

City of Sherwood
Planning Commission Meeting
855 North Sherwood Boulevard

November 21, 1988
7:30 p.m.

1. Call to Order
2. Minutes of October 17, 1988
3. Bilet Products Report
4. Minor Land Partition (MLP88-3) request by Mr. Steve Cote,
located on Clifford Court.
5. Major Land Partition (MLP88-4) request by DCS Consultants,
located on Sunset Boulevard.
6. Interpretation of Similar Use (ISU88-1) request by Therm Tec.
7. Site Plan (SP88-6) request to expand Therm Tec.
8. Other Business

OCT 26 1988



Department of Environmental Quality

811 SW SIXTH AVENUE, PORTLAND, OREGON 97204-1390 PHONE (503) 229-5696

October 21, 1988

William C. Blakeslee
President
Bilet Products Company, Inc.
P.O. Box 175
Sherwood, OR 97140

Re: Bilet Products Company
Sherwood, Oregon
NP-Washington County
Noise Compliance Plan

Dear Mr. Blakeslee:

The Department has received and completed its review of Bilet Products Company's noise compliance proposal. Based on the information provided your selected course of action is expected to lower overall noise impact levels at nearby residential properties. However, should your noise compliance strategy fall short, your company will be required to install additional permanent noise controls.

DEQ thanks Bilet Products Company for its efforts to correct its noise problem. At the conclusion of your noise mitigation program nearby residents should experience noticeable reductions in noise pollution levels emanating from your facility.

Sincerely,

Terry L. Obzeshka, Manager
Noise Control Program
Air Quality Division

TLO:d
AD3873
Carol Connel, City of Sherwood

Parcel A: 7,652

Parcel B: 5,018

- B. The property is zoned Medium Density Residential Low MDRL. The minimum lot size is 5000 square feet for a single family residence.
- C. Parcel A is already occupied by a residence which will comply with the required setbacks as proposed and as indicated on the attached map.
- D. Access to Parcel A is from Lincoln Street and access to Parcel B will be from Clifford Court. As a part of MLP87-3, four feet of roadway has been dedicated to Lincoln Street from Parcel A. Clifford Court right-of-way has also been dedicated. Prior to the issuance of any building permits on Parcel B or the two lots created in 1987, Clifford Court must be improved to city standards.
- E. Surrounding land use and zoning in the area is residential.
- F. City sewer and water service will be installed in Clifford Court as required by MLP87-3 and prior to issuance of any building permits. The existing residence on Parcel A will continue to be served from existing water and sewer lines in Lincoln Street.
- G. Based on the required finding of fact for a minor land partition, the city finds that:
 - 1. No new roads are being created by this partition and Clifford Court will be improved to city standards prior to the issuance of any building permits associated with this partition and MLP87-3.
 - 2. The proposed partition complies with the MDRL zoning standards.
 - 3. Sewer and water is connected to the residence on Parcel A. Lines will be installed in Clifford Court to serve Parcel B prior to issuance of a building permit.
 - 4. The proposed partition permits full utilization of Tax Lot 602. The adjoining Tax Lot 601 will have to get access to Lincoln Street if it is to be further divided. Clifford Court cannot be extended to access Tax Lot 601.

V. CONCLUSION AND RECOMMENDATION

Based on the Background Data and the Findings of Fact, staff recommends approval of the request to partition Tax Lot 602 into two parcels as proposed subject to the following conditions:

1. No building permits shall be issued until the partition is recorded as approved and utility and street improvements in Clifford Court are complete in accordance with city standards.

Oct.
~~15~~ 15, 1988

Home construction Consultants, Inc.
4500 S. W. Kruse Way
Lake Oswego, Oregon 97035

626-6720 - 653-0295

City of Sherwood
90 N. W. Parkway
Sherwood, Oregon 97140

re: Minor Land Partition
Explanation and Justification

Dear Sirs:

This application is for consideration of a minor land partition and calls for the creation of one additional single-family lot. The new lot will front on Clifford Court behind the existing house fronting Lincoln on the N.E. corner of Lincoln and Clifford Court.

The subject property is zoned MDRL and contains approximately 12,445 square feet of land, which is within the size requirements needed to create the additional 5,035 square foot lot and leaving over 7,000 square feet with the existing house. No roads or streets are being created, and Clifford Court is under improvement per City standards called for in our last Minor Partition, approved July, 1987. Our Company is also installing a sewer line in Clifford Court adequate to serve the additional lot. In addition, all other services are adequate and will be provided.

Adjoining land. The only undeveloped site remaining adjacent to the proposed site is to the south, tax lot 601 and under current zoning may possibly be able to partition one additional lot which could easily have access to Lincoln Street. See site plan attached and notes within.

Sincerely,

HOME CONSTRUCTION CONSULTANTS, INC.


Steven H. Cole, President

CITY OF SHERWOOD
APPLICATION FOR LAND USE ACTION

Staff Use

CASE NO. _____

FEE _____

RECEIPT NO. _____

DATE _____

Type of Land Use Action Requested

<input type="checkbox"/> Annexation	<input checked="" type="checkbox"/> Conditional Use
<input type="checkbox"/> Plan Amendment	<input checked="" type="checkbox"/> Minor Partition
<input type="checkbox"/> Variance	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Design Review
	<input type="checkbox"/> Other _____

Owner/Applicant Information

NAME	ADDRESS	PHONE
Applicant: Home Construction Consultants, Inc.		626-6720
Owner: Same	4500 Kruse Way Lake Oswego, Oregon 97035	
Contact for		
Additional Info: Steve Cote		626-6720

Property Information

Street Location: 120 S.E. Lincoln st.

Tax Lot No. 0600 Map 2S-1-32AB. Acreage Approx. .29*

Existing Structures/Use: one single family house.

Existing Plan Designation: MDRL Medium Density Residential Low.
*12,445 square feet

Proposed Action

Proposed Use Single family

Proposed Plan Designation MDRL

Proposed No. of Phases (one year each) ONE

Standard to be Varied and How Varied (Variance Only) NONE


Purpose and Description of Proposed Action: _____
MINOR PARTITIONING TO CREATE TWO LOTS
One proposed lot to the rear of 120 S.E. Lincoln st. will front on
Clifford ct. 53'X 95' deep. The second lot will front 95' on Lincoln
st. and 78.06' on Clifford ct. (Excluding the radius for purpose of
explanation)

Authorizing Signatures

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.

