
**City of Sherwood, Oregon
Planning Commission Meeting
Sherwood Arts Center
November 22, 2016**

Planning Commissioners Present:

Chair Jean Simson
Vice Chair Russell Griffin
Commissioner Chris Flores
Commissioner Alan Pearson
Commissioner Rob Rettig

Staff Present:

Tom Pessemier, Assistant City Manager
Julia Hajduk, CDD Director
Bob Galati, City Engineer
Brad Kilby, Planning Manager
Connie Randall, Senior Planner
Kirsten Allen, Planning Dept. Program Coordinator

Planning Commission Members Absent:

Commissioner Michael Meyer
Commissioner Lisa Walker

Council Members Present:

None

1. Call to Order/Roll Call

Chair Jean Simson convened the meeting at 7:01 pm.

2. Consent Agenda

a. October 25, 2016 Planning Commission Minutes approval

Motion: From Commissioner Alan Pearson to approve the consent agenda, Seconded by Vice Chair Russell Griffin. All Commissioners voted in favor.

3. Council Liaison Announcements

None.

4. Staff Announcements

Brad Kilby, Planning Manager reminded commission members of the Boards and Commissions Appreciation Dinner on December 6, 2016 and said the next Planning Commission meeting would be on December 13, 2016 with two public hearings scheduled for the Oregon Street Townhomes and the Sherwood Hotel.

5. Community Comments

None were received

6. New Business

a. 2016 Planning Commission Report to Council.

The Planning Commission discussed the Boards and Commission Report to City Council information provided in the packet. No additional items were added.

b. Public Hearing – SP 16-07/ CUP 16-05 First Street Parking Lot (Connie Randall)

Chair Simson read the public hearing statement. She asked for ex parte, bias or conflicts of interest. When none were received, Chair Simson asked if any member of the audience wished to challenge any Planning

Commission members' ability to participate. None were received.

Connie Randall, Senior Planner gave a presentation of the staff report (see record, Exhibit 1). She said the request was for Site Plan and Conditional Use Permit approval for a 19 space public parking lot off First Street in Old Town. The subject site was comprised of two lots, totaling 10,000 square feet on the northwest side of the First Street, east of Pine Street with one lot zoned Retail Commercial (RC) and the other zoned Medium Density Residential Low (MDRL). Both lots were subject to the Old Town Overlay District standard.

Ms. Randall explained the site was currently vacant and owned by the Sherwood Urban Renewal Agency (URA). She said the URA Board was interested in developing a parking lot to replace the City's temporary parking lot located on the former Robin Hood Theater site in anticipation of the sale and redevelopment of the site. The proposal consisted of 19 parking spaces; 17 standard spaces, one compact space and one ADA accessible spot. A new 24-foot wide commercial driveway was proposed to provide access to the site from First Street and a 12-foot wide secondary access was proposed at the public alley north of the site. Ms. Randall described 10-foot wide landscape setbacks on all sides and said there was an additional 16.42-foot wide buffer on the western side of the site. She said there was 855 square feet of required parking lot landscaping consistent with the standards as well as two parking lot lights to light the site and to help ensure public safety and security.

Ms. Randall stated a five-foot wide pedestrian access between the ADA accessible space and the public sidewalk was proposed, but the Code required a six-foot wide path for commercial developments, so a condition was recommended to ensure compliance with the code provision. She noted the bicycle parking adjacent to the pedestrian access did not include details, but it appeared to be adequate for the minimum of two bicycle parking spaces required. She said a condition to ensure compliance with the standard was recommended in the staff report and Planning Commission memorandum dated November 22, 2016 (see record, Exhibit 2). Ms. Randall said the proposed landscape plan included four large trees, two small trees, 44 shrubs, and 200 groundcover plants. The proposed species, sizes and quantities were in compliance with the landscaping requirements.

Ms. Randall said the proposed development was consistent with all applicable zoning and design standards and a parking lot was permitted outright in the Retail Commercial zone and permitted with a Conditional Use Permit in residential districts within the Old Town Overlay District. She reported the proposed development could be adequately served by existing public facilities and services and connections to water and storm sewer systems had been proposed. Ms. Randall explained the applicant would be required to relocate or dedicate an easement for the existing overhead electric that crossed the site and because the site was owned by the URA, no covenants, agreements or other documents would be required to ensure proper management and maintenance of the site.

Ms. Randall disclosed there were no significant natural features on site and that a public parking lot did not generate traffic trips, but was intended to serve the existing and future traffic generating developments in the downtown area. As there were no significant natural features on site, no protection was warranted. There were no buildings proposed, consequently the design standards for commercial development or in the Smockville area of Old Town were not applicable. No driveways in excess of 24 feet were proposed to trigger special consideration.

Ms. Randall went over the Conditional Use Permit requirements. The first was that the public parking lot required minimal public facilities and services. She said the proposed connections to water and storm sewer systems to the site could be adequately served by existing public facilities and services and utilities would be relocated or placed in an easement. Next, the proposed development had to meet the applicable zoning standards and was compatible with abutting land uses. She stated the proposed development met this requirement. She explained the Old Town Overlay required a Conditional Use Permit for non-accessory

parking in residential districts, which applied to the half of the site that had residential zoning, and there were two conditions that must exist in order to be approved. One, that no buildings existed on the site as of May 1, 2016; and that the site had direct access to an arterial or collector status street. She said the site had been vacant since late 2006 and it had access onto SW First Street which was a collector status road.

