



**City of Sherwood
PLANNING COMMISSION
Masonic Hall, 60 NW Washington Street
Tuesday, January 5, 1999
7:00 PM**

A G E N D A

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes - December 1, 1998 & December 15, 1998**
- 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 98-14 Pacific Crest/Inter-Pak Site Plan: a request by Peter Marsh & Dale York to construct a 46,800 sf building supply and cabinet mfg building to be located off of Galbreath Drive on Lot #7 of the Industrial Park of Sherwood. Tax Lot 200, Map 2S 1 28BA.
- 5. Community Comments:** are limited to items NOT on the printed agenda under Public Hearings.
- 6. Other Business**
- 7. Adjourn to Work Session to discuss proposed Urban Renewal District (the public is invited to attend.)**

**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
January 5, 1999

1. Call to Order/Roll Call

Vice-Chair Susan Claus called the meeting to order at 7:05 PM.

Commission Members present:

Susan Claus
Adrian Emery
Keith Mays
Paul Stecher (7:10 PM)

Staff:

Greg Turner, City Planner
Jason Tuck, Associate Planner
Scott Clark, Assistant Planner
Rob Moody, Finance Director

Commission Members absent:

Angela Weeks
Bill Whiteman

2. Minutes of December 1 and 15, 1998

Vice-Chair Claus asked if there were any additions or corrections to the minutes of December 1, 1998 and December 15, 1998.

Adrian Emery moved the Planning Commission accept the December 1, 1998 and December 15, 1998 minutes as presented. Seconded by Keith Mays.

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

3. Agenda Review

There were no comments.

4. Public Hearings

Vice-Chair Claus read the hearings disclosure statement and requested that Commission members reveal any conflict of interest, ex-parte contact or bias regarding any issues on the agenda. There were no Commissioner disclosures.

4B. SP 98-14 Pacific Crest Site Plan

Vice-Chair Claus called for the Staff Report. Scott Clark referred the Commission to the Staff Report dated January 5, 1999, a complete copy of which is contained in the Planning Commission's minutes book. He noted:

- The site is located on Lot No. 7 in the Industrial Park of Sherwood, Tax Lot 200, Map 2S 1 28BA.

- The applicant is proposing to build a cabinet manufacturing and warehousing facility for interior residential materials. The building is to be divided into spaces for two separate companies.
- The site is approximately 3.5 acres and is generally flat. There are no trees on the site.
- The site is zoned General Industrial (GI) and the proposed use is permitted outright.
- The applicant is proposing landscaping around the entire site.
- Providing the proper parking stall dimensions is a recommended condition of approval.
- Providing two on-site bicycle spaces is a recommended condition of approval.
- A letter dated January 4, 1999 from the applicant was provided to the Commission.

In conclusion, based on a review of the applicable code provisions, agency comments and Staff review, Staff recommends approval of SP 98-14 Pacific Crest/Inter-Pak Site Plan with the conditions contained in the Staff Report.

In response to Susan Claus’s question, Jason Tuck said the City will work with Washington County regarding the installation of the signal at Gerda Lane and SW Tualatin-Sherwood Road.

Vice-Chair Claus opened the public hearing on SP 98-14 Pacific Crest/Inter-Pak Site Plan and asked if the applicant wished to provide testimony.

Peter Marsh, 1111 SW 170, Beaverton, Oregon 97006, addressed the Commission. He said they did not have a formal presentation. He said the applicant has no objections to the conditions in the Staff Report. He started the company about 30 years ago. Pacific Crest manufactures custom cabinetry for residential construction. Inter-Pak provides other types of construction materials for housing interiors only. Both of these companies would be considered “passive”. There will be about 35 employees in both companies.

Vice-Chair Claus asked if there was anyone who wished to speak in favor or in opposition to the application. There being none, Vice-Chair Claus closed the public hearing on SP 98-14 Pacific Crest/Inter-Pak Site Plan for discussion by the Commission.

Jason Tuck said Condition #7 should be separated into two conditions. The Commission concurred.

In response to the Commission’s question, the applicant said they are not planning to sub-let any portion of the proposed building.

Adrian Emery moved the Planning Commission approved SP 98-14 Pacific Crest/Inter-Pak Site Plan with the conditions as revised. Seconded by Keith Mays.

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

5. Community Comments

Barbara Leonard, PO Box 1088, Sherwood, Oregon 97140, addressed the Commission. She distributed copies of a letter dated December 21, 1998 from Jon Bormet, City Manager. She said the letter was very rude and she asked that this letter and her response be made a part of the Planning Commission minutes.

6. Other Business

Greg Turner said there are no public hearings scheduled for the January 19, 1999 Regular Commission meeting.

Rob Moody said Chairman Whiteman had suggested the next meeting may be an opportunity for the Commission to make a formal recommendation regarding the Urban Renewal District proposal to the City Council.

7. Adjourn

There being no further business to discuss, the Commission meeting was adjourned at 7:25 PM to a Work Session to discuss the proposed Urban Renewal District.

The Work Session was adjourned at approximately 10:10 PM.

Respectfully submitted,

Planning Department