



**City of Sherwood  
PLANNING COMMISSION  
Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140  
October 14, 2008 – 7PM**

### **Work Session – 6:00 PM**

The Planning Commission will hold a work session before the regular business meeting. Topics for the work session include:

- **Sign Code Review**
- **Commercial/industrial Design Standards**

Work sessions are informal meetings where the Commission and staff can discuss topics but no formal action is taken from these meetings. Work sessions are open to the public in accordance with public meeting laws.

In the event the work session topics exceed one hour, the Commission to reconvene the work session at the close of the business meeting

### **Business Meeting – 7:00 PM**

1. **Call to Order/Roll Call**
2. **Agenda Review**
3. **Consent Agenda** – Draft minutes from 9/23/08
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:**
  - a. **SP 08-09 Oregon-Washington Lumber (Sherwood Industrial Park) Phase I.** Public hearing to consider site plan approval to construct two tilt-up concrete shell-only buildings measuring 25,000 square feet and 34,687 square feet, respectively. The site is 6.16 acres and is currently vacant. The assumed use of the buildings (though no tenants have been secured) is a mix of light industrial and warehousing. The proposal includes 121 parking spaces and 22 loading docks and a potential outdoor storage area.
  - b. **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**
  - a. **SP 08-08 Winslow Site Plan.** The applicant requests site plan approval to construct an industrial building measuring 31,250 square feet with a parking area of 30,542 square feet. The site is 2.02 acres and is currently vacant. The assumed use of the building is a mix of light industrial and office/warehousing.
9. **Comments from Commission**
10. **Next Meeting:** October 28, 2008 – Work session only
11. **Adjourn to Work Session**

**Work Session- Immediately Following Business Meeting if necessary**

6' 36' 

exceptions:

lot line  
to Hwy 99

comm. center

20

## 16.102.010 GENERALLY

### 1. Sign Permits

A. Except as otherwise provided in this Section and Sections 16.102.040 through 16.102.070, no person shall construct, install, structurally alter or relocate any sign without first obtaining an administrative sign permit from the City as required by Chapter 16.72 and making payment of the fee required by Section 16.74.010. In addition, all permitted illuminated signs shall be subject to the provisions of the State Electrical Code and any applicable permit fees. (Ord. 2005-002 § 5; 2002-1132)

### 2. Sign Application

Application for a sign permit shall be made upon forms provided by the City and shall include the following information:

- A. Name, address and telephone number of the applicant. Name, address, telephone number and signature of the landowner.
- B. Location of the building structure or lot to which or upon which the sign is to be attached or erected.
- C. A scaled drawing showing sign design including colors, dimensions, sign size, height above ground, method of attachment, construction and materials, type, source and intensity of illumination and the relationship to any building to which the sign will be attached.
- D. A plot plan drawn to scale indicating the location of all buildings, property lines, existing signs, street lights, easements, and overhead power lines on the same premises.
- E. Name, address and telephone number of the person or firm who will erect, construct and maintain the sign.

(Ord. 2004-006 § 3; 86-851)

### 3. Exceptions

The following signs shall not require a sign permit but shall conform to all other applicable provisions of this Chapter:

- A. Traffic signs installed per the Manual of Uniform Traffic Control Devices and other federal, state and local traffic sign regulations.
- B. Nameplates not exceeding one (1) square foot in area.
- C. Messages on a legally erected, painted or printed advertising sign, theater marquee or similar sign specifically designed for the use of replaceable copy.
- D. On-site painting, repainting, cleaning and normal maintenance and repair of a sign.
- E. Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of bronze or other noncombustible materials.
- F. A construction site sign denoting an architect, engineer, contractor, subdivision or development, not exceeding thirty-two (32) square feet in area, provided that such sign is removed within thirty (30) days from date of issuance of the final occupancy permit or within two (2) years, whichever is less.
- G. Portable/Temporary Signs allowed per Sections 16.102.040 through 16.102.070.

H. Public utility signs and other signs required by law.

I. Signs on private property 3 square feet or less per sign face and under 3 feet tall when freestanding and installed to be readable on private property.

(Ord. 2002-1132 § 3; 86-851)

#### 4. Violations

The City shall order the removal of any sign erected or maintained in violation of the provisions of this Chapter. The City shall give ninety (90) days written notice to the owner of the sign or, if the owner of the sign cannot be notified, to the owner of the building, structure or premises on which such sign is located, to remove the sign or to bring it into compliance. After ninety (90) days the City may remove such sign at cost to the owner of the building, structure or premises. All costs incurred by the City will be a lien against the land or premises on which the sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 86-851 § 3)

#### 5. Nonconforming Signs

Signs which do not conform to the provisions of this Chapter shall be regarded as non-conforming signs and shall be brought into compliance with this Code's standards. Any nonconforming sign in existence as of the effective date of Ordinance 2005-002, shall be brought into compliance within five (5) years of the effective date of Ordinance 2005-002. Any nonconforming sign erected after the effective date of Ordinance 2005-002, shall be brought into compliance within five years of the issuance of a building permit to construct the sign. Any nonconforming sign not brought into compliance within five years shall be removed at the expense of its owner or the owner of the property upon which it is located. Any nonconforming sign which is structurally altered, relocated or replaced shall immediately be brought into compliance. Permanent residential development monument signs, public and church signs, and signs under feet tall and square feet in size are exempt from the requirement to come into compliance within 5 years~~this section~~. (Ord. 2005-002 § 5; 2004-006)

#### 6. Abandoned Signs

Any person who owns or leases a sign shall remove the sign and sign structure when the business advertised is discontinued or moves. The City shall give the owner of the building, structure or premises upon which an abandoned sign is located ninety (90) days written notice for removal of the sign. After ninety (90) days the City may remove such sign at cost to the owner of the building, structure or premises. All costs incurred by the City may be a lien against the land or premises on which such sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 86-851 § 3)

#### 7. Additional Setbacks

Where the supporting member of any sign is permanently erected or affixed to the ground within a setback area established pursuant to Section 16.58.020, no permit shall be issued for such sign until the owner(s) of the sign and premises upon which the sign will be erected, enter into a written agreement with the City providing the supporting member within ninety (90) days of written notice by the City. The agreement shall further provide that after ninety (90) days the City may remove such sign at the expense of the owner(s). All costs incurred by the City

may be a lien against such land or premises and may be collected or foreclosed in the same manner as similar liens. (Ord. 86-851 § 3)

#### 8. Construction and Maintenance

Except as otherwise provided in this Code, the construction of all signs or sign structures shall conform to applicable provisions of the Uniform Building Code.