Home Construction Consultants, Inc


Applicant's Signature
Steven H. Cote

President

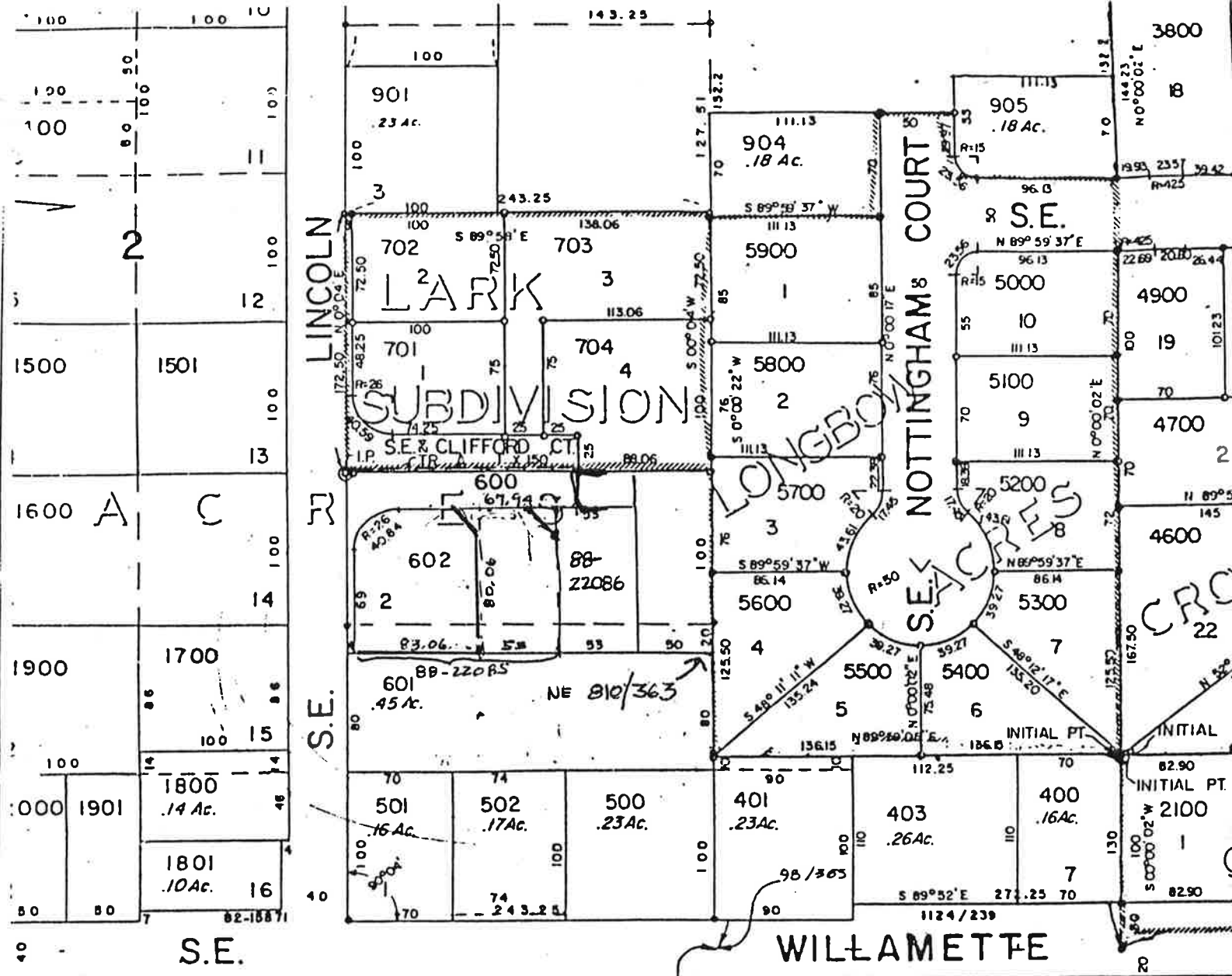
10 -14-88

Owner's Signature

To Be Submitted With The Application

To complete the application submit nine (9) copies of the following:

1. A brief statement describing how the proposed action satisfies the required findings criteria contained in the Comprehensive Plan for the action requested.
2. Applicable existing conditions and proposed development plan information and materials listed in Part 3 Chapter 1 TABLE 4.04 of the Comprehensive Plan. The information in TABLE 4.04 which is applicable to a given application shall be determined during a preapplication conference with the Planning Department.



N89°52'W 803.28 AND
S0°04'W 1188.28 TO CENTER
COR. OF SEC. 32

SEE MAP
2S 1 32AC

CHICAGO



This plat is for your aid in locating your land with reference to streets and other parcels. While this plat is believed to be correct, the company assumes no liability for any loss occurring by reason of reliance thereon.
Map No. 2S 1 32AB



11753
11789

210 12 275



**OREGON TITLE
Insurance Company**

1515 S.W. Fifth Avenue
Portland, Oregon 97201
(503) 220-0015

GRESHAM OFFICE
1240 E. Burnside
Gresham, Oregon 97030
(503) 661-6282

122ND OFFICE
1521 N.E. 122nd Avenue
Portland, Oregon 97230
(503) 257-9353

HOLLYWOOD OFFICE
4311 N.E. Tillamook
Portland, Oregon 97213
(503) 284-2142

BEAVERTON OFFICE
9340 S.W. Beav.-Hills. Hwy.
Beaverton, Oregon 97005
(503) 297-8084

HILLSBORO OFFICE
451 South First, Suite 300
Hillsboro, Oregon 97123
(503) 648-0531

SUNSET CORRIDOR
2700 N.W. 185th Ave.
Portland, Oregon 97229
(503) 645-7224

LAKE OSWEGO OFFICE
4500 Kruse Way
Lake Oswego, Oregon 97035
(503) 635-8851

**SUPPLEMENTAL
PRELIMINARY TITLE REPORT**

Oregon Title Insurance Company
451 S. First Street, Suite 300
Hillsboro, Oregon 97123

July 18, 1988

Attention: Marilyn

This report is for the exclusive use of the following parties:

STEVEN H. COTE
HOME CONSTRUCTION CONSULTANTS, INC.
LLL INC.

This preliminary title report is based on the condition of the title as of the effective date shown in Schedule A. Any changes in the land title or the transaction may affect the preliminary title report.

Any change in the amount of insurance or type of coverage requested may cause the premium to change.

Any questions concerning this preliminary title report can be directed to

MARILYN SYKES 648-0531

You may refer to:

Order No. : 653959 W Office: Hillsboro
Contact : Marilyn Sykes
Names of Parties: COTE/HOME CONST. CONS. INC./LLL INC.


Linda Uyeda

SCHEDULE A

Order No. 653959 W

1. The effective date of this preliminary title report is July 8, 1988 at 5:00 P.M.

2. The policy and indorsements to be issued and the related charges are:

___ Owner's	:	\$47,025.00	Premium:	\$196.30
___ City Liens	:		\$	5.00

3. The land to be insured in the policy to be issued is described as follows:

PLEASE SEE AMENDED EXHIBIT "A" ATTACHED HERETO

4. The title to the land to be insured is vested in:

HOME CONSTRUCTION CONSULTANTS, INC.,
an Oregon corporation

SCHEDULE B

Order No. 653959 W

The policy will be issued subject to the following exceptions:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.

2. Any facts, rights, interests, or claims which are not shown by the public records but which could be ascertained by an inspection of said land or by making inquiry of persons in possession thereof.

3. Easements, or claims of easement or encumbrances, not shown by the public records, reservations or exceptions in patents or in acts authorizing the issuance thereof, water rights, claims or title to water.

4. Any lien, or right to a lien, for taxes, workmen's compensation, services, labor, equipment rental or material heretofore or hereafter furnished, imposed by law and not shown by the public records.

5. Discrepancies, conflicts in boundary lines, shortage in area, encroachments, or any other facts which a correct survey would disclose.

6. Taxes for the fiscal year 1988-89, a lien due but not yet payable.

7. City Liens, if any, of the City of Sherwood.

Note: An inquiry has been directed to the City Clerk and a subsequent advice will follow concerning the actual status of such liens. The lien search charge is \$5.00 per tax lot.

8. Statutory powers and assessments of the Unified Sewerage Agency.

9. Traffic Impact Fee, if any, as imposed by Washington County Ordinance No. 310.

10. Trust deed, including the terms and provisions thereof, given to secure an indebtedness of \$10,000.00

Dated : December 4, 1987
Recorded : December 8, 1987 Recorder's Fee No. 87060151
Grantor : Home Construction Consultants, Inc., an Oregon corporation
Trustee : Ticor Title Insurance Co.
Beneficiary : Laura Bequette, an incapacitated person
Loan No. : Not disclosed

(Affects a portion)

(CONTINUED)

SCHEDULE B, CONTINUED

Order No. 653959 W

Page 2

11. The effect, if any, of Consent and Non-remonstrance Covenant for Public Improvements, including the terms and provisions thereof, Recorded : July 6, 1988 Recorder's Fee No. 88-29226

12. A certified copy of the resolution of the Board of Directors of Home Construction Consultants, Inc., an Oregon corporation authorizing the conveyance of the property to be insured should be furnished for examination. The resolution should specify the officers authorized to sign on behalf of the corporation.

