



**City of Sherwood
PLANNING COMMISSION
Sherwood City Hall & Public Library
22560 SW Pine Street
March 28, 2006
Regular Meeting - 7:00 PM**

A G E N D A

- 1. Call to Order/Roll Call**
- 2. Agenda Review**
- 3. Consent Agenda: *Minutes - March 14, 2006***
- 4. Brief Announcements**
- 5. Community Comments (*The public may provide comments on any non-agenda item*)**
- 6. Comments from Commission**
- 7. Next Meeting: April 11– SE Sherwood Master Plan**
- 8. Adjournment**

WORK SESSION

SE Sherwood Master Plan - Implementation

City staff will present a technical memo on implementation strategies for a new master plan to guide development decisions in SE Sherwood. The Commission will not take public comments. The purpose of this work session is for discussion purposes only. A decision on a preferred alternative and implementation strategy is tentatively scheduled for April 11. (*Kevin A. Cronin, Planning Supervisor, Planning Department*)

City of Sherwood, Oregon
Planning Commission Minutes
March 14, 2006

Commission Members Present:

Chair Adrian Emery
Vice Chair Patrick Allen
Jean Lafayette
Dan Balza
Matt Nolan
Russell Griffin
Todd Skelton

Staff:

Julia Hajduk – Senior Planner
Heather Austin – Associate Planner
Rob Dixon – Community Development Director
Cynthia Butler – Administrative Assistant

Commission Members Absent:

None

1. **Call to Order/Roll Call** – Chair Emery called the meeting to order at 7 PM.
2. **Agenda Review**
3. **Consent Agenda** – Minutes for February 14 & February 28, 2006 were approved as amended with edits, vote results below:

February 14 – Vote: Yes – 4 No- 0 Abstain– 3

February 28 – Vote: Yes – 6 No–0 Abstain - 1

4. **Brief Announcements** – Rob Dixon said that he received a directive from the City Manager through approval of the City Council on March 7th, to initiate a scope of work for a future parking study for Old Town when funding becomes available. The study conducted by a consultant will be an objective analysis for alternatives. Rob said that he and city staff have held follow-up meetings with Patrick Lucas regarding road access at the old tannery site after the recent denial of the Sherwood Oaks application, and that staff is reinforcing a positive working relationship through a difficult project process. Julia Hajduk said the first meeting on the Economic Opportunities Analysis project is on April 19th with SURPAC. The Chapter 9 – Historic Resources plan amendment is scheduled for City Council on March 21st. Julia has submitted an extensive All American City Award application for Sherwood, a nationally competed and prestigious community recognition award reviewed by the National Civic League. The National Civic League will extend invitations to finalists to give presentations in April. Heather Austin said a new 183 unit multi-family subdivision project has been submitted, Woodhaven Crossing II, located north of Meinecke Rd. on the west side of Hwy. 99.

5 **Community Comments** (the public may provide comments on any non-agenda item) – Eugene Stewart, PO Box 534, Sherwood OR 97140 - Eugene said that the current Planning Commission agenda was not on the website and not at the post office. Eugene said notices should be posted one week prior to meetings. Cynthia Butler acknowledged the website posting was erroneously omitted this week. Notices are routinely posted on the City's website one week prior to Planning Commission meetings, in addition to the 5 public locations (City Hall, Library,

Senior Center, YMCA, & Albertson's on Tualatin-Sherwood Rd.). Meeting notices are posted in the same locations as City Council material for consistency, and the Council does not post notices at the post office due to lack of ample space on a regular basis and that City staff does not have access to their reader board for postings. Staff will be more careful to make sure website postings are completed on a timely basis.

6. Old Business:

Public Hearing – CUP 05-04/SP 05-16/AV 05-02 – American Legion Parking Lot Addition: Vice Chair Allen read the Public Hearings Disclosure Statement. Chair Emery asked if there was any conflict of interest, ex parte contact, or bias. Russell Griffin stated that he lives and works in Old Town, but that he can remain impartial when evaluating evidence and that it will not affect his decision-making ability.

Heather Austin recapped the process to date; the project was submitted as a Type II site plan review application and was deemed a Type III application due to the conditional use status of the site. The Hearings Officer determined that the parking lot constituted as a structure, and as such required review by the Planning Commission. The Planning Commission concurred on February 14, 2006 that the parking lot is defined as a structure, but were split on a vote for approval or denial of the project. Heather stated that additional findings have been provided by Staff in the addendum staff report dated, March 7, 2006.

