



City of Sherwood
PLANNING COMMISSION
Stewart Senior/Community Center
855 N. Sherwood Boulevard
February 5, 2002
Regular Meeting -7:00 PM

A G E N D A

1. **Call to Order/Roll Call**
2. **Consent Agenda – January 15, 2002 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. **PA 01-02 Townhome Design Standards Plan Text Amendments:** minor changes to adopted language in Section 2.204 Townhomes – driveway widths, minimum ground floor definition, and open space criteria, Part 3, Chapter 2, Land Use and Development. *(Dave Wechner, Planning Director)*
 - B. **PA 01-04 Old Town Design Standards Plan Text Amendments:** amendments to design guidelines for the Old Town District of Sherwood, Part 3, Chapter 9 Historic Resources. *(Dave Wechner, Planning Director)* **Staff is recommending continuance of public hearing.**
 - C. **PA 01-05 Hotel Overlay Zoning District Plan Text Amendments:** amendments adding Section 2.114 Hotel Overlay Zoning District to Part 3, Chapter 2, Land Use and Development. *(Dave Wechner, Planning Director)*
6. **New Business**
 - A. **Report from Council Liaison** *(Ken Shannon)*
7. **Adjourn to Work Session to further review PA 01-04 Old Town Design Standards.**

**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 5, 2002

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
Adrian Emery
Kevin Henry
Jean Lafayette
Lee Weislogel

Staff:

Dave Wechner, Planning Director
Keith Jones, Senior Planner
Roxanne Gibbons, Recording Secretary

Commission Members absent:

Ken Shannon
Bill Whiteman

2. Consent Agenda – January 15, 2002 PC Minutes

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

Lee Weislogel moved the Planning Commission accept the January 15, 2002 Planning Commission meeting minutes as presented. Seconded by Patrick Allen.

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

3. Agenda Review

Jean Lafayette asked if the Commission could discuss lighting in commercial zones under New Business. The Commission concurred.

Dave Wechner announced that Staff was recommending a continuance of Item 5B PA 01-04 Old Town Design Standards Plan Text Amendments so that the Commission could review the proposed amendments during a work session. The Commission concurred.

4. Community Comments

There were no comments.

5. Public Hearings

Keith Jones read the hearings disclosure statement and asked 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.

Kevin Henry announced that J.T. Smith Companies is a customer of his employer. This relationship has nothing to do with this plan text amendment or their proposed application and he did not have any bias.

There were no other Commissioner disclosures.

5B. PA 01-04 Old Town Design Standards Plan Text Amendments

Chair Emery opened the public hearing for PA 01-04 and noted that Staff has recommended continuing the public hearing to allow the Commission to review the proposal during a work session.

Patrick Allen moved the Planning Commission continue PA 01-04 Old Town Design Standards Plan Text Amendments as recommended by Staff. Seconded by Jean Lafayette.

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

Chair Emery closed the public hearing on PA 01-04 and moved on to the next item on the Agenda. The Commission will determine a future hearing date following their work session on this item.

5A. PA 01-02 Townhome Design Standards Plan Text Amendments

Chair Emery opened the public hearing for PA 01-02 and called for the Staff Report. Dave Wechner referred the Commission to the Staff Report dated February 5, 2002, a complete copy of which is contained in the City of Sherwood Planning File PA 01-02. He noted:

- Section 1.200 Townhome Design Standards were adopted by the City Council on October 9, 2001 and made a part of Part 3 of the Development Code.
- In applying the new standards, two issues arose that need to be addressed. The Commission also confirmed that they wanted to re-visit the allowance of parking areas being included in required open spaces.
- The following changes are being proposed:
 - Townhome developments may include garage area within the minimum ground floor calculation. Each townhome shall have a minimum ground floor area of one-thousand (1,000) square feet in the MDRH zone and nine-hundred (900) square feet in the HDR zone.
 - Parking areas may not be counted toward the five percent (5%) requirement for open space in developments over two (2) acres.
 - The maximum allowable driveway width facing the street is twelve (12) feet per dwelling units, seventeen (17) feet if the unit includes a double-car width garage.

