



Home of the Tualatin River National Wildlife Refuge

Pre-Application Conference Notes

PAC 13-09

Meeting Date: August 26, 2013

Meeting Time: 1:30PM

Planning Staff Contact: Brad Kilby

503-625-4206 or kilbyb@sherwoodoregon.gov

Commercial*Industrial*Mixed-Use*Multi-Family*Institutional

PLEASE NOTE: The conference and notes cannot cover all Code requirements and aspects related to site planning that should apply to the development of your proposal. Failure of the staff to provide information required by the Code shall not constitute a waiver of the applicable standards or requirements. It is recommended that a prospective applicant either obtain and read the Community Development Code or ask any questions of City staff relative to Code requirements prior to submitting an application.

Proposed project name: Sherwood Industrial Park Phase II

PROPOSAL DESCRIPTION: Proposal to construct two buildings totaling 107,000 SF on approximately 52 acres for industrial and warehousing purposes. No specific use or tenant has been identified at this time.

APPLICANT: Mackenzie
Attn: Ryan Schera
1515 SE Water Avenue
Portland, OR 97214

OWNER: ORWA Sherwood LLC
Attn: Jack Steiger
8320 NE Highway 99
Vancouver, WA 98665

PROPERTY LOCATION:

ADDRESS/GENERAL LOCATION: 14816 SW Century Drive

TAX MAP(S)/LOT #(S): Map 2s1W29D Tax Lot 100

Identified potential constraints/issues (wetlands, steep slopes, easements, etc?) Staff did not observe any wetlands on this portion of the site. Potential limitations include the varying grades.

ZONING DISTRICT DIMENSIONAL REQUIREMENTS (Refer to Code Section 16.31)

MINIMUM LOT SIZE: 10,000 sq. ft. LOT WIDTH AT FRONT PROPERTY LINE: 100 ft.

LOT WIDTH AT BUILDING LINE: 100 ft.

MAXIMUM HEIGHT: 50ft.

Setbacks: Front 20 ft.

Side 0 ft.

Rear 0 ft.

Corner Side 20 ft.

NARRATIVE

The applicant shall submit a narrative which provides findings based on the applicable approval standards. Failure to provide a narrative or adequately address criteria would be reason to consider an application incomplete and delay review of the proposal. The applicant should review the code for applicable criteria.

CLEAN WATER SERVICES SERVICE PROVIDER LETTER

The applicant shall submit a CWS Service Provider Letter at time of application submittal. An application will not be deemed complete without a CWS Service Provider Letter or a CWS prescreening noting that a Service Provider Letter is not required. The application includes a Service Provider Letter, but the new application would need to be accompanied by an updated Service Provider Letter.

SITE PLANNING (16.90)

Except for single and two family uses, and manufactured homes located on individual residential lots, but including manufactured home parks, no building permit shall be issued for a new building or structure, or for the substantial alteration of an existing structure or use, and no sign permit shall be issued for the erection or construction of a sign relating to such building or structure until the proposed development has been reviewed.

No site plan approval shall be granted unless each of the following is found:

1. The proposed development meets applicable zoning district standards and Design Standards in Division II, and all of the provisions of Divisions V, VI, VIII and IX.
2. The proposed development can be adequately served by services conforming to the Community Development Plan, including but not limited to water, sanitary facilities, storm water, solid waste, parks and open space, public safety, electric power, and communications.
3. Covenants, agreements, and other specific documents are adequate, in the City's determination, to assure an acceptable method of ownership, management, and maintenance of structures, landscaping, and other on-site features.
4. The proposed development preserves significant natural features to the maximum feasible extent, including but not limited to natural drainage ways, wetlands, trees, vegetation (including but not limited to environmentally sensitive land), scenic views, and topographical features, and conforms to the applicable provisions of Division VIII of this Code and Chapter 5 of the Community Development Code.

