



**City of Sherwood
PLANNING COMMISSION**

**Sherwood Police Facility
20495 SW Borchers Drive**

April 6, 2004

Regular Meeting -7:00 PM

A G E N D A

- 1. Call to Order/Roll Call**
 - Introduction of Matt Nolan, newly appointed Planning Commissioner who will fill the unexpired term of Bill Whiteman
- 2. Consent Agenda – March 2 and 16, 2004 PC Minutes**
- 3. Agenda Review**
- 4. Community Comments** *are limited to items NOT on the printed Agenda.*
- 5. Public Hearings:** (Commissioners declare conflict of interest, ex-parte contact, or personal bias) **Public Hearings** before the City Council and other Boards and Commissions shall follow the procedure identified in Resolution 98-743, adopted June 9, 1998 (copies available on table):
 - A.** (cont'd from 03-02-04) **SP 03-08 CUP 03-06 Woodhaven Community Church Site Plan & Conditional Use:** a request by Brad Brucker to change the use of the building located at 410 NW Washington Street from a single-family residence to an office and ministry center. The request includes a building addition of approximately 2,827 square feet be approved with the change of use. The site is zoned Medium Density Residential Low (MDRL) and is further described as Tax Lot 700, Map 2S 1 32BB. (*Anne Elvers ,Associate Planner*)
- 6. New Business**
 - A.** Review Old Town Design Handbook
 - B.** Receive DRAFT Transportation System Plan (TSP)
- 7. Adjourn**

**ITEMS NOT COMPLETED BY 11:00 PM WILL BE CONTINUED
TO THE NEXT REGULARLY SCHEDULED MEETING**

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission Minutes
April 6, 2004

1. Call to Order/Roll Call

Vice-Chair Patrick Allen called the Planning Commission meeting to order at 7:00 PM.

Commission Members present:

Patrick Allen
Dan Balza
Kevin Henry
Jean Lafayette
Matt Nolan

Staff:

Anne Elvers, Associate Planner
Terry Keyes, City Engineer
Roxanne Gibbons, Recording Secretary

Commission Members absent:

Adrian Emery
1 – Vacant Position

Vice-Chair Allen introduced Matt Nolan, who previously served on the City of Sherwood Parks Advisory Board. Mr. Nolan is filling the position vacated by Bill Whiteman.

2. Consent Agenda

Jean Lafayette moved the Planning Commission accept the March 2, 2004 and March 16, 2004 Planning Commission meeting minutes as presented. Seconded by Kevin Henry.

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

3. Agenda Review

No items were added to the Agenda.

4. Community Comments

There were no community comments.

5. Public Hearings

Jean Lafayette read the hearings disclosure statement and asked that Commission members reveal any conflicts of interest, ex-parte contact or bias.

There were no Commissioner disclosures.

5A. SP 03-08/CUP 03-06 Woodhaven Community Church Site Plan & Conditional Use

Vice-Chair Allen opened the public hearing on SP 03-08/CUP 03-06 and called for the Staff Report.

Anne Elvers, Associate Planner, referred the Commission to the Revised Staff Report dated March 30, 2004, a complete copy of which is contained in the City Planning File SP 03-08/CUP 03-06. She noted:

- The applicant is requesting a change of use from a single-family residence to a church. This project is proposed to be done in two phases.
- The site address is 410 NW Washington Street, further identified as Tax Lot 700, Map 2S 1 32BB, and is located in the “Smockville Area” of the Old Town Overlay District.
- On March 2, 2004, the applicant requested a continuance to address the following Staff concerns:
 - Public safety
 - Impact of cars on the surrounding neighborhood
 - Hours of operation
 - Type of activities and occupant loads
- The applicant responded in a letter dated March 18, 2004, a copy of which was included in the Planning Commission packets with the updated narrative and plans.
- Phase 1 includes renovating the existing building, updating the facade, adding a seven foot, curb tight sidewalk along the front property line and on to the United Methodist Church property to connect with an existing crosswalk on Washington Street. They plan to relocate the driveway to provide an ADA parking stall and ramp.
- Phase 2 includes a 2400 square foot addition to the building that is planned to be used as a multi-purpose room and children’s center.
- In addressing the safety concerns, the applicant has offered to have a safety patrol out on Sunday mornings to help direct pedestrians and to slow traffic.
- Staff is recommending approval of Phase 1 only. This will allow the church to get established on a smaller scale to begin with and time to see how well their safety measures work and whether the church activities impact the neighborhood.
- On-site parking is not required in the Old Town Overlay District by the Development Code.

Vice-Chair Allen asked if the applicant wished to provide testimony.

Brad Brucker, 16954 SW Cobblestone Drive, Sherwood, Oregon 97140, and Larry Fritzie, Fritzie Architects, 1118 Lafayette Avenue, Oregon City, Oregon 97045, addressed the Commission. Mr. Brucker noted:

- They would like the Commission to approve both Phase 1 and Phase 2 tonight. They appreciate the recommendation from Staff for approval of Phase 1.
- The daycare center is just a thought at this point and there are no definitive plans at this time. If Phase 2 is approved, there would be very limited space for any outdoor activity.
- The HVAC will be located on the rear of the building.
- The sign and lighting will have mini-floodlights directed onto the sign and not the street.
- They do not object to any of the proposed conditions.
- They understand the Phase 2 concerns regarding parking and safety. He read from the staff report, “Phase 2 is not being recommended at this time as the adequacy of mitigation proposed by the applicant for potential impacts for pedestrian safety and parking is unproven.” This statement is based on the potential of having up to 295 occupants on the site

during Sunday morning service. Their revised narrative states that 295 occupants is highly unlikely due to seating restrictions (March 18, 2004 narrative). This statement by Staff can be misleading.

