



City of Sherwood
PLANNING COMMISSION
Stewart Senior/Community Center
855 N. Sherwood Boulevard
April 18, 2000 - 7:00 PM

A G E N D A

1. **Call to Order/Roll Call**
2. **Approval of Minutes – March 7, 2000**
3. **Agenda Review**
4. **Public Hearings:** (Hearing Disclosure Statement. Also, declare conflict of interest, ex-parte contact, or personal bias) **Public Hearings** before the City Council and other Boards and Commissions shall follow the following procedure (Resolution 98-743, adopted June 9, 1998):
 - Staff Report--15 minutes
 - Applicant--30 minutes(to be split, at the discretion of the applicant, between presentation and rebuttal.)
 - Proponents—5 minutes each (applicants may not also speak as proponents.)
 - Opponents—5 minutes each
 - Rebuttal—Balance of applicant time (see above)
 - Close Public Hearing
 - Staff Final Comments—15 minutes
 - Questions of Staff/Discussion by Body—no limit
 - Decision (Note: Written comments are encouraged, and may be submitted prior to the hearing, at the hearing, or when the record is left open, after the hearing for a limited time. There is no limit to the length of written comment that may be submitted)
- A. **SP 00-04 Wildrose Industrial Park Site Plan:** a request for site plan approval to construct 2 buildings (Bldg #1 – 100,400 sf, Bldg #2 – 100,350 sf) to serve as a storage facility for food products. The site is located off of Wildrose Place in the Edy Road Industrial Park. Tax Lots 1300, 1400, Map 2S 1 28A.
- B. **SP 00-09/CUP 00-02 Hardwood Industries Site Plan & Conditional Use:** a request to construct a 119,000 sf mfg/distribution facility and conditional use to exceed the 50 ft height limitation to construct a 60 ft 5 inch dust collection chip bin. The site is located off of Wildrose Place, east of the Edy Road Industrial Park. Tax Lot 501, Map 2S 1 28A.
5. **New Business**
6. **Community Comments** *are limited to items NOT on the printed Agenda.*
7. **Adjourn**

**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
April 18, 2000

1. Call to Order/Roll Call

Chair Angela Weeks called the meeting to order at 7:10 PM.

Commission Members present:

Jeff Fletcher
Sterling Fox
Keith Mays
Ken Shannon
Angela Weeks

Staff:

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

Commission Members absent:

Adrian Emery
Jeff Schroeder

2. Minutes of March 7, 2000

Chair Weeks asked if there were any additions or corrections to the minutes of March 7, 2000. There were no comments.

Sterling Fox moved the Planning Commission accept the March 7, 2000 minutes as presented. Seconded by Keith Mays.

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

3. Agenda Review

There were no comments.

Chair Weeks introduced Dave Wechner, the new Planning Director for the City of Sherwood.

4. Public Hearings

Chair Weeks read the hearings disclosure statement and requested that Commission members reveal any conflicts of interest, ex-parte contact or bias regarding any issues on the agenda.

There were no Commissioner disclosures.

4A. SP 00-04 Wildrose Industrial Park Site Plan

Chair Weeks opened the public hearing and called for the Staff Report. Kami Teramura referred the Commission to the Staff Report dated April 11, 2000, a complete copy of which is contained in the City Planning File SP 00-04. She reviewed the Staff Report and noted:

- The property is located on the west side of Wildrose Place in the Edy Road Industrial Park, Tax Lots 1300 and 1400 of Map 2S 1 28A, Parcel 2 – 4.98 acres and Parcel 3 – 4.99 acres.
- The site is zoned General Industrial (GI) and the proposed use is permitted outright.
- The applicant is requesting site plan approval to construct two warehousing and storage facilities for food products. The buildings will be single-story, tilt-up construction and measure 100,400 sf and 100,350 sf. The buildings may also be used for storage of paper products used in the distribution of these products.
- There will be three access points to the property, as shown on the plans. Parking will be located in the central portion of the site between the two buildings.

Dave Wechner, Planning Director, advised the Commission that while the Staff Report reflects an emphasis of food products on the site, actually any permitted use within the GI zone would be allowed.

