

City of Sherwood
PLANNING COMMISSION MEETING
855 N. Sherwood Blvd
Tuesday, October 1, 1996
7:00 PM

A G E N D A

1. **Call to Order/Roll Call**
2. **Approval of Minutes of September 17, 1996**
3. **Community Comments:** *Community comments are limited to items NOT on the printed agenda.*
4. **Consent Agenda**
 - A. **None scheduled.**
5. **Public Hearings:** (Hearing Disclosure Statement. Also, declare conflict of interest, ex-parte contact, or personal bias)
 - A. **SP 96-4 Woodhaven Apartments Site Plan:** (Continued from September 17, 1996) for 140 multi-family units on the corner of 99W and Sunset Parkway in the Woodhaven PUD. Tax Lot 9100, Map 2S 1 32CB.
 - B. **SP 96-10 Hollabaugh Bldg Site Plan:** (Continued from August 20, 1996) a request by Mildren Design Group for construction of an 18,450 sq ft light industrial building on Galbreath Drive in the Industrial Park of Sherwood, Lot 3. Tax Lot 300, Map 2S 1 28BC.
 - C. **MLP 96-4 Grant Partition:** a request by Neil Grant for a minor land partition to divide an existing 1.7 acre parcel at 17182 SW Edy Road into 3 lots. Tax Lot 2200, Map 2S 1 30D.
 - D. **MLP 96-5 Pickens Partition:** a request by Rick Pickens for a minor land partition to divide an existing 0.66 acre parcel at 16552 SW Sunset Blvd into 2 lots. Tax Lot 800, Map 2S 1 31D.
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
October 1, 1996

1. Call to Order/Roll Call

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

Commission Members present:

Allen Baker
George Bechtold
Susan Claus (7:32 PM)
Chris Corrado
Rick Hohnbaum
Angela Weeks
Bill Whiteman

Staff:

Sue Engels, Development Director
Jason Tuck, Assistant Planner
Jan Youngquist, Planning Intern
Roxanne Gibbons, Recording Secretary

2. Minutes of September 17, 1996 Commission Meeting

Chairman Whiteman asked if there were any corrections, additions or deletions to the minutes of September 17, 1996. There were no comments.

Chris Corrado moved the Planning Commission accept the September 17, 1996 minutes as presented. Seconded by George Bechtold.

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

3. Community Comments

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

4. Consent Agenda

There were no items scheduled.

5. 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.

George Bechtold announced he had a potential conflict of interest with Agenda Item 5A, SP 96-4 Woodhaven Apartments Site Plan and would not be participating. In addition, the School District's statistics contained in the packets for this application are still projections for 1995.

Chris Corrado announced that as owner of the Sherwood "*Gazette*" the Woodhaven developers have advertised in the paper in the past and may again advertise at some time in the future. The Woodhaven Apartments developers may or may not choose to use the newspaper for advertising. He did not feel that this would impact his decision-making process and he planned to fully participate regarding this agenda item.

Regarding Agenda Item 5D, MLP 96-4 Pickens Partition, Mr. Corrado said he personally knows Mr. Pickens through contact with the City Parks softball and soccer programs. He did not see any conflict of interest and stated that this contact would not affect his decision-making process. He planned to fully participate regarding this agenda item.

There were no further Commissioner disclosures.

5A. SP 96-4 Woodhaven Apartments Site Plan

Chairman Whiteman announced that the applicant has requested a continuance to permit further refinement of the conditions through negotiations between the City Staff and the applicant's representatives. Sue Engels said the applicant's September 30, 1996, written request asked for a continuance to October 29, 1996. However, the Planning Commission does not meet on that date. Ms. Engels suggested the Commission grant a continuance to either the October 15, 1996 or November 5, 1996 Commission meeting, if the applicant concurs in writing.

Chris Corrado moved the Planning Commission continue SP 96-4 Woodhaven Apartments Site Plan to the October 15 or November 5, 1996 Planning Commission meeting, based on the applicant's written request. Seconded by Allen Baker.

Vote for Passage of Motion: 4-Yes, 0-No, 2-Abstain (Bechtold, Hohnbaum)

(Note for the Record: In a telephone call from the applicant's representative to the City on October 1, 1996, at approximately 4:30 PM, the applicant requested a continuance to the November 19, 1996 Planning Commission meeting. A letter will be sent to the City in this regard.)

