
City of Sherwood, Oregon
Planning Commission Minutes
July 12, 2011

Commission Members Present:

Chair Allen
Commissioner Clifford
Commissioner Copfer
Commissioner Cary
Commissioner Walker

Staff:

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

Commission Members Absent:

Commissioner Albert
Commissioner Griffin

Council Liaison – None Present

1. **Call to Order/Roll Call** – Chair Allen called the meeting to order.
2. **Agenda Review** – the agenda consisted of the Head Old Town Change of Use public hearing.
3. **Consent Agenda** – none
4. **City Council Comments** – No Council member present
5. **Staff Announcements** – Julia provided staff announcements including the notice that the City was awarded the TGM Grant for the Town Center Plan and work should begin by the end of the year.

Previously, the Planning Commission had recommended approval to the City Council of the Open Space Standards updates. That will be heard by City Council at the hearing the week of August 4th.

As announced at an earlier meeting, Senior Planner, Heather Austin has submitted her resignation and this meeting will be her last Planning Commission meeting. Interviews are being conducted and a new Planner should be selected soon.

6. **Community Comments** – none given
7. **New Business** – Chair Allen opened the public hearing for SP 11-03 Head Old Town Change of Use.

Zoe presented the staff report by explaining that the proposal is for an existing use. The applicant's house which is located on the corner of 3rd Street and Main Street started out as their Home

Occupation. Over time as the business has grown the space has been remodeled and can no longer qualify as a home occupation because of the addition of employees and customers. The purpose of the Change of Use is to bring the property into compliance.

The size of the property would typically require a type II land use review, however since the property is located in Old Town, it requires a type IV land use review. Type IV land use applications require a "neighborhood meeting." It was discovered that the neighborhood meeting had not occurred prior to the application being deemed complete. Staff asked the City's legal counsel and got direction on how best to proceed and received several options. The homeowners chose to proceed with the hearing, understanding that a neighborhood meeting may still be required. The purpose of the neighborhood meeting is to give people in the area a chance to comment on any proposed changes prior to the developer submitting their applications. This application does not include any further interior or exterior changes, and there have been no public comments received.

Chair Allen asked the City Engineer Bob Galati where the new sidewalk will end. Bob responded by saying the sidewalk will extend from the ADA ramp at the corner of Main and Third and extend up Main Street, stopping just short of a planter area that contains a Willow tree. This will give ADA access from the roadway to the front door of the business as required by the Building Code.

Applicant testimony: Jacqueline Head, 22344 SW Main Street, Sherwood OR 97140, Gene Head, 8501 SW Iroquois Drive, Tualatin OR 97062. Jacqueline commented that while this process is going to be a bit expensive for them; they have been very happy with the way the City has handled the process. The City staff has been very cooperative and has been good about explaining everything along the way. She stated that if the Planning Commission approves the Change of Use as it is written they will be happy.

With no public testimony given, Chair Allen closed the public meeting.

Commissioner Walker asked about the actual number of street trees required. Zoe clarified that the project was reviewed by the standard that were in place March 9th, which was their submittal day. When they applied they were subject to the old street tree code, which requires 8 trees, but then if they wanted they could go through the street tree removal process asking to be exempt from replanting to be in compliance with today's code.

Chair Allen asked if the trees are being placed in such a way that if that if in the future the site is developed those trees are being placed in areas that will not impede the sidewalk.

Zoe agreed and added that it will be reviewed with the tree plan to ensure future development.

Discussion continued about sign size and utility easements.

Seeing no further issues, Commissioner Walker made a motion to approve SP 11-03, the Head Old Town Change of Use, based on the adoption of the staff report, findings of fact, public testimony, staff recommendations, agency comments, applicant comments and conditions as revised. Commissioner Albert seconded the motion. A vote was taken. All were in favor, the motion passed.

Chair Allen adjourned the meeting and moved onto the Work Session.

End of minutes.