Ms. Teramura continued with her review of the Staff Report and noted:

- The applicant has or can conditionally comply with all of the applicable zoning standards of Chapters 2, 5, 6, 8 and 9. Each of these findings is discussed in the Staff Report.
- Plantings at the intersection of the driveway with SW Wildrose Place must be trimmed to maintain sight distances. This would be a condition of approval.
- The applicant will be required to establish a joint access agreement for the two parcels. This will be a condition of approval.
- The revised location of the solid waste receptacle, as shown on Exhibit A, has been accepted by Pride Disposal.
- The applicant will submit a sign permit application, in accordance with the industrial zone, at a future date.
- Sanitary sewer, water supply and stormwater are addressed in the comments from the City Engineer and USA, that are attached and made a part of this report.
- The Tualatin Valley Fire & Rescue District did not provide comments prior to the distribution of the Staff Report. If there are any fire issues, these can be worked through with the City Engineer. Mr. Keyes said the fire flow standards are contained in the Uniform Building Code and Uniform Fire Code.
- The City requires that a statement be submitted on conformance with the City's environmental standards. This statement was submitted by the applicant.
- The applicant shall provide two extra trees on Parcel 2 to comply with the City Code. The drawing the applicant has provided tonight does show these trees.
- A tree inventory was provided by the applicant and any trees removed for purposes other than installation of public utilities are to be mitigated on the site. The landscape plans demonstrates this.

In conclusion, based on a review of the applicable code revisions, agency comments and staff review, Staff recommends approval of SP 00-04 Wildrose Industrial Park Site Plan with the conditions as stated in the Staff Report. The decision by the Planning Commission will be a recommendation to the City Council because this is a Type IV application.

Mr. Shannon asked what improvements were going to be required along Tualatin-Sherwood Road. Ms. Teramura said the applicant will be making improvements around the intersection. Comments from Washington County state a traffic study needs to be submitted to the County. From this study, the County will determine what improvements would be required on Tualatin-Sherwood Road. However, these are not presented to the City or the applicant. Mr. Keyes said the County does their own traffic study.

The Commission reviewed the maps identifying the site as well as the location of the Hardwood Industries Site Plan proposal which is also being heard tonight.

Chair Weeks asked if the applicant wished to provide testimony.

Gene Mildren, Mildren Design Group, 11830 SW Kerr Parkway, Suite 325, Lake Oswego, Oregon 97035, addressed the Commission and noted:

- The presentation of Staff covered most of the items he was going to present.
- There will be two buildings, each approximately 100,000 sf located on the site. The buildings will be concrete, tilt-up construction.
- Access goes all the way around the buildings on the site. This is necessary to good circulation and to meet fire and life safety standards for the size of the buildings. The buildings must be located a certain distance from the property lines. They have to maintain 60-foot yards around buildings of this size. He identified the location and circulation pattern on the site plan map.
- They have provided 18% landscaping for the site.
- He identified on the site plan map where most of the parking would be located.
- The building square footage also requires a fire access into the building every 100 feet.
- The applicant concurs with the recommended conditions of approval as stated in the Staff Report dated April 11, 2000 (pages 2-17 are labeled April 10, 2000).
- They worked with Pride Disposal to reach agreement for the location of the waste receptacles. An approval letter from Pride was received by the applicant. Staff concurred that this was correct.
- BMC is located to the north of this property. There is a private, fire emergency access to the BMC site. The applicant will be using this same easement to provide circulation around their site for fire access. This is a gated, private access of about 20-25 feet in width.
- Tualatin Valley Fire & Rescue District attended their pre-application meeting and provided input at that time. Both buildings will be sprinklered with an ESFR system.
- Pacific Foods is now located in Tualatin. They will maintain their facility in Tualatin. They manufacture a Tofu product which is distributed by Natures, and an apple juice which is distributed in Japan. They also manufacture some broth products. A lot of the products are soy-based.

- This site will be solely for storage and distribution. Everything is kept on the inside of the building. The paper products are just the packaging for these products. There will be no processing at this site at this time.
- He referred the Commission to the building elevations that showed the color scheme and design.

Chair Weeks asked if there was any proponent or opponent testimony. There being none, Chair Weeks closed the public hearing on SP 00-04 Wildrose Industrial Park Site Plan for discussion by the Commission.

Mr. Mays asked what would happen to Wildrose Place if the site to the east did not develop. Mr. Keyes responded the road to the site would remain a narrow, half-street improvement.

