



City of Sherwood PLANNING COMMISSION

Sherwood Police Facility
20495 SW Borchers Drive

October 5, 2004

Regular Meeting -7:00 PM

A G E N D A

1. **Call to Order/Roll Call**
2. **Consent Agenda – September 7, 2004 PC Minutes**
3. **Agenda Review**
4. **Brief Announcements- Including Measure 37 Materials**
5. **Community Comments** *are limited to items NOT on the printed Agenda.*
6. **New Business**
 - A. **Appeal of Sign Permit denial:** On July 19, 2004 the Planning Director denied this application for a sign permit. On August 2, 2004 the applicant, Capital Financial Group, appealed the decision. The applicant is requesting to place a double-sided sign, 576 square feet per sign face, on tax lot 2S130DD08700, located at the corner of NW 12th Street and SW Pacific Highway. *(Kevin A. Cronin, AICP, Senior Planner)*
 - B. **Appeal of Sign Permit denial:** On July 19, 2004 the Planning Director denied this application for a sign permit. On August 2, 2004 the applicant, Capital Financial Group, appealed the decision. The applicant is requesting to place a double-sided sign, 672 square feet per sign face, on tax lot 2S131BA01900, located at 22275 SW Pacific Highway. *(Kevin A. Cronin, AICP, Senior Planner)*
 - C. **Appeal of Sign Permit denial:** On July 19, 2004 the Planning Director denied this application for a sign permit. On August 2, 2004 the application, Capital Financial Group, appealed the decision. The applicant is requesting place a double-sided sign, 672 square feet per sign face, on tax lot 2S129BC00400, located at the corner of SW Roy Rogers Road and SW Pacific Highway. *(Kevin A. Cronin, AICP, Senior Planner)*
 - D. **Sherwood Transportation System Plan Workshop:** Staff and consultants will discuss the proposed Transportation System Plan and respond to questions and comments in preparation of a public hearing on this issue in the near future.*(Kevin A. Cronin, AICP, Senior Planner)*
7. **Adjournment**

MEMORANDUM

TO: Kevin Cronin, AICP
City of Sherwood

FROM: Carl D. Springer, PE, Sean Kennedy, Chris Maciejewski

DATE: September 27, 2004

SUBJECT: **March 2004 Draft Sherwood TSP Comments
Change Log** P No. 03057-004

The purpose of this memorandum is to document changes made to the March 2004 Draft Sherwood TSP. These changes are based on comments received by stakeholders in the Sherwood TSP. In an effort to make both comments and subsequent changes to the Draft TSP documented and easily referenced, this memo categorizes each comment received by comment maker, TSP chapter, and resulting response.

Source	Comment	Response
Chapter 1		
Patrick Allen, Planning Commissioner	Bicycle action plan costs too much.	Comment noted. Due to lack of adequate funding in the past, the bicycle infrastructure must now play "catch-up" which requires a heavy investment. Additionally, the street standards did not include bike lanes during high growth years.
	Transit section is weak.	Comment noted.
	Parking statement at odds with the Old Town overlay and do we need to mention the possibility of commuter	Comment noted.



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Source	Comment	Response
	rail?	
	Would the adoption of the TSP as a technical reference to the Comp Plan and Development Code require contemporaneous amendment of all three in the future if there are any changes?	No.
	Should we have a corridor management plan for Tualatin-Sherwood Road?	Comment noted.
Chapter 2		
Patrick Allen, Planning Commissioner	The Public Works Standards should be codified.	Comment noted.
	TSP should be consistent and coordinated with plans from other jurisdictions.	Comment noted. This is stated in Policy 3.
	Can we just use "encourage" in place of "required". Required seems to strong a word.	Comment noted.
	Define "major transit stop"	Text will be added on page 2-7 "... (major transit stops will be defined by the City of Sherwood, based on ridership potential, safety concerns or other operational considerations.)"
	Would Commuter rail show up in policy 5?	No.
	Should we have a corridor management plan for Tualatin-Sherwood Road?	Comment noted.
	Developers should fund traffic impact analysis, but the city, or a 3 party, should do the work in order to avoid biased reports.	Comment noted.
	Rail transit options should be a little more general in terms of identifying a light rail terminus.	Comment noted. Text uses the qualifier "may include 3 potential routes", leaving room for changes in alignment etc.

