



**City of Sherwood
PLANNING COMMISSION
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140
August 27, 2013 – 7PM**

AGENDA

- 1. Call to Order/Roll Call**
- 2. Agenda Review**
- 3. Consent Agenda:**
 - a. August 13, 2013 Planning Commission Minutes**
- 4. Council Liaison Announcements (Mayor Middleton)**
- 5. Staff Announcements (Brad Kilby)**
- 6. Community Comments**
- 7. Old Business**
 - a. Public Hearing - PA 13-01 Sherwood Town Center Comprehensive Plan Amendments - Continued from August 13, 2013 (Julia Hajduk)**

The Planning Commission will continue a public hearing to consider recommending the Sherwood Town Center Plan for adoption 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
Meeting Minutes
August 13, 2013**

Planning Commission Members Present:

Vice Chair James Copfer
Commissioner Michael Cary
Commissioner John Clifford
Commissioner Beth Cooke
Commissioner Russell Griffin
Commissioner Lisa Walker

Staff Present:

Julia Hajduk, Community Development Director
Brad Kilby, Planning Manager
Michelle Miller, Senior Planner
Kirsten Allen, Planning Dept. Program Coordinator

Planning Commission Members Absent:

Commissioner Jean Simson

Council Liaison:

Mayor Bill Middleton

Legal Counsel:

Chad Jacobs

1. Call to Order/Roll Call

Chair Copfer called the meeting to order at 7:06 pm.

2. Agenda Review

The agenda consisted of the Consent Agenda, the election of a new chair and vice chair and a public hearing for (PA 13-01) the Sherwood Town Center Comprehensive Plan Amendments.

3. Consent Agenda:

- a. **May 14, 2013 Planning Commission Minutes**
- b. **July 23, 2013 Planning Commission Minutes**

Commissioners Griffin and Walker raised scrivener's errors for the May 14, 2013 minutes.

Motion : From Commissioner Lisa Walker to accept the minutes from May 14 and July 23 with the corrections to the scriveners errors mentioned to the recording secretary . Seconded By Commissioner John Clifford. All Commissioners present voted in favor (Commissioner Simson was absent).

4. Council Liaison Announcements

Mayor Middleton announced that the City of Sherwood has received recognition as the fifth best place to live in the United States among small towns by Money Magazine. He said the magazine takes several categories into account including City planning. Mayor Middleton commented that the City went from 100 to fifth rank and the average price for a house in the number one ranked city is \$1.5 million.

5. Staff Announcements

Planning Manager, Brad Kilby informed the Commission of a free training opportunity for Planning Commission members held by the Beery, Elsner and Hammond on September 13, 2013 and comprehensive planning seminar conducted by the Oregon City Planning Director's Association on September 26, 2013.

Brad informed that Commission of a new book by the Environmental Protection Agency called Our Built and Natural Environments and said there were extra copies available for Commission members with a copy being placed in the library.

Brad said the Transportation System Plan (TSP) update would begin soon and there would be chances for public outreach and input. He gave details about a portion of the Brookman area that will go to Council on August 20, 2013 that includes approximately 97 acres from 12 different owners. Brad said the Langer Phase 7 has begun construction at their own risk because there is an active Land Use Board of Appeals (LUBA) Appeal and depending on the outcome the land may have to be restored to its original state. He stated that the public hearing for Very Low Density Residential (VLDR) Planned Unit Development Text Amendment (PA 12-04) recommended to Council by the Planning Commission will continue on September 3, 2013 and staff will mail a reminder to parties living within the VLDR zone.

Brad explained that the City has contracted for On-Call planning services; on-call planning staff may bring land use applications before the Planning Commission on behalf of City staff. Brad asked for feedback regarding the Planners Web website available to the Commission members. Commissioner Clifford confirmed that it was beneficial.

6. Community Comments

Eugene Stewart, PO Box 534, Sherwood commented regarding the City's Citizen Involvement Plan and said that he has not received the copy he has asked for. He said the state directs that it should cover certain issues; citizen involvement, communication, citizen influence, technical information available to the people, feedback, and financial support. Mr. Stewart commented that the Comprehensive Plan is made of three parts and that Part 1,

Citizen Involvement and statistical information, was abolished and the issue should be resolved before moving forward.

Lori Randel, 22710 SW Orcutt Place, Sherwood said the public work session conducted on July 23rd was brilliant and she hoped to see more meetings like that. Ms. Randel stated that she was opposed to the leasing information about the Cannery Square apartments on the City website because it was inappropriate and said it needs to come off the website.

7. New Business

a. Election of New Chair and Vice Chair

Vice Chair Copfer asked for nominations for a new Planning Commission Chair. Commissioner Walker nominated Commissioner Simson. She said Commissioner Simson had experience and would be a good transition from Patrick Allen. There were no other nominations. Vice Chair Copfer called for a vote. The vote was unanimous. Julia clarified that James Copfer would remain as Planning Commission Vice Chair.

b. Public Hearing - PA 13-01 Sherwood Town Center Comprehensive Plan Amendments

Vice Chair Copfer read the public hearing statement for a legislative action and opened the public hearing.

Julia Hajduk, Community Development Director reviewed the items in the August 13, 2013 meeting packet and pointed out that the agency Public Notice to the Department of Land Conservation and Development (DLCD) was sent of July 8, 2013 and not July 15th as noted in the Staff Report. She said this was important because it denotes the 35 days required prior to holding a public hearing. Julia noted the map on page 56 of the packet: a map of Option 1 for the Six Corners Commercial District and pointed out a comment log for errors and proposed language changes for when the final plan is adopted.

