
**City of Sherwood, Oregon
Planning Commission Meeting
November 9, 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
Eric Rutledge, Associate 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 26, 2021, Planning Commission Regular Meeting Minutes

Vice Chair Kai asked for an opportunity to review the final draft of the Comprehensive Plan and compare it to the discussions in the minutes.

2. COUNCIL LIAISON ANNOUNCEMENT

Councilor Scott said the Council will meet next Tuesday at 7pm and they will consider three resolutions and three ordinances. He said public testimony will allowed in writing 24 hours prior to the meeting.

3. STAFF ANNOUNCEMENTS

- **Sherwood West Concept Planning Updates**
The CAC and TAC met on November 3 and staff is now working on scenario planning.
- **Next Planning Commission Meeting December 14, 2021**

4. COMMUNITY COMMENTS

None.

5. PUBLIC HEARINGS

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

Chair Simson read the public hearing statement and said the Planning Commission is the final authority on this item with appeal to 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. She asked members of the Commission to expose any ex parte contact, biased or conflict of interest. A roll call vote was taken, and all present Commissioners responded with no ex parte contact, bias, or conflict of interest.

Associate Planner Eric Rutledge said the applicant has requested a continuance to December 14, 2021. He stated there has been an extension on the 120-day local decision deadline to February 23, 2022. He said staff supports the continuance.

Chair Simson asked the Planning Commission to retain the hearing documents for the next hearing. Revised materials will be submitted as an exhibit.

With no further questions, Chair Simson asked for a motion.

Motion: from Vice Chair Kai to continue the public hearing on the application for Oregon Street Business Park LU 2021-015 SP to the meeting date December 14, 2021, at the request of the applicant with their approval to extend the 120-day tolling deadline, seconded by Commissioner Giles. Motion passed 5:0. (Commissioners Brown was absent).

b. Public Hearing Case File LU 2021-012 SP/CUP Sherwood Commerce Center

Chair Simson read the public hearing statement and said the Planning Commission is the final authority on this item with appeal to 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. She asked members of the Commission to expose any ex parte contact, biased or conflict of interest. A roll call vote was taken, and all present Commissioners responded with no ex parte contact, bias, or conflict of interest.

Associate Planner Eric Rutledge said the applicant has requested a continuance to January 11, 2022. He stated there has been an extension on the 120-day local decision deadline to April 6, 2022. He said staff supports the continuance.

Chair Simson asked the Planning Commission to retain the hearing documents for the next hearing. Revised materials will be submitted as an exhibit.

With no further questions, Chair Simson asked for a motion.

Motion: from Vice Chair Kai to continue the public hearing on the application for Sherwood Commerce Center LU 2021-012 SP/CUP to the meeting date January 11, 2022, at the request of the applicant with their approval to extend the 120-day tolling deadline, seconded by Commissioner Woidyla. Motion passed 5:0. (Commissioners Brown was absent).

6. NEW BUSINESS

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

The Planning Commission discussed the SWOT Analysis and provided Ms. Palmer with feedback. The Commission reviewed last years SWOT Analysis.

Commissioner Woidyla said the Commission is engaged and talkative, but the meetings are lengthy. He suggested arranging some training. He also commented on the open Planning Commission position.

Commissioner Giles commented on a marketing problem and said some of the materials are too technical and it makes it difficult to get citizens to participate.

Chair Simson said finding new avenues of outreach is an opportunity.

Commissioner Bantz said lack of interaction with the community is a weakness. He agrees on the need for training and provided suggestions.

Commissioner Giles said a threat is being made irrelevant by the State laws. The Commission agreed. Commissioner Bantz recommended contacting our local representatives and encouraging others to do so. Commissioner Woidyla suggested a meeting with City and County lobbyists and the League of Oregon Cities and make our voices heard. Discussion followed about the importance of being heard and working on messaging to the public.

Chair Simson said a strength is the Commissions diversity in experience and being engaged.

Commissioner Woidyla suggested adding meetings with lobbyist to opportunities.

Chair Simson adding the Comprehensive Plan and Residential Design Standards to successes and not having any applications appealed to LUBA. She commented on goals looking forward and said Sherwood West will be significant and updating the TSP.

7. PLANNING COMMISSION ANNOUNCEMENTS

None.

Chair Simson adjourned the meeting at 8:00 pm.

Submitted by:



Colleen Resch, Planning Technician

Approval Date: December 14, 2021

