



**City of Sherwood  
PLANNING COMMISSION**

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

**May 7, 2002**

**Regular Meeting -7:00 PM  
Work Session after Regular Meeting**

**A G E N D A**

- 1. Call to Order/Roll Call**
- 2. Consent Agenda – April 16, 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 01-04 Old Town Design Standards Plan Text Amendments:** Plan Text Amendments to Part 3 Zoning & Community Development Code, Chapter 9, Historic Resources, Section 9.202 Old Town Overlay District amending the design standards, including street designations, for the Old Town District of Sherwood and expanding the Old Town Overlay District Boundary. *Note: The Planning Commission decision will be a recommendation to the City Council. (Dave Wechner, Planning Director)*
- 6. New Business**
  - A. Report from Council Liaison** (*Ken Shannon*)
- 7. Adjourn to Work Session to review changes to use designations in zoning districts for potential Plan Text Amendments to the Development Code.**

**ITEMS NOT COMPLETED BY 11:00 PM WILL BE CONTINUED  
TO THE NEXT REGULARLY SCHEDULED MEETING**

# **APPROVED MINUTES**

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**City of Sherwood, Oregon**  
**Planning Commission Minutes**  
**May 7, 2002**

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**1. Call to Order/Roll Call**

Vice-Chair Patrick Allen called the Planning Commission meeting to order at 7:00 PM.

Commission Members present:

Patrick Allen  
Kevin Henry  
Jean Lafayette  
Ken Shannon  
Lee Weislogel

Staff:

Dave Wechner, Planning Director  
Terry Keyes, City Engineer  
Roxanne Gibbons, Recording Secretary

Commission Members absent:

Adrian Emery  
Bill Whiteman

**2. Consent Agenda – April 16, 2002 PC Minutes**

Vice-Chair Allen asked if there were any additions or corrections to the minutes. Jean Lafayette noted that she voted in opposition to approval of SP 01-08 Juniper Ridge Sherwood Retail Site Plan. The minutes will be changed to reflect her “no” vote. There were no other changes to the minutes.

**Lee Weislogel moved the Planning Commission accept the April 16, 2002 Planning Commission meeting minutes as corrected. Seconded by Kevin Henry.**

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

**3. Agenda Review**

There were no changes to the Agenda.

**4. Community Comments**

There were no community comments.

**5. Public Hearings**

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

Vice-Chair Allen opened the public hearing on PA 01-04.

Dave Wechner read the hearings disclosure statement and asked that Commission members reveal any conflicts of interest, ex-parte contact or bias.

Patrick Allen announced that he serves on the Sherwood Urban Renewal Policy Advisory Committee (SURPAC). 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.

Vice-Chair Allen called for the Staff Report.

Dave Wechner entered the following items into the record as additional exhibits:

- E-mail from Matt Sprague, Alpha Engineering.
- Proposed Old Town Overlay Map modified May 7, 2002 identifying the “Smockville” and “Cannery” areas.

Dave Wechner referred the Commission to the Staff Report dated May 7, 2002, a complete copy of which is contained in the City Planning File PA 01-04. He reviewed the report and noted:

- The plan text amendment includes changes to the boundary of the Old Town District and different treatments for the two distinct planning areas within the Old Town Overlay District.
- The current Code contains “design guidelines” for Old Town, but lack the strength of prescriptive standards to direct development to occur in a particular way. The Commission decided that “design standards” should be used.
- The City utilizes overlay districts or zones to augment development regulations found in base zones. The underlying zone such as Retail Commercial (RC) would have an overlay that gives special treatment in the area of the overlay zone which is unlike how RC zones may be treated elsewhere in the City.
- The plan text amendments propose to separate the Old Town Overlay District into two distinct areas – Smockville and the Old Cannery. These areas are treated differently because of their character, proximity to residential uses and potential for redevelopment.
- The main standards focus on the following:
  - Building placement and the street.
  - Reinforcing the corner of buildings.
  - Ground floor windows.
  - A distinct ground floor.
  - Street design standards.
- The plan text and map amendment criteria are contained in the Staff Report.
- In conclusion, Staff recommends the Planning Commission recommend to the City Council approval of the plan text language, plan map amendment to the Old Town Overlay District and street design standards.

Mr. Wechner recommended the following additional changes to the Staff Report:

- Sections 9.202.03, 9.202.04, 9.202.05 should include a reference to the High Density Residential (HDR) zone, e.g., “Uses permitted outright in the RC zone, Section 2.109.02, HDR zone, Section ...and the MDRL zone.”
- Section 9.202.08, page 5, change the title word “Industrial” to “Institutional”.

Mr. Wechner read into the record the comments from Alpha Engineering:

- To insure that the HDR zone is allowed to contain mixed-use designs in the Overlay District, it would be good to tie them together in a manner similar to RC and MDRL. This would eliminate arguments in the future for the intent of the Overlay District in development in the HDR zone.
- At the last work session there was a lot of discussion surrounding drive-thru's. Alpha believes there are certain low impact drive-thru's that are necessary downtown and should be found compatible with other proposed uses. They believed the consensus was to eliminate all drive-thru's. Mr. Wechner clarified that the code language refers to "drive-thru restaurants."
- Alpha suggests the City allow specific types of drive-thru's such as a bank drive-thru, library book drop or postal service. These are uses that do not have a huge stacking need and could be accommodated easily without a lot of space that would be needed by fast food. The drive-thru should be relegated to the rear of the building away from the streets. These small impact uses could be easily hidden from view. City Hall could also put in a water/sewer bill drop off. These drive-thru's have a very important consideration and benefits to the downtown area.
- There should be a clarification to the height requirements. It appears that heights in the underlying zoning districts are superceded by the Old Town Overlay standards in all zones.