Julia gave a presentation of the town center plan (see record, Exhibit 1) and explained that the city is participating in the planning of a Town Center Plan because in the 1990s Metro adopted the 2040 growth concept plan which helped guide how the region was going to grow over the next fifty years. She said the City designated a plan boundary at that time, but did not develop a plan which communicates a vision, and helps focus investment and priorities. Julia commented that there are regional incentives being considered for jurisdictions that have developed plans and meet certain criteria, which this plan does. Julia explained that the City had received a Transportation Growth Management grant to develop the plan. The grant was to include an evaluation of the Town Center boundary, identify opportunities and constraints for successful development, and to create a strategy for the development and redevelopment of the area.

Julia gave a history of the project, the study area, and meetings held that included opportunities for public input. She said public sentiment was that Old Town should be included in the Plan and one of the three alternatives for the Town Center Plan was Old Town only, however, the Stakeholder Advisory Committee (SAC), Technical Advisory Committee (TAC) and the Steering Committee believed it to be too much growth for the small area. Julia said the entire study area was another alternative, but all of the committees felt there were too many impacts and that crossing Hwy 99W would be problematic. The third alternative, formerly known as the Edges, was the alternative preferred. She said the boundary is bordered by Tualatin Sherwood Road, 99W, Langer Farms Parkway, Old Town on the south and the Cedar Creek Trail on the west. Julia said that additional analysis was performed for this alternative, there were additional SAC and TAC meetings, and open houses and surveys were held focusing on the preferred boundary. She said the process has taken about a year and a half.

Julia said there are three sub-districts within the town center that together contribute to a successful and vibrant community with a mix of civic uses, parks, gathering spaces, offices, restaurants, coffee houses, specialty shops and larger retail, transit service, and a walkable historic retail area. Julia explained that the *Langer Commercial Drive* district will stay mainly the same but become more pedestrian friendly as buildings redevelop. A mix of uses will be encouraged, but maintain visibility on busy roads. She said the *Central Neighborhood* will connect the districts and the intent is to preserve the neighborhoods while allowing for infill compatible with the existing neighborhoods. Julia said that pedestrian improvements to facilitate connections will be made and the sidewalk gaps will be filled in. In the *Old Town* area the plan will preserve the main street character, building design, and that uses will continue to draw people into the area. She said there will be infill and development of vacant lots and some redevelopment of existing lots over time.

Julia explained that in order to begin implementing the plan, guidelines should be adopted through a Comprehensive Plan amendment. She explained that the proposed Comprehensive Plan amendments would include updates to Chapter 4 to reference the Town Center and the addition of a new Chapter 9- for Special Area Plans. She said the intent was to lay a foundation for more special area plans in the future as different sections of the city are planned. She explained that a place holder for the Six Corners District was created and a description of the Town Center Plan with an overview, boundary, and land use and transportation components of the plan with the Policies and Strategies are in the chapter. Julia noted that there have already been modifications to the Policies and Strategies and indicated additional changes to consider that came from the public work session in July. They were, to make clear that implementation of the strategies may vary based on the sub-district; to modify Policy 3 strategies to reflect that there may be a transition of auto oriented use restrictions between the sub-districts being more restrictive in Old Town; to correct scrivener errors and amend proposed verbiage changes; and to make it clear that there will be additional input and process in deciding how the plan would be implemented.

Julia discussed the Six Corners map included on page 56 of the meeting packet and stated that Option 1 was the existing boundary for Six Corners. She handed out a map containing Option 2 (see record, Exhibit 2) and said this map may be more in line with the Planning Commission's wants. Julia commented that changing the Town Center Boundary at this point would delay the project significantly. She acknowledged concerns and said that staff believes many of the concerns have been addressed in the comprehensive plan language regarding the Six Corners Area. Julia said that modifying the boundary would require additional traffic analysis and delay the project. She explained that the grant funds have been exhausted and all work being done at this point is staff time.

Commissioner Lisa Walker clarified that the solution that has been shaped was to create a Six Corners Special Area and by identifying it we may not be implementing anything in the area, but that it will be treated similarly.

Julia confirmed and said that her understanding was that there was a concern that the other side of 99W and Tualatin Sherwood Road would be different than the Town Center, but there will be consistency throughout that area as well. She said it can be made more clear in the language that the intent is that as we move forward with implementation of the strategies that it is compatible with both the Old Town portion of the Town Center, and the Six Corners area in general.

Commissioner Walker commented that there was no work plan to discuss planning for the Six Corners area, but by identifying the area, it gives the City a reason to include it in the comprehensive plan amendments.

Julia confirmed and suggested that the area could be a consideration while implementing Policies and Strategies for the Town Center and with a set boundary the Six Corners area is more defined.

Julia went over the next steps and said that with the adoption of the plan a foundation is laid for future actions needed in order to fully implement the evaluation of development code language and process for:

- Accessory Dwelling Units (ADUs),
- Modifications in Old Town,
- Parking standards and setbacks,
- Transportation System Plan updates,
- A branding and signage program, and
- Possible zoning or density changes.

She said that any future action will require additional public outreach and engagement prior to adoption.

Julia recommended that the Planning Commission hold a public hearing and consider forwarding a recommendation to the City Council to approve the Sherwood Town Center Plan and the Comprehensive Plan amendments.

