



**City of Sherwood  
PLANNING COMMISSION  
855 N. Sherwood Blvd  
Tuesday, September 16, 1997  
7:00 PM**

**A G E N D A**

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes of September 2, 1997**
- 3. Agenda Review**
- 4. Community Comments:** *Community comments are limited to items NOT on the printed agenda under public hearings.*
- 5. SUB 97-4 Woodhaven Phase 6A, 6B, & 6C Final Plat**
- 6. Public Hearings:** (Hearing Disclosure Statement. Also, declare conflict of interest, ex-parte contact, or personal bias)
  - A. SUB 97-2 Lucas Subdivision Preliminary Plat:** (continued from August 19, 1997) a request by Lucas Development for preliminary plat approval of a 5-lot subdivision, located at the intersection of SW Borchers Dr and Pacific Highway. Tax Lot 300, Map 2S 1 29B.
  - B. SUB 96-6 Sherwood Crossroads Subdivision Preliminary Plat:** (continued from September 2, 1997) a request by One Sherwood Development LLC for preliminary plat approval of a 9-lot commercial subdivision, located at the corner of Scholls-Sherwood Rd at Highway 99W. Tax Lot 300, Map 2S 1 29B.
  - C. SP 97-8 Cedar Landscaping Site Plan:** a request by Cedar Landscaping for site plan approval for an office and vehicle storage facility to be located in the Industrial Park of Sherwood. Tax Lot 300, Map 2S 1 28BC.
- 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**  
**September 16, 1997**

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

Chairman Whiteman called the meeting to order at 7:05 PM.

Commission Members present:

Allen Baker  
Susan Claus  
Scott Franklin  
Doug Saxton  
Angela Weeks (7:10 PM)  
Bill Whiteman

Staff:

Greg Turner, City Planner  
Roxanne Gibbons, Recording Secretary

Commission Members absent:

George Bechtold

**2. Minutes of September 2, 1997 Commission Meeting**

Chairman Whiteman asked if there were any corrections, additions or deletions to the minutes of September 2, 1997. Susan Claus asked that the first sentence, second paragraph on page 10, be clarified to include a reference to the visual corridor was based on Staff comments. There were no further amendments. Chairman Whiteman thanked Ms. Claus for chairing the September 2 meeting.

**Susan Claus moved the Planning Commission accept the September 2, 1997, Planning Commission meeting minutes as amended. Seconded by Allen Baker.**

**Vote for Passage of Motion: 6-Yes, 0-No, 0-Abstain**

**3. Agenda Review**

Chairman Whiteman referred to a letter from the applicant requesting a continuance of Agenda Items 6A and 6B, SUB 97-2 Lucas and SUB 96-6 Sherwood Crossroads to the October 7, 1997 Commission meeting. The Commission members were asked to retain their packet information and bring it back to the October 7 meeting.

**4. Community Comments**

Chairman Whiteman called for comments from the audience regarding any items not on the printed agenda. There were no comments from the audience.

**5. SUB 97-4 Woodhaven Phase 6 Final Plat**

Susan Claus announced she would not participate in the discussion for this application. Chairman Whiteman called for the Staff Report. Greg Turner stated that previously this application was presented to the Commission for Phase 6A and 6B. The Commission asked that Phase 6C be included in the final plat review. The entire Phase 6 Final Plat is being presented at this time. He referenced a memo dated September 16, 1997 from the City Engineer to the City Manager and noted:

- Condition #3L - Water Pressure Upgrade. The booster station will improve water pressure within Woodhaven and to adjacent parcels. For example, the Edgewood Subdivision on Old Hwy 99 will also participate in and benefit from the improvement. The developer shall participate in a water pressure upgrade for the site. The applicant has provided a bond for the entire estimated cost of the improvement, although they will ultimately not be responsible for the entire cost.
- Condition #6 - The Villa Road Improvements, including the paved pedestrian/bicycle path and bridge at the end of Villa Road. The applicant has bonded for the entire estimated cost of these improvements.
- Condition #7 - Construction Costs for Collector Street from Sunset Blvd to Meinecke Road. The applicant has bonded for the estimated cost of this improvement.

