
City of Sherwood, Oregon
Planning Commission
November 28, 2017

Planning Commissioners Present:

Chair Jean Simson
Vice Chair Christopher Flores
Commissioner Kara Repp
Commissioner Rob Rettig

Staff Present:

Julia Hajduk, Community Development Director
Josh Soper, City Attorney
Bob Galati, City Engineer
Erika Palmer, Planning Manager
Kirsten Allen, Department Program Coordinator

Planning Commission Members Absent: Council Members Present:

Commissioner Justin Kai
Commissioner Daniel Matzinger

Council President Sean Garland

Work Session

The meeting began at 6:15 pm.

1. Annual Boards and Commission Report

Planning Commission members discussed accomplishments for the past year and goals for the upcoming year. Ideas included attendance at the Smart Growth Conference, new Planning Commission members and planning staff. Goals included continued training, the tannery site decisions, and the Comprehensive Plan Update including residential design standards.

2. Planning Commissioner Training

Josh Soper, City Attorney, spoke about rules relating to e-communications and concerns with bias, ex parte conversations, and conflicts of interest. The commission was reminded that and conversations whether in person or written were considered a public record and were advised how to retain the record according the Oregon State law. Legislative applications have different requirements for bias and ex parte. Commissioners required to disclose bias, ex parte contact and conflicts of interest at hearings.

The meeting adjourned at 7:00 pm.

Regular Meeting

1. Call to Order/Roll Call

Chair Jean Simson convened the meeting at 7:05 pm.

2. Consent Agenda

- a. November 28, 2017 Planning Commission Meeting Minutes approval

Motion: From Commissioner Christopher Flores to approve the consent agenda, seconded by Commissioner Rob Rettig. All Present Commissioners voted in favor.

3. Council Liaison Announcements

Council President Sean Garland announced the November 30th opening of the Smockville Brewhouse on Pine Street. He said December 2, 2017 was the holiday parade starting at 4 pm followed by and tree lighting. The event being everything that made Sherwood great with singing, Santa, hot chocolate and more. Mr. Garland noted the deadline to apply for the vacant interim City Council positions with the City receiving four applications. Interviews would lead to appointing members to City Council until after the March 2018 election.

4. Staff Announcements

Erika Palmer, Planning Manager said request for proposals for a consultant to help with the community visioning process for the Comprehensive Plan Update had been sent out, closing at the end of January 2018. The next step in the Comprehensive Plan Update would be the Community Advisory Committee (CAC). Chair Simson and Councilor Garland met with staff to select members; about 20 applications were received. Ms. Palmer said Planning Commissioner interviews would take place on December 4th followed by an appointment to City Council to follow.

5. Community Comments

None were received.

6. Old Business

a. Public Hearing – PA 17-02 New Sherwood High School Text Amendment

Chair Simson received confirmation it was not necessary to read the public hearing statement, because the Commission would only be deliberating and turned the time over to staff.

Erika Palmer, Planning Manager went over the supplemental staff report and said planning staff worked with Washington County and the Oregon Department of Transportation (ODOT) to make the language in Condition 2 more clear to what was being adopted was the funding requirements from the TPR analysis. The applicant had proposed language to the Condition 1. City staff looked at the proposed language and came up with language that was more balanced between the applicant's proposed language and what staff would like to see.

Ms. Palmer noted some typographical errors listed in the supplemental staff report and stated the Commission had received the Metro hearing officer's final report as Exhibit I. A finding was also revised which dealt with Goal 1. Based on those changes, staff's recommendation remained unchanged.

Chair Simson opened the deliberation and stated Metro's report contained the research the Sherwood School District had completed to meet the Metro guidelines for the Urban Growth Boundary expansion. The report helped her understand the District's decision for how that piece of property was decided upon. Her perspective was from the Sherwood West planning and the hearings officer's report helped her understand how the decision made sense. She asked if there was a motion.

Motion: From Commissioner Christopher Flores to forward a recommendation of approval to the City Council for PA 17-02 New Sherwood High School Text Amendment based on the applicant's testimony, public testimony received, and the analysis, findings and conditions in the staff report, seconded by Commissioner Rob Rettig. All Present Commissioners voted in favor.

7. New Business

a. Public Hearing – LA 17-01 Bowman House 4

Chair Simson read the public hearing statement and turned the time over to staff for a presentation.

Joy Chang, Associate Planner, gave a presentation of the staff report (see record, Exhibit 1) and said the project was an Old Town Overlay review for Bowman House 4, LA 17-01. The site was located between SW 1st and SW Oregon Street with frontages on SW 1st Street and SW Ash Street. The Property was zoned Medium Density Residential low with an Old Town Overlay and vacant with the exception of a shed being constructed by students from the Sherwood High School. The applicant proposed a single-family home, an allowed use in the zone. MDRL, requiring a 5,000 sq. ft. lot, minimum lot widths and building setbacks which the applicant proposed to meet. Setbacks would be reviewed during the plot plan review with the building permit.

Ms. Chang stated Old Town Overlay Community Design had sections for the Old Cannery Area and the Smockville Design Area. The site was within the Smockville Design Area and was required to meet the design standards for:

- Volume and Mass
- Roof Forms
- Siding and Exterior Cladding
- Trim and Architectural Detailing
- Openings (Windows and Doors)
- Porches and Entrances
- Landscape, Fencing and Perimeter Definition
- Additions
- Front Facing Presentations

Volume and mass was addressed through architectural features on the structure from the front with stone material, a porch and steep roof pitches. The building features complimented the home to the east and there were architectural projections with the roof lines as well as a pillar on the porch to add to the verticality. The height of the house was proposed to be 29'-8" feet meeting the overall height standard. The roof and plumbing vents will not be visible from the street.

