



**City of Sherwood
PLANNING COMMISSION**

**Stewart Senior/Community Center
855 N. Sherwood Boulevard**

February 4, 2003

Regular Meeting -7:00 PM

(Work Session following Regular Meeting)

A G E N D A

- 1. Call to Order/Roll Call**
- 2. Election of Planning Commission Chair & Vice-Chair (2 year terms)**
- 2. Consent Agenda – January 7, 2003 PC Minutes**
- 3. Agenda Review**
- 4. Community Comments *are limited to items NOT on the printed Agenda.***
- 5. No Public Hearings Scheduled**
- 6. New Business**
 - A. Review Urban Renewal Plan Changes**
- 7. Adjourn to work session to review:**
 - A. 2003 Planning Commission Work Program**
 - B. Time Limits & Extensions to Limited Land Use Decisions**
 - C. Land Use Processing/Appeals**

**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
February 4, 2003

1. Call to Order/Roll Call

Vice-Chair Patrick Allen called the Planning Commission meeting to order at 7:01 PM

Commission Members present:

Patrick Allen
Kevin Henry
Jean Lafayette
Ken Shannon

Staff:

Dave Wechner, Planning Director
Keith Jones, Senior Planner

Commission Members absent:

Adrian Emery
Bill Whiteman
1 Vacant Position

Election of Planning Commission Chair & Vice-Chair (2 year terms)

The Commission nominated and re-elected Adrian Emery as Chair.

The Commission nominated and re-elected Patrick Allen as Vice-Chair.

2. Consent Agenda

The January 7, 2003 Commission minutes were the only item.

Kevin Henry moved that the Planning Commission approve the January 7, 2003 Planning Commission meeting minutes as presented. Seconded by Jean Lafayette.

Vote for Passage of Motion: 4 Yes, 0 No, 0 Abstain

3. Agenda Review

Planning Director Dave Wechner informed Commission that two candidates were interviewed for the vacant Commission position. Dan Balza was selected and will be joining the Commission at the February 18, 2002 meeting.

4. Community Comments

There were no comments.

5. Public Hearings

There were no public hearings scheduled.

6. New Business

6A. Review of Urban Renewal Plan Changes

Planning Director Dave Wechner introduced consultant Charles Kupper and informed Commission that this item was for review by the Commission. The City Council will hold a public hearing on February 11, 2003. However, staff wanted to run the changes by the Commission.

Charles Kupper stated that it was the number of amendments that makes this request substantial and consequently this is before the Commission.

Page 1 of 4 of the Document shows the changes to the plan. The first amendment shows properties to be acquired and properties that relate to the Cannery Project. Second amendment revises the description of projects activities and clarifies the Urban Renewal Agency's intent to fund a mixed-use facility. Third amendment revises the definition of a substantial amendment to be consistent with ORS 457.085. Fourth amendment puts in a section stating the benefit from a public multi-use facility. Final amendment inserts a corrected boundary map.

Bottom of page 1 shows changes to the map, page 2 has a list of tax map and number of property intended to acquire. The list will be expanded as time goes by.

Vice Chair Allen – please describe in more detail the properties to be acquired.

Mr. Kupper – it is intended for use in the Cannery Project.

Mr. Wechner – Tax Lot 900 is on Washington Street near the hill past the travel agency. The Urban Renewal District wanted to acquire this. It is a “no-mans” land that was not purchased by the developer Roy Kim. The railroad right-of-way is currently where city staff park. It is not a tax lot but it is right-of-way. City would like to buy and improve the parking lot.

Jean Lafayette – Can the Urban Renewal District condemn property?

Mr. Wechner – I don't think they would do that but they do have that option.

Jean Lafayette – Can they add land to the Urban Renewal Boundary

Mr. Kupper – I think the plan is written to allow condemnation but it would have to go back through the process unless it was to establish public right-of-way.

Mr. Allen – I believe once you have a list of property you can go back through a minor amendment to add property, is that correct?

Mr. Kupper – Yes. Again it is not the inclusion of the action items that makes this a major amendment it is the combination of all the things we are doing.

Continuing where Mr. Kupper left off Changes in the report, Section 2A conditions made changes to get the acreage and percentages correct. Changes were made to the table of costs to get more money to fund the library and public building. We have not changed the total costs just shifted funds.

Vice Chair Allen – so the changes in the map and acreage are a drafting error?

Mr. Kupper – correct. Not the City staff drafting error.

Mr. Allen commented that the Commission consider additional design standards in the “Cannery Area” to create a minimum height of two stories.

Jean Lafayette moved the Planning Commission recommend approval of the changes to the Urban Renewal District amendments. Seconded by Kevin Henry.

Vote for Passage of Motion: 4-Yes, 0-No, 0-Abstain

There being no further business to discuss, Vice-Chair Allen adjourned the regular meeting at 7:25 PM.

7. Adjourn to Work Session

- 1) Review of Work Program – remove Lee Weislogel and replace with Dan Balza. Add TSP and Commercial Design Guidelines to the work program. Add 120-day processing timeline as a training item under “Other” category.
- 2) Issue Paper Time Limits – Schedule public hearing
- 3) Draft Ordinance for Procedures
 - Revised B.3
...15,000 square feet of floor area, parking or seating capacity of public ...
 - Revise D.1
New Building and reconstruction of 20% or more of an existing building in Old Town

The work session ended at approximately 8:30 PM.

Respectfully submitted,

Planning Department