



**City of Sherwood
PLANNING COMMISSION**

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

February 19, 2002

**Joint City Council/Commission Work Session – 5:30 PM
Regular Meeting -7:00 PM**

A G E N D A

5:30 PM – Work Session - presentation by Ed Sullivan on *Oregon Land Use Laws*

7:00 PM – Planning Commission Regular Meeting

- 1. Call to Order/Roll Call**
- 2. Consent Agenda – February 5, 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 01-03 Sign Ordinance Plan Text Amendments:** Part 3, Zoning & Community Development Code, Chapter 9, Historic Resources, Section 9.202.06E, Signs, in particular criteria to allow portable signs within the Old Town Overlay District. (*Keith Jones, Senior Planner*)
- 6. New Business**
 - A. Report from Council Liaison** (*Ken Shannon*)
- 7. Adjourn to Work Session to:**
 - **Review issue paper on Home Occupation criteria.** (*Laura Anderson, Code Compliance Officer*)
 - **Continue review of Old Town Design Guidelines.** (*Dave Wechner, Planning Director*)

**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 19, 2002

5:30 PM - The Planning Commission and City Council held a joint work session prior to the Regular Commission meeting. Ed Sullivan from the law firm of Preston, Gates & Ellis, presented an overview of the *Oregon Land Use Laws*.

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

Staff:

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

Commission Members absent:

Bill Whiteman

2. Consent Agenda – February 5, 2002 PC Minutes

Chair Emery asked if there were any additions or corrections to the minutes. Lee Weislogel noted the following corrections to the minutes:

- Page 4, 5C, second bulleted item the word “may” should be “map”.
- Page 6, sixth paragraph, the word “Ms.” should be “Mr” identifying Lee Weislogel.

Patrick Allen moved the Planning Commission accept the February 5, 2002 Planning Commission meeting minutes as revised. Seconded by Jean Lafayette.

Vote for Passage of Motion: 6-Yes, 0-No, 0-Abstain

3. Agenda Review

Patrick Allen asked if the Commission could discuss the Sherwood Urban Renewal Policy Advisory Committee (SURPAC) under New Business. The Commission concurred.

4. Community Comments

Mr. Wechner referred the Commission to a letter dated February 18, 2002, from Jerry Lindsey, Timberline Baptist Church regarding churches as a permitted use or conditional use in the Light Industrial (LI) zoning district. Copies of the letter were provided to the Commission. He advised Mr. Lindsey that the request would be considered by the Commission during their

review of use designations in the commercial and industrial zones. Mr. Lindsey will be advised of the date of this review when it is scheduled.

Chair Emery asked if the Commission was provided copies of the letter from Ms. Marilyn Smith. Mr. Wechner said her letter has been forwarded to the City Engineer, Terry Keyes. Most of the issues in her letter are engineering concerns. Copies will be provided to the Commission.

5. Public Hearings

Dave Wechner 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.

5A. PA 01-03 Sign Ordinance Plan Text Amendments

Mr. Allen announced that he had been participating as the Commission liaison on the Sign Code Committee.

Chair Emery opened the public hearing for PA 01-03.

Keith Jones recommended that the public hearing on PA 01-03 Sign Ordinance Plan Text Amendments be continued to a future date. The Sign Code Committee met today and there are some elements that need further review. The proposed amendments will be presented to the Commission at another work session.

Adrian Emery moved the Planning Commission continue PA 01-03 Sign Ordinance Plan Text Amendments as recommended by Staff. Seconded by Patrick Allen.

Vote for Passage of Motion: 6-Yes, 0-No, 0-Abstain

Chair Emery closed the public hearing on PA 01-03 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.

Patrick Allen announced that he had been appointed to serve on the Sherwood Urban Renewal Policy Advisory Committee (SURPAC). They had their first meeting last week. One of the sites the Committee will be reviewing is the cannery site. He will have significant ex-parte communication to manage, but he does not see this as being a problem. He plans to fully disclose the nature of these communications through the minutes from the SURPAC meetings. The minutes will be provided to the Commission.

Ken Shannon announced he had been appointed to a committee to review ADA compliance for City buildings. The Committee held its first meeting and he will keep the Commission informed of any Committee actions.

Mr. Wechner suggested that a member of the ADA Committee attend a meeting of the Sherwood Urban Renewal Policy Advisory Committee to discuss ADA compliance. It is great that the Planning Commission has representation on both of these committees.

There being no further business to discuss, Chair Emery adjourned the regular meeting at 7:20 PM to a work session to discuss the following items:

- **Issue Paper on Home Occupation criteria.**
- **Continue review of Old Town Design Guidelines.**

Laura Anderson, Code Compliance Officer, presented the issue paper and proposed text amendments to the Home Occupation criteria. The Commission reviewed the criteria and directed Staff to schedule the proposed plan text amendments for public hearing.

The Planning Commission agreed to hold another work session on PA 01-04 Old Town Design Guidelines Plan Text Amendments on March 5, 2002.

The work session was adjourned at 9:35 PM.

Respectfully submitted,

Planning Department