

**Job No.:** ANK-124

**Date:** July 18, 2013

**To:** Brad Kilby, AICP  
City of Sherwood

**From:** Keith Jones, AICP, LEED AP ND



**Project/Subject:** **Neighborhood Meeting Summary – July 15, 2013**  
**Sherwood Community Center Major Modification**

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### **Background**

A neighborhood meeting was held at 5:30 PM on Monday, July 15, 2013 at Rebekah Lodge, 22550 SW Washington St. Sherwood, Oregon 97140. The purpose of the meeting was to discuss the proposal to modify the Community Center approved site plan (SP 12-01/CUP 12-01/VAR 12-01/VAR 12-02). Mailing labels were obtained from Washington County and residents within a 1,000-foot radius of the subject property were mailed notice of the neighborhood meeting, the site was posted and noticed posted in five places in the City. Approximately 8 citizens attended and signed the attendance sheet.

### **Project Introduction**

Keith Jones of HHPR induced the project and went over the Cannery Square PUD phases and past approvals. Scott Waggoner of Ankrom Moisan Architects gave an overview of the new design for the community center.

### **Public Comments and Concerns**

Those in attendance asked questions. Their comments and concerns along with responses are summarized below:

#### **1) Urban Renewal Spending**

There were a lot of questions about the funding for the project and about urban renewal's impacts on taxes.

**Response:** These comments were not found to be relevant to the proposal to seek approval of a modification to the approved plan. However, these questions were answered to the best of the staff and project team's ability.

#### **2) Structural Condition of the Former Machine Works Building**

Some in attendance had questions about the condition of the demolished building and why it could not be saved.

**Response:** The project team indicated that the condition had deteriorated but more importantly the cost to save the building was not much less than building a new building that would not have similar constraints.

#### **3) Maintenance Costs**

Some had concerns about the City's ability to maintain the building.

**Response:** The project team indicated the intent is to have the facility self-sustaining within five years of opening. The retail component will help in provide funding.

#### 4) Phases of the PUD

People asked questions about the timing of the other phases in the PUD.

**Response:** The project team indicated that timing is uncertain for the other phases at this time.

#### 5) Pedestrian Crossing at Washington Street

People indicated they would like to see an additional pedestrian crossing at Washington Street.

**Response:** The project team indicated that the railroad will not allow an additional crossing.

#### 6) Outdoor Signage

People asked what the plans were for outdoor signage.

**Response:** Project team indicated that there is no plans for signage at time and would be done at a later date.

#### 7) Written Comments

Two comments sheets were completed. The comments asked the following:

- Provide the amount of the Community Center that will be taxed including the parking lots.
- Detail materials, uses and business plan for the rooms in the Community Center.
- Assure that the parking spaces for the Community Center are not used by the Capstone (East and West Residential Phase) dwellers.
- We have a parking shortage in Old Town.

**Response:** Due to timing, the project team was unable to respond to these comments at the meeting.

The meeting adjourned at approximately 6:30 PM

**Note:** These minutes represent a general summary of topic discussed and is not a transcript of what was discussed nor was a transcript taken.



## AFFIDAVIT OF POSTING

### CITY FILE # / DESCRIPTION: SHERWOOD COMMUNITY CENTER (8061)

I, Stephanie Guediri, City of Sherwood Engineering Permit Specialist, do hereby certify that on June 25, 2013 the following action took place:

- A public notice was posted in five (5) conspicuous places - City Hall, Library, Sherwood Senior Center, Under "Headlines" on the City's website, YMCA, and Albertson's on Tualatin-Sherwood Rd. Note: The Senior Center's lobby is under renovation and the public notice board is inaccessible to staff & public.
- A sign identifying the proposed **NEIGHBORHOOD MEETING** was placed on the subject property. (By Andy Stirling, Engineering Tech II, on June 25, 2013)