Chair Weeks asked if there had been a previous site plan approval on the same site. Ms. Gibbons stated there was a previous site plan approval for one of the lots, but it did not develop and subsequently, the site plan approval expired.

Mr. Keyes said the City does not do what improvements Washington County will impose for Tualatin-Sherwood Road.

Ms. Teramura proposed the following minor changes to the conditions of approval:

- Condition F, remove the word “food”.
- Condition G1, the last sentence should read, “This shall include requirements outlined in the submitted City Engineer’s memo dated March 31, 2000 and made a part of this record.”

There being no further discussion,

Keith Mays moved based on the Staff Report, agency comments and applicant testimony, the Planning Commission recommend to the City Council approval of SP 00-04 Wildrose Industrial Park Site Plan with the conditions as revised. Seconded by Sterling Fox.

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

The Commission thanked the applicant for a very clean and complete application.

Chair Weeks recessed the meeting at 7:50 PM for a 10-minute break and reconvened the Regular Commission meeting at 8:00 PM.

4B. SP 00-09/CUP 00-02 Hardwood Industries Site Plan & Conditional Use

Chair Weeks opened the public hearing and noted that a memo from Staff dated April 18, 2000 had been placed on the table.

Kami Teramura referred the Commission to the Staff Report dated April 11, 2000, a complete copy of which is contained in the City Planning File SP 00-04. She reviewed the Staff Report and noted:

- The site is located on the east side of SW Wildrose Place, further described as Tax Lot 501, Map 2S 1 28A. Tax Lot 501 and Tax Lots 1100 and 1101 were the subject of a recent Lot Line Adjustment (City File #LLA 00-05 Hardwood Industries). Taking into consideration the lot line adjustment, the parcel size for this proposal is 6.37 acres in size.
- Washington County advised the City that the lots approved with the lot line adjustment are not legal lots and that the County does not recognize the lot line adjustment. All of the property, including TL 1100 and 1101, are a part of Tax Lot 501.
- The Staff Report is based on the understanding that the lot line adjustment was accurate and legal. This determination was made after reviewing the information submitted by the applicant, their title company and the tax maps the City had at the time.
- The site is vacant, zoned General Industrial (GI) and the use is permitted outright.
- The applicant is requesting site plan approval to construct a two-story manufacturing and storage facility for hardwood products. The conditional use permit is to construct a chip bin that exceeds the maximum height allowed in the GI zone by approximately 10 feet. The building will be approximately 115,000 sf.
- There will be two accesses to the site. The first access is proposed to be a private access drive located along the southern property line. The second access point is the driveway that connects to SW Wildrose Place on the northeast end of the cul-de-sac.
- Parking will be located along the perimeter of the west half of the parcel and along the west and south walls of the facility.
- Washington County stated in their original recommendations that they would like improvements to SW Cipole Road frontage and that the easement to Wildrose Place be expanded by another 25-feet. At the time these comments were received, Staff did not see any reason for these improvements. Wildrose Place is a local street and there were no plans to make the private easement a through-way. With regard to Cipole Road improvements, Tax Lot 501 did not have any frontage on Cipole.

Dave Wechner reviewed the memo dated April 18, 2000 and placed on the table for the Commission, regarding the response from Washington County objecting to the lot line adjustment. On April 13, 2000, the City received a response from the County regarding the lot line. The County had also realigned the tax lots (1100 & 1101) into Tax Lot 501. The total size of the combined subject property is approximately 18 acres. If you take it in its entirety, it does front onto Tualatin-Sherwood Road and Cipole Road. He read the following:

Staff recommends that the review of this application should follow this order:

1. Planning Commission public hearing on merits of Conditional Use and Site Plan application. If recommended for approval, Commission must include a condition

requiring property division via partition plat or approved lot line adjustment (affirmed by a court or Washington County).

2. Council reviews recommendation of Commission on Site Plan and makes a decision on final site plan, including conditions. Conditions will include the requirement for property division, requiring building permits be withheld until after final plat or approved lot line adjustment.
3. Applicant divides property via plat or adjusts property lines to the 6.37 acre site proposed. If land is divided via partition plat, additional road frontage improvements may be required by Washington County as a condition of the land division.
4. Building permits can be issued (provided plan check and inspections are approved).