12a. A letter has been sent to the Corporation Department of the State of Oregon to determine the standing of Home Construction Consultants, Inc., an Oregon corporation. Advice to follow.

13. A letter has been sent to the Corporation Department of the State of Oregon to determine the standing of LLL Inc., an Oregon corporation. Advice to follow.

NOTE: Taxes for 1987-88, paid in full.

Original Amount	:	\$1,375.14
Tax Amount	:	\$1,375.14
Code No.	:	088-10
Key No.	:	00552342
Map No	:	2S132AB 00600

(Affects additional property)

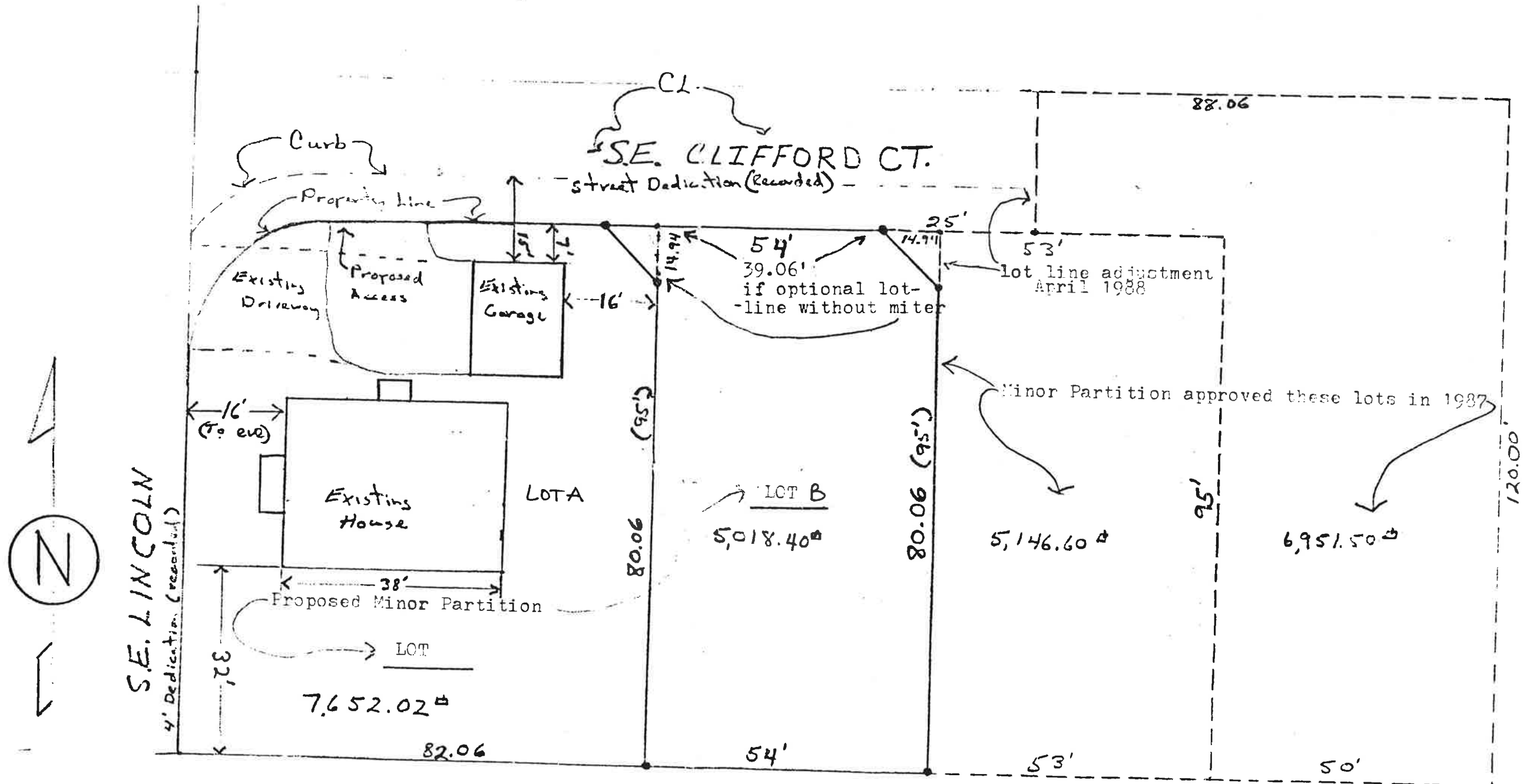
LL/maf/lfl pre705

cc: LLL Inc.

Attn: Leroy Larson

cc: Home Const. Consultants

Attn: Steven Cote



HOME CONSTRUCTION CONSULTANTS, INC.		
SCALE: 1" = 20'	APPROVED BY: JC	DRAWN BY SC
DATE:		REVISED
S.E. LINCOLN & CLIFFORD CT. SHERWOOD, OREGON		

STAFF REPORT

TO: City of Sherwood Planning Commission DATE TYPED: November 9, 1988

FROM: Carole W. Connell Planning Director FILE NO: MLP88-4

SUBJECT: Request for a Major Land Partition to divide a 2.9 acre lot into three (3) parcels and create a public road.

I. PROPOSAL DATA

Applicant: Jerzy Poludniak
Eileen Boston
3212 S. E. 9th #3
Portland, Oregon 97202

Owner: Raymond and Ernestine Soika
11560 S. W. Royal Villa Drive
Tigard, Oregon 97224

Representative: John Peterson
DCS
2724 S. E. Sunflower Court
Hillsboro, Oregon 97123

Location: Located on the south side of S.E. Sunset Boulevard about 700 feet east of Pine Street and further described as Tax Lot 2102, Map 2S-1-32D.

II. SHERWOOD CODE PROVISIONS

- A. Chapter 2 Section 2.102 Low Density Residential LDR zone
- B. Chapter 4 Section 4.100 Application Content
- C. Chapter 7 Section 7.304 Creation of Streets
- D. Chapter 7 Subdivision Ordinance
- E. Sherwood Comprehensive Plan

III. FINDINGS OF FACT

- A. The subject parcel is 2.94 vacant acres. Surrounding land use and zoning is residential and agricultural.
- B. The applicant submitted the request as a minor land partition, however since a road is being created to serve the

site the request is a major land partition subject to the subdivision ordinance.

- C. The property is zoned Low Density Residential LDR which permits a minimum lot size of 7,000 square feet. The request is to divide the 2.9 acres into three lots as follows:

Parcel A: 0.6 acres
Parcel B: 1.1 acres
Parcel C: 1.0 acres

- D. The property currently has frontage on S.E. Sunset Boulevard. The proposal provides access to each lot from a city collector street identified in the Transportation Plan perpendicular to Sunset Boulevard and along the east property line of the subject site. The planned unnamed street extends south beyond the subject property to the Sherwood UGB.
- E. A collector street standard has 54 feet of right-of-way. The proposed road west of the centerline includes 10.5 feet from the subject site and an adjoining 16.5 foot wide portion of Tax Lot 2200 (the pole of a flag lot). The remaining 27 feet of the proposed road east of the centerline would eventually be dedicated from Tax Lot 2000, for a total of 54 feet. Ideally, the 16.5 feet from Tax Lot 2200 needs to be dedicated simultaneously with the 10.5 foot deduction from the subject lot. If this cannot be arranged the city would consider requiring a full 27 feet of dedication from the subject parcel to assure establishment of the road.
- F. Because this application is subject to the subdivision ordinance, half street (20 feet) of road paving drainage provisions, curbs and sidewalks are required. It is likely that the three parcels will be further divided in the future.
- G. City sewer service is located at four corners, considered too far to be extended to the subject site. The County Health Department must approve septic and drainfield facilities for each parcel. Further divisions would probably require sewer service.
- H. City water service consists of an eight inch line and a hydrant in front of the subject parcel on Sunset Boulevard. The applicant is required to extend an eight inch line from Sunset south along the proposed road right-of-way to the southeast corner of Parcel C to serve the three parcels.
- I. Sunset Boulevard in this area is in the jurisdiction of Washington County, who has been notified of this request and whose response is attached.
- J. According to the code, when subdividing tracts into large lots which may be resubdivided, the Commission may require that the lots be of a size and shape, and apply additional

building site restrictions, to allow for the subsequent division of any parcel into lots of smaller size and the creation and extension of future streets. (Section 7.102.02).

