = 1
 100% = 2

Parking Surface 0 1 2
 Impervious = 0
 Partially pervious (25-50%) pervious = 1
 Mostly 50- 100%) pervious =2

LANDSCAPING (16 total possible points; must earn XX out of 16)

Tree Retention 0 1 2
 Less than 50% of existing trees on-site retained = 0
 50-75% of existing trees on-site retained = 1
 75-100% of existing trees retained = 2

Mitigation Trees 0 2
 Trees mitigated off-site or fee- in- lieu = 0
 Trees mitigated on-site = 2

Landscape Trees (in addition to mitigation trees on-site) 0 1 2
 Less than one tree for every 150 sq. ft. of landscaping = 0
 1-2 trees for every 150 sq. ft. of landscaping = 1
 2 or more trees for every sq. ft. of landscaping = 2 Bonus: 2
 Bonus: two points if no individual landscaped area is less than 100 sq. ft. in size)

Landscape Trees Greater than 3" caliper 0 1 2
 <25% = 0
 25-50% = 1
 >50% = 2

Amount of Grass 0 1 2
 (Shrubs and drought resistant ground cover are better)
 >50% of landscaped areas = 0
 25-50% of landscaped areas = 1
 <25 % of landscaped areas =2

Total amount of site landscaping (including visual corridor) 0 1 2
 <10% of gross site = 0
 10-20% of gross site = 1
 20% of gross site = 2

Automatic Irrigation 0 2
 No = 0
 Yes = 2

MISCELLANEOUS (15 possible points; must earn XX out of 15)

Equipment Screening (ground level)

0 1 2

Equipment not screened = 0
Equipment partially screened = 1
Equipment fully screened = 2

Equipment Screening (roof)

0 1 2

Equipment not screened = 0
Equipment partially screened = 1
Equipment fully screened = 2

Fences and Walls

0 2

Standard fencing and wall materials (i.e. wood fences, CMU walls, etc.) = 0
Fencing and wall materials match building materials = 2

Retaining Walls

0 2

Non-decorative = 0
Decorative = 2

On- Site Pedestrian Amenities Not Adjacent to Building Entrance
(Benches, tables, plazas, water fountains, etc.)

0 1 2

No = 0
Yes (1 per building) = 1
Yes (more than 1 per building) = 2

Open Space provided for Public Uses

0 1 2

No = 0
Yes (<500 sq. ft.) = 1
Yes (> 500 Sq. ft.) = 2

Leadership in Energy and Environmental Design (LEED) Certification = 3
(Any level)

3

APPROVED MINUTES

City of Sherwood, Oregon Planning Commission Minutes
August 26, 2008

Commission Members Present:

Chair Allen
Jean Lafayette
Matt Nolan
Raina Volkmer
Lisa Walker
Adrian Emery

Council Liaison – Mayor Keith Mays

Staff:

Julia Hajduk, Planning Manager
Heather Austin, Senior Planner

Commission Members Absent:

Commissioner Skelton

City Attorney – Not Present

1. **Call to Order/Roll Call** – Chair Allen opened the meeting at 7:05. Julia Hajduk called roll. Commissioner Skelton was not present.
2. **Agenda Review** – Chair Allen reviewed the agenda.
3. **Consent Agenda** – The draft minutes from the August 12, 2008 meeting were discussed. Commissioner Lafayette pointed out that on page 2 her intent was not to say this was the last opportunity to make changes, but that it was the last good opportunity to make changes. She also has some scrivener's errors that she'll give to Julia. Motion was made and carried to accept the consent agenda.
4. **Staff Announcements** – None given.
5. **City Council Comments** – Mayor Mays had no comments.
6. **Community Comments** – None given.
7. **Old business – Brookman Addition Concept Plan – PA 08-01** Chair Allen asked for any exparte contact and disclosed that he lives in the Arbor Lane neighborhood. Commissioner Volkmer also disclosed that she lives in the Arbor Lane area. No other disclosures were made.

In previous meetings the Commission discussed increasing the job generating land in the area and what would need to be on the record to achieve that. Chair Allen and Julia met in a separate meeting and came up with an outline. Currently the project is working within the hybrid alternative plan. The idea that Chair Allen and Julia have developed is to forward a version of the hybrid, with the current outstanding questions answered, to the City Council and ask them to review that plan as well as give them an alternative

outline to review which would describe the Planning Commission's ideas of ways to increase the job generating land, and get some policy guidance from the Council.

Julia added that when she and Chair Allen spoke they discussed the idea of bringing in some experts for testimony, like developers and economists. For example, if we had a market analysis that said 26 acres of employment is the maximum long-term that could be supported within this area, without a change in the transportation system, here are some things that could be done.

