



## MEMORANDUM

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**DATE:** October 15, 2013  
**TO:** Sherwood Planning Commission  
**FROM:** Brad Kilby, AICP, Planning Manager  
**SUBJECT:** October 22<sup>nd</sup> Meeting Materials

Mayor  
Bill Middleton

Council President  
Linda Henderson

Councilors  
Dave Grant  
Robyn Folsom  
Bill Butterfield  
Matt Langer  
Krisanna Clark

City Manager  
Joseph Gall, ICMA -CM



2009 Top Ten Selection



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The purpose of this memorandum is to provide you materials for the upcoming Planning Commission meeting on Tuesday, October 22, 2013. The meeting agenda is attached. As you may recall, the Sherwood Community Center (SP 13-01) major modification was continued to the 22<sup>nd</sup> at our last meeting. Please refer to the materials provided in your last packet including the exhibits that were handed out at the hearing with the staff report. Because of some of the public comments received during the last hearing, I felt it necessary to stress that this is a quasi-judicial hearing, and requires judging the application based on the approval criteria found in the Development Code.

Further, it is a major modification to a prior decision, and per section 16.90.030.A.1.b.3, "The scope of the review shall be limited to the modification request and does not open the entire site up for additional review unless impacted by the proposed modification. For example, a request to modify the parking lot shall require site design review only for the proposed parking lot and any changes to associated access, circulation, pathways, lighting, trees and landscaping."

In this case, the applicant has also requested a variance to the glazing standards of the Old Town Overlay. The Commission must determine whether the applicant's design has met the standards necessary to justify the variance, and whether the relief requested is the minimum necessary to overcome their hardship.

With the exception of some proposed revisions offered up by the applicant (2 pages), your materials are not being reproduced with this meeting packet. No other written testimony had been received as of this morning. All materials are available online. If you have problems accessing the information, please contact me at (503)625-4206.

In addition to the continued public hearing, we will be discussing an upcoming appointment to a committee that will review and consider possible recommended changes to the City Charter. I sent a link to the City Council packet on Monday. The Council packet contains the staff report and some important documents related to the "Charter Committee" (starting on page 26 of the packet). It may be relevant to your decision to appoint a liaison from the Planning Commission. I will update you regarding the Council's discussion of these items at our meeting.

Finally, Chair Simson has requested that we add a time for Commissioner Comments. We placed this at the end of the agenda, which is consistent with the location of the Council Comments agenda line item.

As always, please contact me if you have any questions or need any additional information. Thank you very much for volunteering your time and talents to making Sherwood a great place.