K. Based on the required findings of a major partition or subdivision, the city finds that:

1. The proposal includes provisions for the planned collector street along the east side of the tract. The proposal must include half (27 feet) of the required right-of-way on their property or including the 16.5 feet from the adjoining Tax Lot 2200.
2. There are no private streets planned.
3. The extension of an eight inch water line to the southeast corner of the lot will provide adequate water to each parcel. City sewer service is too far to be extended and septic drainfield systems for each parcel must be approved by Washington County.
4. With the required collector street dedication, access to the adjoining parcels 2200 and 2000 will be available.

V. CONCLUSION AND RECOMMENDATION

Based on the Findings of Fact staff recommends approval of the Soika Major Land Partition subject to the following conditions:

1. Twenty-seven (27) feet of dedicated road right-of-way shall be provided either:
 - a. Entirely from the east side of Tax Lot 2102 or;
 - b. By providing ten and one half (10.5) feet from the east side of Tax Lot 2102 and sixteen and one half (16.5) feet from the west side of Tax Lot 2000.
2. Half street road improvements of the dedicated collector street to city standards shall be constructed.
3. A non-remonstrance agreement between the owner and the city shall be provided for future city sewer service to city standards.
4. The owner shall comply with Washington County's Sunset Boulevard road requirements, attached as Exhibit A.
5. Extension of an eight (8) inch city water line from Sunset Boulevard to the southeast corner of Parcel C shall be constructed.

6. The final plat for the partition shall include a proposed building foot print for each lot that illustrates the ability to further divide each parcel.



WASHINGTON
COUNTY,
OREGON

November 10, 1988

Carole Connell
Sherwood Planning Department
90 N.W. Park Street
Sherwood, OR 97140

Re: SOIKA Minor Land Partition (MLP 88-4Soika)

Washington County has completed its review of the above mentioned development action and submits the following recommendations:

1. Prior to issuance of a building permit:
 - a. Sign a waiver not to remonstrate against the formation of a Local Improvement District or other mechanism to improve and maintain the base facilities of E. Sunset Blvd. between Murdock Road and S.W. Sherwood Blvd. to County standards.
 - b. Dedicate additional right-of-way to provide 45 feet from centerline along E. Sunset Blvd. frontage.
 - c. Establish a one-foot non-access reserve strip on E. Sunset Blvd. frontage except at shared access easement at the east property line.
 - d. Submit plans, obtain Washington County Engineering Division approval, provide financial assurance, and obtain a facility permit to construct the following public improvements:
 1. A five foot sidewalk to County standards along E. Sunset Blvd. frontage.
 2. Provide adequate roadway drainage along the site's E. Sunset Blvd. frontage.
 3. Access to a County Road to County standard.

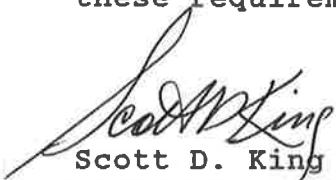
These improvements will be constructed in accordance with the Washington County Uniform Road Improvement Design Standards.

The documents needed for completion of Conditions 1.a., b., and c. shall be prepared by the County Survey Division and recorded by the applicant in the Records Division of the Department of Assessment and Taxation. Provide a copy of each document to Washington County Land Development Division after they have been recorded.

SOIKA MINOR LAND PARTITION
November 10, 1988
page 2

2. Prior to Building Occupancy:
 - a. The public improvement required by 1.d.1., 2., and 3. above shall complete and accepted by the County.
3. Access for the new parcels shall be at the shared access point at the eastern edge of the parcel.
4. Further conditioning is deferred until this parcel develops with urban services and densities. Washington County will require notification of any further development requests on this site.

If you have any questions or would like additional information about these requirements, please contact me at 648-8761.



Scott D. King
Transportation Planner

c: Cliff Hamby

Staff Use

CITY OF SHERWOOD
APPLICATION FOR LAND USE ACTION

CASE NO. _____
FEE 125.00
RECEIPT NO. _____
DATE _____

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: <u>JERZY POLUDNIAK & EILEEN BOBON</u>	<u>3212 SE 9th #3</u>	<u>235-3001</u>
Owner: <u>Raymond & Ernestine Soika</u>		
Contact for		
Additional Info: <u>D.C.S. 2724 S.E. Sunflower Ct, Hillsboro, 648-4959</u>		

Property Information

Street Location: S.E. Sunset Blvd.

Tax Lot No. 2102 Acreage 2.94

Existing Structures/Use: Filbert Orchard - Abandoned

Existing Plan Designation: LDR

Proposed Action

Proposed Use Single Family Residential

Proposed Plan Designation LDR

Proposed No. of Phases (one year each) 2

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

Purpose and Description of Proposed Action: low density development in accordance with the present plan designation

OCT. 21, 1988
JOB # 8809016

PLANNING DIRECTOR
CITY OF SHERWOOD
90 N.W. PARK AVE.
SHERWOOD, OR. 97140

PROPOSED MINOR LAND PARTITION (MLP)

GENERAL - THE SUBJECT PIECE OF PROPERTY IS A 2.94 (GROSS) ACRE TRACT ON THE SOUTHSIDE OF SUNSET BOULEVARD ABOUT 400 FEET EAST OF S. PINE STREET. IT CONSISTS OF AN ABANDONED FILBERT ORCHARD.

THE ZONING IS LDR (LOW DENSITY RESIDENTIAL) WHICH IS 5 DWELLING UNITS PER ACRE. THIS DENSITY CAN NOT BE REALIZED UNTIL SANITARY SEWER BECOMES AVAILABLE IN THE AREA. PROPOSED PARCELS WILL UTILIZE SEPTIC SYSTEMS.

THERE IS AN EXISTING CITY WATER LINE WITH A HYDRANT ALONG THE NORTH END OF THE PARCEL.

THE PROPERTY HAS A NORTHERLY FACING SLOPE THAT GIVES A VIEW OF SHERWOOD ESPECIALLY FROM THE UPPER PORTIONS.

PROPOSED DIVISION - THE PROPOSED DIVISION PROVIDES FOR THE FUTURE DEVELOPMENT OF THE AREA BY PROVIDING THE NECESSARY DEDICATIONS ON BOTH THE NORTH AND WEST SIDES.

THE LONG TERM PLANNING PROVIDES FOR A 70 FOOT RIGHT-OF-WAY ON SUNSET BOULEVARD AND A 50 FOOT PUBLIC STREET ON THE EAST. THE PROPOSED DEDICATION WILL MEET THESE NEEDS.

IT IS REQUESTED THAT NO PUBLIC IMPROVEMENTS BE REQUIRED AT THIS TIME. THERE WOULD BE NO BENEFIT TO HAVING A 200 FOOT LONG IMPROVED PUBLIC ROAD AND THE WIDENED PIECE MAY ACTUALLY CONSTITUTE A HAZARD TO SOME DRIVERS, ESPECIALLY AT NIGHT.

IN LIEU OF HAVING TO MAKE THE PUBLIC IMPROVEMENTS AT THIS TIME THE APPLICANTS AGREE TO SIGN A NONREMONSTRANCE AGREEMENT. THIS WILL INSURE THEIR PARTICIPATION WHEN A LOCAL IMPROVEMENT DISTRICT IS FORMED TO IMPROVE THE ROAD. THIS WILL PROVIDE FOR THE IMPROVEMENTS TO BE DONE IN AN ORDERLY AND SAFE MANNER.

