City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Planning Commission Meeting Packet

FOR

Tuesday, August 13, 2013

Following the Sherwood Town Center Steering Committee meeting

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

City of Sherwood
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140
August 13, 2013 – 7PM

Town Center Plan Steering Committee Meeting

AGENDA

1. **Call to Order/Roll Call**
2. **Consent Agenda:**
   a. **May 28, 2013 Steering Committee Minutes**
   b. **June 11, 2013 Steering Committee Minutes**
   c. **June 25, 2013 Steering Committee Minutes**
3. **Adjourn**

This is the final meeting for the Town Center Plan Steering Committee

Planning Commission Meeting

AGENDA

1. **Call to Order/Roll Call**
2. **Agenda Review**
3. **Consent Agenda:**
   a. **May 14, 2013 Planning Commission Minutes**
   b. **July 23, 2013 Planning Commission Minutes**
4. **Council Liaison Announcements** (Mayor Middleton)
5. **Staff Announcements** (Brad Kilby)
6. **Community Comments**
7. **New Business**
   a. Election of New Chair and Vice Chair

   b. Public Hearing - PA 13-01 Sherwood Town Center Comprehensive Plan Amendments (Julia Hajduk)

   The Planning Commission will consider recommending for adoption the Town Center Plan as well as amendments to the Comprehensive Plan to formally recognize the Town Center and to establish policies and strategies for the development and re-development of property within the Town Center.
8. **Adjourn**

Consent Agenda

City of Sherwood, Oregon
Planning Commission Minutes
May 14, 2013

Commission Members Present:
Chair Patrick Allen
Vice Chair James Copfer
Commissioner Michael Cary
Commissioner John Clifford
Commissioner Russell Griffin
Commissioner Jean Simson
Commissioner Lisa Walker

Staff Present:
Julia Hajduk, Community Development Director
Bob Galati, City Engineer
Brad Kilby, Planning Manager
Michelle Miller, Senior Planner
Kirsten Allen, Planning Dept. Program Coordinator

Council Liaison
Mayor Bill Middleton (absent)

Legal Counsel Present:
Chris Crean

1. **Call to Order/Roll Call**
   Chair Patrick Allen called the meeting to order at 7:03 pm.

2. **Agenda Review**
   Chair Allen amended the agenda to include an explanation of the Walmart Frequently Asked Questions (FAQ) prior to Community Comments and stated the rest of the agenda would include a SW Corridor Plan Update.

   Chair Allen said that following the Planning Commission Meeting was a Sherwood Town Center Plan Steering Committee Meeting and explained the difference between Metro's requirement to have an area designated to have more development known as "town centers" and Gramor Development's naming their new commercial development Sherwood Town Center.

3. **Consent Agenda**
   a. April 9, 2013 Planning Commission Minutes

Motion: From Commissioner Jean Simson for approval of the Consent Agenda. Seconded by Vice Chair Copfer. All Commission members voted in favor.

4. **Council Liaison Announcements**
   Mayor Middleton was not present and there were no announcements

5. **Staff Announcements**
   Brad Kilby, Planning Manager informed the Commission that a joint Planning Commission and City Council Work Session would happen on June 4 at City Hall.

   Brad explained some of the Walmart Frequently Asked Questions (FAQ) that were posted to the City website on May 13, 2013 (see record, Exhibit 1) and said that the FAQ would be updated regularly. He gave a brief background of the land use application for 190,000 square feet of retail space that came in as Langer Farms Phase 7 Commercial Development in July 2012. The

property is located adjacent to Target on a 19.8aacre site. It is zoned Light Industrial, but has a Planned Unit Development overlay (PUD) from 1995 that includes the Albertsons, Target, and several single family and multi-family sites behind those developments. Brad said the PUD included 155 acres and had eight phases which included the Sentinel Storage and a vacant site on the other side of Tualatin Sherwood Road. He explained that the applicant was not required to disclose the tenant and the City found out on Monday [May 6, 2013] when everyone else did

Brad commented that there was speculation that it might be a Walmart and much of the public testimony at the hearings discussed Walmart and the traffic impacts associated with a Walmart.

Brad said the City did not ask Walmart to come to Sherwood , it is up to the owner to decided what business it will be and compared it to a Starbucks, Dutch Bros., or a Sharkie's.

Brad commented that there are impacts associated with a Walmart that may not be associated with other regular commercial uses and the Planning Commission asked that the applicant specifically address traffic impacts that could be associated with a discount super store, a super store, and a retail center.

Brad commented that there was speculation that it might be a Walmart, but the City had received interest from Fred Meyer about coming to the city and thought that perhaps the property owner was discussing leases with both companies. A third option would have been a Inco, however because it was speculation the City could not convey the tenant until it was released from Gramor and to the public.

Brad explained that the land use process followed required that the application have a public hearing and that there had been three public hearings before the Planning Commission over two months to determine the impacts and answer questions for the public who got involved in the process. After the decision was made there was 14 days to appeal the decision and there were no appeals filed to City Council. Brad commented that there was an appeal to Land Use Board of Appeals (LUBA) for the subdivision of the parent parcel, but it was withdrawn.

Brad listed the traffic mitigation requirements as:

- Extending SW Century Blvd. From SW Langer Farms Parkway to the existing terminus;
- Installing a signal at the intersection of SW Langer Farms Parkway and SW Tualatin Sherwood Road;
- Extending SW Langer Farms Parkway north to meet with the road next to Home Depot;
- Installing storage extensions on highway 99W at
    - Sherwood Blvd and Highway 99W, and
    - Roy Rogers and Highway 99W;

Brad commented that as part of a County MSTIP project to widen SW Roy Rogers Road and SW Tualatin Sherwood Road there will be some signal timing adjustments made [to the signal at Highway 99W] and frontage improvements along the site that include bike lane, curb, gutter, planter strip and sidewalk.

Brad explained that the developer is permitted to put Retail on property that is zoned Light Industrial because the property owner was vested in 1995, through an approved PUD. This meant that they had the legal right to propose any use that was allowed in1995, and at that time,

the Light Industrial zone allowed General Commercial uses which includes retail. This was confirmed in a 2007 City Council decision related to extending SW Century Blvd. Brad commented that the property has been marketed as available to develop commercially or industrially. He added that there is another site closer to Bilet that is being developed industrially as RV and mini storage.

Brad stated that the files are available online at www.sherwoodoregon.gov and available at City Hall and he would open the file to anybody that wants to see it. Copies will require a Records Request be filled out and are available at a reasonable cost. The previous meeting packets, and meeting audio/video are also available online and the application material and exhibits can be found under Current Land Use tab; look for Langer Farms Phase 7 Commercial Development (SP 12-05/ CUP 12-02). Questions can be directed to Brad Kilby, Planning Manager or Julia Hajduk, Community Development Director. Julia added that a Frequently Asked Questions webpage had been created and it would be updated as needed.

6. Community Comments

Nancy Taylor, 17036 SW Lynnly Way, Sherwood. Ms. Taylor said she read the transportation study and asked when the road improvements were going to be done between Tualatin Sherwood Road and Roy Rogers Road.

Brad answered that the improvements, as part of the conditions of approval, have to be completed prior to Walmart opening its doors and the first project is likely to be the extension of Langer Farms Parkway north.

Bob Galati, City Engineer explained that Washington County's MSTIP project is still in the design phase and construction may not take place until 2014. He said that the extension of the project on Tualatin Sherwood Road goes across Highway 99W with additional left turn lanes and widening Roy Rogers Road to Borchers Drive. Bob confirmed that the project was funded in the Improvement Plan and is the preliminary design stages of working out right of way issues and making final decisions before moving to final design.

Bob said that it was likely Walmart would open prior to the improvements and the Langers would pay Washington County a fee to make the improvements and it would not delay the opening of the store.

Chair Allen asked about temporary frontage improvements.

Chris Maciejewski, with DKS Associates the City's On-Call Traffic Engineer firm said that, per ODOT, the turn pockets on Hwy 99W at Tualatin Sherwood Road are to be lengthened if the County MSTIP project occurs after opening,

Naomi Belov, 22741 SW Lincoln Street, Sherwood. Ms. Belov said she loved Sherwood and wanted to know why the City Council video had been edited to exclude part of her testimony that mentioned Sherwood as Family Circle magazine's ranking of best towns in America by and the Belov family organizing the Trashapalooza, Earth Day Clean-up.

Julia answered that the recording equipment allows for approximately two hours of taping and the tapes have to be manually switched after the tape stops. Brad added that the testimony was

not edited and the software, that combines the video and audio, cut out a portion of the video recording. IT staff was able to listen to the words that were on the audio track.

Ms. Belov commented that she wanted to bring attention to the issue and there needs to be more transparency from the City before it becomes a legal issue.

Chair Allen explained that the Planning Commission consisted of citizen volunteers who do not work for the City and are unpaid; they own homes and small businesses in Sherwood and care passionately about Sherwood. Chair Allen said he hoped it would not become an Us vs. Them circumstance because Planning Commission member where part of the community like everyone else.

Chris H, from Beaverton did not want to disclose his last name or address, but said he owned a business in Sherwood. Chris said he was a native of Portland, and had experienced a town in California that went through the same issues of having a Walmart come to town and warned that it would get ugly. Mr. H commented regarding Councilor Langer's political career and said he was against Walmart.

Kelli Birtle, 23240 SW Orchard Heights Place, Sherwood. Ms. Birtle said she comes from a larger town on the east coast and commented that Walmart would make all of the small businesses in town go out of business because Walmart is greedy. Ms. Birtle agreed that the traffic is a big issue but her concern was the safety of our children. Ms. Birtle commented on shoppers from out of town, crowded streets, increased crime, and children not being able to walk the streets safely. Ms. Birtle asked who would keep the children safe when Walmart comes and conveyed concerns for her family. Ms. Birtle said she would have the same concerns if it was a Fred Meyer or WinCo and that anything big would affect the safety of our children.

Lori Stevens, 15630 SW Farmer Way, Sherwood. Ms. Stevens asked if any member of the Langer family was on the City Council in 1995 or 2007. (Staff was unable to answer and committed to add it to the FAQ.) Ms. Steven asked regarding sign height limits and asked if Walmart would be allowed a larger sign typical to their other developments.

Chair Allen commented that the approved site plan did not address signs. Brad Kilby answered that Gramor has contacted the City about signage and have been informed of what the standards are. Julia added that the property owners were vested on the uses, but not on the sign standards and would have to comply with current sign standards.

Ms. Stevens asked for clarification regarding overnight parking that Walmart has allowed at other stores and said it should be addressed as it is a safety issue.

Chair Allen answered that this information was included in the FAQ and it was an issue that the City Council can address through a City ordinance.

Ms. Stevens commented regarding the City not knowing who the tenant was and suggested that this parameter be changed as an adult store is also considered commercial.

Chair Allen replied that adult businesses are called out as not allowed in most zones in the code, but may be subject to Oregon's free speech laws. Chair Allen explained that the 2007 agreement allowed for large retail businesses and the City cannot ask who the tenant is.

Julia added that the approval is for a large retail business and if they ask for a use that is different that would be a modification [and the Planning Commission would review it].

Ms. Stevens asked regarding a medical marijuana store or similar store locating in the commercial center and if there was a way control that. She also asked if there was a way to change the local law that requires disclosure of who the tenant is.

Julia said she would add this to the FAQ and that it would need to be explored with legal counsel. Julia said she would also add information about limiting certain uses.

Chair Allen suggested a link to the code that shows which uses are allowed in which zones.

Lori Randel, 22710 SW Orcutt Place, Sherwood. Ms. Randel commented that she heard the streets in Old Town were not wide enough for fire trucks.

Bob Galati responded that the lanes are wide enough for a fire truck of 13 feet.

Ms. Randel commented on problems with Planning Commission meeting tapes regarding the Cannery PUD and said the recording equipment did not work at important hearings and suggested that individuals wishing to address Council bring it in writing. Ms. Randel thanked staff for addressing the issue of old zoning maps on the City website and getting them up to date. Ms. Randel asked about Walmart receiving a variance for the sign standards.

Brad Kilby replied that a variance to signage was unlikely because there needs to be a unique circumstance for a variance to the sign code to be granted and a variance would come before the Planning Commission for approval.

Ms. Randel commented regarding City Council passing ordinances to ensure that Walmart is a better community citizen and asked if businesses are bound by the ordinance if ground has been broken.

Chair Allen responded that if it is a land use issue the applicant is entitled to the rules in place at the time of application. If it is a general ordinance about how businesses or people behave the City Council can enact those at any time and may apply to businesses city wide.

Chris Crean, City counsel said that only the land use ordinances are time sensitive and gave the example of updating the Nuisance ordinance regarding overnight parking and said it would apply generally throughout the city.

Ms. Randel asked if grocery was a separate designation from retail and how much of the store can be grocery without requiring a grocery level traffic study.

Brad commented that from a land use standpoint grocery is retail and Walmart used a classification that covers groceries.

Chris Maciejewski answered that there is traffic data that is used to estimate the number of trips that comes with new development with a series of retail categories; general shopping center, discount store, discount super store, or stand-alone grocery store. He explained that for the Langer traffic study the applicant provided a study for a general shopping center and due to concerns expressed by the City, new information that looked four different scenarios was provided in October 2012. Mr. Maciejewski said that they were consistent with the original traffic study that called it a shopping center.

Commissioner Walker added that concerns were expressed by the Commission that it wanted the worst case scenario with the most trips to be addressed. She commented that, as a citizen, what she considers a lot of traffic is less than what ODOT considers a lot of traffic.

Chris confirmed and said the designation 820 was the worst case and assumed more trips; accounting for the different types of uses that might come into the center.

Ms. Randel asked if ODOT raised any concerns.

Brad replied that ODOT testimony required mitigation and ODOT did attend the public hearings.

Julia reminded everyone that all of the information, including the traffic analyses and the minutes for the meetings, are on the City website.

Dean Boswell, 22796 SW Lincoln Street, Sherwood. Mr. Boswell commented that the traffic between Sherwood and Tualatin can be up to a 45 minute drive and traffic to get to other places surrounding Sherwood. Mr. Boswell said that the Sherwood's population could not support Walmart's giant store and that people from neighboring cities would be shopping there. He asked if [the applicant] would widen Tualatin Sherwood Road and how all the traffic coming in will be dealt with.

Chair Allen answered that there are projects that will be built as a direct result of the project and by Washington County's transportation plan. The improvements on 99W are funded. Chair Allen commented on the difference between funded and wish list items and the time frame for completion of those types of projects. Chair Allen remarked that Washington County should widen Tualatin Sherwood Road all the way to Tualatin, but the funded project focusing on getting more cars through the intersection at 99W will not fix issues on Tualatin Sherwood Road.

Mr. Boswell expressed his disappointment that the Walmart will move forward without a long term solution in place for traveling to Tualatin.

Mr. Boswell commented on safety and the state's sex offender list being inadequate. He said there are sex offenders in the community and we don't know who they are. Mr. Boswell suggested that there would be more and they would be right next to a school. He said one of his big things was that we are not taking care of the people now and asked what will be done in the future when we start having more crime. Mr. Boswell asked if the City can make Walmart pay for any increase in crime and sex offenders because they came to Sherwood.

Chair Allen responded that those are City Council kinds of issues.

Mr. Boswell commented on streets in Old Town not being wide enough for a fire engine and asked for the difference between a fire engine and a bus, because cars have to stop 10-15 feet back from a stop sign to let the bus through.

Bob replied that the area in question is at 1st Street where the buses turn from Pine Street. He agreed that there was a pinch point because of the monuments that were put in several years ago. Bob said those monuments have been eliminated from the current streetscapes and the plaza projects. He said the current monuments have vaults underneath them that make them difficult and expensive to remove. It will take time to evaluate how to remove them and build up a reserve to pay for the removal. Bob explained that two of the monuments are the base for the attached street lights with power coming from a vault beneath and the other monuments hold traffic signs and may be able to be removed but are not causing the problems. He said the monuments are an existing problem that the City will have to solve over time. Bob suggested Mr. Boswell address the City Council to help make the removal of the monuments a priority.

Nadia Belov, 22741 SW Lincoln Street, Sherwood. Miss Belov said that Walmart is one of the biggest corporations in the United States and the owners are billionaires. She said the average American will earn less than an $1 million in a lifetime and they earn billions a year. Miss Belov commented that Walmart employees earn around $24,000 per year and the people that make the products earn close to nothing. She expressed that it was not fair, they don't give back to the community, and Walmart is not a good business to bring into Sherwood.

Melissa Fischer, 22742 SW Lincoln Street, Sherwood. Ms. Fischer said her family bought a house in Sherwood two years ago and if there is a Walmart one half mile from her home she would be selling.

