
City of Sherwood, Oregon
Planning Commission
Work Session Minutes
July 23, 2013

Planning Commission Members Present: Staff Present:

Chair Patrick Allen

Commissioner Michael Cary

Commissioner John Clifford

Commissioner James Copfer

Commissioner Jean Simson

Julia Hajduk, Community Development Director

Brad Kilby, Planning Manager

Michelle Miller, Senior Planner

Kirsten Allen, Planning Dept. Program Coordinator

Planning Commission Members Absent: Council Members Present:

Commissioner Russell Griffin

Commissioner Lisa Walker

Mayor Bill Middleton

Councilor Matt Langer

Chair Allen called the work session to order at 6:14 pm.

A. Sherwood Town Center and Action Plan Community Discussion

Planning Commission members and those in attendance divided up for small groups for discussion on the draft policies in the Sherwood Town Center Plan. Each group was facilitated by a Planning Commission Member. Notes were taken by different staff for each group, below are the discussion points.

Group 1-Jean Simpson and Mike Cary

Policy 1

- Discussed the scale of gateways Picture 2 Gateway seems over the top
- Discussed private/public opportunities to get the wayfinding signage up through grants or private development requirements when building
- Signage along 99W/ Tualatin Sherwood Road should be different
- Concern about watering down the style or “theme “of Old Town by extending it to Six Corners
- But on the other hand, there needs to be continuity in design at the Six Corners area with the entire Town Center area
- Consider adding a strategy that considers each district for its own uniqueness
- Concern about doing a Town Center Plan or area that is “more than we can chew”

Policy 2

- Most residential areas don’t have enough areas to do an Accessory Dwelling Unit (ADU); hard to visualize
- Consider percent of lot coverage allowed versus setback considerations
- Concern that it just increased density but isn’t attractive and ends up mismatched

- Attached to the house seems better than detached
- Design Review new strategy: Explore a fast tracked ADU process with design review and review of parking and safety issues
- Existing neighborhoods concerned about increased density and destruction of existing neighborhood character
- May be better suited in certain areas vs. other areas.

Policy 3

- Separate provisions for parking by district and differentiate
- Concern about three separate sets of standards
- Preface plan on three separate and distinct districts.
- Needs to be a transition between the districts
- Concern about the transportation diagram
- Transportation changes in the Transportation System Plan (TSP) may make the designs more doable, but people question in the logic in the first place
- Narrow streets with lots of bike paths more suitable closer to Old Town v. commercial area
- Stay flexible to reflect TSP changes
- Break up policy 3.1 into two: low density and auto oriented transition to full standard in Old Town
- Remove 3.3 in Six Corners and possibly Old Town too

Policy 4

- Strategy might be different depending on District e.g. Each strategy may not be appropriate for the Central neighborhoods. May need to incorporate ability to have different setbacks for a particular district
- Need to consider both sides of 99W
- 99W will always be a challenge
- Zero setbacks for everywhere is not attractive
- Priorities and amenities should be green and not just the buildings
- May be able to reduce the setbacks but not zero
- Good example of density and the tradeoffs that we like is in the Commercial District-Arbor Terrace-like better than apartments
- Variable depending on geography
- Ratio of building height to pedestrian access location and/or architectural features to make pedestrians feel safe.
- Concern about standard and a cumbersome process applying to other districts
- Remove 5.4 if it's good enough it doesn't need incentives or modify review code language to make high quality development easier

Policy 6

- Is there really a need for more bus service? Yes but people get off at the park and ride
- Not many people coming into Old Town because not many people are there
- Doesn't go far enough into Sherwood to provide good service

Policy 7

- Concern about how sidewalk gaps would be funded-if it was a Local Improvement District (LID) then that would be a concern
- Consider using no parking areas as bike and pedestrian lanes
- 99W traffic isn't as bad as Tualatin Sherwood Road
- Remove CAP to incentivize development on 99W may be a good idea
- Follow up on survey and how this influenced policies and strategies

Policy 9

- Look at Townhome and multi-family parking requirements
- Arbor Terrace good example of residential development that provides decent parking
- Generally agree strategies good

Group 2- Patrick Allen and John Clifford

Policy 5

- Fees and process in Old Town
- Zoning Questions along Sherwood Blvd.
- Make Change of use easier

Policy 9

- Parking and traffic connection Access
- Monitor across the city
- Transit: local transit loop is important; find ways to use different local groups to facilitate connections like the School district, the Senior Center or the YMCA and not necessarily rely on Tri-Met to supply.

