



**City of Sherwood  
PLANNING COMMISSION  
Masonic Hall, 60 NW Washington Street  
Tuesday, January 6, 1998  
7:00 PM**

**A G E N D A**

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes - December 2, 1997**
- 3. Agenda Review**
- 4. Community Comments:** are limited to items NOT on the printed agenda under Public Hearings.
- 5. SUB 96-10 Dorothy Meadows Final Plat:** a request by CES, Inc for final plat approval of a 9-lot subdivision located at 17223 SW Edy Road.
- 6. Public Hearings:** (Hearing Disclosure Statement. Also, declare conflict of interest, ex-parte contact, or personal bias)
  - A. SUB 96-6 Sherwood Crossroads Subdivision:** the applicant has requested a continuance.
  - B. PA 97-8 Plan Text Amendments:** (cont'd from Dec 2, 1997) Streamlining the planning process including provisions for expedited land divisions and limited land use decisions. The public hearing has been closed.
  - C. MLP 97-3 Lot 12 Industrial Park of Sherwood:** a request by Development & Construction Services to divide a 3.98 acre parcel into 2 lots. Tax Lot 600, Map 2S 1 28BC.
  - D. SP 97-13 Shields Mfg Expansion Site Plan:** a request by James Shields for approval of a 9,750 sf addition to existing mfg facility located on Galbreath Drive. Tax Lot 500, Map 2S 1 28BC.
  - E. SP 97-11 Wildrose Industrial Park Site Plan:** a request by Cypress Ventures for approval of a 4.98 acre mini-warehousing development located off of Tualatin-Sherwood Road. Tax Lot 1300, Map 2S 1 28A.
- 7. Other Business**
- 8. 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**  
**January 6, 1998**

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

Vice-Chair Claus called the meeting to order at 7:10 PM.

Commission Members present:

Bill Whiteman (8:00 P.M.)  
George Bechtold  
Susan Claus  
Scott Franklin  
Angela Weeks

Staff:

Sue Engels, Development Director  
Greg Turner, City Planner  
Jason Tuck, Assistant Planner

**2. Minutes of December 2, 1997 Regular Meeting**

Vice-Chair Claus asked if there were any corrections, additions or deletions to the minutes of December 2, 1997.

**Angela Weeks moved the Planning Commission accept the December 2, 1997  
Planning Commission minutes as submitted. Seconded by George Bechtold.**

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

**3. Agenda Review**

Vice-Chair Claus recommended that Item 6.C, MLP 97-3 Lot 12, of the Public Hearing Section be moved to the second item under the Public Hearing section. She also recommended Item 6B, PA 97-8 Plan Text Amendments, of the Public Hearing Section be moved to the last item under the Public Hearing Section. The Commission agreed to these changes.

**4. Community Comments**

Vice-Chair Claus called for comments from the audience. There were no comments.

**5. SUB 96-10 Dorothy Meadows Final Plat: a request by CES, Inc. for final plat approval of a 9-lot subdivision located at 17223 SW Edy Rd.**

Scott Franklin noted that he would not be participating on this item due to a potential conflict of interest.

There was discussion about Condition 9 which requires the applicant to notify the potential owners of the lots that the road may be closed in the future. The Planning Commission discussed and recommended the condition require this notification be placed on the deed for the lots.

**George Bechtold moved the Planning Commission approve SUB 96-10 Dorothy Meadows Final Plat with the proposed amendment to Condition #9. Seconded by Angela Weeks.**

**Vote for Passage of Motion: 3-Yes, 0-No, 1-Abstain (Franklin)**

**6. 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 disclosures.

**6A. SUB 96-6 Sherwood Crossroads Subdivision**

Vice-Chair Claus indicated that the applicant was requesting a continuance.

The Commission discussed the 120-day rule in relation to this application and recommended the item be continued to the February 17, 1998 Planning Commission Meeting.

**George Bechtold moved the Planning Commission continue SUB 96-6 Sherwood Crossroads to the February 17, 1998 Regular Commission meeting. Seconded by Susan Claus.**

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

**6C. MLP 97-3 Lot 12 Industrial Park of Sherwood**

Vice-Chair Claus indicated the applicant and City were both requesting a continuance due to there being unfinished business.

The Commission discussed with Staff the 120-day rule and if the continuance extended that deadline. Staff advised that the 120-day rule was not being extended since it was not an issue at this time.

**Susan Claus moved that MLP 97-3 Lot 12 Industrial Park of Sherwood be continued to the January 20, 1998 Regular Commission Meeting. Seconded by George Bechtold.**

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

**6D. SP 97-13 Shields Mfg Expansion Site Plan**

Vice-Chair Claus opened the public hearing on SP 97-13 Shields Mfg Expansion Site Plan and called for the Staff Report. Jason Tuck referred the Commission to the Staff Report dated January 6, 1998, a complete copy of which is contained in the Planning Commission's minutes book.

Mr. Tuck reviewed the Staff Report in its entirety. The main focus was on the findings of fact needed for site plan approval.

In conclusion, based on the findings of fact, Staff recommends approval of SP 97-13 Shields Mfg Expansion Site Plan.