Russell Griffin said that he would like to see the parking lot at the site, and asked Rob Dixon if there were provisions in place that would allow other uses in the parking lot during special events. Rob stated that he was not aware of specific plans, but that he would get more information as it is available. Additional discussion ensued regarding the routine use of the parking lot; whether city vehicles would be parked there, if there would be designated parking spaces for specific employees, and clarification for use between the American Legion and the City.

Patrick Allen asked if the City had developed a transportation demand management plan. Julia said that the DEQ established the Eco-Rule, which requires businesses with over 50 employees on site to offer incentive transit programs to reduce trips, but that the City has just recently achieved this number and that program discussions have not yet begun. Julia stated that 50-60% of employees with the City are also residents of Sherwood. Patrick asked if the window of opportunity would be lost if a decision about the parking lot were delayed 6 months. Rob stated that the opportunity for a shared parking facility with the Legion may be lost. Rob also stated that there are currently times when the library/city hall parking lot is full and with completion of the downtown streets project, good weather months, and the increase of Library visitors, parking needs will escalate. In addition, Rob stated that he is not sure what a delay would mean to the budget as this is a general fund project.

Matt Nolan asked what the plans were for the Robin Hood Theater lot and inquired why this could not be an option. More discussion by Commissioners included citing other city-owned or leased properties that could be used for parking instead of the site under review, and preferred that option over the demolition of a building. Staff reiterated that the American Legion owns the site and can also use parking. The Robin Hood Theater lot has been used under temporary use permits for some time, currently permitted to the construction company for the Streetscapes

project. Prolonged use of temporary gravel lots for parking does not address water quality issues, such as storm water runoff treatment. The parking lot south of the railroad tracks off Washington Street leased from the railroad is used largely by park and ride customers of Tri-Met, and the Cannery lot is also a temporary site. Patrick Allen expressed that the immediate need for parking may be spurred by current construction projects and when completed, other sites mentioned may be more viable long-term options.

Chair Emery asked if there were any further questions of Staff. There were none.

Keith Jones, Harper Houf Peterson Righellis, Inc., 5200 SW Macadam Ave., Ste. 580, Portland, OR 97239 – Applicant’s Representative: Keith focused on the need for parking using the site under review and referred to his memo dated, March 7, 2006. Keith said that at the time of development no parking spaces were allocated for the Library or for Community Room activity. Keith referred to the table on Page 2 of his memo for the criteria that demonstrates that the demand for parking meets requirements of the Code. Keith stated that shared uses for parking builds partnerships in Old Town by combining needs. The parking lot could be redeveloped in the future.

Chair Emery asked if there were any questions for the Applicant/Representative. There were none. Chair Emery invited any public testimony.

Eugene Stewart, PO Box 534, Sherwood, OR 97140 – Eugene said he is in favor of a parking study and plan for Old Town, and that the house being considered for demolition is in the historic district.

Chair Emery asked if the Applicant/Representative had a rebuttal.

Keith Jones said that the residence on the site is a vacant, under-utilized home formerly used as a dog grooming business, and that the proposed parking lot would provide a transition between zones in Old Town.

Heather said that the home is not on the historic inventory. The American Legion owns the property and has identified parking needs as well. The City would maintain the property by contract for use during the day.

Dan Balza asked to confirm what currently surrounds the home. Heather stated that the site is surrounded on 3 sides by street and the new pedestrian walkway (formerly Oregon St.) on the 4th.

Chair Emery asked if there were any further questions Staff or the Applicant/Representative. There were none. Chair Emery closed the public hearing at 8:05 PM.

