



# Sherwood West Preliminary Concept Plan

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*A long range look at our future.*

## Community Advisory Committee Meeting Packet

FOR

**February 5, 2015**

**At 6:30 PM**

**Edy Ridge Elementary  
21472 SW Copper Terrace  
Sherwood, Oregon**



# Sherwood West Preliminary Concept Plan

*A long range look at our future.*

**City of Sherwood  
SHERWOOD WEST PRE-CONCEPT PLAN COMMUNITY ADVISORY COMMITTEE  
Edy Ridge Elementary School Cafeteria  
21472 SW Cooper Terrace  
Sherwood, OR 97140**

**February 5, 2015  
6:30 – 8:30 PM**

## **AGENDA**

- 1. Welcome and Introductions**
- 2. Community Advisory Committee (CAC) Charter**
- 3. Project Overview and Regulatory Context**
- 4. Public Involvement Plan**
- 5. Existing Conditions**
- 6. Public Comments**
- 7. Closing Comments (CAC)**
- 8. Announcements**
- 9. Adjourn**

*Meeting documents may be found online at [www.sherwoodoregon.gov/sherwoodwest](http://www.sherwoodoregon.gov/sherwoodwest)  
or by contacting the Planning Department at 503-925-2308.*



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## **Review Draft Community Advisory Committee Charter**

*January 29, 2015*

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### **I. Charges and Duties**

- a. The Community Advisory Committee referred to as the “CAC” is an advisory body to the Sherwood Planning Commission.
- b. The CAC and its members are expected to conduct itself in a manner that’s in keeping with applicable laws pertaining to conduct and ethics. Any confirmed violation of the provisions of such laws will be grounds for removal from the committee.
- c. The CAC and its members will conduct their meetings in an open and respectful manner.
- d. The CAC is charged with reviewing technical studies, surveys, reports, and providing comments and recommendations to the Sherwood Planning Commission (Planning Commission).

### **II. Membership**

The Committee should consist of representation of both the incorporated and unincorporated area and should aspire to consist of the following members:

- a. 8 landowners/citizens from the Sherwood West Area
- b. 5 Citizens of Sherwood
- c. 1 member of the Sherwood Elks
- d. 1 member of the School Board
- e. 1 member of the Parks Board
- f. 1 member of the City Council
- g. 1 member of the City Planning Commission
- h. 1 member of the Washington County Community Planning Organization
- i. 1 member of Raindrops to Refuge

### **III. Appointments**

- a. Members are appointed by a three member committee composed of the City of Sherwood Planning Manager, the Chair of the Sherwood Planning Commission, and the Sherwood City Council liaison to the Planning Commission after review of the applications and participation in a meeting or discussion to ensure that the interested individual is available, fair, unbiased, and legitimately represents one of the groups listed above.
- b. The appointment will last for the duration of the project which is expected to be 12 months.
- c. CAC members are volunteers and will not receive compensation for their services.

#### **IV. Organization of the Committee**

- a. All CAC members are equal and each member will have one vote. There are no hierarchical positions on the board, such as Chair or Vice Chair.
- b. Committee meetings will be convened and facilitated by the City's Consultant: Cogan Owens Greene, LLC.
- c. Staff liaisons are the primary interface between the committee and the City Planning Commission, City Council, City Manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping, and monitoring committee effectiveness.

#### **V. Meetings**

- a. Meeting times and locations will be posted for public notice on the City webpage, in five locations throughout the City, and whenever possible within the Sherwood Gazette, the Sherwood Archer, or the CPO's Citizen Involvement Quarterly newsletter.
  - i. Meetings will be held in either the Sherwood City Hall, Sherwood Police Department, or at one of the Laurel/Edy Ridge school facilities.
  - ii. Meetings of the CAC will be held in the evenings no earlier than 6 pm, or on a weekend during the day.
- b. A majority of votes of committee members present determines the official recommendation of the committee on a given issue.

