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SHERWOOD PLANNING COMMISSION

Thursday, March 17, 1983

AGENDA

- I. Reading and Approval of Minutes of March 3.
- II. Designation of Representative to the Design Review Board.
- III. Old Town Revitalization Plan.  
A presentation by Dick Ragland, Ragland-Hagerman Architects/Planners, of draft plan elements including goals, objectives and strategies.
- IV. Next Meeting Agenda

Note: The Design Review Board has been invited to attend this meeting to hear the status of the Old Town Plan and Provide an opportunity for their review and comments.

# **APPROVED MINUTES**

## PLANNING COMMISSION

March 17, 1983

7:30 - City Hall

All members of the Planning Commission were present. Meeting was called to order promptly at 7:30 by Chairman, Ron Tobias.

The first agenda item was minutes of the March 3rd meeting, which were approved as read.

Ron Tobias then called for nominations for the Representative to the Design Review Board. This position will be liaison between the Planning Commission and the Design Review Board.

Planning Director, Todd Dugdale, presented an overview explaining the duties of the Design Review Board. Section 9, Chapter 2 of the Comprehensive Plan, Part 3, entitled "Community Development" defines the purpose of the board.

The Development Process begins with the Comprehensive Land Use Plan. A developer who wanted to develop a piece of property would follow the plan of development:

1. Check code that the Planning Commission has adopted to be sure that he could build what he wanted to build on proposed site.
2. Prepare a site plan, which would show in detail what he would be putting on the site, including type of building, landscaping, access to public services, maneuvering areas, building design, etc.

The Design Review Board begins their process at this point, with the Site Plan Map. Standards applied by the Design Review Board are listed in Section 9.03. Standards relate to landscaping; off street parking and loading; signs; on site ingress, egress and circulation; on site storage, lighting and structural design.

Developer is required to submit his plan in three parts:

1. Architectural drawings and elevation of the building itself.
2. General Site Plan, which would show that all of the features of the site met the proper ordinances.
3. Landscape plan to show that the plan met the landscaping standards.

Once the Planning Commission has prescribed the type of use that is allowable and attached any conditions that may be appropriate to the individual development site, then it would be the job of the Design Review Board to actually site the use.

It has been felt that having a member of the Planning Commission also be a member of the Design Review Board to maintain some continuity between the two commissions.

Mr. Tobais pointed out that all the members of the Design Review Board were invited to this Planning Commission meeting. The member from the Design Review Board present was Mo Turner.

There are several new members currently on the Design Review Board, however there has been no projects to discuss since the new appointments were made. The Design Review Board meets on an "as needed" basis, on the third Monday of the month.

With this information in mind, Chairman Ron Tobais again asked for volunteers or nomination for the position of Representative to the Design Review Board. David Crowell was unanimously appointed to this position.

Before proceeding with the next agenda item, Mr. Dugdale had some information that he wanted to hand out. Among these handouts were the Comprehensive Plan, Part 3, the LCDC Rules and Guidelines, and the Draft Sherwood Community Plan. He apologized for the delay of the Comp. Plan, Part 2. There was some problem at In and Out Printing, but would get Part 2 out as soon as possible.

Mr. Dugdale also informed the commission of some public hearings regarding the Washington County Plan that involved some of the Unincorporated areas of Sherwood. April 4, a joint public hearing for the Sherwood Community Plan will be held before the Washington County Planning Commission and Board of Commissioners. Then on April 19, a hearing will be held before the Board of County Commissioners. After which is the projected adoption date. Mr. Dugdale pointed out that time is running out before the conclusion of the adoption process, so any comments should be communicated at this time.

