



Home of the Tualatin River National Wildlife Refuge

Planning Commission Regular Meeting Agenda

October 28, 2025, at 7 PM

This meeting will be held at City Hall, 22560 SW Pine St,
Sherwood, OR 97140.

It will also be live streamed at

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

Citizen comments and public testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to planning@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email or call (planning@sherwoodoregon.gov / 503-925-2308) at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record. **If you require ADA accommodations, please contact the Planning Department at 503-925-2308 or email planning@sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices available on site.**

How to Find out What's on the Planning Commission Schedule: Planning Commission meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, generally one week prior to a Commission meeting. Planning Commission agendas are also posted at the Sherwood Library/City Hall/Senior Center, YMCA, and the Sherwood Post Office.

Regular Meeting

1. CALL TO ORDER

2. CONSENT AGENDA

July 22, 2025, Planning Commission Meeting Minutes

October 14, 2025 Planning Commission Meeting Minutes

3. COUNCIL LIAISON ANNOUNCEMENTS

4. STAFF ANNOUNCEMENTS

5. COMMUNITY COMMENTS

6. PUBLIC HEARING - Continued

I. LU 2025-007 SP/VAR

Proposal: : An application for a Type IV – Site Plan Review & Type IV – Variance(s) to develop a multi-family structure consisting of thirty-two (32) dwelling units including two mandatory adjustments to the minimum lot size and the maximum density, pursuant to Senate Bill (SB) 1537 (2024).

7. NEW BUSINESS

8. COMMISSIONER COMMENTS

9. ADJOURN

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.



MEETING MINUTES

Planning Commission
July 22, 2025, at 7 PM Regular Meeting

City Hall, 22560 SW Pine St, Sherwood, OR
97140.

AMENDED
10-9-25

1. CALL TO ORDER

Chair Simson called the meeting to order at 7:00.

Board Members Present: Chair Simson, Commissioner Tillotson, Commissioner Bantz, Commissioner Woidyla, Commissioner Kai, Commissioner Walmsley, Commissioner Barns Commissioner Joe Tillotson

Staff Present: Eric Rutledge, Community Development Director, Sean Conrad, Planning Manager, Hugo Hamblin-Agosto, Associate Planner, Carrie Richter, Land Use Attorney for the city

2. CONSENT AGENDA

A. Approval of June 24, 2025 Meeting Minutes

Commissioner Bantz motioned to approve the consent agenda, seconded by Commissioner Woidyla. Motion passed, all present members voted in favor.

3. COUNCIL LIAISON ANNOUNCEMENTS

None, Councilor Giles was absent.

4. STAFF ANNOUNCEMENTS

Mr. Conrad provided an update on Sherwood West, the Old Town Strategic Action Plan, Senate Bill 1537 exemption request and the future Public Works facility site.

5. COMMUNITY COMMENTS

One comment was provided by Mr. Levi Levasa on the annexation policy before the planning commission.

6. PUBLIC HEARINGS

LU 2024-018 PA ANNEXATION POLICIES - Continued

Proposal: The City is proposing to amend the Sherwood Zoning and Community Development Code by codifying Annexation Policies and requiring Annexation Agreements.

Mr. Hamblin-Agosto provided the staff report for project LU 2024-018 PA Annexation Policies.

During the public testimony portion of the hearing, one neutral comment was provided by Mr. Levi Levasa on the annexation policy. My Levasa stated that as a developer, it can be costly to prepare studies at the annexation stage while there is no guarantee of approval.

During the planning commission discussion the commission recommended clarifying three sections of the code:

Amend section 16.81.010.F.4 to require detailed financial plans and costs to adequately fund public facilities

Amend section 16.81.020.A to read "increase awareness" of the annexation process

Amend section 16.81.020.G.3 to clean up the code wording and clarify the annexation agreement process

The planning commission also discussed amendment to the review process under section 16.81.010.B, recommending to the city council that the planning commission review annexation applications subject to Type IV and V reviews.

Following the discussion Commissioner Bantz recommended the city council consider adopting the staff report and annexation policies with the recommended amendments by the planning commission, seconded by Commissioner Walmsley. The planning commission unanimously voted in favor of the motion.

7. NEW BUSINESS

Chair Simsion inquired about the city's website and if there is still an interested parties list.

8. COMMISSIONER COMMENTS

None

9. ADJOURN

Chair Simson adjourned the meeting at 9:15.

Minutes Approved on

Date

Chair or transcriptionist Signature



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

Planning Commission
October 14, 2025, at 7 PM Regular Meeting
City Hall, 22560 SW Pine St, Sherwood, OR
97140.