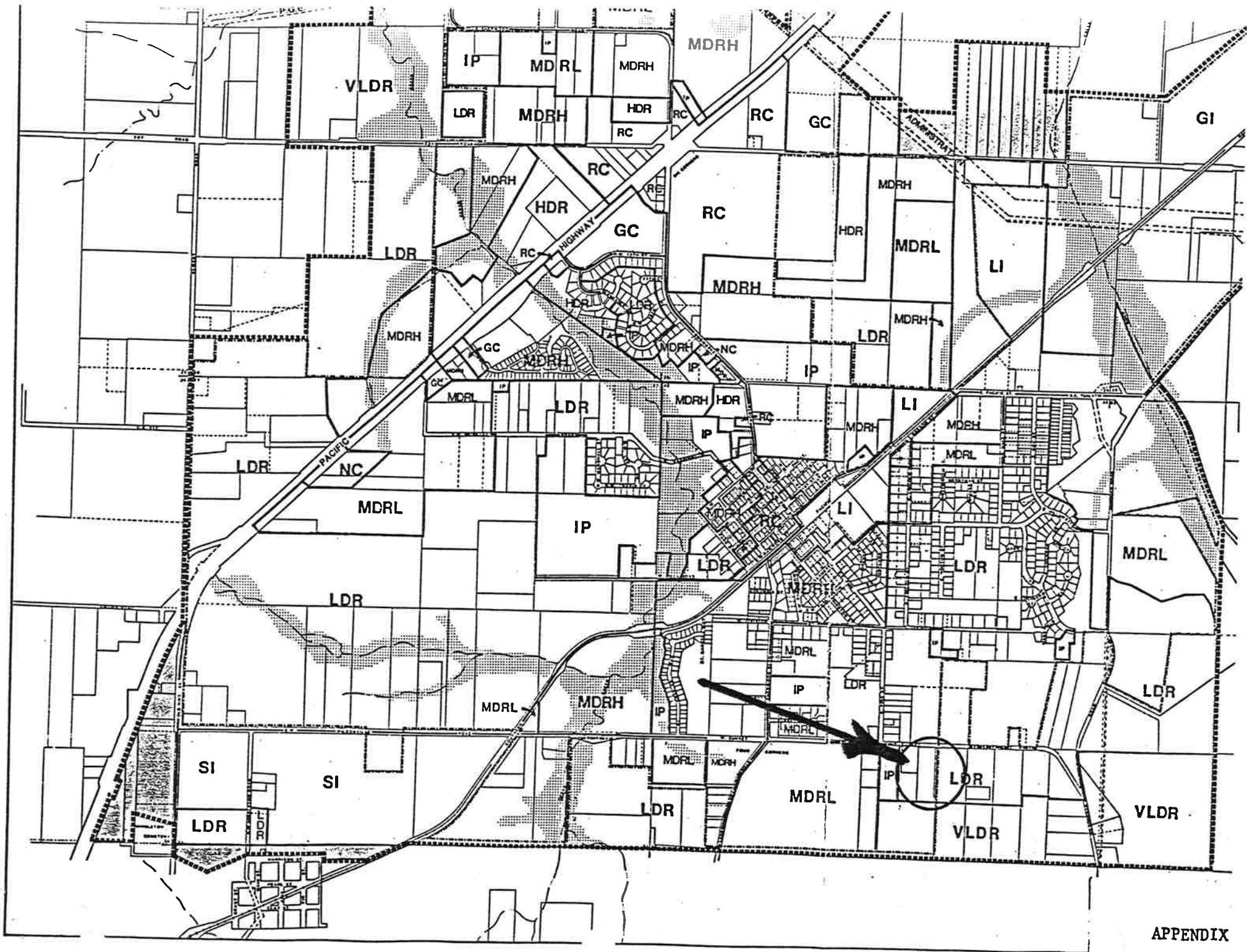
THE MAIN ACCESS TO THE PARCELS WILL BE ALONG AN ALL WEATHER GRAVEL DRIVEWAY ON THE EASTSIDE OF THE PROPERTY. IT WILL BE BUILT IN THE 25 FOOT WIDE STRIP CONSISTING OF THE 8.5 FOOT DEDICATION AND A 16.5 FOOT EASEMENT. THE EASEMENT WILL BE WRITTEN IN SUCH A MANNER AS TO EXTINGUISH THE ACCESS PORTION OF THE EASEMENT UPON CONSTRUCTION OF THE PUBLIC ROAD ALONG THE EASTSIDE.

CONCLUSIONS - THIS PROPOSAL PROVIDES FOR LIMITED DEVELOPMENT OF THE SUBJECT TRACT, WHILE ASSISTING IN THE REALIZATION OF THE FUTURE GOALS OF THE CITY AND THE AREA.

SINCERELY,

John M. Peterson

JOHN M. PETERSON P.L.S.





ORLTON BASF

STAFF REPORT

TO: City of Sherwood Planning Commission DATE TYPED: November 9, 1988

FROM: Carole W. Connell Planning Director FILE NO: ISU88-1

SUBJECT: Request for an Interpretation of Similar Use.

I. PROPOSAL DATA

Applicant: Mr. Dean Robbins
Therm Tec
20525 S. W. Cipole Road
Sherwood, Oregon 97140

Owner: Same as above

Location: 20525 S. W. Cipole Road and further described as Tax Lot 505, Map 2S-1-28A.

II. BACKGROUND DATA

In 1985 the Sherwood Design Review Board approved a site plan for the Therm Tec facility. At that time the business was represented as an incinerator manufacturer. To date the manufacturing of incinerators is still the primary activity. However, within Therm Tec's manufacturing facility there has been an operating incinerator that destroys confidential and medical materials. The highly sophisticated and efficient incineration equipment is needed by area police departments and hospitals, for instance, who do not have their own equipment. Therm Tec is requesting construction of a second building (40' x 100') on their current site specifically for the incineration of material as described above. The new building will permit the company to increase their incinerating (or processing) business to meet a growing demand.

The kind of activity described above is not specifically identified in the list of General Industrial permitted or conditional uses. Therefore, an Interpretation of Similar Use is requested to determine if the use should continue to be allowed and expanded.

III. SHERWOOD CODE PROVISIONS

- A. Chapter 2 Section 2.111 General Industrial GI zone.
- B. Chapter 4 Section 4.600 Interpretation of Similar Use.

IV. FINDINGS OF FACT

- A. The subject property is zoned General Industrial GI. Therm Tec was initially permitted because it was described as a metal manufacturing business for the purpose of building incinerators.
- B. Since completion of the Term Tec facility, an operating incinerator has been in use for demonstration and the occasional need to dispose of confidential and medical waste. The waste arrives in plastic lined cardboard sealed boxes and are then destroyed.
- C. The General Industrial GI Permitted and Prohibited Uses are attached. The zone does not specifically prohibit incineration or the processing of medical and confidential materials.
- D. The applicant proposes that the term "processing" of various materials is comparable to "incineration" of the materials. The medical and confidential materials may most closely be comparable to "drugs", instruments or glass.
- E. Incinerate means to burn to ashes. An incinerator is defined as a furnace for burning waste. The code prohibits blast furnaces but clearly does not contemplate the highly technical and sophisticated type of incinerator manufactured by Therm Tec. The code does not even consider solid waste or more generally waste disposal.
- F. Therm Tec's incinerator is licensed and regulated by DEQ. The Sherwood Code does not have standards or criteria for incineration. City staff has no expertise in this field. Noise, air and odor pollution in Sherwood are subject to DEQ standards.
- G. There have been no known complaints regarding Therm Tec's operation. Surrounding zoning is industrial. Surrounding land use is industrial, residential and agricultural.
- H. The Metropolitan Service District (Metro), who is responsible for region wide solid waste planning has been notified of this request. Mr. Phil North contacted the City on November 8, 1988 and stated that both hospital and confidential wastes are not regulated by Metro but are under the authority of DEQ. Metro's franchise code is being reviewed in the next eight months and will be considering provisions for regulating special wastes. Staff then contacted DEQ.