Amanda Roe, 17938 SW Fitch Drive, Sherwood. Ms. Roe said she has been in corporate communication for over twenty years and commented that several of the FAQs were answered well and others were answered vaguely, leaving room for interpretation. Ms. Roe said there was a concern regarding communication and commented on communication in local newspapers, notice to people within 1000 feet of the property, and on the difficulty to find information on the City website. Ms. Roe submitted that for certain types of businesses, which the community does not want, should have better communication and brought to a vote of the people.

Chair Allen said the Planning Commission does not have the ability to control what specific company is allowed within a type of business and gave the example of a Starbucks; if a coffee company is allowed, the City cannot exclude Starbucks specifically because it is not legal.

Vice Chair Copfer added that federal law prohibits the City from restricting trade.

Ms. Roe said that the City needs to reevaluate perhaps with square footage and asked how that could be done. She questioned how the citizens could help the City know what changes the people want.

Chair Allen responded that this could be done through the zoning code with a cap of the size of a business and to start by addressing the City Council. The City Council can direct the Planning commission to amend portions of the code.

Ms. Roe asked if traffic could fall under "nuisance" and if the definition could be expanded to include it.

Julia responded that she will add this to the FAQ and said that as the writer of the FAQs, the intent was to get basic information out the public addressing questions and they can be expanded upon if more details are needed.

Ms. Roe asked if Walmart brings in more traffic and the City needs more resources, such as police officers and emergency response, will Walmart contribute to that expense.

Chair Allen responded that resource allocation is up to City Council, but Walmart will pay taxes that add to the fund that pays for services.

Commissioner Walker added that the Planning Commission and City Council try to notify of what is going on and would accept ideas of how to reach people.

Ms. Roe responded that the school sends out information weekly and that the information should be clear and a quick read on what is going on with the City Council and the Planning Commission. She said there is a lot of negativity and the community is unhappy.

Chair Allen commented on the difficulty to get public involvement about high level planning and to talk conceptually about what kinds of development can be in Sherwood. He said when a specific development comes in it is really late in the process.

Michael Buffington, 22511 SW Dewey Drive, Sherwood. Mr. Buffington commented on the Walmart property being zoned light industrial in 1995 and said the economy has changed and the zoning should be reevaluated.

Commission members answered that a Planned Unit Development overlay was placed on the property in 1995 and general commercial was permitted in that zone at that time.

Mr. Buffington expressed concern that for the number of grocery stores in Sherwood, the number of empty spaces, and small businesses in Sherwood. Mr. Buffington read an email from Matt Langer in response to her inquiries about Walmart that his wife had received and said the information contained did not match with the FAQs. Mr. Buffington asked if the County could do what they wanted with the lump sum that the developer will pay toward Tualatin Sherwood road improvements.

Bob responded that the money is set aside in a special account and has to be used for the frontage improvements.

Cynthia Kirk, 22375 SW Lee Drive, Sherwood. Ms. Kirk said her family has lived in Sherwood since 2001 and expressed her disbelief that a Super Walmart would be allowed before the traffic situation on Tualatin Sherwood Road has been addressed. Ms. Kirk mentioned safety concerns, traffic on Tualatin Sherwood Road and easy access to the Costco in Wilsonville. She said she has seen Sherwood grow and change in positive ways siting the arts community, parks, the active community and said this was not the kind of town that needs a Walmart or any more

big box stores. Ms. Kirk said that the City code should be changed to reflect the spirit of Sherwood and the project does not serve the community.

Terry Miller, 14904 SW Lowell Lane, Sherwood. Mr. Miller commented that when he moved to Sherwood in 2007 it was a place on the road between Portland and the coast and described his experience in Sherwood. He said that with a Walmart coming to town he may not stay in Sherwood because he can foresee a Walmart affecting the livability of Sherwood.

Dr. Russ Kort, 22739 SW Taylor Court, Sherwood. Dr. Kort said he was Chiropractic Physician in Sherwood and that he felt duped. He said he grew up in Glenwood Springs, Colorado, a small town like Sherwood and he moved to Sherwood to raise a family because it reminded him of that small town. Dr. Kort said it is not a safe idea to have a Walmart so close to a school. He commented that as a small business owner he draws from all over the Portland area and all of his patients complain about Tualatin Sherwood Road and 99W. He said that Walmart was a juggernaut of stores and expressed his disappointment in the City Council and added that residents would do what they could to make their voices heard and become more involved in the process.

Meerta Meyer, 24002 SW Middleton Road, Sherwood. Ms. Meyer said she was pro-development and was a commercial real estate professional. She said that every development has a material and perceived impact on communities and it is difficult for community members to understand how this process works and where there may be room for improvement to our codes, design standards, or building requirements. Ms. Meyer said the Planning Commission has a reasonable duty to exercise care and judgment in reviewing development applications against code requirements to make things better; to work the mayor and city councilors to improve City standards.

Ms. Meyer commented on an economic development strategy that the City embarked on several years ago and read a portion of the vision statement "*the city of Sherwood will drive economic development and support businesses that provide jobs for our residents by building on our assets and developing the necessary infrastructure to retain existing businesses and supported businesses. Economic development will also be supported by maintaining our livability and character as a clean, healthy, and vibrant suburban community where one can work, play, live, shop and do business".* Ms. Meyer said the Planning Commission's duty is to look at the economic development strategy as reviews of land use applications and permits are performed as reasonable care and judgment was not taken in the review of the Walmart application.

Ms. Meyer said that the strategy recognized that one of the greatest weaknesses in Sherwood is traffic congestion and that *rapid growth within the southern portion of the greater Portland-Vancouver Region has created transportation bottlenecks during peak travel periods along routes leading to/from I-5, such as Tualatin-Sherwood Road.* She said the strategy talks about Sherwood's constraints and impacts on industries that will locate in Sherwood and industries that have large amounts of truck traffic are not likely to locate to Sherwood. Ms. Meyer asked if the project had received final approval and was informed that it had, except for conditions of approval have to be met and building permits acquired. She asked that all of the conditions of approval be met. Ms. Meyer suggested that a citizen's economic advisory committee be formed so that the public feels a greater sense of contribution to these kinds of decisions.

Devin Adams, 22718 SW Martin Court, Sherwood. Mr. Adams thanked the Planning Commission for their service and efforts to help make Sherwood family friendly. He said that most people he has talked to do not want Walmart in Sherwood and commented that other cities have kept it from happening. Mr. Adams asked commission members if they wanted a Walmart in Sherwood.

Chair Allen answered that it is not the business he would have chosen, but the decisions that City Council made in 1995 and 2007 were binding on the City for any application that came in consistent with those allowed developments.

Mr. Adams expressed concern for lighting of the area and camping allowed at other Walmart stores. He asked for the lighting requirements, truck traffic on Oregon Street, and if the Planning Commission could foresee uses for the empty Albertson's, Safeway, and Target buildings.

Chair Allen responded that lighting standards require that light shine only on the site and commented that limiting truck traffic on Oregon Street would negatively impact Bilet.

Krishna Kizziar, 15729 SW Willow Court, Sherwood. Ms. Kizziar said she was speaking as a conflicted citizen because she did not think the City has changed and she still saw a lot of good in Sherwood. She said she saw wisdom in the concept of live, work, play where you live and said that is why she lives in Sherwood. She said she testified when Regal Cinemas came to Sherwood and said that the issue was that the theater was bigger than what Sherwood needed and was for the region and not Sherwood. Ms. Kizziar said she has accepted that Sherwood is trying to create a mix to bring in jobs, like other towns in the region, and she knew that Walmart was being considered in the fall. She commented on the roundabout on Langer Farms Parkway being an indication that development would occur in the area and said she was conflicted because she would like something other than a Walmart. Ms. Kizziar expressed concern for comments about different economic classes and ethnic backgrounds coming to Sherwood because of Walmart and said the bubble that Sherwood lives in is not sustainable.

Tony Bevel, 17036 SW Lynnly Way, Sherwood. Mr. Bevel commented on the change in Sherwood since the population was around 9000 in 1997 and he wanted to keep Sherwood the same. Mr. Bevel asked the Planning Commission to slow everything down. He commented on the number of "For sale" signs on Tualatin Sherwood Road and asked if the road would end up like TV Hwy in Beaverton.

Mr. Bevel asked about Mr. Langer's involvement during the public process and was informed that Mr. Langer was present at the meetings and did not influence the decision. The Planning Commission approved the application based on how the application met the criteria in the code and did not know who the tenant was.

Mr. Bevel said he loved Sherwood and wanted to keep it small.

Amanda Stanaway, 16103 SW 2nd Street, Sherwood. Ms. Stanaway said she did not want Walmart in her neighborhood and she said she has met almost everyone in town. Ms. Stanaway asked the planning Commission what their job was.

Chair Allen responded that the Commission was comprised of citizens who advise and recommend language to the City Council on what the City's planning and development code should be and makes decisions about certain kinds of development that are proposed in the city to see whether they meet the code.

Ms. Stanaway commented on concerns for small business and the economy in Madras, Oregon and said based on basic economics the corporate money flows out of the community and small business money stays in the community. She said Madras codified language to keep building sizes under a certain square footage to keep big box stores out of Madras and asked if the Sherwood Planning Commission could look at the infrastructure and population of Sherwood and see that there is a disparity in numbers.

Ms. Stanaway commented on being a student at George Fox University and driving past Sherwood when the Langers were still farming and discussed the different shopping centers that have been built on Langer farmland. She commented that with every new addition the previous development suffers and citizens have to figure out how to repurpose empty spaces to make them effective for the community. Ms. Stanaway suggested that Sherwood is headed toward being an ugly place and she did not understand why Sherwood is choosing to move in that direction. She said she and her neighbors are trying to figure out how to stop Walmart and asked the commission for advice.

Chair Allen answered that it could not be done with the land use law and there have been ordinances that have been suggested.

Ms. Stanaway commented on the fractures in the community and said it will get worse when the traffic increases.

Commissioner Griffin replied that he did not vote to have a Walmart come into the community, but when 145,000 square foot box store was proposed, and the applicant would not give us the name, the Commission's hands were tied. He said that seven years ago when a sign went up indicating a 450,000 square foot shopping center and nobody stopped and said that it was too big. Commissioner Griffin said he thought there would have been a lot more people coming to city meetings expressing concern.

After a comment about the traffic studies by Ms. Stanaway, Chair Allen informed that the applicant employs a traffic engineer to assess traffic and make proposals and the City has an on-call traffic engineering firm that reviews the proposal to provide review comments on the traffic study.

Commissioner Cary asked staff for an explanation of the Capacity Allocation Program (CAP).

Brad Kilby explained that there is a CAP ordinance that limits the number of trips that can be generated in the PM peak hour for commercial industrial use to 43 peak trips per acre and the applicant is allowed to spread the trips over the 55 acres and did not encroach on the CAP.

Commissioner Cary asked what would happen if the CAP is exceeded, how does the City know if they do, and what happens if it is exceeded.

Bob Galati answered that the way the conditions of approval are written they cannot exceed the CAP and if they come in with a different use we can ask for a new analysis that shows they do not exceed the CAP. He said if their use comes in other than what we have approved and traffic appears to exceed the traffic analysis the City can make them rework the traffic analysis.

Brad added that this cannot force Walmart to leave, but it may mean the applicant would have to pay for something like widening the road, adding a lane to 99W or traffic mitigation somewhere.

Ms. Stanaway asked if there was a high density apartment complex planned for the adjacent parcel and was told that the City is not aware of anything. Information about what uses would be allowed will be added to the FAQ.

Ms. Stanaway commented that communication from the City was poor and needed improvement.

Chair Allen responded that over the last four years the notice requirements have been increased from 100 feet to 1000 feet radius by mail pulling tax records, the size of signs posted on site have been increased so the words can be read and postings at the YMCA, Albertsons, Senior Center and two locations at City Hall have been maintained. He said a Current Land Use page has been created on the City website, an email distribution for interested parties utilized, and the newspaper employed. Chair Allen commented that he thought we should expand and get into social media and we are always looking for ways to get information out to the public.

Julia added that you can sign up for emails to get notices for meeting agendas on the City website.

Wendy Malcomson, 22424A SW Washington Street, Sherwood. Ms. Malcomson asked for information about the notification and asked if anyone lived within 1000 feet of the property.

Brad informed that over 400 notices were sent by mail and that there was a neighborhood meeting in January 2012 with the same distance requirements. He added that a Sherwood is one of a couple of Oregon communities that has expanded the notice requirement to 1000 feet.

Ms. Malcomson said she was not opposed to diversity, but was concerned about elements that Walmart may bring and was appalled that it was approved. Ms. Malcomson said she had a long conversation with Julia Hajduk that discussed having a mission statement for development that encourages family friendly, safe, healthy, etc. types of businesses and having the permitting process be easier for preferred businesses. Ms. Malcomson suggested a limit of big box stores and suggested a public market place for the artist community of Sherwood and small shops and office space.

Ms. Malcomson asked about a city park or skate park on the land and if the School District had plans for a new high school. She was informed that the private land owner can decide about a park and the School Board is working on their capital facilities plan.

Chair Allen called for a recess at 9:16 pm and reconvened at 9:24 pm and allowed for citizen comments from someone who was missed.

Patti Spreen, 20488 SW Lavender Place, Sherwood. Ms. Spreen asked about restricting the selling of firearms, alcohol and pharmaceuticals within a thousand feet of a school through a council ordinance.

Chair Allen confirmed that those were City Council issues and commented that the OLCC requirements allow for citizen comments.

Ms. Spreen inquired about allowing stores to be open 24 hours and added that the 145,000 SF space could be split and used for two family friendly stores.

Chris Crean advised that there were certain businesses that could not be singled out, but there could be a general regulation that requires businesses close at a certain time.

Ms. Spreen asked the commission what direction the citizens could take as a community to stop Walmart from coming to Sherwood. She said she wanted to know how to write an ordinance so she could personally hand it to the mayor and have it be heard. Ms. Spreen voiced her commitment to attend City meetings.

Chair Allen answered that many ordinances have been suggested that can be taken to Council regarding how businesses, that include Walmart, might operate in town. He suggested that it was not necessary to know how to write an ordinance, rather to talk to a City Council members interested in promoting those issues that can direct legal counsel and staff to draft ordinances that have an impact on Walmart' s business. Discussion followed.

Ms. Spreen asked why such a large building was approved, Julia clarified that there was no limit to the size of a commercial building. Ms. Spreen suggested that limiting the size of a commercial building might be another ordinance for the City going forward.

Brad added that in 2007 there was a 60,000 SF cap in the Light Industrial zone and the Council affirmed that the cap would not apply to the PUD. This is because when the PUD was approved in 1995 and General Commercial uses would have been allowed.

7. New Business

a. **SW Corridor Update**

Julia introduce Malu Wilkinson, a Planner from Metro leading the Southwest Corridor Plan project, and said that the cities of Sherwood, Tigard, Tualatin, Portland, Beaverton, Durham, King City, Lake Oswego, Multnomah and Washington County have been working on a plan for the Southwest Corridor which is a transportation and transit plan to look at the areas on a sub-regional level. She said the project is starting to have more detail and require more input and Ms. Wilkinson would be giving the Planning Commission an update of where the process is. Julia informed the Commission that a Steering Committee comprised of elected officials from the different jurisdictions and agencies would be adopting a package of shared investment strategies in the future.

Commissioner Simson asked what a transportation transit plan meant to the individual.

Julia responded that the SW Corridor Plan does not mandate zoning changes but looks at all of the jurisdictional visions (the Town Center Plan in Sherwood) and works to help inform the transit decision.

Ms. Wilkinson started by saying that the SW Corridor Plan is a long term vision on how the communities in the SW corridor look and feel over time and gave a presentation on the Plan (see record, Exhibit 2). She said it was important to have an update on the SW Corridor Plan before making milestone decisions on the Town Center Plan.

Ms. Wilkinson commented that when looking at a long term planning process the how it affects you personally is more nebulous than a proposed building. She said the SW corridor planning started because the area was identified as the top priority in the region for consideration for the next high capacity transit investment; high capacity could be bus rapid transit, light rail, street car, or any sort of transit that moves people faster than a local bus. Ms. Wilkinson also said that this part of the Metro region was identified as a top priority for overall look at mobility for freight, auto, walking, and biking and has a number of current congestion problems.

Ms. Wilkinson explained that the SW Corridor Plan was a collaborative effort where jurisdictions are trying to do things together to take an integrated look of how to tie investments that support the community vision through the different city planning efforts. Ms. Wilkinson mentioned that the objectives of the project were accountability and partnership, prosperity, health, and access and mobility have guided how the SW Corridor plan was developed with a focus on places and not investments. She said that what we want is a place where we can live, work and play and how to leverage public and private investments.

Ms. Wilkinson showed an example of the Leveton Focus area in Tualatin where the City of Tualatin has been focused on encouraging the vacant industrial land to develop into transit oriented development.