Terry Keyes said he received an e-mail from Mr. Sprague regarding the street designs. He agrees with most of the points in that the City should allow some flexibility because these are new street design standards that may need some changes. The City may wish to allow the flexibility to change the street design with approval by the Planning Commission.

Ms. Lafayette asked for clarification of Option 5 on page 7.

Mr. Wechner said Option 5 was added under Reinforce the Corner to recess the entrances to be consistent with the Commission discussion. The 6-foot deep landscaped area was included for consistency.

Ms. Lafayette recommended that Section 9.202.08D1, include a reference to the maximum height may be up to 55 feet in the Cannery area and 45 feet in the Smockville area.

**Vice-Chair Allen asked if there was any public testimony.**

**Matt Sprague, (proponent) Alpha Engineering, 9600 SW Oak Street, Suite 230, Portland, Oregon 97223, addressed the Commission. He noted:**

- They have reviewed the overlay districts and street designations. The proposed plans have been very well done by Staff.
- He referred the Commission to the Downtown Street Designations Map. He discussed with Mr. Keyes whether the street immediately adjacent to the Newnes building to the east,

designated as an “avenue”, one of the alternative alignments, would be an appropriate location for the street. It would depend on the realignment of Oregon Street.

- The downtown residential street designation in the old cannery area may need to be an “avenue” instead of a “downtown residential street”.
- He would recommend that the City allow some flexibility to change the street designations in the downtown area with approval by the Commission or City Engineer.

Mr. Wechner said the Downtown Street Designations would be more appropriate in Chapter 6 of the Development Code. However, reference to the map could also be made in Chapter 9 by appendix. The Old Town Overlay District Downtown Street Designations could also be referenced in both Chapter 6 and Chapter 9.

**Vice-Chair Allen asked if there was anyone else who wished to testify. There being no other testifiers, Vice-Chair Allen dispensed with the rebuttal portion of the hearing and closed the public hearing on PA 01-04 for discussion and deliberations by the Commission.**

Mr. Wechner said he could prepare language for the plan text amendments to reference the Downtown Street Designation map and street design under Section 9.202.07, by adding Item G. The map and street drawings could also be included as an appendix.

Ms. Lafayette asked if the Commission wished to decrease the concrete block foundation from 3 feet and increase the landscape buffer from 6 feet to 10 feet. The Commission agreed not to change either item.

The Commission made the following changes to the plan text amendments:

- Add a reference to the High Density Residential (HDR) zone under Sections 9.202.03, 9.202.04 and 9.202.05.
- Change the word “industrial” to “institutional” under the title for Section 9.202.08.
- Section 9.202.08, Item D1, maximum height, add 45-feet in height in the Smockville area.

The Commission agreed that the Staff did an excellent job in preparing the plan text amendments.

Mr. Wechner proposed the following language for Section 9.202.07, Item G:

- Development of streets as classified in Figure (enter number) shall be in conformance with the design standards of Appendix (enter number) unless an alternative design is consistent with the approved street plan and approved by the City Engineer.

Vice-Chair Allen said he was more comfortable with flexibility in the street design in the Cannery area rather than the Smockville area.

Mr. Wechner said Chapter 6 of the current Code allows an applicant to request a “street modification” through the City Council.

The Commission agreed that Item G be a reference to the downtown street standards and downtown street designations subject to any changes through the current process for street modifications through the City Council.

Mr. Keyes said one other change on the map would be the “green” street that exists one block east of Pine Street in the Cannery site should be changed to a “downtown residential street” or an “avenue.”

**Lee Weislogel moved the Planning Commission recommend to the City Council approval of PA 01-04 Old Town Design Standards Plan Text Amendments, including expansion of the Old Town Overlay District and adoption of the Downtown Street Standards and Street Designations as revised, based on the Staff Report, findings, and public testimony. Seconded by Jean Lafayette.**

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

**6. New Business**

Mr. Keyes said the IGA for Meinecke/99W intersection has been signed by ODOT and it is scheduled to go to the Oregon Transportation Commission on Tuesday, May 14, 2002 for approval of the road transfer (frontage road to the City). The City will not go out for bid until the IGA has been fully executed.

**6A. Report from Council Liaison**

Ms. Lafayette said the City Council is proposing to limit terms on City Boards to 2-years, unless required by Ordinance, such as Commission members being appointed for 4-year terms.

**7. There being no further business to discuss, Vice-Chair Allen adjourned the regular meeting at 7:50 PM to a work session to review potential changes to use designations in zoning districts.**

The Commission agreed to hold another work session on May 21, 2002 to review potential changes use designations in the various zoning districts.

The work session was adjourned at 9:00 PM.

Respectfully submitted,

Planning Department