#### **VI. Membership Responsibilities**

Members are expected to:

- a. Consider information presented and regulatory context;
- b. Regularly attend meetings and contribute constructively to discussions;
- c. Consider and discuss issues from a sub-regional perspective, as well as that of particular stakeholder or interests;
- d. Generate and explore all options on the merits with an open mind, listening to different points of view with a goal of understanding the underlying interests of other CAC members;
- e. Strive to reach consensus on recommendations;
- f. Self-regulate and help other members abide by these commitments;
- g. Refrain from revisiting a previously discussed issue unless a majority of CAC members agree;
- h. Avoid side conversations during meetings; and
- i. When communicating with others, represent your opinion only. For the CAC as a whole, direct media or other interested parties to the Planning Manager.

#### **VII. Attendance**

- a. If a member is unable to attend a meeting, he or she is expected to notify the staff liaison at least 24 hours prior to the meeting.
- b. Two unexcused absences may necessitate replacement of the committee member.



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## **What is the Sherwood West Preliminary Concept Plan?**

Sherwood West, identified in blue, is made up of 124 properties and is approximately 1,291 acres in size. The City of Sherwood is beginning a long-range community planning process of the area. This long-range planning process helps us all think about the most orderly and efficient manner in which we grow over the next five decades.

## **Why do we need a preliminary concept plan?**

This preliminary long range community plan will help to inform future decisions about whether we grow up or out, where housing is built, where schools are located and how our transportation system can be improved.

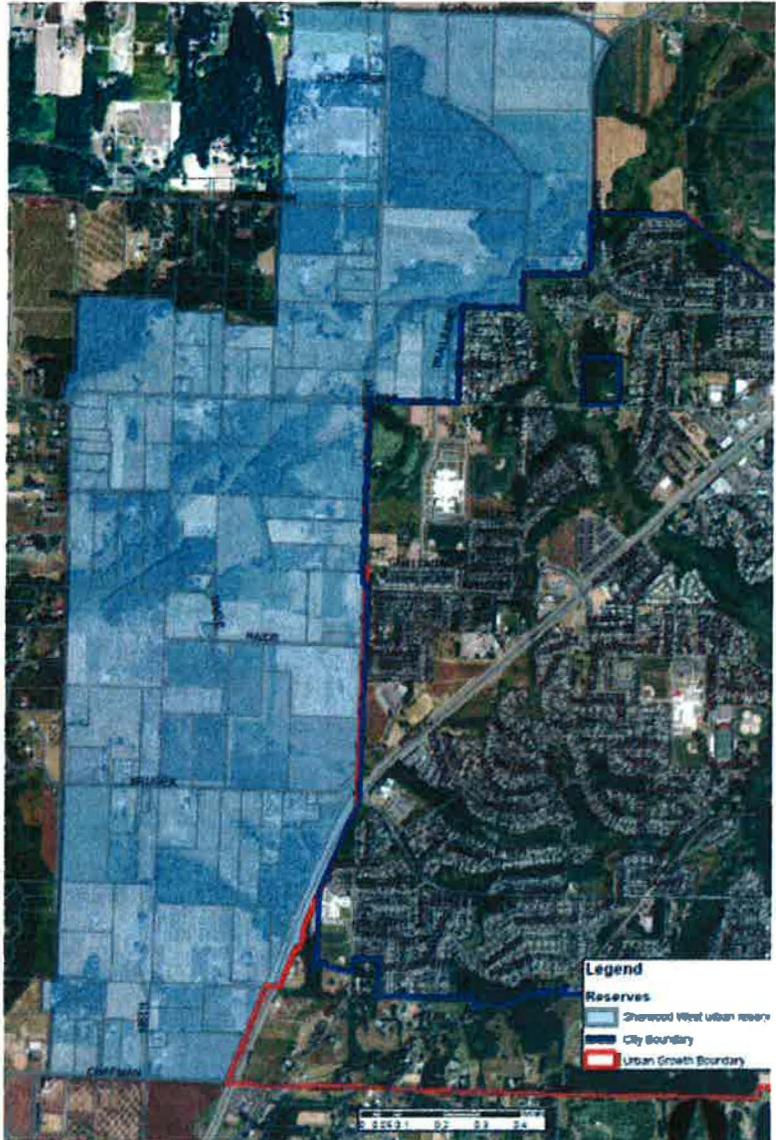
Like all cities in Oregon, we must plan for current and future generations. Over the past twenty five years, Sherwood's population grew from 3,191 to over 18,575 today. If past trends continue, several thousand people will move

to the Sherwood area over the next 50 years as part of a larger regional growth in the Portland metropolitan area. We know that communities that plan for growth have the best chance of managing their destiny in a way that retains the qualities that brought us here in the first place: our small town character, our forests and farms, our schools, our thriving businesses, and our parks and public spaces.