Vice Chair Copfer asked if there was any correspondence. Julia answered that there were written comments from the City of Tualatin in the packet (see packet, Exhibit 3) and verbal comments only from ODOT indicating that they were supportive.

Commissioner Walker asked regarding the correspondence from Tualatin which stated they were supportive, but concerned with traffic on Tualatin Sherwood Road and asked about the timeline for the additional traffic signals on Tualatin Sherwood Road mentioned in the letter.

Julia answered that the letter from the City of Tualatin was from Cindy Hahn , a member of the Technical Advisory Committee, and was written in reference to using Multimodal Mixed-Use Area Designation (MMA) in the Town Center. Julia said the City will not use MMAs and many of Ms. Hahn comments about traffic issues are no longer relevant. Julia said the reference to the High Capacity Transit (HCT) line was valid and even though the SW Corridor Plan has decided that HCT will not come to Sherwood, this is a good place to reference HCT in the Comprehensive plan. Ms. Hahn suggested that a HCT line be shown with a connection to Tualatin; Julia concurred and commented that alternatively the HCT reference could be removed completely.

Commissioner Griffin asked why a reference to HCT should be placed in the plan if the SW Corridor Plan is clear that it will not come to Sherwood.

Julia responded that showing a line supports the need for a transit connection between Sherwood and Tualatin and any references to HCT in the plan did not need to be removed unless the planning Commission and Council preferred that it be removed. Commissioners Walker and Cary commented that public sentiment was against HCT. Julia read the section regarding HCT which indicates locations where transit locations could be.

Commissioner Russell Griffin commented that he did not think it was the transit that the people were against, but the density that would be required to have HCT. Discussion followed and staff was directed to keep the transit verbiage and per the suggestion from the City of Tualatin, a line indicating the priority local transit route was amended to show an arrow directed towards Tualatin.

Vice Chair Copfer opened the public testimony portion of the hearing.

Eugene Stewart, PO Box 534, Sherwood commented that there had been some public involvement and asked if it followed Sherwood's written Citizen Involvement Plan. He said that forty years ago when the comprehensive plan was developed there was a similar

concept called a “town square” where the city hall, post office and government offices would have been at six corners, because downtown Sherwood did not have the capacity nor was it the town center any longer. Mr. Stewart commented that the plan lacked good planning for traffic or economic development. He asked why the City was not trying to create more jobs so our people do not have to travel [out of town] to work and that the City cannot afford to be a bedroom community. Mr. Stewart commented that 90% of the traffic in Old Town does not stop and we don’t need good buildings, we need good businesses to attract people to Sherwood. He asked why four to five story buildings were not being evaluated and said there were unanswered questions going forward.

Phil Grillo, 1300 SW 5th Ave, Portland said he was a land use attorney with Davis, Wright, Tremaine, LLP and was testifying on behalf of TakFal Properties, LLC, owner of Sherwood Cinema Center. Mr. Grillo submitted a letter to the Commission (see record, Exhibit 3) and said his clients have attended several Town Center planning meetings. He said they realized the plan does not include the area north of Tualatin Sherwood Road and at the same time that the Town Center Plan has been in process there has been a separate process at the County level to decide on the final design of improvements to Tualatin Sherwood Road. He said that they had approached the City about the proposal to remove the signal that provides access to their center and Mayor Middleton had encouraged a collaborative process with the County. Mr. Grillo commented that the process has been unfruitful and conveyed the importance of the signal to the business center as well as the Albertsons center. He said Lancaster Engineering, the traffic engineer firm hired by the Sherwood Cinemas Center, indicated that 75% of all the trips into the center come from left hand turns. Mr. Grillo said those left hand turns will be eliminated if the signal is removed. Mr. Grillo stated that the County had rejected an alternative that would have permitted the light to stay by eliminating one of the left turn pockets and they were attempting to schedule another meeting with a second alternative with the County. Mr. Grillo explained that the reason he was here was to make the Planning Commission aware and said that the Six Corners area should be in the Town Center Plan because it is the City’s primary commercial district. He said that Sherwood Cinema Center contains businesses that are an important part of what Metro calls a vibrant town center with buildings like cinemas and restaurants. Mr. Grillo gave a *State of the Centers* report from May 2011 by Metro to the Commission and commented that the report discusses Sherwood’s current Town Center (Six Corners) and how it stacks up against the other town centers in the area. Mr. Grillo set forth that what happens in the Sherwood Cinema Center would affect the success of the new Sherwood Town Center (and the city as a whole) whether it is within the boundary or not because it is part of the critical mass of the area. He stated that access and alternate accesses are land use issues and not engineering or transportation issues. Mr. Grillo asked that some language be included in the Town Center Plan that speaks to the need to have a collaborative process that works out an alternative access agreement that is acceptable to all parties and asked that the City take more of a leadership role in the process with the County.

Lisa Walker asked if the six corners special area plan would provide the Cinema Center with what they were looking for.

Mr. Grillo answered that timing was important and they did not have time to wait for another planning process in another area to occur as the cinema center needed to remain viable. He said that was unlikely if their access is moved to the back side of Les Schwab.

Commission Griffin asked what Lancaster Engineering's second alternative plan was. Mr. Grillo replied that it was to provide more access with the new commercial area that is being developed, maintain some left turn movements for Albertsons because it does not affect the safety or capacity of the intersection, and to work with Oregon Department of Transportation (ODOT) to a right in access at northern most part of the property off of Hwy 99. He acknowledged that it would take cooperation by both the City and the County to get ODOT to consider this option. Mr. Grillo said he was willing to work with staff to help develop language and commented on the importance of maintaining connectivity. Discussion followed with the Planning Commission recognizing that these were difficult issues.

