

# Planning Commission Regular Meeting Agenda

March 24, 2026, at 7 PM Regular Meeting

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>



*Home of the Tualatin River National Wildlife Refuge*

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](mailto: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](mailto: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](mailto: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](http://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

October 28, 2025, Planning Commission Meeting Minutes

February 24, 2026, Planning Commission Meeting Minutes

### 3. COUNCIL LIAISON ANNOUNCEMENTS

### 4. STAFF ANNOUNCEMENTS

### 5. COMMUNITY COMMENTS

### 6. PUBLIC HEARINGS

Old Town Strategic Action Plan - The Old Town Strategic Plan is an action-oriented implementation plan intended to guide public and private investment in Sherwood's historic downtown core over the next five years.

### 7. NEW BUSINESS

### 8. COMMISSIONER COMMENTS

### 9. ADJOURN

Meeting documents are found on the City of Sherwood website at [www.sherwoodoregon.gov/meetings](http://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](http://www.sherwoodoregon.gov/projects).



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## MEETING MINUTES

Planning Commission  
October 28, 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.

### 2. ROLL CALL

**Board Members Present:** Chair Simson, Commissioner Tillotson, Commissioner Kai, Commissioner Bantz, Commissioner Woidyla

**Board Members Absent:** Commissioner Walmsley, Commissioner Barns

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

### 3. CONSENT AGENDA

#### A. Approval of July 22, 2025 Meeting Minutes

Chair Simson requested the meeting minutes from October 14, 2025 include the names of public providing testimony and amend a minutes to include a statement addressing the process and off-street parking. Commissioner Bantz motioned to approve the consent agenda as amended seconded by Commissioner Wydoila. Motion passed, all present members voted in favor.

### 4. COUNCIL LIAISON ANNOUNCEMENTS

Councilor Giles provided an update on the city's charter amendment. The city is working on a charter amendment to allow community feedback and involvement in land use projects. State laws limit the public's involvement in land use projects and the charter amend, which is going to the voters, would continue the public involvement as required in the Sherwood Community Development Code.

### 5. STAFF ANNOUNCEMENTS

None.

### 6. COMMUNITY COMMENTS

None.

## 7. 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. Chair Simson stated that she had a meeting with one of the members of the audience in attendance however did not deem it as a bias or conflict of interest. The four other commissioners present indicated they had no ex-parte contact, bias, or conflicts of interest.

Mr. Rutledge requested the commissioner absent at the previous meeting indicate if they have read the materials and watched the previous commission meeting and are prepared to discuss the project before them. Commissioner Bantz and Commissioner Woidyla stated that they had read the material, watched the previous hearing and are prepared to review and participate in the public hearing.

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

Chair Simson clarified changes to the staff report based on Mr. Hamblin-Agosto's staff presentation. Commissioner Bantz noted numbering differences in the staff report. Staff clarified why the number discrepancy occurred and the conditions at the end of the staff report are in the correct order and number.

Adrian Oltean represented the applicant team. He stated that based on conversations with staff, he did not have any concerns with the staff report and conditions.

The commission had several questions for Mr. Oltean, including open space lighting, restrictions for the use of the basketball court, and parking restrictions for the apartment units.

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

Jim Booker

- Tree canopy on the site and removal of trees. Staff read his comments into the record, which were included as exhibit P.

Randy Swanson

- Had questions on the size of the apartment units and if any of the units will be offered at below market rate.

Mr. Oltean addressed the public comments.

Following the close of the public comment portion of the meeting the commission had a question regarding the fir trees on the site. A question on fencing was briefly discussed by the commission and staff to protect the trees on site.

Chair Simson entertained a motion. Commissioner Bantz motioned to approve the staff report with the conditions listed at the end of the report with an amendment to add exhibit P. Commissioner Kai seconded the motion. Motion passed, all present members voted in favor.

**8. NEW BUSINESS**

None.

**9. COMMISSIONER COMMENTS**

None.