1. CALL TO ORDER

Chair Simson called the meeting to order at 7:00.

Board Members Present: Chair Simson, Commissioner Tillotson, Commissioner Kai, Commissioner Walmsley, Commissioner Barns,

Staff Present: Eric Rutledge, Community Development Director, Hugo Hamblin-Agosto, Associate Planner, Carrie Richter, Land Use Attorney

2. CONSENT AGENDA

A. Approval of July 22, 2025 Meeting Minutes

Chair Simson entertained a motion to remove the July 22 meeting minutes from the consent agenda to provide the Commissioners more time to review the minutes before approving them. Commissioner Kai motioned to remove the meeting minutes, seconded by Commissioner Tillotson. Motion passed, all present members voted in favor.

3. COUNCIL LIAISON ANNOUNCEMENTS

Councilor Giles provided updates on the following items:

- A recent work session held by the council to discuss land use laws adopted by the State. The discussion focused on the impact of these laws on Sherwood.
- A brief update on Sherwood West.
- An update on ribbon cuttings for new businesses in Sherwood.
- The opening of the new pedestrian bridge.
- An update on two Washington County bonds, the library bond and sheriff's bond.

4. STAFF ANNOUNCEMENTS

Mr. Rutledge provided an update on the Sherwood West appeal.

5. COMMUNITY COMMENTS

One comment was provided by Mr. Neal Shannon. His comments were directed towards the city's tree code. He cited state law and its requirements for city codes to be clear and objective. He stated that he would like to see the tree code updated and has been waiting for an update for over five years. He

acknowledged that staff was presently busy processing current land use permits and requested the planning commission share his concern with the tree code update with the city council.

6. PUBLIC HEARING

LU 2025-007 SP/VAR -

Proposal: An application for a Type IV – Site Plan Review & Type IV – Variance(s) to develop a multi-family structure consisting of thirty-two (32) dwelling units including two mandatory adjustments to the minimum lot size and the maximum density, pursuant to Senate Bill (SB) 1537 (2024).

Mr. Rutledge asked each of the commissioners present if they had any ex-parte contact, bias, or conflicts of interest on the project before them. All commissioners present indicated they had no ex-parte contact, bias, or conflicts of interest.

Mr. Hamblin-Agosto provided the staff report for project LU 2025-007 SP/VAR.

Following Mr. Hamblin-Agosto's presentation, Mr. Rutledge noted that since the staff report was sent out, staff has had conversations with the applicant and the city's land use attorney. Based on these conversations, staff is recommending several revisions to the staff report findings and conditions. Mr. Rutledge went over the recommended changes to the findings and conditions of approval.

Adrian Oltean and Matthew Rusnac represented the applicant team and provided an overview of the project, exterior materials, and the evolution of the building's design.

During the public comment portion of the hearing three people expressed questions and concerns with the project. Their questions/concerns were:

- Project will displace wildlife on the project site
- A communal Marionberry bush will be removed
- The project will need to mitigate for the water on the site
- The lack of green space on the project site
- The proposed trees will not replace the number of trees removed, which provide wildlife habitat and a positive aesthetic for the area
- The proposed housing units will be rentals
- Will on-site parking be included with the rental fee or cost extra
- There is not enough parking provided on site, this will create a spill over onto adjacent streets, impacting customers of Old Town businesses
- Consider reducing the number of units and include more green space

The Commissioners addressed some of the public comments regarding off-street parking. The Commissioner noted that open space requirements are addressed by code in the staff report.

Staff provided a response to the questions on rental housing, electrical vehicle conduits, impacts to stormwater, and concerns with the wetland on the project site.

Chair Simson then conducted a poll of the Commissioners to assess whether they agreed with the recommended changes to the staff report findings and changes to several of the recommended conditions of approval. The majority of Commissioners agreed that the revised staff report findings and conditions of approval should be included in an updated staff report for the next meeting.

Chair Simson entertained a vote to keep the public hearing open and continue the hearing to a date certain, October 28. Commissioner Kai motioned to continue the public hearing on the project to October 28, seconded by Commissioner Walmsley. Motion passed, all present members voted in favor.

7. NEW BUSINESS

None.

8. COMMISSIONER COMMENTS

Chair Simson wanted to acknowledge a recent award received by Council Member Mays for his years of public service and the League of Cities vice chair appointment for Mayor Rosener.

9. ADJOURN

Chair Simson adjourned the meeting at approximately 8:40.

Minutes Approved on _____
Date Chair or transcriptionist Signature