

City of Sherwood
PLANNING COMMISSION MEETING
855 No. Sherwood Blvd.

August 15, 1988
2:30 p.m.

AGENDA

1. Call to Order
2. Minutes of July 18, 1988
3. Status Report from Bilet Products
4. Approval request for a Preliminary Development Plan of Orland Villa Planned Unit Development Phase 2
5. Discussion
 - a. A Citizen Involvement Plan for Periodic Review
 - b. Biennial review of the Washington County-Sherwood Urban Planning Area Agreement

Staff Use

CASE NO. PUD88-1
FEE 750.00
RECEIPT NO. _____
DATE 6-29-88

CITY OF SHERWOOD

APPLICATION FOR LAND USE ACTION

Type of Land Use Action Requested

- Annexation
- Plan Amendment
- Variance
- Planned Unit Development
- Conditional Use
- Minor Partition
- Subdivision
- Design Review
- Other _____

Owner/Applicant Information

	NAME	ADDRESS	PHONE
Applicant:	David Callahan	10804 N.E. Hwy 99 Van. Wash.	206-574-5088
Owner:	David Callahan		98686
Contact for			
Additional Info:	Hap Arnold		286-9864 or 206-574-5088

Property Information

Street Location: S.E. Orland and Oregon Street

Tax Lot No. 200 Sherwood 25 1 32AA Acreage 5.92

Existing Structures/Use: _____

Existing Plan Designation: P.U.D. Phase II 30 Lot Sub-division

Proposed Action

Proposed Use 30 Improved lots for manufactured homes

Proposed Plan Designation _____

Proposed No. of Phases (one year each) Phase II of III Phases

Standard to be Varied and How Varied (Variance Only) _____

Purpose and Description of Proposed Action: To renew city approval of Phase II Orland Villa which was approved October 1981. To provide an additional thirty (30) improved lots for manufactured housing units and one (1) commercial lot for future development.

06/28/88

ORLAND VILLA II
PUD

ATTACHMENT

1 THE PROPOSED DEVELOPMENT IS IN SUBSTANTIAL CONFORMANCE WITH THE COMPREHENSIVE PLAN FOR THE CITY OF SHERWOOD.

THE COMPREHENSIVE PLAN CALLS FOR THE PARCEL TO BE DESIGNATED MDRL 5-8 UNITS PER ACRE. THE PARCEL IS 5.92 ACRES.

5.92 ACRES (- 0.31 ACRES OF COMMERCIAL) = 4.69 ACRES OF RESIDENTIAL.
4.69 ACRES TIMES 8 UNITS PER ACRE = 37.58 UNITS.
30 UNITS ACTUAL ON SITE.

2 EXCEPTIONS FROM THE STANDARDS OF THE UNDERLYING DISTRICT ARE WARRANTED BY THE DESIGN AND AMENITIES INCORPORATED IN THE DEVELOPMENT PLAN AND PROGRAM.

THE PUD HAS THREE AMENITIES-

1= LOT SIZE HAS BEEN REDUCED TO ACCOMMODATE REALISTIC SIZING FOR PREMANUFACTURED HOUSING.

2= A LARGE AMOUNT OF OPEN SPACE IS IN EXISTANCE IN PHASE ONE.

3= THE PUD INCLUDES A 0.31 ACRE NEIGHBORHOOD COMMERCIAL SITE.

THIS SITE WILL REDUCE VEHICULAR TRAFFIC FOR THE OCCUPANTS OF THE PUD SITE.

3 THE PROPOSAL IS IN HARMONY WITH THE SURROUNDING AREA, AND IT INCORPORATES UNIFIED ARCHITECTURAL TREATMENT.

THE PROPERTY IS LOCATED EAST OF A DEVELOPED LDR AREA. THE COMP. PLAN MAP INDICATES THE AREA TO THE NORTH AS L1, TO THE EAST AS LDR AND TO THE SOUTH AS MDRL. THE PRE-MANUFACTURED HOUSING SUBDIVISION FALLS WITHIN THE MDRL ZONE WITHOUT CREATING MULTI-FAMILY LIVING UNITS. THE PROPOSED COMMERCIAL SITE WILL READILY SERVE A LARGE AREA OF HOUSING WITHIN WALKING DISTANCE. THE OPEN SPACE PROVIDES ARCHITECTURAL AND AESTHETIC VALUE TO THE PROPERTY. THE HOMEOWNERS RESERVE THE RIGHT OF REVIEW PRIOR TO PLACEMENT OF ALL HOMES.

4 THE SYSTEM OF OWNERSHIP AND THE MEANS OF DEVELOPING, PRESERVING AND MAINTAINING OPEN SPACES IS SUITABLE. ALL OPEN SPACE TO BE HELD IN COMMON OWNERSHIP BY A HOMEOWNERS ASSOCIATION TO BE GOVERNED BY A COVENANT OF PLAT RESTRICTIONS ESTABLISHED BY THE DEVELOPER. THE RESTRICTIONS WILL INCLUDE SUCH REQUIREMENTS AS OPEN SPACE MAINTENANCE RESPONSIBILITIES, HOUSING REVIEW, CARPORT DESIGN REVIEW AND VARIOUS OTHER ITEMS.

5 THE APPROVAL WILL HAVE A BENEFICIAL EFFECT ON THE AREA WHICH MAY NOT BE ACHIEVED UNDER THE PRIMARY PLANNING DESIGNATION FOR THE AREA. THE PRIMARY DEVELOPMENT UNDER THE CURRENT PLAN DESIGNATION WOULD INDICATE ZERO LOT LINE (DUPLIX) OR MULTI-FAMILY DEVELOPMENT. THE PROPOSED PHASE II IS A MORE ECONOMIC AND PRACTICAL APPROACH IN THE

CURRENT MARKET. IT ALSO OFFERS A SINGLE FAMILY RESIDENCE WHICH IS MUCH MORE DESIRABLE TO THE MAJORITY OF THE BUYING POPULATION.

6 THE PROPOSED STREETS AND IMPROVEMENTS CAN BE COMPLETED WITHIN ONE YEAR OF THE DATE OF FINAL APPROVAL.

7 ADEQUATE PUBLIC FACILITIES AND SERVICES ARE AVAILABLE TO THE CONSTRUCTION PROJECT.

12" WATER MAIN IN OREGON STREET

10" SANITARY SEWER

STORM OUTFALL IS AVAILABLE.

8 GENERAL OBJECTIVES OF THE PUD DISTRICT-

A THE INTERIOR WALKWAY SYSTEM IN THE OPEN SPACE WILL SEPARATE PEDISTRIAN AND VEHICLE TRAFFIC.

B THE SMALL LOT SIZE WILL ALLOW SINGLE-FAMILY RESIDENTS IN A MED-LOW DENISTY DESIGNATION AND STILL PROVIDE DENSITY WITH THE RANGE ESTABLISHED FOR THE SITE.

C THE SMALL LOTS AND PRE-MANUFACTURED HOUSING PROVIDE ECONOMIC SAVINGS TO BOTH THE DEVELOPER AND CONSUMERS LOOKING FOR LOW COST SINGLE FAMILY HOUSING.

D THE OPEN SPACE PROVIDES FOR A PLEASANT AND AESTHETIC ATMOSPHERE NORMALLY NOT FOUND IN SUBDIVISION DEVELOPMENTS.

THE NEIGHBORHOOD COMMERCIAL SITE PROVIDES THE POSSIBILITY OF A LOCAL STORE THAT CITIZENS CAN WALK TO FROM THIS AND OTHER EXISTING AND FUTURE DEVELOPMENTS.