This process will allow the applicant to work out the differences with Washington County on the land division and frontage improvement requirements.

Ms. Teramura continued with her review of the Staff Report.

- The application meets, or can be conditioned to meet, all of the criteria for Conditional Use approval.
- The proposed development meets, or can conditionally comply, with all of the applicable zoning district standards of Chapter 2, 5, 6, 8 and 9. Chapter 9 is not applicable to this site plan because there are no Historic Resources on the site.
- A 10-foot landscape shall be provided between off-street parking, loading or vehicular use areas on separate abutting properties or developments. This is provided, however, a minimum six (6) foot high sight-obscuring fence or plantings shall also be provided. The applicant stated the chain link fence along the north of the property has slats in it. When she visited the site, there were no slats in the chain link fence. There should be a condition of approval to provide sight-obscuring screening in this area.
- The private access driveway proposed to be shared by Tax Lots 501 and 1101 satisfies the requirements of the Code, if a joint access agreement is established.
- Pride Disposal did not have any comments on this proposal.
- A free-standing sign was proposed for this development, but it did not meet the City's sign standards. The applicant will need to apply for a sign permit that is in compliance with the City sign code standards.
- The applicant will need to dedicate a minimum 35-foot half-width right-of-way for half-street improvements to SW Wildrose Place in accordance with City standards; 18 ft paved width, 6-inch curb, and 5-foot sidewalk. The parcel fronts SW Wildrose Place which currently has half-street improvements. These improvements will need to match the current improvements on SW Wildrose Place.
- The improvements the City requires would end at the cul-de-sac. The City does not agree with the County, at this time, that there should be any more improvements north of the cul-de-sac. The access easement to the north is a fire access to the northern property.

- The applicant will need to comply with Section 8.301.02. This will be included as a condition of approval.
- The applicant has provided a tree inventory. Staff would recommend replacement not only of deciduous trees, but also replacement of evergreen trees.
- The applicant shall comply with the standards for noise as found in OAR 340-35-035, State guidelines.
- The applicant shall provide the City with assurance for an acceptable method of ownership and management prior to any occupancy of the facility.

In conclusion, based on a review of the applicable code provisions, agency comments and Staff review, Staff recommends approval of CUP 00-02/SP 00-09 Hardwood Industries with the conditions as revised:

- Add a condition regarding conformance with Section 8.305.02 of the Development Code, Condition B4, “The developer shall submit an environmental conformance statement to the Sherwood Planning Department in accordance with Code Section 8.305.02.”.
- Add Condition B3, “Recorded lot line adjustment to result in a 6.37 acre site as proposed, or recorded final plat, resulting in a 6.37 acre site as proposed for the approved industrial use.”

In response to a question from the Commission, Ms. Teramura stated a “Knox” box is made available for the fire department to have a key or some type of card to access the building quickly.

Mr. Keyes said with regard to SW Wildrose Place improvements, Staff would recommend revising the condition for street improvements to match existing half-street improvements. This decision would be made by the Commission.

Chair Weeks asked if the applicant wished to provide testimony.

Greg Blefgen, VLMK Engineers, representing the property owner, John Marshall, 3933 SW Kelly Avenue, Portland, Oregon 97201, addressed the Commission. He noted:

- The proposed building has a 115,000 sf footprint, but they are proposing a two-story office, so the total building area would be 121,000 sf.
- Hardwood Industries is currently located off of Teton Avenue in Tualatin. They manufacture hardwood products. Approximately 4-6 trucks will be going in and out of the site at different times during the day.
- There is a chip bin at the current facility. The conditional use permit is to exceed the maximum allowed height in the GI zone for the chip bin by about 10 feet. All of their product debris is vacuumed into the chip bin and shipped off site for disposal. The silo will be 60 feet high and trucks will drive beneath it to load the wood product debris.
- The applicant concurs with the Staff recommendation regarding the lot line adjustment. They will work with Washington County to address any improvement issues.
- They concur with the City Engineer and are proposing to construct an additional 18-feet of pavement. Contrary to what is shown, they would like to construct an identical streetscape as

to what currently exists on the west side of Wildrose Place. This would be a curb-tight sidewalk and 1-foot strip for utility easement and street trees within a 5-foot easement. They would like to match the west side 25-foot right-of-way. They also plan to align with the existing cul-de-sac.