Patrick Allen stated that while he agrees that there is a long-term parking need in Old Town, it is good a parking study is to be conducted as development in Old Town continues, but that the decision is whether or not the parking problem is urgent enough for a short-term parking solution. If another applicant came before the Commission with a similar application the Commission would require the applicant to show proof of need in order to be consistent in standards. Patrick said he took a count one lunch hour mid-week in Old Town, and counted 50 open parking spaces and 40 spaces being used by construction vehicles. This count did not

include the Cannery lot but did include the sites at Railroad & 1st St., Washington & Main St., the rear Civic Building parking lot, and one block on Oak St. Patrick said that the study was a moment in time and non-scientific, but based on these concerns and no employee incentive in place for transportation alternatives, he recommends denial of the application. Patrick also stated that he also had concerns that approving this land use action would establish a standard that the Planning Commission would use if other applicants come forward with a proposal to tear down buildings in Old Town to establish more parking. Patrick also stated that he believed construction was having a large impact on parking availability and that it is inadvisable, in the absence of a parking study, to decide during construction that there is a need for more parking.

Jean Lafayette agreed and said if another applicant failed to include sufficient parking in their original application, and applied later to demolish an old building in Old Town to create parking space, the applicant would be required to provide a parking study to prove need.

Matt Nolan agreed there is not enough evidence to approve the application before a parking study is completed, and that he did not believe the dog grooming business should have been required to move prior to approval of a parking lot application.

Chair Emery said the he is in favor of approving the application as an opportunity on a cooperative project. Adrian supports the City completing a parking study when funds are available to do so, and said that the shared-use of the parking lot for the American Legion and the City is good for Old Town.

Dan Balza said that the application would be easier to determine in 6 or 9 months after construction were more complete and a parking study was either completed or underway, and that he recommends denial of the application.

Chair Emery asked if there was any further discussion of the application. There was none.

Patrick Allen moved to deny application CUP 05-04/SP 05-16/AV 05-02, American Legion Parking Lot Addition, based on the finding that it failed to meet the need criteria of Section 4.302.03-C of the Sherwood Development and Zoning Code.

Jean Lafayette seconded.

Chair Emery asked if there was any further discussion on the motion. There was none. A vote was taken:

Yes – 4 No-3 Abstain – 0

Motion passes. Application denied.

Heather Austin asked City Engineer, Gene Thomas, on behalf of the Applicant for an extension of the 120 day rule in the event of an appeal.

Gene Thomas, City Engineer, on behalf of the Applicant waived the 120 day rule and extended the deadline 30 days to April 21, 2006.

7. Comments by Commission – Jean Lafayette recommended that the 5 locations for posted notices be listed in the Sherwood Gazette in addition to the reference that public notices are published in the Tigard-Tualatin Times. Cynthia Butler stated that arrangements have been made based on a previous request by the Commission, to publish in the Gazette that all public notices are published in the Tigard-Tualatin Times. A request to also add the 5 locations will be made.

8. Next Meeting – March 28, 2006: SE Sherwood Master Plan – Work Session.

9. Adjournment – Chair Emery adjourned the regular session at 8:30 PM. Work session on Goal 5 Standards followed.

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission Minutes
March 28, 2006

Commission Members Present:

Chair Adrian Emery
Jean Lafayette
Dan Balza
Matt Nolan
Todd Skelton

Staff:

Kevin Cronin – Planning Supervisor
Heather Austin – Associate Planner
Rob Dixon – Community Development Director

Commission Members Absent:

Vice Chair Patrick Allen
Russell Griffin

1. **Call to Order/Roll Call** – Chair Emery called the meeting to order at 7 PM.
2. **Agenda Review**
3. **Consent Agenda** – Minutes March 14, 2006 were approved as amended with edits, vote results below:

Yes – 5 No- 0 Abstain– 0
4. **Brief Announcements** – Kevin Cronin announced that there is an open house for Goal 5- Natural Resource protection on Thursday, March 30, 2006 at City Hall on the second floor mezzanine. The City Council held a hearing on Chapter 9 on March 21, 2006 and closed the public hearing. They will deliberate on April 4, 2006. The first economic development strategy meeting will be on April 19, 2006 before SURPAC. Area 59 will go before the City Council on April 18, 2006. Heather Austin announced that the City of Sherwood has officially been designated a Tree City USA and Sherwood's first Arbor Day celebration will be held on April 7, 2006 at Middleton Elementary School.
5. **Community Comments** - None
6. **Old Business** - None
7. **Comments by Commission** – None
8. **Next Meeting – April 11, 2006:** SE Sherwood Master Plan
9. **Adjournment** – Chair Emery adjourned the regular session at 7:05 PM. Work session on SE Sherwood followed.