**How can I share my ideas?** There are many ways to get involved – from emailing comments, participating online, hosting a community discussion or attending a public meeting.

**Find out more at: [www.sherwoodoregon.gov/sherwoodwest](http://www.sherwoodoregon.gov/sherwoodwest)**

Contact the Sherwood Planning Department: Connie Randall, Associate Planner at (503)625-4208 or Brad Kilby, Planning Manager at (503)625-4206.





# Sherwood West

## Preliminary Concept Plan

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### Discussion Draft Community Engagement Plan January 29, 2015

#### Project Overview

The goal of the Sherwood West Preliminary Concept Plan is to create a roadmap that will help inform future possible urban growth expansion decisions, specifically regarding the Urban Reserve Area 5B designated by Metro. This area, known locally as Sherwood West, is a 1,291-acre area located just west of the existing City limits. In order to achieve this goal, a robust community engagement process is envisioned to reflect the vision and values of Sherwood residents and business owners as well as the residents and property owners in the Sherwood West study area. Additionally, a Housing Needs Analysis is underway to better understand Sherwood's housing needs over the next twenty years. The City of Sherwood has solicited assistance from a Consultant team, led by Cogan Owens Greene, LLC to work with City staff, elected and appointed officials to help lead this community planning process.

#### Draft Community Engagement Objectives

The purpose of the Community Engagement Plan is to describe ways in which the City will engage the Sherwood community in discussions about what is important to them, including community values, assets and desired future characteristics. The community engagement process is designed to meet the following objectives:

- Encourage dialogue and provide opportunities for frequent and meaningful participation.
- Ensure education and understanding of potential pre-Concept Plan benefits.
- Ensure that communication and educational opportunities are clear so that all community members can participate.
- Ensure that the planning process is clear and transparent.
- Create a framework for momentum to continue into implementation.

The plan will:

- Utilize existing City mechanisms for communication and public involvement.
- Establish public involvement objectives.
- Identify project stakeholders, their values and concerns.
- Describe the array of tools and activities best suited to inform and engage Sherwood residents, businesses and other stakeholders.
- Establish a schedule for implementation that includes engagement strategies for three phases of public involvement:
  - Phase I: Identify Sherwood West Preliminary Concept Plan Vision and Goals
  - Phase II: Citywide Housing Needs and Alternatives Analysis
  - Phase III: Preferred Alternative/Draft Sherwood West Preliminary Concept Plan
- Incorporate measures to evaluate success.

### Planning Commission

The City of Sherwood Planning Commission consists of seven members appointed by the City Council, to review and make recommendations on planning issues in the City. Within the context of this program, the Planning Commission is charged with:

- Ensuring the Plan reflects the community's core values and implements the vision and goals.
- Advising on and helping implement community engagement strategies.
- Informing and engaging constituencies, communities and civic organizations.
- Conducting public hearings on the preferred plan alternatives
- Providing the City Council with recommendations on plan alternatives

### Community Advisory Committee

A broadly-based Community Advisory Committee (CAC) will help inform the Plan's creation. The CAC consists of members who demonstrate a balanced commitment to the adopted scope of work and a broad spectrum of the Sherwood community. They are charged with:

- Reviewing materials from the consultant team.
- Providing broad perspectives to ensure the Sherwood West Concept Plan reflects diverse needs.
- Participating in public outreach regarding the plan
- Providing the Planning Commission with recommendations on plan alternatives.

### Technical Advisory Committee

The Technical Advisory Committee (TAC) consists of the City's Project Manager and representatives from Sherwood, Washington County, Clean Water Services, Tualatin Valley Fire & Rescue, the Sherwood School District, Metro, Oregon Department of Land Conservation and Development (DLCD), Oregon Department of Transportation (ODOT) and other reviewing agencies. TAC members review project deliverables for technical adequacy, policy and regulatory compliance.