5B. SP 96-10 Hollabaugh Building

Chairman Whiteman called for the Staff Report. Sue Engels referred the Commission to the Staff Report dated August 13, 1996, a complete copy of which is contained in the Planning Commission's minutes book. The applicant is requesting site plan approval for construction of an 18,450 sf distribution facility located on Lot 3 in the Industrial Park of Sherwood. The applicant had requested a continuance of the application until tonight. Ms. Engels noted:

- The site is zoned General Industrial (GI) where the proposed warehouse/distribution facility is permitted outright.
- A landscape plan has been submitted. Staff recommends that the applicant provide a tree mitigation plan in accordance with the City Tree Ordinance.
- The site plan illustrates 24 parking spaces which meets code requirements.
- The site being in the Industrial Park of Sherwood does impact the Tualatin-Sherwood Road. Washington County commented that they would like to see the City work on the intersection of Gerda Lane and Tualatin-Sherwood Road. However, it is not appropriate to require the individual applicant to make this correction. The City will begin working on this plan.
- The applicant will need to provide proper signage and marking for the loading area.
- The materials and colors of the proposed building were shown to the Commission

In conclusion, Staff recommends approval of SP 96-10 Hollabaugh Building with the conditions contained in the Staff Report.

Allen Baker said he noticed the lighting plan showed only one-half of the parking lot as being illuminated. Ms. Engels said the Commission may wish to modify the conditions to assure adequate lighting is provided.

Chairman Whiteman opened the public hearing on SP 96-10 Hollabaugh and asked if the applicant wished to provide testimony.

Gene Mildren, Mildren Design Group, representing the applicant, 11830 SW Kerr Parkway, #325, Lake Oswego, Oregon 97035, addressed the Commission. Mr. Midren noted:

- Hollabaugh Bros is a distributor throughout the Northwest for Delta Faucets and Fixtures used mostly in residential construction. They are currently located in the southeast Portland. They would like to relocate their office and distribution facilities at the Industrial Park of Sherwood location.
- The wholesale distributor has about 12-18 employees. One 18-wheeler per week would be utilizing the site. Most of the parts are shipped once a day via UPS. A low turnaround of vehicles would actually be using the site.
- Both the office and warehouse sections have flat roofs, 4 ply with parapets which would screen any type of HVAC equipment on top of the roof.
- An area towards the north end of the property will be used for biofiltration. The original biofiltration at the site was not adequate, so they have installed their own biofiltration system to the north of the building.
- Further to the north there is an access which, at this time, is still under consideration to be removed. The property owners within this area have filed to remove the access agreement across the north part of the property. To-date the filing is still in the courts and has not been resolved.

Mr. Mildren responded to questions, specifically noting:

- The plans did not show any of street lighting which currently exists and would impact the site. They tried to maintain fairly low lighting for the perimeter areas because they only have 12-14 employees. They could add more lights on the outside, but the lights would need to be pole lights. They have tried to refrain from placing pole lights on the site, if at all possible. They have tried to increase the building lighting.
- With regard to maneuvering signs, this is a warehouse-type building with two loading docks. It is fairly evident that it is a loading area and not a parking area. They would prefer not to place loading area signs on the building.
- With regard to signs indicating access into and out of the site, there is only one access to the site. They would like to play down the signs on the building and on the asphalt.
- The trees on the site are scrub Maples and Alders. They are enhancing the site which is being developed. The area to the north will be left as a natural zone. Significant trees in this area will not be removed.

Chairman Whiteman suggested the applicant become familiar with the Tree Ordinance. Mr. Mildren indicated they would do so, and continued:

- In response to Mr. Baker's question, at this time the office in SE Portland has 12 employees. They are talking about bringing the 4 employees from the Seattle area to this location. A final decision has not been made.
- In response to Chairman Whiteman's question regarding trips per day to and from the site, customers do not usually come to the site because it is a wholesale distribution facility. There is a drive-in door located inside the building for "will call" purposes. The trips per day would be approximately two larger trucks and ten other vehicles.

Chairman Whiteman asked if there was anyone else who wished to speak 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 and therefore the rebuttal portion of the hearing was dispensed with. Chairman Whiteman closed the public hearing on SP 96-10 Hollabaugh Building Site Plan for discussion by the Commission.

Sue Engels reported that with regard to the proposed number of parking spaces, there is the possibility that the building could be sold in the future. This could mean more employees which would require increased parking. The code requires one parking space per employee. In general, it is important to have the appropriate signage and marking. Mr. Hohnbaum and Mr. Corrado said they agreed with the need for proper signage.

Mr. Corrado cautioned the Commissioners not to require the site be over-lit, and that safety should be the number one concern. Mr. Mildren said that ½ foot-candle lights would not provide lighting to cover the entire parking lot. Pole lights would be necessary to accomplish this. Ms. Engels said the lighting shown on the site plan does not meet code requirements. The Commission concurred that Condition #1 would require the appropriate lighting. The Commission agreed to add a condition regarding tree mitigation.