Source	Comment	Response
	Page 2-4, Policy 4 typo.	Comment noted. Text changed to "...that provide one or more typical..."
Dave Wechner	Details of a traffic impact analysis should be included in a technical manual.	DKS will provide a traffic impact analysis (TIA) outline.
Kim Ellis	Page 2-5, Goal 3 Strategies; add a bullet directing the City to amend the city development code as necessary to implement regional connectivity requirements. It is not clear whether these requirements have been adopted in the current code.	Comment noted.
Jean Lafayette	Add new goals and policies to create self-sufficient neighborhoods through land use and transportation controls.	Comment noted.
	2-7 Add a new policy encouraging connectivity to Old Town.	Comment noted. Under Goal 6 add draft policy "Policy 2 – The City of Sherwood shall work to provide connectivity, with both the off street trail system and motor vehicle right away acquisitions, within the Old Town area in an effort to encourage non-motorized forms of transportation."
	2-8 Would it be appropriate to add a Strategy to participate in the I-5/99w Connector projects/process?	Comment noted. Under Goal 7 add draft policy "Policy 8 – The City of Sherwood will work with local, regional and state governments on the I-5/99w Connector project."
	2-9 add a Policy 7: Ensure compliance by all new developers.	Comment noted, some text to be strengthened.
	2-9 Add a Strategy that assigns city staff and the budget committee to pursue diversified funding options.	Comment noted, some text to be added.
	2-5 Add a strategy to accompany the new Policy 8. "Develop uniform traffic control device standards,	Comment noted. Added "...adopt to county standards" to Policy 8.

Source	Comment	Response
	including signs, signals, pavement markings, medians, and calming techniques.”	
	2-5 Add a new policy and/or strategy to accommodate TVFR’s emergency response routes and traffic calming standards.	Comment noted.
Kevin Cronin	2-9 Add “...as well as any changes to applicable laws”.	Change was made.
	Add language “shall” rather than “will” or “encourage”. Need stronger language so land use decisions will hold up in court.	Comment noted, text updated throughout chapter.
Chapter 3		
Patrick Allen, Planning Commissioner	Include Mist NW Natural gas pipeline	Comment noted. Due to security concerns however, pipeline locations are no longer shown visually on maps.
	Analysis should include a discussion of the potential for use of trails for connectivity.	Comment noted. Text added at the end of the second sentence “The current City policy is to provide non-motorized facilities in an off-street path system.”
	LOS discussion should incorporate discussion and references to non-peak hour movements.	Comment noted. Page 3-21 text added “LOS analysis is based on conditions from the PM peak hour as these volumes are typically the highest observed on a system wide basis. However, it should be noted that specific movements at particular intersections can experience operational issues at times other than peak periods.”
Planning Commission verbal comment	Possibly include weekend peak volumes and compare them to weekday peak	Comment noted. Weekday PM peak hour has more volume and lower LOS than does weekday. Signal timing on weekend should be addressed.
Kevin Cronin	Table should be added with a list of alleys.	Table made from old Smockville Town Plat.

Source	Comment	Response
	Table should be added regarding the functional list of all streets in Sherwood, including federal classification.	Table added.
	Need to show the Link Bus Transportation coverage area both in text discussion and on the map.	Information obtained on-line and added to the transit section.
	Need to add text regarding the fact that the school year adds volumes to streets.	Text added to Motor Vehicle Volume section on page 3-18 ...surrounding roadway conditions, holidays "and school days".
	Cite functional class with standard vehicular volume ranges.	Comment noted. Functional classification is based on connectivity not traffic volumes. Although these two are often related (ie a higher speed, that provides access to and from an area will often have higher volumes than a neighborhood street) it is not always the case.
	Specify bike and pedestrian collisions or deaths so ALL accidents are described.	In process of obtaining pedestrian and bicycle crashes between 1999-present at study intersections in the city of Sherwood. Once obtained, table will be included as well as text.
Chapter 5		
Patrick Allen, Planning Commissioner	Is the Six Corners Town Center distinction based on current development patterns, or based on redevelopment goals?	Metro defines Six Corners as a Town Center which is based on current development and future development potential.
	We shouldn't rebuild roads for a potential mode shift to bikes.	Comment noted.
ODOT	Pedestrian crossing of 99W between 12th Street and Meinecke is grade-separated?	Intended to be an under-crossing, so it will be a grade separated pedestrian facility.
Kevin Cronin	Mention the "Safe Routes to School" program.	Text added on page 5-8 Arterial Crossing Enhancements section, second paragraph...as well as the City to be effective. "The Safe Routes to School program attempts to improve walking and bicycling

