



Home of the Tualatin River National Wildlife Refuge

Planning Commission Meeting Packet

FOR

November 9, 2021

at 7:00 PM

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**



Planning Commission Regular Meeting Agenda

November 9, 2021 at 7:00 PM

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at:

<https://www.youtube.com/user/CityofSherwood>

Regular Meeting

- 1. CALL TO ORDER**
- 2. CONSENT AGENDA**

- a. Approval of October 26, 2021, Planning Commission Regular Meeting Minutes

3. COUNCIL LIAISON ANNOUNCEMENTS

4. STAFF ANNOUNCEMENTS

- Sherwood West Concept Planning Update
- Next Planning Commission Meeting December 14, 2021

5. COMMUNITY COMMENTS

Pursuant to House Bill 4212 (2020), citizen comments and testimony for public hearings must be submitted in writing to Planning@Sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state either (1) that it is intended as a citizen comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended, and in either case, must be received at least 24 hours in advance of the scheduled meeting time.

6. PUBLIC HEARINGS

I. Public Hearing Case File LU 2021-015 SP Oregon Street Business Park

Proposal: The applicant is requesting Site Plan approval for a new industrial development located at 21720 SW Oregon St. The 9.53-acres development site is zoned Employment Industrial and is located at the southwest and southeast corners of SW Oregon St. and SW Tonquin Rd. Five separate industrial buildings are proposed for a total of 120,815 square feet. Associated site improvements include parking and maneuvering areas, trash enclosures, pedestrian facilities, landscaping, and utilities. The site has frontage on two public roads under Washington County jurisdiction, SW Oregon St. and SW Tonquin Rd. Access is proposed from a driveway along SW Oregon St.

*The applicant is requesting a continuance. See packet materials.

II. Public Hearing Case File LU 2021-012 SP/CUP

Proposal: The applicant is requesting Site Plan and Conditional Use approval for a new industrial development located at 21600 SW Oregon St. The 38.74-acre development site is zoned Employment Industrial and is located on the south side of SW Oregon St. between SW Tonquin Rd. and SW Tualatin Sherwood Rd. Three separate industrial buildings are proposed for a total of 478,530 square feet. A Conditional Use Permit is requested to allow a standalone warehousing and distribution facility over 150,000 square feet. Associated site improvements include parking and maneuvering areas, trash enclosures, pedestrian facilities, landscaping, and utilities. The site has frontage on SW Oregon St., a public road under Washington County jurisdiction. Interim access is proposed from a driveway along SW Oregon St. with permanent access from future streets including SW Ice Age Dr. and SW Tonquin Ct.

*The applicant is requesting a continuance. See packet materials.

7. NEW BUSINESS

I. Planning Commission SWOT Analysis (Strengths, Weakness, Opportunity, Threats)

Purpose: Sherwood City Council requests all boards and commissions update their SWOT for the 2022 year. See the 2021 SWOT included in the packet materials.

Meeting documents are found on the City of Sherwood website at www.sherwoodoregon.gov/meetings or by contacting the Planning Staff at 503-925-2308. Information about the land use applications can be found at www.sherwoodoregon.gov/projects.

If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or MurphyS@sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time.

**City of Sherwood, Oregon
Planning Commission Meeting
October 26, 2021**

Planning Commissioners Present:

Chair Jean Simson
Vice Chair Justin Kai
Commissioner Rick Woidyla
Commissioner Taylor Giles
Commissioner Dan Bantz

Staff Present:

Erika Palmer, Planning Manager
Julia Hajduk, Community Development Dir.
Joy Chang, Senior Planner

Planning Commissioners Absent:

Commissioner Alexandra Brown

City Council Liaison Present:

Councilor Doug Scott

REGULAR SESSION:

Chair Simson called the regular session to order at 7:00 pm.

1. CONSENT AGENDA

- a. **October 12, 2021, Planning Commission Work and Regular Session Minutes**

Motion: from Commissioner Bantz to approve the Consent Agenda, seconded by Commissioner Woidyla. Motion passed 5:0. (Commissioner Brown were absent)

2. CITY MANAGER INTRODUCTION, KEITH CAMPBELL

City Manager Keith Campbell introduced himself and said he will be attending the meeting.