~~Notice to property owner was mailed.~~

~~Published notice was sent to local daily or weekly newspaper.~~

Signed: \_\_\_\_\_

Engineering Department

***(SIGNED AFFIDAVIT TO BE PLACED IN APPROPRIATE ENGINEERING FILE FOR THE RECORD.)***

# NOTICE OF NEIGHBORHOOD MEETING

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**Public Notice** is hereby given that the **Sherwood Urban Renewal Agency** will conduct a neighborhood meeting on **July 15<sup>th</sup>, 2013 at 5:30 PM** at Rebekah Lodge, 22550 SW Washington Street, Sherwood, Oregon, on the following land use matter:

**General Location:** Bounded by SW Main, SW Washington Street, SW Pine Street, SW Columbia and the railroad tracks

**Tax Map/Lot:** 2S132BD07700  
2S132BD07800  
2S132BD09100 and  
2S132BD09200  
Lots 1 & 2 and Tract E of the Sherwood Cannery Square Subdivision and unplatted property

**Owner/Applicant:** Sherwood Urban Renewal Agency

**Property Address:** 22832 SW Washington Street

**Contact:** Keith Jones, Harper Houf Peterson Righellis Inc. (503) 221-1131 or [keithj@hhpr.com](mailto:keithj@hhpr.com)

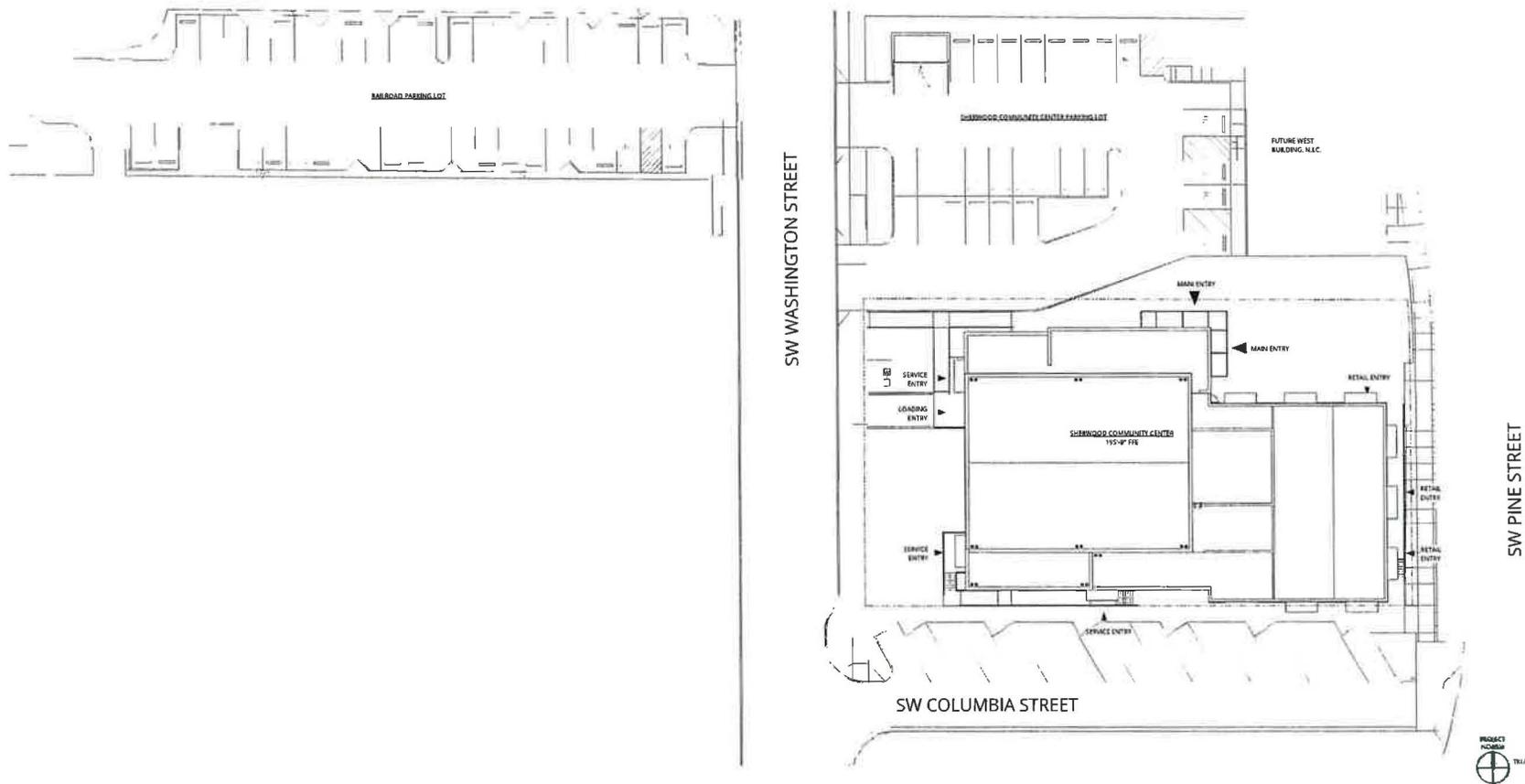
**Meeting Purpose:** The purpose of the meeting is to discuss a proposal with interested parties prior to submitting a land use application to the City of Sherwood and scheduling a public hearing before the Sherwood Planning Commission.