SUMMARY

1 COMP. PLAN DENSITY REQUIREMENTS HAVE BEEN MET.

2 LCDC GOAL #10- LOW CONST HOUSING- MET.

3 LCDC GOAL #13- ENERGY CONSERVATION MET.

4 PUD CRITERIA FOR DEVIATION FROM UNDERLYING ZONING --MET.

STAFF REPORT

TO: City of Sherwood Planning Commission DATE TYPED: August 3, 1988

FROM: Carole W. Connell Planning Director FILE NO: PUD 88-1

SUBJECT: Request for approval of a Preliminary Development Plan for Orland Villa PUD Phase 2, a manufactured home planned unit development with a neighborhood commercial site.

I. PROPOSAL DATA

Applicant: Mr. David Callahan
10804 N.E. Hwy 99
Vancouver, Washington 98686

Owner: same as above

Representative: Mr. Hap Arnold

Location: Located at S.E. Orland and Oregon Streets and further described as Tax Lot 200, Map 2S-1-32AA.

II. BACKGROUND DATA

In 1981 Orland Villa Residential PUD was approved by the city. Phase 1 was built and is now nearly completed. Phase 2 was presented as a part of the development to be built later. Since construction of Phase 2 did not occur within one year of approval, the owner must re-submit to the city for approval. The proposal is a slightly revised version of the original Phase 2. The commercial site is expected to be built later as a third phase.

III. SHERWOOD CODE PROVISIONS

- A. Chapter 2 Section 2.103 Medium Density Residential MDRL
- B. Chapter 2 Section 2.202 Planned Unit Development PUD
- C. Chapter 2 Section 3.200 Public Notice Requirements
- D. Chapter 4 Section 4.100 Application Content
- E. Chapter 7 Subdivision and Land Partitions
- F. Sherwood Community Development Plan

IV. FINDINGS OF FACT

A. The following Plan policies are relevant to and supportive of the request:

1. New housing will be located so as to be compatible with existing housing.
2. The City will encourage the use of the planned unit development on parcels of five acres or more in all residential land use categories in order to allow flexibility and innovation in site development and land use compatibility.
3. Mobile home housing will comprise up to 25% of the total dwelling units in the Planning Area.
4. The City will reduce housing costs by allocating land for smaller lot single family uses, mobile home parks and subdivisions by minimizing the costs associated with required public improvements.
5. Housing shall be of a design and quality compatible with the neighborhood in which it is located.
6. Neighborhood scale facilities such as retail convenience centers, parks and elementary schools will be provided in or near residential areas.
7. Encourage the use of the planned unit development technique for larger residential, commercial and industrial sites.
8. Encourage the use of energy saving techniques in the design of sites and structures.
9. Require site maintenance agreements for multi-family and manufactured housing, commercial and industrial development.

B. In October, 1981 the city approved Orland Villa PUD, a 60 unit development with a 1.1 acre neighborhood commercial site. Phase 1, including 30 residential sites, has been built and the applicant is requesting renewal of that approval for Phase 2, including 30 residential sites and Phase 3, the commercial site. If after one year construction of any phase of the development is not complete, the Commission is required to hold a hearing to consider renewal of the approval.

C. The proposed Phases 2 and 3 have been slightly modified from the original approval. The same number of lots are proposed but the commercial site and the common areas have been reduced in size. This is because the present owners believe the original lots were too narrow and so they have proposed to increase them from 40 to 50 feet wide. The commercial site and the common area have been reduced to accomodate the wider lots. Also, C&T drive was originally planned to extend through the site, eventually to connect to Murdock. The proposed plan deletes that road extension.

D. The original plan proposed narrow, substandard lots as a means to reduce costs. Today, manufactured homes are wider and larger than in

1981 and often cannot be sited on 40 foot wide lots. The current owners believe the property will be more marketable with 50 foot wide lots. In the original plan all of the Phase 2 lots were substandard. The proposed plan indicates four of the thirty lots are substandard.

E. The subject property is zoned Medium Density Residential Low MDRL. A manufactured housing subdivision is an outright permitted use in the zone and the minimum lot size is 5000 square feet. All of the lots in Phase 1 are under 5000 square feet and four of the lots in Phase 2 are under the minimum.

F. The total parcel size is 10.92 acres. Phase 2 is 4.69 acres, permitting up to 40 lots. Phase 3, the commercial site, is .31 acres. The common area is entirely within Phase 1.

G. Building setback standards and height limitations of the MDRL zone apply to building placement on each parcel.

H. The PUD process allows creativity and flexibility in site design which cannot be achieved through strict adherence to zoning and subdivision standards. The PUD district is intended to achieve the following objectives:

1. Encourage efficient use of land and resources that can result in savings to the community, consumers and developers.
2. Preserve valuable landscape, terrain and other environmental amenities.
3. Provide diversified, and innovative living, working or shopping environments that take into consideration community needs and activity patterns.
4. Achieve maximum energy efficiency in land uses.

The merits of Orland Villa as a PUD were reviewed and approved by the city in 1981, including all phases.

I. Site topography slopes in a northeast direction towards Rock Creek. There is a 50 foot drop from Lot 2 to Lot 20. Soils in the area are Aloha Silt Loam which are generally wet with a severe rating for excavations. Siting of the manufactured homes will require minimal grade changes.

J. The site was once used for farming and is now grass covered with no significant vegetation or natural features. The property is outside of the Rock Creek floodplain.

K. The site is about 1/4 mile from the Roy Street park, an undeveloped neighborhood park.

L. Services in the area include a 12 inch water main in Oregon Street and a 10 inch sanitary sewer line in Oregon and Murdock. There are no developed drainage facilities in the area. The extension of a 36 inch drain in Oregon Street from Orland Street along the remainder of the property

frontage on Oregon should be constructed in conjunction with development of Phase 2.

M. The area is served by the Sherwood Police and Tualatin Fire District. The Fire District was notified and have stated that fire fighting water supply shall be provided which requires that all buildings and intersections be no further than 500 feet from a hydrant. The Sherwood School District was notified and responded with no concerns. Washington County responded with road improvement requirements to the old Murdock Road, which abuts the subject property. That letter is attached as a part of this report.

N. Private utilities in the area include gas, telephone and power.

O. Primary access to the site is from Oregon Street, a collector street which requires a 54 foot right-of-way. The appropriate right-of-way in Phase 1 has been dedicated to the city and improved to city standards. Approval of Phase 2 will require dedication of 7 feet of right-of-way for the remainder of the property's Oregon Street frontage. Since development of the commercial site is uncertain, required improvements to Oregon Street, consistent with those already made, should occur concurrent with development of Phase 2.

P. Additional access will also become available from G&T Drive. Construction of that portion of G&T Drive in Orland Villa is proposed to be the same 50 foot width as is G&T Drive. The interior street, Orland Circle, is proposed to be a substandard 40 foot width consistent with the original plan and Orland Street. The original plan proposed that G&T Drive be extended through the property to eventually connect to Murdock Road. The proposed plan has eliminated that connection.

Q. The Transportation Plan indicates a proposed collector link from Oregon Street through Orland Villa to Murdock Road. That plan was not implemented in the 1981 approval of Orland Villa. Further, in 1984 the city realigned Murdock Road and created a new T intersection at the intersection of Oregon Street. Those decisions have caused the proposed transportation plan in this area, which would have eventually closed the section of Oregon Street from Orland Villa to Murdock Road, to be no longer feasible.