3. COUNCIL LIASON ANNOUNCEMENTS

Councilor Scott said the Council approved an ordinance requiring commercial landlords to inform potential tenants of approved uses. The next Council meeting will include multiple public hearings and solid waste and water fee schedules.

4. STAFF ANNOUNCEMENTS

- **Sherwood West Concept Planning Updates**

Planning Manager Erika Palmer said the Sherwood West CAC will meet on November 3 from 5:30-7:30 pm and packets will be distributed tomorrow, and the website will be updated.

- **Next Planning Commission Meeting November 9, 2021**

There will be two public hearings and discussion of the annual SWOT analysis.

5. COMMUNITY COMMENTS

None.

6. PUBLIC HEARINGS

i. Public Hearing. Case File LU 2021-019 PA – Economic Opportunities Analysis

Chair Simson read the public hearing statement and said the Planning Commission's role is to make a recommendation for action by the City Council. A decision may be made at the close of the hearing or the matter may be continued to a time and date certain.

Ms. Palmer provided a presentation and said this is a technical document that is part of the reference documents for the Comprehensive Plan (see record, Exhibit A). The purpose tonight is to review the draft Economic Opportunities Analysis (EOA), the state requirements, buildable lands inventory, key findings, and the conclusions. Ultimately, the Planning Commission will make a recommendation to Council to approve, approve with modifications, or deny adoption of the EOA. The EOA is based on State Land Use Goal 9 Economic Development which requires cities to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens. She stated the EOA is a legal requirement to identify lands for employment over 20 years. The EOA looks at existing conditions and forecasts future conditions, informs industrial and commercial development policies of our economic development strategies, identifies land deficits, and helps coordinate opportunities. She said the process is very prescriptive.

Ms. Palmer discussed the methodology for the Commercial and Industrial Buildable Lands Inventory (BLI) and said staff started with Metro's BLI and refined it. She said they looked at all the commercial and industrial tax lots including those in Tonquin and Brookman areas and classified those lands as either being vacant and/or potentially redevelopable. She said they removed land constraint from inventory of buildable suitable land. She referred to the BLI in the EOA and said it states there are 249 total unconstrained buildable acres for employment needs in Sherwood.

Ms. Palmer referred to the employment growth forecast and the 2021-2041 forecast which shows a 1.42% average annual growth rate (AAGR) which equates to 2,987 jobs. She noted the employment growth could grow faster as Sherwood continues to support our economic development goals and policies for job creation. She discussed the forecast of employment growth by land use type and said they are forecasting more employees in industrial land use type and a deficit of 8 acres.

Ms. Palmer commented on suitable buildable land by plan designation and site size and said Sherwood has no commercial sites larger than 10 acres within the city limits. In the 2019 EOA Sherwood had a total of 87 acres on sites between 10 and 50 acres and today Sherwood shows 42 acres on sites between 10 and 50 acres. The Brookman area has 3 sites between 2 and 5 acres and 1 site between 5 and 10 acres. She discussed the existing economic conditions and said Sherwood's wages are below average for the Portland Region and for the nearby cities of Tigard and Tualatin. The median income is well above the comparable cities and the Portland region. She stated more people commute out of Sherwood to work and the hope is to

reverse that trend.

Ms. Palmer referred to potential growth industries in Sherwood include manufacturing, wholesale, professional and business services, services for visitors, and services for residents. She commented on the conclusions drawn from the EOA and said Sherwood has enough employment land to accommodate industrial growth, but if the rate of development increases, there will likely be a shortage of appropriate sites. From 2019 the total unconstrained buildable areas went from 309 acres to 249 acres. Sherwood needs to address infrastructure needs in Tonquin Employment Area and will need flexibility in its development code to provide opportunities for growing and developing businesses. She stated Sherwood needs to work with partners to identify opportunities to support existing businesses in Sherwood.