5. For a proposed site plan in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC), **Light Industrial (LI)**, and General Industrial (GI) zones, except in the Old Town Overlay Zone, the proposed use shall satisfy the requirements of Section **16.106.070 Highway 99W Capacity Allocation Program**, unless excluded herein.
6. For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant shall provide adequate information, such as a traffic impact analysis or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate for impacts attributable to the project. The determination of impact or effect and the scope of the impact study shall be coordinated with the provider of the affected transportation facility.
7. The proposed development is oriented to the pedestrian and bicycle, and to existing and planned transit facilities. Urban design standards shall include the following:
 - a. Primary, front entrances shall be located and oriented to the street, and have significant articulation and treatment, via facades, porticos, arcades, porches, portal, forecourt, or stoop to identify the entrance for pedestrians. Additional entrance/exit points for buildings, such as a postern, are allowed from secondary streets or parking areas.
 - b. Buildings shall be located adjacent to and flush to the street, subject to landscape corridor and setback standards of the underlying zone.
 - c. The architecture of buildings shall be oriented to the pedestrian and designed for the long term and be adaptable to other uses. Aluminum, vinyl, and T-111 siding material shall be prohibited. Street facing elevations shall have windows, transparent fenestration, and divisions to break up the mass of any window. Roll up and sliding doors are acceptable. Awnings that provide a minimum 3 feet of shelter from rain shall be installed unless other architectural elements are provided for similar protection, such as an arcade.
 - d. As an alternative to the above standards 7a-7c, the Commercial Design Review Matrix may be applied to any commercial, multi-family, institutional or mixed use development (this matrix may be applied to any not be utilized for developments within the Old Town Overlay). A development must propose a minimum of 60 percent of the total possible points to be eligible for exemption from standards 7a--7c above. In addition, a development proposing between 15,001 and 40,000 square feet of floor area, parking or seating capacity and proposing a minimum of 80 percent of the total possible points from the matrix below may be reviewed as a Type II administrative review, per the standards of Section 16.72.010.A.2.
Because of the proposed size of this application, it will most likely be heard by the Planning Commission.

THE COMMERCIAL DESIGN REVIEW MATRIX is not applicable to this proposal. Applicant must meet the INDUSTRIAL DESIGN STANDARDS below.

8. Industrial developments provide employment opportunities for citizens of Sherwood and the region as a whole. The proposed industrial development is designed to enhance

areas visible from arterial and collector streets by reducing the "bulk" appearance of large buildings. Industrial design standards shall include the following:

- a. Portions of the proposed industrial development within 200 feet of an arterial or collector street and visible to the arterial or collector (i.e. not behind another building) shall meet any four of the following six design criteria:
 - (1) A minimum 15% window glazing for all frontages facing an arterial or collector.
 - (2) A minimum of two (2) building materials used to break up vertical facade street facing frontages (no T-111 or aluminum siding).
 - (3) Maximum thirty-five (35) foot setback for all parts of the building from the property line separating the site from all arterial or collector streets (required visual corridor falls within this maximum setback area).
 - (4) Parking is located to the side or rear of the building when viewed from the arterial or collector.
 - (5) Loading areas are located to the side or rear of the building when viewed from the arterial or collector. If the loading area are visible from an arterial or collector, they must be screened with vegetation or a screen made of materials matching the building materials.
 - (6) All roof-mounted equipment is screened with materials complimentary to the building design materials.

- b. As an alternative to 8.a above, an applicant may opt to have a design review hearing before the Planning Commission to demonstrate how the proposed development meets or exceeds the applicable industrial design objectives below (this design review hearing will be processed as a Type IV review):
 - (1) Provide high-value industrial projects that result in benefits to the community, consumers and developers.
 - (2) Provide diversified and innovative working environments that take into consideration community needs and activity patterns.
 - (3) Support the City's goals of economic development.
 - (4) Complement and enhance projects previously developed under the industrial design standards identified in Section 16.90.020.4.H.
 - (5) Enhance the appearance of industrial developments visible from arterials and collectors, particularly those considered "entrances" to Sherwood, including but not limited to: Highway 99W, Tualatin-Sherwood Road and Oregon Street.
 - (6) Reduce the "bulk" appearance of large industrial buildings as viewed from

the public street by applying exterior features such as architectural articulation, windows and landscaping.

- (7) Protect natural resources and encourage integration of natural resources into site design (including access to natural resources and open space amenities by the employees of the site and the community as a whole).