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	Figure 5-1 define pedestrian districts in legend.	conditions and encourage children to walk and bike to school in an effort to improve safety and reduce traffic and air pollution in the vicinity of schools.” Pedestrian districts are actually Metro designated “Town Centers”. Legend was updated with the correct nomenclature.
	Table 5-4 add raised crosswalk to list and add photos to first two examples.	Photos were added as well as the raised cross walk pedestrian crossing enhancement measure.
Chapter 6		
Patrick Allen, Planning Commissioner	Why are off-street trails not sufficient for bicycle plan? The bike plan costs way too much and does not see much return on investment. Need to explain the benefits more/better.	Comment noted. On street bike paths must be provided on arterial and collectors, unless physically infeasible. Direct connections between schools, commercial centers and residential areas are essential in offering mobility options.
Jean Lafayette	Will there be code language requiring pedestrian connectivity and defining the maximum block size? Would this include provisions for adding paths at the end of cul-de-sacs? 6-7 Figure 6-1 Bicycle Master Plan: Noticed gaps in the plan especially between Oregon and Sunset. Would suggest adding Willamette to the Master Plan to provide safer access to the new Soccer Center.	This will be included in the Code. Comment noted. Legend was updated to add a “dashed Action Plan” bike route to the bicycle facilities priorities list.
Kevin Cronin	Note that TriMet offers bike racks Figure 6-1 Add red dotted line in legend to represent proposed multi-use paths	Text added on page 6-6 Recommended Bicycle Facility Plan second paragraph ...a complete and cohesive non-motorized network. “For regional bicycle trips, TriMet provides bike racks on their buses, allowing bikers to utilize non motorized, bicycle transportation at the beginning and end of their trips.” Legend was changed to reflect the correct distinctions. (Green dotted is existing planned trails and red dotted

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		is DKS alignments for trails).
	Table 6-4 need to define if bike lanes are provided, if bikes should use the shoulder or are off-street.	Table shows that, but the three of street trails identified in the action plan will be moved to the off street bike facility section.
Chapter 7		
Jean Lafayette	Page 7-6 Figure 7-2 Park and ride facilities should be situated at the four corners of the proposed loop.	Symbol was moved on map to the correct location.
Kevin Cronin	Has Metro or Sherwood considered bus rapid transit as a less expensive alternative to LRT?	Yes. But there are no BRT or LRT projects planned in the Sherwood area.
	Commuter rail should be included in the RTP project list.	RTP list was updated with the current project list.
	What agency or jurisdiction owns the park and ride lots? Also add text that says existing lots should be used for park and rides as opposed to building new ones.	Respective businesses own the current lots.
Chapter 8		
ODOT verbal comment	Page 8-34, Section titled <i>ORE 99W Access Control</i> : We need to strengthen this section to more clearly identify where <u>all</u> the future 99W access points will be. Possibly do this through a new diagram of just the 99W corridor.	Comment noted. Figure 8-8 "Local Street Connectivity" addresses possible access points along the 99w corridor.
	In the same section, where we discuss the large number of U-turns on 99W due to the median, we should say that the U-turn issues will need further analysis with each development proposal.	This should be included in the traffic impact study guidelines.
Kim Ellis	Figure 8-1 Motor Vehicle Functional Class; Tualatin-Sherwood Road and Roy Rodgers Road should both be classified as an Arterial and not principle arterial (2000 RTP classifies both roads as minor arterial).	Updated.
	Figure 8-5a Commercial/Industrial Cross Section; Revise to include bike lanes on streets where volumes	Second cross section added.

Source	Comment	Response
	<p>exceed 3,000-5,000 vehicles per day.</p> <p>Figure 8-5b Pedestrian Street Cross-Section; Revise landscaped buffer to be a minimum of 5 feet (and preferred width of 6 feet or greater) to provide adequate space for large species trees.</p> <p>Page 8-22 Street Connectivity; Add description of regional connectivity requirements and action plan item to update the City's code to implement these requirements. "Require new residential or mixed-use development that proposes or is required to construct or extend street(s) to provide a street map that:</p> <ul style="list-style-type: none"> • Provides full street connections with spacing of no more than 530 feet between connections except where prevented by barriers. • Provides bike and pedestrian accessways in lieu of streets with spacing of no more than 330 feet except where prevented by barriers • Limits use of cul-de-sacs and other closed-end street systems to situations where barriers prevent full street connections • Includes no closed-end street longer than 220 feet or having no more than 25 dwelling units <p>Includes street cross-sections demonstrating dimensions of ROW improvements, with streets designed for posted or expected speed limits."</p>	<p>Figure was modified to reflect this.</p> <p>Information added to the text.</p>
<p>Jerry Renfro, Transportation Systems Manager TVFR</p>	<p>Page 8-38 Neighborhood Traffic Management; TVFR would appreciate Speed Cushions be mentioned as a traffic management strategy.</p>	<p>Speed Cushions description etc. were added into the text.</p>
<p>Kevin Cronin</p>	<p>Access points are preferred to be on the lowest classification streets available, and access should be at a minimum on 99W.</p> <p>Page 8-22. Add "public safety response time" to list of</p>	<p>Comment noted.</p> <p>Added in first paragraph, line 8...accessibility between</p>