Ms. Wilkinson explained that the SW Corridor Plan Steering Committee would decide in July 2013 guidelines for Phase II, implementation. She said the SW Corridor is 11% of the geographic region and a lot of population and employment is projected to come into the area over the next 20, 30, 50 years. She commented on keeping residential areas stable and focusing on change in places where more amenities are wanted.

Ms. Wilkinson commented that the transit in the SW Corridor does not serve Sherwood well, there is no connection between Sherwood and Tualatin, access between Sherwood, western Washington County is not easy to get to, it takes a long time to get to downtown Portland. Ms. Wilkinson explained that along with looking at transit the group was looking at roadway, active transportation improvements (bicycle and pedestrian) and park facilities and there is a project list for the entire SW Corridor of parks and natural resources that come from all sorts of different agencies, similar to a regional transportation plan but for parks. Ms. Wilkinson said that all of these projects together were close to 800 projects, adding up to $4 billion in the 15 year timeframe of the project. She said that list was narrowed down by using the land use vision developed by each community to $800 million.

Ms. Wilkinson explained the one light rail transit alternative and four bus rapid transit alternatives and said there are a number of different ways to do bus rapid transit; a bus in a

dedicated right of way, dedicated right of way/ mixed traffic, business and transit access lanes, signal prioritization. She said one of the key elements of transit is local service.

Ms. Wilkinson showed maps of the alternatives and explained that the light rail alternative went from Portland to Tigard and one of the bus rapid transit alternatives went from Portland to Tigard with a dedicated right of way serving the Sylvania campus of Portland Community College. She explained that there was an alternative for a bus rapid transit between Portland and Tualatin and between Portland to Sherwood through Tualatin. Ms. Wilkinson said that rather than going on Tualatin Sherwood Road there were design alternatives to go through the southwest Tualatin industrial area. She said the last bus rapid transit alternative was a "hub and Spoke" bus rapid transit which uses Tigard as a hub for transit to Portland and different bus lines or "spokes" to convey to other cities. Ms. Wilkinson added that the Committee has learned from the community that high capacity transit would be useful and serve the population, but it would not be in place for a long time and what is really needed is better local transit service, sooner. She said Metro is working with Tri-Met on defining what a southwest service enhancement plan and identify new routes like one from Tualatin to Sherwood.

Ms. Wilkinson commented that in July 2013 the Steering Committee will be asked to narrow down the high capacity transit alternatives regarding how far a line should go, which modes should be studied, and which form of bus rapid transit should be used. This may be useful for communities to consider incentives for development that the community would like to see and to have a strategic set of roadway and transportation projects that the SW Corridor project partners agree are important to work on and collaboratively fund. Ms. Wilkinson acknowledge that the green element in our communities is one of the key reasons why people live and work in the SW Corridor and it was important to figure out ways to continue to invest in park and natural habitat projects.

Ms. Wilkinson said that the SW Corridor Steering Committee will have a recommendation that will be brought back to each of the implementing bodies and each City Council will need to adopt what works for their city.

Ms. Wilkinson announced an Economic Summit on May 21, 2013 at 7:30am in the Tigard Library aimed at the private sector and a community planning forum on May 23, 2013 at 6:00 pm at the Tualatin Library. She said the hope was for people to attend one or both of the meetings and to participate in an online survey in June 2013 regarding the priorities for SW Corridor.

Commissioner Simson asked what Metro's goals for density and population would be to have transit come to Sherwood.

Ms. Wilkinson replied that as a region Metro has overall population and employment targets but in terms of investments for high capacity transit there is not a set density. She said Metro wanted to invest in high capacity transit in a way that supports the land use vision and if the land use vision is best supported by high capacity transit then we should try to find a way to make that work. Ms. Wilkinson commented that this process helps figure out is what the right investment to serve the needs of the population is today and in the future. She said that Tri-Met may have guidelines for ridership.

Julia added that Tri-met was looking at ridership, cost to construct, cost per boarding, to get riders and the most from their money. She said it was asked what the community vision was and what needed to be done to support that vision. If that included bus rapid transit then the City would convey to the SW Corridor planners the importance of having it. She commented that Tualatin was adamant about having bus rapid transit and changed densities and assumptions to make a stronger case for transit services.

Ms. Simson commented that she had seen information regarding the SW Corridor that suggested 40 units per acre close to Portland and around 20 units per acre in our area. She said if that was the intent then in there should be community outreach regarding this planning process and bringing higher density to the 99W and Tualatin Sherwood corridors.

Julia responded that the intent was to serve the density that the community envisioned and confirmed that the outreach was to get community input on what that vision was.

Ms. Wilkinson remarked that Town Center Plan was what Sherwood wanted and Metro was looking at transit to match up with the community's aspirations.

Julia commented that local transit has a lower "threshold" of density than high capacity transit and said she was hoping to hear what community's priorities are; where, how, and does the community want high capacity transit and is it willing to invest in it. Discussion followed.

b. Question and Answer Forum

Chair Allen asked for public comments regarding the SW Corridor Plan.

Cynthia Kirk, 22375 SW Lee Drive, Sherwood asked who the representative on the SW Corridor Plan Steering Committee was and was informed that it was Mayor Middleton. She asked if local transit services meant a Tri-Met bus servicing or a separate service for the Sherwood, Tualatin and Tigard area. Julia responded that it could be either. Chair Allen added that outlying communities served by Tri-Met have the ability to
create their own service and gave Sandy and Wilsonville as examples. Ms. Kirk asked for the information about taking the survey and was informed that the survey was on the SW Corridor Plan website at www.swcorridorplan.org .

Dr. Russ Kort, 22739 SW Taylor Court, Sherwood commented on rapid transit and questioned how it would work on Tualatin Sherwood Road with the funneling effect on Hwy 99. He asked regarding using the existing railroad line and if the line went to Tualatin. Dr. Kort commented that the line could be used as a shuttle to a highway to relieve traffic on 99W or Tualatin Sherwood Road with a possible transit center in Old Town.

Ms. Wilkinson commented that transit alternatives have been narrowed down from a year ago and there had been some discussion about connecting Sherwood into the WES transit system, by rapid street car, or light rail, but the Steering Committee felt that the cost/ benefit for doing that needed a whole different study and discussion at a later time.

Dr. Kort commented that as a local cyclist creating another lane on Tualatin Sherwood Road was a terrifying idea and suggested a bike lane adjacent to a rail line. He said bicyclists use many of the back roads, which are narrow residential streets, to get away from busses.

Dean Boswell, 22796 SW Lincoln Street, Sherwood asked which back roads would be used for an alternative bus route to Tualatin.

Ms. Wilkinson replied that the concept was to get service from Tualatin to Sherwood and the best road may be Tualatin Sherwood Road, but it would need improvements. She commented that other potential routes would also need improvements and allow for all modes of transportation and no decisions have been made for a route, but it was important to hear the concerns of citizens.

Mr. Boswell commented that every single business should be notified if Tualatin Sherwood Road is widened, because it would destroy parking and in turn the businesses. He said he did take the bus to Portland for about a year and a number of people who get on the bus from Sherwood to Portland are from the Newberg area.

Brian Smith, **Sherwood resident** asked if the studies done for the South connector from I-5 to 99W had been considered and how it factored.

Ms. Wilkinson responded that the I-5 to 99W connector study was a completed a few years ago, it was a separate issue, but some of the recommendations fit into the SW Corridor Plan and the community vision. They are separate processes but we will see how they interact and try to make them fit together.

Julia added that there are other significant local projects for the area and as we move forward that will continue to be recognized. She said one of the reasons for the shared investment strategies and a prioritized list of projects was that it helps leverage funding to get projects underway.

Patti Spreen, 20488 SW Lavender Place, Sherwood asked regarding funding.

Ms. Wilkinson replied that funding would come from local, state and federal funding. She said that major investments in transit are hoped to be 50% funded from the federal government with the remainder funding from a combination of local, regional and state funding.

Chris Maciejewski added that he had been involved in the I-5/ 99 Connector study and has worked with the City for many years. He said the I-5 connector and the SW Corridor Plan have been talked about for ten years or more. These planning documents at local, county and regional levels are all interconnected and it was important for citizens to pay attention to what is going on. Mr. Maciejewski said a rail line to Sherwood has been discussed at a regional level and when planning the Brookman Road concept plan the retail and higher density land use was focused near a potential location for a train stop if the opportunity presented itself. He said the Sherwood Town Center Plan has discussed potential routes for high capacity transit with potential densities and the City will soon be updating the Transportation System Plan (TSP). He said the current TSP talks about transit to Tualatin and local transit services and the outcome of the TSP update

feeds back into the regional transportation plans. Mr. Maciejewski encouraged citizens to stay engaged.

With no other comments Chair Allen discussed the potential dates to postpone the Sherwood Town Center Steering Committee meeting. The meeting was postponed to May 28, 2013 after a discussion and staff was directed to create an online survey regarding the Sherwood Town Center Plan and the action items.

8. Adjourn

Chair Allen adjourned the meeting at 10:34 pm.

Submitted by:

_____

Kirsten Allen
Planning Department Program Coordinator

Approval Date: _____

City of Sherwood, Oregon
Sherwood Town Center Steering Committee
Work Session Minutes
July 23, 2013

Planning Commission Members Present:	**Staff Present:**
Chair Patrick Allen	Julia Hajduk, Community Development Director
Commissioner Michael Cary	Brad Kilby, Planning Manager
Commissioner John Clifford	Michelle Miller, Senior Planner
Commissioner James Copfer	Kirsten Allen, Planning Dept. Program Coordinator
Commissioner Jean Simson	

Planning Commission Members Absent:	**Council Members Present:**
Commissioner Russell Griffin	Mayor Bill Middleton
Commissioner Lisa Walker	Councilor Matt Langer

Chair Allen called the work session to order at 6:14 pm.

A. Sherwood Town Center and Action Plan Community Discussion

Planning Commission members and those in attendance divided up for small groups for discussion on the draft policies in the Sherwood Town Center Plan. Each group was facilitated by a Planning Commission Member. Notes were taken by different staff for each group, below are the discussion points.

<u>Group 1-Jean Simpson and Mike Cary</u>

Policy 1

- Discussed the scale of gateways Picture 2 Gateway seems over the top
- Discussed private/public opportunities to get the wayfinding signage up through grants or private development requirements when building
- Signage along 99W/ Tualatin Sherwood Road should be different
- Concern about watering down the style or "theme "of Old Town by extending it to Six Corners
- But on the other hand, there needs to be continuity in design at the Six Corners area with the entire Town Center area
- Consider adding a strategy that considers each district for its own uniqueness
- Concern about doing a Town Center Plan or area that is "more than we can chew"

Policy 2

- Most residential areas don't have enough areas to do an Accessory Dwelling Unit (ADU); hard to visualize
- Consider percent of lot coverage allowed versus setback considerations
- Concern that it just increased density but isn't attractive and ends up mismatched

- Attached to the house seems better than detached
- Design Review new strategy: Explore a fast tracked ADU process with design review and review of parking and safety issues
- Existing neighborhoods concerned about increased density and destruction of existing neighborhood character
- May be better suited in certain areas vs. other areas.

Policy 3

- Separate provisions for parking by district and differentiate
- Concern about three separate sets of standards
- Preface plan on three separate and distinct districts.
- Needs to be a transition between the districts
- Concern about the transportation diagram
- Transportation changes in the Transportation System Plan (TSP) may make the designs more doable, but people question in the logic in the first place
- Narrow streets with lots of bike paths more suitable closer to Old Town v. commercial area
- Stay flexible to reflect TSP changes
- Break up policy 3.1 into two: low density and auto oriented transition to full standard in Old Town
- Remove 3.3 in Six Corners and possibly Old Town too

Policy 4

- Strategy might be different depending on District e.g. Each strategy may not be appropriate for the Central neighborhoods. May need to incorporate ability to have different setbacks for a particular district
- Need to consider both sides of 99W
- 99W will always be a challenge
- Zero setbacks for everywhere is not attractive
- Priorities and amenities should be green and not just the buildings
- May be able to reduce the setbacks but not zero
- Good example of density and the tradeoffs that we like is in the Commercial District-Arbor Terrace-like better than apartments
- Variable depending on geography
- Ratio of building height to pedestrian access location and/or architectural features to make pedestrians feel safe.
- Concern about standard and a cumbersome process applying to other districts
- Remove 5.4 if it’s good enough it doesn’t need incentives or modify review code language to make high quality development easier

Policy 6

- Is there really a need for more bus service? Yes but people get off at the park and ride
- Not many people coming into Old Town because not many people are there
- Doesn't go far enough into Sherwood to provide good service

Policy 7

- Concern about how sidewalk gaps would be funded-if it was a Local Improvement District (LID) then that would be a concern
- Consider using no parking areas as bike and pedestrian lanes
- 99W traffic isn't as bad as Tualatin Sherwood Road
- Remove CAP to incentivize development on 99W may be a good idea
- Follow up on survey and how this influenced policies and strategies

Policy 9

- Look at Townhome and multi-family paring requirements
- Arbor Terrace good example of residential development that provides decent parking
- Generally agree strategies good

Group 2- Patrick Allen and John Clifford

Policy 5

- Fees and process in Old Town
- Zoning Questions along Sherwood Blvd.
- Make Change of use easier

Policy 9

- Parking and traffic connection Access
- Monitor across the city
- Transit: local transit loop is important; find ways to use different local groups to facilitate connections like the School district, the Senior Center or the YMCA and not necessarily rely on Tri-Met to supply.

Group 3: James Copfer

Policy 1

- Gateway features
    - Common feature between signs
    - Eclectic feel of Old Town
    - Walkable areas-designated signage
    - Para bout entrance signage needs improvements
    - Street continuity/needs to be inviting
    - Should be adequate, tasteful, but not expensive

- Signage
    - Help from the Chamber for funding
    - Moderately priced-#1 in Design Elements Handout
    - Guidelines/standards- could be developer funded
    - Problem: no cohesion of signage within the City
    - Appreciation for a theme per district

Policy 3

- Including other side of 99W within the Plan
    - Continuity of design
- Vacant Anderson property: 99W and Roy Rogers
- Developing Fisher Roofing Site into wine tasting village was a good idea
- Need to have hotel in Sherwood
- Want tourism to increase in Sherwood-Gateway to Wine Country is an option

After the discussion groups were finished, Chair Allen was presented with a certificate of appreciation for twelve years of service on the Planning Commission with three years as the Vice Chair and six and a half years as the Chair. Chair Allen said a few words about his time on the Planning Commission.

Chair Allen resumed the discussion and asked each group to give a summary regarding what was discussed.

Commissioner Simson (Group 1) reported that her group discussed that there could be three sets of Policies and Strategies because there are three separate districts within the plan. She explained that the discussions involved transportation to and from each district and that Old town is more walkable and the Commercial District is less walkable.

Commissioner Simson said they discussed drive-thrus in Old Town vs. Commercial District and the need for flexibility. The group identified the Arbor Terrace subdivision (behind Target) as an example of appropriate density, walkability, and is aesthetically pleasing. She said her group thought gateways should be larger on 99W and smaller in Old Town and none were in favor of curb tight buildings.

Commissioner Simson said that there was concern about ADUs and that sidewalk and parking issues should be addressed first. There was also concern for the percentage of lot coverage with ADUs. Her group discussed having a mix of activity and the differences between the east and west sides of SW Pine Street. She also noted that flexibility should be built into the Plan and the possibility of having a fast track through design criteria to make it easier to "do the right thing". Commissioner Simson said her group was in favor of development incentives where incentives encourage appropriate development, but are not paid for by the City.

Commissioner Simson said her group discussed parking and transportation. She said that the impression is that buses are empty, but a member of her group rides the Tri-met bus every day and they are full

during the peak hours with most riders exiting at the park and ride lots. Her group wanted sidewalk gaps to be filled.

Commissioner Simson said that the six corners area should be incorporated somehow in the plan implementation for equality in development and so everything feels the same on both sides of 99W. She commented that the online survey had been instrumental in changing wording of Town Center Plan strategies.

Chair Allen (Group 2) said his group discussed development tools and lowering barriers to make the right thing to do easier. He said the hard thing is to decide what the right thing is, which led to a discussion of past developments. His group discussed what should be allowed in historic Old Town and that lots of standards and process have been a result of public reaction to previous decisions and process may be able to be reduced if [the Commission] could find out what is wanted by the citizens.

Chair Allen explained that they discussed parking and transportation and decided that the amount of development and parking is linked to transportation. Regarding transportation, his group was not in favor of high capacity transit and wanted a way to provide low impact circulation around the City; a way for youth to get to the Y or Safari Sam's or a local system through transit providers or possibly by the Y or the Senior Center. Inter City transportation was also discussed.

Chair Allen said bike and pedestrian connections could happen through trail investments and it was discussed how to provide a realistic alternative for walking or biking paths.

