



**City of Sherwood
PLANNING COMMISSION**

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

January 15, 2002

Regular Meeting -7:00 PM

A G E N D A

- 1. Call to Order/Roll Call**
- 2. Consent Agenda – December 18, 2001 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. SP 01-08 Juniper Ridge Sherwood Retail Site Plan** a request by Juniper Ridge Investments LLC to construct two retail buildings (7,872 sq ft and 10,067 sq ft) at the southeast corner of 99W and Tualatin-Sherwood Rd, Tax Lots 700 and 1100, Map 2S 1 29B. (*Keith Jones, Senior Planner*)
- 6. New Business**
 - A. Report from Council Liaison** (*Ken Shannon*)
- 7. Adjourn to Work Session to discuss Sign Ordinance** (*Keith Jones*)

**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
January 15, 2002

1. Call to Order/Roll Call

Chair Adrian Emery called the Planning Commission meeting to order at 7:05 PM.

Commission Members present:

- Patrick Allen
- Adrian Emery
- Kevin Henry
- Jean Lafayette
- Ken Shannon
- Lee Weislogel
- Bill Whiteman

Staff:

- Dave Wechner, Planning Director
- Keith Jones, Senior Planner
- Terry Keyes, City Engineer
- Shannon Johnson, Legal Counsel
- Roxanne Gibbons, Recording Secretary

2. Consent Agenda – December 18, 2001 PC Minutes

Chair Emery asked if there were any additions or corrections to the minutes. There were no comments.

Bill Whiteman moved the Planning Commission accept the December 18, 2001 Planning Commission meeting minutes as presented. Seconded by Lee Weislogel.

Vote for Passage of Motion: 6-Yes, 0-No, 1-Abstain (Emery)

3. Agenda Review

Dave Wechner reported that the plan text amendments for the hotel/motel zoning, Old Town Design Standards, and minor changes to the recently adopted Townhome Design Standards will be heard at the February 5, 2002 Regular Commission meeting

The Commission asked Staff to provide them with a copy of the Old Town Overlay District Boundary Map and a copy of the report prepared by Ragsdale Hoch Altman LLC, “*A Vision for Old Town Sherwood 2000-2020*”.

Chair Emery said he would provide Staff a copy of the City of Taft revitalization plan and poster for distribution to the other Commissioners.

Ms. Lafayette asked if the Commission could also look at the 5% green space, including the parking lot, criteria for the townhomes.

4. Community Comments

There were no comments.

5. Public Hearings

Shannon Johnson read the hearings disclosure statement and requested that Commission members reveal any conflicts of interest, ex-parte contact or bias regarding any issues on the agenda prior to each specific public hearing.

There were no Commissioner disclosures.

Chair Emery opened the public hearing for SP 01-08 Juniper Ridge Sherwood Retail Site Plan.

Chair Emery referred the Commission to the applicant's letter dated January 8, 2002, requesting a continuance of 60 days to prepare their response to the traffic issues contained in the Staff Report.

Jim Morse, 17147 Old River Road, Lake Oswego, Oregon 97034, addressed the Commission. Mr. Morse requested a continuance to allow more time for the applicant to meet with Staff regarding the findings contained in the Staff Report. He agreed to continue the public hearing to the March 19, 2002 Regular Commission meeting as well as extending the 120-day deadline to May 28, 2002.

Patrick Allen moved the Planning Commission continue SP 01-08 Juniper Ridge Sherwood Retail Site Plan to the March 19, 2002 Regular Commission meeting and continue the 120-day deadline to May 28, 2002, as requested and agreed to by the applicant. Seconded by Lee Weislogel.

Vote for Passage of Motion: 7-Yes, 0-No, 0-Abstain

Chair Emery closed the public hearing and moved on to the next item on the Agenda.

6. New Business

6A. Report from Council Liaison

There was nothing to report from Council.

Bill Whiteman asked about the status of the Transportation System Plan (TSP) for the City of Sherwood. He noted that this plan was being developed five years ago when he was first a member of the Planning Commission. He was frustrated because as the Commission reviews commercial applications, the applications become not cost effective due to a lack of a transportation plan. He planned to vote against any future retail development until the transportation system plan is adopted and in place. The Commission is not serving an applicant or the public very well by not having the TSP in place.

Terry Keyes reported that a contract for the development of the TSP will be presented to the City Council next Tuesday for approval. If the contract is adopted by Council, the project should be completed in 6-9 months. He plans to use the firm of Hopper & Dennis and Carole Connell, a consultant who is the previous City Planner. The City has agreement from ODOT that the TSP

will address Highway 99W and what it will look like. Tualatin-Sherwood Road is a County facility. Washington County said the City cannot require more lanes on Tualatin-Sherwood Road because it is not in the City's Transportation Plan. Washington County is in the process of reviewing their TSP. Both the County and City transportation system plans should be completed at about the same time. Right now there is not enough capacity for retail development along Highway 99W and Tualatin-Sherwood Road and the intersection is failing at this time. He anticipates that the Adams Street connection to Home Depot will be shown on the City TSP as a future road. The City will then have to go through the Metro process to get this road approved because it goes outside the Urban Growth Boundary.

Mr. Whiteman said he had some concerns about using the services of Carole Connell due to her previous experience with the City and some issues that arose during the Home Depot project. He would voice this same concern to the City Council.

Mr. Wechner reported that the City has provided comments to Washington County on alternatives for their transportation system plan. The City also has a contract with Don Ganer, who developed some of the Park SDC calculations, to review the costs of building and maintaining roads in Sherwood and how those costs could be divided. Part of what held up the TSP was that previous plans were based on a model that had a lot of frontage roads along 99W and Tualatin-Sherwood Road. A lot of the previous TSP information will need to be redone.

Mr. Keyes said the selection of Ms. Connell is based on the fact that she knows the City of Sherwood Development Code and is also an Oregon planner who knows Oregon planning laws. He anticipates bringing the TSP to the Commission as each section is completed. The Commission will play a lead role in recommending approval of each section.

Mr. Allen asked at what point a moratorium would be triggered. Mr. Johnson said he was not sure that transportation would be part of a moratorium on development. He would review the basis for a moratorium and report back to the Commission.

Mr. Whiteman clarified that his comments regarding Ms. Connell do not have anything to do with her competence as a planner, but just her relationship with the community of Sherwood. He has great confidence with Mr. Keyes getting done what he says is going to occur.

Mr. Allen asked for clarification on the vacant buildable land use inventory that was distributed to the Commission, in particular the parking that is estimated. Mr. Wechner said the number of parking spaces is just an estimate.

Mr. Whiteman advised the Commission that he would not be available for the next two months because he would be out of town. The Commission did not see this as a problem for Mr. Whiteman continuing as a Commission member.

There being no further business to discuss, Chair Emery adjourned the regular meeting to a work session to discuss the proposed Sign Code Ordinance at approximately 7:45 PM.

The work session was adjourned at 8:45 PM.

Respectfully submitted,

Planning Department