Ms. Randall explained the intent of the URA Board was to construct the facility prior to the sale of the Former Robin Hood Theater site which was owned by the City and used as a temporary parking lot. The two sites are the same size at 10,000 square feet each. The new parking lot would be consistent with Code standards, with a hard surface, parking space markings, wheel stops, site and perimeter landscaping and bicycle parking which are all features that do not currently exist on the temporary site. She noted it also helped further the primary goal of the Sherwood Town Center Plan which was to balance future residential growth, economic development and public investment in Sherwood and specifically implemented Policy 9 of the Plan which states the city will support actions that provided sufficient parking for business and residents while maximizing the efficiency of parking areas. Another required finding for the Conditional Use Permit was that surrounding properties not be adversely affected. Ms. Randall said the perimeter and site landscaping would enhance the site and the provision of public parking spaces would benefit area properties. The proposed site was an adequate shape and size to accommodate the proposed use and had been designed to maximize the site for landscaping and parking. The proposed use would not likely adversely impact or pose a threat to sensitive wildlife species or the natural environment.

Staff recommended approval of the First Street Parking Lot Site Plan and Conditional Use Permit subject to conditions of approval in the staff report and Condition B.5 in the Planning Commission Memo.

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

Tom Pessemier, Assistant City Manager and URA staff liaison, came forward and thanked Engineering staff and Keith Jones from Harper Houf Peterson Righellis who put together the plans and application. He said the city wanted to build a parking lot to assist in some of the long term economic development goals identified for the Old Town area. He noted the URA was not at a point to market the Robin Hood property, but wanted to do more feasibility of redevelopment and there had not been any significant interest in purchasing the property. Mr. Pessemier said the parking lot met the code criteria and standards and offered to answer questions.

Vice Chair Griffin asked for clarification regarding how the driveway interfaced to the gravel alley north of the parking lot. Bob Galati, City Engineer responded that the twelve foot wide ingress/egress would be a hard surface and the curb would likely be extended to embed the planter strip. He added a storm drain system and waterline would be installed in the alley as part of a separate project.

Vice Chair Griffin asked if the parking lot lighting would spill over into the alleyway and if there was a light on the street. Mr. Galati said the parking lot lighting would stay on site there was a light at the intersection of the alleyway and the street which provided some light for the alleyway.

Chair Simson asked about having most of the landscaping on the side closest to the commercial development instead of the residential side. Mr. Galati explained the intent was to utilize the area efficiently and to set it up such that any excess area outside what was required could be adjusted or sold to the adjacent property owner. The landscaping was laid out with the trees and arborvitae on the side so it could be converted and would not change the parking lot. Chair Simson confirmed that the ten foot buffer to the residential property met the code standards.

Chair Simson asked how the 855 square feet of landscaping would change if a portion of the site was divided. Ms. Randall responded that the excess landscaping was defined by a 6.42 foot wide strip on the left side of the parking lot. Parking lot landscaping is based on the number of parking spaces and the

required landscaping left of the parking lot included a ten foot buffer and the required landscaping shown as nine and a half feet wide. She said initially the 6.42 foot wide strip was not shown, but staff determined that any portion of the site that was not developed had to be landscaped. If the 6.42 foot wide strip was sold to the adjacent property and redeveloped it would not impact the required setbacks or landscaping of the parking lot.

No other questions were received, nor comments from those in attendance. Chair Simson closed the public hearing and moved to deliberation.

Chair Simson asked for final comments from staff. Ms. Randall clarified that more than the required minimum of 855 square feet of landscaping was provided and because there was no proposal to subdivide the site the staff report did not address it.

The following motion was received.

Motion: From Vice Chair Griffin to approve the application for SP 16-07/CUP 16-05 first street parking lot based on the applicant testimony, public testimony received, and the analysis, findings and conditions in the staff report including the aforementioned list of modifications and memorandum B.5. Seconded by Commissioner Alan Pearson. All present Planning Commissioners voted in favor.

7. Planning Commissioner Announcements

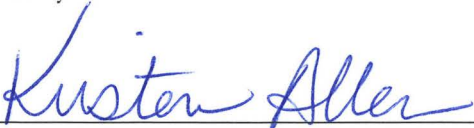
Commissioner Alan Pearson announced his resignation from the Planning Commission effective immediately. He said he was planning on moving on to a new roll, but the citizens of Sherwood decided they did not want him and he would fade away. He said he had informed the mayor this would be his last meeting and complemented Chair Jean Simson for a marvelous job as chairman. Commission Pearson stated the Planning Commission was run efficiently and Vice Chair Griffin did a good job keeping the Commission in shape. He said Mr. Kilby was leaving and he was leaving too.

Commissioner Chris Flores announced the Sherwood Foundation for the Arts (SFA) would begin performing two shows a year; continuing the show in the park over the summer and adding a winter production. The first winter production would be "You Can't Take It With You" at the Sherwood Center for the Arts on January 20-21, 2017.

8. Adjourn

Chair Simson adjourned the meeting at 7:35 pm.

Submitted by:



Kirsten Allen, Planning Department Program Coordinator

Approval Date: December 13, 2016