R. The original Murdock Road, which abuts the subject property, has been replaced by the 1984 improvement. However, the right-of-way is still under the county's jurisdiction. Unless the road is vacated, the county requires improvements as specified in their letter dated August 2, 1988. The city and the county believe the road should be vacated.

S. Surrounding zoning includes Light Industrial to the north across Oregon Street; Low Density Residential to the south and west and Medium Density Residential Low to the east. Land is undeveloped on three sides and

on the fourth side is Orland Villa Phase 1. The proposed use is compatible with existing and proposed uses in the area assuming reasonable measures are taken to screen the development and preserve privacy within the development. The Phase 2 area is openly exposed to Murdock Road.

T. The original common area has been reduced where the pathway connects to Phase 2 in order to retain the same number of lots and make them wider. The elimination of this connection inhibits access into the common area from Phase 2. Since the common area is the primary amenity in the development, that access should be restored. The eight foot bike path constructed in Phase 1 should be extended as a part of this proposal. Three foot wide sidewalks should be provided on one side of Orland Circle and sidewalks on the portion of G&T Drive should be to city standard.

U. A ten foot wide buffer strip is proposed along the south property line, consistent with the original plan. The landscaping details shall be indicated in the Final Development Plan. Extension of the required ten foot visual corridor along Oregon Street should be completed as a part of this proposal.

V. All open space is to continue to be held in common ownership by a Homeowners Association to be governed by CC&R's established by the developer.

W. The development shall comply with all requirements of the Subdivision and Zoning Ordinances except as provided below:

- 1. Four (4) of the thirty (30) lots in Phase 2 are less than 5000 square feet in size.
- 2. Orland Circle is to be built forty (40) feet wide and maintained as a private street rather than forty-eight (48) feet wide and dedicated to the city.
- 3. Building setbacks for each unit shall comply with the zone MDRL standards except for the twenty (20) foot rear setback which is to be reduced to ten (10) feet.

X. The city finds the following in response to the PUD review criteria:

1. The proposed development is in substantial conformance with the Comprehensive Plan. This conclusion was reached in the original 1981 approval. Further, the development will not exceed the residential inventory limitation of 25% allotted to manufactured housing. Including Quantum Meadows and the Driftwood Park expansion (but not including the expired Saxony Hills) the inventory of manufactured homes in Sherwood will be 19.4% if this proposal is approved and recorded.

2. The exceptions to the underlying zoning standards are warranted in order to reduce the cost of housing and complete the development if the improvements specified in the conditions are required.

3. The proposal is consistent with the established pattern of development in Phase 1 and will create a unified neighborhood. Since this

is the only manufactured home development in this sector of the city, compatibility with surrounding properties will be enhanced by the specific landscaping requirements proposed.

4. The system of ownership and maintenance will continue in the same manner as provided for in Phase 1 and should be adequate. Proposed changes to the current CC&R's should be provided with the final plan.

5. The completed project will have a beneficial effect on the community as it becomes an established moderate income neighborhood with privacy, a usable common area, adequate screening from adjoining properties and a workable system of ownership and maintenance.

6. The applicant proposes to complete Phase 2 in one year. Phase 3 will be reviewed by the city at a later date.

7. Adequate public facilities are available and shall be improved as required by the city.

8. As concluded in 1981, the general objectives of the PUD concept have been met with the added conditions proposed by this report.

V. RECOMMENDATION

Staff recommends that the above findings of fact be adopted and that the application for a Preliminary Development Plan for Orland Villa PUD Phase 2 be approved subject to the following conditions:

1. The owner shall dedicate to the city seven (7) feet of road right-of-way to Oregon Street for the remainder of the site's Oregon Street frontage. Consistent with the Phase 1 improvement the street shall be paved the full depth of widening, an overlay provided to the centerline and the sidewalk and bike path extended to the property's eastern edge on Oregon Street.

2. The existing 36 inch storm drain shall be extended the length of the Oregon Street frontage.

3. The ten (10) foot wide landscape corridor shall be extended along the Oregon Street frontage and planted with materials similar in type and size with the existing corridor improvements.

4. A ten (10) foot wide landscape screen shall be provided along the property's southern perimeter, the details of which shall be presented as a part of the final plan.

5. The pathway connection from the center of Phase 2 to the common area shall be restored and presented as a part of the final plan.

6. Sidewalks (3 feet wide) within Phase 2 shall be provided on one side of Orland Circle at the time of individual home placement. Sidewalks on G&T drive to the proposed cul-de-sac shall be provided in accordance with city sidewalk standards.

7. Street lights shall be installed consistent with the type located in Phase 1.

8. A petition to vacate Murdock Road shall be submitted and approved by the county prior to installation of any manufactured homes.

9. The proposed Codes, Covenants and Restrictions (CC&R's) for property ownership and maintenance shall be submitted with the final development plan.

10. A street tree plan shall be submitted with the final development plan.

11. All improvements shall be installed prior to issuance of a manufactured home placement permit, unless the improvements are secured by a performance bond or other acceptable security.

PUD88-1
cwc

AUG 15 1988

August 10, 1988

Sherwood City Council
90 N.W. Park Avenue
Sherwood, OR 97140

Dear Council Members,

Although I am unable to attend the hearing on August 15, 1988 regarding the Orland Villa Phase II, I would like to have my concerns be heard.

I live at 30 Roy Street. My property joins the ten foot common area on the west side of Orland Villa Phase I.

Originally I favored this development. The plan seemed like an asset to this community. However, the plan differs from reality. The ten foot common area between Orland Villa Phase I and the homes on the east side of Roy Street was to be "beautifully landscaped". Instead, Mr. Cardinal planted a row of red leaf laurel-type shrub right in the midst of tall weeds. The tractor used to mow the empty lots cannot get close to these shrubs (the few that are still there), so those of us whose properties meet this common area are forced to maintain this additional ten feet with our own mowers, or let the unsightly mess continue to grow. Recently, this ten foot common area has turned into an "RV parking lot" with a few travel trailers parked there.

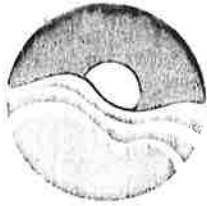
I have no objection to the new owner of this property developing Phase II. I simply am suggesting cleaning up and landscaping the common area of Phase I before expanding.

Thank you for you time and consideration in this matter.

Sincerely,

Diane McDuffee

Diane McDuffee
30 Roy Street
Sherwood, OR 97140



WASHINGTON
COUNTY,
OREGON

AUG 3 1988

August 2, 1988

Carol Connell, Planning Director
City of Sherwood
90 NW Park Avenue
Sherwood, Oregon 97140

RE: ORLAND VILLA #2, PUD 88-1
SW MURDOCK ROAD

SW Murdock Road is a County urban major collector. The following requirements are applicable to this request based upon County standards:

1. Dedicate additional right-of-way to provide 33 feet from centerline of SW Murdock Road frontage, including adequate corner radius. The dedication deed shall be prepared by the County Survey Division.
2. Sign a waiver not to remonstrate against the formation of a Local Improvement District or other mechanism to maintain and improve SW Murdock Road between Tualatin-Sherwood Road and the south Washington County border to County standard. The waiver form shall be prepared by the County Survey Division.
3. Establish a one foot, non-access reserve strip on SW Murdock Road frontage. The document establishing the non-access strip shall be prepared by the County Survey Division.
4. Submit plans, obtain Engineering Division approval, provide financial assurance, and obtain a facility permit for the following public improvements:
 1. Sidewalk to County standard along SW Murdock Road frontage (CDC 502-6).
 2. Adequate roadway drainage on SW Murdock Road frontage.