Commissioner Copfer (Group 3) said that his group felt there should be continuity between the Old Town district and the rest of the Town Center, but Old Town should keep its distinct personality. He said his group was in favor of including the area north of 99W for continuity and aesthetics.
Regarding wayfinding, Commissioner Copfer's group concluded that it was more important than gateway signage and it should be thematic.
Commissioner Copfer said walkability is important; 99W is not walkable and difficult to get across. He said his group was not in favor of High Capacity Transit. His group also felt that carpooling should be encouraged, and it was more important to get around the Town Center and across 99W. Commissioner Copfer's group discussed a hotel or bed and breakfast as a gateway to wine country in Sherwood and suggested that we look at what other cities are doing right.

Chair Allen adjourned the meeting at 8:33 pm.

Submitted by:

_____

Kirsten Allen
Planning Department Program Coordinator

Approval Date: _____

New Business Agenda

Item B

MEMORANDUM

22560 SW Pine St
Sherwood, OR 97140
Tel 503-625-5522
Fax 503-625-5524

To: Planning Commission

From: Julia Hajduk, Community Development Director, and
Michelle Miller, Senior Planner

Date: August 6, 2013

RE: Sherwood Town Center Plan adoption

At the August 13, 2013 Planning Commission meeting you are scheduled to hold a public hearing and consider adoption of the Town Center Plan and Comprehensive Plan amendments.

The purpose of this memo is to briefly review the steps and action taken by the Town Center Steering Committee and the Planning Commission since the last meetings were held with the Town Center Stakeholder Advisory Committee and Technical Advisory Committee and to briefly discuss the next steps of the Commission as we move forward.

The Commission, acting as the Town Center Steering Committee, held public meetings on May 14th and May 28 to hear from citizens about the Town Center Plan. At the May 14th meeting, the Commission requested that staff place the draft policies and strategies on the City's Town Center web page to solicit more input and participation from the public. An online survey was created which yielded 71 responses over the course of eight weeks. The feedback from these surveys helped inform the Commission at the meetings on June 11th and June 25th as they considered the draft materials in preparation for public and agency notice. The following changes were made at the direction of the Planning Commission:

- Removed the "Action Plan" from consideration for adoption: The Action Plan included specific recommended actions and next steps from the consultant team to fully implement the Town Center Plan. Many of the items identified in the Action Plan require a significant amount of additional conversations and deliberations and may not be not the only path to implement the policies and strategies once reviewed by the community. To avoid confusion and make it clear that adoption of the Town Center Plan is not the last step in the implementation process; the Action Plan was removed from the plan document itself and not included in the materials now under review.
- Softened the words throughout the Town Center policies and strategies to make it clear that future implementation actions will be a collaborative process with more public outreach and process at critical decision making points.
- Under Town Center **Policy 2**, removed reference to higher density and focused on appropriate scale of any mixed use or residential development. The strategies under this policy were similarly modified to reflect the necessity of further discussion and conversation on how infill development can occur in a way that is complimentary and compatible with each sub-district. The strategies reflect the intention of future conversations rather than implementation of a specific action item.

- **Policy 3**, Strategy 3.2 was modified to more clearly describe the type of uses that would be consistent with the Town Center vision.
- **Policy 4**, Strategy 4.3 was eliminated. The strategy called for allowing four story buildings in the Town Center. While there was some discussion that specific areas or sites may be able to pull off a taller building, the consensus was that as a strategy this was too intense for the community and especially within Old Town.
- **Policy 7,** Strategy 7.4 modified to reflect need to continue to work with ODOT. Strategy 7.5 modified to reflect that sidewalk improvements may be funded through a variety of sources and may not be just the property owner's responsibility.
- All of **Policy 8** Strategies were modified to reflect that work will be undertaken through the upcoming Transportation System Plan (TSP) update
- **Policy 9**, Strategy 9.1 added a policy to examine the parking supply and demand in Old Town to determine if changes were needed to the current parking standards
- **Policy 9** Strategy 9.2 modified to reflect that parking standards for townhomes may differ based on the particular district area.
- Policy 9, Strategy 9.3 modified to reflect the need for further analysis and consideration of parking requirements rather than suggesting that greater flexibility is the most appropriate action.

Attachment 1 to this memo is the staff report for the Planning Commission's consideration. The June 2013 Town Center Plan, included as Exhibit 1 to the Staff report and the June 26, 2013 Draft Comprehensive Plan changes included as Exhibit 2 to the Staff report reflect the changes recommended by the Commission at the June 25, 2013 Commission meeting.

In addition to the input received via survey and public input at the May 28, 2013 meeting, the Commission requested and held an additional meeting to have a more in depth discussion on the proposed policies and strategies and seek additional input from interested citizens. This public work session was held on July 23, 2013 and attended by 13 residents as well as 5 commissioners and two Council members. The three small groups discussed the policies and strategies over the course of about two hours. Meeting notes were prepared and are included the August 13, 2013 Steering Committee packet for adoption. All this information, in addition to public testimony provided at the hearing on August 13th will be considered as the Commission determines whether to recommend the Town Center Plan and Comprehensive Plan changes to the Council for adoption.

Attachment 2 to this memo is a log of comments and proposed changes to the Town Center Plan. Rather than making multiple edits to the Town Center Plan, staff will log the recommendations and once direction is provided from the Commission, have changes made prior to the City Council consideration.

Commission considerations:

1. Hold a public hearing and consider forwarding a recommendation of approval to the City Council of:
    a. the Town Center Plan
    b. Comprehensive Plan changes, including the policies and strategies

    OR

2. Revise the policies and strategies as needed after consideration of the public input, as well as feedback received throughout the planning process, and forward a recommendation of approval to the City Council of the Town Center Plan and Comprehensive Plan changes, including the policies and strategies as revised

3. Continue the public hearing for additional testimony and/or information

City of Sherwood **August 6, 2013**
STAFF REPORT: **File No: PA 13-01 – Town Center Plan**

Signed: _____

I. INTRODUCTION

The Town Center Plan will be adopted and implemented through amendments to the Comprehensive Plan (Part 2) including proposed text changes to Chapters 4 (Land Use) and 6 (Transportation), to include references to the Town Center Plan and to add a new chapter-Chapter 9, (Special Area Plans), which includes a summary of the Town Center Plan. Future actions are required to implement the Town Center Plan itself, and not included in this proposed amendment. Any future actions would be amendments to the development code to implement strategies identified through this process, updates to the transportation system plan and possible zone changes. All future actions will require additional public involvement and outreach prior to public hearings and adoption.

The report is organized into the following sections:

I. Introduction
II. Background (Public Involvement & Proposal Overview)
III. Affected Agency, and Public Comments
IV. Type 5 – Legislative Plan Amendment Criteria and Findings of Fact
  A. Local standards
  B. Regional standards
  C. State Standards
V. Recommendation
VI. Attachments/record

II. PROJECT BACKGROUND

Background

Over the past year, the City has worked to develop the Town Center Plan. A town center is a metro-regional designation of a place where residents go to shop, live work and play, and considered to be the center of the community. Town centers should have a strong sense of community identity, be easily walkable and have access to transit. The Planning Commission will consider recommending to City Council adoption of the Town Center Plan as well as amendments to the Comprehensive Plan. Through adoption, the Council will formally recognize the Town Center and establish policies and strategies for the development and re-development of property and public areas within the Town Center, which will serve tens of thousands of people and the central hub of activity for the City of Sherwood.

The Town Center boundary recognizes the natural and man-made features that may act as barriers to connectivity and cohesion for any successful Town Center – including Highway 99W to the northwest, Cedar Creek to the west, the Cannery area south of the railroad tracks in Old Town, the industrial area to the east, and Tualatin-Sherwood Road to the north. The Plan focuses on enhancing the area within these boundaries and incorporating the Town Center vision that developed over the course of this project. Both the Old Town overlay area and the commercial areas south of Highway 99W and Tualatin-Sherwood Road are included within the Town Center boundary, as well as the intervening residential areas and school properties.

Over time, Old Town is expected to see continued growth and gradual transformations while serving as the southern anchor of the Town Center. Growth also continues in commercial areas immediately south of Highway 99W, with additional opportunities for in-fill and mixed-use development. The "Six

Attachment 1

Corners[1] area will continue to be recognized as an integral part of the active commercial center for Sherwood and policies and strategies developed for the Langer Drive District or the Town Center as a whole may be developed to incorporate the Six Corners area as an integral part of the commercial activity center. To reinforce the emphasis on creating a better environment for non-motorized modes of transportation, Langer Drive is re-envisioned with a "Main Street" feel and will serve as a northern commercial node in the Town Center.

The Town Center area encompasses many elements that are integral to a successful, vibrant community, including a diverse mix of civic uses, parks and gathering spaces, grocery stores, cultural activities, day care facilities, offices, restaurants, specialty shops, and larger retail centers. The focus for future limited growth is in Old Town, existing commercial areas south of Highway 99W Tualatin Sherwood Road and along the southern portion of Sherwood Blvd. within the Town Center. Old Town is able to support marginal higher density development than exists there today due to a small supply of vacant parcels with the intention of any new buildings will be of high quality construction with a respect for the unique historic character .

Transportation improvements are identified to make the Town Center safer and easier to get around on different modes of transportation. The Town Center Plan supports enhanced local service and managing parking appropriately to provide sufficient parking for residents and businesses while using land efficiently is critical for a vibrant Town Center.

Process and Public Involvement

The Town Center Plan was developed by a stakeholder advisory committee (SAC), technical advisory committee (TAC) and steering committee (SC). The stakeholder advisory committee consisted of property owners and business leaders within the area and other interested parties. The technical advisory committee consisted of representatives from ODOT, DLCD, Washington County, Metro, the City of Tualatin, City of Tigard, Tri-Met and Clean Water Services. The Steering Committee was comprised of the City's Planning Commission. The SAC and TAC met five times at different milestones throughout the project. The Steering Committee held three work sessions and provided direction to staff prior to finalizing the plan and materials for public notice. The Planning Commission will provide a recommendation to the City Council through the public hearing/plan amendment process.

In addition to the committee meetings, additional process steps and community involvement included:

- Interested Parties list
- Stakeholder interviews
- Two public open houses (Oct 3, 2012 and January 17, 2013)
- Listening Session (May 25, 2013)
- Community Discussion (July 23, 2013)
- Project website with regular updates
- Online Survey from (May 14-July 14, 2013)
- On-line opportunities to comment following the open houses
- Updates in the Sherwood Gazette and Archer at key milestones
- E-mail notice and extensive mailing to property owners and businesses within the study area prior to each public event

[1] Six Corners area has been locally known as the area surrounding the former intersection of Highway 99W, Tualatin-Sherwood Road, and SW Edy Road.

Early and continuous public outreach and involvement was coordinated and timed to coincide with project tasks and key outcomes.
The major milestones in the process were:

- Inventory of base conditions and projections of market demand, land use, transportation, natural resources and infrastructure needs
- Establishment of project and concept plan goals
- Development of three alternative Town Center boundary areas
- Evaluation of alternatives and development of a draft plan incorporating the most desired elements
- Development of the Town Center Plan and preparation of implementation strategies
- Submission and endorsement of the draft plan with policies and strategies and Comprehensive Plan amendments

The Planning Commission will hold a minimum of one public hearing and make a recommendation to the City Council. The City Council will hold a separate public hearing and make a decision to adopt, adopt with revisions or not adopt the Town Center Plan.

Proposal Overview
The Town Center Plan includes policies and strategies that will guide future planning development and public investments within the Town Center.
Key policies include:

- Support programs and improvements that facilitate a greater awareness of the unique attributes of the Town Center.
- Encourage development of appropriately scaled multi and single-family housing in targeted areas within the Town Center.
- Encourage an appropriate mix of activities and uses within the Town Center.
- Ensure that new development and redevelopment within the Town Center contribute to a pedestrian-friendly environment.
- Encourage property owners to invest in development that supports the Town Center vision.
- Support transit service in the Town Center, including maintaining a local transit service network and planning for future high-capacity transit service to neighboring cities.
- Implement transportation system improvements and standards that increase access and improve safety for all modes of transportation within the Town Center.
- Balance the need for vehicular mobility within the Town Center with other transportation and land use goals and priorities.
- Provide sufficient parking for businesses and residents, while maximizing the efficiency of parking areas.

Along with these policies, the Town Center Plan includes strategies to help guide the City in future implementation decisions.

III. AFFECTED AGENCY, PUBLIC NOTICE, AND PUBLIC COMMENTS

The City sent notice to DLCD on July 15, 2013, 35 days prior to the first evidentiary hearing. ODOT, Washington County, Metro, the City of Tualatin, the City of Tigard, Clean Water Services, and Tri-Met, were provided the draft concept plan as part of the Technical Advisory Committee (TAC) and were sent additional agency notice on July 16, 2013. Mailed public notice was sent to all property owners within the Town Center study area on July 24, 2013, which exceeds the City requirement of 10 days prior to the first evidentiary hearing. Metro has been notified at each review stage in the process as a part of the TAC. The City has continued to stay in contact with Metro and ODOT throughout this process to ensure they are up to date on the status and potential issues, as the hearing process has progressed.

Agency Comments

Cynthia Hahn, Associate Planner, City of Tualatin provided comments addressing several concerns based on the preliminary implementation measures or "action items" of the Town Center Plan. She reported that Tualatin was concerned about incurring additional traffic congestion on SW Tualatin-Sherwood Road that would go along with a possible MMA (multi-modal mixed-use area) designation. She also commented the transit map found on p. 14 of the Town Center Plan should be modified to include a future high capacity/bus rapid transit route travelling from Sherwood Old Town along Langer Farms Parkway and continuing to Tualatin along SW Tualatin-Sherwood Road. This would be consistent with the draft recommendation being considered by the SW Corridor Steering Committee. Tualatin was also interested in continued efforts to collaborate with Tri-Met and Metro to emphasize the need for enhanced service between the jurisdictions. Her comments are attached as Exhibit 4.

STAFF RESPONSE: The Multimodal Mixed-Use Area (MMA) designation is applied by local governments to downtowns, town centers, main streets, or other areas inside Urban Growth Boundaries where the local government determines that there is:

- High-quality connectivity to and within the area by modes of transportation other than the automobile;
- A denser level of development of a variety of commercial and residential uses than in surrounding areas;
- A desire to encourage these characteristics through development standards; and
- An understanding that increased automobile congestion within and around the MMA is accepted as a potential trade-off.

After briefly studying this alternative, it was determined not to pursue a MMA designation for the Town Center because of the untested nature of a MMA designation for town centers as well as the lack of mitigation for any additional vehicle congestion due to an increase in density. The other comments are supportable and the Town Center Plan describes continued efforts to improve local transit service throughout the region.

Agency comments provided throughout the process through the TAC have been included in the production of the draft Town Center Plan.

Public Comments

Public comments may be provided at any time prior to the close of the public hearings. The Planning Commission and City Council will take verbal and written testimony at the public hearings. As discussed above, there were opportunities to get feedback on the plan through open houses, surveys, community discussions and comments during work sessions. These ideas/comments have been incorporated into the plan document itself and helped inform the process.

IV. REQUIRED FINDINGS FOR A PLAN TEXT AMENDMENT

Local Requirements: Sherwood Zoning and Community Development Code Section 16.72 and Comprehensive Plan Chapters 4 (Land Use), and 6 (Transportation) of the Sherwood Comprehensive Plan.

Applicable Metro Functional Plan Titles: 6 (Centers, Corridors, Station Communities and Main Streets), and Metro 2035 Regional Transportation Plan

State Rules, Regulations and Planning Goals

Oregon Transportation Planning Rule: (OAR 660-012-0060) Applicable Statewide Land Use Planning Goals are: 1 (Citizen Involvement), 2 (Land Use Planning), 5 (Open Spaces, Scenic & Historic Areas, and Natural Resources), 6 (Air, Water & Land Resources), 11 (Public Facilities & Services), and 12 (Transportation)

A. Local Standards

The City shall find that the following criterion is met by the proposed amendment:

1. Sherwood Zoning and Development Code
Section 16.80.030 Review Criteria

A. Text Amendment

"An amendment to the text of the Comprehensive Plan shall be based upon the need for such an amendment as identified by the Council or the Commission. Such an amendment shall be consistent with the intent of the Comprehensive Plan, and with all other provisions of the Plan, the Transportation System Plan and this Code, and with any applicable State or City statutes and regulations, including this Section."

FINDING: The following section of this report addresses the need for the plan map and text amendments as well as consistency with the Plan policies and applicable regional and state standards. Future implementation actions, amendments to the development code may be recommended; however there are no identified changes at this time.

B. Map Amendment

An amendment to the City Zoning Map may be granted, provided that the proposal satisfies all applicable requirements of the adopted Sherwood Comprehensive Plan, the Transportation System Plan and this Code, and that:

1. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan and the Transportation System Plan.

FINDING: Compliance with the Comprehensive Plan policies is discussed below in IV. 2. Sherwood Comprehensive Plan.