**Proposal:** The Sherwood Urban Renewal Agency proposes to construct a new 15,374 square foot community center building with connected 3,000 square foot retail lease space.

Following the neighborhood meeting, the applicant will submit a Site Plan Major Modification application to the City of Sherwood to amend the approved final development plan and site plan. The requested modification is to change the approved design of the community center building from what was approved in 2012 under case file # SP 12-01/CUP 12-01/VAR 12-01/VAR 12-02. Following submittal of the application a hearing before the Sherwood Planning Commission will be scheduled.

SHERWOOD COMMUNITY CENTER / SHERWOOD, OR

Site Plan



**Affidavit of Mailing**

DATE: July 17, 2013

STATE OF OREGON        )  
  )  
Washington County        )

I, Keith Jones, representative for the Community Center Major Modification proposed development project do hereby certify that the attached notice to adjacent property owners and recognized neighborhood organizations that are within 1,000 feet of the subject project, was placed in a U.S. Postal receptacle on June 25, 2013.



Representatives Name: Keith Jones

Name of the Organization: Harper Houf Peterson Righellis Inc.

## NEIGHBORHOOD MEETING SIGN IN SHEET

Proposed Project: Sherwood Community Center - Major Site Plan Modificaiton

Proposed Project Location: Old Town Sherwood - 22832 SW Washington St.

Project Contact: Keith Jones, HHPR (503) 221-1131

Meeting Location: Rebekah Lodge - 22550 SW Washington St., Sherwood

Meeting Date: July 15, 2013

Name	Address	E-Mail	Please identify yourself (check all that apply)			
			Resident	Property owner	Business owner	Other
Rachel Schramm	110147 SW Railroad St	Theowners@fathills.com			X	
Lee Weislogel	14877 SW Lowell Ln	Lid Weislogel. <sup>@Cumcast</sup> .net doug@douglastscott.com	X			SMS
Doug Scott	22862 SW Saunkeer	<del>5</del> <del>at</del> <del>ok</del>	X			
Bob Lake	22915 S.W Kathy	RLLAKE@CUMCAST.NET	X			
Angela Rizzo	23914 SW Aspen Lakes Dr	angela@rizzo.ws <del>angela</del>	X			
Polly Blankenbaker	15718 SW Division St	pblankenba@ad.com	X	X		
Juan Claus	22211 SW Pacific Hwy		X	X		
Jim Claus	22211 SW Pacific Hwy		X	X		

X X

# Sherwood Community Center

## Comment Form

Please share your feedback in the area provided below. Thank you for attending.

Please detail what values from the community center will be on the Tax Roles, (Including the parking lot.)

Please detail the materials to be used on the interior of the rooms.

And the Uses.

And the Business Plan for the Community Center

## Sherwood Community Center

### Comment Form

Please share your feedback in the area provided below. Thank you for attending.

Please assure that that the parking spaces for the Community Center are not used by the Capstone apartment dwellers.

We have a parking shortage in Old town.