Elizabeth Faherty, 214 SW Florida, Portland, said she was one of the co-owners of the cinema property. She commented that if the signal in question is removed there will be no pedestrian access, which is contrary to a town center, and stated that it was a land use requirement by the City for the developer to put in the light. She commented that the County removing the light should be the City's issue, as well, and something that should be considered.

Eugene Stewart had another comment and said that he had been at a County meeting regarding development of a tri-angular piece of property on Roy Rogers Road across from 99W where the County was suggested that access to that property would be at the intersection by Home Depot on Hwy 99W, because they are not offering access on Roy Rogers or Hwy 99W. He commented about access for Safeway and said they were taking a piece of property that currently has access and making it an island and he did not think that was allowed.

Vice Chair Copfer asked for any additional staff comments.

Julia replied that Washington County would be giving a status update on the Tualatin Sherwood Road project at the next City Council meeting on August 20, 2013. She commented that while Tualatin Sherwood Road is an important part of the City, that project is not what is being considered. She said it could be made more clear that we are talking about connections to the Town Center and offered that language could include "within and to the Town Center" to Policy 4, 8, to make it clear that we are not just looking at this but

considering the other sides of Tualatin Sherwood and 99W. She said that Policy 7 talks about improving safety for all modes of transportation.

Julia commented that there was traffic analysis done during the planning process of the Town Center Plan and as there are no [code or zoning changes] being adopted to require more analysis. Regarding economic development, she said the idea of a Town Center was to create a vibrant economically sound community by having a mixture of uses and this issue was addressed in the staff report. Julia reminded the Commission that there was resounding feedback indicating that the public was not supportive of four or five story buildings.

Michelle added that there was an economic study done for the Town Center Plan and a public involvement plan was utilized specifically for this project which can be found in the Plan appendices.

Commissioner John Clifford commented on the action plan items that are no longer part of the adoption package and asked if they were going to be revisited.

Julia confirmed that they would not be adopted, but when the City moves forward into implementation we will look into the consultant's recommendations as a starting point for consideration so the work is not wasted.

Commissioner Michael Cary asked when those details might be addressed.

Julia replied that the Plan is a strategy; some of the details will come through additional code clean up and updates and it will become part of the Planning Department work program. She said some updates will occur with the Transportation System Plan update, some may happen from a developer who wants to make a code change that is consistent with the plan, and others will take longer to occur.

Commissioner Walker commented that the Plan is intentionally vague, because at the beginning of the process it was too specific and consequently reduced to just the policies and strategies.

Julia added that this will allow the Planning Commission to focus on specific strategies and get more in depth feedback on specific issues.

Vice Chair Copfer asked regarding the negatives of pulling the Cinema Center into the Town Center Plan, because there was a community wish to bring this and other areas across of 99W into the plan. He acknowledged that there were pedestrian issues.

Julia responded that the other areas were not analyzed or evaluated for traffic. She said it would entail making a number of changes to the document and would result in more delays.

Julia commented that the consultants would have to be contacted to see what would be involved; at least there would have to be additional traffic analysis, text changed throughout the document, and maps amended.

Commissioner Cary commented that the boundary was reviewed by the SAC and the TAC.

Julia confirmed and said that their input was to make a recommendation and her recommendation was to reflect the concerns through verbiage without modifying the boundary itself. Julia commented that the Mayor was eager to see the plan at the Council level, the public hearing could be continued, but Council did not want to see a long delay. She reiterated that the grant funding had been exhausted. The grant money was intended to last through the process with a City match of funds through staff time. She said there is no more money for the consultants and the City is paying for staff to complete the process.

Commissioner Cary commented on the difficulty with the boundary because of the state highway that runs through Sherwood. He commented on the proposal to keep the boundary as it is and to create the six corners district overlay for continuity and said it was a good solution without starting over.

Commissioner Griffin concurred and said minor language changes that refer to areas “adjacent to” and to have a “special area” chapter were good ideas. He commented that there will be other areas that the Planning Commission will be able to look at individually and the Town Center Plan is not a one size fits all plan. He said having the Cinema center as part of the Town center Plan may not help with the county; that it would take individual voices at the Council meeting with Washington County on August 20th.

Vice Chair Copfer asked if there was any more public testimony.

Phil Grillo testified that he would be willing to work with Planning staff to help with language. He said what we are talking about is an area of influence around the town center and changing the boundary is not the issue, but sending a message that the City is concerned.

Vice Chair Copfer closed the hearing for public testimony and moved to deliberation.

Mayor Middleton was asked regarding his thoughts on the Town Center Plan. He responded that the Council was supportive, particularly after some of the amendments that have been made. He commented that the SW Corridor Plan coordinates with this plan and will coordinate with the TSP update as well.

Commissioner Cary asked about the surrounding properties and including the Six Corners area compared to an overlay. The Mayor said Council would be supportive of an overlay and added that the plan can be amended in the future.

Commissioner Walker explained that the Commission seemed to be split. Some Commissioners were ready to make a recommendation and she personally felt that more time should be spent to include the other areas of six corners. She acknowledged that the grant was gone and asked regarding the timeline.

Mayor Middleton commented that it was time to implement the plan, that it fell in line with the City's other plans, and a delay will slow down other plans. He added that the City needs to comply with Metro, that there are other projects that the City is working on, and the need to be careful how much more staff time is used that may affect other projects in the City because of limited staff and time.