Mr. Turner reported that this is the complete update for Phase 6 and the final plat meets all of the conditions imposed on the preliminary plat for SUB 97-4 Woodhaven Phase 6 Final Plat.

Chairman Whiteman asked if the Commission had any questions of Staff. There were no questions.

**Scott Franklin moved the Planning Commission approve SUB 97-4 Woodhaven Phase 6 Final Plat subject to the conditions contained in the Staff Report, including the attached memo of September 16, 1997 from the City Engineer. Seconded by Doug Saxton.**

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

Commissioner Claus did not participate in the discussion or vote on the application.

## **6. Public Hearings**

**Chairman Whiteman 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.

## **6A. SUB 97-2 Lucas Subdivision Preliminary Plat (continued from August 19, 1997)**

**6B. SUB 96-6 Sherwood Crossroads Preliminary Plat** (continued from September 2, 1997) Chairman Whiteman referenced the September 16, 1997 letter from the applicant's attorney requesting the two applications be continued to the October 7, 1997 Regular Commission meeting.

**Bill Whiteman moved the Planning Commission continue SUB 97-2 Lucas and SUB 96-6 Sherwood Crossroads Preliminary Plat applications to the October 7, 1997 Regular Commission meeting, as requested by the applicant and the City. Seconded by Scott Franklin.**

**Vote for Passage of Motion: 6-Yes, 0-No, 0-Abstain**

**6C. SP 97-8 Cedar Landscaping Site Plan**

Chairman Whiteman called for the Staff Report. Greg Turner referred the Commission to the Staff Report dated September 16, 1997, a complete copy of which is contained in the Planning Commission's minutes book. He identified the location on the map and noted:

- The site is located at 14145 SW Galbreath Drive in the Industrial Park of Sherwood.
- The applicant is proposing to construct a new multi-building facility for Cedar Landscaping, Inc. The company will provide landscaping services on a contract basis. The site will include three separate buildings and off-hour parking for the company vehicles.
- The total square footage of all buildings will be approximately 14,000 sf.
- The site consists of 2.01 acres and is zoned General Industrial (GI). The proposed use is permitted outright within the current zoning designation.
- The proposed development meets the applicable zoning district standards and all provisions of Chapter 2, 5 6, 8 and 9.
- There are no historic resources on the site.
- The proposed use will require approximately 40 parking spaces for employees during the largest shift based on the industrial standard. The applicant exceeds the standard by providing a total of 52 parking spaces.
- Two driveways have been provided to access the site, both of which meet the criteria.
- The applicant has not proposed any free-standing signs with this application. They are proposing a sign on the building which will not exceed 20% of the gross area face of the building to which the sign is attached.
- The applicant shall at least provide to the City adequate information that can be used to determine if the use will be in conformance with the environmental performance standards. Condition #9 requires the applicant to meet this criteria.

In conclusion, based on a review of the applicable code provisions, agency comments and Staff review, Staff recommends approval of SP 97-8 Cedar Landscape Site Plan with the conditions contained in the Staff Report.

Chairman Whiteman asked if the Commission had any questions of Staff.

Scott Franklin asked for clarification regarding the parking and handicapped spaces. Mr. Turner responded that two handicapped parking spaces are required for the 52 total parking spaces.

Chairman Whiteman asked what type of fencing was required. Mr. Turner said the applicant is proposing a 6 foot chain link fence with a 1 foot of barbed wire around the rear perimeter of the site.

**Chairman Whiteman opened the public hearing for SP 97-8 Cedar Landscaping Site Plan and asked if the applicant wished to provide testimony.**

Mike Sullivan, Controller, Cedar Landscape, Inc., 14375 SW Patricia Avenue, Hillsboro, Oregon 97123, addressed the Commission. Mr. Sullivan advised that Mildren Design Group is no longer involved in the project. The reference to the sign was a conceptual idea which does not exist after reviewing costs. They will submit for a sign permit at a later date. The facility will be the corporate offices of a company that employs about 275 employees. The employees do not come to the yard. The facility is designed for the residential market. They do not plan to lease any of the space. The applicant did not have concerns with the conditions as stated in the Staff Report.

The Commission welcomed them to the City of Sherwood.