All signs, supports, braces, guys and anchors and sign sites shall be kept in good repair and maintained in a clean, safe condition. (Ord. 86-851 § 3)

#### 9. Definitions

A. Off-Premise Sign: A sign placed at a location other than on the lot or property where the business or event being advertised or otherwise promoted is located.

B. Sign Face Area: The area of the sign shall be measured as follows if the sign is composed of one or more individual cabinets or sides:

1. The area around and enclosing the perimeter of each cabinet, sign face or module shall be summed and then totaled to determine total area. The perimeter of measurable area shall include all written advertising copy, symbols or logos.

2. If the sign is composed of more than two sign cabinets, sign facia or modules, the area enclosing the entire perimeter of all cabinets and/or modules within a single, continuous geometric figure shall be the area of the sign.

C. Single Business Site: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or any other recorded document, having a single legally permitted business on the site.

D. Commercial Center: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having at least two (2) but no more than three (3) legally permitted businesses on the site.

E. Commercial Plaza: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having four (4) or more legally permitted businesses on the site. Any legally permitted off-premise sign on the site must comply with the provisions of this Chapter.

F. Free-Standing Signs:

1. Monument Sign: A sign constructed so that it is erected on grade or set into a hillside. If the monument sign is supported by poles, the sign shall extend to cover the support poles to within four (4) inches of the grade. Each free-standing monument sign shall have no more than two (2) faces.

2. Column Sign: A sign supported by two square columns covered by wood, brick, metal or stone with a minimum width of twenty-four (24) inches and a maximum width of thirty-six (36) inches. The columns must extend uninterrupted from grade level to the base of the sign face.

~~G3. Pole Sign: A free-standing sign that does not meet the definition of a monument- or column sign mounted on one (1) vertical support.~~

~~HG. Wall Sign: A sign attached to, erected against or painted on a wall of a building.~~

~~IH. Permanent Residential Development Sign: Any sign erected in association with a single-family attached, single-family detached, duplex or townhome subdivision or Planned Unit Development (PUD). (Ord. 2005-002 § 5; 2004-006)~~

J. Roof Signs: Signs erected in or directly above a roof or parapet of a building or structure.  
(Ord. 2004-006 § 3)

#### 16.102.020 PROHIBITED SIGNS

##### 1. Unsafe or Unmaintained Signs

All signs and sign structures must be constructed, erected and maintained to withstand the wind, seismic and other loads as specified in the Uniform Building Code. No sign shall be constructed, erected or maintained in violation of the maintenance provisions of this Chapter. (Ord. 86-851 § 3)

##### 2. Signs on Streets

No sign shall substantially obstruct free and clear vision along streets or by reason of the position, shape or color, may interfere with, obstruct the view of, or be confused with any authorized traffic signal or device. No sign shall use the words "stop", "look", "danger", or any other similar word, phrase, symbol or character that interferes with or misleads motorists, pedestrians or bicyclists.  
(Ord. 86-851 § 3)

##### 3. Obstructing Signs

No sign or sign structure shall be located or constructed so that it obstructs access to any fire escape, exit doorway or other means of egress from a building. No sign or supporting structure shall cover, wholly or partially, any window or doorway in any manner that will substantially limit access to the building in case of fire. (Ord. 86-851 § 3)

##### 4. Rotating or Revolving Signs

Rotating or revolving signs are prohibited. (Ord. 86-851 § 3)

##### 5. Illuminated Signs

Flashing signs, exposed reflective type bulbs, strobe lights, rotary beacons, par spots, zip lights and similar devices are prohibited. No exposed incandescent lamp which exceeds twenty-five (25) watts shall be used on the exterior surface of any sign so as to expose the face of such bulb or lamp to a public street. All permitted signs shall bear an approved Underwriters Laboratory label. (Ord. 86-851 § 3)

##### 6. Changing Image Signs

Any sign that through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, resulting in movement, the appearance of movement or change of sign image or message are prohibited. Changing image signs do not include otherwise static signs where illumination is turned off and back on at a maximum of once every 30 seconds and such change does not involve movement, flashing or changes in intensity of

lighting. (Ord. 2003-1153 § 1)

7. Pole Signs, over ten (10) feet in height (Ord. 2004-006 § 3)

8. Signs on Vacant Land

Any sign on unimproved property, unless allowed as a temporary sign under Sections 16.102.040 through 16.102.070 shall be prohibited. (Ord. 2004-006 § 3)

9. Permanent Residential Development Signs  
(Ord. 2005-002 § 5; 2004-006)

10. Roof Signs (Ord. 2004-006 § 3)

#### 16.102.030 SIGN REGULATIONS BY ZONE

1. Residential Zones

No sign requiring a permit shall be allowed in residential zones except for the following:

A. Public/Semi-Public Uses

For churches, schools and other public uses located within a residential or institutional public zone:

1. One (1) wall sign not exceeding thirty-six (36) square feet shall be permitted on a maximum of two (2) building elevations. Wall signs must be attached flat against the building face.

2. One (1) free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted. A minimum setback of fifteen (15) feet from property lines adjacent to public streets is required. The maximum height of any portion of a free-standing sign shall be limited to eight (8) feet from ground level at its base.

B. Multi-Family Development Signs

One (1) non-illuminated free-standing monument sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted. The maximum height of any portion of a free-standing sign shall be limited to five (5) feet from ground level at its base. (Ord. 2005-002 § 5; 2004-006)

C. Non-Residential Signs

One (1) monument sign not more than sixteen (16) square feet in area identifying a permitted use in a residential zone shall be allowed.  
(Ord. 2005-002 § 5; 2004-006; 2002-1132)

D. Temporary/Portable Signs

The requirements of Sections 16.102.040 through 16.102.070 shall apply.  
(Ord. 2004-006 § 3)

## 2. Commercial Zones

No sign requiring a sign permit shall be allowed in commercial zones except for the following:

### A. Free-Standing Signs

1. Number Permitted: Except as otherwise provided in a.-c. below, One (1) multi-faced, free-standing sign designating the principal goods or services available on the premises shall be permitted per lot. Any off-premise free-standing sign legally located on a site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.

