



**City of Sherwood**  
**PLANNING COMMISSION**  
Stewart Senior/Community Center  
855 N. Sherwood Boulevard  
**February 6, 2001 - 7:00 PM**

**A G E N D A**

1. **Call to Order/Roll Call**
2. **Consent Agenda – Approval of 01-16-01 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 00-16/CUP 00-07 Sherwood Crossroads Service Station Site Plan & Conditional Use (continued from 01-16-01 PC Mtg, hearing & record open):** request to construct an attendant kiosk and 8 (eight) fueling islands to be operated by Safeway, located at 16330 SW Borchers Drive, Tax Lot 300, Map 2S 1 29B. (*Keith Jones, Associate Planner*)
  - B. **SP 00-17 Sherwood Crossroads Bank Site Plan (continued from 01-16-01 PC Mtg, hearing & record open):** request to construct a 4,500 sq ft bank building with drive-thru located at 16330 SW Borchers Dr, Tax Lot 300, Map 2S 1 29B. (*Keith Jones, Associate Planner*)
6. **New Business**
  - A. **Report from Council Liaison** (*Ken Shannon*)
7. **Adjourn to Work Session to Review “Code Clean-Up” Items.**

**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 6, 2001**

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

Adrian Emery called the meeting to order at 7:08 PM.

Commission Members present:

Adrian Emery  
Jeff Schroeder  
Patrick Allen (7:40 PM)  
Jeff Fletcher  
Jean Lafayette  
Ken Shannon  
Lee Weislogel

Staff:

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

**2. Approval of Minutes**

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

**Adrian Emery moved the Planning Commission accept the January 16, 2001 Planning Commission minutes as presented. Seconded by Lee Weislogel**

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

**3. Agenda Review**

Dave Wechner referred the Commission to his memo dated February 6, 2001 regarding the drip-line easement and conservation covenants for the Nottingham Phase I Subdivision (SUB 99-8). With regard to Condition E7, the applicant wishes to reduce the area subject to the conservation easement from that of the existing, actual drip-line to that noted on the proposed final plat. Maps identifying both lines were included with the memo. This request would change a portion of Condition E7. The Commission imposed this condition and it would be best for the Commission to determine if a change to the condition would be appropriate. The adjoining property owner (Mr. Salisbury) opposes any change to the condition. Both parties are in attendance tonight.

Shannon Johnson recommended the Commission allow time for he and Staff to review the request to determine whether this should be an administrative decision. If it should be a Commission decision, it would be necessary to determine whether a public hearing notice would be required. The Commission concurred with this course of action.

Mr. Johnson said a recommendation would be made by the end of the week.

**4. Community Comments**

There were no comments.

## **5. Public Hearings**

Chair Emery asked if the applicant wished to make any comments.

### **5A. SP 00-16/CUP 00-07 Sherwood Crossroads Service Station Site Plan and Conditional Use**

The following exhibits were distributed to the Commission prior to convening the meeting and are made a part of the record:

- February 5, 2001 letter from adjacent property owners, Nick and Jennifer Adamy, in opposition to the proposed fueling station.
- February 6, 2001, Supplemental information packet submitted by Roger Harris representing George Johnston, Enserv; and John Alto, Alto Automotive; in opposition to the request for a conditional use permit.
- February 6, 2001 letter from Michael Robinson, representing the applicant, summarizing the status of the application.
- February 6, 2001 letter from DSA Engineers regarding the Safeway Fuel Station Noise Levels, submitted by the applicant.
- February 6, 2001 memo from Hobson Ferrarini Associates addressing the conditional use Criterion B and C, "public need" in an economic analysis of the public need for additional fuel pumps within the City of Sherwood, submitted by the applicant.
- November 7, 1995, Notice of Decision and Staff Report approving SP 95-12/CUP 95-2 BP Station, submitted by the applicant.
- February 6, 1996, Notice of Decision and Staff Report approving SP 95-14/CUP 95-4 Texaco Station and Convenience Store, submitted by the applicant.
- Revised Site Plans for the proposed Bank and Service Station that show the locations being switched.

