



**City of Sherwood
PLANNING COMMISSION
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140
December 11, 2007 – 7PM**

1. **Call to Order/Roll Call**
2. **Agenda Review**
3. **Consent Agenda** – Draft Minutes from November 27, 2007
4. **Staff Announcements**
5. **Council Announcements** (Council President Dave Grant, Planning Commission Liaison)
6. **Community Comments** (*The public may provide comments on any non-agenda item*)
7. **Old Business:**
 - a. **Public Hearing – Former Driftwood Mobile Home Park Plan Amendment (PA 07-01)** – The applicant has requested to change the zone of the former driftwood mobile home park located at 21305 SW Pacific Highway (assessor map 2S130D, tax lot 1200) from Medium Density Residential Low to Retail Commercial.
8. **New Business:**

Update from Engineering Department: Adams Avenue, Pine Street, etc.
9. **Comments from Commission**
10. **Next Meeting:** January 8, 2008 – Oregon Street Industrial Park continuation, Old Town Loft modification
11. **Adjournment**

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission Final Minutes
December 11 , 2007

Commission Members Present:

Chair Patrick Allen
Dan Balza

Staff:

Julia Hajduk, Planning Manager
Stephanie Guediri, Recording Secretary

Commission Members Absent:

Adrian Emery
Lisa Walker
Matt Nolan
Todd Skelton
Jean Lafayette

Council Liaison – Keith Mays

City Attorney – Chris Crean

1. **Call to Order/Roll Call** – Stephanie Guediri called roll and announced that there would not be a quorum this evening as commissioners Lafayette, Emery, Skelton, Nolan and Walker were not in attendance.

2. **Agenda Review** - Chair Allen apologized for the late notice of no quorum. There was a medical emergency and a work emergency that arose late in the day, so attendees may have received the notice late, or maybe not at all. This is only the second time in the past seven or eight years that there were not enough commissioners present. In light of this, the commission will not be considering the continuation of the public hearing on the Former Driftwood Mobil Home Park Plan Amendment at this meeting. Consideration will be carried over to the next planning commission meeting which is scheduled for January 8, 2008.

3. **Consent Agenda** – Minutes from the November 13th, 2007 session will not be voted on due to lack of attendees.:

Yes – 0 No – 0 Abstain - 0

4. **Announcements** – Chair Allen stated that since there were no action items we would be receiving an update from the Engineering Department and also invited Mayor Keith Mays to talk about his new position as liaison.

Chair Allen asked for staff announcements. Julia Hajduk reported that the Brookman Road Steering Committee meeting would be held the following evening, December 12th, beginning at 5:30, the open house is scheduled for January 9th, 2008. She also mentioned that at the last city council meeting the council approved the resolution to approve the minor modification to the Langer PUD and approved the signing of the development agreement. Julia then introduced Karen Brown as the new Administrative Assistant in the Planning Department. Karen will be attending the Planning Commission Meetings and assisting the Planning Department at this time. Julia also introduced the City's new Economic Development Manager, Tom Nelson.

Chair Allen asked for council announcements. Mayor Keith Mays approached the group and announced that he will now be the liaison for the Planning Commission from the City Council. Councilor Dave Grant needed to scale back, so for the foreseeable future Mayor Mays has taken the position. Mayor Mays acknowledged that the commission is working on a lot of exciting

projects and is looking forward to seeing the commission in action. He went on to say that as part of passing the development agreement and the minor modification for the Langer PUD he expects the City to be seeing the development application fairly soon. Other items include the S.W.O.T analysis meeting, (strengths, weaknesses, opportunities and threats) which is scheduled for December 12, 2007. Chair Allen will be attending. The City Council will use information gathered in that meeting for goal setting in January.

5. Community Comments – Chair Allen asked if there were any community comments on topics not on the agenda. There were none.

Julia introduced Tom Pessemier from the City's Engineering Department. At the last meeting questions asked made people aware that there have not been any recent updates on engineering items.

6. Update from Engineering Department: Adams Avenue, Pine Street, etc

Tom Pessemier the City's Engineer provided updates on several projects, starting with the work that has begun on Pine Street. Sanitary and storm systems (which were basically non-existent) will be replaced and the utility poles will be located underground, the streets will be widened including space for sidewalks and curbs. Originally the TSP designated the street to be a collector. Once the collector footprint was placed on the neighborhood, there was not much neighborhood left. Engineering worked closely with the residents to create a design that would satisfy the needs of all involved while maintaining the character of the neighborhood. The project is scheduled to be complete by mid year, June of 2008.

Work is continuing on the reservoir in that area. Dan Balza asked if that is the second reservoir. Tom confirmed. Julia added that the reservoir was a conditional use permit that was heard by the Hearing's Officer. A decision has not been made at this time. The proposal is for a reservoir with two tennis courts on top.