a. Where the total street frontage exceeds three-hundred (300) feet in length, one (1) additional free-standing sign is permitted, however, No more than one (1) free-standing sign per street frontage shall be permitted. Where two (2) or more signs are allowed, each sign shall be oriented to face a different direction or street frontage.

b. One additional free-standing monument sign may be provided for service stations to provide required pricing information.

c. A Commercial Center or Commercial Plaza with at least two (2) stand alone businesses may have one additional free-standing sign provided the site has more than 300 feet of frontage

2. Height Limit: The maximum sign height shall not exceed ten (10) feet in all commercial zones except that in General Commercial zones with frontage on Pacific Highway or Tualatin Sherwood Road, the height may be increased to no more than,          feet to allow for the construction of a column sign only, the following:

1. Single Business Site	25 feet
2. Commercial Center	30 feet
3. Commercial Plaza	35 feet

The height of the sign shall be measured from the average grade of the building footprint located on site to the highest point of the sign. For sites with more than one (1) building, the average grade of the building closest to the location of the sign shall be used.

3. Clearance: Signs are prohibited over a driveway or parking area.

4. Area:

~~a. Single Business Site: The maximum sign face area for a single business site shall be no more than one hundred fifty (150) square feet. The total for all free-standing sign faces shall not exceed three hundred (300) square feet.~~

~~b. Commercial Center: The maximum sign face area for a commercial center sign shall be no more than two hundred (200) square feet. The total for all free-standing sign faces shall not exceed four hundred (400) square feet.~~

~~c. Commercial Plaza: The maximum sign face area for a commercial plaza sign shall be no more than three hundred (300) square feet. The total for all free-standing sign faces shall not exceed six hundred (600) square feet.~~

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d. Maximum sign face area on any sign for any one (1) legally permitted business shall not exceed one-hundred fifty (150) square feet. The maximum area for all commercial zones shall not exceed [ ] square feet per sign face with a maximum of 2 sign faces permitted, except that in general commercial zones with frontage along Pacific Highway or Tualatin Sherwood Road, the sign area may be increased up to 150 square feet for Commercial Centers and Commercial Plazas.

**Comment [jh1]:** I recommend between 32-40 square feet based on similar jurisdictions

5. Location: No free-standing sign or any portion of any free-standing sign shall be located within a public right-of-way. Free-standing signs must comply with the Clear Vision Area requirements of Section 16.58.010.

6. Off-Premise Signs: Sign area will be calculated as part of the permitting business's total square footage requirements as described in subsection (A)(4). Any off-premise free-standing sign legally located on a single business site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.

All off-premise signs oriented to be viewed from State Highway 99W shall be subject to the standards and requirements of the Oregon Administrative Rules and Oregon Revised Statutes administered and enforced by the Oregon Department of Transportation (ODOT). Where there is a conflict between the standards or requirements of the City and the State, the more restrictive standards or requirements shall apply.

#### B. Wall Signs

Wall signs in combination with banner and projecting signs placed per Section 16.102.070 and defined in Section 16.102.040C, shall not exceed twenty percent (20%) of the gross area face of the building to which the sign is attached. Signs placed on or within one (1) foot of display windows and designed to be viewed from the exterior of the building shall be included in determining the amount of signing. A minimum of thirty (30) square feet is guaranteed and the maximum shall be two-hundred fifty (250) square feet. Wall signs may not project more than one and one-half (1-1/2) feet from the wall to which they are attached.

#### C. Projecting Signs

Projecting signs supported by a wall of a building or structure shall be permitted under the following conditions:

1. Only one (1) projecting sign will be permitted on the same business frontage with wall signs.
2. No projecting sign shall be permitted on the same premises where there is a free-standing sign or roof sign.
3. A projecting sign shall be used solely to identify a business and shall not be used to advertise services or products sold on the premises.
4. No projecting sign shall extend more than three (3) feet above the roof line at the wall or the top of a parapet wall, whichever is higher.
5. No projecting sign shall be located within twenty (20) feet of another projecting sign in the same horizontal plane.



6. No projecting sign shall be supported by a frame, commonly known as an "A frame" or other visible frame located on the roof of a building.

7. No sign shall project to within two (2) feet of the curb of a public street or beyond five (5) feet from the building face, whichever is less.

D. Directional Signs

The requirements of subsection C shall apply. (Ord. 2004-006 § 3; 2002-1132)

E. Temporary/Portable Signs

The requirements of Sections 16.102.040 through 16.102.070 shall apply. (Ord. 2004-006 § 3; 2002-1132)

3. Industrial Zones

No sign requiring a permit shall be allowed in industrial zones except for the following:

A. ~~Signs permitted in commercial zones, provided that only o~~One (1) multi-faced free-standing sign designating the principal uses of the premise shall be permitted per street frontage provided the height does not exceed ten (10) feet and the sign face in any setback area, if the area of any one face of such free-standing sign does not exceed sixty (60) square feet per sign face for a maximum of and the total area of all faces of such free-standing sign does not exceed one hundred and twenty (120) \_\_\_\_\_ square feet.

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B. Directional Signs - The requirements of subsection C shall apply. (2004-006 § 3; 2002-1132)