If you have any questions about these requirements, please call me or Scott King at 648-8761.

Joanne Rice
Associate Planner

carconjr/ja

MEMORANDUM

Date: July 26, 1988
To: Sherwood City Council
Planning Commission
From: Carole W. Connell, Planning Director *CWC*
Subject: Periodic Review Notice

The following is a summary of the 24 page comprehensive plan periodic review notice received from the Department of Land Conservation and Development. The City requested early notice so that we could begin working on the economic development and transportation elements in advance. The submittal due date is still October 31, 1989.

The City of Sherwood has a DLCD approved citizen involvement program which is to serve as the method for obtaining citizen input and feedback during periodic review. If the City finds the program inadequate, any amendment to the citizen involvement program must be processed before periodic review begins. Please review the attached citizen involvement program for discussion in August.

There are four periodic review factors in the following summary that must be considered by Sherwood. If the factors apply, the City must bring the plan and land use regulations into compliance.

Factor 1

Substantial Change in Circumstances

A. Unanticipated developments or events

The City should evaluate whether or not the advancements in planning and approving the Western Bypass are major events which impact the City's comprehensive plan and ordinances. Consider this question in two parts:

- 1) Bypass segment from Hwy 99W to I-5
- 2) Segment from Hwy 99W to Hwy 26.

B. Cumulative effects resulting from plan amendments

Although DLCD has discovered no significant cumulative effects from amendments and implementation actions, the annexations, changes to the UGB, plan, zoning and text amendments since 1981 have changed our land use

inventory data. Staff believes it is important to identify all changes, update the inventory and determine whether or not there have been significant cumulative effects.

C. Unfulfilled Plan Policies

DLCD has determined that the City needs to carry out the following policies of the City's plan or explain why the policies have not been carried out:

1. Growth Management Policy (p. III-6, Comprehensive Plan)

Policy 1 - The City will periodically review and propose to the Metropolitan Service District (MSD) appropriate revisions to the UCB in conformance with applicable MSD policies and procedures and the need to accommodate urban growth to the year 2000.

Policy 4 - The City will periodically review and propose to Washington County appropriate revisions to the Immediate Growth Boundary (IGB) in conformance with County policies and procedures and consistent with the need to accommodate urban growth to the year 1985.

D. New Information

DLCD has determined that the following inventory information needs to be reviewed and incorporated into comprehensive plan and land use regulations as appropriate and when applicable to the jurisdiction.

1. ODOT: Highway inventory updates from Highway Transportation Plan, Highway Preservation Study and Six-Year Highway Improvement Program.
2. DEQ: Biennial Water Quality Assessment Reports; 1980 Major Water Table Aquifers with Sensitive Areas Map; Hazardous and Solid Waste Report.
3. Economic Development Department: State and National trend information to assist in compliance with ORS 197.712.
4. PSU: Annual population estimates.

E. New or Revised Statutes

Local periodic review findings must address new statutes adopted since initial acknowledgement and explain how the plan and land use regulations continue to meet the statutory requirements. The following is a list of amended statutes:

1. Correction Facilities
2. Nondiscrimination
3. Needed Housing
4. Mobile Home Park Definition
5. Mobile Home Parks
6. Goal Exceptions
7. Lands Available for Urban Development
8. Wetland Definition
9. Application Fees, Consolidated Procedures, etc.
10. Local Appeal Procedures
11. Public Use Airports
12. Final Action on Permit or Zone Change Applications within 120 days.
13. Review of Action on Permit Application
14. Regional Economic Development Act
15. Family Day Care Providers
16. Residential Homes
17. Residential Care Facilities
18. Mobile Home Definitions

F. Other Issues

1. Any person may raise other issues or objections involving the "substantial change in circumstances" factor.
2. National Flood Insurance Program requirements.

FACTOR 2

A. New or Amended Goals or Rules Adopted Since Acknowledgement

The following new or amended goals and administrative rules were adopted after the City of Sherwood's acknowledgement:

1. Goal 2 - Land Use Planning Rules (Exceptions)
2. Goal 5 - Open Spaces/National Resources (Inventory and ESEE requirements)
3. Goal 9 - Commercial and Economic Development Rule
4. Goal 10 - Housing Rules and Metropolitan Housing Rule (Inventory and standards)
5. Goal 11- Public Facilities Rule (Requires Public Facilities Plan if over 2,500 population)

FACTOR 3

A. New or Amended State Agency Plans or Programs

Several state agencies have adopted mandated programs related to land use since plan acknowledgement, as listed below:

1. DEQ (air, water, solid waste and noise regulations)
2. ODOT: (airport and highway program updates and parks inventory)

FACTOR FOUR

A. Additional Planning Tasks Required at the Time of Acknowledgement or Agreed to in Receipt of State Grant Funds

DLCD states that this factor does not apply to Sherwood.

NONMANDATORY PROGRAMS

DLCD strongly recommends consideration of the following agency programs

1. ODOE: update energy conservation element.
2. DEQ: recommends additional pollution controls.
3. ODOT:
 - Land use regulations around airports.
 - Protection of mineral and aggregate sites.
 - Access management and agency coordination.
 - Recognize need for bikeways, footpaths and public transit.
 - Permit parks as outright use.
4. Dept. of Water Resources: Update water resource information, hydroelectric rules, develop water conservation plan, and project water demand and supplies
5. Dept. of Human Resources: Identify health hazard areas
6. DLCD: Evaluate plan policies

Please refer to the complete notice for details and an explanation of each of the above requirements.

II. CITIZEN PARTICIPATION AND THE PLANNING PROCESS

The City of Sherwood is committed to maintaining a creative and responsive planning process which assures the opportunity for the involvement of all parties affected by development decisions in the Planning Area. The City believes planning to be an ongoing democratic process which does not end with the "completion" of a Comprehensive Plan but continues in a process of collecting and refining current data; amending, implementing and, evaluating existing plans.

The following section, outlines the developing process for planning in Sherwood and how citizens and affected agencies have been and will be involved.

A. Citizen Involvement

Sherwood Citizens have been involved in Comprehensive planning for their City since March 26, 1969 when the Sherwood Zoning Ordinance was revised and updated. A citizens advisory committee worked on a draft land use plan for the City which was presented to the City Council in February, 1974 by Robert E. Meyers Engineers, Consultants on the project. The City Council did not adopt the draft plan since it did not specifically address the newly created LCDC goals and guidelines. The Sherwood Subdivision Ordinance was adopted after public hearings on August 14, 1974.

Citizen Involvement Program

In response to LCDC Goal #1 requirements, the City prepared and adopted its first formal Citizen Involvement Program (CIP) in 1975 under the auspices of the Planning Commission which was designated by the City Council as the Committee for Citizen Involvement (CCI). LCDC approved Sherwood's CIP and designated the Planning Commission as the CCI in February of 1976. A revised CIP setting up six goal committees was adopted by the City Council on June 22, 1977. On November 30, 1978 the program was amended to designate one standing citizen committee - The Sherwood Citizen Planning Advisory Committee (SCPAC) - with provision for the activation of six subcommittees on an as needed basis (see Exhibit II-1). By laws for SCPAC were adopted in December 1978. (See Exhibit II-2).

CITIZEN INVOLVEMENT PROGRAM

City of Sherwood

GOALS: To insure the opportunity for citizens to be involved in all phases of the development and implementation of Sherwood's Comprehensive Plan.

To provide information that enable citizens to identify the issues and suggest alternative approaches to solving identified needs and problems.