2. There is an existing and demonstrable need for the particular uses and zoning proposed, taking into account the importance of such uses to the economy of the City, the existing market demand for any goods or services which such uses will provide, the presence or absence and location of other such uses or similar uses in the area, and the general public good.

The Town Center Plan describes policies and strategies that will implement the Town Center vision developed over the course of the yearlong planning effort. The Plan does not include any changes to existing zoning or land use but calls for additional study, public input and discussion in some areas where there could be opportunities to better identify possible modifications to the particular uses that would encourage and complement the Town Center Plan.

The consultant team provided an economic market analysis as part of the existing conditions report indicating that Sherwood had experienced strong population growth over the past two decades and a high average income with a larger percentage of family households than other parts of the Portland metro region. This growth is expected to continue for Sherwood, Washington County and the Portland metropolitan region as a whole.

Sherwood can expect continued growth in all of the major land use categories: Residential, Retail, Office and Industrial. Because of the regional urban growth boundary

constraints, infill and redevelopment will play a vital role in exactly where the growth occurs. The lower rents achievable in a suburban commercial environment like Sherwood Plaza or Sherwood Marketplace will limit some of the development types that the market is likely to attract to the area like a high rise mixed-use or office building. Despite this, in an environment where most existing uses are single story with more than ample surface parking, significant increases in density can be achieved as the Town Center Plan suggests over time by adding two to three story buildings with higher building coverage and reduced parking standards compared to the low rise buildings currently setback from the roadways.

FINDING: Based on the above discussion, the proposal meets this criterion.

3. The proposed amendment is timely, considering the pattern of development in the area, surrounding land uses, any changes which may have occurred in the neighborhood or community to warrant the proposed amendment, and the availability of utilities and services to serve all potential uses in the proposed zoning district.

The proposal will adopt the Town Center Plan including the boundary, policies and strategies to shape future implementation actions. The adoption of the Town Center Plan is not only timely but long overdue. Since 2000, Sherwood has had a Metro 2040 Town Center designation at the intersection of Highway 99W and Tualatin Sherwood Road. Although a boundary for the Town Center has been defined, a formal plan for the area was never established. The lack of a plan for the Town Center has resulted in a development pattern that is not compact, mixed use, pedestrian friendly or transit supportive for that particular area.

Metro has recently updated the Urban Growth Management Functional Plan (UGMFP) to better address and incentivize planning for and development of centers, corridors and main streets as part of their capacity ordinance. One of the stated purposes of the revisions to Title 6 (*Centers, Corridors, Station Communities and Main Streets*) of the UGMFP is to "use investments and other incentives to induce cities and counties to revise their comprehensive plans and land use regulations to eliminate barriers to the types and densities of residential development market-feasible." This requires local jurisdictions to develop boundaries, plans and implementation strategies for town centers in order to be eligible for certain regional investments. Since this boundary area is within the existing City limits, the City is able to support this designation.

Last year, the City received a Transportation Growth Management grant to study the best location for establishing a Town Center boundary for Sherwood that conveyed the community's aspirations for a distinctive Town Center area as well as development of policies and strategies to implement the vision for the Sherwood Town Center. The plan before the Commission reflects the results of this planning effort.

FINDING: Based on the above discussion the proposal satisfies this criterion.

4. Other lands in the City already zoned for the proposed uses are either unavailable or unsuitable for immediate development due to location, size or other factors.

FINDING: The Town Center Plan does not include a change of land use or new zoning and thus this criterion is not applicable.

C. Transportation Planning Rule Consistency

1. Review of plan and text amendment applications for effect on transportation facilities. Proposals shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-12-0060 (the TPR). Review is required when a development application includes a proposed amendment to the Comprehensive Plan or changes to land use regulations.

2. "Significant" means that the transportation facility would change the functional classification of an existing or planned transportation facility, change the standards implementing a functional classification, allow types of land use, allow types or levels of and use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility, or would reduce the level of service of the facility below the minimum level identified on the Transportation System Plan.

3. Per OAR 660-12-0060, Amendments to the Comprehensive Plan or changes to land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

a. Limiting allowed uses to be consistent with the planned function of the transportation facility.
b. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses.
c. Altering land use designations, densities or design requirements to reduce demand for automobile travel and meet travel needs through other modes.

Oregon's Transportation Planning Rule (TPR), Oregon Administrative Rule 660-012-000, was enacted to support Oregon's Goal 12 (The Transportation Goal). Goal 12 seeks to "promote the development of safe, convenient and economic transportation systems" designed to reduce reliance on the automobile. The TPR serves to explain how local governments and state agencies are responsible for transportation planning. Section 0060 directs cities and counties to assess whether proposed plan amendments or zone changes will have a significant effect on the transportation system.

The TPR requires that changes to planned land uses do not significantly affect the transportation system beyond the condition that would be present under planned growth conditions. To meet this requirement, land use changes are commonly accompanied by measures (such as transportation improvements) to ensure that the transportation system does not degrade beyond the level anticipated through development consistent with the adopted Comprehensive Plan and Transportation System Plan (TSP). As part of the analysis in developing this Town Center plan, assumptions were made that there would be modest increases in density through either re-zoning or changing land use regulations over time.

A traffic analysis was performed to illustrate how these assumptions could impact future traffic and the need for additional improvements to the roadway system. The traffic analysis modeled a "reasonable worst case" growth scenario to identify how traffic conditions could be different in the future if changes to zoning or land use regulations were made, and compared that to the projected traffic based on the growth assumptions already assumed in Metro's regional planning. The opportunities

identified for future growth within the proposed Town Center boundary (*see* Existing Conditions Sherwood Town Center Plan Report, Appendix D) are consistent with the overall direction and policy guidance contained in the Plan.

The "worst case scenario" results show an increase in land use intensity of approximately 125 dwelling units and approximately 400 employees above and beyond the growth assumptions found in the base case regional projections. This anticipated growth would result in approximately 1,150 additional vehicle trips during the PM peak hour (based on estimated trip generation rates). While additional analysis will be required prior to any implementation actions that result in changes to land use, the transportation analysis completed for this planning exercise identifies that the additional traffic generated by the assumed growth would require the following improvements to mitigate impacts:

- **OR 99W/ Home Depot** – Add a separate westbound left turn lane while maintaining the existing green time on Highway 99W for the northbound and southbound through movements.
- **OR 99W/ Edy Road/ Sherwood Boulevard** – Add dual eastbound and westbound left turn lanes on Edy Road and Sherwood Boulevard, eliminate the split phase timing for the side streets, and maintain the existing green time on Highway 99W for the northbound and southbound through movements.
- **OR 99W/ Meinecke Road** – Change the eastbound and westbound left turn phasing on Meinecke Road from permitted to permitted/protected and maintaining the existing green time on Highway 99W for the northbound and southbound through movements.

The improvements do not need to be identified with the adoption of the plan and the proposed amendments to the Comprehensive Plan; however, they are informative for future implementation actions. Future implementation actions that trigger TPR compliance will likely include additional or updated analysis.

FINDING: Based on the above discussion, the plan and proposed Comprehensive Plan amendments comply with the TPR requirements, as the amendments do not significantly affect the existing or proposed transportation system.

2. Sherwood Comprehensive Plan Policies

Chapter 4 Land Use:

Section E. (Residential Land Use), Subsection 2 (Residential Planning Designations)

Policy 1 - Residential areas will be developed in a manner which will insure that the integrity of the community is preserved and strengthened.

Policy 2 - The City will insure that an adequate distribution of housing styles and tenures are available.

The Town Center boundary area includes a wide variety of housing types including older low-density, single-family homes along with a large supply of multi-family housing, including attached townhomes, condominiums and apartment buildings. No zoning changes are proposed with this plan, but the strategies identified in the planning document indicate that future development will be "appropriately scaled" to be compatible with the existing neighborhoods as well as encouraging property owners to develop high quality infill projects.

FINDING: As discussed above, the plan complies with this policy.

Section H. Economic Development Policies and Strategies

Policy 5- The City will seek to diversify and expand commercial and industrial development in order to provide nearby job opportunities, and expand the tax base.

One of the proposed Comprehensive Plan amendments adds an economic strategy to the above Policy 5 to address the relationship to the newly created Town Center Plan. The strategy added to support this economic policy will, *"encourage development and redevelopment of commercial areas within the Town Center overlay, consistent with the Town Center vision of vibrant, walkable, mixed-use areas that serve as the focal point of community life and commerce."* By adding this strategy to the Comprehensive Plan, the City will be acknowledging the principles identified in the Town Center Plan as it moves toward implementation. This direction will help focus attention on the compliance of any additional action items that stem from future work on the Town Center Plan and focus on creating an economically viable Town Center.

FINDING: Based on the above discussion the amendment is compatible with this policy.

Section I. Commercial Land Use

Policy 1 Commercial activities will be located so as to most conveniently service customers.

Policy 2 Commercial uses will be developed so as to complement rather than detract from adjoining uses.

Policy 3 Highway 99W is an appropriate location for commercial development at the highway's intersection with City arterial and major collector roadways.

Policy 4 The 1983 "Sherwood Old Town Revitalization Plan" and its guidelines and strategies are adopted as a part of the Sherwood Comprehensive Plan.

No zoning changes are proposed with this plan and all commercially zoned properties will remain the same. Additionally, no development code changes are proposed at this time. The general policies identified in the Town Center Plan are meant to complement active uses that encourage people to seek out these activity centers and more conveniently serve customers through all modes of transportation.

The Plan identifies the importance of cultivating and enhancing the two commercial districts within the Town Center area including the Langer Drive District and the Old Town District. The Plan discusses multiple strategies in order to support programs and improvements that bring awareness to these areas including adding gateway features, wayfinding, a unified theme and ultimately developing a marketing strategy to generate greater regional awareness of the Sherwood Town Center as the hub of local activity.

FINDING: Based on the above discussion, the proposal satisfies these criteria**.**

2. c (Commercial Planning Designation Objectives).5) Old Town (OT)
The OT zoning district is an overlay district generally applied to commercially zoned property, and residential properties with the potential for commercial conversion, in the Smockville Subdivision, also known as Old Town. The OT zone recognizes the unique and significant characteristics of Old Town, and is intended to provide development flexibility with respect to uses, site size, setbacks, heights, and site

design elements, in order to preserve and enhance the area's commercial viability and historical character.

Old Town will continue be to the heart of the City. The town center planning process confirmed the community support for Old Town area and the importance of preserving the unique character over time. Recognizing this, Policy 4 of the Town Center Plan encourages property owners to invest in development that supports the Town Center vision with strategies that ensure that the approval process and regulatory provisions for new development, redevelopment and site improvements within the Town Center do not discourage development. This provides direction for evaluating the current Old Town overlay standards and balance whether there is adequate regulatory flexibility and oversight to preserve the unique character within Old Town.

FINDING: Based on the above discussion, the proposal satisfies this criterion.

Section N (Plan/Zone Map)

4 (Neighborhood Area Development Concepts)

b. Central

The Central neighborhood area is generally defined as the area between Hwy 99 and Sunset Blvd. east of Cedar Creek, west of the industrial areas and Lincoln and Pine Streets. The area includes most of the built up area of the City including the Old Town area and the Six Corners commercial area. The Plan shows no significant expansion of the Old Town Commercial Area. Expansion of the Six Corners commercial area is expected. The area contains an existing elementary school and intermediate school. The area is characterized by primarily medium density residential uses with small single-family sections south of Sherwood Boulevard and south of the existing schools on No. Sherwood Boulevard.

Portions of this section are recommended to be removed, as the descriptions do not adequately address the newly identified Central Neighborhood District as it relates to the Town Center Plan. The emphases for the Central neighborhood are based on improving accessibility and circulation within the residential neighborhoods for all modes of transportation. The Central Neighborhood District is comprised of a variety of housing types that will remain stable over time. The proposed new text in this section reflects the Town Center Plan by stating, "*There is a mix of housing types and densities within the central neighborhoods, including single-family homes on small to relatively large lots, duplexes, townhouses, apartments, and senior housing. The Town Center Plan adopted in 2013 indicates that these neighborhoods are expected to remain stable over time, with opportunities for new housing in limited locations, through future infill development, redevelopment, and accessory dwelling units (ADUs),"*

FINDING: Based on the above discussion, this proposal amends this description to reflect the Town Center Plan.

Section O. (Community Design)

Policy 1 - The City will seek to enhance community identity, foster civic pride, encourage community spirit, and stimulate social interaction through regulation of the physical design and visual appearance of new development.

Policy 2 -The formation of identifiable residential neighborhoods will be encouraged.

Policy 3 - The natural beauty and unique visual character of Sherwood will be conserved.
Policy 4 - Promote creativity, innovation and flexibility in structural and site design.

The plan and policies meet the above policy goals by establishing a conceptual plan that includes preservation of open spaces, parks, an integrated trail system, mixed use commercial areas and both residential and commercial/office uses. All of these diverse uses will be in close proximity to one another to reinforce the area as an active, vibrant, walkable town center that is well connected to and expands the center of activity. In addition to ensuring that the area is connected, the Town Center Plan also recognizes that there are unique areas or districts within the Town Center: the Langer Drive District, the Central Neighborhood and Old Town. Because each District is unique and distinctive, implementation measures will vary based on the need in that area and the scope of that need.

FINDING: Based on the above discussion, the applicant meets this criterion.

Chapter 6, Transportation

Goal 1 - Provide a supportive transportation network to the land use plan that provides opportunities for transportation choices and the use of alternative modes serving all neighborhoods and businesses.

Policy 1 – The City will ensure that public roads and streets are planned to provide safe, convenient, efficient and economic movement of persons, goods and services between and within the major land use activities. Existing rights of way shall be classified and improved and new streets built based on the type, origin, destination and volume of current and future traffic.

Policy 2 – Through traffic shall be provided with routes that do not congest local streets and impact residential areas. Outside traffic destined for Sherwood business and industrial areas shall have convenient and efficient access to commercial and industrial areas without the need to use residential streets.

Policy 3 – Local traffic routes within Sherwood shall be planned to provide convenient circulation between home, school, work, recreation and shopping. Convenient access to major out-of-town routes shall be provided from all areas of the city.

Policy 4 – The City shall encourage the use of more energy-efficient and environmentally-sound alternatives to the automobile by:

- **The designation and construction of bike paths and pedestrian ways;**
- **The scheduling and routing of existing mass transit systems and the development of new systems to meet local resident needs; and**
- **Encouraging the development of self-contained neighborhoods, providing a wide range of land use activities within a single area.**

Policy 6 – The City shall work to ensure the transportation system is developed in a manner consistent with state and federal standards for the protection of air, land and water quality, including the State Implementation Plan for complying with the Clean Air Act and the Clean Water Act.

Policy 7 – The City of Sherwood shall foster transportation services to the transportation-disadvantaged including the young, elderly, handicapped, and poor.
Policy 8 – The City of Sherwood shall consider infrastructure improvements with the least impact to the environment.

The success of Sherwood's Town Center will rely on the ability to achieve a connected transportation system that provides residents with safe and efficient options for travel by car and on foot, by bike, and by transit. A number of projects have been identified to improve the connectivity of the pedestrian and bicycle system and improve travel options, livability and vitality within the Town Center. These projects are listed in Table 1 and shown in Map 2 on page 15 of the Town Center Plan document (Exhibit 1)

Calm roadways that are safe for all users, featuring landscaping and stormwater management, attractive streetscapes, and easy access for people on foot and bicycle are a key component of the Town Center. New street designs and bicycle/pedestrian improvements on Sherwood Boulevard, Langer Drive, and select local streets will improve the safety and desirability of walking and biking within the Town Center while maintaining access for cars and transit vehicles.

Several local streets within the Town Center lack safe bicycle and pedestrian facilities. Neighborhood Greenways are residential streets with low volumes of auto traffic and low speeds where bicycle and pedestrians are given priority. "Neighborhood Greenway" improvements to provide sidewalks and/or shared lane bicycle markings are recommended for 10th Street and Gleneagle Drive. In addition, the planned bike lane improvements on 12th Street and Century Drive will support safe bicycle travel within the Town Center.

In addition to the pedestrian and bicycle improvements that will enhance travel within the Town Center, improving access to transit can enhance connections to other areas of the city as well as regional destinations. The Town Center provides an opportunity to create a regional hub that connects to other areas within the larger Southwest Corridor via Highway 99W and Tualatin-Sherwood Road. While the SW Corridor plan has identified that high capacity transit will not come to Sherwood through that project, the Town Center Plan accommodates potential future connections to the other local jurisdictions, as well as local bus service that could serve the immediate Town Center and the greater Sherwood area.

The improvements to bicycle and pedestrian connectivity described in the previous section and new development that is designed to be pedestrian-and transit-friendly will also facilitate transit use within the Town Center.