C. Temporary/Portable Signs - The requirements of Sections 16.102.040 through 16.102.070 shall apply.

## Commercial Sign Comparisons by Jurisdiction

City/ Zone	# Allowed	Max sq. ft.	Max. Height	ROW Setback	Notes
<b>Lake Oswego</b>					
General Commercial & Neighborhood Commercial (GC & NC)	1 <sup>1</sup>	32 sq. Ft. <sup>2</sup>	18 ft. (pole), 8 ft. (monument)		GC has special exceptions for pole sign regulations.
Mixed Commercial, Highway Commercial & Office Campus (MC, HC & OC)	Not specified	40 sq. ft. (60 sq. ft. on Bangy, Kruse or Carman- in certain circumstances)	Not specified		See section 47.10.415
<b>Sherwood</b>					
Single Business Site, Commercial Center, Commercial Plaza (SBS, CC & CP)	1 <sup>3</sup>	SBS 150 sq. ft., CC 200 sq. ft., CP 300 sq. ft.	SBS 25 ft., CC 30 ft., CP 35 ft.		
<b>Tigard</b>					
General Commercial (GC) and Central Business District (CBD)	1	70 sq feet <sup>4</sup>	20 feet <sup>5</sup>		
Professional Commercial (CP)	1	32 sq feet <sup>6</sup>	8 feet <sup>7</sup>		
Neighborhood Commercial (NC) and Community Commercial (CC)	1	32 sq feet <sup>13</sup>	20 <sup>12</sup>		
<b>Tualatin</b>					
Central Commercial & General Commercial (CC & CG)	1 <sup>8</sup>	40 sq. ft. (55 sq. ft. Major commercial Centers)	Above grade 8 ft. (10 ft. Major Commercial Centers) <sup>9</sup>	No greater than 30 ft. from frontage property line along ROW	
Office Commercial & Mid-Rise/ Office Commercial (CO/MR & CO)	1 <sup>10</sup> (CO/MR are only allowed 1 sign)	32 sq. ft.	Above grade 10 ft.	No greater than 30 ft. from frontage property line along ROW	
Neighborhood Commercial (CN)	1	32 sq. ft.	Above grade 5 ft.		
<b>West Linn</b>					
Commercial Zone	1 (gas stations 2)	32 Sq. ft. <sup>11</sup>	8 ft.	5 ft.	
Business Center	1	150 <sup>12</sup>	20 ft.	15 ft.	
<b>Wilsonville</b>					
Commercial (PDC)	1 <sup>13</sup>	N/A <sup>14</sup>	20 ft. <sup>15</sup>	Cannot be within ROW	

UPDATED 10/2008

<sup>1</sup> Another sign is allowed if there is a secondary frontage of that is 300' or more in length.

<sup>2</sup> Additional signage allowed in specific circumstances.

<sup>3</sup> When there is a total street frontage that exceeds 300 ft. in length, one additional free-standing sign is permitted. These signs must be oriented toward different directions or street frontages.

<sup>4</sup> May be increased 1 square foot for every foot the sign is moved back from the property line up to a maximum of 90 square feet

<sup>5</sup> May increase in height 1 foot for every 10 feet setback from the property line up to a maximum of 22 feet

<sup>6</sup> May be increased 1 square foot for every foot the sign is moved back from the property line up to a maximum of 52 square feet

<sup>7</sup> May increase in height 1 foot for every 10 feet setback from the property line or a point 15 feet from the edge of pavement whichever is less up to a maximum of 10 feet

<sup>8</sup> 2 are allowed for a corner lot with two or more frontages, signs must be located on at least 300 ft apart or on a through lot with two or more frontages provided there is no more than one per frontage.

<sup>9</sup> Major commercial centers that are greater than 3 acres can have more monument signs. In addition the pole sign can be up to 20 feet.

<sup>10</sup> 2 are allowed as long as there is no more than one on each frontage.







<sup>11</sup> Drive through restaurants get an extra 32.







<sup>12</sup> Up to 35% of the total sign area may be used as a changeable copy sign. Where business centers are located within 200 feet of I-205 right of way, the freestanding sign may be freeway-oriented. Freeway-oriented signs shall have a maximum total sign area of 210 sq. ft. and a maximum height or 20 ft. above the grade of the nearest lane or I-205 or 60 ft., whichever is less. Freeway-oriented signs shall be oriented to view from I-205. Freeway-oriented signs may not be smaller than 80 sq. ft. the approval authority may allow a 10 % increase in the total sq. footage in order to accommodate unique design problems.







<sup>13</sup> For the first 200' (linear) of site frontage. 1 additional sign may be added for lots w/ 200' on one street frontage and 100' on the other street.

<sup>14</sup> There is not a specific maximum square footage for freestanding signs. A maximum of 200 sq. ft. of signage is allowed per lot. The signs go through design review unless they are part of and in compliance with a sign master plan.







<sup>15</sup> if there is a building on site, the maximum height shall be 20 ft. above the average grade of the building foot print.







site ref	location	Business Name	Sign information	sign location	size	height	type	reference	Photo	Conforming?
13 C	15900 SW. Tual.-Sher. Rd. 2S129B000600 Sherwood Market Center	76 Gas	76 Gas/ Circle K	Roadside	Info. Not available		C	Photo # A-082 Permit #		Appears so
6/7 A	16455 SW Langer Dr. 2S130D000100	Abba Day Spa	Abba Day Spa	Roadside	Info. Not available		M	Photo # Permit # 10717		Y
17/ 18/ 19 A	21433-21555 SW Oregon St. 2S128C000501/202/201	Allied Systems Company	Allied Systems Company	Roadside	Info. Not avail.		M	Photo # B-127 Permit #		Y
5 F	21090 SW Pacific Hwy 2S130D000500	Alto, Chevron	Chevron	Roadside	Info. Not available		C M(2)	Photo # Permit # 1 M "Diesel"		Too many signs for this site Y
										N - design
										Y

27/ 28 A	17680 SW Handley St. 2S130CD01650	Cedar Brook Prof. Bldg. Pacific Family Dental	Cedar Brook Professional Building	Entrance to Lot	41 sq ft	8'2"	M	Photo #C-003 Permit #SIGN 4190		Y
27/ 28 C	17680 SW Handley St. 2S130CD01650	Cedar Brook Prof. Bldg. Pacific Family Dental	Cedar Brook Professional Building	Roadside-Pacific Hwy	150 sq ft	24'8"	C	Photo # C-005 Permit #SIGN 4190		Y
33 A	15677 SW Oregon St. 2S132BA04400	Cedar Creek Assisted Living	Cedar Creek Assisted Living	Roadside-Oregon St.	12.88 sq. ft.	4'	M	Photo # Permit # 9001 hanging sign on telephone pole		Y
20 A	21345 SW Oregon St. 2S128C000100	Cedar Creek Custom Lumber	Cedar Creek Custom Lumber	Roadside	Info. Not avail.		M	Photo # B-124 Permit #		Y
59 A	14145 SW Galbreath Dr. 2S128BC00300	Cedar Landscape	Cedar Landscape	Roadside	Info. Not avail.		M	Photo #B-085 Permit #		N - design
18 A	21900 SW Alexander Ln. 2S130D000901	Cheyenne Plaza	Cheyenne Plaza	Roadside	48 sq. ft	20'6"	P	Photo # C-044 Permit #SIGN 2310		N - design, but permitted after new sign code