To provide a local citizen participation structure which may be used by federal agencies, LCDC, MSD and other agencies involved in the Sherwood urban area.

To assure effective two way communication between citizens and elected officials on planning related matters.

RELATION TO THE PLANNING PROCESS:

The citizen involvement program is related directly to the forms and basis of the Sherwood planning process. Citizens are to be involved in the six stages of the planning process namely,

1. Data Collection; determining the way things are.
2. Plan Preparation; determining needs, goals, policies, and alternative approaches.
3. Plan Adoption; final review and approval of the plan.
4. Implementation; determining the legislation and programs needed to carry out the plan.
5. Evaluation; periodical review of the plan.
6. Revision; making changes in the plan in response to new conditions or information.

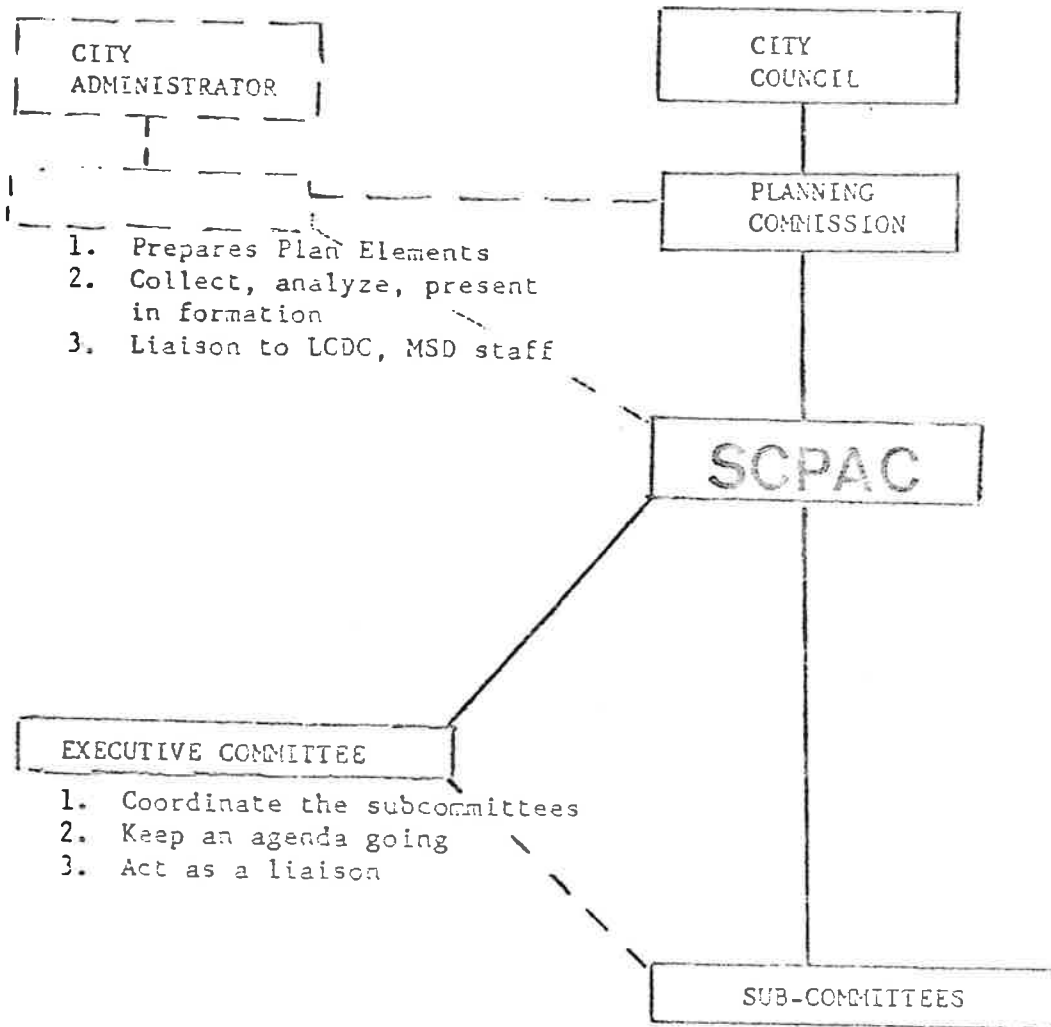
ORGANIZATIONAL STRUCTURE (See attached chart).

Citizen Planning Committee The Sherwood Citizen Planning and Advisory Committee (SCPAC) shall be open to all.

The main functions of SCPAC are to:

1. Provide information to Sub-Committees
2. Assess and reconcile Subcommittee reports
3. Recommend plan policy to the Planning Commission and City Council.
4. Make recommendations on all on-going planning related activities.

Exhibit II-1(cont.)
 SHERWOOD CITIZEN INVOLVEMENT STRUCTURE



1. Reviews Recommended Plan Elements
2. Reconciles and adopts plan elements
3. Adopts Comprehensive Plan.

1. Reviews SCPAC Reports and Recommendations
2. Adopts Recommended Plan Elements
3. Directs Citizen Inv. Program

1. Recommend Plan Policy to the Planning Commission
2. Provide information to subcommittees
3. Assess & reconcile subcommittee reports
4. Make recommendations on the on going planning related activities

1. Make recommendations to SCPAC on respective planning matters

Exhibit II-1(cont.)

Organization The Sherwood Citizens Planning and Advisory Committee (SCPAC) shall elect a chairman and adopt by-laws.

Subcommittees From SCPAC subcommittees shall be appointed upon need. Five standing committees shall be delegated to address the Plan elements and the zoning ordinance. They are:

1. Environmental Resources
2. Land Use
3. Transportation/Community Facilities and Services
4. Growth Management
5. Zoning Ordinance Revision

Neighborhood Communication Committee. One or more standing committees shall be delegated to aid input to and from the neighborhoods.

The main functions of the subcommittees shall be to:

1. Determine needs and sub issues
2. Make recommendations to SCPAC on respective planning matters.
3. Recommend Plan elements and revisions.

Executive Committee The SCPAC officers and one member at large from SCPAC shall comprise the executive committee.

The main functions of the executive committee are to:

1. Co-ordinate the subcommittees
2. Organize and keep an agenda going.
3. Liaison between SCPAC, the Planning staff, Planning Commission and City Council.

Planning Commission The main functions of the Commission are to:

1. Direct the Citizen Involvement Program
2. Evaluate SCPAC reports and recommendations
3. Consider and recommend Plan policy
4. Assess information needs and direct staff support.

City Council The main function of the Council shall be to:

1. Review Planning Commission and SCPAC recommendations.
2. Adopt plan elements
3. Reconcile plan elements and adopt the Comprehensive Plan.

INVOLVEMENT OF PUBLIC AT LARGE:

The Planning Commission shall assure that the public at large is informed of major activities in the planning process and given opportunity for direct involvement.

Public Hearings: Public Hearings shall be held by the Planning Commission and City Council on major proposed plan elements, implementation proposals, plan evaluations and proposed plan revisions. Hearings shall be held according to procedures set forth in the Sherwood Zoning Ordinance.

Workshops Public Workshops on matters relating to the Sherwood Comprehensive Plan shall be held at the descretion of the Planning Commission on recommendation of the Citizens Committee, staff or City Council. The purpose of the workshop shall be to give in depth consideration of a planning issue which involves more than one citizen committee work area and has special information requirements.

Speakers Bureau City staff, appointed and elected officials shall be available as appropriate, to inform local organizations on matters related to the planning process.