SUBDIVISIONS (16.120)

- A. Streets and roads conform to plats approved for adjoining properties as to widths, alignments, grades, and other standards, unless the City determines that the public interest is served by modifying streets or road patterns.
- B. Streets and roads held for private use are clearly indicated on the plat and all reservations or restrictions relating to such private roads and streets are set forth thereon.
- C. The plat complies with applicable zoning district standards and design standards in Division II, and all provisions of Divisions IV, VI, VIII and IX. The subdivision complies with Chapter 16.128 (Land Division Design Standards).
- D. Adequate water, sanitary sewer, and other public facilities exist to support the use of land proposed in the plat.
- E. Development of additional, contiguous property under the same ownership can be accomplished in accordance with this Code.
- F. Adjoining land can either be developed independently or is provided access that will allow development in accordance with this Code.
- G. Tree and woodland inventories have been submitted and approved as per Section 16.142.060
- H. The plat clearly shows the proposed lot numbers, setbacks, dedications and easements.
- I. A minimum of five percent (5%) open space has been provided per § 16.44.B.8 (Townhome- Standards) or §16.142.020 (Parks, Open Spaces and Trees-Single-Family Residential Subdivisions), if applicable.

LANDSCAPING (16.92)

All areas not covered by buildings, required parking and/or circulation drives shall be landscaped with plants native to the Pacific Northwest. Perimeter and parking lot landscaping. A landscaping plan must be submitted with every development proposal application.

PARKING AND CIRCULATION (16.94 and 16.96)

No building permits shall be issued until plans are approved providing for off-street parking and loading space as required by this Code. An off-street parking and loading plan shall accompany requests for building permits or site plan approvals.

The proposed parking should be consistent with the parking requirements for each use on site. The minimum/maximum requirements are found in Section 16.94.020. The following estimate is provided based on the information that you have provided.

Industrial – Based on approximately 107,000 SF, the worst case scenario would be that the development would be required to provide 171 parking spaces

Two (2) or more uses, structures, or parcels of land may utilize jointly the same parking and loading spaces when the peak hours of operation do not substantially overlap, provided that satisfactory evidence is presented to the City, in the form of deeds, leases, or contracts, clearly establishing the joint use.

Improved hard surface driveways are required in all commercial, industrial and multi-family developments. 1 driveway is required for this development per Sections 16.96.030; however, the TVFR might have a stricter requirement.

Ingress and egress shall be shown from existing or planned local or collector streets, consistent with the Transportation System Plan and Section VI of the Community Development Plan. Joint ingress/egress is strongly encouraged.

A private pathway/sidewalk system extending throughout the development site shall be required to connect to existing development, to public rights-of-way with or without improvements, to parking and storage areas, to all building entrances in the development, to transit facilities within 500 feet of the site, to future phases of development and to parks and open spaces.

ON-SITE STORAGE (16.98)

External material storage must be approved as part of a site plan. Storage areas must be designated and screened appropriately. **Garbage and recycling facilities are required to meet the standards of Pride Disposal.**

SIGNS (16.102)

A separate permit is required for all permanent signs. Sign permits may be applied for through the Sherwood Building Department. Banner sign permits are issued through the Sherwood Planning Department.

PUBLIC IMPROVEMENTS (16.104) CAREFULLY REVIEW ENGINEERING COMMENTS FOR THESE SPECIFIC REQUIREMENTS.

TRANSPORTATION FACILITIES (16.106)

SW Century Drive is a public dedicated right of way. Dedication and frontage improvements will be required along the site's frontage

HIGHWAY 99W CAPACITY ALLOCATION PROGRAM (CAP) (16.106.070)

All developments within the City of Sherwood are subject to the CAP with the exception of churches, elementary, middle and high schools, changes in use that do not increase the number of trips generated by the current use, and developments on residentially-zoned parcels. All regulated activities must acquire a Trip Allocation Certificate prior to approval of the base application. The trip limit for a regulated activity is 43 net trips per acre in the PM Peak Hour. Mitigation may be required for all developments subject to the CAP, with the exception of activities occurring on land zoned industrially when the activity produces less than 8 net trips per acre in the PM Peak Hour.

SANITARY SEWER (16.110)

Sanitary sewers shall be installed to serve all new developments and shall connect to existing sanitary sewer mains.

WATER (16.112)

Water lines and fire hydrants conforming to City and Fire District standards shall be installed to serve all building sites in a proposed development. All waterlines shall be connected to existing water mains or shall construct new mains appropriately sized and located in accordance with this Code, the Water System Master Plan, the City Design and Construction Manual, and with other applicable City standards and specifications, in order to adequately serve the proposed development and allow for future extensions.

STORM WATER (16.114)

Storm water facilities, including appropriate source control and conveyance facilities, shall be installed in new developments and shall connect to the existing downstream drainage systems consistent with the Comprehensive Plan and the requirements of the Clean Water Services water quality regulations contained in their Design and Construction Standards R&O 04-0, or its replacement.