25 A	20260 SW Pacific Hwy 2S129A001400	Home Depot	Home Depot	Roadside	280 sf.	20"	C	Photo # A004 Permit # 8229		N - size design?
13 A	21920 SW Sherwood Blvd. 2S129CC10600	Hopkins Elementary	Hopkins Elementary	Roadside	Infor. Not avail.		C	Photo # D-158 Permit #		N - design
13 C	21920 SW Sherwood Blvd. 2S129CC10600	Hopkins Elementary	Hopkins Elementary	Roadside	Infor. Not avail.		M	Photo # D-160 Permit #		Y
19 A	21830 SW Alexander Ln. 2S130DC07400	HTG M&R Properties LLC	HTG M&R Properties LLC	Roadside- Meinecke/Pacific Hwy	31 sq ft	4'4"	M	Photo # C-042 Permit # 8771		Y
26 A	13635 SW Tual.-Sher. Rd. 2S128BD00600	Jerry Bullock Enterprises	Jerry Bullock Enterprises	Roadside	Info. Not avail.		M	Photo # B-031 Permit #		Y
62 A	15690 SW Oregon St. 2S132BD06600	Jim Fisher Roofing and Construction, Inc.	Jim Fisher Roofing and Construction, Inc.	Roadside-Oregon St.	Infor. Not avail.		C	Photo # Permit #		N - design







36 A	20915 SW Pacific Hwy 2S129B000500	Napa Auto Parts	Napa Auto Parts	Roadside	info. Not avail.		C	Photo #	Permit #		N - design
18 A	15659 SW Oregon st. 2S132BA00200	New Life Church	God Bless America	Roadside-Oregon St.	Infor. Not avail.		M	Photo #	Permit #		N - design
15 A	14200 SW Tual.-Sher. Rd. 2S128C000200	Northstar Cascade	Northstar Cascade	Roadside	40 sq ft	6'6"	M F/T	Photo # B-021	Permit # 5740		Y
53 A	13945 SW Galbreath Dr. 2S128BA00300	Northwest Fourslide	Northwest Fourslide	Roadside	Info. Not avail.		C	Photo #	Permit # 4766	NO PICTURE	
28 A	20345 SW Pacific Hwy 2S129B000102 Sherwood Bus. Park	Oak Barrel, Progressive Fitness	Sherwood Business Park	Roadside	Info. Not available		P	Photo #	Permit #		N - design
75 A	22464 sw Pine St. 2S132BA02700	Old Town Coffee Station	Old Town Coffee Station	Roadside	no longer there		P	Photo #	Permit #		N - design


10 A	16380 SW Langer Dr 2S129CB00400 Sherwood Plaza	Safari Sam's, Shari's, Mudpuddles	Sherwood Plaza Safari Sam's, Shari's, etc.	On Langer Drive, near Shari's	200 sq. ft.	approx 43'	C	Photo # A-249 Permit # 8287		N - design, height and size
18 A	15555 SW Tual.-Sher. Rd. 2S129B000900	Sentinel Self Storage, LLC	Sentinel Self Storage	Roadside	50 sf.	5'	M B	Photo # A-4-071 Permit # 5292 Many banners on building		Y
36/ 37 B	20945 SW Pacific Hwy 2S129B000501	Shell	Shell	Roadside	90 sq. ft	25'	M(2)	Photo # Permit # 4158 originally issued as Texico		N - design
37/ 38 A	22770 SW Elwert Rd. 2S131B000601	Sherwood "Robin Hood" Elks	Sherwood "Robin Hood" Elks	Roadside- Elwert Rd.	Info. Not avail.		M	Photo # Permit #		N - design
37/ 38 B	22770 SW Elwert Rd. 2S131B000601	Sherwood "Robin Hood" Elks	Sherwood "Robin Hood" Elks	Entrance to Lot	Info. Not avail.		C (2)	Photo # C-023 Permit # 1C- "Harold Baker Dr."		Y
68 B	13921 SW Tual.-Sher. Rd. 2S128BD00500	Sherwood Auto Center	Sherwood Auto Center	Roadside	25 sq ft	13'10"	C	Photo # B-035 Permit # 4663		Y

44 A	20407 SW Borchers Dr. 2S130AD14800	Sherwood Ice Arena	Ice Arena, Eye Health, Hair Studio, etc.	Roadside	72 sf.	18'	C	Photo # sign3923	Permit #			Y
13 A	16030 Tualatin-Sherwood Rd. 2S129B000600 Sherwood Market Center	Sherwood Market Center, Albertsons, etc.	Sherwood Market Center, Albertsons, etc.	Entrance Roadside	146.68 sf	29.8	C	Photo # A-079	Permit #			Y
13 AK	Tualatin-Sherwood Rd. 2S129B000600 Sherwood Market Center	Sherwood Market Center, Albertsons, etc.	Sherwood Market Center, Albertsons, etc.	Roadside- Pacific Hwy	146.68	29'.8'	C	Photo # A-166	Permit #			Y
2 H	16685 NW 12th St. 2S130D002500 Marketplace at Sherwood	Sherwood Marketplace, Joes, McDonalds	Marketplace At Sherwood	Roadside	64 sf.	14.5'	M	Photo # A-4-131 10131	Permit #			Y
3 D	SW Sherwood Blvd 2S130D002501 Marketplace at Sherwood	Sherwood Marketplace, Joes, McDonalds	Marketplace At Sherwood, Joe's, McDonalds, etc.	Roadside	544.5 sf.	appx. 42'	C	Photo #	Permit # 8784			N - size and height
15 A	21970 SW Sherwood Blvd. 2S132BA00800	Sherwood Middle School	Sherwood Middle School	Roadside	Infor. Not avail.		M	Photo # D-161	Permit #			Y



								D-169		N - design and too many per lot
27 A	20015 SW Pacific Hwy 2S129B000105 Sherwood Family Med.	Sherwood West, LLC	Sherwood Family Medicine, Sherwood Endodontics, HBH Con.	Front of lot	100 sq. ft	7'	M	Photo # A-011 Permit # 10193		Y
26 B	20055 SW Pacific Hwy 2S129B000103 Sherwood West Office	Sherwood West, LLC	Sherwood West Office Campus, Chiropractic, etc.	Front of lot	90 sq. ft	8'	M	Photo #A-007 Permit # 7793		Y
52 A	22444 SW Oak St. 2S132BA02000	Smockville Mentessori Pre-School-- Kindergarten		Front	Infor. Not avail.		C B	Photo # D-017 Permit #		N - design
14 A-2	15651 SW Oregon St. 2S129CD12500	St. Frances Catholic Church	St. Frances Catholic Church	Roadside-Oregon St.			C- roadsi de	Photo # Permit # multiple hanging signs on telephone poles		N - design and too many per lot
14 A-1	15651 SW Oregon St. 2S129CD12500	St. Frances Catholic Church	St. Frances Catholic Church	Roadside-Oregon St.	Infor. Not avail.		M	Photo # Permit #		Y