Ms. Palmer provided additional changes for the Commission to consider which include updating the Table of Contents and said the numbering is off and suggested including Appendix B which would list the goals and policies in the 'Thriving and Diversified Economy' theme from the draft Comprehensive Plan. She suggested adding language to the third paragraph on page v stating, "with the support of DLCD staff this update includes the following:". She suggested adding language to include COVID-19 and that its impact to employment trends will be reviewed in the next EOA update to page 1.

Chair Simson suggested also adding to the COVID-19 language to page 20.

Commissioner Woidyla referred to page 9 of the PowerPoint and said the numbers are different than those presented in the packet. Ms. Palmer said the PowerPoint includes the correct figures and will be in the final EOA.

Vice Chair Kai referred to COVID-19 references and asked why those figures are not in the EOA now. Ms. Palmer said there is not a lot of information on the impacts of COVID-19 currently and said over time they will be studied. Vice Chair Kai asked if Sherwood West is being considered in the EOA. Ms. Palmer said no because it is not part of the Urban Growth Boundary.

Commissioner Bantz referred to Table 2 and asked why retail commercial is declining. Ms. Palmer said the assumption is that industrial employment will increase at a greater percentage based on inquiries the City has received. Discussion followed.

Commissioner Giles asked if the jobs that will grow the most will allow people to have houses in Sherwood or are they lower end jobs which will make the situation worse. He asked how we build the right infrastructure to attract the right types of businesses. Chair Simson said that is what the TEA's goal is and said it is not zoned general industrial or light industrial, it is zoned employment industrial for those reasons. Currently the jobs available in Sherwood are below average wages and that is what we are trying to remedy.

Chair Simson referred to page 21 of the staff report and said there needs to be a reference to the Appendix B in the exhibit listings.

Commissioner Bantz referred to page 62 employment densities and asked how the number of employees per acre was determined and noted it says it came from Oregon cities of similar size. Ms. Palmer said typically it is best practices and noted she does not have the information on hand. Chair Simson asked if that information, or the source document, could be added to the document before City Council considers the EOA. Ms. Palmer said the source document is from the consulting team. Chair Simson suggested a footnote citing the source.

Chair Simson asked Ms. Palmer if any public comments were received. Ms. Palmer said no.

With no further comments, Chair Simson closed the public hearing.

Chair Simson noted she suggested adding Appendix B and footnotes and ensuring that the impact of COVID-19 analysis be added to the introduction, page 16 summary chart, and page 21 narrative.

Commissioner Bantz stated the EOA seems outdated and maybe due for updates.

Motion: from Vice Chair Kai to forward a recommendation of approval to the City Council for Sherwood Economic Opportunities Analysis LU 2021-019 PA based on the applicant testimony, public testimony received, and the analysis, finding, and conditions in the staff report with the modifications as presented in this hearing, seconded by Commissioner Giles. Motion passed 5:0. (Commissioner Brown were absent)

ii. Public Hearing. Case File LU 2021-016 PA – Residential Design Standards

Chair Simson read the public hearing statement and said the Planning Commission's role it to make a recommendation for action by the City Council. A decision may be made at the close of the hearing or the matter may be continued to a time and date certain.

Senior Planner Joy Chang provided a presentation and recapped the staff report (see record, Exhibit B). She said Sherwood is proposing to adopt clear and objective criteria for residential design standards and said it was identified that additional code amendments are necessary to fully implement the proposed text amendments.

Ms. Chang discussed the need for residential design standard and HB 2001 created the avenue in providing the residential design standards. HB 2001 required that all residential housing be treated equally and provided a need to establish residential housing standards prior to implantation of Middle Housing Choices required by HB 2001.

Ms. Chang said the proposed design standards ensure that housing design maintains the context, scale, and compatibility with the Sherwood community. The standards focus on entry location and orientation, garage and off-street parking areas, and window coverage and minimal landscaping required in all residential zones. She said additional proposed code amendments include front-yard landscaping standards, adjustments and variances to interior side-yard setbacks for all housing types are not allowed, garage

minimum design standards to assist with functionality, planned unit development (PUD) was amended for clarity and to address proposed interior side yard setback, and review by Council.