FIRE (16.116) **SEE FIRE DEPARTMENT COMMENTS FROM JOHN WOLFF**

All developments are required to comply with the regulations of Tualatin Valley Fire & Rescue. TVF&R regulations can be found on their website at: www.tvfr.com/Dept/fm/const/index.html.

OVERHEAD UTILITIES (16.118)

All existing and proposed utilities must be placed underground, unless specifically authorized for above ground installation, because the points of connection to existing utilities make underground installation impractical, or for other reasons deemed acceptable by the Commission.

ENVIRONMENTAL RESOURCES (16.132) There did not appear to be any environmental resources on site when staff visited the site. The applicant will need to confirm that CWS does not have any environmental resources on or near the site through the provision of a Service Provider Letter.

FLOOD PLAIN (FP) OVERLAY (16.134)

Agricultural uses (without structures), open space, parks and recreation, public streets and appurtenant structures, overhead utilities, and other accessory uses allowed in the underlying zoning district that do not involve structures, and will not, in the City's determination, materially alter the stability or storm drainage absorption capability of the flood plain are permitted in the flood plain. Any permitted or conditional use allowed in the underlying zoning district is permitted as conditional uses in the flood fringe only.

LANDSCAPED VISUAL CORRIDOR (16.142.040)

A landscaped visual corridor is required along all collectors and arterials (as designated by the Transportation System Plan) as well as Highway 99W. The required width of the corridor for collectors is ten (10) feet, arterials is fifteen (15) feet and Highway 99W is

twenty-five (25) feet. **This development is required to provide a 10 foot landscaped visual corridor along SW Century Drive, designated as a collector on the TSP.**

- STREET TREES (16.142.060)
- TREES ON PRIVATE PROPERTY (16.142.070)

New developments are required to achieve minimum canopy requirements, and may be required to inventory any existing trees. **The site appears to have few trees. Industrial developments are required to achieve 30% tree canopy.**

- HEAT AND GLARE (16.154)

Except for exterior lighting, all otherwise permitted commercial, industrial and institutional uses shall conduct any operations producing excessive heat or glare entirely within enclosed buildings. Exterior lighting shall be directed away from adjoining properties, and the use shall not cause such glare or lights to shine off site in excess of one-half (0.5) foot candle when adjoining properties are zoned for residential use. **Must include a lighting plan with photometric values illustrated with the application.**

APPLICABLE CODE CRITERIA

(These sections **must** be addressed in the narrative submitted with the land use application)

<input checked="" type="checkbox"/> Division II (Zoning Districts)	<input checked="" type="checkbox"/> 16.92 (Landscaping)	<input type="checkbox"/> 16.122 (Land Partitions)
<input type="checkbox"/> 16.40 (Planned Unit Development)	<input checked="" type="checkbox"/> 16.94 (Off-Street Parking and Loading)	<input type="checkbox"/> 16.124 (Property Line Adjustments)
<input type="checkbox"/> 16.44 (Townhomes)	<input checked="" type="checkbox"/> 16.96 (On-Site Circulation)	<input type="checkbox"/> 16.128. (Land Division Design Standards)
<input type="checkbox"/> 16.46 (Manufactured Homes)	<input checked="" type="checkbox"/> 16.98 (On-Site Storage)	<input checked="" type="checkbox"/> 16.142 (Parks and Open Space)
<input type="checkbox"/> 16.48 (Non-Conforming Uses)	<input checked="" type="checkbox"/> 16.102 (Signs)	<input checked="" type="checkbox"/> 16.146 (Noise)
<input type="checkbox"/> 16.50 (Accessory Uses)	<input checked="" type="checkbox"/> 16.106 (Transportation Facilities)	<input checked="" type="checkbox"/> 16.148 (Vibrations)
	<input checked="" type="checkbox"/> 16.106.030(D) (Additional Setbacks)	
	<input checked="" type="checkbox"/> 16.108.040.D (Clear Vision Areas)	<input checked="" type="checkbox"/> 16.150 (Air Quality)
<input type="checkbox"/> 16.80 (Plan Amendments)	<input checked="" type="checkbox"/> 16.110 (Sanitary Sewers)	<input checked="" type="checkbox"/> 16.152 (Odors)
<input type="checkbox"/> 16.82 (Conditional Uses)	<input checked="" type="checkbox"/> 16.112 (Water Supply)	<input checked="" type="checkbox"/> 16.154 (Heat and Glare)
	<input checked="" type="checkbox"/> 16.114 (Storm Water)	<input type="checkbox"/> 16.162 (Old Town Overlay District)
<input type="checkbox"/> 16.86 (Variances)	<input checked="" type="checkbox"/> 16.116 (Fire Protection)	<input type="checkbox"/> 16.166 (Landmark Designation)
<input type="checkbox"/> 16.88 (Interpretation of Similar Uses)	<input checked="" type="checkbox"/> 16.118 (Private Improvements)	<input type="checkbox"/> 16.168 (Landmark Alteration)
<input checked="" type="checkbox"/> 16.90 (Site Planning)	<input type="checkbox"/> 16.120 (Subdivisions)	