**10. ADJOURN**

Chair Simson adjourned the meeting at approximately 8:15.

Minutes Approved on \_\_\_\_\_  
Date

Sean Conrad  
Planning Manager



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## MEETING MINUTES

Planning Commission  
February 24, 2026 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 7:04.

### 2. ROLL CALL

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

**Board Members Absent:** None

**Staff Present:** Eric Rutledge, Community Development Director, Hugo Hamblin-Agosto, Associate Planner, Sean Conrad, Planning Manager

### 3. CONSENT AGENDA

None

### 4. COUNCIL LIAISON ANNOUNCEMENTS

Councilor Giles requested the commissioners provide recommendations when reviewing the Old Town Strategic Action Plan. He specifically requested the commissioners consider projects that are not financially driven or that have the potential for a greater return given the limited funds available from the city.

Council Giles discussed the council goals that are being adopted for the coming year which include Sherwood West. He also discussed the next steps with the city's charter amendment and maintaining local control.

### 5. STAFF ANNOUNCEMENTS

Staff updated the commissioners on the Old Town Strategic Action Plan and upcoming hearing on the plan. Staff also noted the Commissioner Walmsley has stepped down and recruitment for a new member will be starting soon.

Staff updated the commission on the exemption application for SB 1537.

### 6. COMMUNITY COMMENTS

None.

## **7. PUBLIC HEARING**

### **LU 2025-018 PA**

An amendment to the Sherwood Zoning and Community Development Code to allow Food Cart Pods in the Light Industrial (LI) Zone District as a Conditional Use Permit (CUP), provided the use is entirely sited within 500 feet of Tualatin-Sherwood Road.

Mr. Hamblin-Agosto provided the staff report for project LU 2025-018 PA.

Brian Varricchione represented the applicant team. Mr. Varricchione thanked the commissioners and staff for considering the proposal and noted that his firm has been retained by one of the property owners within the amendment area under consideration. Mr. Varricchione discussed why their client was seeking the text amendment and how the amendment maintains the intent of the light industrial zone.

The commission had several questions for Mr. Varricchione, including the conceptual design submitted with the application.

No public comments were provided at the meeting.

The commission had questions regarding an applicant initiated code amendment, a possible sunset clause on the amendment, spacing standards for access, separation distance between two or more food cart pods and conditional uses within the light industrial zone.

Chair Simson closed the public hearing and entertained questions from the commission. Commissioner Woidyla had a concern regarding the applicant initiated text amendment. His concern was setting up simple exceptions to the zoning code, with code amendments coming in more frequently. Chair Simson stated that she is considering the proposed text amendment because the food cart pod code is new and the amendment request asks the commission if the light industrial zone is another appropriate location for food cart pods. The scope of the request is also limited to a specific area along Tualatin-Sherwood Road, not all light industrial zoning within the city, along a road that can accommodate the additional traffic associated with a food cart pod.

Chair Simson brought up an issue with the 500-foot distance and the potential development of Site C as shown on the applicant's map titled "Plan Text Amendment Affected Area". As shown on the map, the 500-foot area to locate a food cart pod on Site C does not extend all the way to the adjacent street (Arrow Street). The issue being that the food cart pod, if located on Site C, would not have access to Arrow Street.

Commissioner Bantz motioned to forward a recommendation of approval to the city council the staff report, amending the Sherwood Zoning and Community Development Code to allow food cart pods in the Light Industrial zoning district as a conditional use permit within 500 feet of Tualatin-Sherwood Road, with a minor amendment to capture the entirety of Site C. Commissioner Woidyla seconded the motion. Motion passed, all present members voted in favor.

## **8. NEW BUSINESS**

None.

## **9. COMMISSIONER COMMENTS**

Commissioner Woidyla asked for clarification on whether detention facilities are allowed under the Sherwood zoning code. Director Rutledge stated that detention facilities are not permitted or conditionally permitted use in any of the city zones. Director Rutledge further clarified that staff have not received any inquiries about locating a detention facility in Sherwood.