Improving streets and public spaces throughout the Town Center will unify a growing retail sector, existing and future housing, and parks. Recent streetscape projects in Old Town can be expanded to connect nearby neighborhoods and link Stella Olsen Park and the Langer Farms development into the Town Center. The Langer Drive District will benefit from more pedestrian-friendly shopping centers joined together with wide sidewalks, safer street crossings, lighting, plantings, open space, and wayfinding signage. Gateway features will draw people to the Town Center from major roads and provide the sense that one is entering a special area. Connections between Old Town and the Langer Drive District along Sherwood Boulevard and Langer Farms Parkway will be strengthened through unifying street design treatments. A fully developed network of roads, trails, public plazas, and parks populated with trees, lighting, gathering spaces, benches, stormwater features, and other amenities will unite the Town Center while preserving the distinct characteristics of its many districts.

FINDING: As discussed above, the proposed Town Center plan is consistent with these policies.

B. Regional Standards

METRO 2035 REGIONAL TRANSPORTATION PLAN (RTP)

The RTP provides the long-range blue print for transportation in the Portland region. It presents the overarching policies and goals, system concepts for all modes of travel and strategies for funding and local implementation. Local transportation plans must be consistent with the RTP. Any transportation improvements identified with this plan will be incorporated into the Transportation System Plan Update program to be conducted in 2013-2014. Compliance with local transportation plans as well as the TPR rule has been discussed in other sections throughout this report.

FINDING: Based on the above discussion, this proposal of Comprehensive Plan amendments and the Town Center Plan document is in compliance with the RTP.

METRO URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN,
TITLE 6: CENTERS, CORRIDORS, STATION COMMUNITIES AND MAIN STREETS

3.07.620 Actions and Investments in Centers, Corridors, Station Communities and Main Streets

A. In order to be eligible for a regional investment in a Center, Corridor, Station Community or Main Street, or a portion thereof, a city or county shall take the following actions:

1. Establish a boundary for the Center, Corridor, Station Community or Main Street, or portion thereof, pursuant to subsection B;

The Town Center Plan establishes a boundary which meets the standards in subsection B, below.

2. Perform an assessment of the Center, Corridor, Station Community or Main Street, or portion thereof, pursuant to subsection C; and

The project team conducted an assessment as part of the existing conditions phase of the planning process where they identified opportunities and constraints of the study area. This information can be found in Appendix D of the Town Center Plan. It identifies the following:

- Connection Opportunities: Mobility and access are critically important for a Town Center in order to ensure commercial vitality and to support a range of housing options within walking and bicycling distance of retail cores. Key connections are:
    - Across Highway 99W in Six Corners /Town Center
    - Formalized improvements to the Tonquin/Cedar Creek Trail corridor in Old Town
    - Neighborhood connections to the existing and proposed segments of the Tonquin/Cedar Creek Trails
    - Stella Olsen Park, which is a key open space in the area but presents obstacles to connecting the Town Center to Sherwood High School and neighborhoods to the west
    - Through new development on the vacant parcels east of Langer Farms Parkway
    - Across the railroad tracks, between Old Town and residential neighborhoods to the south
    - Throughout the Six Corners area, which is currently difficult to access without using a car
    - Through and across the neighborhoods between Six Corners and Old Town
- Development Opportunity Sites: Development opportunity sites are largely vacant or underutilized parcels that have been identified for redevelopment, infill, or open space.

- Gateways: Gateways provide key access points to Six Corners and Old Town that can be enhanced to better guide people to various destinations. Gateways off of Highway 99W, Sherwood Boulevard, and Tualatin-Sherwood Road will bring exposure to the amenities offered in Old Town. Though the area has primary access corridors, there are no distinct gateways to direct or welcome people to Six Corners or Old Town.
- Residential Areas**:** There are several residential neighborhoods in the Central Neighborhoods between Six Corners and Old Town, as well as located along the south, west, and northwest boundaries. Most of this housing is well-established single-family or townhome development with decent internal connectivity but few links to centers.

- Civic and Recreation Areas**:** Several schools and Stella Olsen Park are located north and west of Old Town. Langer Park lies in close proximity to the activity areas around Highway 99W. Schools and open space are vital amenities in any livable community. Currently, though, connections through and to the parks and school properties are poor. There are many opportunities to route streets, paths, and trails through these areas to improve access and connectivity while respecting the character of these areas.

- Old Town
    - The Sherwood Public Library and City Hall, the Railroad Street Antique Mall, and a collection of restaurants, small businesses, and other attractions are all located in the core of Old Town. On Pine Street, just southeast of the railroad track, a new splash park, Cannery Square Park, opened in June 2012 and is already a popular amenity.

    - Old Town contains most of the historic buildings in Sherwood and is characterized by its traditional charm. There are numerous small, independent retailers, restaurants, and offices in the area and it attracts people for unique shopping, recreation, and casual entertainment. The recent Old Town Lofts commercial/residential development and the approved Cannery Square Planned Unit Development have responded to demand for moderate density increases and blended building uses.

    - Several arterial and collector streets lead directly to Old Town from Six Corners, Highway 99, Tualatin-Sherwood Road, and surrounding residential neighborhoods, but access and navigation to Old Town is often not clear. Better street and trail links to Stella Olsen Park, across the railroad tracks, and eastward towards new development on the Langer Farms PUD parcels (see pages 35-36) will help connect Old Town to the region, draw in visitors, and encourage people to live near this emerging Main Street area.

- Six Corners
  With strategic transportation improvements, new development, and retrofits to existing large-format retailers, Six Corners could become a more inviting commercial hub that encourages people to stay and partake in attractions beyond day-to-day shopping. Highway 99W is a major barrier that can be mitigated with improved crossings at Sherwood Boulevard and Tualatin-Sherwood Road along with traffic calming and better linear bicycle and pedestrian routes. New streets and paths can better connect Six Corners to surrounding residential areas. Vacant parcels can be developed with greater densities and a more robust mix of uses, and existing buildings can be reoriented to face the street and reduce the amount of land dedicated to parking.

  FINDING: As discussed above, the proposed Town Center plan is consistent with these policies.

3. Adopt a plan of actions and investments to enhance the Center, Corridor, Station Community or Main Street, or portion thereof, pursuant to subsection D.

The Town Center plan includes policies and strategies to enhance the Town Center. Cost estimates concerning the TPR mitigation were provided through the "Town Center Recommended Alternative Analysis" dated April 22, 2013 and noted to be approximately $1.35 million. These improvements, as needed, will be incorporated into the Transportation System Plan update and future implementation actions that will be developed over time as the plan moves forward. Preliminary work has been done to generate ideas for how the plan can be implemented and will be utilized as a starting point for discussion, further study and public involvement.

FINDING: As discussed above, the proposed Town Center plan is consistent with these policies.

B. The boundary of a Center, Corridor, Station Community or Main Street, or portion thereof, shall:
1. Be consistent with the general location shown in the RFP except, for a proposed new Station Community, be consistent with Metro's land use final order for a light rail transit project;

The boundary is consistent with the general location of the prior Town Center; however it has been expanded as the planning effort moved forward. The prior Town Center included the retail commercial area of Six Corners which is included in the proposed boundary. Additional areas include the Central Neighborhood District and the Old Town area. These areas had previously been recognized in the 2040 Plan as a corridor (Sherwood Blvd) and portions of Old Town (Main Street). The proposed Town Center boundary encompasses these designated areas under the umbrella of the Town Center Boundary.

FINDING: Based on the above discussion, the Town Center boundary is consistent with the general location found within the Regional Functional Plan.

2. For a Corridor with existing high-capacity transit service, include at least those segments of the Corridor that pass through a Regional Center or Town Center;

This is not applicable as the existing corridor does not have high capacity transit (HCT). The plan was developed with consideration to the SW Corridor project and has preliminarily identified future HCT connections if that is warranted. At this time, as the SW Corridor project moves forward, Sherwood will benefit from improved transportation and local transit service to Tigard and Tualatin.

FINDING: The Town Center plan is consistent with the SW Corridor project and thus compatible with this criterion.

3. For a Corridor designated for future high-capacity transit in the RTP, include the area identified during the system expansion planning process in the RTP; and

Portions of 99W through Sherwood had been prioritized as a HCT corridor study area within the 2035 RTP. As the SW Corridor Plan proceeded in tandem with the City's Town Center Plan work, it became apparent that HCT would not be recommended for Sherwood at this time.

FINDING: Based on the above discussion, this section is not applicable.

4. Be adopted and may be revised by the city council or county board following notice of the proposed boundary action to the Oregon Department of Transportation and to Metro in the manner set forth in subsection A of section 3.07.820 of this chapter.

FINDING: Through the adoption of the Plan and Comprehensive Plan amendments, this criterion will be met.

C. An assessment of a Center, Corridor, Station Community or Main Street, or portion thereof, shall analyze the following:

1. **Physical and market conditions in the area;**
2. **Physical and regulatory barriers to mixed-use, pedestrian-friendly and transit-supportive development in the area;**
3. **The city or county development code that applies to the area to determine how the code might be revised to encourage mixed-use, pedestrian-friendly and transit supportive development;**
4. **Existing and potential incentives to encourage mixed use pedestrian-friendly and transit-supportive development in the area; and**

The Town Center planning process did this by gathering and studying the existing conditions including traffic study, market analysis and a regulatory framework analysis. The Existing Conditions Report findings are outlined within this staff report and utilized in determining the Town Center boundary. The results also assisted in as developing the Comprehensive Plan amendments and policies and strategies found within the report. These reports can be found within the appendices of the Town Center Plan. (Appendix D-F).

FINDING: Based on the above discussion, the applicant meets this criterion.

D. A plan of actions and investments to enhance the Center, Corridor, Station Community or Main Street shall consider the assessment completed under subsection C and include at least the following elements:

1. Actions to eliminate, overcome or reduce regulatory and other barriers to mixed-use, pedestrian-friendly and transit-supportive development;

2. Revisions to its Comprehensive Plan and land use regulations, if necessary, to allow:

a. **In Regional Centers, Town Centers, Station Communities and Main Streets, the mix and intensity of uses specified in section 3.07.640; and**

b. **In Corridors and those Station Communities in areas shown as Industrial Area or Regionally Significant Industrial Area in Title 4 of this chapter, a mix and intensity of uses sufficient to support public transportation at the level prescribed in the RTP;**

3. Public investments and incentives to support mixed-use pedestrian-friendly and transit-supportive development; and

4. A plan to achieve the non-SOV mode share targets, adopted by the city or county pursuant to subsections 3.08.230A and B of the RTFP that includes:

a. **The transportation system designs for streets, transit, bicycles and pedestrians consistent with Title 1 of the RTFP;**
b. **A transportation system or demand management plan consistent with section 3.08.160 of the RTFP; and**
c. **A parking management program for the Center, Corridor, Station Community or Main Street, or portion thereof, consistent with section 3.08.410 of the RTFP.**

The Town Center Plan and Comprehensive Plan amendments include policies and strategies to support the vision for Sherwood's Town Center. Through the work sessions and community discussion with the Planning Commission, the sentiment became clear that any plan of action or investment for the Town Center required more study and opportunities for the public to evaluate the action items in detail. The policies and strategies developed through the planning process are a starting point for developing the plan of action and investment further in order to reduce the regulatory barriers to mixed use pedestrian friendly and transit supportive development. Through the work done to implement the Town Center Plan, public investment and incentives can be evaluated in greater detail to ensure it meets the community vision. Additionally, although some regulatory barriers have been identified through the work on this plan, further public involvement and study is necessary to ensure proper safeguards are in place to create the Town Center the community can be satisfied with and fully support.

FINDING: Based on the above discussion, this section is not applicable to the proposal under review.

3.07.640 Activity Levels for Centers, Corridors, Station Communities and Main Streets
A. A Centers, Corridors, Station Communities and Main Streets need a critical number of residents and workers to be vibrant and successful. The following average number of residents and workers per acre is recommended for each:
1. Central City - 250 persons
2. Regional Centers - 60 persons
3. Station Communities - 45 persons
4. Corridors - 45 persons
5. Town Centers - 40 persons
6. Main Streets - 39 persons

B. Centers, Corridors, Station Communities and Main Streets need a mix of uses to be vibrant and walkable. The following mix of uses is recommended for each:

1. **The land uses listed in State of the Centers: Investing in Our Communities, January, 2009, such as grocery stores and restaurants;**

2. **Institutional uses, including schools, colleges, universities, hospitals, medical offices and facilities;**

3. **Civic uses, including government offices open to and serving the general public, libraries, city halls and public spaces.**

While the above cited section is more recommendation than requirement, the Town Center Plan has been developed with consideration to these recommendations. The proposed Town Center boundary includes the following land use types**:**

- 61 acres of commercial,
- 48 acres of single-family housing at 10 Dwelling units/per acre (approximately 28.8 persons per acre)[2]
- 30 acres of multi-family with 480 dwelling units at 16 units per acre (approximately 46 persons per acre)
- additional 58 acres of open space including Stella Olsen Park, Cannery Square, Langer Park, Pioneer Park and the Cedar Creek Trail.

[2] Source: U.S. Census, 2010 Demographic Profiles estimates 2.88 persons per household for Sherwood)

Areas of the Town Center already include pockets of the variety of mixed uses necessary to be vibrant and walkable. The plan includes three districts that focus on the retail-commercial center of the city, a diverse central neighborhood with a variety of housing types and civic buildings and the historic Old Town District, with its mix of old and new buildings and grid street pattern. The Old Town area has been the focus of City resources including major downtown street improvements, construction of City Hall and the Library, as well as plans for a cultural center and the newly constructed Cannery Square Plaza.

Although at the current time, the activity levels do not achieve the recommended density, the Plan identifies opportunities for increasing activity and adding density to vacant areas throughout the Town Center. Part of developing a plan is aspirational and although not achieved yet, the policies and strategies identified will encourage greater commercial activity within the core area.

FINDING: Based on the above discussion, the designated town center plan identifies policies and strategies for creating a mix of uses in order to be vibrant and walkable and thus meets the criterion.

C. Centers, Corridors, Station Communities and Main Streets need a mix of housings types to be vibrant and successful. The following mix of housing types is recommended for each:

1. **The types of housing listed in the "needed housing" statute, ORS 197.303(1);**
2. **The types of housing identified in the city's or county's housing need analysis done pursuant to ORS 197.296 or statewide planning Goal 10 (Housing); and**
3. **Accessory dwellings pursuant to section 3.07.120 of this chapter.**

With the new Town Center boundary as proposed, the Town Center will achieve a mix of housing types. As discussed above, within the Town Center boundary especially within the Central Neighborhood District, there is a mix of housing types ranging from the City's older low density single-family homes to high-density, multi-family planned unit developments. In the Old Town District, there is a wide variety from historic single-family homes zoned medium-low density to newer three story condominium projects with office/retail on the ground floor.

FINDING: Based on the above discussion, the plan and amendments comply with this criterion**.**

3. State Standards

1. **<u>Transportation Planning Rule (TPR):</u>** The City finds that the proposed concept plan complies with applicable requirements of the state Transportation Planning Rule (OAR 660-12-0060) Plan and Land Use Regulation Amendments:

   (1) Amendments to functional plans, acknowledged Comprehensive Plans, and land use regulations <u>which significantly affect a transportation facility</u> shall assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility. This shall be accomplished by either:

   (a) Limiting allowed land uses to be consistent with the planned function, capacity, and performance standards of the transportation facility;
   (b) Amending the TSP to provide transportation facilities adequate to support the proposed land uses consistent with the requirements of this division;
   (c) Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes; or

(d) Amending the TSP to modify the planned function, capacity and performance standards, as needed, to accept greater motor vehicle congestion to promote mixed use, pedestrian friendly development where multimodal travel choices are provided.

(2) A plan or land use regulation amendment significantly affects a transportation facility if it:

(a) Changes the functional classification of an existing or planned transportation facility;
(b) Changes standards implementing a functional classification system;
(c) Allows types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of a transportation facility; or
(d) Would reduce the performance standards of the facility below the minimum acceptable level identified in the TSP.

The plan does not envision changing the functional classification of any of the existing roads from the current TSP. In addition, the Regional Transportation Plan (RTP) includes several projects that would generally be needed to support the development of this area on the financially constrained list (therefore a funding source has already been identified).

The Town Center Plan must be consistent with the Sherwood TSP and the County TSP. The Town Center plan does not reduce performance standards of any facility in this area beyond what has already been identified and discussed earlier in this report.

FINDING: As discussed above, the concept plan does not significantly affect the surrounding transportation system beyond what has already been identified through the RTP and this standard is met.

2. Statewide Land Use Planning Goals

Goal 1: Citizen Involvement – This Goal calls for "the opportunity for citizens to be involved in all phases of the planning process." It requires each city and county to have a citizen involvement program containing six components specified in the goal. It also requires local governments to have a committee for citizen involvement (CCI) to monitor and encourage public participation in planning.