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	benefits to connectivity.	various modes can be enhanced and traffic levels can be balanced out between various streets. "Additionally, public safety response time is reduced."
	Figure 8-8 map street connections should be more specific in the new urban areas.	Updating plan with more specific alignments suggested in the areas recently brought into the UGB.
	On cross sections add "A variance requires demonstration of hardship or other exceptional circumstances resulting from conditions of the property. Variances must meet Sherwood Development Code and TPR criteria." Additionally, cross sections must be flexible enough to accommodate ROW constraints (skinny streets and woonerfs in downtown area).	Text added to cross-section pages. Consulting with Sandra Burtzos with the City of Sherwood to make sure cross sections comply with downtown area plan.
	In the TDM section, need to mention DEQ's ECO Rule applies to employers with 50+ employees.	Page 8-45 second line, second sentence add "Additionally, the Employee Commute Options (ECO) program administered by the Department of Environmental Quality (DEQ) under OAR 340-20-047 requires larger employers (more than 50 employees) to provide commute options that encourage employees to reduce auto trips to the work site."
	Need to map the updated information on rail crossings on the other modes map.	Comment noted. Crossing based on field observations previously conducted.
	Neighborhood Traffic Management: need to have a matrix of functional class problems and solutions as it would be a helpful development review tool.	Should go in the traffic impact manual described previously.
General Comments		
Dave Wechner	The technical document that would be the Public Works Design Manual should be referenced in the TSP and Code, and can be adopted/updated by Council Resolution.	Done with earlier comments.

Source	Comment	Response
	There is reference to "detailed management plans" that would be developed with Metro, Wash Co and nearby cities; what process would be followed, or what type of amendment to the TSP would result? Similarly, there is reference on page 2-3 to a "corridor management plan" to be established with ODOT; is this in addition to their (already established) Access Management Plan?	Comment noted. Possibility a new policy in the TSP. Carl to work with Kevin and the City of Sherwood.
	Would like to see a Goal or Policy statement that addresses the timing of (future) transportation planning efforts and the addition of new UGB land. Something on the order of: The City will support the annexation of new land only after the transportation planning elements of a concept plan, as required by Title 11 of the Metro Functional Plan, have been adopted..." The thrust of the policy should be that until the transportation routes and connections to the existing system are worked out and adopted as an amendment to the TSP, no new lands should be brought into the City.	Comment noted. Carl to work with Kevin and the City of Sherwood.
Citizen Concerns		
<i>Villa Road Extension</i>	Would entail removing a pedestrian bridge the city built and putting a road through a very well used green space and park.	Noted and passed on to planning commission for decision to retain as project.
	Increased traffic would pose a safety concern for children playing in the area.	Noted and passed on to planning commission.
	People would lose their homes.	Noted and passed on to planning commission.
	Would disrupt the close knit community.	Noted and passed on to planning commission.
	Suggestions were to push road through from Woodhaven to Meinecke or make Dow Road go through (which would also provide a connection between Woodhaven and Meinecke).	Noted and passed on to planning commission.

Source	Comment	Response
	Sherwood Police Chief supported Villa Road extension as it would increase critical emergency access and reduce response time.	Comment noted.
General Concerns	Signalize Gerda/Tualatin-Sherwood Road because taking a left will be very hard.	Comment noted. Extension of grade to Cipole helps mitigate current issues.
	99W/Kruger and Elwert intersection needs to be "fixed"	Comment noted.
	Elwert Road does not need a sidewalk to 99W, but would be good to have sidewalks on Kruger Road to Countryside Community Church from 99W.	Comment noted. Is a county issue.

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission Minutes
October 5, 2004

1. Call to Order/Roll Call

Chair Adrian Emery called the Planning Commission meeting to order at 7:02 PM.