Group 3: James Copfer

Policy 1

- Gateway features
 - Common feature between signs
 - Eclectic feel of Old Town
 - Walkable areas-designated signage
 - Par about entrance signage needs improvements
 - Street continuity/needs to be inviting
 - Should be adequate, tasteful, but not expensive

- Signage
 - Help from the Chamber for funding
 - Moderately priced-#1 in Design Elements Handout
 - Guidelines/standards- could be developer funded
 - Problem: no cohesion of signage within the City
 - Appreciation for a theme per district

Policy 3

- Including other side of 99W within the Plan
 - Continuity of design
- Vacant Anderson property: 99W and Roy Rogers
- Developing Fisher Roofing Site into wine tasting village was a good idea
- Need to have hotel in Sherwood
- Want tourism to increase in Sherwood-Gateway to Wine Country is an option

After the discussion groups were finished, Chair Allen was presented with a certificate of appreciation for twelve years of service on the Planning Commission with three years as the Vice Chair and six and a half years as the Chair. Chair Allen said a few words about his time on the Planning Commission.

Chair Allen resumed the discussion and asked each group to give a summary regarding what was discussed.

Commissioner Simson (Group 1) reported that her group discussed that there could be three sets of Policies and Strategies because there are three separate districts within the plan. She explained that the discussions involved transportation to and from each district and that Old town is more walkable and the Commercial District is less walkable.

Commissioner Simson said they discussed drive-thrus in Old Town vs. Commercial District and the need for flexibility. The group identified the Arbor Terrace subdivision (behind Target) as an example of appropriate density, walkability, and is aesthetically pleasing. She said her group thought gateways should be larger on 99W and smaller in Old Town and none were in favor of curb tight buildings.

Commissioner Simson said that there was concern about ADUs and that sidewalk and parking issues should be addressed first. There was also concern for the percentage of lot coverage with ADUs. Her group discussed having a mix of activity and the differences between the east and west sides of SW Pine Street. She also noted that flexibility should be built into the Plan and the possibility of having a fast track through design criteria to make it easier to “do the right thing”. Commissioner Simson said her group was in favor of development incentives where incentives encourage appropriate development, but are not paid for by the City.

Commissioner Simson said her group discussed parking and transportation. She said that the impression is that buses are empty, but a member of her group rides the Tri-met bus every day and they are full

during the peak hours with most riders exiting at the park and ride lots. Her group wanted sidewalk gaps to be filled.

Commissioner Simson said that the six corners area should be incorporated somehow in the plan implementation for equality in development and so everything feels the same on both sides of 99W. She commented that the online survey had been instrumental in changing wording of Town Center Plan strategies.

Chair Allen (Group 2) said his group discussed development tools and lowering barriers to make the right thing to do easier. He said the hard thing is to decide what the right thing is, which led to a discussion of past developments. His group discussed what should be allowed in historic Old Town and that lots of standards and process have been a result of public reaction to previous decisions and process may be able to be reduced if [the Commission] could find out what is wanted by the citizens.

Chair Allen explained that they discussed parking and transportation and decided that the amount of development and parking is linked to transportation. Regarding transportation, his group was not in favor of high capacity transit and wanted a way to provide low impact circulation around the City; a way for youth to get to the Y or Safari Sam's or a local system through transit providers or possibly by the Y or the Senior Center. Inter City transportation was also discussed.

Chair Allen said bike and pedestrian connections could happen through trail investments and it was discussed how to provide a realistic alternative for walking or biking paths.

Commissioner Copfer (Group 3) said that his group felt there should be continuity between the Old Town district and the rest of the Town Center, but Old Town should keep its distinct personality. He said his group was in favor of including the area north of 99W for continuity and aesthetics.

Regarding wayfinding, Commissioner Copfer's group concluded that it was more important than gateway signage and it should be thematic.

Commissioner Copfer said walkability is important; 99W is not walkable and difficult to get across. He said his group was not in favor of High Capacity Transit. His group also felt that carpooling should be encouraged, and it was more important to get around the Town Center and across 99W. Commissioner Copfer's group discussed a hotel or bed and breakfast as a gateway to wine country in Sherwood and suggested that we look at what other cities are doing right.

Chair Allen adjourned the meeting at 8:33 pm.

Submitted by:



Kirsten Allen
Planning Department Program Coordinator

Approval Date: August 13, 2013