



City of Sherwood
PLANNING COMMISSION

Sherwood Police Facility
20495 SW Borchers Drive

October 11, 2005

Regular Meeting - 7:00 PM

A G E N D A

1. **Call to Order/Roll Call**
2. **Agenda Review**
3. **Consent Agenda:** *None*
4. **Brief Announcements**
5. **Community Comments** (*The public may provide comments on any non-agenda item*)
6. **Public Hearing: Water System Master Plan (PA 05-01)**
The Commission will consider a plan map amendment to the Comprehensive Plan (Part 2 – Chapter 7). The Commission will hold a hearing to take public testimony and consider a staff report and recommendation. Plan amendments require a hearing before the City Council for a final decision. (*Kevin A. Cronin, Planning Supervisor, Planning Department*
Gene Thomas, City Engineer, Engineering Department)
7. **DRAFT 2006 Work Program**
Staff has developed a DRAFT 2006 Work Program for Commission consideration in response to the City Manager's request for next year's budget and goals. Staff will provide a comparison of 2005 accomplishments as a template for 2006 items. The City Council will hold a goal setting work session on November 15 for Boards & Commissions. (*Kevin A. Cronin, Planning Supervisor, Planning Department*)
8. **Pacific NW Auto Group Sales – Interpretation of Outdoor Sales Use for SP 05-13**
Chapter 5, Section 5.504, and Chapter 4, Section 4.300 of the Code will be reviewed regarding outdoor sales and merchandise display associated with automobile sales in GC (General Commercial) zone.
9. **Comments from Commission**
10. **Next Meeting:** October 25, 2005 – Chapter 9 - Plan Text Hearing (PA 05-04)
11. **Adjournment**

TO: Planning Commission
FROM: Kevin A. Cronin, AICP, Planning Supervisor
Gene Thomas, PE, City Engineer
RE: Water System Master Plan initiated by the City Council on October 4, 2005.

Signed: 
Kevin A. Cronin, AICP

I. BACKGROUND

A. Public Involvement

The following work sessions, presentations, and public hearings for a new Water System Master Plan were advertised and held as described below. Individual electronic notice was sent to affected agencies on September 7, 2005.

Water System Master Plan Meetings

Date	Meeting Type	Audience
March 8	Work Session & Presentation (Exhibit B)	General Public & Planning Commission
April 5	Work Session & Presentation	General Public & City Council
June 14	Presentation & Regular Meeting	Planning Commission Cultural Arts Commission Budget Committee
July 19	Presentation	City Council
September 6	Public Hearing	City Council
October 11	Public Hearing	Planning Commission

As noted above, two separate presentations were provided to the Planning Commission and City Council. Murray Smith & Associates (MSA) presented a draft of the Water System Master Plan and the City of Wilsonville presented an overview of construction and operations of the Wilsonville Treatment Plant. On June 14, 2005 the Planning Commission adopted Resolution 2005-001 (Exhibit C) endorsing the Wilsonville Treatment Plant option.

On October 4, 2005 the City Council will hold a public hearing on Resolution 2005-057 (Exhibit D) to accept the Water System Master Plan. This action will authorize staff to initiate the plan amendment process to update the public facility

in this update. The new map was evaluated using the existing inventory from 1999 as a measurement, does not propose new policies, other than a new water supply, and the implementation strategies are consistent with regional and state policy. The proposal does not include any new zoning designations. Based on the above analysis and findings, the standard is met.

B. There is an existing and demonstrable need for the particular uses and zoning proposed, taking into account the importance of such uses to the economy of the City, the existing market demand for any goods or services which such uses will provide, the presence or absence and location of other such uses or similar uses in the area, and the general public good.

Finding: The proposed plan map does not propose changes in use or zones. The proposed Comprehensive Plan Map amendment updates inventories and plans future water facilities to better serve residents and businesses. It also clarifies policy goals and objectives for the future supply and distribution of water. This standard does not apply.

C. The proposed amendment is timely, considering the pattern of development in the area, surrounding land uses, any changes which may have occurred in the neighborhood or community to warrant the proposed amendment, and the availability of utilities and services to serve all potential uses in the proposed zoning district.

