
City of Sherwood, Oregon
Planning Commission Minutes
April 26, 2005

1. Call to Order/Roll Call

Vice Chair Allen called the Planning Commission Meeting to order at 7PM.

Commission Members Present:

Patrick Allen
Jean Lafayette
Matt Nolan
Dan Balza
Todd Skelton

Staff:

Mayor Keith Mays
Gene Thomas, City Engineer
Kevin Cronin, Planning Supervisor
Cynthia Butler, Administrative Assistant

Commission Members Absent:

Chair – Adrian Emery
Commissioner Russell Griffin

1. Call to Order/Roll Call – Vice Chair Allen called the meeting to order at 7 PM.

2. Consent Agenda – Minutes for February 1, March 8, March 22, 2005. All minutes were approved with a correction on the March 8th minutes, to reflect a corrected list of commissioners who were present or absent.

3. Agenda Review -

4. Brief Announcements –

Kevin Cronin stated the final copy of the Transportation System Plan is now available. Staff facilitated a neighborhood meeting for the Murdock Rd. area – east of Murdock Rd., north of the Urban Growth Boundary, and south of the Fair Oaks PUD on April 14th. The meeting was well attended with good response. Locating a citizen living in the area willing to assist in leading the neighborhood effort for a solution to new development in the area is the next step. Dave Wechner has provided the City with some code audit services and report. Kevin hopes to get a plan text amendment to codify missing links to the Planning Commission in June. Kevin asked if there were any updates on the Civil Engineer position. Gene Thomas said an offer was made to an engineer who has accepted and will hopefully begin May 16th. Kevin said that the department Senior Planner, Garrett Smith, is leaving the City for a position in the private sector. Garrett's last day is May 11th. A new Senior Planner position is being posted.

Vice Chair Allen acknowledged new Planning Commissioner, Todd Skelton.

Todd Skelton said he moved to Sherwood with his family in November 2004, and is happy to be part of the Planning Commission.

5. Community Comments –

Dan Balza asked Mayor Keith Mays if there were more plans for tennis courts in Sherwood. Mayor Mays said the high school property has been identified as a good location pending bond funds.

Jean Lafayette asked how design and maintenance was determined for roundabouts, and cited inequities between the Oregon St. and Meinecke Rd. roundabouts.

Mayor Mays said that Washington County was committed to only planting grass for these and that funding is an issue. The Mayor stated that the Meinecke Rd. roundabout is several times larger than the one on Oregon St., and required something more. City staff and consultants came together to make the improvements for the Meinecke roundabout. The Mayor also stated that once the existing trees and vegetation on the Oregon St. roundabout mature it should be much more aesthetic.

6. Endorsement of TGM Grant Application for Area 54-55 – Brookman Addition Concept Plan – Kevin Cronin said that the TGM Grant Application goes before the City Council on May 3, 2005.

Jean Lafayette moved to adopt the resolution for the TGM Grant for Area 54-55 as presented to the Planning Commission.

Matt Nolan seconded.

Vice Chair Allen asked if there was further discussion. Being none a vote was taken:

Vote: Yes=5 No=0, Abstain=0

Motion carried.

7. Adopt Findings for Sign Permit Appeals: Vice Chair Allen said on Page 2 of the staff report under the Hunter's Ridge findings, that the Planning Commission is quoted as saying, "the Planning Commission also finds that the 10-foot section could not reasonably be ordinarily regarded as the front of the property due to its length, and the single frontage on Roy Rogers" – and that he did not believe this stated the Commission's position accurately. Vice Chair Allen did agree with the immediately following statement in the staff report that states, "the shortest side of a corner lot facing a street shall not be deemed the lot frontage", which is also supported by the Code. Agreement was expressed by all commissioners.

Kevin Cronin indicated that editing carried forward from the previous staff report could have been the reason for the confusion and that he will make the amended change.

Jean Lafayette moved to adopt findings on the final order and notice of decision for the three sign permit appeals as amended under Hunter's Ridge, leaving Ken Shannon and Ann & Jerry Cox as presented by staff.

Dan Balza seconded.

Vice Chair Allen asked if there was any further discussion. Being none, a vote was taken:

Vote - Yes=5, No=0, Abstain=0

Motion carried.

8. Public Hearing – TSP Codes (PA 04-06) Vice Chair Allen noted there was no public in attendance. Vice Chair Allen asked if there were any declarations of conflict, bias or ex parte contact. There was none. The hearing was officially opened.

Kevin Cronin referred to the plan text amendment application and documentation presented tonight to each commissioner. Kevin stated this was Phase II of a Phase III TSP project, the first phase was the adoption of the TSP (March 15, 2005), the TSP Development Codes presented this evening that will facilitate the implementation of the TSP, and the technical drawings that the Engineering will be eventually be adopting. Kevin stated the plan text amendment meets all of the criteria in the Community Development Zoning Code, and includes findings based on policy that resulted from the work session with the Planning Commission on March 22, 2005. Letters of support for the record include a letter from Metro, dated April 25, 2005 and a letter from the Department of Land Conservation and Development, dated April 1, 2005.