In conclusion, Staff recommends the Commission make a recommendation to the City Council to adopt the changes to the townhome design standards.

The Commission directed Staff to include the Commission's position regarding the open space requirement and parking areas in the Staff Report to Council.

Mr. Wechner referred the Commission to a letter dated January 28, 2002 from OTAK on behalf of the J.T. Smith Company regarding minor amendments to the townhome section of the Development Code. The letter addressed concerns regarding the minimum size of the dwelling area of the units rather than the minimum lot area coverage. Three-story townhomes may have a 740 square foot building envelope. This letter was included in the Commission packets.

Joe Schiewe, (proponent) representing J.T. Smith Companies, 22400 Salamo Road, Suite 204, West Linn, Oregon 97068, addressed the Commission. He noted:

- They support the OTAK letter dated January 28, 2002. It represents the flexibility that you need for a townhome ordinance.
- The townhome first floor area should address the minimum size of the dwelling area of the units rather than the minimum lot area coverage. They are not aware of any townhomes being built with a first floor area of 900 square feet, exclusive of garage area.
- They would recommend that each townhome have a minimum dwelling area of one-thousand (1,000) square feet in the MDRH zone and nine-hundred (900) square feet in the HDR zone. Garage area would not be included within the minimum dwelling area.
- A three-story townhome creates more back yard area and allows you to vary the front and back of the units. It would also allow a tandem car garage a little less than 40 feet deep and 20 feet wide.
- With regard to driveway width, a 14 foot driveway is not wide enough to park two cars within the driveway and allow enough area for doors to swing open or to allow person getting out of the cars to step onto pavement.
- In order to provide enough driveway width for the driveway to serve as two surface parking spaces, they would recommend that the maximum allowable driveway width be at least 16 feet, the width of two compact spaces or be two feet wider than the garage door width.
- The maximum allowable driveway width facing the street is two feet greater than the width of the garage door. The maximum garage door width per unit is 60% of the total building width. They would propose that the driveway width be proportionate to the garage door.

In conclusion, they would ask the Commission to consider the recommendation contained in the letter from OTAK dated January 28, 2002.

Mr. Wechner noted that the OTAK letter was received after the Staff Report was prepared. Staff was not opposed to the suggested changes to the language that was contained in the letter.

Mr. Allen asked that the Staff Report and minutes reflect that the Commission has returned the open space issue back to its original proposal to the City Council, in line with the discussion the Commission had at the joint work session with the Council. He asked Staff if the request for minimum dwelling area was a good idea.

Mr. Wechner responded that having a minimum dwelling area would allow the opportunity for more open space between units. The adopted building footprint criteria was also influenced by Council. He did not see a lot of impact to the design or quality of the townhome development by insisting on a larger building footprint for the unit. However, Staff could support the revised code language provided by OTAK regarding minimum dwelling area.

Chair Emery asked if there was any further proponent or opponent testimony. There being none, Chair Emery closed the public hearing for PA 01-02 for discussion by the Commission.

The Commission concurred that the Staff Report include the following changes to the proposed code language:

“Section 2.204.01DE3b. The maximum allowable driveway width facing the street is two (2) feet greater than the width of the garage door. The maximum garage door width per unit is sixty percent (60%) of the total building width. For example, a 20-foot wide unit may have one 12-foot wide recessed garage door and a 14-foot wide driveway. A 24-foot wide unit may have a 14-foot, 4-inch wide garage door with a 16-foot, 4-inch wide driveway.”

“Section 2.204.01B1. Each townhome shall have a minimum dwelling area of twelve-hundred (1,200) square feet in the MDRH zone and one-thousand (1,000) square feet in the HDR zone. Garage area is not included within the minimum dwelling area.”

Patrick Allen moved, based on the Staff Report, public testimony and Commission discussion, the Planning Commission recommend to the City Council approval of PA 01-02 Townhome Design Standards Plan Text Amendments as revised. Seconded by Lee Weislogel.

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

Mr. Wechner noted that the City Council is scheduled to hold a public hearing on PA 01-02 at their February 26, 2002 Regular meeting.

