

---

---

**City of Sherwood, Oregon**  
**Planning Commission Minutes**  
**March 8, 2005**

---

---

**1. Call to Order/Roll Call**

**Chair Emery called the Planning Commission hearing to order at 7PM.**

**Commission Members present:**

Dan Balza  
Jean Lafayette  
Matt Nolan  
Patrick Allen

**Staff:**

Kevin Cronin, Senior Planner  
Cynthia Butler, Administrative Assistant

**2. Consent Agenda – Minutes February 15, 2005**

Commissioner Lafayette moved to adopt the Consent Agenda. Commissioner Balza seconded. Chair Emery facilitated a vote. Minutes were approved.

**Vote for Passage of Motion: 5-Yes, 0-No, 0-Abstain**

**3. Agenda Review – Sign Permit Appeals have been postponed to April 12, 2005.**

**4. Brief Announcements – Kevin Cronin had the following announcements:**

- There were 5 applications for the 2 vacancies on the Planning Commission. The application deadline was extended to March 15, 2005. Vice Chair Allen and Commissioner Nolan will be reappointed. Kevin will follow-up with the City Recorder.
- Kevin provided updated 2005 work program information. Washington County Planning Director's meeting is tomorrow, March 9<sup>th</sup>. This meeting will review population projections for the region and individual cities.
- Kevin is working with the University of Oregon's community planning workshop for a possible household survey for Area 59. Kevin has samples from similar surveys done in Canby and Silverton that look good and he will get budget details together to present.
- The housekeeping/code audit is complete. Dave Wechner provided services to the Planning Department and Kevin plans to have something to the PC in April on some of the citations and other clean-up items that need to be done.
- There will be an open house for the SW Tualatin Concept Plan tomorrow night, March 9<sup>th</sup> from 5-7PM at the Tualatin Council Chambers.
- Kevin provided clarification of the policy relayed from the City Attorney's office, regarding document requests made by the Claus' from Planning and how that relates to the Land Use Application process. If the Claus' are applicants requests for related documents are treated as any other applicant and the policy would not apply. Copies of items appearing on the PC agenda that are requested 7 days prior to a PC meeting can be charged and sent out as with any public request.

**Patrick Allen** confirmed that the Claus' would have the same access to the public hearing process and documentation as any public request.

**Kevin Cronin** confirmed that was his understanding.

## **5. Comments from Commission**

**Patrick Allen** asked that term expirations for PC members be confirmed as accurate.

**Kevin Cronin** said he would confirm with the City Recorder that these are accurate.

**Chair Emery** asked if there were any Community Comments. None being offered, Chair Emery confirmed that the Sign Permit Appeals have been postponed and dropped from the Agenda.

**Kevin Cronin** gave a brief presentation on the Metro Functional Plan Title 11 Concept Planning. Staff is applying for a grant through the Transportation Growth Management Program to do this concept plan in the 05-07 Biennium. Kevin plans to generate a letter for property owners. If Council adopts the TSP on March 15, 2005 [regarding Adams Rd.] connectivity would be good and the property owners would initiate their own concept planning process, and staff would work with them providing technical assistance.

**Patrick Allen** asked what benefit the property owners would realize by master planning at their own expense.

**Kevin Cronin** said that assuming PGE wants to liquidate assets, property owners would want to annex the substations in order to get full access to the property. If the property owners do not want to take the opportunity it falls back to the City or Washington County to do so.

**Jean Lafayette** asked what the timeline was on Brookman Rd.

**Kevin Cronin** said that the concept plan is to be completed by the end of 2006, according to the ordinance that Metro adopted for that area. This depends on whether or not a grant is available, the contract is signed, and the concept plan is completed by this date.

**Jean Lafayette** stated that the format for the February 15<sup>th</sup> minutes had changed to a verbatim format, and wanted to know the reason for the change. Jean also stated [and concurred with other commissioners] that the preference would be to summarize.

**Kevin Cronin** said that the City Recorder's office indicated that public hearing minutes should be verbatim. Kevin indicated he would follow-up on the discussion with the City Recorder.

**Next Meeting** (March 22, 2005)

*NOTE: Regular meeting dates have been switched to the 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of each month.*

## **6. Adjournment**

**Chair Emery** asked if there was a motion to adjourn prior to going to the Water Master Plan work session.

**Patrick Allen** moved to adjourn the meeting.

**Dan Balza** seconded.

**Chair Emery** adjourned the meeting at 7:17 PM.

**Next Meeting** – March 22, 2005

## **End of Minutes**

---

**Work Session on the Water Master Plan** began at 7:20PM. A 45 min. PowerPoint presentation of the Draft Water System Master Plan was given by MSA Vice President Chris Uber, P.E., and Staff Engineer Brian Ginter, P.E. In addition to the Planning Commission and Staff, Mayor Keith Mays, City Engineer Gene Thomas, and Community Development Director Rob Dixon were in attendance.

Presentation was followed by discussion on a 20-year water master plan for the City affirming the need to clarify water requirements and options, and continued discussion on financial resources - followed by citizen involvement on a neighborhood level (open houses, groups). The City Council is expected to have the WMP on their agenda in late April or in May. A copy of the PowerPoint presentation from MSA is attached to the March 8<sup>th</sup> Planning Commission minutes. The work session ended at 8:50PM.