



**City of Sherwood
PLANNING COMMISSION**

**Sherwood Police Facility
20495 SW Borchers Drive**

November 4, 2003

Regular Meeting -7:00 PM

A G E N D A

- 1. Call to Order/Roll Call**
- 2. Consent Agenda – October 21, 2003 PC Minutes** (may not be available)
- 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. SUB 03-03 Conzelmann Farm Estates Subdivision Preliminary Plat:** a request by John Rankin, applicant, (Arnold/Betty Conzelmann, owners) for preliminary plat approval of a 57-lot single-family subdivision located at 20476 SW Roy Rogers Rd, further described as Tax Lot 101, Map 2S 1 30AA. The site is zoned Medium Density Residential High (MDRH). (*Dave Wechner, Planning Director*)
- 6. New Business**
 - A.** Presentation on Old Town Design Guidelines (*Friends of Old Town*)
 - B.** Review Issue Paper on Decks proposed code amendments (*Dave Wechner*)
- 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
November 4, 2003

Preface: Laura Pekarek substituted for Roxanne Gibbons (recording secretary), who was not available for this meeting. The meeting was not recorded and these minutes were prepared from hand-written notes taken by Laura Pekarek.

1. Call to Order/Roll Call

Chair Adrian Emery called the Planning Commission meeting to order at 7:00 PM.

Commission Members present:

Patrick Allen
Dan Balza
Adrian Emery
Jean Lafayette
Kevin Henry

Staff:

Dave Wechner, Planning Director
Laura Pekarek, Code Compliance Officer
Terry Keyes, City Engineer

Commission Members absent:

Ken Shannon
Bill Whiteman

2. Consent Agenda

There were no items under the Consent Agenda.

3. Agenda Review

There were no items for review.

4. Community Comments

There were no community comments.

5. Public Hearings

Vice-Chair Patrick Allen read the hearings disclosure statement and asked that Commission members reveal any conflicts of interest, ex-parte contact or bias. None were stated.

Chair Emery opened the public hearing on SUB 03-03 Conzelmann Farm Estates Subdivision Preliminary Plat and called for the Staff Report.

Dave Wechner referred the Commission to the Staff Report (Conzelman Farm Estates) dated October 28, 2003, a complete copy of which is contained in the City Planning files and noted:

- The 11.42 acre site is rolling, with grades between 5 and 80 percent.
- The applicant is requesting approval of a 57-lot single-family preliminary subdivision plat. Lot sizes range between 5,000 square feet and 9,850 square feet. Access is proposed for the

lots from a new street (noted as Lavender Dr.), which will intersect two existing cross-streets (Reghetto and Roosevelt Streets), stubbed from adjacent property to the west.

- The minimum/maximum density in this zone is 5.5 to 11 units per net buildable acre.
- Subdivisions proposing more than 50 lots are subject to a Type IV land use review procedure per Section 3.201.01D of the Sherwood Zoning and Community Development Code. Attached accessory structures that do not require a building permit shall be setback a minimum of 3 feet from any side property line and 15 feet from the rear property line.

Mr. Wechner commented on two issues raised by the builder and City Staff after the Staff Report had been submitted:

1. The height limit in this zone is 30 feet or less. The topography is not conducive to a daylight basement scenario. However, the builder was looking at plans that included a third floor. In this zone, because of the height limit a third floor is not allowed outright.
2. The City is proposing a future telecommunication system which would require an easement and conduit placed within the development to accommodate that future use.

In conclusion, Mr. Wechner noted that Staff recommends approval of SUB 03-03 Conzelmann Farm Estates Preliminary Plat with conditions.

Chair Emery asked if the applicant wished to provide testimony.

John Rankin, Attorney, 26715 SW Baker Road, Sherwood, Oregon 97140, representing the Conzelmann Family, addressed the Commission. He commented on the two additional issues raised by Mr. Wechner:

Mr. Rankin stated that neither he, nor Westlake Consultants were the builders on this project, and that the purchase agreement is with JLS Custom Homes. He said that the City building official would have to determine any elevation issues that may or may not occur on the property.

Mr. Rankin agreed to the additional condition of the conduit for future use by the City.

Lee Leighton, Westlake Consultants, addressed the Commission. He commented on the closure of Sealy Lane and the new alignment of the intersections created by this development. The plan is consistent with aligning all the streets which in turn will allow better traffic flow.

Ms. Lafayette asked if Borchers Drive would be three lanes where it intersected with SW Roy Rogers Road.

Mr. Keyes and Mr. Rankin assured her that it would be.

Mr. Allen suggested a change to the proposed conditions by adding a condition under Section C regarding the conduit for future use.

Mr. Wechner suggested the language read for Condition #8 as follows:

8. Conduit for placement of future telecommunications lines by the City of Sherwood.

The applicant stated their acceptance of the revised language for this condition.