Gene Stewart voiced some concern that there were still some areas of disagreement. Mr. Dugdale explained that Washington County took the City's land use plan, which was prepared for both in-city and out-of-city (however, only the in-city portion was acknowledged) and worked our City Plan into their Urban Development Plan. They have made some changes, with the major change affecting approx. 100 acres in the S.W. Industrial Area, north of Sunset Blvd. in the Middleton area. The changes involve a slight increase in housing density that amount to a couple of units per acre. Mr. Dugdale went on to say that otherwise the Urban Plan is almost identical to the Sherwood Plan. After the County adopts the plan in April or early May the plan will come back to the City for one last formal review of the plan.

Chairman Tobias proceeded with the discussion of the Old Town Revitalization project. In the Sherwood Plan, part 2, is an Economic Development section which states the policy of the city. Policy 5 of this section states "City will seek to diversify and expand commercial and industrial development in order to provide a nearby job opportunity and to expand the tax base". Listed under that are several action strategies which include "City will encourage the revitalization of The Old Town."

On the basis of the Comp. Plan the City commissioned Dick Ragland of Ragland-Hagerman Architects/Planners. This was made possible by a

Block Grant that the City applied for through Washington County and HUD. The main mission of the plan is to develop an Economic Revitalization Plan by studying the area to determine the best economic strategy. Then to determine what type of physical developments and public improvements would be necessary to support the plan. Lastly implementation and financing factors for the plan. After this brief overview Mr. Dugdale turned the discussion over to Dick Ragland.

Mr. Ragland pointed out that a very important part of the study is marketing. He explained that one of his associates was a marketing consultant, another an economist and himself, a planner/architect.

They start their study by deciding what kind of future the Old Town area has, and then compare Sherwood to other surrounding cities. They look to the future possibilities in the area and then move forth to fit specific areas of Old Town into their plan. The next step would be to plan strategies to make these possibilities happen. This is where the Planning Commission would become involved. A close look must be taken at the ordinances to see what codes would promote or hinder development.

The Old Town area will never become the major retail center. Six corners will remain the major retail center in Sherwood. Currently nearly 1/3 of the business in Old Town is service, ie. doctors, banks, crafts people.

A concept that Mr. Ragland has worked with and that has been favorably reviewed by the committee is to build on to what has already been happening in the Old Town area. That is to expand on service businesses and "cottage-type" craft businesses. These would be small businesses that don't depend on a lot of off the street business.

Sherwood is on a "wave" of out migration from Portland so that growth is inevitable. The idea is to channel that growth and possibly make it happen faster.

Currently parts of the development code inhibit expansion in the Old Town Area. A concept that is being looked at now is to designate a portion of the Old Town area with an overlay zone. This would eliminate having to make a plan amendment. Within the overlay zone changes can be made to the requirements that are in the current codes. An example would be to relax parking requirements, possibly look at shared parking.

Mr. Ragland suggests that Old Town keep it's current look by restoring old buildings. Tax credits are available for buildings eligible to be on the historic register. He also recommends to continue building on "unique" service type businesses but warns to not let it become another "antique center".

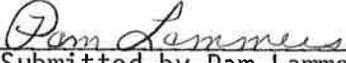
Gene Stewart questioned Mr. Ragland on there choice of the Old Town area that would be covered under the overlay zone. Mr. Dugdale noted that there was no consensus reached of which streets would be designated.

On March 22, Todd Dugdale and Dick Ragland will be meeting with the Development Committee to begin discussion on marketing strategies. Then on April 12, a final Committee review meeting dealing with the action plan and the marketing program. In mid April another meeting will be held to review the final action plan with the Committees. Another meeting will then be held with the Planning Commission and on April 27, will be the final review by the City Council.

Final discussion was for the next meeting agenda. Gene Stewart felt that discussion was need regarding making Herman Rd. a main corridor from I5 through Tualatin to our industrial area. Mr. Dugdale suggested that Marty Nysmith with Washington County might be a good person to come out and talk to the Commission on this subject.

Mr. Dugdale also felt that the Main Street film would be a beneficial item to view at the next meeting.

There were no additional agenda items discussed.

  
Submitted by Pam Lammers,  
Planning Commission Secretary