Commissioner Walker said she would like time for the Cinema Center representative to look at the language to come up with language that would be more inclusive. She went over the amendments suggested by Commissioner Simson (see packet, page 64) and said that Commissioner Simson had given her suggestions but would like to be present if the Commission was not ready to make recommendation.

Vice Chair Copfer commented that the TakFal Properties had a large stake in the plan, have asked for a couple of weeks to give input on the language, and he was inclined to let them have the time.

Commissioner Griffin asked if the commission could have a vote and that there was not a problem. He said *if* the cinema property is included then the Les Schwab, Langer Farms, and Safeway have to be added and then the whole area is included. He said having Six Corners Commercial District (Option 2) encompasses all of those properties and allows the Commission to focus on that special area at a later date. Commissioner Griffin said the Town Center Plan was a guideline and less action than it used to be and the City could implement and make changes later.

Vice Chair Copfer commented that the commission would not be starting over, but allowing time to ensure that the strategies within the policies are in line with what is best for a major business in Sherwood.

Commissioner Clifford asked if it would require more public notice and input. Julia answered that if the Commission continued to a date certain no additional notices would be required. She added that the entire study area was sent notice about the tonight's hearing. She said if the Commission did continue the hearing she would ask for two weeks so that it

could be before City council on September 17th and requested that the Commission review the plan and determine what issues the Commission is in agreement on.

Chad Jacobs, from the City attorney's office, recommended that the public hearing be reopened if the Commission chose to continue the hearing.

Julia answered Commissioner Clifford's questions about new information that might be provided and said that generally, when the Commission continues a public hearing, staff is given specific direction on what to provide. She said that if the Commission has all the information, but needs time to consider, there may not be any directions for staff.

Vice Chair Copfer commented that he would want more information from the stakeholder, TakFal Properties, regarding recommended language to the Policies.

Commissioner Cary commented that for that reason, he could agree, but the larger issue for TakFal was with Washington County's design and access to the site and he did not think the Town Center Plan had any impact on that.

Commissioner Russell asked why the hearing should be continued if the plan has no impact.

Julia requested a five minute recess to talk to the TakFal Properties so she could advise on whether it would be appropriate to re-open the hearing to consider revised text.

Vice Chair Copfer called for a recess at 8:45 pm and reconvened at 8:54 pm. He re-opened the public hearing PA 13-01 Sherwood Town Center Comprehensive Plan Amendments in order to discuss with staff.

Julia reported that discussion during the break revealed that more time was needed to develop language and said there were several options if the Planning Commission did not want to make a decision; continue the public hearing outright, continue with direction for staff to provide specific language without reopening the hearing for public testimony, or approve components of the Plan so that there is a clear direction on what the Planning Commission wants changes on in order to come back and discuss particular issues.

Mr. Jacobs explained that the last option was a process where the Planning Commission would approve portions of the plan and discuss only the issues left open in two weeks. This would allow the process to move forward faster and was possible to be done as part of a legislative process.

Julia said the specific items she needed direction on were which Six Corners special area map to use, other issues with policies and strategies, and whether to add an arrow to the HCT map for local connection to Tualatin or to remove the reference to HCT alignment.

She asked for any changes to the policies and strategies that may have come from the public work session and input on the comment log changes from Commissioner Simson. Julia put up a slide from the presentation with possible changes to the proposal.

Vice Chair Copfer asked regarding one of the bullet points. Julia explained that the change was to modify Policy 3 strategies to reflect that there may be a transition of auto oriented use restrictions between sub-districts, being more restrictive in Old Town and came from the small group discussions. She said the policy does not have to change, but it shows that the City recognizes the plan is not a one size fits all when moving into the implementation stage.

Mr. Jacobs commented that it was acceptable for the Commission not to approve Policies that may be affected by the Six Corners special area.

The Commission opted to review and discuss each policy. They were informed that they did not need to make a motion for each policy they were approving.

Policy 1: The City will support programs and improvements that facilitate a greater awareness of the unique characteristics of the Town Center and that help inform visitors of the attractions in the area.

Commissioner Clifford suggested adding “*and services*” to the policy.

Vice Chair Copfer asked if there would be a transition in signage between districts included in the policy.

Julia suggested amending the “*and its sub-districts*” after “characteristics of the Town Center”. She commented that there was an over-arching theme that the sub-districts are unique and that should be respected.

Vice Chair Copfer commented that the Old Town district signage would have an older feel and signage would become more modern, but cohesive, moving into the Commercial district.

Policy 2: The City will encourage future development of appropriately-scaled multi-family and single-family attached housing in targeted areas within the Town Center.

Commissioner Walker commented that the Accessory Dwelling Units (ADU’s) had been an issue.

Julia confirmed and said that the strategies ensure that ADUs are complimentary and compatible with each district.

No additions or changes were made to Policy 2.

Policy 3: The City will ensure that development regulations encourage an appropriate mix of activities and uses within the Town Center that support the vision.

Michelle commented that Julia had proposed earlier to add the words “within and around” to the policy. Julia replied that the recommendation was not for this policy.

Vice Chair Copfer commented that he liked it for Policy 3. Discussion followed with the words “in and adjacent to” decided upon.

Julia explained that in Strategy 3.1 the word transition was meant for the transition between districts. The strategy was changed to read “uses *from* the Langer Drive Commercial District to the Old Town district to uses that are more supportive...”