V. CONCLUSION AND RECOMMENDATION

There is clearly no code reference to waste disposal of any manner in the Community Development Code. Therm Tec primarily manufactures incinerators. Therm Tec is also able to have an incinerator operating for municipalities or businesses with hazardous or illegal materials that simply cannot be dumped.

The facility provides a unique, needed and likely growing service in the metro area. Incineration is closely regulated by the DEQ. There have been no pollution or other complaints associated with the incinerating that has occurred to date.

Staff recommends **approval** of the Interpretation of Similar Use for Therm Tec's incineration operation subject to the following conditions:

1. Prior to issuance of a building permit, Therm Tec shall provide proof of DEQ licensing for the incineration operation. Therm Tec is encouraged to cooperate with Metro in their region wide solid waste planning.

4.600 INTERPRETATION OF SIMILAR USES

4.601 GENERALLY

Where an interpretation is required as to the applicability of the provisions of this Code to a proposed land use which is not specifically listed or otherwise clearly indicated as allowed, conditionally allowed or prohibited, a written request for an interpretation may be submitted to the Commission.

4.602 APPLICATION CONTENT

The request shall be submitted with a fee pursuant to Section 3.302 and shall include information on the following characteristics of the proposed use:

- A. Description of the activity to be conducted on the site.
- B. Noise and odor characteristics.
- C. Description of material or product storage requirements.
- D. Amount and type of traffic to be generated.
- E. Description of the structures required.

4.603 APPROVALS

The Commission shall render a decision approving, approving with conditions, or denying the request. The decision of the Commission may be appealed to the Council in accordance with Section 3.400.

2.111 GENERAL INDUSTRIAL (GI)

2.111.01 **Purpose**

The GI zoning district provides for the manufacturing, processing, assembling, packaging and treatment of products from previously prepared or raw materials, providing such activities can meet and maintain minimum environmental quality standards and are situated so as not to create significant adverse effects to residential and commercial areas of the City. The minimum contiguous area of any GI zoning district shall be fifty (50) acres.

2.110.02 **Permitted Uses**

The following uses are permitted outright, provided such uses meet the environmental performance standards contained in Section 5.803:

- A. Wholesale bakeries and beverage and bottling plants.
- B. Machine shops.
- C. Box and container manufacturing
- D. Building maintenance services
- E. Building material sales
- F. Cold storage facilities
- G. Contracting and building material and equipment storage yards
- H. Public and private utilities, including but not limited to telephone exchanges, electric substations, gas regulator stations, treatment plants, water wells and public works yards.
- I. Equipment rental yards
- J. Laboratories for testing and medical, dental, photographic or motion picture processing.
- K. Manufacturing, compounding, processing, assembling, packaging, treatment or fabrication of the following articles or products:
 - 1. Drugs, cosmetics, chemicals and allied products, except as prohibited in Section 2.111.03.

2. Instruments and electrical, electronic, and communication components and systems
 3. Farm equipment and greenhouses
 4. Food products, including meat and poultry
 5. Furniture, cabinetry and upholstery
 6. Glass and ceramics
 7. Iron, steel, sheetmetal, and other metal products provided no blast furnaces, extraction, milling or smelting shall be allowed
 8. Leather products, except tanneries
 9. Novelties
 10. Pulp, paper, wood, lumber and allied products, except sawmills
 11. Plastics
 12. Recreational vehicles, manufactured homes, boats and other motor vehicles
 13. Signs
 14. Textile and fiber products
- L. Plumbing supplies and service, excluding retail sales
- M. Blueprinting, printing, publishing or other reproduction services.
- N. Truck and bus yards and terminals
- O. Wholesaling, warehousing and storage
- P. Processing, assembly, packaging and other treatment of products including small hand tools, optical goods, hearing aids, and scientific instruments or equipment.
- Q. Other similar industrial uses, subject to Section 4.600.
- R. Dwelling unit for a security person employed on the premises, and their immediate family.
- S. PUD's, subject to the provisions of Section 2.202.
- T. Temporary uses, including but not limited to construction and real estate sales offices, subject to Section 4.500.

2.111.03 Conditional Uses

The following uses are permitted as conditional uses provided such uses meet the environmental performance standards contained in Section 5.803 and are approved in accordance with Section 4.300.

- A. Government offices, including but not limited to, postal stations, administrative offices, police and fire stations.
- B. Sand and gravel pits, rock crushers, concrete and asphalt mixing plants subject to Section 2.204.

2.111.04 Prohibited Uses

The following uses are expressly prohibited:

- A. All residential and commercial uses not otherwise specifically permitted.
- B. Auto wrecking and junk or salvage yards.
- C. Commercial radio, television or similar communication broadcasting stations or equipment.
- D. Distillation of oil, coal, wood or tar compounds and the creosote treatment of any products.
- E. Manufacture of the following products or substances:
 - 1. Abrasives, acids, disinfectants, dyes and paints, bleaching powder and soaps and similar products.
 - 2. Ammonia, chlorine, sodium compounds and similar chemicals.
 - 3. Celluloid or pyroxylin
 - 4. Cement, lime, gypsum, plaster of Paris, clay, creosote, coal and coke, tar and tar-based roofing and waterproofing materials and similar substances.
 - 5. Explosives and radioactive materials
 - 6. Fertilizer, herbicides and insect poison
- F. Rolling mills, forge plants and smelters
- G. Saw mills
- H. Slaughter of livestock or poultry, the manufacture of animal by-products or fat rendering.

2.111.05 Dimensional Standards

A. Lot Dimensions

Except as otherwise provided, required minimum lot area and dimensions shall be:

1. Lot area: 20,000 sq. feet
2. Lot width at front property line: 100 feet
3. Lot width at building line: 100 feet

B. Setbacks

Except as otherwise provided, required minimum setbacks shall be:

1. Front yard: None, except when abutting a residential zone or public park there shall be a minimum of fifty (50) feet.
2. Side yards: None, except when abutting a residential zone there shall be a minimum of fifty (50) feet.
3. Rear yard: None, except when abutting a residential zone then, there shall be a minimum of fifty (50) feet.
4. Corner lots: None, except when abutting a residential zone there shall be a minimum of fifty (50) feet.

C. Height

Except as otherwise provided, the maximum height shall be fifty (50) feet, except that structures within one hundred (100) feet of a residential zone shall be limited to the height requirements of the residential zone.

2.111.06 Community Design

For standards relating to off-street parking and loading, energy conservation, environmental resources, landscaping, access and egress, signs, parks and open space, on-site storage, and site design, see Chapter 5.

2.110.07 Flood Plain

Except as otherwise provided, Section 2.114, shall apply.

STAFF REPORT

TO: City of Sherwood Planning Commission DATE TYPED: November 2, 1988

FROM: Carole W. Connell Planning Director FILE NO: SP88-6

SUBJECT: Request for Site Plan approval to construct a new 4000 square foot building.

I. PROPOSAL DATA

Applicant: Mr. Dean Robbins
Therm Tec
20525 S. W. Cipole Road
Sherwood, Oregon 97140

Owner: Same as above

Location: 20525 S. W. Cipole Road and further described as Tax Lot 505, Map 2S-1-28A

II. BACKGROUND DATA

On December 16, 1985 the Sherwood Design Review Board approved the Therm Tec site plan. The subject request is to modify that plan by constructing a 4000 square foot building in the back of the site.