34 A	20525 SW Cipole Rd. 2S128A000505	Therm Tec	Therm Tec	Roadside	Info. Not avail.	M	Photo #B-113 Permit # 1127 and 1532		Y
34 B	22275 SW Pacific Hwy 2S131BA01900	Trading Post/ Antique Mall	Buy-Sell Used Furniture	Roadside-Pacific Hwy	Info. Not avail.	C	Photo # C-016 Permit # Open Sign Below C		N - design and too many per lot
34 A	22275 SW Pacific Hwy 2S131BA01900	Trading Post/ Antique Mall	Trading Post/ Antique Mall	Roadside-Pacific Hwy	Info. Not avail.	C	Photo # C-015 Permit #		N - design and too many per lot
72 B	14841-14997 SW Tual.- Sher. Rd 2S129A000401	Tualatin-Sherwood Business Park	Directory	Front of Lot	Info. Not avail.	M	Photo # B-136 Permit #		Y
72 A	14841-14997 SW Tual.- Sher. Rd 2S129A000400	Tualatin-Sherwood Business Park	Tualatin-Sherwood Business Park	Roadside	Info. Not avail.	M	Photo #B-135 Permit #		Y
159 A	15440 SW Oregon St. 2S132AB01200	TVFR	TVFR	Front	Infor. Not avail.	M	Photo #B-133 Permit #		N - design

49 A	22350 SW Pine St. 2S132BA01400	Your Journey Counseling Services	Your Journey Counseling Services	Front	12 sq. ft			Photo #D-026 Permit #		N - design
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98 signs

45 are non-conforming 38 of those are non-compliance solely due to design

4 are not known

49 are compliant



Date: 10/14/08 Non-Agenda Topic: \_\_\_\_\_  
Agenda Item: Winslow BLDE  
*I have read & understand Rules for Migs, Resolution 98-743*  
Applicant:  Proponent:  Opponent:   
Name: Betty Sheppard  
Address: 7650 SW Beverlands  
City/State/Zip: Tyad  
Email Address: bettye.mcgpc.com  
I represent: \_\_\_\_\_ Myself  Other

Date: 10/14/08 Non-Agenda Topic: \_\_\_\_\_  
Agenda Item: SP 08-08  
*I have read & understand Rules for Migs, Resolution 98-743*  
Applicant:  Proponent:  Opponent:   
Name: KARL KOROCZ, PE  
Address: 7650 SW BEVERLAND  
City/State/Zip: TICARD 97223  
Email Address: KKOROCZ@TM  
RIPPER.COM  
I represent: \_\_\_\_\_ Myself  Other

Date: 10/14/08 Non-Agenda Topic: \_\_\_\_\_  
Agenda Item: SP 08-09  
*I have read & understand Rules for Migs, Resolution 98-743*  
Applicant:  Proponent:  Opponent:   
Name: TOM WRIGHT  
GROUP MACKENZIE  
Address: P.O. BOX 14310

# **APPROVED MINUTES**

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**City of Sherwood, Oregon**  
**Planning Commission Minutes**  
**October 14, 2008**

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**Commission Members Present:**

Chair Allen  
Jean Lafayette  
Todd Skelton  
Raina Volkmer  
Todd Skelton

**Staff:**

Julia Hajduk, Planning Manager  
Heather Austin, Senior Planner  
Karen Brown, Recording Secretary  
Lee Harrington, Engineering Sr. Project Manager

**Council Liaison – Absent**

**Commission Members Absent:**

Adrian Emery  
Matt Nolan

1. **Call to Order/Roll Call** – Chair Allen called the meeting to order. Roll was called by Karen Brown. Chair Allen mentioned that the Commission had finished a work session earlier in the evening on Sign Code Review and Commercial and Industrial Design Standards that will show up later at future meetings. He added that the Commission will not be going back into work session after this meeting.
2. **Agenda Review** – Oregon/Washington Lumber Site Plan and the Brookman Road Concept Plan and a new site plan review called Winslow Site Plan.
3. **Consent Agenda** – the Consent agenda consists of the Draft Meeting Minutes from the September 23, 2008 Planning Commission meeting. No changes or corrections were made. A motion was made to adopt the minutes. The motion was seconded and voted on. Motion approved.
4. **Staff Announcements** – **Julia** began with a brief overview of the work session. The City Council passed a resolution at their last meeting to direct the Staff and the city to begin looking at potential updates to the free standing sign code. At that meeting, they also passed a resolution to temporarily prohibit the acceptance of new “free standing” sign permit applications for the next 90 days while the sign code is reviewed. The Council also adopted the PUD Text Amendment that the Planning Commission had reviewed previously.  
Julia mentioned that Staff is currently conducting interviews for the Area 48 Concept Plan and has already selected a consultant for the Adams Avenue Area North of Tualatin /Sherwood Road Concept Plan and will begin work shortly on that project.
5. **City Council Comments** – **Mayor Mays** was not present

6. **Community Comments – Lisa Jo Frech** from Raindrops to Refuge spoke to the Commission about the Brookman Road concept plan. Raindrops to Refuge has applied for a couple of grants and if that money is made available they will be able to put together a panel of local experts in the field of “green design.” They would then arrange a work session to allow the commission a chance to ask questions about what it would take to make the Brookman Road concept plan area a “green” development.

7. **Old Business –**

a. **Chair Allen** reconvened the public hearing on **SP08-09 Oregon/Washington Lumber**, Sherwood Industrial Park, Phase I. Chair Allen asked for any exparte’ contact. None was given.

**Heather Austin** presented the staff report. She noted that the staff report prepared for this continued meeting included “red” text which indicates changes from the original staff report. There are three changes in the conditions on pages 22 and 23 that are basically clarifications, no content changes. Staff is still recommending approval.

**Tom Wright** of Group Mackenzie spoke on behalf of the applicant. They have reviewed the revised findings and conditions and they are all acceptable to the applicant.