Commission Cary commented on changing the verbiage regarding drive through uses in Strategy 3.3. Julia responded initially the restrictions were everywhere, but it was discussed that drive through uses would be less restrictive in the commercial district and suggested changing the verbiage to “consider restricting”.

Vice Chair Copfer commented that discussion was about being more lenient in properties adjacent to the Town Center.

Julia suggested, “*Consider restricting* new drive through commercial uses with in the Town Center *based on the needs of each sub-district* in order to enhance the pedestrian environment and promote pedestrian safety.”

Policy 4: The City will ensure that new development and redevelopment within the Town Center contribute to a pedestrian-friendly environment with human-scale buildings and high-quality design.

Vice Chair Copfer asked that “*will* contribute” be added to the policy.

Commissioner Walker commented about Strategy 4.1, curb tight buildings. Discussion followed about whether that was curb tight buildings with no setback or sidewalk tight that may be more pedestrian friendly. Julia suggested “ Encourage development that brings buildings and entries close to the sidewalk *or otherwise increases the pedestrian experience*” which leaves the strategy open in order to consider the green, plaza, or sidewalk. The commission was in favor of the change.

Policy 5: The City will encourage property owners to invest in development that supports the Town Center vision and recommendations.

There were no changes made to Policy 5.

Policy 6: The City supports transit service that serves the needs of residents and businesses in the Town Center, including maintaining a robust local transit service network and planning for future high-capacity transit service to neighboring cities.

Julia commented that changes to this strategy do not have to be made and it speaks to planning for future HCT to neighboring cities and not to Sherwood.

Commissioner Walker suggested that it be amended to “high-capacity and local transit service to neighboring cities” which addresses the comment received from the City of Tualatin and keep a potential for high capacity transit.

Policy 7: The City will implement transportation system improvements and standards that increase access between residences and civic, employment, and commercial uses within the Town Center boundary and that improve safety for all modes of transportation for people traveling to, and within, the Town Center.

Commissioner Beth Cooke asked if this is where the Six Corners District Option 2 would be added.

Julia clarified that the Six Corners area will not be adopted as part of the Town Center and was unsure what it meant to reference another special plan area in the plan. It was suggested that the Policy be changed to refer “to and within adjacent special plan areas”.

Mr. Jacobs cautioned about being consistent with the language throughout the document and recommended that the Planning Commission use language used in previous sections; “areas adjacent to”.

Policy 8: The City will balance the need for vehicular mobility within the Town Center with the other transportation and land use goals and priorities identified in the Town Center Plan.

Vice Chair Copfer noted that this would be another place to add “within and adjacent to” to the policy.

Julia recommended that on Strategy 8.3 the words “through the TSP update” be added. The Commission was not opposed to the addition.

Policy 9: The City will support actions that provide sufficient parking for businesses and residents, while maximizing the efficiency of parking areas.

Commissioner Walker asked if this section referred to using town home parking garages as park of parking and commented that it was a point of contention at one point.

Julia responded that it was Strategy 9.2 which is to evaluate the number of potential locations for townhome parking.

Vice Chair Copfer asked if the car-sharing programs referred to in Strategy 9.4 were similar to Zipcar parking or designated parking stall. Julia confirmed. He asked about accommodating plug in electric cars. There are accommodations at Albertsons, at the Cannery Square, Sherwood Plaza and they are becoming more common. Mayor Middleton suggested they can be placed by receiving federal grant money.

No changes were made to Policy 9.

Julia informed the Commission that Commissioner Simson's comments on the log were to add more discussion on the implementation section on page 25 of the Plan and said she proposed adding "Specific steps necessary for full implementation of the plan include updates to the Transportation System Plan, evaluation to the 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".

Julia said that Commissioner Simson's other comment was to change the figure on page 11 of the plan to make the building pictured to look more to scale. Discussion followed and the Commission was in favor of making a change and adding the verbiage suggested under implementation.

Julia asked regarding which Six Corners map option to use and said it was the area that would be identified as the Six Corners Commercial district. Option 2 was an expanded boundary from Option 1 and included adjacent property on the north side of Tualatin Sherwood Road [and Roy Rogers Road]. Julia said the Six Corners area could be "kept in mind" when implementing for the Langer Drive Commercial District. She said if the Commission moves forward with planning the area, the boundary has already been identified. The commission chose Option 2.

Discussion followed about how to continue the hearing and how comments would be received from staff or other comments.

Mr. Jacobs recommended a motion and the following was received.

Motion : From Commissioner Lisa Walker to continue the hearing for PA 13-01 Sherwood Town Center Comprehensive Plan Amendments with the understanding that we have approved all portions of the comprehensive plan amendments other than the further discussion of the adjacent property situation. The hearing will be continued until August 27, 2013 and at that time we will consider testimony and additional language from staff on that item only. Seconded By Commissioner Michael Cary. All Commissioners present voted in favor (Commissioner Simson was absent).

8. Adjourn

Vice Chair Copfer adjourned the meeting at 9:35 pm.

Submitted by:

Kirsten Allen
Planning Department Program Coordinator

Approval Date: _____

Old Business Agenda

Item A



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 20, 2013
RE: Sherwood Town Center Plan

At the August 13, 2013 Planning Commission meeting you held a public hearing on the Town Center Plan. You provided direction on specific changes to the policies and strategies based on public testimony raised at the hearing as well as input received through prior public outreach efforts. As part of the public testimony, Mr. Phil Grillo spoke on behalf of TakFal Properties LLC, the property owner for the Sherwood Cinema Center. Mr. Grillo requested a continuance to allow time to meet with staff in order to suggest proposed additional amendments to the policies and strategies to reflect the need for the Town Center to connect well with the Sherwood Cinema property.