LCDC recognizes the Planning Commission as the designated CCI for Sherwood. The City established three review bodies: a Stakeholder Advisory Committee (SAC) consisting of all property and business owners in the area and interested parties outside the study area; a Technical Advisory Committee (TAC) consisting of representatives affected agencies including ODOT, DLCD, Washington County, Tri-Met, Metro, the City of Tualatin, Clean Water Services; and a Steering Committee (SC) which consisted of the Planning Commissioners. A detailed public involvement plan was developed specific for this project and approved by the SAC.

The SAC and TAC met at five key points in the process to review materials and provide feedback to the SC. Prior to the Town Center Plan adoption, the Steering Committee held five work sessions associated with regularly scheduled Planning Commission meetings.

In addition to the SAC, TAC and SC, the City held two open houses and posted all documents, meeting agendas, meeting minutes, project timelines and staff contact information on the city's website. Prior to the public hearing, an online survey was developed to further engage the public. Finally, an in depth community discussion with the Commission was held to delve into the policies and strategies developed during the Town Center planning effort. Information was posted throughout the City and in the Archer prior to any public open houses or meetings. Postcard mailers were sent to business and property owners within the Town Center Study areas informing them of upcoming open houses and opportunities to engage in the process.

Over the course of the project, interested parties, were informed when new information about the project was available or upcoming meeting were scheduled.

FINDING: As outlined above, the plan has been developed consistent with this Goal.

Goal 2: Land Use Planning - outlines the basic procedures of Oregon's statewide planning program. It says that land use decisions are to be made in accordance with a comprehensive plan, and that suitable "implementation ordinances" to put the plan's policies into effect must be adopted. It requires that plans be based on "factual information"; that local plans and ordinances be coordinated with those of other jurisdictions and agencies; and that plans be reviewed periodically and amended as needed. Goal 2 also contains standards for taking exceptions to statewide goals. An exception may be taken when a statewide goal cannot or should not be applied to a particular area or situation.

The Town Center planning process addressed all local, state and regional standards. The plan was developed based on information regarding existing conditions, review of the existing local Comprehensive Plan and transportation system plan and review of the existing zoning designations and the Sherwood Zoning and Development Code. The plan was developed with a technical advisory committee comprised of representation from Washington County, Metro, ODOT, DLCD, Tri-Met, Clean Water Services, the City of Tigard and the City of Tualatin. The development and adoption of the plan has been processed consistent with local and state land use laws for legislative comprehensive plan amendments.

FINDING: The plan has been developed consistent with this Goal.

Goal 5: Natural Resources - covers more than a dozen natural and cultural resources such as wildlife habitats and wetlands. It establishes a process for each resource to be inventoried and evaluated. If a resource or site is found to be significant, a local government has three policy choices: preserve the resource, allow proposed uses that conflict with it, or strike some sort of a balance between the resource and the uses that would conflict with it.

The Town Center Plan Existing Conditions Report (Appendix D) provides an overview of the existing environmental conditions in the Project Study Area, which align with Metro's Nature in Neighborhoods (Title 13) and Stream and Floodplain Protection (Title 3) designations. Within the Project Study Area, the Cedar Creek corridor is protected and development is very limited in these areas because of the natural resource designations.

However, Cedar Creek and the associated trail system are important recreational amenities that add to the vitality of the community, and which has a role in the Town

Center designation and plan. The creeks, riparian areas, and wetlands in the Project Study Area are already protected by Metro regulations and identified as a Goal 5 resource that are implemented through Sherwood's development code. While these areas can be considered a vital asset to civic life, they are development-restricted areas and are not available for the intensive land use development that characterizes a Town Center, but an element of the improved connectivity, pedestrian friendly environment that a Town Center strives to achieve.

FINDING: The plan has been developed consistent with this Goal.

Goal 6: Air and Water Quality - requires local Comprehensive Plans and implementing measures to be consistent with state and federal regulations on matters such as groundwater pollution.

Sherwood is located in the Portland Metropolitan Air Quality Management Attainment Area. The proposal encourages alternative modes and transportation demand management to reduce reliance on the automobile and improve air quality. In addition, consideration was given to provide opportunities for employee supportive retail uses, in limited quantity, within the Plan area to reduce vehicular traffic.

FINDING: The plan has been developed consistent with this Goal.

Goal 7: Natural Hazards - deals with development in places subject to natural hazards such as floods or landslides. It requires that jurisdictions apply "appropriate safeguards" (floodplain zoning, for example) when planning for development there.

This goal does not apply to this concept plan as the City already has "appropriate safeguards" in place for development within the floodplain. In addition there are not streams or floodplains within the Plan area itself. The Cedar Creek corridor runs along the western edge of the Town Center boundary and will serve as an improved wildlife corridor and multi-modal trail.

FINDING: The plan has been developed consistent with this Goal.

Goal 9: Economic Development - calls for diversification and improvement of the economy. It asks communities to inventory commercial and industrial lands, project future needs for such lands, and plan and zone enough land to meet those needs.

As discussed earlier within this report under the Comprehensive Plan section, the Town Center Plan and accompanying policies calls for strategies that will diversify and improve the commercial activity within the proposed Town Center Boundary.

FINDING: The plan has been developed consistent with this Goal.

Goal 10: Housing – calls for buildable residential lands to meet the housing needs of the citizens of the state.

As discussed above, the Town Center includes areas of different housing types in order to meet the diverse needs of the community. The variety of housing types found within the Town Center area will provide housing choices that will encourage growth within the Town Center.

FINDING: Based on the above discussion, the Town Center Plan is consistent with this goal.

Goal 11: Public Facilities - **calls for efficient planning of public services such as sewers, water, law enforcement, and fire protection. The goal's central concept is that public services should to be planned in accordance with a community's needs and capacities rather than be forced to respond to development as it occurs.**

This goal is addressed by the existing water, sanitary and storm sewer master plans that already have accounted for development within this area and identified projects that will ensure this area will be adequately served.

FINDING: The plan has been developed consistent with this Goal.

Goal 12: Transportation - **The goal aims to provide "a safe, convenient and economic transportation system." It asks for communities to address the needs of the "transportation disadvantaged."**

FINDING: The proposed concept plan was reviewed using the TPR standards. This staff report evaluates TPR criteria to make findings of fact and demonstrate compliance as discussed previously in this report.

Goal 13: Energy Conservation – calls for land development to be controlled and maintained so as to maximize the conservation of all forms of energy.

FINDING: Any development that occurs in the Sherwood Town Center will be subject to the Sherwood Zoning and Community Development Code, which contains standards for energy conservation. This concept plan is consistent with this goal through the application of Sherwood's development standards.

Goals 15-19 apply to the Willamette River Greenway, Estuarine Resources, Coastal Shorelands, Beaches and Dunes and Ocean Resources.

FINDING: The Town Center area does not include any of these resources and, therefore, State Goals 15-19 are not applicable to this plan.

V. RECOMMENDATION

Based on the above findings of fact, and the conclusion of law based on the applicable criteria, staff recommends the Planning Commission forward a recommendation to the City Council to approve the Sherwood Town Center Plan and the Comprehensive Plan amendments (PA 13-01).

VI. Exhibits

1. Town Center Plan
2. Comprehensive Plan Update (Ch. 4, 6 and new Chapter 9)
3. Comments from City of Tualatin, submitted by Cynthia Hahn, AICP, Associate Planner

Refer to the Draft Town Center Plan, June 2013 available on the web site at:

www.sherwoodoregon.gov/sherwoodtowncenter/page/sherwood-town-center-plan

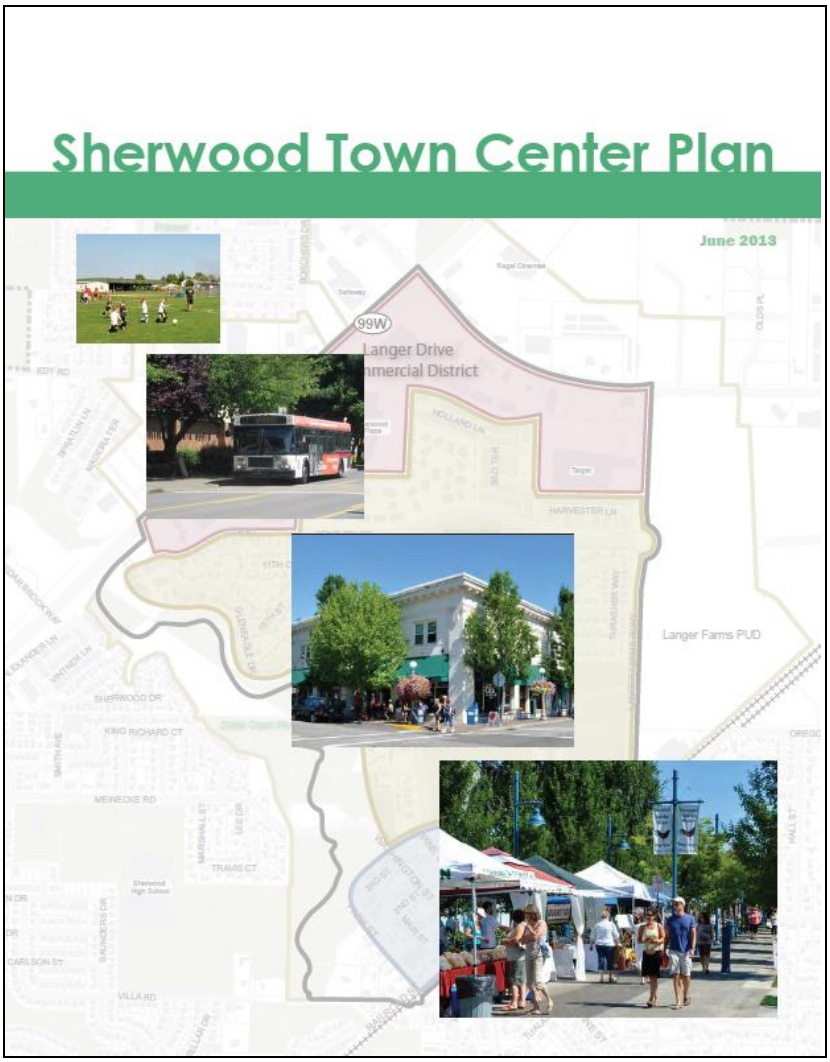

Exhibit 1

Proposed Chapter 4 Land Use Amendments

(Editor's note: no changes or additions to sections that are not specified on these pages. If a revised section is numbered H.5 , items numbers H.1-H.4 have not been changed.)

E. RESIDENTIAL LAND USE

[New Policy]

Policy 7 **In addition to and consistent with the General Land Use policies, the City will encourage appropriate residential densities in the Town Center Overlay District, consistent with the vision, policies, and strategies in the Sherwood Town Center Plan.**

H. ECONOMIC DEVELOPMENT POLICIES AND STRATEGIES

Policy 5 **The City will seek to diversify and expand commercial and industrial development in order to provide nearby job opportunities, and expand the tax base.**

Strategy:

- The City will encourage the revitalization of the Old Town Commercial area by implementation of 1983's "Old Town Revitalization Plan" and the Old Town Overlay Zone.
- The City will encourage the development of light industrial and office parks.
- The City will seek to attract industries that are labor and capital intensive.
- The City will seek to attract "target" industries which will expand industrial sectors inadequately represented in the urban area in order to diversify and stabilize the local economy.
- The City will encourage economic development and redevelopment of commercial areas within the Town Center Overlay, consistent with the Town Center vision of vibrant, walkable, mixed-use areas that serve as the focal point of community life and commerce.

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N. THE PLAN/ZONE MAP

4. NEIGHBORHOOD AREA DEVELOPMENT CONCEPTS

The Plan/Zone Map may be described in terms of land use concepts applied to neighborhood areas. While neighborhood boundaries have not been specifically defined, it is intended that land usage be supportive of neighborhood development and formation in the following areas.

b. Central

The Central neighborhood area is generally defined as the area between Hwy 99 and Sunset Blvd. east of Cedar Creek, west of the industrial areas and Lincoln and Pine Streets. The area includes most of the built up area of the City including the Old Town area and the Six Corners commercial area. There is a mix of housing types and densities within the central neighborhoods, including single-family homes on small to relatively large lots, duplexes, townhouses, apartments, and senior housing. The Town Center Plan adopted in 2013 indicates that these neighborhoods are expected to remain stable over time, with opportunities for new housing in limited locations, through future infill development, redevelopment, and accessory dwelling units (ADUs).

O. COMMUNITY DESIGN

4. POLICIES AND STRATEGIES

In order to meet the above objectives the following policies are established.

Policy 1 **The City will seek to enhance community identity, foster civic pride, encourage community spirit, and stimulate social interaction through regulation of the physical design and visual appearance of new development.**

Strategy:

- Seek to establish community identity buffers between Sherwood and the cities of King City and Tualatin. Preserve and/or develop natural or man-made features which serve to define the communities.
- Develop a civic/cultural center and plaza park as a community focus.
- Promote community wide events such as the Robin Hood Festival.

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- Develop a system of streets, bikeways, sidewalks, malls, and trails linking schools, shopping, work, recreation and living areas.
- Promote the preservation of historically or architecturally significant structures and sites.
- Use the Town Center vision and policies to guide future public and private investment to enhance and improve the Town Center as the focal point of community life and commerce.

Proposed New Chapter 9 Special area plans

SPECIAL AREA PLANS

A. INTRODUCTION

The Special Area Plans chapter summarizes the results and recommendations of long-range planning the City has undertaken for specific areas within Sherwood as well as identification of distinct areas that may benefit from a plan in the future.

B. GENERAL FINDINGS

Identifying specific project goals and objectives is a first step of developing an area district plan. As in the case of the Sherwood Town Center Plan, project goals and objectives should be established that reflect good planning practice and the goals and objectives identified in the project scope of work. Developing an area district plan will typically entail determining the boundaries of the district, identifying opportunities and constraints for the successful development and/or redevelopment of the area, establishing a vision for the future of the defined area, determining appropriate land uses and standards to implement the vision, and planning a multi-modal transportation system that supports future development in the area. The expected outcome of the planning process will be a detailed plan that can be adopted as part of the comprehensive plan, one that may include associated implementing amendments to the development code.

C. GENERAL POLICY GOALS AND OBJECTIVE

Goal 1: To provide meaningful opportunities for community members to be involved in the area district planning process, including those most directly affected by the outcomes, as well as the community at large.

OBJECTIVES

Policy 1 Involve major employers, property owners, institutions, and business groups that will be impacted by and/or benefit from the plan.

Policy 2 Establish technical and stakeholder advisory groups to review and comment on project deliverables, to inform the work of the project management team and to make recommendations to the designated decision makers.

Policy 3 Inform and involve other established community groups and surrounding residents.

Policy 4 Provide a variety of tools to allow all community members of Sherwood the opportunity to learn about and participate in the planning process, including opportunities at events or locations they already attend.

Policy 5 Regularly update the City's Planning Commission and City Council about the project and seek their advice on key decision points.

Goal 2: To ensure consistency with existing local and regional plans and land use regulations, particularly recent updates to plans and regulations.

OBJECTIVES

Policy 1 Create plans that are consistent with adopted local plans, such as the Sherwood Transportation System Plan and Parks Master Plan, or propose modifications to adopted plans as part of special area plan adoption.

Policy 2 Coordinate with public agencies and affected service districts throughout the planning process to ensure that the project direction is consistent with their policies and plans.

Policy 3 Coordinate efforts with planning processes in progress, including those of neighboring jurisdictions and regional planning partners.

Goal 3: To support implementation by developing appealing, cost-effective, and politically achievable plans.

OBJECTIVES

Policy 1 Prepare special area plans for adoption as an element of, or ancillary document to, the Sherwood Comprehensive Plan.

Policy 2 Ensure that plans are consistent with applicable regional and state requirements, including Metro's Urban Growth Management Functional Plan and the Transportation Planning Rule (Oregon Administrative Rule 660-012).

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Policy 3 Where applicable, prepare additional amendments to the Sherwood Comprehensive Plan to ensure internal consistency between City policies.