Mass Media The Planning Commission will assure proper press coverage of meeting and agenda information by local and regional newspapers and organizational newsletters and by direct mailings and/or other means.



WASHINGTON
COUNTY,
OREGON

JUL 25 1988

Date : July 15, 1988

To : City Planning Directors

From : Brent Curtis, Planning Manager *BC*

Subject : ORDINANCE NOS. 332 AND 333

Pursuant to the coordination requirements of the Urban Planning Area Agreement, the following items are enclosed for your information/review:

1. Copies of land use Ordinances 332 and 333 filed with the County Recording Section on June 17, 1988;
2. Attachments to Ordinance 332:
 - Exhibit "A" - Amendments to the Comprehensive Framework Plan.
 - Exhibit "B" - Urban Planning Area Agreement. The only changes that have been made at this time are to the dates referenced in the documents and to the maps that are part of the agreements.
 - Exhibit "C" - Public Hearing draft of the new Transportation Plan
3. Attachments to Ordinance 333:
 - Exhibit "A" - Amendments to the Rural/Natural Resource Plan.
 - Exhibits "C" and "D"- Amendments to the Exception Statement Document of the Rural/Natural Resource Plan.
4. Notice of public hearing mailed to property owners.

If you have any questions or comments regarding the Transportation Plan, please call Mark Brown. If you have questions or comments about the other exhibits, please call Kevin Martin. The phone number is 640-3519.

BC:KJM:mb

Enclosures

WASHINGTON COUNTY - SHERWOOD
URBAN PLANNING AREA AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 19____ by WASHINGTON COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as the "COUNTY," and the CITY OF SHERWOOD, an incorporated municipality of the State of Oregon, hereinafter referred to as the "CITY."

WHEREAS, ORS 190.010 provides that units of local governments may enter into agreements for the performance of any or all functions and activities that a party to the agreement, its officers or agents, have authority to perform; and

WHEREAS, Statewide Planning Goal #2 (Land Use Planning) requires that City, County, State and Federal agency and special district plans and actions shall be consistent with the comprehensive plans of the cities and counties and regional plans adopted under ORS Chapter 197; and

WHEREAS, the Oregon Land Conservation and Development Commission requires each jurisdiction requesting acknowledgement of compliance to submit an agreement setting forth the means by which comprehensive planning coordination within the Regional Urban Growth Boundary will be implemented; and

WHEREAS, the COUNTY and the CITY, to ensure coordinated and consistent comprehensive plans, consider it mutually advantageous to establish:

1. A site-specific Urban Planning Area within the Regional Urban Growth Boundary within which both the COUNTY and the CITY maintain an interest in comprehensive planning;
2. A process for coordinating comprehensive planning and development in the Urban Planning Area;
3. Policies regarding comprehensive planning and development in the Urban Planning Area: and
4. A process to amend the Urban Planning Agreement.

NOW THEREFORE, THE COUNTY AND THE CITY AGREE AS FOLLOWS:

I. Location of the Urban Planning Area

The Urban Planning Area mutually defined by the COUNTY and the CITY includes the area designated on Exhibit "A" to this agreement.

II. Coordination of Comprehensive Planning and Development

A. Amendments to or Adoption of a Comprehensive Plan or Implementing Regulation

1. Definitions

Comprehensive Plan means a generalized, coordinated land use map and policy statement of the governing body of a local government that interrelates all functional and natural systems and activities relating to the use of lands, including, but not limited to, sewer and water systems, transportation systems, educational facilities, recreational facilities, and natural resources and air and water quality management programs. "Comprehensive Plan" amendments do not include small tract comprehensive plan map changes.

Implementing Regulation means any local government zoning ordinance, land division ordinance adopted under ORS 92.044 or 92.046 or similar general ordinance establishing standards for implementing a comprehensive plan. "Implementing regulation" does not include small tract zoning map amendments, conditional use permits, individual subdivision, partitioning or planned unit development approval or denials, annexations, variances, building permits and similar administrative-type decisions.

2. The COUNTY shall provide the CITY with the appropriate opportunity to participate, review and comment on proposed amendments to or adoption of the COUNTY comprehensive plan or implementing regulations. The CITY shall provide the COUNTY with the appropriate opportunity to participate, review and comment on proposed amendments to or adoption of the CITY comprehensive plan or implementing regulations. The following procedures shall be followed by the COUNTY and the CITY to notify and involve one another in the process to amend or adopt a comprehensive plan or implementing regulation:

a. The CITY or the COUNTY, whichever has jurisdiction over the proposal, hereinafter the originating agency, shall notify the other agency, hereinafter the responding agency, of the proposed action at the time such planning efforts are initiated, but in no case less than 45 days prior to the final hearing on adoption. The specific method and level of involvement shall be finalized by "Memorandums of Understanding" negotiated and signed by the planning directors of the CITY and the COUNTY. The "Memorandums of Understanding" shall clearly outline the process by which the responding agency shall participate in the adoption process. If, at the time of being notified of a proposed action, the responding agency determines it does not need to participate in the adoption process, it may waive the requirement to negotiate and sign a "Memorandum of Understanding."

- b. The originating agency shall transmit draft recommendations on any proposed actions to the responding agency for its review and comment before finalizing. Unless otherwise agreed to in a "Memorandum of Understanding," the responding agency shall have ten (10) days after receipt of a draft to submit comments orally or in writing. Lack of response shall be considered "no objection" to the draft.
- c. The originating agency shall respond to the comments made by the responding agency either by a) revising the final recommendations, or b) by letter to the responding agency explaining why the comments cannot be addressed in the final draft.
- d. Comments from the responding agency shall be given consideration as a part of the public record on the proposed action. If after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.
- e. Upon final adoption of the proposed action by the originating agency, it shall transmit the adopting ordinance to the responding agency as soon as publicly available, or if not adopted by ordinance, whatever other written documentation is available to properly inform the responding agency of the final actions taken.

B. Development Actions Requiring Individual Notice to Property Owners

1. Definition

Development Action Requiring Notice means an action by a local government which requires notifying by mail the owners of property which could potentially be affected (usually specified as a distance measured in feet) by a proposed development action which directly affects and is applied to a specific parcel or parcels. Such development actions may include, but not be limited to small tract zoning or comprehensive plan map amendments, conditional or special use permits, individual subdivisions, partitionings or planned unit developments, variances, and other similar actions requiring a hearings process which is quasi-judicial in nature.

- 2. The COUNTY will provide the CITY with the opportunity to review and comment on proposed development actions requiring notice within the designated Urban Planning Area. The CITY will provide the COUNTY with the opportunity to review and comment on proposed development actions requiring notice within the CITY limits that may have an effect on unincorporated portions of the designated Urban Planning Area.

3. The following procedures shall be followed by the COUNTY and the CITY to notify one another of proposed development actions:
 - a. The CITY or the COUNTY, whichever has jurisdiction over the proposal, hereinafter the originating agency, shall send by first class mail a copy of the public hearing notice which identifies the proposed development action to the other agency, hereinafter the responding agency, at the earliest opportunity, but no less than ten (10) days prior to the date of the scheduled public hearing. The failure of the responding agency to receive a notice shall not invalidate an action if a good faith attempt was made by the originating agency to notify the responding agency.
 - b. The agency receiving the notice may respond at its discretion. Comments may be submitted in written form or an oral response may be made at the public hearing. Lack of written or oral response shall be considered "no objection" to the proposal.
 - c. If received in a timely manner, the originating agency shall include or attach the comments to the written staff report and respond to any concerns addressed by the responding agency in such report or orally at the hearing.
 - d. Comments from the responding agency shall be given consideration as a part of the public record on the proposed action. If, after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.