Ms. Chang commented on the applicable criteria and said the criteria has been met. She discussed the process and the public engagement. She stated the Planning Commission acted as the Project Advisory Committee for this project and 15 work sessions were held along with two City Council work sessions.

Ms. Chang referred to Goal 10 – Housing and said the purpose of this goal is to make sure that a community has adequate housing supply for the twenty-year planning period through a range of densities to choose from and serves people at a variety of income levels. She said the Fair Housing Board requested that we update the Goal 10 findings to reflect the following: the approved 2019-2039 Housing Needs Analysis identifies a deficit of land for 608 dwelling units, the proposed amendments will not decrease the supply of needed housing in Sherwood, and the proposed amendments are for clear and objective design standards that allows a clear path for the development community.

Ms. Chang said public notice requirements have been satisfied and no agency comments were received. Community comments were received from Matt Schiewe and Marilyn Mays with concerns with additional design guidelines. Riverside Homes commented questioning vesting and goal posts and the City Attorney has reviewed subdivision vesting rights and has determined that construction of a subdivision would only be subject to a code that was in place at the time of the application unless the approval has expired. She said the in-person open house comments identified that the design standards are too prescriptive, and parking is a community need. She said staff recommends that the Planning Commission forward a recommendation of approval to the City Council.

Chair Simson asked staff to read the public comments that were received. Ms. Chang read the comments from Matt Schiewe and Marilyn May (see record, Exhibit C). Ms. Palmer read the comments from Nikki Munson with Riverside Home (see record, Exhibit D).

Chair Simson referred to page 16 and said in Dwelling Types, Dwelling Units should be a definition all by itself, not a subset of Dwelling Types. Staff agreed.

Chair Simson referred to page 30 and 35 and said the description of applicable criteria is inconsistent and incomplete. She proposed that staff change every reference to single detached, duplex, and townhomes to the phrase “all residential housing types excluding multifamily”. Commissioner Bantz asked about cottage clusters and said he supports the suggestion. Staff agreed.

Chair Simson noted this process is 100% independent of HB 2001 and referred to packet page 8 which mentions HB 2001 actions and she said all HB 2001 references should be removed. Commissioner Bantz said referencing HB 2001 is appropriate in some places. Chair Simson asked that references to HB 2001 not be the first item in the background and the inference that HB 2001 is requiring the City to do this which is misleading. Commissioner Bantz agreed. Staff agreed.

Chair Simson said there is a typo on the last paragraph on packet page 8.

Chair Simson referred to page 46, additional criteria for townhomes, which states in lieu of a new public street or available connection to an existing public street a private 20 foot minimum driveway without on-street parking can be built and said people are concerned about parking and streets should be built to accommodate parking. Vice Chair Kai agreed. Ms. Chang presented the Commission with potential amendments to 16.14.020F – Additional Townhome Design Standards, Vehicular Circulation and said the current code allows a private 20 foot minimum driveway without on-street parking and built to a public improvement standards for in-fill properties. She said the proposed amendment modifies and deletes the in-fill language and does not call out local street, neighborhood route, or local collector. Chair Simson asked the Commission if allowing a private driveway should be allowed and should there be a limit to the number of units allowed on the private driveway. She suggested removing the private driveway or limit it to one townhome only. She said they need to build to TSP standards when they build a private street and allowing up to 30 units to not have any on-street parking is creating a disaster. Discussion followed. Chair Simson suggested removing the option for a private driveway with no on-street parking and revisit in phase 2 if it needs to be added back. The Commission agreed.

Chair Simson referred to page 78, 79 and 85 about variances and said it is not correct as written and the language is not consistent. She said item D on page 79 needs to be adjusted per Council direction. Staff agreed. Chair Simson discussed the 20% variance and said she supports reconsidering and making adjustments 5% and variances are up to 10%. Ms. Chang said she requested reducing the percentages to Council and they support keeping the percentages the same based on interior side yard not being allowed. Ms. Palmer noted the Commission can make a different recommendation and move forward with the change. The Commission agreed to changing adjustments to 5% and variances to 10% and state that interior setbacks are not allowed to be reduced and rear setbacks 20% or 10% in the respective. Chair Simson said in the adjustments type 1 needs to be formatted in the similar language to class B variances. Staff agreed to make the edits.

