



**City of Sherwood  
PLANNING COMMISSION  
Masonic Hall, 60 NW Washington Street  
Tuesday, November 17, 1998  
7:00 PM**

**A G E N D A**

1. **Call to Order/Roll Call**
2. **Approval of Minutes - October 20, 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. **PUD 93-3 Woodhaven Modifications & SUB 98-7 Phase 8C Preliminary Plat:** (Continued from November 3, 1998, public hearing closed) Adopt findings recommending denial of the application which include modifications to approved PUD & preliminary plat approval of Phase 8C. Tax Lot 300, Map 2S 1 31.
  - B. **PA 98-3 Rail District Plan Map Amendment:** a City initiated request to rezone certain properties along the railroad tracks east of the Old Town Overlay District from Medium Density Residential High (MDRH), General Commercial (GC) & Light Industrial (LI) to High Density Residential (HDR) & Retail Commercial (RC).
5. **Community Comments:** are limited to items NOT on the printed agenda under Public Hearings.
6. **Other Business**
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**  
**November 17, 1998**

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

Chairman Bill Whiteman called the meeting to order at 7:00 PM.

Commission Members present:

Susan Claus (7:12 PM)  
Adrian Emery  
Scott Franklin  
Keith Mays (7:06 PM)  
Paul Stecher (7:14 PM)  
Angela Weeks  
Bill Whiteman

Staff:

Greg Turner, City Planner  
Jason Tuck, Associate Planner  
Jon Bormet, City Manager  
Roxanne Gibbons, Recording Secretary

**2. Minutes of October 20, 1998**

Chairman Whiteman asked if there were any additions, corrections or deletions to the October 20, 1998. There were none.

**Angela Weeks moved the Planning Commission accept the October 20, 1998 Commission meeting minutes as presented. Seconded by Adrian Emery.**

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

**3. Agenda Review**

There were no comments regarding the agenda. Chairman Whiteman announced the October 1998 Planning Department Monthly Report had been placed on the table for the Commission. Mr. Turner reported there were two streamlined land use actions taken in October in addition to the regular Commission actions.

**4. Public Hearings**

**4A. PUD 93-3 Woodhaven Modifications & SUB 98-7 Phase 8C Preliminary Plat**

(continued from November 3, 1998 PC Mtg, public hearing & record closed)

Chairman Whiteman advised that after the November 3, 1998 public hearing on this application, the Commission asked Staff to prepare findings for denial. Mr. Turner referred the Commission to the November 10, 1998 memo from Staff which included findings for denial of the project. The main issues for denial brought up by the Commission included:

- The traffic at the intersection of Pinehurst Drive and Sunset Boulevard.
- The connection to Meinecke not being resolved at this time.
- The dedication of the proposed park property not being resolved at this time.

Chairman Whiteman asked if the City's Tree Ordinance would apply to the PUD modifications. Mr. Tuck said the ordinance was adopted after the original Woodhaven project was submitted for review. Chairman Whiteman said because this is a major change and considered a new application, the question is if the Tree Ordinance would apply. Staff said they would need to research this.

Angela Weeks asked for further clarification regarding the September 16, 1998 memorandum and School District resolution regarding the park property. This resolution was between the City, the School District and Genstar. Mr. Turner advised at this time the proposed park property has not been dedicated to the City. The City Council added a condition to Phase 7B Preliminary Plat which states the park property is to be dedicated to the City prior to the final plat for Phase 7B being approved. Mr. Franklin said this resolution was a commitment between the parties to look at the potential purchase of this park property and that nothing would happen prior to January 1999.

Scott Franklin referenced Finding #2 in the Staff Report that exceptions from the standards of the underlying zoning district are warranted due to the varied housing types and open space and recreational areas which are being provided with the PUD modifications. He asked if this implied the Planning Commission is supportive of the smaller lots. Mr. Turner said this could be implied. Mr. Franklin said at the November 3, 1998 public hearing the Commission did not really discuss the lot sizes and dimensions and whether or not they were in agreement with this proposal for Phase 8C.

