



**City of Sherwood
PLANNING COMMISSION**

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

June 18, 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 – June 4, 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:** to Part 3, Zoning & Community Development Code, Chapter 5, Section 5.700 Signs, in particular criteria to allow temporary and portable-type signs. (*Keith Jones, Senior Planner*)
- 6. New Business**
 - A. Report from Council Liaison** (*Ken Shannon*)
- 7. Adjourn to Work Session**
 - A. Issue Paper re: Appeal process for land use decisions.**
 - B. Continue review of potential changes to use designations in zoning districts.**

**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
June 18, 2002

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 (7:20 PM)
Ken Shannon
Lee Weislogel
Bill Whiteman

Staff:

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

Commission Members absent:

Adrian Emery
Jean Lafayette

Vice-Chair Allen extended the condolences of the Planning Commission to Chair Adrian Emery for a recent death in his family.

2. Consent Agenda – June 4, 2002 PC Minutes

Vice-Chair Allen asked if there were any additions or corrections to the minutes. There were no changes to the minutes.

Lee Weislogel moved the Planning Commission accept the June 4, 2002 Planning Commission meeting minutes as presented. Seconded by Ken Shannon.

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

3. Agenda Review

Dave Wechner said the Commission may wish to switch the order of the two work session items if there are citizens in attendance for one particular item.

4. Community Comments

There were no comments.

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.

Mr. Allen announced ex-parte contact on development of the sign code amendments because he is a member of the Sign Code Committee established by the City Council.

There were no further Commission disclosures.

5A. PA 01-03 Sign Ordinance Plan Text Amendments (temporary & portable signs)

Vice-Chair Allen opened the public hearing on PA 01-03 and called for the Staff Report. Keith Jones, Senior Planner, referred the Commission to the Staff Report dated May 15, 2002, a complete copy of which is contained in the City Planning File PA 01-03. He noted:

- The Sign Code Committee has been working on text amendments for temporary and portable signs. These amendments are part of a two-phase process in revising the sign code. The second phase will deal with permanent signs.
- A public forum was held just prior to the scheduled May 21, 2002 public hearing. Most of the comments on the proposed amendments were positive. One business owners asked how the City was going to regulate balloons.
- There are two additional items the Commission may wish to consider:
 - Regulating the display of large, helium balloons.
 - Removing Item D of Section 5.704.02, “Temporary/portable sign lettering shall be done in print or stencil and shall not be done in free-hand.”
- After a decision by the Commission on these two items, Staff recommends approval of the proposed plan text amendments as contained in the Staff Report.

Mr. Whiteman said it is important to note that professional painters make signs free-hand. He asked how these amendments would affect the signs at “Grandma’s Place”. Most of these signs are “seasonal”. He asked how the City would deal with temporary signs that are not portable.

Mr. Jones said if the sign is not portable, it would be considered a permanent sign.

Mr. Wechner said a use that has been in effect prior to adoption of the sign ordinance, such as Grandma’s Place, would be considered an existing use and the signs would essentially be grandfathered. These signs would not be considered “temporary” or “portable”. The signs would be considered permanent signs. If the use were new, it would require a sign permit from the City.

Vice-Chair Allen said he would not want to do anything unless the signs become a problem.

Vice-Chair Allen noted that there was no one in the audience to provide testimony. He closed the public hearing on PA 01-03 for discussion by the Commission.

It was the consensus of the Commission to remove Item D, of Section 5.704.02, Temporary/portable sign lettering shall be done in print or stencil and shall not be done in free-hand from page 3 of 7 of the Attachment.

It was the consensus of the Commission not to add any language regarding the display of large, helium balloons.

Bill Whiteman moved based on the findings and Staff recommendation, the Planning Commission recommend to the City Council approval of the plan text amendments for PA 01-03 Sign Code Ordinance for temporary and portable type signs as revised with the deletion of Item D, Section 5.704.02. Seconded by Lee Weislogel.

Vote for Passage of Motion: 4-Yes, 0-No, 1-Abstain (Henry)

6. New Business

6A. Report from Council Liaison

Mr. Shannon said Mr. Whiteman may wish to comment on the resolution adopted by City Council for a sub-area study on Highway 99W.

Mr. Whiteman said after reading the resolution, he thought it was out of order because the Council gave direction to City Staff rather than the City Manager. The City Charter does not allow this type of action to be taken. He attended the Council meeting to raise a point of order. The intent of the resolution to have this study was acknowledged by all of the Council without any further motion or action.

Mr. Wechner said he has been directed to propose a scope and cost for the study that would be reviewed by the Commission as soon as possible. He will include the Commission's position that type of study should be done in conjunction with the periodic review. He agreed with this position. The Commission recommendation on the scope and intent of the study will be reviewed by the Council. He explained how the study area could be determined. He will present a list of items to the Commission at a work session on July 2, 2002.

Mr. Shannon said he does not plan to participate as a Commission member during the any rezone requests along Highway 99W that may come before the Commission. He does plan to participate as a citizen of Sherwood. Mr. Wechner said it would be appropriate for Mr. Shannon to comment on the scope of the sub-area study.

Vice-Chair Allen recognized Keith Mays, City Council President, who was in the audience. Mr. Mays said he would not want to make any changes to zoning that are not warranted.

Mr. Wechner said the value of a sub-area study is one scenario could be that a mixed-use overlay zone would be appropriate for 99W that would allow for more flexible development along the highway to stimulate some growth. The scope of the study could look at relationship between highway commercial development and the downtown urban renewal effort. He would encourage the Commission to look at the issues in with this in mind.

7. Adjourn to Work Session

There being no further business to discuss, Vice-Chair Allen adjourned the regular meeting at 7:40 PM to a work session.

The work session was adjourned at 9:00 PM.

Respectfully submitted,

Planning Department