Chair Simson asked the Commission if they support directing staff to send the final document to Council for consideration or continue the hearing. The Commission directed staff to make the changes discussed and move the Residential Design Standards to Council for consideration.

With no further questions, Chair Simson closed the public hearing.

Motion: from Vice Chair Kai to forward a recommendation of approval to the City Council for Residential Design Standards LU 2021-016 PA based on the applicant testimony, public testimony received and the analysis, findings, and conditions in the staff report with modifications as stated in this hearing, seconded by Commissioner Giles. Motion passed 5:0. (Commissioner Brown were absent)

iii. Public Hearing. Case File LU 2021-020 PA – Comprehensive Plan Update

Chair Simson read the public hearing statement and said the Planning Commission's role is to make a recommendation for action by the City Council. A decision may be made at the close of the hearing or the matter may be continued to a time and date certain.

Ms. Palmer provided a presentation and informed the Commission that staff received one public testimony yesterday from the Fair Housing Council of Oregon that will be entered as Exhibit B to the staff report. She introduced Anais Mathez with 3 J who discussed the adoption process approach, the timeline, and six themes. She reminded the Commission that the six themes include: Thriving and Diversified Economy; Strong Community, Culture and Heritage; Strategic and Collaborative Governance; Attractive and Attainable Housing; Coordinated and Connected Infrastructure; and Healthy and Valued Ecosystems.

Ms. Palmer discussed the review criteria included in the staff report with findings. She stated the noticing requirement have been met.

Chair Simson asked Ms. Palmer to read the public comments received jointly from Housing Land Advocates (HLA) and Fair Housing Council of Oregon (FHCO) for four minutes (see record, Exhibit E). Both HLA and FHCO are non-profit organizations that advocate for land use policies and practices that ensure an adequate and appropriately supply of affordable housing for all Oregonians. The comments state that Sherwood has a deficit of 608 dwelling units, the largest number in the medium to high density zones. Furthermore, the City has not taken a proactive approach to building up its housing supply or building in affordability to that supply. HLA and FHCO urge the Commission to defer adopting of the proposed amendments until adequate Goal 10 findings can be made and the proposal evaluated under the HNA and BLI. Chair Simson noted all Commissioners received these comments and the comments will be included in the record.

Ms. Palmer said staff has made revisions and additional findings in the Goal 10 response. The response states staff anticipates meeting the housing supply through annexations and future UGB expansion requests through Metro in 2024 for a portion or all of Sherwood West. She said that will increase housing supply and different types of housing to meeting Goal 10 requirements. She said the main concern of HLA and FHCO was the City is not considering the most direct method of meeting our housing needs. As stated in the staff report, the Comprehensive Plan Update is not a map amendment.

Chair Simson referred to the comments by HLA and FHCO that Sherwood is in the bottom of housing production in 2020 and said that is a very narrow view and for the two decades before that Sherwood was in the top growing. She said it is unfair to categorize Sherwood based on one year.

Chair Simson provided edits in page number order.

- Page 6: Add “on” to the sentence *Almost all decisions will include applicable policies that weigh more than others, based on supporting facts and the type of decisions being made.*
- Page 6 and 8: All titles to be same size font.
- Page 8: Under Why Now – the paragraph is split.
- Page 11: *offer* needs to be *offered*.
- Page 28: Pictures – Low and Medium Density look the same.
- Page 34: This sentence is wordy and needs to be reworked: *Despite a highly skilled and educated population and an availability of light industrial land for development, Sherwood is met with constraints on infrastructure development and capacity and a location on the geographic fringes of the Metro region.*
- Page 38 and 40: Need to be consistent and use either *Citizen Involvement Program* or *Public Involvement Program*.
- Page 44: The title should be moved over to Page 45.
- Page 45: Strike the last sentence.
- Page 47: Policy 3.5 – Add landforms concept.
- Page 52: Reword last sentence for clarity.
- After Amendment History – *Add Supporting Documents*. And include language stating *these supporting documents provide additional depth and analysis to the City’s 2040 Comprehensive Plan Update process. Each theme area included a background report, a community profile presenting current data about the Sherwood community, and a community survey. The documents below will not be adopted as part of the Comprehensive Plan update but instead are listed below for process transparency.*