**Vice-Chair Claus asked if the applicant wished to provide testimony.**

William Shields, 24650 SW Nodaway Lane, Wilsonville, Oregon 97070, addressed the Commission. Mr. Shields said he supported the Staff Report and conditions. He did not ask for any changes.

**Vice-Chair Claus asked if there was any further proponent testimony. There being none, Vice-Chair Claus asked if there was anyone who wished to testify in opposition to the application. There being no further testimony, Vice-Chair Claus closed the public hearing on SP 97-13 for discussion by the Commission.**

There was discussion between the Commission and Staff regarding upgrading of the water facilities and water quality facilities if needed.

The Commission also discussed employment for the facility.

The Commission did not make any changes to the conditions.

**Scott Franklin moved the Planning Commission approve SP 97-13 Shields Mfg Expansion Site Plan. Seconded by Angela Weeks.**

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

SP 97-13 Shields Mfg Expansion Site Plan was approved subject to the conditions contained in the Staff Report dated January 6, 1998.

#### **6E. SP 97-11 Wildrose Industrial Park Site Plan**

Vice-Chair Claus opened the public hearing on SP 97-11 Wildrose Industrial Site Plan and called for the Staff Report. Jason Tuck referred the Commission to the Staff Report dated January 6, 1998, a complete copy of which is contained in the Planning Commission's minutes book. He noted the following:

The Staff Report was read nearly in its entirety. The main focus was on the findings of fact needed for site plan approval.

Greg Turner recommended a change to Condition 6B regarding the requirement of the applicant to provide a planter strip and sidewalk on the east side of the Wildrose Place. Staff recommended the condition state, "Within the right-of-way there is a requirement to improve the east half of the street which includes 18 feet of pavement width as well as a curb subject to the approval of the City Engineer".

In conclusion, based on the findings of fact, Staff recommends approval of SP 97-11 Wildrose Industrial Park Site Plan with the revision of Condition 6B.

**Vice-Chair Claus asked if there was anyone who wished to testify in favor of SP 97-11 Wildrose Industrial Site Plan.**

Mark Dane, WRG Design, Inc, 10450 SW Nimbus Avenue, Beaverton, Oregon 97223, representing the applicant, addressed the commission. Mr. Dane said he was in support of the Staff Report and conditions. He did have some comments regarding two issues. The first was one that he discussed with staff and which he will later take up with the Engineering Department. The second issue was on the requirement for the sidewalk on the east side of the street. He did not feel it was their responsibility to complete this improvement.

The Commission discussed this issue with Mr. Dane.

**Vice-Chair Claus asked if there was anyone who wished to testify against SP 97-11. There being no further testimony, Vice-Chair Claus closed the public hearing on SP 97-11 for discussion by the Commission.**

There was discussion between the Commission and Staff regarding the sidewalk issue. The Commission agreed the sidewalk should not be this applicant's responsibility.

There was other discussion on the proposed uses for the site. There was a general consensus with the Commission and Staff that at a future date the uses will have to be reviewed by Staff to make sure the parking standards are being met, along with other standards of the code.

The Commission agreed to remove the requirement for the east side sidewalk.

**George Bechtold moved the Planning Commission approve SP 97-11 Wildrose Industrial Park Site Plan, with the conditions as revised. Seconded by Susan Claus.**

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

**Chairman Whiteman entered the meeting at 8:00 PM. He recessed the Commission meeting at 8:00 PM for a break and reconvened the meeting at 8:10 PM.**

**6B. PA 97-8 Plan Text Amendments (cont'd from Dec 2, 1997) Streamlining the planning process including provisions for expedited land divisions and limited land use decisions. The public hearing has been closed.**

Chairman Whiteman advised that the public hearing for PA 97-8 had been closed.

Greg Turner explained how the text amendment had been revised based upon the Commissioners comments at the previous meeting.

He clarified that temporary uses and interpretation of similar uses would be a staff decision. The staff decision would be forwarded to the Commission as a consent agenda item. Additionally, the applicant would have an opportunity to appeal the decision to the Commission. The Commission requested a revision to the proposed text to clarify that the appeals would be heard by the Planning Commission.

The Commission discussed the posting of the site and requested that the wording be revised to require more than one sign if needed and to require the applicant to post the notice.

The Commission discussed the expedited land division process as well as the extension of the noticing requirement for public hearings to 300 feet rather than the current requirement of 100 feet.

The Commission discussed the reduction in the number of public hearings required for certain land use applications. The City Attorney had written a memo regarding the two hearing requirements for text amendments, map amendments and PUDs. The Commission requested that the City Attorney finalize the memo and that the memo become part of the record to be forwarded to the Council.

Chairman Whiteman read a letter into the record dated December 22, 1997 from the Planning Commission to the Mayor regarding their opposition to reducing the number of commissioners from seven to five.

**Susan Claus moved the Planning Commission recommend to the City Council approval of PA 97-8 Plan Text Amendments, with the changes as discussed. Seconded by Angela Weeks.**

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

#### **7. Other Business**

The Commission inquired about Pacific Lumber in reference to the sewer connection and the building facade. A request was made to place this item under Other Business at the next Commission meeting.

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

Respectfully submitted,

Planning Department