### **Community Engagement Activities**

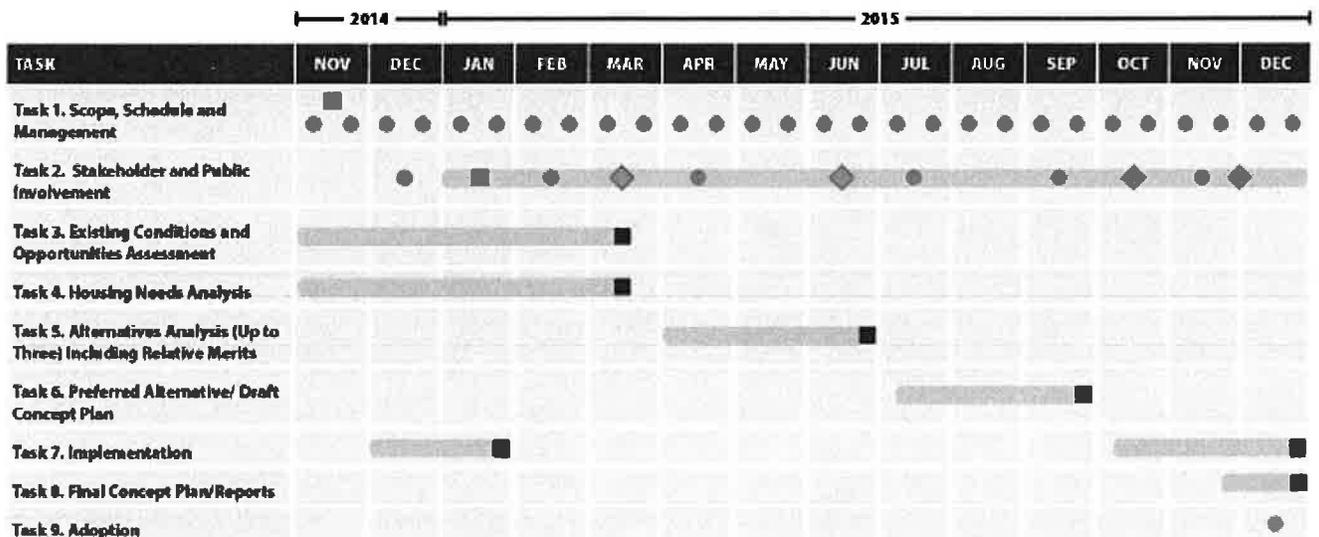
Community engagement activities will be designed in a way that fosters a deeper, more effective and long-standing relationship with Sherwood residents and property owners. The community engagement process will incorporate wide-ranging activities to reach a broad constituency of the Sherwood residents, businesses and property owners. Community engagement tools and activities are expected to include, but are not limited to:

- A recognizable project look for project-related materials.
- Informative, accessible Website created and administered by City staff. The Consultant will provide content for the site, links and content for the interactive website platform and other key messages and a narrative that describes the status of the project, upcoming meetings, and other opportunities for involvement and draft and final work products. The consultant will ensure the language speaks to people in common terms rather than "plannereze".
- Maintaining an ongoing list of interested parties throughout the process
- Short informational video that articulates the purpose of the project and an invitation to participate. The video will be posted on the project website, played on the

Community Access Television channel, and introduced at both the Planning Commission and/or City Council.

- Three interactive and engaging community events.
- Articles in the Gazette, Archer, other civic organization and school newsletters, flyers, FAQ and other outreach materials that provide project information and publicize community forums and other activities.
- A community conversations format that provide an opportunity for community members to discuss aspects of the Sherwood West Concept Plan on their “own turf” at their community meetings in a modified speakers bureau format. City staff would arrange for and lead these conversations.
- Activities tailored to engage the area’s youth and future leaders.
- Two community surveys on line and in print including visual preference opportunities and programs to allow residents to both help create plan evaluation criteria and weigh in on what they like about the range of alternatives as they emerge.
- Briefings for elected and appointed officials.

### Project Schedule



- Stakeholder and Technical Advisory Meetings
- Deliverable
- ◆ Public Event/Web-based Survey

Evaluation Engagement efforts will be evaluated based on the degree to which objectives are achieved:

- Consistency of messages used and a public understanding of the benefits of concept planning
- Frequency and effectiveness of community engagement opportunities
- Increasing participation over time
- Community concerns identified and addressed
- A pre-concept plan that reflects expressed community vision and values for Sherwood West and the future of Sherwood as a whole.