Thriving and Diversified Economy Background Report, May 2019

Thriving and Diversified Economy Community Profile

Thriving and Diversified Economy Community Survey

Community Culture and Heritage Background Report, August 2019

Community Culture and Heritage Community Profile

Community Culture and Heritage Community Survey

Strategic and Collaborative Governance Background Report, February 2020

Strategic and Collaborative Governance Community Profile

Strategic and Collaborative Governance Community Survey

Attractive and Attainable Housing Background Report, July 2020

Attractive and Attainable Housing Community Profile

Attractive and Attainable Housing Community Survey

Coordinated and Connected Infrastructure Background Report, October 2020

Coordinated and Connected Infrastructure Community Profile

Coordinated and Connected Infrastructure Community Survey

Healthy and Valued Ecosystems Background Report, February 2021

Healthy and Valued Ecosystems Community Profile

Healthy and Valued Ecosystems Community Survey

Ms. Palmer said the next step is to forward this to the City Council with the edits made during the meeting and adding the edits to Goal 10 findings that staff presented earlier in the meeting.

Commissioner Bantz and Vice Chair Kai referred to page 52 which states *Sherwood's population is becoming more ethnically diverse. If these trends continue, there will be changes in the types of housing demanded in Sherwood in the future.* Discussion followed. Commissioner Giles asked if the word *ethnically* needs to be included.

Commissioner Woidyla supports not striking *ethnically*. He asked Ms. Mathez if there is other language being used by other communities. Ms. Mathez said she often sees a similar statement using the word *diverse* or *diversity*. After further discussion, the consensus of the Commission was to strike *ethnically*.

With no further discussion, Chair Simson closed the public hearing.

Motion: Vice Chair Kai forward a recommendation of approval to the City Council for Sherwood Comprehensive Plan Update LU 2021-020 based on the applicant testimony, public testimony received and the analysis, findings, and conditions in the staff report with modifications as stated in this hearing, seconded by Commissioner Woidyla. Motion passed 5:0. (Commissioner Brown were absent)

Staff agreed to send the Commission an electronic version of the Residential Design Standards and Comprehensive Plan Update when they are forwarded to City Council.

7. PLANNING COMMISSION ANNOUNCEMENTS

None.

Chair Simson adjourned the meeting at 10:59 pm.

Submitted by:

Colleen Resch, Planning Technician

Approval Date: _____

From: [Glen Southerland](#)
To: [Eric Rutledge](#)
Cc: [Mimi Doukas](#)
Subject: RE: Paper Copies of Application
Date: Thursday, October 28, 2021 11:13:51 AM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Thank you, Eric.

I'll get this form back to you as quickly as possible.

As we discussed, our client would like to request a continuance to their hearing currently scheduled for November 9, 2021. We would like to request a continuance to December 14, 2021. If needed, we anticipate that we will request another continuance and grant additional extensions to the 120-day timeline.

Has Harsch decided to continue their hearing as well? Since we are hoping to work out details with them and there were a number of site plan issues noted, many of which were interconnected with our application and common property line, it would be great to get both applications before Planning Commission on the same night.

We look forward to our next meeting with everyone tomorrow. Thank you again for all of your help!

Best,

Glen Southerland, AICP

AKS ENGINEERING & FORESTRY, LLC

P: 503.563.6151 Ext. 166 | www.aks-eng.com | southerlandg@aks-eng.com

From: Eric Rutledge <RutledgeE@SherwoodOregon.gov>

Sent: Thursday, October 28, 2021 10:45 AM

To: Glen Southerland <southerlandg@aks-eng.com>

Cc: Mimi Doukas <MimiD@aks-eng.com>

Subject: RE: Paper Copies of Application

EXTERNAL EMAIL: This email originated from outside AKS Engineering & Forestry.

