
City of Sherwood, Oregon
Planning Commission
Work Session Meeting Minutes
September 9, 2014

Planning Commission Members Present:

Chair Jean Simson
Vice Chair James Copfer
Commissioner John Clifford
Commissioner Beth Cooke
Commissioner Russell Griffin
Commissioner Sally Robinson

Staff Present:

Brad Kilby, Planning Manager
Connie Randall, Associate Planner
Kirsten Allen, Planning Dept. Program Coordinator

Planning Commission Members Absent:

Commissioner Lisa Walker

Council Members Present:

Mayor Bill Middleton

Legal Counsel:

Chris Crean

1. Call to Order

Chair Simson called the meeting to order at 7:03 pm and turned the time over to staff.

Brad Kilby, Planning Manager introduced Connie Randall, new Associate Planner. He explained that her position was funded for a limited duration through a grant to help with the planning for the Sherwood West Concept Plan.

Brad informed the Commission that TriMet had issued the draft of the Southwest Service Enhancement Plan and was awaiting public comments. The plan recognized the importance of a connection between Tualatin and Sherwood and will be completed in the winter of 2015.

Brad commented that Metro had released their Urban Growth Report which is available at www.orgonmetro.gov. He said Metro forecasted a range of population growth. In all cases, the modeled growth did not show a need to expand the Urban Growth Boundary in 2015. Brad said the next opportunity for expansion would be in 2021.

Brad indicated there had been an informational meeting on September 8, 2014 regarding annexation for the properties in the Tonquin Employment Area that was well attended. He said there was a Snyder Dog Park Open House on the same evening at the Parks Board meeting and a land use application for the dog park will come before the Commission soon. He detailed a meeting scheduled for September 11, 2014 about the rules and enforcement for temporary and portable signs during the upcoming political season. Commissioner Cooke asked about enforcement and signs that were stolen from her property. She mentioned that some person came to the door of her residence before they were taken, and asked if that was possibly the Code Enforcement Officer. Brad indicated that the City will only enforce signs on private property when a complaint is filed, and that he was not aware of a complaint filed in her development. Discussion followed.

Brad disclosed that the notice board at Albertsons has been removed and that trail counts were taking place this week at Stella Olsen Park. Trail counts will occur again after the first leg of Cedar Creek Trail is opened.

Note: Notices will be posted at the US Post Office.

There were no updates from Mayor Middleton.

3. Sherwood West

Brad showed two maps of the Sherwood West area (see record, Exhibit 1) and said the area represented 1,291 acres in the Urban Reserve area as established by Metro. He said the Urban Reserves was land that would be looked at first by Metro when deciding to expand the Urban Growth Boundary over the next fifty years. Brad explained that consultants would be retained and funded through a grant. The process would take fourteen to sixteen months with the kickoff in November 2014. He commented on the need for robust citizen and property owner participation and said the City would not be placing zoning on this concept plan, but would be referencing what land uses would be needed and approximate locations for infrastructure. Chair Simson suggested calling it a *Preliminary* or *Generalized* Concept Plan. Discussion followed.

2. Code Clean UP Discussion

Brad turned to the *2014 Sherwood Zoning and Community Development Code Proposed Staff Amendments* chart found in the Planning Commission packet. He explained that the amendments in green were easy fixes, such as scrivener or numbering errors that should be amended right away; amendments in blue were more subjective items that needed clarification; and amendments in red were policy oriented items that will take more time. The Commission went page by page through the chart and gave direction to staff regarding each item. Proposed changes to the code will be brought to the Commission as a public hearing at a future date.

(Mayor Middleton, Vice Chair James Copfer, and Commissioner Robinson left before this discussion concluded.)

4. Planning Commission Announcements

5. Adjourn

Chair Simson adjourned the meeting at 9:14 pm.

Submitted by:

Kirsten Allen

Kirsten Allen

Planning Department Program Coordinator

Approval Date: _____

January 13, 2015