**10. ADJOURN**

Chair Simson adjourned the meeting at approximately 8:40.

Minutes Approved on \_\_\_\_\_  
Date

Sean Conrad  
Planning Manager

# RELATIONSHIP TO OTHER PLANS

## Vision 2040 Comprehensive Plan (2021)

Limited guidance on the role of Old Town in future planning and development.

## Town Center Plan (2013)

Old Town is a key area for higher-intensity development, supported by its traditional street grid and proximity to neighborhoods. The district should prioritize locally owned, small-scale businesses. New infill will add housing and density while maintaining historic character through quality design

- » Bicycle and Pedestrian Improvements List
- » Bicycle and Pedestrian Improvements Map
- » Gateways and Unifying Corridors Map
- » Policies for increased density and multimodal streets

## Sherwood Transportation System Plan (2014)

- » Identifies vehicle, pedestrian, and bicycle projects within Old Town
- » Shows locations of major growth areas and residential populations
- » Includes a list of funded vehicle, pedestrian, and bicycle projects
- » Provides maps of aspirational, unfunded projects for all modes

## Downtown Streetscape Master Plan (2002)

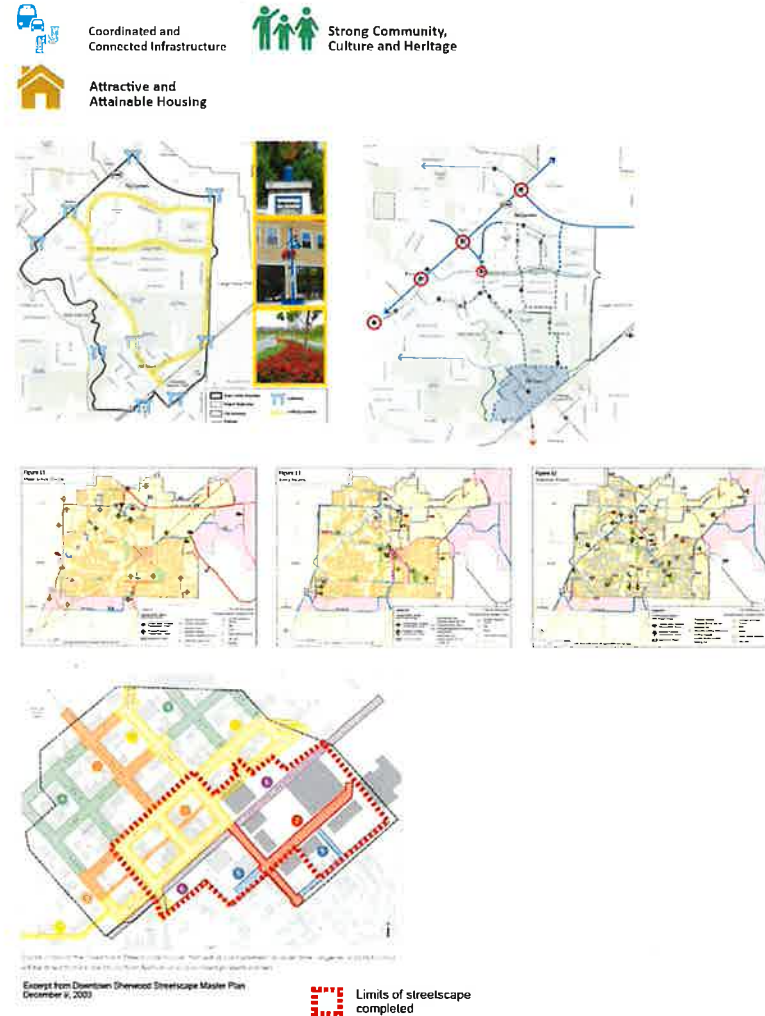
- » Streetscape design plans and phased implementation of the curbsless street
- » Streetscape phasing map
- » Street plans and cross-sections

## Sherwood Zoning Code, Title 16 Code of Ordinances,

- » Division II: Land Use and Development
- » Division IX: Historic Resources

## Sherwood 2021 Urban Renewal Plan

- » Evaluate and amend the Urban Renewal Plan to include business and development incentives specific to Old Town, aligning funding tools with Strategic Plan implementation.