His specific concern is predicated on Washington County's Tualatin-Sherwood Road widening project and concerns that that project will negatively impact access to the cinema site. He contends, and the Commission seemed to concur, that access to and from the Sherwood Cinema Center is an important issue that ultimately affects the Town Center. The Commission directed staff to work with Mr. Grillo to identify potential changes to the policies and strategies that reflect the need to have good access and development both within the Town Center and adjacent to the Town Center. Attachment 1 is a track changes version of the policies and strategies reflecting the changes discussed and directed by the Commission at the last meeting in red, and the additional changes discussed and recommended by staff and Mr. Grillo in green.

The Commission also provided direction on specific changes to the Town Center Plan text and maps and the proposed Comprehensive Plan changes. Attachment 2 is the updated comment log documenting the direction received.

At the close of the hearing the Commission accepted the plan and changes discussed with the exception of continuing the public hearing for the purpose of reviewing and considering the changes developed by staff and Mr. Grillo. Therefore, at the August 27th meeting, the public may speak, and additional testimony may be taken as it relates to the issue of connection to the cinema property and other adjacent properties. To this end, Mr. Grillo has submitted a letter, Attachment 3.

At the hearing on August 27th it is anticipated that the Commission will finalize its recommendation to the City Council so that the Council may consider the Town Center Plan at their September 17th meeting.

Policy 1: The City will support programs and improvements that facilitate a greater awareness of the unique characteristics of the Town Center and its sub-districts and that help inform visitors of the attractions and services in the area.

- STRATEGY 1.1 Use gateway features to highlight key entry points (“gateways”) to the Town Center (see Map 2).
- STRATEGY 1.2 Use wayfinding signage to guide residents and visitors to key Town Center destinations, including the Langer Drive District, Old Town District, parks, civic uses, and primary roadway and transit routes.
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- STRATEGY 1.4 Develop branding and marketing strategies to create more awareness of the location of the Sherwood Town Center, celebrate its special character, and promote future growth and activity in this area.

Policy 2: The City will encourage future development of appropriately scaled multi-family and single family attached housing in targeted areas.

- STRATEGY 2.1 Create more opportunities for townhome development in the Old Town Overlay District that is consistent with the architecture and character of the Old Town district.
- STRATEGY 2.2 Evaluate Accessory Dwelling Units (ADUs) standards to ensure that ADUs are complimentary and compatible with each district within the Town Center.
- STRATEGY 2.3 When in close proximity to existing commercial areas, consider allowing for greater density in multi-family residential in the Town Center.
- STRATEGY 2.4 When in close proximity to existing commercial areas, allow for mixed use development within the Town Center.

Policy 3: The City will ensure that development regulations encourage an appropriate mix of activities and uses within and adjacent to the Town Center that support the vision.

- STRATEGY 3.1 Encourage a transition away from auto-oriented and low-density commercial uses from in the Langer Drive District of the Town Center to uses that are more supportive of a pedestrian environment within Old Town.
- STRATEGY 3.2 Encourage uses within the Town Center that are consistent with the Town Center vision of walkable, pedestrian scale development that serves the needs of the community. Conversely, discourage or prohibit uses that are inconsistent with the vision that are out of scale with a walkable environment or that are solely automobile dependent uses.
- STRATEGY 3.3 Consider restricting Restrict new drive-through commercial uses within the Town Center based on the needs of the sub-district in order to enhance the pedestrian environment and promote pedestrian safety.

Policy 4: The City will ensure that new development and redevelopment within the Town Center will contribute to a pedestrian friendly environment with human scale buildings and high quality design.

- STRATEGY 4.1 Encourage development that brings buildings and entries close to the sidewalk or otherwise improves the pedestrian experience.
- STRATEGY 4.2 Ensure that new development within the Town Center is designed to support a high-quality pedestrian environment.

Policy 5: The City will encourage property owners and governmental agencies to invest in development that supports the Town Center vision and recommendations

- STRATEGY 5.1 Ensure that the approval process and regulatory provisions for new development, redevelopment and site improvements within the Town Center do not discourage development and redevelopment that is consistent with the Town Center vision and the desired characteristics of the sub-districts therein.
- STRATEGY 5.2 Make it easier for property owners in Old Town to make minor modifications to their properties in order to encourage on-going investment in Old Town.
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- STRATEGY 5.4 Incentivize development of high-quality infill projects in the Town Center.

Policy 6: The City supports transit service that serves the needs of the residents and businesses in and adjacent to the Town Center, including maintaining a robust local transit service network and planning for future local and high capacity transit service to neighboring cities

- STRATEGY 6.1 Identify the ongoing transit needs within the community and work with Tri-Met and other transit providers to enhance services to address short and long-term transit needs in the community.
- STRATEGY 6.2 Work with Metro, as well as the cities of Tualatin and Tigard, to explore feasible modes and locations to provide high-capacity transit service to the Town Center and adjacent areas.
- STRATEGY 6.3 Periodically evaluate the feasibility of passenger service along the existing rail lines as the Town Center grows.
- STRATEGY 6.4 Continue to explore opportunities to achieve long-term transit-supportive densities in the Town Center in order to increase the viability of high-capacity transit.