Mr. Emery asked if the two cul-de-sacs met the intent of the Section 6.305.06 of the Code.

Mr. Keyes was not concerned with the cul-de-sacs and implied they met the intent of the Code.

Ms. Lafayette brought up the fact that the street lighting was not mentioned in the conditions and wanted to know if an additional Geo Tech Report would be required during the review process.

Mr. Keyes responded that street lighting is part of the plan review requirements and did not need to be in the conditions of approval. Additionally, he would not sign plans until he had all the additional Geo Tech information that was necessary.

Mr. Henry noted for the record that he had on occasion worked with JLS Homes in the course of his personal profession. However, he was not working with them at this time and has had no dealings related to this project.

Chair Emery called for proponent or opponent testimony. There being none, Chair Emery closed the public hearing on SUB 03-03 Conzelmann Farm Estates Preliminary Plat for Commission deliberations.

The Commission made the following changes to the Staff Report and conditions of approval:

1. Page 9, Staff Report, at the bottom, changing Hearings Officer to Planning Commission.
2. Adding Condition #8, under Section C, "Conduit for placement of future telecommunications lines by the City of Sherwood."

Patrick Allen moved that the Planning Commission approve SUB 03-03 Conzelmann Farm Estates Preliminary Plat, based on the Staff Report, findings, applicant testimony, and conditions as revised. Seconded by Jean Lafayette.

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

6. New Business

6A. Presentation on Old Town Design Guidelines (Friends of Old Town)

Larry Tennant 280 NE 1st Street Sherwood, OR 97140 addressed the Commission regarding the Old Town Overlay Design Criteria. Mr. Tennant stated that Friends of Old Town (FOOT) were directed by the City Council to come before the Commission to resolve issues raised by FOOT regarding the downtown design criteria. He spoke of the desire of FOOT to preserve the aesthetics and historical value and flavor of the old town district. He stated FOOT's desire to use the Landmarks Board, along with the help of a design professional, to review plans of newly

proposed buildings in the Old Town District to ensure they are designed in a manner which preserves and enhances the current look of downtown.

Mr. Emery asked if FOOT had some kind of time line proposed.

Mr. Tennant stated that they would like to get started as soon as possible, because of a newly proposed building in the Old Town District.

Mr. Keyes pointed out that neither he nor Mr. Wechner are historical architects and this could be a problem when reviewing plans for the downtown area. He further stated that there would be the need for architectural professionals specializing in that particular area.

Mr. Wechner reminded everyone of the quasi-judicial requirement of 120-day review period and any new procedures added to that timeline would need to meet this 120-day rule.

Mr. Emery asked if the Landmarks Board could give their opinion/review during the public hearing process.

Mr. Allen suggested that perhaps FOOT needs to help work up more detailed standards for the existing code.

Ms. Lafayette asked if the reason for the presentation was that FOOT was not happy with the standards as written.

Mr. Tennant stated he does not like some of the standard as written but the ultimate goal of FOOT is to protect the downtowns historic value.

Mr. Allen stated that he would be willing to have the standards looked over as opposed to having another board reviewing the plans.

Mr. Tennant said they wanted to protect the buildings. How that happened would be up to Staff. They were only suggesting the Landmarks Board as a means to achieve this goal because it already exists.

Ms. Lafayette said things being placed downtown are not always consistent with the historic feel of the downtown area. If the design standards were less stringent you could make changes consistent with history.

Mr. Keyes stated the safest way to ensure the integrity of old town would be to make the changes to the code.

Mr. Wechner suggested thinking about what you want and the mechanism of how to get there. One thing that works well is a design guideline/manual, not a strict requirement more of a suggested tool. Design manuals are not a legislative action.

It was suggested to form a committee to help create a design manual/guideline consisting of the Planning Commission, FOOT and the Landmarks Board. Mr. Wechner suggested they hold the meetings at 6:00 PM prior to the regular Tuesday Commission Meetings. Mr. Tennant agreed. The Commission concurred.

6B. Review Issue Paper on Decks

Ms. Pekarek summarized the issue paper that was a part of the Commission packets.

Question and answer session with Dave Wechner

The Commission felt that most of the issues raised were self-imposed by the builder, the property owner or the buyer on established properties. Further, that most of the issues could be handled or avoided by enforcing the current regulations.

Mr. Wechner suggested that some sort of design standard manual showing compliant current requirements in picture form may be a way of solving some of the issues.

Some Commission members may want to see reduction of the deck setback requirement for properties abutting a green space.

No further action at this time was suggested by the Planning Commission; further input on the encroachment of decks into open space was sought by Mr. Balza.

7. Adjourn

There being no further business to discuss, Chair Emery adjourned the regular Commission meeting at 9:00 PM.

Respectfully submitted,

Planning Department