# ACTION PLAN

Action

B.4

### Incentivize Investment

Encourage reinvestment and infill by inventorying and marketing available properties and redevelopment sites; implementing targeted programs and grants (where funding exists); and streamlining development review processes to support high-quality improvements and redevelopment. Based on findings from the Business Retention Survey, the following actions are recommended:

- 1. Amend the 2021 Sherwood Urban Renewal Plan**– Coordinate plan amendments to incorporate targeted business and redevelopment incentives for Old Town.
- 2. Activate & Refresh the Old Town Façade Grant Program** – Relaunch Sherwood’s inactive façade grant program with updated guidelines, streamlined applications, and active promotion.
- 3. Offer Permit Fee Relief** – Provide reductions or phased/deferred payments for permit and SDC fees for targeted uses (e.g., food & beverage, boutique retail) and long-vacant spaces.
- 4. Launch Alley Activation Mini-Grants** – Fund improvements like lighting, paving, murals, and shared trash enclosures to enhance safety, aesthetics, and usability of alleys.
- 5. Simplify Small-Scale Improvements** – Create a “Quick Permit” pathway for minor upgrades (paint, signage, lighting, window replacements) supported by a user-friendly “Starting a Business in Old Town” guide.
- 6. Designate a Business Liaison** – Assign a staff contact to guide businesses through development review, coordinate across City departments, and provide consistent communication.

#### City Role:

- » Reactivate the façade grant program, seed alley mini-grants, and provide targeted fee relief.
- » Establish quick-permit pathways, timelines, and assign a business liaison single point of contact.
- » Promote programs, leverage resources, and expand participation.
- » Publicize grant opportunities and success stories, reinforcing Old Town as a supportive, investment-ready destination.
- » Pursue outside funding to expand available resources.



Action



## **Develop an Infrastructure and Funding Plan**

Fund essential infrastructure projects—including extending the curbless Pine Street and extending SW Columbia Street to catalyze redevelopment, improve access, and create a new “front door” to Old Town.



- 1. Amend the 2021 Sherwood Urban Renewal Plan**—incorporate incentives for Old Town, leveraging tax increment financing (TIF) and other urban renewal tools.
- 2. Evaluate Funding Tools** – Advance a Local Improvement District (LID) that equitably shares costs among benefitting properties, paired with a tiered assessment structure (direct frontage, adjacent block, district-wide).
- 3. Adopt Vertical Housing Designation (VHDZ)** – Establish Old Town as a VHDZ to incentivize private mixed-use housing by offering property tax exemptions on vertical residential floors, improving **project feasibility**.
- 4. Leverage Grant and State/Federal Funds** – Pursue supplemental sources such as Oregon Main Street Revitalization grants, ODOT community livability funding, and business improvement grants to reduce reliance on local assessments.
- 5. City Participation** – Include City-owned properties in any LID assessment to demonstrate commitment and fairness, or provide offsetting contributions where appropriate.
- 6. Stakeholder Engagement** – Conduct early outreach with property owners and businesses to explain benefits, tiered assessments, and potential impacts, building transparency and support.
- 7. Council Actions** – Prepare resolutions of intent, conduct hearings, and adopt ordinances required to form the LID and designate the VHDZ.

### **City Role:**

- » Define scopes, form LID/VHDZ, and secure Council approval.  
Prepare technical analysis and clear communication on costs and benefits.
- » Work with property owners, Chamber, and state agencies to align funding.
- » Ensure fair cost-sharing and deliver infrastructure that supports redevelopment.