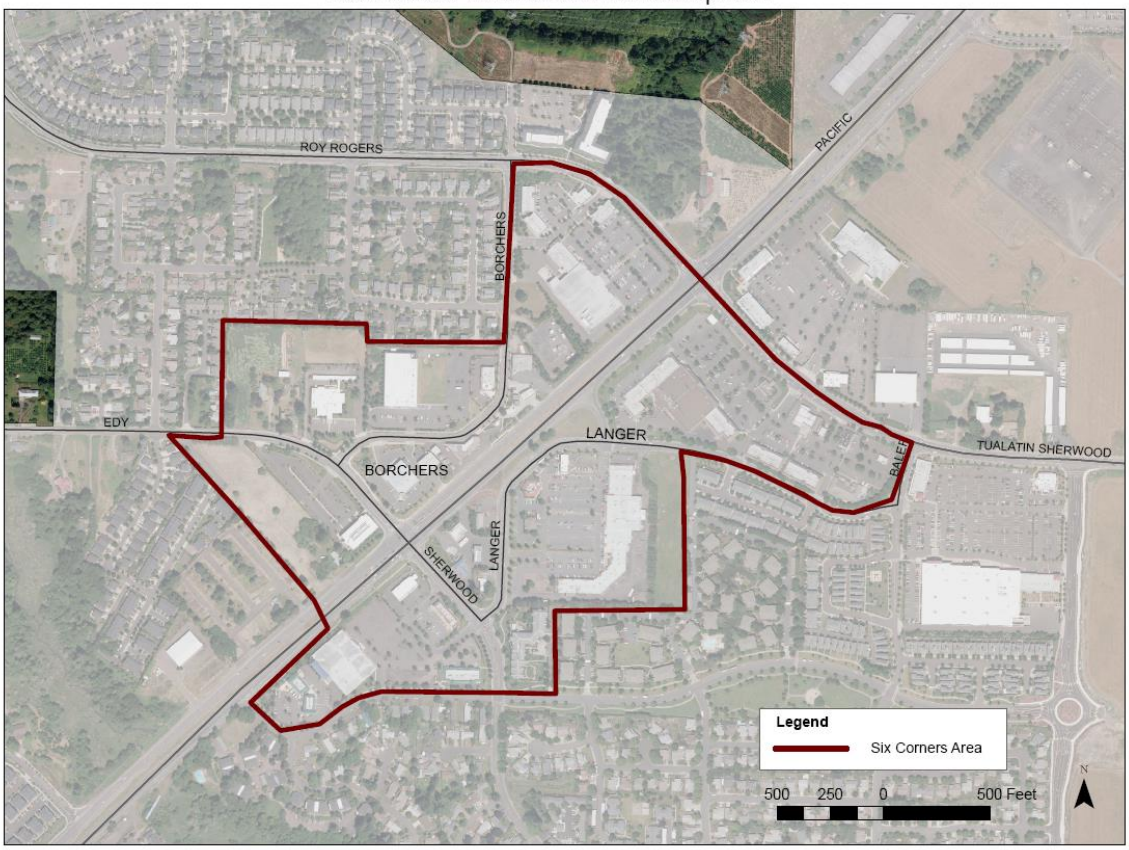
Policy 4 Collaborate with the City's Planning Commission and Council throughout the planning process to ensure that proposed plans meet the community's goals and can be adopted in a timely manner.

D. SPECIAL AREA PLANS

D.1 Six Corners Commercial District

The Six Corners area derived its name before Pacific Highway was widened and Tualatin - Sherwood Road, Sherwood Boulevard and Highway 99W intersected in a way that created "Six Corners." The Six Corners Area is characterized by newer commercial development centered around the Highway 99W corridor at the Tualatin-Sherwood Road and Sherwood Boulevard intersections. Existing uses include strip-mall development with several large-format retail anchors, including a Safeway grocery store, a Target discount store, a Walgreens, a sporting goods outlet, and several chain and local restaurants. There are several residential neighborhoods adjacent to Six Corners, but no housing within the commercial area adjacent to Highway 99W.

Six Corners Commercial District-Option1



The southern portion of the Six Corners area is included in the designated Town Center, however it is recognized that a plan for the entire Six Corners commercial district should be completed and should ensure that development patterns are not at odds at the major intersections within the Six Corners Commercial District.

D.2 Sherwood Town Center Plan

Background

The Sherwood Town Center Plan was adopted in 2013. The Town Center Plan designates and lays out a plan for a "Town Center" that both meets regional planning objectives and guides future growth and development in a way that is unique to Sherwood. The Town Center designation is intended to recognize and enhance principal centers of urban life within the region while acknowledging that these centers of activity are diverse and embody a strong sense of community identity. The Town Center Plan establishes the boundaries of the Sherwood Town Center, describes the vision for the area, and identifies a framework and strategies for realizing that vision.

The following overarching vision statement describes the uses, activities, look, and feel of the Town Center and articulates the desired outcome of future development, redevelopment, and investment in the area:

> *Sherwood Town Center is a lively, safe, and beautiful place that embodies the best of Sherwood, a family friendly community with historic roots that enthusiastically plans for a bright future. The Town Center is the focal point of community life and commerce: neighbors and visitors come together here to eat, shop, work, and play. The mix of housing, restaurants, shops, parks, natural areas and public gathering spaces that front vibrant, tree-lined streets supports existing businesses and attracts new businesses and visitors. Getting to and getting around the Town Center is easy, whether you are traveling on foot, by bike, by skateboard, on a bus, or in a car.*

Boundary

The Town Center boundary [Figure 1] recognizes the natural and man-made features that may act as barriers to connectivity and cohesion – including Highway 99W to the northwest, Cedar Creek to the west, the Cannery Square area south of the railroad tracks in Old Town, the industrial area to the east, and Tualatin-Sherwood Road to the north – and focuses on enhancing the area within these boundaries. Both the historic Old Town area and the commercial areas south of Highway 99W and Tualatin-Sherwood Road are included within the Town Center boundary, as well as the intervening Central Neighborhood that includes a variety of housing types and smaller scale civic uses, such as the Senior Center and schools. While the Old Town Overlay is encompassed within the Town Center boundary, the Old Town Overlay retains its unique policies and standards and remains a distinct district.

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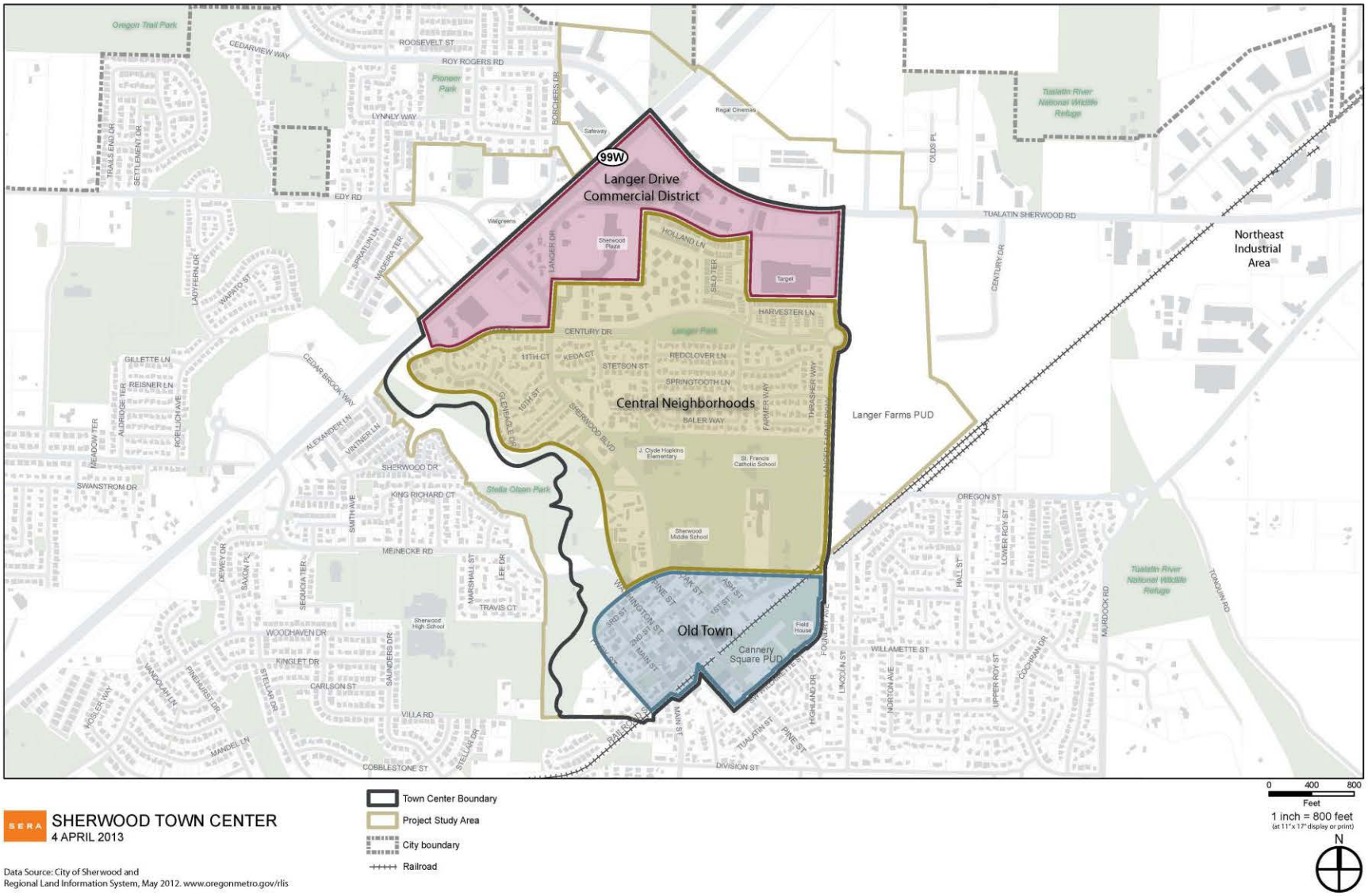
Figure 1



SERA SHERWOOD TOWN CENTER
4 APRIL 2013

Data Source: City of Sherwood and
Regional Land Information System, May 2012. www.oregonmetro.gov/rlis

Land Use

Today, the Town Center encompasses many elements that are integral to a successful, vibrant community, including a diverse mix of civic uses, parks and gathering spaces, office uses, restaurants, coffee houses, specialty shops, and larger retailers; transit service; and a walkable historic retail and residential area in Old Town. However, some intensification of commercial and residential development over time is expected and appropriate within the Town Center in order to support the vision of a vibrant community focal point hosting a variety of successful businesses. While the focus for future growth is in Old Town, existing commercial areas south of Highway 99W and Tualatin-Sherwood Road, and along the southern portion of Sherwood Boulevard within the Town Center, there are three unique sub-districts that will have their own development expectations and characteristics:

Old Town - Old Town is envisioned to support somewhat higher density development than exists there today, with high-quality mixed use development that respects the historic character of the area.

Langer Drive Commercial District - In the "Langer Drive District" south of Highway 99W and Tualatin-Sherwood Road, future redevelopment within existing shopping centers will gradually transform the area into a walkable, active shopping district with more pedestrian-oriented buildings that continue to attract regional and national businesses.

Center Neighborhood - The emphasis for the Central residential neighborhoods within the Town Center is on improving bicycle and pedestrian connections; the current mix of housing types and densities – including single-family homes on small to relatively large lots, duplexes, townhouses, apartments, and senior housing – is expected to remain stable over time, with modest increases in density in limited locations.

Transportation

A variety of transportation improvements are identified to improve safety and accessibility for pedestrians and bicyclists, to better support transit service to the area, and to increase the availability of transportation options to and within the Town Center. Improving streets and public spaces throughout the Town Center will also unify a growing retail sector with existing and future housing, and parks. Calm roadways that are safe for all users, featuring stormwater and landscape elements, attractive streetscapes, and easy access for people on foot and bicycle are a key components of the Town Center. Bicycle/pedestrian improvements on Sherwood Boulevard, Langer Drive, and select local streets will improve the safety and desirability of walking and biking within the Town Center while maintaining access for cars and transit. Additional off-street, multi-use trails are planned to improve connectivity for bicycles and pedestrians. The Town Center Plan also supports enhanced local service as well as bus rapid transit connections to other regional destinations. Managing sufficient parking for residents and businesses while using land efficiently is also critical to creating a vibrant Town Center.

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Policy Outcomes

The following policies and strategies will guide future planning, development, and public investments within the Town Center.

[Insert final Goal/Policies/Strategies]

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City of Tualatin

www.tualatinoregon.gov

COPY

July 19, 2013

Michelle Miller, AICP
Senior Planner
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140

Re: Sherwood Town Center Plan
(June, 2013)

Dear Michelle:

The City of Tualatin Community Development Department would like to congratulate the City of Sherwood on completing the Sherwood Town Center Plan. A planning process such as this is a huge undertaking and we commend you on this accomplishment. I would also like to thank you for the opportunity to sit on the Technical Advisory Committee (TAC) for the project and let you know that it was a pleasure to serve the City of Sherwood in this capacity.

In the spirit of continued collaboration, we want to share with you a concern we have about the Plan related to traffic on SW Tualatin-Sherwood Road and potential designation of the Town Center as a Multi-modal Mixed-use Area (MMA). We also have a suggestion that might help alleviate this concern, which is explained in more detail below.

It is our understanding that the Recommended Alternative is expected to increase land use intensity to some extent in the Town Center, which would result in an increase of about 1,150 vehicle trips in the afternoon peak hour. Widening of SW Tualatin-Sherwood Road to 5 lanes is expected to help alleviate congestion on this roadway, so there is no mitigation needed at the three signalized intersections bordering the Town Center (Shopping Center Signal, Baler Way, Langer Farms Parkway).

Exhibit 3

We also understand that the Plan is proposing to designate part or all of the Town Center as a MMA and to develop alternative mobility or other transportation performance standards for the Town Center. We appreciate the bold step Sherwood is taking in designating a MMA in the Town Center and prioritizing land use and non-motorized travel mode objectives over those of motor vehicle mobility.

We are concerned, though, that widening SW Tualatin-Sherwood Road might not be enough to substantially alleviate congestion and that designation of all or part of the Town Center as a MMA could worsen congestion on SW Tualatin-Sherwood Road in the long term. We also are concerned there might be "downstream" impacts on SW Tualatin-Sherwood Road east of SW 124th Avenue, between it and Interstate-5 in downtown Tualatin, adding incrementally more traffic and congestion to an already over-capacity major arterial.

We think that some of the congestion on SW Tualatin-Sherwood Road could be alleviated by a combination of enhanced local transit service to both our cities and future HCT/BRT service to Tualatin that potentially would extend to Sherwood. The community survey that Sherwood conducted earlier this year as part of the Plan work supports the viability of this idea, indicating that Tualatin is one of Sherwood's "most important connections" with respect to BRT and light rail being considered by Metro for the Southwest Corridor. In addition, the transit provision in the Plan describes how an opportunity exists to create a regional hub connecting the Sherwood Town Center to the larger Southwest Corridor via SW Tualatin-Sherwood Road.

We would like to suggest that the City of Sherwood modify Map 3-Transit Routes in the Plan to show the potential future HCT/BRT route (red) travelling between Sherwood Old Town along Langer Farms Parkway and continuing to Tualatin along SW Tualatin-Sherwood Road. This would be consistent with the draft recommendation being considered by the Southwest Corridor Steering Committee. We would also like to suggest that the City continue to collaborate with us in working with TriMet, through the Southwest Service Enhancement Study, and Metro, through the Southwest Corridor Study, to emphasize the need for enhanced local transit as well as HCT/BRT services in the future to address continued growth and increased congestion in both our cities.

Thank you for the opportunity to comment. If you have any questions about our comments or need clarification, please contact me at 503.691.3029 or chahn@ci.tualatin.or.us.

Cordially,

Cindy L. Hahn, AICP
Associate Planner

cc: Julia Hajduk, Community Development Director, City of Sherwood
Aquilla Hurd-Ravich, Planning Manager
Alice Rouyer, Assistant City Manager

Town Center Plan Log of scrivener's errors and proposed changes

The consultant team prepared the draft Town Center Plan using a software program that cannot be easily edited by staff. As a result, we are compiling comments-both substantive and scrivener's errors below and will direct the consultant, once formal direction is received from the Planning Commission, to make changes based on the final Planning Commission recommendation. Additional changes, if applicable, at the Council level will be reflected in the Final adopted version of the Plan or Comprehensive Plan amendments.

Date	Comment	Commenter	Status/Staff Recommendation
7/23	Because the policies and strategies have changed to reflect that buildings oriented right up to the street in all locations may not be desirable, it is recommended that the building in Figure 3 be cropped out. The illustration of roadway improvements is informative but the building does not convey what the plan vision is.	Jean Simson	This could be cropped or removed in its entirety at the direction of the Commission
7/23	Pg 23, strategy 7.1 – there is a scrivener error (an extra "S")	Jean Simson	This will be changed in the final document
7/23	Add more discussion under the implementation section on page 25 regarding what goes into implementation. Include: TSP update; code amendments, zone and use evaluations and be clear that all of these will involve additional public involvement and public hearing	Jean Simson	The following additional text can be added at the direction of the Commission: "Specific steps necessary for full implementation of the plan include updates to the Transportation System Plan, evaluation and amendments to the Development Code and consideration of changes to the zoning and uses permitted within the Town Center. Any actions taken to implement will involve additional public involvement. The Town Center is the Community of Sherwood's plan and, as such, the Community will be requested to provide input and direction throughout the implementation process."