Hi Glen,

Thanks for the call. Here's the 120-day form. If a continuance is requested we would not need the paper applications at this time.

Eric Rutledge
City of Sherwood
Associate Planner
rutledgee@sherwoodoregon.gov
Desk 503.625.4242
Work Cell 971.979.2315

From: Glen Southerland <southerlandg@aks-eng.com>
Sent: Thursday, October 28, 2021 10:25 AM
To: Eric Rutledge <RutledgeE@SherwoodOregon.gov>
Cc: Mimi Doukas <MimiD@aks-eng.com>
Subject: RE: Paper Copies of Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Hi Eric,

We appreciate the heads up!

If we decide to request a continuance to our hearing, I am assuming that these additional copies will not be needed until another hearing is scheduled?

Please feel free to give me a call to discuss when you have an opportunity.

Thank you,

Glen Southerland, AICP

AKS ENGINEERING & FORESTRY, LLC

P: 503.563.6151 Ext. 166 | www.aks-eng.com | southerlandg@aks-eng.com

From: Eric Rutledge <RutledgeE@SherwoodOregon.gov>
Sent: Thursday, October 28, 2021 10:02 AM
To: Glen Southerland <southerlandg@aks-eng.com>
Cc: Mimi Doukas <MimiD@aks-eng.com>
Subject: RE: Paper Copies of Application

EXTERNAL EMAIL: This email originated from outside AKS Engineering & Forestry.

Hi Glen,

I wanted to make sure this was still on your radar as printing large applications like this can be a task. We can accept paper copies of the application anytime on Monday.

Thanks,

Eric Rutledge
City of Sherwood
Associate Planner
rutledgee@sherwoodoregon.gov
Desk 503.625.4242
Work Cell 971.979.2315

From: Eric Rutledge
Sent: Friday, October 22, 2021 5:04 PM
To: Glen Southerland <southerlandg@aks-eng.com>
Cc: Mimi Doukas <MimiD@aks-eng.com>
Subject: RE: Paper Copies of Application

Sorry, we'll need 15* complete paper copies including full size plans.

Eric Rutledge
City of Sherwood
Associate Planner
rutledgee@sherwoodoregon.gov
Desk 503.625.4242
Work Cell 971.979.2315

From: Eric Rutledge
Sent: Friday, October 22, 2021 5:03 PM
To: Glen Southerland <southerlandg@aks-eng.com>
Cc: Mimi Doukas <MimiD@aks-eng.com>
Subject: Paper Copies of Application

Hi Glen,

I wanted to get this on your radar ASAP. We'll need 10 full paper sets of the application to route to Planning Commission. Our deadline for this is Monday 11/1 so they can be included in the PC packets.

Let me know if you have any questions. Thank you!

Eric Rutledge

City of Sherwood
Associate Planner
rutledge@sherwoodoregon.gov
Desk 503.625.4242
Work Cell 971.979.2315





Time Extension Form

I, Bruce Polley, pursuant to ORS 227.178(5), hereby request to extend the 120-day period set forth in ORS 227.178(1) and/or the 100-day period set forth in ORS 197.311, whichever may be applicable, for LU 2021-015 – SW Oregon Street Business Park. Any applicable statutory deadline(s) for final action on the above-referenced matter(s) is/are hereby extended to February 23, 2022.

Signed

A handwritten signature, likely of Bruce Polley, is written over a horizontal line.

Date

10-29-21



PRIVILEGED AND CONFIDENTIAL

November 1, 2021

VIA: US MAIL & EMAIL

Mr. Eric Rutledge
Associate Planner
City of Sherwood Planning Department
Sherwood City Hall
22560 SW Pine Street Sherwood, OR 97140

*RE: City of Sherwood Case File LU 2021-012 SP Sherwood Commerce Center;
Applicant's Request for Continuance of Initial Evidentiary Hearing and Extension of
120-Day Period*

Dear Mr. Rutledge:

Harsch Investment Properties, LLC (the "Applicant") hereby requests that the Sherwood Planning Commission open the initial evidentiary hearing on November 9, 2021 for the purpose of continuing the hearing to the date certain of January 11, 2022 at a time to be determined.