Chris Corrado moved the Planning Commission approve SP 96-10 Hollabaugh Building Site Plan based on staff recommendations, findings of fact, agency comments, public testimony and conditions as amended. Seconded by Rick Hohnbaum.

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

SP 96-10 Hollabaugh Building Site Plan was approved subject to the following conditions:

1. Provide engineered construction plans to the City, USA Engineering Dept. (with water quality calculations), USA Source Control, WCDLUT and TVFRD for public and private improvements including costs, maintenance and bonding provisions in compliance with the respective agencies' 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.
2. Provide a revised site plan which indicates directions of traffic flows in the accessway (site driveway) and which clearly indicates areas for loading. Maneuvering areas shall be clearly marked and painted. Site driveway shall be constructed to City standard. The site plan must show vehicular accessibility across the riprap outfall in the access easement unless the easement is vacated.

3. In accord with Code and Pride Disposal comments, indicate the onsite location of solid waste storage, accompanied by information for solid waste facility dimensions and capacities. If interior to structure, indicate how solid waste is to be removed from the site.
4. Prior to installation of any signs (required: handicap stall; loading areas) the applicant shall obtain a City approved sign permit.
5. Label diameters of all sanitary sewer lines, water lines, and storm drainage facilities.
6. Indicate location of required bike racks.
7. Provide signage/markings for loading area.
8. Submit certification from a registered engineer that the proposal meets all City requirements regarding Environmental Resources (Chapter 8).
9. Provide a tree mitigation plan in accordance with the City of Sherwood Tree Ordinance.

This approval is valid for one (1) year.

5B. MLP 96-4 Grant Partition

Chairman Whiteman called for the Staff Report. Jason Tuck referred the Commission to the Staff Report dated September 24, 1996, a complete copy of which is contained in the Planning Commission's minutes book. The applicant is requesting a minor land partition to divide approximately 1.4 acres into 3 parcels. Mr. Tuck noted:

- The site is located at 17182 SW Edy Road with the following proposed parcel sizes: Parcel 1 - 24,646 sf, Parcel 2 - 23,715 sf, and Parcel 3 - 14,147 sf. There is an existing house, garage, barn and shed located on the site. The house and garage are to remain and the barn and shed are to be removed.
- At this time the applicant is not proposing any particular use on these lots. The minimum lot size is 5,000 sf for a single family dwelling. Any future multi-family development will need to go through the site plan review process.
- There are 16 trees on the site, none of which are to be removed at this time.
- The applicant has met the criteria for a minor land partition.
- The house would be on Parcel 3. The garage is on Parcel 2. Washington County will control the Edy Road access to the parcels when the property is developed. Comments from Washington County were included with the packets.

In conclusion, Staff recommends approval of MLP 96-4 Grant Partition with the recommended conditions contained in the Staff Report.

Mr. Baker asked for clarification regarding access to the parcels. The applicant said when the property is developed access will be provided as approved by the County. At this point, all three parcels will access Edy Road through one driveway. In response to Mr. Hohnbaum's question,

Mr. Tuck said the zoning for Parcel 3 would allow approximately 9 units, not including parking and wetlands. Mr. Hohnbaum asked if the property was being divided into parcels which could not be developed within the code for High Density Residential (HDR). Mr. Tuck said Parcels 1 and 2 have the potential for multi-family units with the exception of Parcel 3 where the house is presently located. The parcels will need to meet the driveways standards of the code. Ms. Engels said the site can be accessed from driveways and not necessarily streets. Mr. Hohnbaum said Washington County does not allow two driveways within 100 feet. Mr. Tuck said this was correct. The code allows 49 units to access with one driveway, 25 feet wide. The length would probably be determined by the fire code. Ms. Engels said the City Attorney advised that the City can allow as many as 3 parcels access over the same 25 ft right-of-way. In this case, two of the parcels would probably have a joint access and maintenance agreement and the third parcel would eventually have a driveway as determined by Washington County.

Chairman Whiteman opened the public hearing on MLP 96-4 Grant and asked if the applicant wished to provide testimony.

Lee Grant, 11702 N. Island Cove Lane, Portland, Oregon 97217, addressed the Commission. Mr. Grant said he is assisting his son, Neil, in presenting the application. Mr. Grant noted:

- The purpose of the application is to more efficiently use the lot and at the same time save the house which is approximately 40 years old.
- The driveways will be a challenge and they are aware of the comments from Washington County.
- They did not have any concerns with the conditions contained in the Staff Report.