Commission Members present:

Dan Balza
Adrian Emery
Kevin Henry
Jean Lafayette
Matt Nolan

Staff:

Kevin Cronin, Senior Planner
Heather Austin, Recording Secretary

Commission Members absent:

Patrick Allen
Dan King

2. Consent Agenda – September 7, 2004 PC Minutes

Kevin Henry moved the Planning Commission accept the September 7, 2004 Planning Commission meeting minutes as presented. Seconded by Dan Balza.

Vote for Passage of Motion: 3-Yes, 0-No, 2-Abstain

3. Agenda Review

Chair Emery announced that Agenda Items 6 A, B, and C (Appeal of Sign Permit Denials) would not be heard tonight. Those appeals will be heard at the November 16, 2004 Planning Commission Meeting.

4. Brief Announcements

Senior Planner Kevin Cronin provided materials regarding upcoming Oregon State Ballot Measure 37. The materials were for informational purposes only for the commissioners to review at home.

Senior Planner Kevin Cronin gave an update on City Planning Staff. The recruitment for the Associate Planner position is now closed and applications are being reviewed. Community Development Director Rob Dixon will begin October 18th.

5. Community Comments

There were no community comments.

6. Public Hearings

There were no public hearings. The three scheduled appeals of sign permit denials will be heard at Planning Commission on November 16, 2004.

7. Adjourn to Work Session

There being no further business to discuss, Chair Emery adjourned the regular Commission meeting at 7:07 PM.

The Commission reviewed the Transportation System Plan (TSP) and gave comments to Senior Planner Kevin Cronin and Carl Springer, DKS Associates, consultant for the project.

Chair Adrian Emery re-opened the Planning Commission meeting at 8:00PM to allow community comments that were not heard.

Chad Slone (22198 Fisk Terrace, Sherwood), **Chris Miller** (18273 SW Orchard Hill Lane, Sherwood) and **Holly Chi** (18245 SE Orchard Hill Lane, Sherwood) represented the Renaissance Crest Homeowners Association, commenting on the closure of SW Swanstrom Drive at Elwert Road when Copper Meadows Subdivision is complete.

Ms. Chi stated that at the time of the SW Swanstrom closure, SW Handley Street will be the direct connection for the neighborhood to Elwert Road, which will increase traffic on Fisk Terrace and Orchard Hill Lane to the south.

Mr. Miller expressed concern that they were not notified of the closure at the time the project was proposed because the City only requires notice to properties within 100 feet of the project. Mr. Slone expressed concern that public meetings are not announced in the Sherwood Gazette newspaper. Commissioner Lafayette stated that they are posted in the Tigard-Tualatin times because it is printed weekly whereas the Gazette is printed monthly.

Mr. Slone asked what the process would be to keep SW Swanstrom open at Elwert Road.

Chair Emery asked staff to review the Notice of Decision from the Hearings Officer in this case. Chair Emery stated that the closure of SW Swanstorm Drive and the opening of SW Handley Street at Elwert Road was probably the proposed plan, and therefore the Hearings Officer would have only reviewed it to determine if it satisfied the requirements of the code.

Chair Emery also requested that staff make a note that if a project involves closure of a local street, planning commission should be notified regardless of who issues the land use decision.

Mr. Slone stated that the neighborhood association is not opposed to the opening of SW Handley Street at Elwert Road, they would not mind having both SW Swanstrom Drive and SW Handley Street open to Elwert Road.

Chair Emery stated that the County would not allow two access points to Elwert Road in such close proximity.

Mr. Slone stated that the minimum distance between two streets intersecting another street is 100 feet.

Chair Emery stated that the type of road and level of traffic plays into the spacing allowed between streets and that in this instance, the minimum spacing is likely far greater than 100 feet. Chair Emery stated that staff should check into the spacing requirements that apply to this case.

Chair Emery thanked Mr. Slone, Mr. Miller and Ms. Chi for their comments.

Kelly Hosani of Miller Nash, LLP representing the Sherwood School District provided comment on the Connectivity Map included in the Transportation System Plan. Ms. Hosani commented that the proposed connection from Woodhaven to Mienieke Road should not include a connection to Smith Avenue because it does not go anywhere and would require cutting across current church property. Ms. Hosani stated that the connection from Woodhaven to Mienieke Road is necessary, but the connection to Smith Avenue is not.

Chair Adrian Emery adjourned the Planning Commission meeting at 8:23pm and returned to the Transportation System Plan Work Session.

Dan Balza moved to direct planning staff to prepare a staff report for the upcoming Transportation System Plan public meeting. Seconded by Matt Nolan.

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

The work session was adjourned at 10:45 PM.

END OF MINUTES