After further discussion, it was the consensus of the Commission to change the finding and preceding discussion paragraph as follows:

2. That exceptions from the standards of the underlying zoning district are warranted by the design and amenities incorporated in the development plan.

The applicant is requesting a change to the lot size, setbacks and lot dimensional standards of the PUD for Phase 8C only.

**FINDING:** The Planning Commission did not discuss or come to resolution on the specifics of the lot sizes, setbacks and lot dimensional standards in the proposed development plan. The requested PUD Modifications are denied based upon the reasons discussed in the other findings.

The Commission had no further changes to the proposing findings.

**Scott Franklin moved the Planning Commission adopt the findings as amended recommending denial of PUD 93-3 Woodhaven Modifications and SUB 98-7 Phase 8C Preliminary Plat. Seconded by Adrian Emery.**

Jon Bormet said Staff would research whether the Tree Ordinance would apply to this application prior to the City Council public hearing on this matter.

**Vote for Passage of Motion: 6-Yes, 0-No, 1-Abstain (Claus)**

**4B. PA 98-3 Rail District Plan Map Amendment**

Chairman Whiteman read the public 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.

Chairman Whiteman asked if Staff wished to provide a report. Mr. Turner reported at the October 6, 1998 Commission meeting, the Commission directed Staff to bring back additional information; the uses on the particular properties and number of employees and the traffic circulation for this area. He referred the Commission to the Staff memorandum dated November 10, 1998 and noted:

- Product Manufacturing should be added to the list of businesses. They employ 15 employees. The total number of employees in the area would be 141.
- The majority of the companies are industrial uses and would become non-conforming uses with the rezone if this map amendment was adopted. The exception would be Sherwood Travel which is an office use.
- The area of the properties which are residential now will remain residential and would be changed from Medium Density Residential High (MDRH) to High Density Residential (HDR).
- A traffic circulation map showing the potential street layout was attached to the report. The Code does not require a traffic study at this level of review. The study would probably be required at the time developers come in with their proposed land use applications.
- The potential for exiting the site is on Washington Street. There are plans for Adams Avenue, in the current 1991 Transportation Plan, to extend Adams Avenue. This extension could happen in different configurations. The connection to Oregon Street is still being developed and would be a part of the Transportation System Plan (TSP).
- This rezone would take a lot of the truck traffic which is currently circulating around the area and this would be an improvement.
- An aerial photograph of the area was passed around to the Commission.

Mr. Emery asked if this would become a part of the Historical District. Mr. Turner said it would when the Old Town Overlay District is expanded. The Code has design guidelines for the Old Town Overlay District. The Landmarks Advisory Board (LAB) would review this type of proposal. The Code states the LAB takes the place of the Commission on certain land use actions and makes recommendations to the City Council. In response to Mr. Franklin's questions about the borders of the Old Town Overlay, Mr. Turner said this would be reviewed, and corrected, if necessary, with the expansion of the District.

Paul Stecher asked what the timeline would be for redeveloping the properties if the rezone was adopted. Mr. Turner said there is no specific timeline because it would depend on who was going to develop the property, how it was divided and what the uses were going to be. The rezone would not force people out of their properties.

Mr. Stecher asked if, according to the Metro Functional Plan, there was a housing deficit in the downtown core area. Mr. Turner said in the entire City, there are a certain amount of dwelling units that Metro would like the City to achieve. Changing the zoning on this property would help because the industrial zoning would be changed to high density residential.

