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**City of Sherwood, Oregon**  
**Planning Commission Minutes**  
**August 23, 2011**

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**Commission Members Present:**

Chair Allen  
Commissioner Griffin  
Commissioner Albert  
Commissioner Copfer  
Commissioner Cary  
Commissioner Walker

**Staff:**

Julia Hajduk, Planning Manager  
Michelle Miller, Associate Planner  
Zoe Monahan, Assistant Planner

**Commission Members Absent:**

Commissioner Clifford

**Council Liaison – None Present**

1. **Call to Order/Roll Call** – Chair Allen called the meeting to order.
2. **Agenda Review** – the agenda consisted of Code Clean Up on Subdivisions, Public Infrastructure and Site Plan Modifications.
3. **Consent Agenda** – June 14<sup>th</sup>, 2011. Commissioner Copfer made a motion to adopt the consent agenda. Commissioner Albert seconded. A vote was taken, all were in favor and the motion passed.
4. **City Council Comments** – Chair Allen announced that Council Member Clark would be the new Planning Commission Liaison. She was not present at this meeting.
5. **Staff Announcements** – Julia provided staff announcements including information that the Planning Department has hired a new Senior Planner; Brad Kilby. Brad will be taking on the new sign code updates, so will be in front of the Commission with those soon. At the last Council meeting it was decided to add the Brookman Road Annexation to the November ballot. The Council also approved the name change for Adams Avenue South. The new name will be Langer Farms Parkway. Langer Farms Parkway is scheduled to be open mid-November.

Tom Pessemier also made some announcements including: City Council approved the purchase of almost 20 acres of land on the corner of Kruger Road and Elwert Road. It is not currently in the urban grown boundary, but will be in the future.

City Manager Jim Patterson had been offered a position as City Manager of Corvallis earlier in the day. He has given his resignation letter to the City, contingent on coming to an agreement of contract terms. The Council will be working on the transition of filling hat position.

6. **Community Comments** – none given

**7. Chair Allen opened the public hearing PA-1103 Subdivisions, Public Infrastructure and Site Plan Modifications.**

The Staff Report had been prepared by Michelle Miller; however she was not able to attend the meeting, so Julia presented the Staff Report.

This portion of the Code Clean-Up is directed mainly toward streamlining the development process. The public infrastructure section is being re-organized. Changes include modifying the street design modification process and clarifying when it needs to be submitted. Other changes include the removal of some technical street design standards language and inserting new language to refer to the Transportation System Plan and Engineering Design Manual. Language regarding rough proportionality and clarifying when a transportation study is required is also being proposed. The subdivision, partitions and lot line adjustments changes are primarily reorganizing the chapters. One item of substance being proposed is allowing some flexibility to allow overall average lot sizes.

Julia went through some formatting and scrivener error corrections.

Chair Allen opened the meeting for public testimony. With no one present; then closed the public testimony portion of the meeting and opened the floor to Commission discussion.

Initiated by questions asked by Commissioner Griffin, Julia discussed the term rough proportionality and with Tom's input discussed the references to the Engineering Design Manual and the TSP and indicated that it would be better and clearer to remove the technical information from the code and reference the technical manuals that explain it in full detail.

Discussion continued in general about street medians and who can require or deny them. It was also pointed out that Washington County is referred to several different ways throughout the code. It was agreed that since there may be more than one county involved in the future and for consistency the term should be changed to say "the county". Regarding lot averaging it was reemphasized that under the lot averaging one lot could not be less than 80% of the minimum lot size. The need to clean up the terms regarding plats, preliminary and final plats was discussed and it was determined that it would not need to be specified under each category but if it is a different type it would need to be clarified.

With no further questions, Commissioner Copfer made a motion to recommend approval of PA11-03 to the City Council based on the adoption of staff reports, finding of fact, public testimony, staff recommendation, agency comments, applicant comments and conditions as revised. The motion was seconded by Commissioner Walker. Chair Allen clarified that the Commission was recommending approval to the Council. Julia recommended that it be heard before the City Council at their September 20<sup>th</sup> meeting. A vote was taken, all present were in favor. The motion passed.

End of minutes.