No one from the public chose to speak for or against the proposal; therefore, Chair Allen closed the public hearing portion of the meeting. He then asked if there were any final staff comments. There were none given. Chair Allen asked if the Commissioners had any further comments. Seeing none, Commissioner Lafayette made a motion to approve SP 08-09 Oregon/Washington Lumber. All present were in favor. Motion carried.

b. **Chair Allen** reconvened the **Brookman Road Concept plan** (PA 08-01) continuation of discussion. He reminded the audience that there will be further presentation of information and more discussion and public testimony to come and there will not be any final action taken at this time.

Chair Allen and Commissioner Volkmer both disclosed that they live in the Arbor Lane area and may be potentially effected by the concept plan.

Julia called the Commission’s attention to a memo dated October 7<sup>th</sup>, 2008. In the memo, she has summarized the remaining outstanding issues with a brief overview and a proposal or recommendation on how to proceed with each issue.

After presentation of the memo, she introduced Tom Pessemier, the Community Development Director, who will be presenting information on the I-5/99 connector.

**Tom Pessemier** first thanked the Commission for their patience while some of the issues that had come up were review again. Previously the I-5/99 W Project Management Team presented a comprehensive overview of where the project was at that time. It was his intention to have them come back at the next Planning Commission meeting and tie up the loose ends and explain what it would all mean to the Brookman Road Concept Area.



However, the Project Steering Committee then made some decisions that really changed the paradigm of what is happening. He recapped the process as it has happened to this point, including reviewing the 6 alternatives that had been proposed. He indicated that when the I-5/99W Steering Committee began to review the alternatives they basically jumped right into a hybridization plan without taking anything off the table. They developed a couple of new concepts that had not been discussed earlier. Tom walked the Commission through the alternatives and indicated that Hybridization Scenario I is basically a sub-set of Scenario II. The concept behind the Hybrid Scenario II is to try to meet the project purpose and need and provide the volume that was identified in the RTP by using arterials rather than building a freeway. That would mean building 3 arterials in the Northern, Central and Southern regions of the I-5/99W connector study area. Their plan analysis also included all the transportation demand management, transportation system management and commuter rail. The I-5/99W Steering Committee liked this plan because it could be phased over time. Tom indicated that as initially proposed there would be negative consequences to the Brookman Road Concept Plan and that frontage roads on either side of the Arterial would be necessary and that Brookman Road could be a collector to this arterial road. At this point Scenario II would need a lot of work before it could be moved forward. Costs are unknown at this time. Impact to habitat systems is also unknown.

On October 2<sup>nd</sup> there was a hybrid workshop where all of the project team members got together and looked in detail at the two scenarios. They looked at what would happen in each of the surrounding cities (Sherwood, Wilsonville, Tualatin and Tigard). They ran many different scenarios and looked at what the effects would be. Tom indicated that he asked that they run some specific ideas for the Brookman Road area and the southern arterial from I-5 to Tonquin Rd. including asking if they could actually make Brookman Road the arterial. Tom indicated that the answer to that was no - If there is a southern arterial it will have to be south of Brookman Road. Tom re-capped the answer to the question about how the I-5/99W connector will effect the Brookman Road Concept Plan: Alternatives 1-5 really won't have much effect on the Brookman Road Plan. The alternative 6 would have minimal impact on the Brookman Road Concept Plan infrastructure and could also change the land use that could be supported near Highway 99W due to increased connectivity. That plan can be discussed in more detail later. The concept has always been to realign Brookman. The intersection of Brookman would be ¼ of a mile away from an interchange that would connect a freeway type system. There would be a separation between the Freeway system and Brookman and then Brookman would end up being a collector type facility that would act as a frontage road. Under that concept there would be very limited access to Hwy 99.

If they move forward with the Brookman Road Concept Plan, Brookman will still really be a collector to an arterial or connector facility and there will be the ability to access it from multiple locations.

After the I-5/99 W Connector Steering Committee meeting there was still a lot of confusion regarding what an arterial would mean to Brookman. The committee needed to take another look at the plans. Hybrid I doesn't have any southern arterial piece, so that wouldn't have an impact. Hybrid II would be similar to Alternative 6 in the fact that the arterial would be separated from Brookman. It would be south of Brookman Road

and would be a high capacity arterial and Brookman would be a collector. One concept proposed that Tom wanted to be sure to share is the possibility that there could be a phasing plan where Brookman was a collector for a few years until the arterial was built. Studies show that it could not handle the traffic in the long run, but that it could be a collector until the arterial is built.

Chair Allen asked about the time frame for the completion of future phases. Tom said they are working on modeling to help determine a time frame, but do not have an answer yet.

Tom summarized his presentation by saying that he believes the team did a good job of trying to figure out what could be done that would be compatible with the Brookman Road Concept plan. There is no consensus at this time on the project team if there is even going to be a southern arterial or a southern alignment. From everything he has seen and heard, everyone wants to be sure that whatever is done is compatible with the Brookman Road Concept Plan.

Julia added that at the last Planning Commission meeting when this discussion was continued they weren't sure what the I-5/99W Connector was going to mean to Brookman Road. It sounds now like it may open up some more access which would increase the potential to add more employment land in the area. The transportation plan does not seem to be effected.

Julia introduced **Bill Reed from Johnson-Gardener** whom she had invited to speak to the Commission about the viability of additional employment land in the concept plan area. Bill stated that the market analysis that was done early in the process assumed that there would be no true connectivity for the southwest portion of the Brookman sight study area. Without the connectivity it is a very challenging area to try to get a lot different types of employment uses. Being at the very edge of the City and the UGB, lack of connectivity becomes an issue for attracting employers because of visibility issues and the potential use of Hwy 99. Mr. Reed indicated that with connectivity to I-5, everything changes with regard to employment uses. Retail/Commercial and Services development bumps up in terms of likelihood and feasibility, but not as dramatically as business park developments, light industrial uses, wholesale and light warehouse industrial distribution that would all take advantage of the quick connection to I-5. With the existing transportation system, over time as absorption occurs in Tualatin and Sherwood's industrial areas to the north and the east, the employment area that is being targeted in this area will become less feasible for lots of different types of non-retail users. However, with the connection to I-5 it is as compelling a site as many industrial sites in the area.

Chair Allen asked if the 10 to 26 acre range currently supported with no transportation investment would increase by factors of a few percent or multiples.

Bill's response was the he believes it will increase by multiples and a broadening of the types of uses would occur.

Commissioner Lafayette asked if he would recommend expanding what the offering is for that area and adding other non-retail type uses.