At the last meeting, a representative from the I-5/99 Connector group gave a presentation about the project. Julia reminded the Commission that the idea was to give them some time to think about what they heard and think more about how they want to proceed. The staff recommendation at this time is to take a little more time and figure out what is happening with the Connector project before the Commission makes any decisions.

Tom Pessemier added to Julia's comments by saying that the plan was to have the I-5/99 Connector team come in and give a presentation to get a broad picture of where the project was going, then spend some time talking more specifically about questions or concerns that the Commission may have. At that presentation it became very clear that there are still a lot of options on the table and a lot of unknowns. There was only one option that came close to the Brookman project- Alternative 6. He understands that the Commission is very interested in job generation and certainly a connector facility would change the ability to put jobs in that area. Tom attended the Connector Steering Committee meeting the day after the last Planning Commission meeting and felt that even after that meeting there was less clarity than hoped for. What he heard during the meeting was that they want to really look at some short-term projects and projects that could make a measurable difference in the purpose and need that have been identified. They are feeling some pressure to get some things done. Their direction was to look at some short-term projects to enhance the existing system; Alternative 3. That plan would basically make Tualatin-Sherwood Road a highway with connector roads on either side, connecting 124th to Tonquin, etc. The cities of Tualatin and Sherwood had some major issues with limiting access on Tualatin-Sherwood Road from Hwy 99W. Everyone realized that Alternative 3 would not be a workable solution. So, that plan has been taken off the table and now they are working on some short-term projects which include taking Tualatin-Sherwood road to 5 lanes, extending 124th down to Tonquin and adding commuter rail. Tom is working now on getting more clarity from the Steering Committee. That committee does not meet again until September 24th.

Julia added that Staff would do whatever the Planning Commission wants, but that staff's recommendation would be to wait until the Policy Steering Committee meets again, then come back at the October 14th Planning Commission meeting for a work session update. Julia will work on getting some experts lined up to help determine what it will take to get more employment land. We know that we are not going to have any more clarity until after the October meeting, so staff would recommend waiting until the October 14th meeting and talk about the project again.

Commissioner Nolan asked if the Commission would be more productive going to City Council now and saying this is the plan as it is, we see an opportunity for more industrial land, and is that something the Council would like to see the Commission pursue.

Julia believes that it would be beneficial to have a work session with the Council, but only after getting more information about what it would take to support significantly more employment land.

Chair Allen felt originally that there was some sense of urgency and that it seems like that has dropped off quite a bit. He asked if that was a correct assessment.

Julia explained that there are some requirements of time lines from Metro, and that there could be some exceptions made for that, there are also grant funds from Metro that have milestone requirements that need to be met, but that would not justify making a decision before we are ready.

Mayor Mays acknowledged that there has been pressure from the region and Metro to finish the plan and adopt a plan and present it to the community, and the City for approval. With the slowing of the economy some of that pressure has eased up, but we are still under pressure to do something within the first half of next year if an agreement can be reached. Important areas to be considered when reviewing this area would be the infrastructure requirements and how those would be paid for and what is and is not realistic with the different use mixes. Jobs are important in the community and they have been promoted heavily inside Old Town and off Tualatin-Sherwood Road and in future UGB expansions that will likely be seen. The city will hold the line to get a much better of mix of jobs in the area. He feels the Commission needs to have a good appreciation for what is possible in the Brookman area and once more is known about what will happen to Brookman Road with the Connector project, decisions can be made.

Chair Allen summarized by saying he is hearing that the Commission should basically hold off for now until after the October I-5/99 Connector meeting.

Mayor Mays indicated that after approval of the concept plan, the next real opportunities for the community to act on a recommendation from the Commission and decision by the Council will be the annexation vote in March or May.

More discussion ensued about time lines and speculations about when and how much more information would be available about the I-5 project.

The subject of a letter written to staff from Miller Nash regarding parks in the Brookman Road area was briefly discussed and plans were made to talk in more detail about it when the Commission is ready to deliberate. Julia believes they have some valid issues but ultimately it is a policy and funding decision where the parks are placed on the concept plan map.

Chair Allen summarized that for now the Brookman Road issue will be placed on hold until the October 14th meeting when more information can be provided about the I-5/99 connector and the Commission will hear from some experts who can address what is possible in terms of getting a little different jobs/housing balance in that area.

Commissioner Lafayette made a motion to continue the Brookman Road Concept plan discussion to the October 14th Planning Commission meeting. Commissioner Walker seconded. The motion was voted on and all were in favor. The motion carried.

8. **New business** – None
9. **Commission Comments** - None
10. **Next Meeting: September 9th, 2008**

Chair Allen closed the meeting.

End of minutes.