III. SHERWOOD COMMUNITY DEVELOPMENT CODE PROVISIONS

- A. Chapter 2.111 General Industrial GI zone.
- B. Section 5.800 Environmental Resource Management.
- C. Chapter 5 Community Design and Appearance
- D. Sherwood Comprehensive Plan

IV. FINDINGS OF FACT

- A. The applicant is requesting an expansion of his business and the addition of a 4000 square foot metal building.
- B. The subject property is zoned General Industrial GI. The building is to house an operating incinerator for the processing or burning of confidential and medical material and waste. The review of this application is subject to the approval of the applicants request for an Interpretation of Similar Use, file number ISU88-1.

- C. The building location complies with the GI zone setbacks because there are none when abutting property zoned GI. Surrounding land is zoned GI, including that within the City of Tualatin across Cipole Road.
- D. The proposed building is 18 feet high, under the 50 foot height limit.
- E. In 1985 the applicant provided a noise analysis from a registered accoustical engineer indicating noise levels exceeding Sherwood's limitations but closely complying with DEQ standards. Sherwood's noise standards have since been modified to reflect state DEQ regulations. At that time the city required compliance with DEQ noise standards. There have been no known noise complaints since the business has been in operation.
- F. Access to the site is from Cipole Road, a county road. Washington County has been notified of this request. Necessary dedications were made in 1985. Washington County road requirements are attached as Exhibit A.
- G. The area proposed for the new building had no identified use in the original site plan.
- H. The building materials and colors are to be the same as the existing shop building.
- I. Currently there are an estimated two or three semi trucks delivering steel each day. There has been one additional medium size truck delivering the waste materials. The medium size trucks will increase to two or three deliveries daily (during the week only).
- J. There are currently twenty-four employees and twenty-six parking stalls. The code requires one stall per employee. The applicant expects an increase of eight or ten employees if the building is approved. However, four (4) would be added to the day shift and the other six would begin a swing and graveyard shift, not now operating. Therefore, an additional two (2) parking spaces should be added to the lot.
- K. The code requires perimeter landscaping next to parking and loading areas. The Design Review Board did not require perimeter landscaping along the west property line because of potential business expansion. Since the building is now proposed in this location, no additional landscaping is required.
- L. Signage on the site has been completed in accordance with the original plan. All other conditions required of the original site plan (SP85-07) have been met.

- M. The applicant has coordinated this request with the Tualatin Fire District.
- N. The Metropolitan Service District (METRO) who is responsible for region wide solid waste planning, has been notified of this request.

V. CONCLUSION AND RECOMMENDATION

Based on the Background Data, the approval of ISU88-1 and the Findings of Fact, staff recommends approval of the site plan to add a new building to the Therm Tec facility subject to the following conditions:

1. Two (2) parking stalls shall be added to the existing parking area.
2. The building addition shall be in compliance with the Tualatin Fire District requirement.



WASHINGTON
COUNTY,
OREGON

November 10, 1988

Carole Connell
Sherwood Planning Department
90 N.W. Park Street
Sherwood, OR 97140

Re: THERM-TEC

Washington County has completed its review of the above mentioned development action and submits the following recommendations:

1. Prior to issuance of a building permit:

- a. Sign a waiver not to remonstrate against the formation of a Local Improvement District or other mechanism to improve and maintain the base facilities of Cipole Road between Tualatin Sherwood Road and State Highway 99W to County standards.
- b. Establish a one-foot non-access reserve strip on Cipole Road frontage except at existing access point.
- c. Submit plans, obtain Washington County Engineering Division approval, provide financial assurance, and obtain a facility permit to construct the following public improvements:
 1. A five foot sidewalk to County standards along Cipole Road frontage.
 2. Provide adequate roadway drainage along the site's E. Sunset Blvd. frontage.

These improvements will be constructed in accordance with the Washington County Uniform Road Improvement Design Standards.

The documents needed for completion of Conditions 1.a. and b. shall be prepared by the County Survey Division and recorded by the applicant in the Records Division of the Department of Assessment and Taxation. Provide a copy of each document to Washington County Land Development Division after they have been recorded.

THERM-TEC
November 10, 1988
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2. Prior to Building Occupancy:

- a. The public improvements required by 1.c.1. and 2. above shall complete and accepted by the County.
- b. Provide adequate illumination of the access point onto Cipole Road in accordance with "An Informational Guide for Street Lighting", AASHTO, 1984.

If you have any questions or would like additional information about these requirements, please contact me at 648-8761.



Scott D. King
Transportation Planner

c: Cliff Hamby



**BOX 1105 TUALATIN, OREGON 97062
(503) 625-7575 FAX (503) 625-6161**

October 24, 1988

Ms. Carole Connell, Planning Director
City of Sherwood
90 NW Park Street
Sherwood, OR 97140

Re: Submittal for building permit

Dear Ms. Connell:

In addressing the land use issue per section 4.602, the points are as follows:

- A) Description of activity to be conducted on the sight.
 - 1) Therm-Tec is proposing a 40' x 100' building for processing confidential and medical material.
- B) Noise and odor characteristics.
 - 1) All processing equipment will be housed within the building. Noise levels within the building will be well within the safe working levels for employees (without ear protection), therefore, noise pollution will not be a factor.
 - 2) No materials are stored on sight, nor process odors emitted from the equipment.
- C) Description of material or product storage requirements.
 - 1) All materials received are off loaded and fed immediately into the process equipment. The maximum duration of time from off loading to processing would be 12 hours, therefore, there are no specific storage requirements.

**Manufacturers of
Incineration Systems & Energy Recovery Systems**



Ms. Carole Connell
October 24, 1988
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- D) Amount and type of traffic to be generated.
1) Under full operation, three medium duty trucks (26 ft) would be scheduled daily (five days per week).
- E) Description of the structure required.
1) The process equipment as designed, does not require a building; however, for aesthetics, security, and operational ease. Therm-Tec is proposing a metal prefab building 40' x 100' with 18' eave height. The building will be the same manufacture as the main existing shop. The rib sheeting and colors will be the same. Drawings DBP-9045 and DBP-9008-C are attached for your review.

Therm-Tec has attached a check for \$200.00 for site plan and interpretation. If there are any questions, please contact Dean Robbins or myself.

Respectfully,

A handwritten signature in cursive script, appearing to read 'Gary Thorn'.

Gary Thorn
Vice President

GT:p

Encs.: drawings DBP-9045, DBP-9008-C, one check for \$200.00

APPROVED MINUTES

City of Sherwood
Planning Commission Meeting
November 21, 1988

1. **Call to Order:** Chairman Glen Warmbier called the meeting to order at 7:30 p.m. Commissioners present were: Eugene Birchill, Clarence Langer Jr., Glenn Blankenbaker, Marian Hosler, Grant McClellan, and Jim Scanlon. Also present were City Planning Director Carole Connell and Secretary Kathi Steen.
2. **Approval of Minutes:** Eugene Birchill moved to approve the minutes of October 17, 1988, Jim Scanlon seconded and motion carried unanimously.
3. **Old Business**
 - a. **Bilet Products Status Report:** City Planner Carole Connell informed the Commission that Mr. Blakeslee had received an acknowledgement from DEQ regarding Bilet Products Company's noise compliance proposal. Ms. Connell reported which of the listed improvements had been completed to date. Upon completion of the plan DEQ will perform a noise test to insure compliance with state standards.
4. **Request by Mr. Steve Cote for a Minor Land Partition (MLP88-3) located on Clifford Court.**

Chairman Warmbier tabled this request until the next Planning Commission meeting scheduled for December 19, 1988 inasmuch as Mr. Cote was not present.