5C. PA 01-05 Hotel Overlay Zoning District Plan Text Amendments

Chair Emery opened the public hearing for PA 01-05 and called for the Staff Report. Dave Wechner referred the Commission to the Staff Report dated February 5, 2002, a complete copy of which is contained in the City of Sherwood Planning File PA 01-05. He noted:

- The ordinance language for hotels and motels is the same.
- A map of the proposed Hotel/Motel Overlay Zone was included as a part of the Staff Report.
- The site criteria and design criteria are included in the overlay zoning district. The owner of a property that is not included in the Overlay Zoning District map could apply to be included under the proposed criteria.

In conclusion, Staff recommends the Commission recommend approval of the Hotel Overlay Zoning District criteria and map to the City Council.

Mr. Henry asked for clarification regarding Section 2.114.04 Design Criteria, Item I, in particular vents or ventilators. He thought the Commission had discussed screening from residential view if they are located at a higher elevation.

Mr. Wechner said Mr. Henry was correct.

Ms. Lafayette read her proposed language for Item I, “Roof-mounted mechanical equipment shall be set back from street facing perimeters of the building, three feet for each foot of height of the equipment and constructed so as to be screened from view. Screening shall be integrated with exterior building design.”

Mr. Emery said he was concerned about the screening being integrated with exterior building design. He did not know how this was going to be interpreted. An example would be a building with lap siding and how this would be applied.

Mr. Wechner said he was comfortable with having some flexibility.

Mr. Henry suggested language that states a screen around the equipment that is as tall as the tallest part of the equipment. This may be better wording.

Mr. Wechner said he would like to give the designer or architect a choice between screening or setback.

Ms. Lafayette said the language could include must be screened using one of the following methods which is parapet screen or setback.

Chair Emery asked if there was anyone who wished to testify. There being no one, Chair Emery closed the public hearing on PA 01-05 for discussion by the Commission.

The Commission agreed to use the following language for Item I of Section 2.114.04 Design Criteria:

“Roof-mounted mechanical equipment shall be located and constructed so as to be screened from ground-level view. Screening shall be integrated with exterior building design and be at least as high as the equipment itself.”

Adrian Emery moved, based on the findings of fact, Staff recommendation, and Commission discussion, the Planning Commission recommend to the City Council approval of PA 01-05 Hotel Overlay Zoning District Plan Text Amendments as revised. Seconded by Kevin Henry.

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

6. New Business

6A. Report from Council Liaison

There was nothing to report from Council.

Ms. Lafayette discussed lighting in the City, in particular the fact that Home Depot really dims their lights after business hours. However, the 76 gas station in the Albertson's parking lot has very bright lights and she wondered if they had modified their lighting. The canopy lighting is extremely bright compared to the neighboring properties.

Mr. Jones said gas stations are a conditional use and Staff could review the notice of decision conditions of approval. Chapter 8 of the Development Code addresses lighting on commercial property not shining in excess of one-half foot-candle on adjoining properties zoned for residential.

The Commission asked Staff to review this issue.

Mr. Allen said he would like to see some lighting standards generally. However, the City could be the biggest offender because of some of the residential street lights.

The Commission agreed lighting could be addressed under their review of code clean-up items.

Mr. Weislogel said the recent coverage of the Washington County Transportation Plan revisions listed 8-10 items, none of which spoke to Tualatin-Sherwood Road. He asked if Staff had any further information.

Mr. Wechner said all of the draft alternatives he has seen from Washington County include widening Tualatin-Sherwood Road to five lanes. He will review the most recent draft plan. City Engineer Terry Keyes could also be contacted about Tualatin-Sherwood Road being included on the list. The expansion to five lanes would be from Teton to 99W.

There being no further business to discuss, Chair Emery adjourned the regular meeting at 7:55 PM to a work session to discuss the Old Town Design Standards.

The work session was adjourned at 10:00 PM. The Planning Commission agreed to hold another work session on PA 01-04 Old Town Design Standards Plan Text Amendments on February 19, 2002.

Respectfully submitted,

Planning Department