Finding: Clearly, the proposed plan map is timely given the last update was completed in 1999 and the population increased by 2,500 new residents over the last five years¹. The proposal outlines the need for new water facilities and plans for improvements over a twenty year period to meet anticipated demand and serve businesses and residents more effectively and efficiently given available funding and resources. This standard is met.

D. Other lands in the City already zoned for the proposed uses are either unavailable or unsuitable for immediate development due to location, size or other factors.

Finding: The request does not change the underlying zones. This criterion does not apply.

III. RECOMMENDATION

Based on the above findings of fact, staff recommends approval of the plan map amendment (PA 05-01) subject to the following conditions:

¹ Census 2000: 11,791 / PSU 2004: 14,190

1. Replace existing references to the existing 1990 Water Service Plan Update (Resolution 88-407) that were incorporated into the Sherwood Community Plan, Part 2, Chapter 7 (Ordinance 91-922) with the new plan map ("Plate 1") and develop an implementing ordinance codifying the provisions for a City Council hearing and review.
2. Replace all existing water plan maps with new maps contained in the Water System Master Plan and clearly mark with new adoption dates.
3. Upon Council approval send a "Notice of Adoption" to DLCD within five calendar days and a Notice of Decision to interested parties who requested such.
4. Direct staff to replace existing copies of 1999 Water System Master Plan with new versions, upload an electronic version to the city website subject to addressing security concerns, and provide a new copy to the Sherwood Library for reference.
5. After a new Economic Development Element is adopted, evaluate the Water System Master Plan and propose amendments to facilitate economic development conditions to site target industries.

Exhibits:

- A. City of Sherwood Water System Master Plan, dated August 2005
- B. Draft Water System Master Plan Presentation to City of Sherwood Planning Commission dated March 8, 2005
- C. Planning Commission Resolution 2005-001 dated June 14, 2005
- D. City Council Resolution 2005-057 dated October 4, 2005



Planning Commission 2005 Work Program (Updated 11-01-05)

Planning Commission Members:

Council Liaison: Mayor Keith Mays

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

City Staff: Kevin A. Cronin, Julia Hajduk, Heather Austin, & Cynthia Butler

Priority	Item	Status	Target/ Hearing Date
High	Final recommendation - TSP	COMPLETE	
High	Amend sign code for amortization period	COMPLETE	
High	TSP code implementation	COMPLETE	
High	Zoning code changes per CDAC recommendations	No changes requested	
High	Area 59 Concept Plan (School Site)	Traffic Analysis Complete – Plan Amendment	Winter 05
High	Area 54-55 Concept Plan (Brookman)	Consider developer interest in financial participation	N/A
High	Area 48 Concept Plan (Quarry Area w/ Tualatin)	Metro considering building permit surcharge for UGB areas	Winter 05
High	Section 9 (Historic Resources) Evaluation	COMPLETE	Fall 05
High	Finish Design Review Guidelines	COMPLETE	
High	Fill Two PC vacancies	COMPLETE	
High	Economic Development Element & Strategy	Issue RFP & Select Consultant	Winter 05
High	Hotel Recruitment – Overlay Zone	No Applicant Submittal in 2005	
High	Water Master Plan Update	COMPLETE	Fall 05
High	Telecommunications Policy – Code Update	Plan Text Amendment Hearing	Nov 05
High	VLDR Sub Area – Plan Amendment	TGM Quick Response – Concept Planning Initiated	Spring 2006
Medium	Goal 5 Tualatin Basin Partners - Implementation	NRCC will develop implementation program	2006
Medium	Commercial Design Standards	Need to scope/evaluate/find templates	2006
Medium	Infill Standards (flag lots, orientation, etc)	TGM Code Assistance – Proposal submitted	2006
Low	Metro Title 7 (Affordable Housing) Compliance	Need to monitor MPAC/HTAC discussion	Spring 05
	Improve Public Involvement Process: Goal 1 Assessment and Survey; New Policies/Actions	On-going (Ex: new mailed notice form, e-notice to interested parties and agencies, project websites, etc) Survey Cost: \$15K; no funding available yet	N/A
	Housekeeping/citations/PA history/Zoning Map	COMPLETE	