C. Additional Coordination Requirements

1. The CITY and the COUNTY shall do the following to notify one another of proposed actions which may affect the community, but are not subject to the notification and participation requirements contained in subsections A and B above.
 - a. The CITY or the COUNTY, whichever has jurisdiction over the proposed actions, hereinafter the originating agency, shall send by first class mail a copy of all public hearing agendas which contain the proposed actions to the other agency, hereinafter the responding agency, at the earliest opportunity, but no less than three (3) days prior to the date of the scheduled public hearing. The failure of the responding agency to receive an agenda shall not invalidate an action if a good faith attempt was made by the originating agency to notify the responding agency.

- b. The agency receiving the public hearing agenda may respond at its discretion. Comments may be submitted in written form or an oral response may be made at the public hearing. Lack of written or oral response shall be considered "no objection" to the proposal.
- c. Comments from the responding agency shall be given consideration as a part of the public record on the proposed action. If, after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.

III. Comprehensive Planning and Development Policies

A. Definition

Urban Planning Area means the incorporated area and certain unincorporated areas contiguous to the incorporated area for which the CITY conducts comprehensive planning and seeks to regulate development activities to the greatest extent possible. The CITY Urban Planning Area is designated on Exhibit "A".

- B. The CITY shall be responsible for comprehensive planning within the Urban Planning Area.
- C. The CITY shall be responsible for the preparation, adoption and amendment of the public facility plan required by OAR 660-11 within the Urban Planning Area.
- D. As required by OAR 660-11-010, the CITY is identified as the appropriate provider of local water, sanitary sewer, storm sewer and transportation facilities within the urban planning area. Exceptions include facilities provided by other service providers subject to the terms of any intergovernmental agreement the CITY may have with other service providers; facilities under the jurisdiction of other service providers not covered by an intergovernmental agreement; and future facilities that are more appropriately provided by an agency other than the CITY.
- E. The COUNTY shall not approve land divisions within the unincorporated portions of the Urban Planning Area which would create lots less than 10 acres in size.

- F. The COUNTY shall not approve a development proposal in the Urban Planning Area if the proposal would not provide for, nor be conditioned to provide for, an enforceable plan for redevelopment to urban densities consistent with the CITY's Comprehensive Plan in the future upon annexation to the CITY as indicated by the CITY Comprehensive Plan.
- G. The COUNTY will not oppose any annexation of land to the City of Sherwood within the CITY's Urban Planning Area.

IV. Amendments to the Urban Planning Area Agreement

- A. The following procedures shall be followed by the CITY and the COUNTY to amend the language of this agreement or the Urban Planning Area Boundary:
 - 1. The CITY or COUNTY, whichever jurisdiction originates the proposal, shall submit a formal request for amendment to the responding agency.
 - 2. The formal request shall contain the following:
 - a. A statement describing the amendment.
 - b. A statement of findings indicating why the proposed amendment is necessary.
 - c. If the request is to amend the planning area boundary, a map which clearly indicates the proposed change and surrounding area.
 - 3. Upon receipt of a request for amendment from the originating agency, the responding agency shall schedule a review of the request before the appropriate reviewing body, with said review to be held within 45 days of the date the request is received.
 - 4. The CITY and the COUNTY shall make good faith efforts to resolve requests to amend this agreement. Upon completion of the review, the reviewing body may approve the request, deny the request, or make a determination that the proposed amendment warrants additional review. If it is determined that additional review is necessary, the following procedures shall be followed by the CITY and COUNTY:
 - a. If inconsistencies noted by both parties cannot be resolved in the review process as outlined in Section III (3), the CITY and the COUNTY may agree to initiate a joint study. Such a study shall commence within 30 days of the date it is determined that a proposed amendment creates an inconsistency, and shall be completed within 90 days of said

date. Methodologies and procedures regulating the conduct of the joint study shall be mutually agreed upon by the CITY and the COUNTY prior to commencing the study.

b. Upon completion of the joint study, the study and the recommendations drawn from it shall be included within the record of the review. The agency considering the proposed amendment shall give careful consideration to the study prior to making a final decision.

B. The parties will jointly review this Agreement every two (2) years to evaluate the effectiveness of the processes set forth herein and to make any necessary amendments. The review process shall commence two (2) years from the date of execution and shall be completed within 60 days. Both parties shall make a good faith effort to resolve any inconsistencies that may have developed since the previous review. If, after completion of the 60 day review period inconsistencies still remain, either party may terminate this Agreement.

V. This Urban Planning Area Agreement repeals and replaces the Urban Planning Area Agreement dated September 9, 1986.

This Agreement commences on _____, 19_____.

IN WITNESS WHEREOF the parties have executed this Urban Planning Area Agreement on the date set opposite their signatures.

CITY OF SHERWOOD

By _____ Date _____
Mayor

WASHINGTON COUNTY

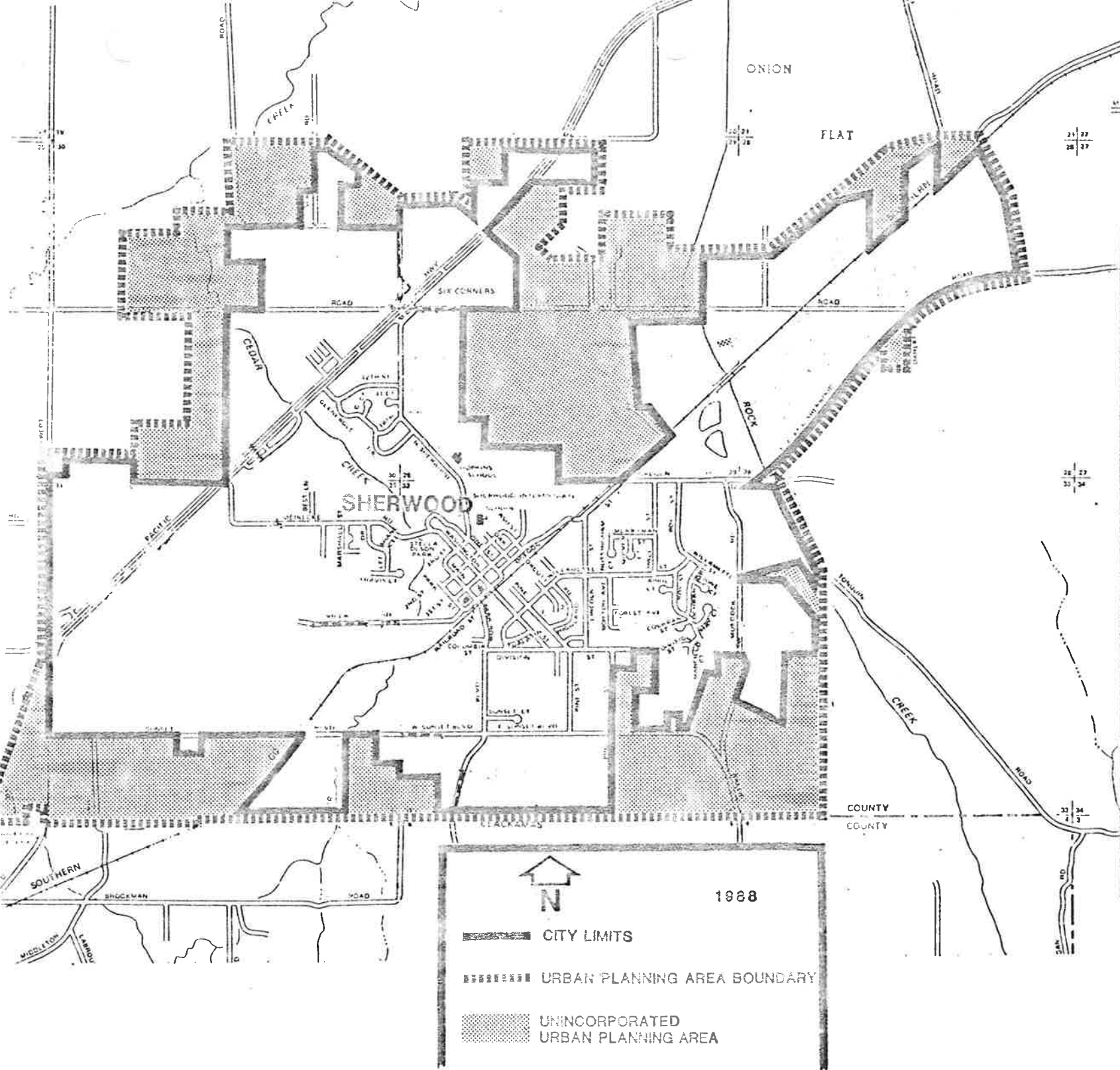
By _____ Date _____
Chairman, Board of County Commissioners