Bill agreed that it would be worthwhile looking at those types of uses and sees that it has the potential to broaden the uses well beyond commercial retail and potentially higher wage jobs.

Chair Allen asked if the type of development that has occurred along Upper Boones Ferry is similar to what we might see.

Bill agreed. He believes that this type of use would allow business owners and entrepreneurs that are moving to Sherwood to have ownership of industrial space of their own for wholesaling businesses and that type of use. This would enable a lot more local business creation.

Julia summarized by saying; we have a concept plan that could stand as is. If the transportation system was different, perhaps you could support more employment land and ultimately a policy decision for council will be to act now on what we know or do something different considering what may be. She urged the commission to keep that in mind as they determine what to forward to the City Council.

Commissioner Lafayette asked if Brookman Road ends up being an interim connector or a parallel connector, would it be recommended to remove some of the commercial area or remove some residential area.

Bill indicated that he doesn't believe an interim connector with a change over time will make that much difference in overall appeal of that part of the Concept Plan. On the retail side the knowledge that Brookman would be an interim connector would be a deterrent as developers would know that they would lose that visibility and connection in time. If the goal is to maximize local employment opportunity, then he believes that it would be worthwhile to explore increasing light industrial uses for employment purposes. The balance would need some more research on traffic numbers over time. Just the fact of being close to that intersection of Hwy 99 and the new connector to I-5 make it a very compelling site for these other uses.

Commissioner Lafayette stated that from experience these types of uses have different traffic patterns than what would already be generated by the residential use; would we potentially be reducing some of the traffic problems generated by putting in so much residential zoned land because we would have a different mix of traffic flow?

He said he would defer this question to the Traffic Engineers, but that the users coming into this type of land are relying on trucks having access to and from I-5 and then largely being South Washington County and Yamhill county serving firms so there would be a significant drop in the peak AM/PM major traffic load pattern. The daytime traffic, business traffic and industrial traffic would change accordingly. If the idea is to change the commuter pattern, peak AM peak PM that would absolutely have an effect.

Chair Allen posed a statement to Julia. He sees that there is a preference for more jobs vs. more houses. He is leaning toward recommending allowing zoning that would preserve the ability to capture the good community outcome from transportation

investments, then if they find out down the road that they are not going to happen take a look at it again, but not to eliminate those options altogether at this time.

Julia indicated she understood. She has been looking for ways to move this out of the Planning Commission's responsibility onto a policy level decision. One option she is contemplating would be to propose a recommendation to adopt the concept plan with an employment reserve that is not implemented for the central area, and maintain the ability to evaluate the plan at future date.

Julia summed up by stating that the commission has been given the information they had requested. They have talked with the Parks Board, discussed traffic in more detail, discussed economics, and discussed the I-5/99 connector. She would like to recommend opening up another public hearing and allowing the public to speak to all of the items the commission has been thinking about and then have the Commission deliberate on what to forward to the City Council. She can be prepared to recommend some options for policy after or as the Commission is hearing the information.

Due to holidays in November it was determined that the December 9<sup>th</sup> meeting would be the best time for public hearing.

A motion was made to continue the Brookman Road Addition Concept Plan to the December 9<sup>th</sup> meeting. All were in favor. The next public hearing will be December 9<sup>th</sup>, 2008.

**8. New business – Chair Allen opened the public hearing for SP 08-08 the Winslow Site Plan.**

Michelle Miller presented the Staff report for the Winslow Site Plan, located on Galbreath Dr. The project site is a 2 acre vacant lot. The proposed project will include a general industrial building on the site approximately 32,000 sq. ft. with 56 parking spaces. The site plan drawn includes an interesting feature in that the applicant plans to use low impact development for the storm drainage include flow-through planters that increase the landscaping on site. Michelle stated that there is an amended condition that the applicant is requesting and staff is supportive of. As proposed by the applicant, Condition C-4 will now read: prior to approval of the public improvements plans submit a signed non-remonstrance agreement to fully and completely waive the right to remonstrate against the formation of a local improvement district or other similar mechanism to fund future road improvements along SW Galbreath and a fair portionment of the cost of the signal at SW Gerda and SW Tualatin-Sherwood Road.”

Michelle stated that Washington County has noted safety concerns at the Galbreath/Gerda intersection and The City is in the process of establishing an Inter-Governmental Agreement with Washington County to fund the improvement of a signal at that intersection.

Michelle summarized stating that Staff recommends approval of the site plan.

Commissioner Lafayette asked about items on pages 17 and 18 in reference to Pride Disposal.

Michelle's responded that the applicant has revised their site design to meet Pride's requirements.

Commissioner Lafayette asked about the condition F-6 that states:" submit verification that the proposed tenants fall within the industrial use and not office category that are permitted in General Industrial zone." And questioned how this can be required when office uses are allowed.

Chair Allen stated that the way he is reading the condition is that on a blank piece of ground you can do warehouse or office. The applicant has proposed to do a warehouse. Since the lot has been sited, the parking has been calculated and all of the other condition have been met the applicant has now locked themselves into this use only. Michelle concurred with Chair Allen's statement.

Chair Allen opened the public testimony portion of the hearing.

**Betty Sheppard of Mildren Design Group** spoke on behalf of the applicant. She indicated that the building orientation will be back to back with the Treske building, leading to the storefront entries being on the southwest of the building. The building has been designed for up to 6 tenants each with a drive-in door and a shared dock. No large truck traffic is anticipated. They have added some architectural interest at each entrance. The building is designed with several "green" features to increase the energy efficiency of the building. The applicant agrees with the conditions of approval.

Commissioner Lafayette mentioned the concerns of safety at the intersection of Gerda and Tualatin/Sherwood Road.

Michelle explained that there is an agreement that has been made between Washington County and the City to address changes at that intersection.

There was no other testimony for or against the proposal; therefore Chair Allen closed the public hearing.

The Commission briefly discussed the proposal and a motion was made by Commissioner Lafayette to approve SP08-08 Winslow Site Plan. Motioned seconded and all were in favor. Motion carried.

**Commission Comments - Commissioner** Lafayette asked why the lighting plan was not required on the Winslow Site Plan. Michelle responded that when it is a general condition that all of the city ordinances, and codes be followed, then they are not required to include that information on the site plan.

No other Commission comments were raised.

## **8. Next Meeting: December 9 , 2008**

Chair Allen closed the meeting at 8:55 pm

End of minutes.