- He reviewed the Uniform Building Code rating for A-3 building occupancy.
- The multi-purpose room planned for Phase 2 will be 1,497 square with a maximum occupancy for that room of 213 people. However, operationally, they believe that this high number of occupants will never occur.
- There may be standing room only for Easter or Christmas services.
- The Old Town Overlay District does not require off-street parking.
- The City has allowed the area to be used for parking for various activities that are much larger and have a greater impact on the neighborhood. These uses include the summer *Music on the Green* concert series, Robin Hood Festival, *Cruisin Sherwood* car show, arts festival and Christmas tree lighting ceremony. The City rarely attempts to provide any significant means of mitigation for parking and pedestrian safety.
- Their proposal to mitigate the safety concerns goes far beyond what the City provides for the Stella Olsen Park uses.
- Their primary time of use will be between 8:00 AM and 12 Noon on Sunday morning. This time has the lowest number of vehicles and pedestrian traffic during the week.
- The Music on the Green concert series has upwards of 1000 attendees. Alcohol is offered at this event and the concerts are held at a higher traffic volume time of day.
- They want to work with the City to make the area safe for the residents of Sherwood. To this end, if they receive approval for Phase 2, they are willing to provide additional safety measures:
 - Provide a sidewalk up to the end of Washington and Third Street and perhaps down to the City maintenance yard if the cost is reasonable. (Mr. Keyes said a 6 to 8 foot wide sidewalk, curb-tight up to Washington Street would meet the standards.)
 - Provide a drop-off area for church attendees near the front of the building.
 - Education for their congregation to use North Sherwood Boulevard to minimize impact to the neighborhood.

Ms. Elvers said the City used the occupancy load as a standard, but this does not mean the building will have the maximum occupancy. Based on these figures, the maximum occupancy loads for Phase 1 would be 112 people and Phase 2 would be 213 people. Regarding the safety mitigation being proven, Staff agrees that providing a sidewalk extension to Third Street and the City maintenance yard would be a very good safety measure.

Mr. Keyes said he would prefer locating the ADA parking space on the street instead of on-site. It could be identified by signage.

Mr. Brucker showed the Commission a site map identifying the parking spaces along the street and the area that could be used as a drop-off or handicapped space.

Vice-Chair Allen asked Staff if conditions could be added to deal with the additional sidewalk and a drop-off zone to address the underlying concerns and recommendation not to approve Phase 2 at this time.

Ms. Elvers responded that public safety measures and connectivity now being proposed by the applicant would definitely be an improvement. Additional conditions and revised findings would be necessary.

Vice-Chair Allen asked if there was any proponent or opponent testimony. There being none, Vice-Chair Allen dispensed with the applicant rebuttal and closed the public hearing for Commission deliberations.

The Commission discussed conditions that could be added to the recommendation so that Phase 2 could be approved. They agreed to take a short recess to work on the wording for the conditions and revised findings for the Staff Report. The additional conditions would reference:

- Provide a sidewalk on Washington Street and Third Street and down to City maintenance yard
- Creation of a drop-off zone in front of the site
- Allow the applicant discretion to modify the site plan to relocate the handicapped parking area to the street. This may be used in conjunction as a drop-off zone.
- Location of HVAC to rear of building
- Lighting for signage be oriented so not to adversely affect traffic flow.
- Limiting the outdoor activity or amplified sound shall not be audible beyond the perimeter of the site.

Vice-Chair Allen recessed the meeting at 7:50 PM for a 5-minute break and reconvened the meeting at 7:55 PM.

It was the consensus of the Commission that they give preliminary approval of the site plan application and allow Staff time to revise the conditions of approval and modify the findings regarding safety. This item will be brought back before the Commission under the Consent Agenda for final approval.

Jean Lafayette moved the Planning Commission approve SP 03-08/CUP 03-06 Woodhaven Community Church Site Plan and Conditional Use, Phase 1 and Phase 2, based on the Staff report, applicant testimony and additional conditions discussed tonight, subject to review of the modified findings and conditions of approval that will be reviewed for final approval under the Consent Agenda at the April 20, 2004 Regular Commission meeting. Seconded by Kevin Henry.

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

After the applicant had left, the Commission asked Staff to contact the City Urban Renewal District Manager, Jim Patterson, regarding the potential of a facade grant being available for the applicant to use for building upgrades

6. New Business

6A. Old Town Design Handbook

Anne Elvers distributed a draft of the Old Town Design Handbook to the Commissioners. Staff plans to make additional changes to the handbook by adding pictures of buildings in Sherwood that have good architectural features.

Mr. Allen noted that he and Mr. Balza were appointed to a subcommittee comprised of Sherwood residents to work on the guidelines. The first phase will be for the Planning Commission to review and adopt the handbook as an illustration of good architectural design that meets Code requirements. After approval by the Commission, he would suggest a work session presentation to the City Council. The second phase will be Planning Commission review of the code to consider whether changes are needed to meet these guidelines.

6B. Draft Transportation System Plan (TSP)

The Commission briefly discussed the plan and schedule for public hearings. They suggested the City hold at least two public open houses prior to the public hearing. Mr. Keyes noted that the Draft TSP will be available on the City web site by April 7, 2004. Two copies will also be available for review at the City library. Recommended Code changes will be added to this draft. The consultant, DKS Associates, will make a presentation at the April 20 or May 4, 2004 Regular Commission meeting. The Commission concurred that Figure 8-8, referencing street connectivity should be made available to the public.

7. Adjourn

There being no further business to discuss, by motion Vice-Chair Allen adjourned the regular Commission meeting at 8:20 PM.

END OF MINUTES