Adams Ave. project has been through many reviews including financing to be sure that both Pine Street and Adams Ave., projects could be done. With the Langer Development Agreement, Adams Avenue now has a way to be constructed with the city doing some of the work near old town and the developer working on most of Adams from Oregon Street to Tualatin Sherwood Road as well as onto Hwy 99W. Design has not really begun on the portion of the project from Tualatin /Sherwood Road to Hwy. 99W, so there is a lot of work to be done. It will likely come before the Planning Commission later when comp plans are developed to bring some of the area outside the City limits but inside the Urban Growth Boundary into the city. If the City is not able to meet all of our obligations by the time the developer has received approvals to work on phases 6 & 7 then they will be required to pay into a fund, which the city will use to build the road. That approach would cost the city more, so we would prefer to not go that route. Chair Allen asked what the anticipated time line is for the phase out to Hwy 99. Tom replied by saying the timeline will be partially determined by how long it takes the developer to get through the process. The conditions say they will either need to build the road or pay into the fund by the time they submit their public improvement plans. They will still have to go through the entire process for site plan approval then, they can submit plans for approval. Approvals will also be based on occupancy. The road will have to be built prior to occupying any buildings in phases 4, 6 and 7. Phases 6 and 7 are on the south side of Tualatin-Sherwood Road, phase 4 is the storage unit and Clarence Langer's home on the north side of Tualatin-Sherwood Road.

The city's responsibilities are mainly to get the design completed and the permits in place. We will need to be sure that construction can begin. We have been working on a number of items, including probably the biggest item which has been working with ODOT Rail. When the original TSP was being prepared, ODOT Rail was opposed to keeping 3 crossings open in Sherwood. The TSP called out closing the crossing at Oregon Street. Engineering, with the help of the traffic consultant showed that closing the Oregon Street crossing would cause problems for ODOT Rail on Pine Street. The queues for First Street would start backing up across the tracks on Pine Street. ODOT Rail reconsidered and agreed to keep the Oregon Street crossing open. They have tentatively approved our application. Will need to add a signal and some reconfiguration. They want Adams to be as close to the intersection as possible for safety reasons. After looking at all of the data provided, it looks like drivers will be happy to have an option to choose which way to go. Chair Allen asked if we will need to consider a TSP amendment. Tom's response was that the TSP doesn't really talk specifically about that area. Tom and Julia have looked at it, and haven't found anything that will need to be amended.

Tom indicated that Engineering and Planning do want to do a TSP update. There are several things that they have not been satisfied with and would like to make some clarifications and better define some of the points made. Engineering is now working now on determining what the scope of those changes will be. They don't want to open up the whole thing and start from scratch, but there are areas that can be cleared up. Regarding keeping the rail connection, Chair Allen recalled that within the entire TSP there were only half a dozen issues that were really hashed out in the entire process and the Oregon Street crossing was one. His recollection is that there were some Planning Commissioners that folded under the influence of the traffic consultant that said this is the way you will want it to work, so hearing this now is puzzling to him. Tom's response is that while he wasn't here at the time the original TSP was being adopted, he has been asking the traffic consultant (DKS and Associates) some very tough questions and getting a better understanding. Now with the I-5/99W connector project they have better tools that look at a much bigger area to see how the traffic will be affected.

Chair Allen asked about an update on the water system/Willamette River. Tom replied that he is not really the best person to talk about that, but that our city Public Works Dept. would be. The water tank in the park is a 4 million gallon tank and is a huge portion of the work and a big benefit to the system which is why we are pushing to get that done. Mayor Mays added that part of the short answer is that yes, rates have gone up as we all know, but the benefit is that the consumption has not increased much at this time, giving us more time to build the new line. Chair Allen's concern is that we got to a critical point of the water supply pretty fast in the past. Mayor Mays response was that the Snyder Park reservoir got dangerously low two summers ago, but that changes were made and that did not happen this year. Tom added that the problems have been identified, and that Tualatin didn't use as much water as we thought, so we are able to take more water out of the line.

Chair Allen asked if there were any other updates. Tom did want to mention the Washington Street Culvert. The culvert has been placed on a fast track due to the time limits imposed by the Federal Government for "in-stream" work. We are only allowed to work for 3 months during the summer. The culvert will be removed and replaced by a bridge. The consultants are looking for a way to keep Washington Street open during the project. It is planned to raise the road 3-4 feet to increase the capacity of water that will flow under the road and prevent flooding. Habitat

migration is a major concern to CWS, the State, as well as the City, and will be addressed in addition to pedestrian accessibility. Currently there is a walkway proposed to allow pedestrians to cross under Washington rather than crossing on the street, which will be part of the Cedar Creek Trail. The City is currently working on obtaining funding for the Cedar Creek Trail. Eventually there may be some impact to commuters during the short construction schedule. A master plan for Stella Olsen Park is also being looked at to improve the park layout for all venues that use the park. Tom asked for any questions from the committee; there were none.

6. New Business – Chair Allen asked for any comments, none given.

7. Next Meeting - January 8, 2008: SP 07-08; Oregon Street Industrial Park Site Plan continuation, SP 07-13 Old Town Lofts Modification and Driftwood Mobile Home Park Plan Amendment. Work session with Heather Austin to continue conversation on commercial/industrial design standards will be re-scheduled for January 22nd, 2008.

8. Adjournment – Chair Allen adjourned the session at 7:40 PM.

End of Minutes.