**Chairman Whiteman asked if there was anyone else who wished to testify in favor of the application. There was no further proponent testimony. Chairman Whiteman asked if there was anyone who wished to speak in opposition to the application. There was no opponent testimony. Chairman Whiteman dispensed with the rebuttal portion of the hearing and closed the public hearing for SP 97-8 Cedar Landscaping Site Plan for discussion by the Commission.**

Allen Baker asked for clarification regarding the height of the fence. Mr. Turner read the code language for fences. It is not specific regarding the separation from industrial to industrial zones. Staff did not have any concerns with the 1 foot barbed wire above the chain link fence.

There being no further discussion,

**Allen Baker moved the Planning Commission approve SP 97-8 Cedar Landscaping Site Plan based on the Staff review, findings of fact, public testimony, and conditions as contained in the Staff Report. Seconded by Scott Franklin.**

**Vote for Passage of Motion: 6-Yes, 0-No, 0-Abstain**

SP 97-8 Cedar Landscaping Site Plan was approved subject to the following conditions:

1. The final development plans shall be in substantial compliance with the submitted plans dated August 12, 1997, except as modified herein.

2. Prior to the submittal of plans for building plan check, provide engineered construction plans to the City and all applicable agencies for public and private improvements including cost, maintenance and bonding provisions in compliance with City, USA, WC DLUT and TVFRD standards. The plans shall include provisions for streets, street trees, on-site sidewalks, sanitary sewer, water, fire protection, storm water runoff, erosion control, grading, site lighting, landscaping and signage.

In particular:

#### UNIFIED SEWERAGE AGENCY OF WASHINGTON COUNTY

- A. The development shall be provided with a means of disposal for sanitary sewer. The means of disposal shall be in accordance with R&O 96-44 (Unified Sewage Agency's Construction Design Standards, July 1996 edition) Engineer shall verify that public sanitary sewer is available to uphill adjacent properties, or extend service as required by R&O 96-44.
- B. The development shall have access to public storm sewer. Engineer shall verify that public storm sewer is available to uphill adjacent properties, or extend storm service as required by R&O 96-44. Hydraulic and hydrological analysis of storm conveyance system is necessary. If downstream storm conveyance does not have the capacity to convey the volume during a 25-year, 24-hour storm event, the applicant is responsible for mitigating the flow.
- C. The developer shall provide a water quality facility to treat the new impervious surface being constructed as part of this development.

#### CITY OF SHERWOOD ENGINEERING DEPARTMENT

- D. Comply with the Engineering Department comments dated August 18, 1997.
3. Comply with Washington County Department of Land Use and Transportation letter dated August 11, 1997.
4. Provide a final landscape plan for city approval prior to building permit issuance.
5. All exterior signage shall be subject to the review and approval of the City's Planning and Building Departments prior to the installation of any signs.
6. The placement and design of a solid waste disposal facility on-site shall be coordinated among the applicant, the City, and Pride Disposal.
7. All parking stalls shall meet the required standard of nine (9) feet in width and twenty (20) feet in length. Up to twenty-five percent (25%) may be signed as compact car stalls with a size of eight (8) feet in width and eighteen (18) feet in length.

8. The applicant shall provide wheel stops at least four (4) inches in height and located three (3) feet from the front of the stall in parking spaces along the boundaries of the parking lot or adjacent to interior landscaped areas.
9. Submit certification from a registered engineer that the proposal meets all City requirements regarding Environmental Resources (Chapter 8).
10. A tree mitigation plan for the trees removed shall be submitted to the City for review and approval prior to building permit issuance.

This approval is valid for one (1) year.

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

Chairman Whiteman asked if the other Commissioners could decipher all of the traffic information for the Lucas Subdivision application. He asked if Staff could provide a summary of the traffic studies at the public hearing. Mr. Turner said Staff could outline what is being proposed by the applicant and what the City is recommending. At this time, the City and the applicant have not come to a consensus.

Mr. Claus asked if this should be a part of the public hearing. Chairman Whiteman advised the Commission was asking that more information be provided at the public hearing and he did not necessarily agree with Mr. Claus's interpretation.

There being no further business to discuss, the meeting was adjourned at 7:45 PM.

Respectfully submitted,

Planning Department