There were no flat roofs visible from the street and the roof pitch from the front was 12/12. There are two different roof levels for complexity with asphalt shingles that will match the color of the siding and trim.

The front door would be metal with glazing on the top half and a glass panel adjacent to the door. These two features provided compliance with the approval criteria along with the clear sliding glass rear door. All windows met the width to height ratio of 1.5 to 2 with except the three windows on the second floor in the bathrooms. These three windows could not meet the height ratio due to the low plate height of the floor. All windows would be single hung and casement.

Four architectural features were identified to meet the trim and architectural detailing including corner boards, bargeboard with shake mold trim, decorative foundation treatment, and shingled decorative gable ends. All of these details added interest to the dwelling and satisfied the requirement.

As noted in the staff report, the Old Town Overlay Community Design standards required all exterior materials to be earth tone; the color palette submitted and reviewed by the hearing authority. The applicant proposed materials comprised of off-white, brick red, and harvest yellow tones that met the earth tones requirement (shown in the presentation).

Ms. Chang stated the required public notices were completed and no public comments were received. Staff recommended approval of the proposed single family residence within the Old Town Overlay with conditions as identified in the staff report.

Chair Simson asked for questions from the commission for staff. None were received. Chair Simson asked for applicant testimony.

Jon Dickover, Sherwood High School Construction Teacher, had no comments and agreed with the conditions of approval.

Commissioner Rettig noted the condition to have a shared driveway and said the driveway on the adjacent property seems to go to the property line. Bob Galati, City Engineer, responded the amount of approach on a collector status road needed to be compressed to keep it away from the intersection. The driveways would be shared and split as they came in. Commissioner Rettig added the utility locates showed two storm line in that location. Mr. Galati confirmed that two storm lines were brought in from the street (side by side) and each house would have individual storm laterals as the city did not allow shared lateral connections. A public utility easement along the front of the lot addressed concerns about crossing property lines. Staff would confirm storm lateral locations at construction. The sanitary line would be off of the back of the property.

Chair Simson asked for public comments. No public comments were received. She asked for final comments from staff or questions from the Commission. There were none.

Motion: From Vice Chair Christopher Flores to approve the application for LA 17-01 Bowman House 4 based on applicant testimony, public testimony received and the analysis, findings and conditions in the staff report, seconded by Commissioner Rob Rettig. All Present Commissioners voted in favor.

Chair Simson called for a recess at 7:35 pm and reconvened at 7:58 pm

b. Public Hearing – SP 17-01/ SUB 17-03 Parkway Village South

Chair Simson said when the public hearing was opened one of the planning commissioners would be recusing himself, which meant the Commission would not have a quorum [needed to make a decision]. She asked the applicant to come forward.

Joey Shearer, AKS Engineering and planning consultant for the applicant came forward and said the applicant would be happy to continue the meeting to a date and time certain. The next scheduled Planning Commission meeting was scheduled for December 12, 2017. The applicant understood moving the hearing back a month was getting close to the 120 timeline (see ORS 227.178). The client was not present, but Mr. Shearer did not imagine it would be a problem to extend the time in order to ensure there was ample opportunity to have the application heard.

Chair Simson said there was a need for an official tolling of the 120 days so deadlines were maintained correctly. The decision by the Planning Commission should take place by December 2, 2017 to allow for the 14 day appeal period to the Land Use Board of Appeals (LUBA).

Josh Soper, City Attorney, added that if the hearing was continued to December 12, 2017 and if there was no tolling (extension) of the 120 day requirement, the deadline could not be met. He said the applicant needed to either toll the 120 days tonight and have the hearing December 12th or continue the hearing to Thursday night [November 30th]. Mr. Shearer gave a verbal approval to extend the 120 period an additional 30 days.

Chair Simson said anyone wishing to testify would have an opportunity on December 12, 2017 or could

provide written comments to staff.

The following motion was received.

Motion: From Vice Chair Christopher for the Sherwood Planning Commission to continue the public hearing on application SP 17-01/SUB 17-03 for the Parkway Village South until December 12, 2017, seconded by Commissioner Kara Repp. All Present Commissioners voted in favor.

Julia Hajduk, Community Development Director added that it was not normal for the Planning Commission to be without a quorum. The seven person planning commission had a vacancy, with one person out of town, one person unexpectedly ill and another who had to recuse himself [for conflict of interest]. It was just an unfortunate circumstance as there were usually plenty of commissioners to hear applications.

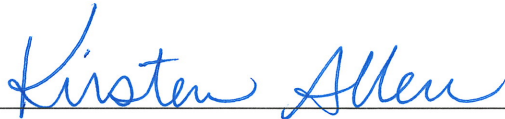
7. Planning Commissioner Announcements

Chair Simson announced Commissioner Repp would be the Planning Commission liaison for the Comprehensive Plan Update Community Advisory Committee and Chair Simson would act as the alternate.

8. Adjourn

Chair Simson adjourned the meeting at 8:05 pm.

Submitted by:



Kirsten Allen, Planning Department Program Coordinator

Approval Date: December 12, 2017