Chairman Whiteman asked if there was anyone else who wished to speak 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 and therefore the rebuttal portion of the hearing was dispensed with. Chairman Whiteman closed the public hearing on MLP 96-4 Grant Partition for discussion by the Commission.

There were no further comments from the Commission.

Rick Hohnbaum moved the Planning Commission approve MLP 96-4 Grant Minor Land Partition based on staff recommendations, findings of fact, agency comments, public testimony and conditions as amended. Seconded by Chris Corrado.

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

MLP 96-4 Neil Grant Partition was approved subject to the following conditions:

1. Record the Partition Plat with Washington County and supply the City with three copies of the recorded plat.
2. Prior to building permit issuance services shall be extended to the parcels for connection.

3. Any existing wells or septic tanks shall be abandoned to the standards of the applicable agencies.
4. There shall be a 25 foot joint access easement for the benefit of parcels 1 and 2 recorded and shown on the plat.
5. A joint maintenance agreement for the 25 foot access easement shall be recorded.
6. Any proposed access driveway is to provide adequate stopping sight distance (300 feet of sight distance).
7. The applicant shall dedicate to Washington County any right-of-way required to provide a half width of 35 feet.
8. Prior to building permit issuance comply with Washington County's conditions for access to Edy Rd. (see letter from Washington County dated Sept. 16, 1996).

This approval is valid for one (1) year.

5D. MLP 96-5 Pickens Partition

Chairman Whiteman called for the Staff Report. Jason Tuck referred the Commission to the Staff Report dated September 24, 1996, a complete copy of which is contained in the Planning Commission's minutes book. The applicant is requesting a minor land partition to divide a 0.66 acre site into 2 parcels. Mr. Tuck noted:

- The site is located at 16552 SW Sunset Boulevard. Parcel 1 is proposed to be 20,737 sf and Parcel 2 is proposed to be 8,012 sf.
- The site is zoned Low Density Residential (LDR) with a minimum size lot of 7,000 sf for single family detached dwelling units. The proposal meets these requirements.
- The applicant is proposing to place a single family residence on the second parcel. The house and pool will remain on Parcel 1.
- Access to Parcel 2 will be acquired through Tract C of the existing Arbor Lane Subdivision. This was condition of the Arbor Lane PUD approval.
- The application meets the criteria for a minor land partition.

In conclusion, Staff recommends approval of MLP 96-5 Pickens Minor Land Partition with the recommended conditions contained in the Staff Report.

Chairman Whiteman opened the public hearing on MLP 96-5 Pickens and asked if the applicant wished to provide testimony.

Trisha McClelland, Land Development Consultants, 233 SE Washington Street, Hillsboro, Oregon 97123, representing the applicant, addressed the Commission. Ms. McClelland noted:

- The applicant did not have any concerns with the conditions contained in the Staff Report.
- Tax Lot 1400 is already serviced and a house has been built on this lot. These are public services for sewer and water, from the east, Georgetown Estates.

- Approval for access through Tract C has been received.
- Parcel 1 will continue to have access to Sunset Boulevard with the current circular driveway. There would not be enough room to access around the side of the house to Tract C.

Susan Claus asked why the length of the opening to Tract C was only 22 feet because she thought the City had a 25 foot requirement. Ms. Engels said Staff would review the file regarding the Arbor Lane conditions of approval. Ms. Claus said Lot 4 and 5 only have a combined 21.5 feet. Jason Tuck confirmed that the standard is 25 feet. He explained the 25 ft access easement. Ms. Claus thought the goal was to limit access to Sunset Boulevard because it is such a busy street.

Chairman Whiteman asked if there was anyone else who wished to testify in favor of the application.

Rick Pickens, owner of Tax Lot 800, 16552 SW Sunset Boulevard, Sherwood, Oregon 97140, addressed the Commission. Mr. Pickens noted:

- The circular driveway on his lot is at the crest of Sunset Boulevard and has better visibility than the other driveways to the east and west.
- The garage is on the west side of the house.
- He understands that the maintenance agreements for Tract C will follow the lot.
- He decided to parcel the lot following one of the Planning Commission meetings when the Arbor Lane PUD was heard. He does not use the back portion of the lot any more.
- He has a signed agreement with the Arbor Lane developer, West Hills Development.