Jean Lafayette said the recommendations in the original Angelo Eaton memo regarding zoning districts in Chapter 2 appeared to be omitted from the staff report and code work. Recommendations in the memo stated that Chapter 2 should include under the Allowed and Permitted Uses within each zoning code the ability to do transportation, either as a permitted or conditional use. Six items were facility improvements that would be allowed uses for normal operation and maintenance, and two additional conditional uses; transportation products that are not designated improvements in the TSP, and transportation products that are not designed and constructed as part of an improved subdivision or partition. One example cited from the memo for conditional use was a park & ride, which is not currently designated in the TSP.

Kevin Cronin stated there are a couple of ways to approach new amendments to the TSP Code amendments throughout the zoning code before the commission this evening. Adding transportation as permitted use to each of the zoning districts could be entered individually, or in a separate section under Special Uses. Kevin referred to the list on Page 2 under Transportation Facilities and Improvements, and stated all the items listed are permitted uses as defined and could be listed as, "Permitted Use - Transportation Facilities and Improvements".

Jean Lafayette said that items #7 & #8 were proposed as conditional uses.

Kevin Cronin agreed, and stated that subject to direction from the Planning Commissions on items #7 and #8, and which projects should be listed as Conditional and Permitted Uses.

Jean Lafayette asked if the Definitions on Page 2 would be amended to incorporate language within the definitions on permitted and conditional uses.

Kevin Cronin suggested rather entering language in a special uses section that refers back to the definition section.

Jean Lafayette also suggested entering the language in section 2.3 in the Supplementary Standards section.

Dan Balza referred to an issue on Page 9 under section C, Bicycle Parking Facilities, item #1, regarding covered bicycle parking. Commissioner Balza was concerned it was specified that bicycle parking must be covered.

Kevin Cronin said that covered bicycle parking can be a separate shelter an urban design element, or create an entrance with an awning.

Dan Balza asked if it would be required for existing areas to be covered.

Kevin Cronin said that it did not mean retro-fitting existing structures.

Commissioners discussed pros and cons to requiring covered bicycle parking, and determined the language should be amended from “shall” to “may” “be located inside the main building or protected or otherwise covered near the main entrance”.

Jean Lafayette suggested that on Page 7, Item F; “for developments that are likely to generate more than 400 average daily trips (ADT’s)”... to add “at the discretion of the City Engineer”.

Jean Lafayette also suggested that on Page 19, Item 1; “all cul-de-sacs shall be no more than one hundred (100) feet in length (instead of 220 feet), shall not provide access to more than 15 dwelling units”.. (instead of 25 units), to remain consistent with the TSP.

Commissioners discussed issues involved on Page 7, Item G-1, regarding the orientation of front entrances in relation to the street. Examples of Target and Rose’s Deli were cited that are not pedestrian friendly and visually detract away from the street. Kevin Cronin agreed and said that Target is a similar example with the side of the building facing the street.

Jean Lafayette said that design standards are an important aspect of the Planning Commission and that primary frontages are an example. Jean suggested that if frontages are not oriented to the street that language could be added “to create an open appearance”, such as the affect windows would make on the back of the current Rose’s Deli building.

Vice Chair Allen said that leaving the frontage text as it is at this time would be acceptable, with a future Planning Commission goal to address a list of items discussed.

Jean Lafayette said she will list some of the items for future discussion and email them to Kevin Cronin.

Kevin Cronin agreed that design guidelines are an important aspect and that he supports future discussion on design with the Planning Commission, as it supports the policies in the TSP to encourage multimodal use.

Jean Lafayette said she had some typographical changes she will email to Cynthia Butler.

Jean Lafayette moved to adopt TSP Codes PA 04-06 with amendments as discussed.

Dan Balza seconded.

Vice Chair Allen asked if there was any further discussion. Being none, a vote was taken.

Vote: Yes=5, No=0, Abstain=0

Motion carries.

Vice Chair Allen closed the public hearing on the TSP Codes PA 04-06 at 8:18 PM.

9. Comments from Commission - Gene Thomas stated that the City Council has a policy to limit or disallow “walk-ons” (last minute items being added to a meeting), and wanted to bring this to the Planning Commission’s attention for their consideration.

Kevin Cronin asked Gene Thomas for an update on the Water Master Plan.

Gene Thomas said an economic evaluation is being conducted and may delay the discussion for 2-4 weeks.

Matt Nolan stated he is unable to be part of SURPAC due to his schedule.

Vice Chair Allen agreed that he could make a commitment as an ex officio to SURPAC Wednesday nights.

10. Next Meeting – May 10, 2005

11. Adjournment - Vice Chair Allen adjourned the session at 8:25 PM.

End of Minutes