ADDITIONAL CONCERNS OR COMMENTS:

- 1) *The Land Use approval process is a Type IV which requires review by the Planning Commission*
- 2) *The landscape requirements will include the visual corridor, screening of facilities, and landscaping and buffering associated with the parking.*
- 3) *Parking requirements are addressed on page 6 of this report.*
- 4) *The type of application (level of review) depends on the size of the property. Since the site is over 50,000 square feet, the development will require a Type IV land use review with a decision by the planning commission. A neighborhood meeting is required before the application can be submitted. There are not any unforeseen issues however it will become more clear if the community has concerns when you hold a neighborhood meeting. (please refer to the neighborhood meeting packet for more information.)*
- 5) *Estimated fees for initial land use application (site plan review only): \$6,222 (base fee) plus \$100 for every 10,000 square feet of portion thereof over the first 15,000 square feet, the publication and distribution fee is \$466. These fees do not account for any adjustments, variances, or land divisions (These fees are valid*

through July 26, 2014, unless the City Council amends them prior to that date.) **CONFIRM FEES WITH STAFF PRIOR TO SUBMITTAL. WE WILL HELP YOU TO CALCULATE THE FEES.**

PROCEDURE

- Type II - Administrative Staff Review, Planning Commission for any appeals.
- Type III- Public hearing before the Hearings Officer, Planning Commission for any appeals.
- Type IV- Public hearing before the Planning Commission, City Council for any appeals.
- Type V- Public hearing before the Planning Commission with the Commission making a recommendation on the proposal to the City Council. An additional public hearing shall be held by the City Council. Any appeals shall be heard by the Land Use Board of Appeals (LUBA).

APPLICATION SUBMITTAL PROCESS

The following materials must be submitted with your application or it will not be accepted at the counter. Once taken at the counter, the City has up to 30 days to review the materials submitted to determine if we have everything we need to complete the review.

- 3 * copies of Application Form** completely filled out and signed by the property owner (or person with authority to make decisions on the property).
- Copy of Deed** to verify ownership, easements, etc.
- CWS Service Provider Letter.**
- At least 3 * folded** sets of plans
- At least 3 * sets** of narrative addressing application criteria
- Fee** (along with calculations utilized to determine fee if applicable)
- Signed checklist** verifying submittal includes specific materials necessary for the application process

*** Note** that the required number of copies must be submitted for completeness; however, upon initial submittal applicants are encouraged to submit only 3 copies for completeness review. Prior to completeness, required number of copies and one full electronic copy will be required to be submitted.

The Planning Department will perform a preliminary review of the application and will determine whether an application is complete within 30 days of the counter submittal. Staff will notify the applicant if additional information or additional copies of the submitted materials are required.

The administrative decision or public hearing will typically occur approximately 45 to 60 days after an application is deemed complete by the Planning Department. Applications involving difficult or protracted issues or requiring review by other jurisdictions may take additional time to review. Written recommendations from the Planning staff are issued seven (7) days prior to the public hearing. A 14-day public appeal period follows all land use decisions.

Information/Handouts provided at Pre-app:

- Application form
- CWS pre-screen form
- Copy of CAP worksheet
- Copy of maps including: __Sanitary lines, __Storm lines
- Other **Neighborhood Meeting Packet, Notes from Building Official, Engineering, ODOT and TVFR.**

Service Provider Contacts

Electric: PGE

Cable: Comcast/Verizon/Century Link

Telephone: Comcast/Verizon/Century Link

Trash and Recycling: Pride Disposal

Planning Staff Contact: Brad Kilby, AICP (503)625-4206 – kilbyb@sherwoodoregon.gov