Recording Secretary Date _____


CITY OF SHERWOOD URBAN PLANNING AREA


EXHIBIT A


WASHINGTON COUNTY-SHERWOOD URBAN PLANNING AREA AGREEMENT




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 CITY LIMITS

 URBAN PLANNING AREA BOUNDARY

 UNINCORPORATED URBAN PLANNING AREA



90 NW Park Street
Sherwood, Oregon 97140
625-5522 625-5523

July 26, 1988

Mr. & Mrs. Hosler
Tualatin Valley Nurseries
22822 SW Pacific Hwy.
Sherwood, OR 97140

Dear Mr. & Mrs. Hosler:

The City of Sherwood wants to fulfill a dream. The dream is to plant street trees in the Old Town Commercial area. The Old Town Revitalization Plan (1983) identifies this as an important improvement project, scheduled to be completed by 1985. Three years later the dream is still unfulfilled.

As you know, the effect of trees in the concrete covered Old Town would have a tremendous impact, one that will inspire other improvements. We want to find a way to make it happen.

As Planning Director of Sherwood and a strong advocate of landscaping and community aesthetics, I am requesting your involvement in realizing the dream of a tree canopied downtown. In cooperation with the other nurseries in Sherwood, the City is asking you to consider donating the trees.

In return, the City will identify the tree locations, cut the cement, prepare the planting area and plant the trees. We will then ask the merchants to maintain them.

We sincerely hope you will consider this request and help us improve the image and appearance of Sherwood. I would appreciate your response soon so that the coming tree planting season can be utilized.

I can be reached on Monday, Tuesday, and Wednesday at City Hall, 625-5522. I look forward to hearing from you.

Sincerely,

Carole W. Connell
Planning Director

cc: City Council
Planning Commission
Parks Board

Marion B. Thompson
Chick-A-Dee Gardens
24130 SW Grahams Ferry Rd.
Sherwood, OR 97140

Mr. Wayne Ficken
Ficken Farm & Nursery
24600 SW Ladd Hill Rd.
Sherwood, OR 97140

Mr. & Mrs. Allen Rogers
Caprice Farm Nursery
15425 SW Pleasant Hill Rd.
Sherwood, OR 97140

NPI Nursery
Rt. 4, Box 407
Sherwood, OR 97140

Mr. Norman Brush
Hidden Acres Nursery
Rt. 4, Box 278
Sherwood, OR 97140

Mr. & Mrs. Hosler
Tualatin Valley Nurseries
22822 SW Pacific Hwy.
Sherwood, OR 97140

Mr. & Mrs. Vern Hass
Windmill Nursery
Rt. 4, Box 285
Sherwood, OR 97140

APPROVED MINUTES

**City of Sherwood
Planning Commission Meeting
August 15, 1988**

1. **Call to Order:** Chairman Glen Warmbier called the meeting to order at 7:30 p.m. Those present were: Vice Chairperson Marian Hosler, City Planner Carole Connell, Grant McClellan, Joe Galbreath, Jim Scanlon, and Gene Birchill.
2. **Approval of Minutes:** Grant McClellan moved to approve the minutes of July 18, 1988, Marian Hosler seconded and the motion carried unanimously. Mr. Warmbier advised the Commission that the City Council enforced the condition that a shared access be used by the new True Value location on 99W and Driftwood Mobile Home Park.
3. **Bilet Products Status Report:** Mr. Blakeslee of Bilet Products said that they had been turned down for the grant by Bonneville Power. Therefore, he is continuing with AB Pneumatics in finding ways to buffer noise. He said that they are having an internal fan fabricated which should produce less noise. He noted that they are now having a problem with particulate. Mrs. Connell advised there had been one complaint about sawdust, but the complainant did not leave a name. Mr. Blakeslee said he would like to talk with anyone who complains, so that he can better determine how to solve the problem. He said they plan to turn the weather elbow in hopes that this would redirect the particulate back into the blower which should also help with noise. He plans to have the fan completed and DEQ back for testing before reporting at the next Planning Commission meeting.

The Commission agreed that Mr. Blakeslee continue to try to bring his plant into compliance and asked him to return for an update at the next meeting.

4. **Approval request for a Preliminary Development Plan of Orland Villa Planned Unit Development Phase 2.** There was no one present representing Orland Villa, so the Commission agreed to move this item ahead on the agenda.
5. **Discussion:**
 - a. **A Citizen Involvement Plan for Periodic Review:**
Mrs. Connell explained the information included in the packet on the current adopted program which the City has at present. She advised that if this plan is changed, the LCDC must be informed. She felt it was important to get a broad representation of citizens, but that rather than having numerous committees, some could be combined perhaps with the Planning Commission overseeing the committees.

Mr. Warmbier suggested a citizen's committee with a chair and co-chair from the Planning Commission and perhaps one of the City Council members. Mr. Scanlon suggested that the City newsletter be used to solicit participation and inform the community.

After discussion, Jim Scanlon moved to organize a preliminary advisory citizen's committee co-chaired by Planning Commission members which would consult with Staff and the City Council regarding technicalities. Gene Birchill seconded and the motion carried unanimously. Mr. Warmbier volunteered to co-chair and asked Jim Scanlon if he would also co-chair. Mr. Scanlon agreed to this.

- b. Biennial review of the Washington County-Sherwood Urban Planning Area Agreement. Carole described the biennial review procedure and stated that the only changes purposed relate to map and date changes. Carole asked the Commission to consider a plan being adopted by Tualatin in an effort to simplify rezoning when land is annexed by the City through the agreement. As it stands, the owner must reapply for zoning. The new plan would automatically adopt the current Sherwood zoning for the land being annexed. Jim Scanlon suggested that this be included and the wording be changed and adopted when the new comprehensive plan is adopted. The Commission agreed to make this suggestion to the City Council.

The Commission tabled Item 4, Phase 2 of Orland Villa Preliminary Development Plan to the next scheduled Planning Commission meeting as no representative for Orland Villa was present.

Mrs. Connell asked the Commission if the date of the next meeting could be changed to September 12th rather than the 19th at the request of Ben Reid. The Commission agreed to this.

There be no further comments, Jim Scanlon moved to adjourn at 8:20 p.m., Joe Galbreath seconded and the motion carried.

Rebecca L. Smith
Minutes Secretary