5. **Major Land Partition (MLP88-4) request by DCS Consultants, located on Sunset Boulevard.**

Chairman Warmbier declared this item open for discussion and asked first for the staff report. Ms. Connell reviewed her staff report, findings of fact and recommendation for approval with conditions. Ms. Connell advised the Commission that when DCS first approached the City with their request that 2.9 acres be divided into three lots, the initial application indicated a minor land partition. However, after further investigation Ms. Connell informed the Commission that the request created a major land partition inasmuch as a new collector street was created on the eastern boundary of the property. Ms. Connell informed the Commission that this application is subject to the subdivision ordinance.

Chairman Warmbier asked for the applicant's report. John M. Peterson of Development & Construction Services, 2724 S. E. Sunflower Court, Hillsboro, 97123 informed the Commission that his client's development meets all of the City's standards for

goals and development in the area. Mr. Peterson indicated his clients (Jerzy Poludniak and Eileen Boston) are willing to dedicate the portion of property that falls in their right-of-way but requested the construction of the 1/2 street be delayed until the back of the property is developed. Mr. Peterson notified the Council his clients are opposed to the staff recommendation for a 1/2 street because the cost of the 1/2 street and the improvement cost for the three lots exceed the cost of the property.

Jim Scanlon asked Mr. Peterson what the total easement would be?

Mr. Peterson replied a total access strip of 25 feet has been requested to the back of the property.

Chairman Warmbier informed Mr. Peterson that it may be fifteen years before the back of the property is developed and the 1/2 street is needed for fire equipment.

Jim Scanlon asked City Planner Connell if the burden of the 1/2 street could be spread equally to the three owners who would buy the lots.

City Planner Carole Connell replied the question would be when and how.

Glenn Blankenbaker indicated that a three party LID is not a viable solution.

Glenn Blankenbaker moved to approve Major Land Partition (MLP88-4) with staff recommendations including the 1/2 street road improvements of the dedicated collector street. Jim Scanlon seconded the motion. The motion passed unanimously.

6. Interpretation of Similar Use (ISU88-1) request by Therm Tec.

Chairman Warmbier asked City Planner Connell for the staff report. Ms. Connell informed the Commission that Therm Tec has requested that their incineration business be expanded to include a incinerator that destroys confidential records and medical equipment (bio-hazardous materials). Ms. Connell continued that before the Commission could consider the site plan approval (to construct a second building to house the highly sophisticated incinerator) the Commission must first look at the Similar Use interpretation to determine if disposing of bio-hazardous materials falls within the guidelines of General Industrial permitted or conditional uses.

City Planner Connell reviewed her staff report, findings of fact and recommendation for approval with condition. Ms. Connell notified the Commission that she had contacted the Metropolitan Service District (Metro) who is responsible for region wide solid waste planning and Metro's codes did not acknowledge this type of solid waste. Ms. Connell continued that the code prohibits blast furnances but does not contemplate something more sophisticated. Ms. Connell did point out that Therm Tec is licensed with DEQ and

there have been no complaints since the facility began operation in 1985. She said she spoke with Rick Volpel, DEQ, about the Therm Tec operation.

Chairman Warmbier asked for the applicant's report. Dean Robbins, Therm Tec, 20525 S. W. Cipole Road, Sherwood informed the Commission that there is a great need for the type of incinerator that can dispose of contaminated waste. Mr. Robbins indicated he has been in the incineration business for 16 years and currently has this sophisticated incineration system (disposing of contaminated waste) successfully operating in Connecticut, New Jersey, Ohio and New York. Mr. Robbins indicated this incinerator will increase his business two to three fold.

Chairman Warmbier asked Mr. Robbins about transporting the contaminated waste. Mr. Robbins indicated there would be two to three 14 foot vans a day delivering the contaminated waste (currently one van a day delivers the contaminated material to Therm Tec). Mr. Robbins informed the Commission that all of the boxes are lined in plastic, sealed with tape and their vans are furnished with hazardous waste equipment even though they do not accept liquid, chemicals or radioactive materials.

Chairman Warmbier asked Mr. Robbins if there is a residue from the burning of the contaminated materials. Mr. Robbins indicated there is a 5% residue which is tested on a routine basis and the Ph factor is 8 (Mr. Robbins informed the Commission that a Ph factor of 75 is average so they are well below the average).

Mr. Blankenbaker asked Mr. Robbins to define the contaminated waste Therm Tec will be processing.

Mr. Robbins informed the Commission that Therm Tec will be processing contaminated waste from police departments (i.e. drugs seized in raids: heroin, crack, and marijuana) local hospitals (needles, gauze, minor body parts, etc.), and fire departments (contaminated emergency medical supplies). Mr. Robbins also notified the Commission that Therm Tec will be soliciting business from Portland to Eugene and possibly up to Seattle.

City Planner Connell informed the Commission that the nearest disposal plant that handles contaminated waste is located in Bellingham, Washington. Ms. Connell also advised the Commission that DEQ will be providing a Public Notice on expansion of the Therm Tec facility.

Eugene Birchill asked Mr. Robbins to contact Frank Hulman, EMT Staff member of Tualatin Fire District, so that a coordinated effort can be organized in the event of a potential hazardous waste clean up.

Jim Scanlon moved to accept the similar use definition with the condition that Therm Tec will provide the City of Sherwood with a

copy of the DEQ license for incinerator operation. Gene Birchill seconded the motion and the motion passed unanimously.

City Planner Connell indicated that the DEQ wording could be attached to the site plan approval, since DEQ cannot test and license the equipment until after it is built and in operation.

7. Site Plan (SP88-6) request to expand Therm Tec

City Planner Connell reviewed her staff report, findings of fact and recommendation for approval with conditions. Ms. Connell informed the Commission that all conditions of the original site plan have been met. Ms. Connell added that the County has requested a five foot sidewalk be added in front of the building, as well as adequate drainage.

Mr. Robbins indicated Therm Tec did not want to install a five foot sidewalk because they have already invested alot of money in landscaping and he would discuss this matter further with the County.

Jim Scanlon asked City Planner Connell if there was a required setback. Ms. Connell replied that Therm Tec abuts an industrial zone and, therefore, a setback is not required.

Gene Birchill moved to accept the request for a site plan approval to construct a new 4000 square foot building with the following conditions:

1. Two (2) parking stalls shall be added to the existing parking area.
2. The building addition shall be in compliance with the Tualatin Fire District requirement including notifying EMT.
3. Prior to issuance of a building permit Cipole Road improvements to County standards shall be completed.
4. Within six (6) months of equipment installation and testing, the City shall receive proof of DEQ licensing from the owner of Therm Tec.

Glenn Blankenbaker seconded the motion and the motion passed unanimously.

8. Other Business

City Planner Connell advised the Commission that the proposed Golf Course/Subdivision comprised of several parcels on Wilsonville Road totaling 250 acres and as many as 1500 lots may become a rush job inasmuch as the developer just found out the Anderson property is not in the city limits. Therefore some of the lots need to be annexed. Ms. Connell informed the Commission that the Metro Boundary Commission needs the application by December 7 and the City Council may hold a special meeting to

address this issue. Chairman Warmbier indicated he had no problem with the City Council handling this issue and the matter could come back to the Planning Commission for zoning and PUD at a later date.

City Planner Connell notified the Commission that only one volunteer response was received for the Periodic Review Committee. Ms. Connell informed the Commission that the City Council had suggested the Periodic Review Committee might consist of two City Councilmembers, three Planning Commission members and two or three residents. Jim Scanlon voiced his concern that the formation of the Committee was two months late already and he would volunteer to be on the Committee. Commission members Hosler, Blankenbaker and Birchill also volunteered to sit on the committee. City Councilmember Marjorie Stewart (whose term is expiring in January) volunteered to be a Sherwood resident on the Committee along with resident Karen Claus.

Chairman Warmbier adjourned the meeting at 9:10 p.m.

Kathi Steen
Minutes Secretary