Policy 7: The City will implement transportation system improvements and standards that increase access between residences and civic, employment, and commercial uses within the Town Center boundary and that improve safety for all modes of transportation for people traveling to, and within and adjacent to the Town Center

- STRATEGY 7.1 Support public or private development of the bicycle and pedestrian improvements shown on Map 2.
- STRATEGY 7.2 Enhance Sherwood Boulevard for bicycle and pedestrian travel consistent with the key changes identified for this roadway in the Town Center Plan.
- STRATEGY 7.3 Enhance Langer Drive for pedestrian and bicycle travel to create a complete street that supports a vibrant mixed use district, consistent with the key changes identified for this roadway in the Town Center Plan.
- STRATEGY 7.4 Work with ODOT to provide safe pedestrian crossing movements for all directions at 99W intersections.
- STRATEGY 7.5 Identify and consider all funding sources appropriate and available to work with property owners to fill gaps in sidewalk system along neighborhood streets.
- STRATEGY 7.6 The City will support collaborative solutions that enhance vehicular and pedestrian access between and to the Town Center and adjacent developments such as the Sherwood Cinema Center and that improves safety for all modes traveling to and within these areas.

Policy 8: The City will balance the need for vehicular mobility within and adjacent to the Town Center with the other transportation and land use goals and priorities identified in the Town Center Plan.

- STRATEGY 8.1 Through the TSP update, examine changes to the City's OR 99W Capacity Allocation Program (CAP) to ensure that it doesn't restrict future growth that supports and implements the Town Center vision and recommendations.
- STRATEGY 8.2 Through the TSP update, identify strategic road capacity improvement projects to address congestion within and adjacent to the Town Center. Necessary transportation improvements will be analyzed and evaluated for how they support a vibrant walkable Town Center.
- STRATEGY 8.3 Through the TSP update, establish transportation mobility targets for new development within and adjacent to the Town Center that are appropriate for a Town Center context and capture the community's priorities.
- STRATEGY 8.4 The City will work with the County, ODOT, and local stakeholders to enhance vehicular and pedestrian access from the Town Center to developments adjacent to the Town Center, such as the Sherwood Cinema Center and other adjacent facilities.

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- STRATEGY 9.1 Examine parking supply and demand in Old Town to determine if changes to existing parking standards are necessary.
- STRATEGY 9.2 Evaluate the required number and potential locations of automobile parking spaces for townhomes within each sub-district of the Town Center to ensure that this type of residential development is feasible and can be developed in a way consistent with the vision for each sub-district in the Town Center.
- STRATEGY 9.3 Consider the parking requirements for commercial uses in the Langer Drive Commercial District portion of the Town Center to ensure that flexibility is available to allow for the redevelopment of parking lots and the construction of additional buildings adjacent to collector and arterial streets while also ensuring adequate parking is provided.
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- STRATEGY 9.6 Monitor supply and demand for on-street and off-street public parking areas within the Town Center.

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	The Planning Commission provided direction to make this change at the 8-13-13 meeting
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 was supported by the Commission at the 8-13-13 meeting: "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."
8-13-13	Tualatin provided comments recommending modifying the transit map to reflect a connection to Tualatin		After additional discussion the Commission provided direction to modify figure __ (transit map) to reflect a local transit service connection to Tualatin (via Tualatin-Sherwood Road) and Tigard via 99W
8-13-13	Six corners commercial district map		Staff provided 2 options for the designation of the six corners area. Option 1 was the original Town Center area, Option 2 was a larger commercial area including both sides of Tualatin

8-13-13	Staff commented that text in new chapter 9 for Special Area Plan on the Six Corners commercial District should all be shown as new		Sherwood road. The Planning Commission provided direction to incorporate Option 2 into the Comprehensive Plan changes.
8-13-13	Testimony from Phil Grillo representing TakFal Properties wanted the plan to reflect the need and importance for the plan to consider connections to properties within an "area of influence" of the Town Center		Change will be made in the document forwarded to Council
			Commission continued the hearing and directed staff to work with Mr. Grillo to identify language that addresses this issue/concern. 8-27-13 meeting will review and consider the changes developed.

August 27, 2013



Suite 2400
1300 SW Fifth Avenue
Portland, OR 97201-5610

Phillip E. Grillo
503-778-5284 tel
503-778-5299 fax

philgrillo@dwt.com

August 20, 2013

Ms. Julia Hajduk
Community Development Director
City of Sherwood
City Hall
22560 SW Pine Street
Sherwood, Oregon 97140

VIA E-MAIL ONLY

Re: **Sherwood Town Center Plan: Proposed Amendments**

Dear Julia:

Thank you for meeting with me on Monday, August 19, 2013, to discuss possible amendments to the Sherwood Town Center Plan ("TCP"). On behalf of my client, TakFal Properties, LLC, I suggested several amendments that you have incorporated into the TCP policies and strategies, as shown in the green edits attached. We support the changes and urge the Planning Commission and City Council to adopt them. Please forward this letter to the Planning Commission and City Council for their consideration.

Our goal is to protect businesses within the Sherwood Cinema Center that depend on commercial access from Tualatin-Sherwood Road. It is critically important that the City support us in these efforts. With regard to the Tualatin-Sherwood Road project, we have proposed other options to the County that would protect our commercial access, reduce delay, and increase vehicular and pedestrian safety along Tualatin-Sherwood Road. We hope that the City will support solutions that protect existing commercial access for local businesses in and adjacent to the Town Center.

Thank you for your continued efforts in this regard.

Sincerely,

Davis Wright Tremaine LLP

Phillip E. Grillo

Enclosure
cc: Client

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