**Michael Robinson, 900 SW 5<sup>th</sup> Avenue, Suite 2600, Portland, Oregon 97204-1268, representing Regency Realty, the applicant,** addressed the Commission. He noted:

- The Commission has received a fair amount of new information from the applicant and other parties.
- The applicant has revised the site plan to switch the locations of the bank and gas station.
- Staff has not had the benefit of time to do an updated Staff Report.
- In light of these issues, the applicant agrees with Staff to request a continuance to the February 20, 2001 Regular Commission meeting. This will extend the 120-day deadline by 14 days to April 19, 2001. This will allow the Commission time to review the additional information.

Mr. Emery asked for clarification regarding the training session scheduled for February 20, 2001. Staff advised the Commission that this training session would begin at 5:30 PM and concludes in time for the attending Commissioners to participate in the Regular Commission meeting that will convene at 7:00 PM on February 20<sup>th</sup>.

Mr. Wechner said the Development Code states that any additional materials provided in support of an application later than 20 calendar days in advance of the initial hearing before the Hearing Authority can be cause for a continuance. He said the 20 days would allow Staff enough time to review the materials and provide a recommendation. In discussing this with the applicant's representative, Mr. Robinson, he pointed out that the 20 calendar days says in advance of the "initial hearing".

Mr. Robinson said the initial evidentiary hearing was held on January 16, 2001. The applicant has submitted everything of substance tonight. Mr. Harris has also submitted additional information and the applicant will respond to this material. If the Commission wishes to continue the hearing beyond February 20, 2001, he would need to confer with his client. His understanding was that Staff agreed to the February 20<sup>th</sup> date.

The Commission asked Staff if the 14-day continuance would be enough time to review the material. Mr. Wechner said 14 days would allow Staff the time to review the materials and provide an updated Staff Report.

Ken Shannon asked Staff if this application was required to meet the new Highway 99W trip standards.

Terry Keyes said this application is not under the ordinance that limits the trips to 43 trips per acre. He and Mr. Robinson disagree whether the application is under the Capacity Improvement Ordinance. The applicant has provided information to support their position that Mr. Keyes will be reviewing. The number of additional trips for this application is less than what was originally proposed with the Sherwood Retail application.

In response to a question from the Commission, Mr. Robinson said the plans that were submitted for an additional building pad are not being proposed. The current proposal is to switch the location of the bank and service station. This plan is provided tonight and identifies a 4,500 square foot bank and an 8-fueling island/kiosk service station.

There were no further questions from the Commission.

**The Commission agreed to continue SP 00-16/CUP 00-07 Sherwood Crossroads Service Station Site Plan and Conditional Use to the February 20, 2001 Regular Commission meeting. This will extend the 120-day deadline to April 19, 2001.**

#### **5B. SP 00-17 Sherwood Crossroads Bank Site Plan**

Michael Robinson, representing the applicant, asked the Commission to continue SP 00-17 Sherwood Crossroads Bank Site Plan to the February 20, 2001 Regular Commission meeting. This will extend the 120-day deadline to April 19, 2001.

**The Commission agreed to continue SP 00-17 Sherwood Crossroads Bank Site Plan to the February 20, 2001 Regular Commission meeting. This will extend the 120-day deadline to April 19, 2001.**

## **6. New Business**

### **6A. Report from Council Liaison (Ken Shannon)**

Mr. Shannon reported that the City Council upheld the Hearings Officer decision on the Woodhaven Phase 9 Preliminary Plat with some minor changes. The lot sizes in this phase are to be a minimum of 5,000 square feet. Staff reported that the Woodhaven Phase 8C final plat construction plans are currently being reviewed.

## **7. Work Session**

The Commission adjourned to a work session at approximately 7:30 PM. They reviewed the Issue Paper prepared by Staff on Code clean-up items. The following items were discussed:

- Consider that quasi-judicial “Type IV” applications be subject to conditional use criteria and that this criteria be updated to better address potential impacts of development and community needs.
- Clarify the applicability to residential development of Wetlands, Chapter 8.305.01.
- Consider shortening the appeal period for land use actions to ten (10) days and require appeals to be on the record.
- Consider adopting a “fast track” site plan review process.
- Consider adding to the list of Street Trees in Appendix J, Chapter 8, street trees approved under powerlines as published by the BPA.
- Consider making conditional uses in the Light Industrial (LI) zones permitted uses.
- Establish a minimum 5,000 sq ft lots for single-family detached residential use in all zones.

### **Adjourn**

There being no further business to discuss, the work session was adjourned at 9:00 PM.

Respectfully submitted,

Dave Wechner, Planning Director