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**City of Sherwood, Oregon**  
**Planning Commission Minutes**  
**March 22, 2005**

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

**Commissioner Lafayette called the Planning Commission hearing to order at 7PM.**

**Commission Members present:**

Dan Balza  
Jean Lafayette  
Matt Nolan

**Staff:**

Kevin Cronin, Senior Planner  
Cynthia Butler, Administrative Assistant

**Commission Members absent:**

Patrick Allen  
Adrian Emery

**2. Consent Agenda** – Minutes for February 1<sup>st</sup> were not included on the agenda due to lack of a quorum. Matt Nolan was also not present for the February 1<sup>st</sup> meeting and would not vote on minutes.

**3. Brief Announcements** – Kevin Cronin will be presenting a cover memo and April draft of the Old Town design guidelines to SURPAC on April 20, 2005. Kevin also invited Commissioner Balza to discuss feedback from his attendance at the Area 59 Citizens Advisory Committee, which occurred on March 17, 2005.

**Jean Lafayette** asked Kevin Cronin if the current Old Town design guidelines are being revised.

**Kevin Cronin** said the Old Town design standards in Chapter 9 are in place, but the guidelines were meant to augment the design standards. The guidelines originated from a design committee that included Commissioner Patrick Allen, Commissioner Dan Balza, local historian Ode Gribble and Charlie Harbick. Kevin stated that beyond presentation to SURPAC he would like to get the City Council's authorization to officially use the guidelines.

**Jean Lafayette** asked if the process would include a presentation to the Planning Commission prior to going to City Council.

**Kevin Cronin** said that it was not a legislative amendment, but a document used for pre-application conferences or reference to support what downtown Sherwood would look like. As such does not require resolution or an ordinance, but Planning would like to have the Council's support.

**Dan Balza** spoke about the Area 59 Citizen's Advisory Committee held on March 17, 2005. There was a physical inventory taken of the area relating to acreage, water resources, environmental protection and transportation. Questions from citizens were mostly about access to roads and what impacts would result. There were some differences in Code language regarding density and said that Kevin is putting together a presentation for the next meeting with

examples of what different densities look like. Also expressed was some concern for people from the Elwert road area that may not be aware of what is going on.

**Kevin Cronin** stated that the Planning Department retrieved address information from GIS of property owners living within 250 feet of the area, and is sending out an informational letter to these property owners. Kevin said that an update has also been submitted to the Gazette, which is also being coordinated with Linda Gray, Coordinator for the Community Planning Organization who sends generates a newsletter that is sent to those in the project area.

**Dan Balza** asked if the Community Planning Organization newsletter referred had the OSU letterhead. Kevin Cronin confirmed this was correct.

**Jean Lafayette** asked how many people attended other than committee members.

**Dan Balza** said there were about 10.

**Kevin Cronin** stated there will be another update in the April 2005 Gazette.

**Dan Balza** said there were also questions at the CAC meeting about changing the name from Area 59 to something more identifiable, and that the CAC was encouraged to make suggestions. Dan mentioned Kevin informed the CAC that a charrette is planned; a brainstorming session the community participates in to for ideas on what the Area 59 community could look like.

**4. Community Comments – None.**

**5. Comments from Commission -**

**Dan Balza** asked Kevin Cronin what was going on with the Sign Permit Appeals and the hearings that have been postponed.

**Kevin Cronin** confirmed that the hearing was definitely set for the Planning Commission on April 12, 2005. Discussion confirming the materials and which Sign Permit Appeals the Commission would be hearing on April 12<sup>th</sup> followed.

**Jean Lafayette** said that she is on the Cannery site committee and that a consultant came in to do an economic study on the best use for the property, and asked Kevin Cronin if he had any recent information on this study.

**Kevin Cronin** stated Mayor Mays, former Mayor Cottle and Staff met with various consultants last week and provided feedback. Consultants collected the information and are going to provide a market analysis and development strategy for the Cannery project. Kevin said that more information on the project may be obtained through Jim Patterson.

**6. Next Meeting - April 12, 2005**

**Kevin Cronin** said the Woodhaven Crossing final plan review is also on the April 12<sup>th</sup> agenda in addition to the Sign Permit Appeals.

**Jean Lafayette** adjourned the meeting (without quorum no formal move to adjourn was required) at 7:17 PM.

## **End of Minutes**

### Work Session:

The Planning Commission meeting was followed by the Transportation System Code Implementation work session, which began at 7:20 PM.

Members of the Planning Commission and Staff reviewed several documents including a Technical Memorandum from Angelo Eaton & Associates, dated September 29, 2004 and Metro Comments from John Mermin, dated February 18, 2005. The Technical Memorandum document was reviewed page-by-page to identify any outstanding issues, share constructive suggestions or concerns, and identify any areas needing clarification. Sections covered in the memo were: I. Ordinances that Enable TSP Implementation; II. Ordinances that Protect Transportation Facility and Corridor Function; and III. Ordinances that Encourage Alternative Modes.

Findings are to be incorporated into a plan amendment application for the first evidentiary hearing. Staff will request authorization to proceed based on findings. Although public notice for the work session was posted, no public was present.

The work session ended at 8:05 PM.