**Chairman Whiteman asked if there was anyone who wished to testify. There was no proponent or opponent testimony. Chairman Whiteman dispensed with the rebuttal portion of the hearing and closed the public hearing on PA 98-3 Rail District Plan Map Amendment for discussion by the Commission.**

Keith Mays asked if Staff had received any feedback on the proposal. Mr. Turner said the City held a meeting with the property owners to discuss the proposal. There were mixed feelings and most of the concern surrounded the non-conforming uses and where the businesses may be able to relocate. He has also spoke to some adjacent property owners and they all seemed happy there was going to be residential redevelopment next to them. Many of the property owners have been concerned with the current truck traffic and noise from the industrial uses. Overall the reaction has been pretty positive. The public notice identified the property as well as the section of the Code regarding non-conforming uses.

Susan Claus asked if the boundaries of the proposed Urban Renewal District were going to be the same boundaries as the Old Town Overlay District. Mr. Turner said the Urban Renewal District would probably take in more area. Jon Bormet said the Commission would be reviewing the proposal for the Urban Renewal District and map at the December 1, 1998 Regular Commission meeting. The urban renewal properties will be a larger area than the Old Town Overlay District. He could provide a copy after the meeting.

Ms. Claus said she needed clarification on the urban renewal district proposal because she could be an affected property owner. If this was the case, she would need to disclose this fact prior to voting on this plan map amendment. Mr. Bormet said he thought she would have property in the urban renewal district. He did not see the conflict because of the overall phasing and that one action would come before the other.

Mr. Bormet said he was very pleased with the reaction from Mr. Jones, a property and business owner in the rezone area. He thought everybody appreciates the City doing redevelopment as a partnership and that the effect will enhance everyone's property value. The City will be working with the existing property owners during this process. In response to Chairman Whiteman's question, Mr. Bormet said approval of this plan map amendment would not be an endorsement of the rendering of the project which was included in the packets.

There being no further discussion,

**Keith Mays moved the Planning Commission recommend to the City Council approval of PA 98-3 Rail District Plan Map Amendment as presented. Seconded by Scott Franklin.**

**Vote for Passage of Motion: 7-Yes, 0-No, 0-Abstain**

**5. Community Comments**

There were no comments.

**6. Other Business**

Mr. Bormet said he would answer questions from the Commission. He would like to re-establish communication between City Staff, the City Council and the Planning Commission. The Commission discussed several different issues.

Chairman Whiteman said it would be helpful if someone from the Engineering Department were available at the Commission meeting to answer questions. Mr. Bormet said one thing that should help will be the adoption of Engineering Standards. The Commission could use these standards as a reference.

Chairman Whiteman asked what the difference was between an urban renewal plan and a tax increment district? Mr. Bormet said he was not sure there was any difference. He explained the process he had used in the past for tax increment districts. He discussed the urban renewal district process. Scott Franklin said many jurisdictions with urban renewal districts these were in place prior to Measure 47. Mr. Bormet said this was correct.

Chairman Whiteman said there are two cities he recently visited which have done an excellent job of redevelopment, Troutdale and Silverton.

Mr. Bormet discussed where the City is in regard to the location of a new City Hall. The City Council is on record to keep City Hall located in the Old Town core area and this is still the case. There has always been this commitment to do this. One possible location could be in the rezoned area of the old cannery. The City is also looking at the need for a new Library and relocating the police into a more appropriate building.

Angela Weeks asked if the Planning Commission and City Council could hold a joint workshop. It may also be appropriate to include the Landmarks Advisory Board. Mr. Bormet agreed this type of workshop and additional training for the City Boards should be a priority. He will forward this request to the City Council.

Mr. Stecher said it would be helpful to have some type of Planning Commission goals and objectives information available for new Commission members. Chairman Whiteman said he gave copies of information on what other cities land use review boards do to the City Staff.

In response to the Commission's question, Mr. Bormet said he hoped they would begin reviewing the proposed Transportation System Plan (TSP) the first part of 1999.

The Commission adjourned to have a brief reception for Council member-elect Scott Franklin.

**7. Adjourn**

There being no further business to discuss, the Commission meeting was adjourned at 8:25 PM.

Respectfully submitted,

Planning Department