Planning Commission 2006 Work Program

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Council Liaison: Mayor Keith Mays

City Staff/Project Managers: Kevin A. Cronin, Julia Hajduk, Heather Austin, & Cynthia Butler

Priority	Item	Status	Hearing Date/(PM)
High	Area 59 Concept Plan (School Site)	Complete Plan Amendments	Winter 05 (KC)
High	Area 54-55 Concept Plan (Brookman)	Consider developer interest in financial participation	2006 (KC)
High	Area 48 Concept Plan (Quarry Area w/ Tualatin)	Metro considering building permit surcharge for UGB areas	2006 (KC)
High	Economic Development Element & Strategy	Issue RFP & Select Consultant	Winter 05 (KC)
High	SE Sherwood Study – Plan Amendment	TGM Quick Response – Develop and adopt master plan	Spring 06 (KC)
High	Goal 5 Tualatin Basin Partners - Implementation	NRCC will develop implementation program	2006 (JH)
High	Commercial Design Standards	Need to scope/evaluate/find templates	2006 (KC)
High	Infill Standards (flag lots, orientation, partitions, etc)	TGM Code Assistance – Review and amend standards	2006 (HA)
High	Cellular/Wireless Facilities Review Standards	Need to scope/evaluate	2006 (JH)
High	Improve Public Involvement Process: Goal 1 Assessment and Survey; New Policies/Actions	On-going (deliver project information in new and improved methods)	2006 (All)
High	Parks Master Plan	In process	Fall 06 (KC)
High	Sanitary Sewer Master Plan	Assist Engineering Department	2006 (KC)
High	Capacity Allocation Program Evaluation/Update	Assist Engineering Department – scope/evaluate issues	2006 (JH)
High	Urban Planning Area Agreement (WACO)	Need to update original UPAA (1988) with UGB expansions	2006 (KC)
High	Community Development Division Strategic Plan	Scope and evaluate, interview consultants	2006 (KC)
High	Town Center Master Plan (Title 6 - Centers)	Scope and evaluate; identify funding source	2006 (KC)
Medium	Metro Title 7 (Affordable Housing) Compliance	Need to monitor MPAC/HTAC discussion	2006 (KC)
Medium	Metro Compliance Reports	Develop and update inventory spreadsheets	2006 (KC)
Medium	Annual Housekeeping Bill	Fix errors, outdated references, etc.	Fall 2006 (JH)



MEMORANDUM

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Mayor
Keith Mays

Councilors
Dennis Durrell
Dave Grant
Dave Heironimus
Linda Henderson
Dan King
Dave Luman

City Manager
Ross Schultz

DATE: October 6, 2005
TO: Planning Commission Members
CC: Dan Carlile and Matt Owen, PNW Auto
FROM: Julia Hajduk, Senior Planner
SUBJECT: Planning Commission determination

The City received a land use application for Site Plan approval for a used car lot at 21655 SW Pacific Highway on August 1, 2005. The application has not yet been deemed complete.

While a car sales lot is listed as a permitted use in the Section 2.110.02 (General Commercial, page 38), Section 5.504 (page 22) of the Code states that outdoor sales is only permitted when such activity is deemed by the Commission to be a "customary and integral part of a permitted commercial or industrial use." It also states that outdoor sales and merchandise display will be reviewed as a conditional use in accordance with Section 4.300.

Both Site Plans between 15,001 and 40,000 square feet and Conditional Uses are reviewed by the Hearings Officer. However, since the code specifically states that the Commission shall determine that the outdoor sales use is a customary and integral part of the permitted use, we are asking the Planning Commission to formally acknowledge that outdoor display of vehicles is a customary and integral part of a car sales lot. The Hearings Officer will review all other aspects for compliance with both the Site Plan standards and the Conditional Use standards.

Action requested: Provide confirmation that the Planning Commission determines outdoor display of vehicles to be a customary and integral part of a car sales lot, which is a permitted use in the GC zone.