Wendell Beck, owner of Tax Lot 1400, 23575 SW Eucalyptus Terrace, Sherwood, Oregon, 97140, addressed the Commission. Mr. Beck stated:

- He lives directly east of the proposed parcel and there is development on his southern boundary.
- The Arbor Lane developer has built up the land about 4 feet high adjacent to the back of his property. He understands this berm was built to accommodate drainage on their property into their collection system. The back portion of his lot is natural drainage from east to west going to this new partition. He would like to ensure that they do not build a “dam” of dirt on his western boundary for the subdivision.
- He did not oppose the partition, but was concerned that his property have the necessary drainage to keep water from developing into a “lake”. He did not want to be flooded every winter.
- He wanted to assure that Tax Lot 1400 was protected from stormwater run-off.

Chairman Whiteman said the packets contained comments from USA regarding stormwater run-off in reference to Tax Lot 1400. Mr. Pickens said the storm drain will accommodate Parcel 2 to Tract C, as well as any run-off from Tax Lot 1400.

Chairman Whiteman asked if there was anyone else who wished to speak 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 and therefore the rebuttal portion of the hearing was dispensed with.

Chairman Whiteman closed the public hearing on MLP 96-5 Pickens Partition for discussion by the Commission.

The Commission discussed including a condition which would assure Parcel 2 becoming a part of the Arbor Lane Homeowner's Association and complying with the development's CC&R's.

The Commission had extensive discussion regarding the stormwater run-off and protection of Tax Lot 1400 in this regard. They agreed to add this detail to the conditions of approval.

Susan Claus asked if Staff needed to review closing driveways on Sunset Boulevard with future developments. Jason Tuck said Engineering reviewed this partition and did not have any concerns regarding the driveway access to Sunset Boulevard.

Susan Claus moved the Planning Commission approve MLP 96-5 Pickens Minor Land Partition based on staff recommendations, findings of fact, agency comments, public testimony and conditions as amended. Seconded by Chris Corrado.

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

MLP 96-5 Pickens Partition was approved subject to the following conditions:

1. Record the Partition Plat with Washington County and supply the City with three copies of the recorded plat.
2. Any existing wells or septic tanks shall be abandoned to the standards of the applicable agencies.
3. A maintenance agreement for Tract "C" shall be recorded with Washington County.
4. The applicant shall dedicate 10 feet of right-of-way along their frontage along Sunset Blvd.
5. Sewer, water and stormwater service shall be extended to Tax Lot 1400 to the east of the site, if it is not already serviced. Stormwater from Tax Lot 1400 shall be accommodated in the building permit process for Parcel 2.
6. Upon purchase by West Hills Development, Parcel 2 shall comply with the CC&R's of the Arbor Lane PUD and become part of the Arbor Lane Homeowner's Association.

This approval is valid for one (1) year.

Other Business

The Sherwood School District enrollment growth projections were included in the packets for the Commission's review. Ms. Engels said the City continues to work with the District in obtaining more up-to-date information. Jan Youngquist, Planning Intern, is preparing more current build-out information for the City. Ms. Engels discussed the City of Sherwood assessed valuations. The City has issued over 500 building permits in 1996.

Chairman Whiteman advised three items had been placed on the table for the Commissioners:

- Parks Advisory Board Meeting Minutes of September 9, 1996
- City Council Meeting Minutes of September 10, 1996
- Ordinance No. 91-927, Systems Development Charges

Susan Claus asked if there was an estimated completion date for the 200 unit Sunfield Lakes Apartments development. Ms. Engels said the contractors would like to have a portion of the apartments available for occupancy by December 1996.

Sue Engels reported that as a follow-up to the Shields Manufacturing Site Plan, the tree mitigation has been negotiated down to approximately 164 inches from the original 367 inches. Chairman Whiteman said City Council had a workshop meeting last Tuesday regarding the Tree Ordinance and he came away from the meeting not hearing a consensus from the Council about where tree mitigation will go.

In response to Ms. Claus's question, Ms. Engels said the YMCA bond passed September 17, 1996, does not have anything to do with neighborhood parks. It has only to do with sports parks and the land for this recreational facility. There is a difference between sports parks and neighborhood parks. The City does not anticipate that the Snyder Property would be suitable for a sports park, but it would be suitable for a neighborhood park type use. The City is looking at parcels for the sports park. The ideal location would be property contiguous to the City, but not in the Urban Growth Boundary, due to the price difference of property.

The Commission discussed the November 5, 1996 scheduled Commission meeting. It was agreed to meet on the 5th of November, even though this is the same night of the General Election. Mr. Hohnbaum said he would not be in attendance at the November 5th meeting.

The Commission asked for a report on pending land use applications that will be scheduled in the near future.

There being no further business to discuss, the meeting was adjourned at 9:04 PM.

Respectfully submitted,

Planning Department