



**City of Sherwood  
PLANNING COMMISSION**

**Stewart Senior/Community Center**

**855 N. Sherwood Boulevard**

**December 18, 2001**

**Regular Meeting -7:00 PM**

**Work Session – 7:30 PM**

**A G E N D A**

- 1. Call to Order/Roll Call**
- 2. Consent Agenda – December 4, 2001 PC Minutes**
- 3. Agenda Review**
- 4. Community Comments** *are limited to items NOT on the printed Agenda.*
- 5. Public Hearings:** No public hearings scheduled.
- 6. New Business**
  - A. Report from Council Liaison** (*Ken Shannon*)
- 7. Adjourn to Work Session to discuss following Plan Text Amendments:**
  - A. Hotel/Motel Zoning** (*Dave Wechner, Planning Director*)
  - B. Old Town Design Standards** (*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**  
**December 18, 2001**

**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  
Bill Whiteman

Staff:

Dave Wechner, Planning Director

Commission Members absent:

Adrian Emery

**2. Consent Agenda – December 4, 2001 PC Minutes**

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

**Lee Weislogel moved the Planning Commission accept the December 4, 2001 Planning Commission meeting minutes as presented. The motion was seconded by Jean Lafayette.**

**Vote for Passage of Motion: 5-Yes, 0-No, 1-Abstain (Whiteman)**

**3. Agenda Review**

Mr. Wechner recommended adding Item 7C for questions from the Commission.

**4. Community Comments**

There were no comments.

**5. Public Hearings**

No public hearings were scheduled.

**6. New Business**

**6A. Report from Council Liaison**

There was no report.

**Vice-Chair Allen adjourned the regular meeting to a work session at approximately 7:15 PM.**

## **7. Work Session to discuss Hotel/Motel Zoning, Old Town Design Standards and Report from Planning Director**

Mr. Wechner presented Mr. Allen with a *Certificate of Appointment* to the Planning Commission.

### **7A. Hotel/Motel Zoning Plan Text Amendments**

Mr. Wechner said that the proposed amendments were revised to incorporate the Commission comments from the last work session. The Design Criteria was put into a separate section from the Overlay Zone Site Criteria. A map of the Hotel Overlay Zone District was included with the report.

Mr. Whiteman asked for clarification on Item 4, Section 2.114.040 Overlay Zone Site Criteria, hotels and motels shall not adversely impact the natural environment of nearby open space or park lands.

Mr. Allen said this would be a tool for managing the impact of the development on surrounding open space and any natural environments.

Mr. Whiteman pointed out several reasons why a hotel would want to locate in a specific area of Sherwood.

Mr. Wechner said the impact of any proposal would be determined by the Commission during site plan review for a specific site. He said Item 4 could be placed under the Design Criteria.

Mr. Shannon asked if all of the criteria were necessary.

Mr. Henry said he could not find a separate definition for a hotel from a motel that is used in the industry. A hotel generally has more amenities in terms of restaurants or level of personal services and has nothing to do with the interior or exterior design.

### **2.114.050 Design Criteria**

The Commission reviewed each of the criteria and made the following changes:

#### **Criteria #3**

The Commission discussed blanket language for truck parking. Should they deal with RV parking at all under Design Criteria, Item #3? Staff will work on the specific language for Item #3.

#### **Criteria #9**

Remove the wording, "other than vents or ventilators".

Vice-Chair Allen asked if the proposed text amendments could be reviewed during a joint work session with the City Council?

The Commission directed Staff to make the changes to the Hotel/Motel Overlay District Plan Text Amendments and schedule a public hearing.

## **7B. Old Town Design Standards**

The Commission reviewed each item under Section 9.203.06 Design Standards for all commercial, industrial and mixed-use structures.

### **A. Building placement and the street**

Mr. Wechner said the City is encouraging structures to be to the street lot line. When you choose to set the building back from the property line, you need to create an attractive area in front of the structure.

Item #2 Arcade Option – move the sentence beginning with “All street-facing elevations...” to a new paragraph.

The Commission was concerned about the 6 foot depth between the front elevation and parallel building wall and arched openings width for arcades (Items 2a and 2b). Mr. Wechner suggested using some type of percentage for arcade depth and arched openings. Staff will rework the language to include providing some type of architectural features.

Mr. Wechner said the proposed design standards probably need to be less specific.

Ms. Lafayette agreed with most of the design standards, with the exception of the criteria for the first three: ‘building placement and the street’, ‘reinforce the corner’ and ‘residential buffer’.

Mr. Wechner said the cannery is not a part of the Old Town Overlay District at this time. John Spencer has recommended expanding the Old Town Overlay District. Mr. Wechner identified the area on the zone map.

The Commission generally agreed with the expansion of the Old Town Overlay District, with the exception of expanding to the west of the current Old Town District.

Ms. Lafayette said a previous study recommended expanding the district to Stella Olsen Park. Mr. Whiteman said he thought that this study was adopted by the City Council.

The Commission asked for a copy of this study. Mr. Wechner suggested they look at the proposed Old Town Overlay District boundaries and identify any recommendations on the map. They agreed to mark-up their copies of the urban renewal district map to reflect where they feel the overlay boundary should lie, and bring back individual recommendations to the next work session.

Mr. Shannon asked where the parking for the Old Town District would be located. He thought most of the plan was invalid because there is not enough parking in the Old Town area. Businesses are not going to want to locate in this area because there is no parking available.

Mr. Wechner said part of the urban renewal discussion included increased parking. Most of the potential commercial development would want to have some parking. Another point is that the City is not currently using its alley system.

The Commission had different opinions on the available parking in the Old Town District.

Mr. Wechner will revise the Old Town Overlay District proposed amendments and bring them back for another Commission work session.

### **7C. Questions from Commission**

There were no further questions for Staff.

The work session was adjourned at 9:30 PM.

Respectfully submitted,

Planning Department