- The applicant will extend all sanitary, sewer and storm to adjacent upstream properties.
- They will address the landscaping and sight-obscuring fence on the north and east property lines. They have also discussed with Hardwood Industries the possible need for a perimeter fence around the site for security.
- The storm water would be detained in stormwater ponds and discharged into a ditch along the BMC property, as shown on the site plan map.
- The applicant concurs with the recommended conditions of approval, with the exception of the right-of-way and street width.

Mr. Keyes said the site plan shows a fairly large water treatment detention pond. The applicant will prepare a stormwater report that will include water runoff calculations on the final plan.

Mr. Shannon looked at the site plan map and asked the applicant to review the on-site circulation. Mr. Blefgen identified the location of the chip bin and where the trucks would enter and exit the site.

Mr. Mays asked several questions about fire and life safety, noise and air quality requirements in relation to the chip bin and other processes being used to process the wood products.

Mr. Blefgen said because the sawdust is very flammable, he was sure the equipment would be equipped with some type of shut-off. There will also be flow dampers that would prevent any type of conduction. The building will have an ESFR fire sprinkler system. There will be a central dust collection system. The waste wood would be deposited outside into a “hog” that will be located under cover, at the corner of the facility. There will be a conveyance system from the inside that will go to the “hog”. It will be enclosed to help reduce noise. The noise level will be within the State of Oregon noise regulations.

Mr. Mays said the noise from the “hog” and the materials going to the “cyclone” is a concern for him.

Mr. Blefgen said the hours of operation for the core shift would be from 7:00 AM 3:30 PM. They may operate additional shifts, but this would depend on product demand. If necessary, there may be a swing shift. He said the applicant wants to be a good neighbor and the site location is ideal for this type of operation. Eventually the facility in Tualatin will become more of a warehouse.

Mr. Blefgen identified on the map where they plan extend the utilities. Right now, they are not proposing to extend utilities to Tax Lot 400 because it is not an adjacent tax lot when taking into consideration the lot line adjustment.

Mr. Keyes said the City cannot require the applicant to extend utilities to non-adjacent properties. He read proposed additional wording for the last sentence of Condition #G8, “except storm and sanitary shall not be extended to non-adjacent lots.”

He concurred with the applicant that they should reduce the right-of-way and construct a curb-tight sidewalk. He will revise the March 21, 2000 memo from engineering as follows:

- Condition 3b, “Additional ROW shall be dedicated along Wildrose Place to provide a 25-foot minimum half width ROW, in accordance with City of Sherwood standards.”
- Condition 3c, “Street lights and street trees shall be incorporated into the improvements to Wildrose Place. A 5-foot minimum landscape easement encompassing street trees shall be provided adjacent to the ROW.”

Ms. Teramura read the revised Condition #G1, the last sentence, “This shall include requirements outlined in the submitted City Engineer’s memo dated March 31, 2000 and modified April 18, 2000, and made a part of this record.”

Chair Weeks asked if there was any proponent or opponent testimony. There being none, Chair Weeks closed the public hearing on SP 00-09/CUP 00-02 Hardwood Industries Site Plan & Conditional Use for discussion by the Commission.

Mr. Mays said he thought the applicant would do this anyway, but for the record he would like a condition regarding a spark detection system.

The Commission agreed to add Condition D8, “Unless waived by the Tualatin Valley Fire & Rescue District, the applicant shall install a spark detection system in the pneumatic system that leads to the bag house, including either extinguishment or an abort gate.”

Mr. Mays discussed a possible condition regarding the “hog” and related noise. The Commission concurred this would be taken care of through the State of Oregon statutes for acceptable noise levels.

There being no further discussion,

Keith Mays moved based on the Staff Report, agency comments and applicant testimony, the Planning Commission recommend to the City Council approval of SP 00-09/CUP 00-02 Hardwood Industries Site Plan and Conditional Use with the conditions as revised. Seconded by Ken Shannon.

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

5. New Business

There was no new business.

6. Community Comments

There were no community comments.

7. Adjourn

There being no further business to discuss, the meeting was adjourned at 9:10 PM.

Respectfully submitted,

Planning Department