The purpose of the continuance request is to allow the Applicant to address issues with access points to the Applicant's proposed project. The Applicant will not make a presentation to the Planning Commission on November 9, 2021.

Pursuant to the attached Time Extension Form, the Applicant has extended the 120-day period in ORS 227.178(1) by sixty-three days, the period of the continuance. Please place this letter and its enclosure before the Sherwood Planning Commission and in the official Planning Department file for this Application.

If you have any questions or concerns, please contact me at (503)-973-0270. A hard copy of this letter has been sent to the address set forth above.

Sincerely,

HARSCH INVESTMENT PROPERTIES, LLC

A handwritten signature in blue ink, appearing to read "R. P. Mecklenborg, Jr.", with a stylized, flowing script.

Robert P. Mecklenborg, Jr.
Senior Counsel

CC: *Andrew Goodman (via email)*
 Chris Palmeteer (via email)
 Colby Anderson (via email)
 John Niemeyer (via email)
 Bob Galati (via email)
 Bruce Coleman (via email)
 Erika Palmer (via email)
 Julia Hadjuk (via email)



Time Extension Form

I, Andrew Goodman, pursuant to ORS 227.178(5), hereby request to extend the 120-day period set forth

in ORS 227.178(1) and/or the 100-day period set forth in ORS 197.311, whichever may be applicable, for

LU 2021-012 SP Sherwood Commerce Center (LU case file #). Any applicable

statutory deadline(s) for final action on the above-referenced matter(s) is/are hereby extended to April

6, 2022.

By: 

Andrew Goodman, VP Development,
Harsch Investment Properties, LLC

11/2/21
Date



2021 Annual Boards & Commissions Report to City Council – SWOT

[Name of Board]

City Council Meeting (TIME & DATE) (TBD)

LOCATION OR VIRTUAL (TBD)

Strengths

-
-
-
-

Weaknesses

-
-
-
-

Opportunities

-
-
-
-

Threats

-
-
-
-

- 1. What are your two or three most significant accomplishments for this past year as a board or commission?**

- A.
- B.
- C.

2. What are your two or three major goals for the upcoming year as a board or commission?

- A.
- B.
- C.



2020 Annual Boards & Commissions Report to City Council – SWOT

Planning Commission

City Council Work Session – TIME

DATE

LOCATION OR VIRTUAL

Strengths

- Full seven member Commission
- The Commission is comprised of a diverse group of community members, some providing the historical knowledge of how and why the City made particular choices while others bring fresh perspectives and a great discussion on current trends and community issues.
- Successful holding online work sessions and regular meetings during the COVID-19 pandemic
- Variety of work – long range planning and new site development activities
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Weaknesses

- Not meeting in person causes lack of social interaction between Commissioners
- Finding Balance within the resource limitations: challenging to focus on the future while addressing current community concerns

Opportunities

- Future training opportunities for the Planning Commission: to improve the Commission's effectiveness, education is key. Training should include specific planning concepts and trends, learning our roles as commissioners, understanding the zoning ordinances and community issues, and following Oregon law
- Developed a new Commissioner buddy system (encourages new commissioners to reach out longer standing Commissioners to help ease the transition into their new role)

Threats

- Not allowing enough time for the Planning Commission to weigh-in and provide thoughtful comments during the Comprehensive Plan update process – the same is true for the residents of Sherwood, especially during the COVID-19 pandemic restrictions

1. What are your two or three most significant accomplishments for this past year as a board or Commission?

A. Four of six Comprehensive theme blocks are complete

B. 2019-2039 Housing Needs Analysis adopted

C. Made no land use application decisions that were appealed to City Council or the Land

Use Board of Appeals

D. Approved new industrial sites in Tonquin Employment Area

2. What are your two or three major goals for the upcoming year as a board or Commission?

A. To complete and adopt the Comprehensive Plan

B. To develop residential housing design guidelines and proceed with new standards for
HB 2001 in a manner that keeps Sherwood, Sherwood