

**CITY OF SHERWOOD  
Staff Report and Notice of Decision  
Woodhaven Park Phase II Improvements (SP 15-04)**

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**SEPTEMBER 14, 2015**

**Planning Department**

Pre-App. Meeting: N/A  
App. Submitted: May 29, 2015  
App. Complete: June 23, 2015  
120-Day Deadline: October 21, 2015



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Connie Randall, Associate Planner

**Proposal:** The City of Sherwood Community Services Department seeks approval of a Site Plan Review application for Woodhaven Park Phase II Improvements. Woodhaven Park is a 6.19-acre neighborhood park zoned Low Density Residential – Planned Unit Development (LDR-PUD) and is part of the Woodhaven PUD. Proposed improvements to the park include: a 10-foot hard surfaced multiuse trail; additional playground equipment and facilities (1,319.4 sf.); full-size basketball court (5,640 sf.); restrooms and picnic shelter (1,140.8 sf.); butterfly garden; 10-space parking lot (5,504 sf.); and additional benches (72 sf.).

**I. BACKGROUND**

A. Applicant:

Sherwood Community Services Dept.  
Attn: Kristen Switzer  
22560 SW Pine Street  
Sherwood, OR 97140

Owners:

City of Sherwood  
22560 SW Pine Street  
Sherwood, OR 97140

B. Location: The property is located at the northeast corner of SW Sunset Boulevard and SW Pinehurst Street. The property address is 17375 SW Sunset Boulevard and is identified as tax lots 1800 and 1900 on Washington County Assessor Map 2S131DB.

C. Parcel Size: The subject property is approximately 6.19 gross acres.

D. Existing Development and Site Characteristics:

The site is composed of two lots: tax lots 1800 and 1900 on Washington County Assessor Map 2S131DB. The site has been partially improved as a neighborhood with playground equipment, a sand box, benches, trash cans and bicycle racks. The east side of the site is grassy, open field used for informal play. The site slopes down from the grassy field to a heavily wooded area on the north side of the site. A vegetated water quality facility is located near the northeast corner of the site. An existing gravel maintenance road is located on the east side of the site and provides access to the wooded area and vegetated buffer.

E. Site History: The site is part of the Woodhaven PUD Final Development Plan approved by the Sherwood Planning Commission on August 16, 1994. The project was developed in phases in accordance with the conditions of approval. The PUD has been amended on a number of occasions due to internal and external circumstances. On January 18, 2000,

the City Council approved a modification to the Woodhaven PUD Final Development Plan to designate the 6.19-acre parcel located at the northeast corner of Sunset Boulevard and Pinehurst Street (subject site) as a public park site. The City Council approved the master plan for the Woodhaven Park on November 13, 2001.

- F. Zoning Classification and Comprehensive Plan Designation: The site is zoned Low Density Residential (LDR) Planned Unit Development (PUD) and is part of the Woodhaven PUD. The purpose of the LDR zone is to provide for single-family housing and other related uses.
- G. Adjacent Zoning and Land Use: The site sits at the eastern edge of the Woodhaven PUD and is bordered on the north by City-owned open space and vegetated stream corridor zoned LDR PUD, on the west by a townhome development zoned LDR PUD and on the south by a single-family development zoned LDR PUD. The site is bordered on the east by a single-family development zoned LDR.
- H. Review Type: The proposed park improvements total approximately 13,700 square feet of new floor area, parking and seating capacity, meeting the requirements for a Type II “Fast-Track” Site Plan Review and decision made by the Planning Director in accordance with Section 16.72.010.A.2 of the Sherwood Zoning and Community Development Code (SZCDC). An appeal would be heard by City of Sherwood Planning Commission.
- I. Public Notice and Hearing: Notice of the application was mailed to property owners within 1,000 feet of the site, posted on the property and in five locations throughout the City on July 8, 2015 in accordance with Section 16.72.020 of the SZCDC.
- J. Review Criteria: Review of the application will be based on the following chapters and applicable sections of the SZCDC, 16.12 (Residential Land Use District); 16.58.010 (Clear Vision); 16.90 (Site Planning); 16.92 (Landscaping); 16.94 (Off-Street Parking); 16.110 (Sanitary Sewer); 16.112 (Water); 16.114 (Storm Water); 16.116 (Fire Protection); 16.142 (parks, Trees, and Open Space); 16.144 (Wetland, Habitat, and Natural Areas); and 16.146 (Noise).

## II. PUBLIC COMMENTS

Public notice was mailed, posted on the property and in five locations throughout the City on July 8, 2015. Staff has received written comments from 12 parties as of the date of this report.

On July 9, 2015, staff received an e-mail from Tim Voorhies expressing concerns about the amount of off-street parking being proposed (Exhibit B). Mr. Voorhies believes that the parking lot should be at least doubled in size to accommodate current park users.

On July 12, 2015, staff received a letter from Douglas Albo expressing support for the proposed park improvements (Exhibit C). Mr. Albo liked that the proposal “doesn’t try to be too ambitious and keeps much of the green space intact.” He added that the addition of the restroom and parking lot address immediate needs. Mr. Albo stated that the path around the perimeter of the park “is an added bonus” and asked specific questions about the path, including materials, lighting and hours of operation. Mr. Albo suggested that access to the north loop of the path be closed during evening hours.

On July 14, 2015, staff received an e-mail from Gabriel Zapodeanu inquiring about the potential to install a small turf field at the park for soccer use (Exhibit D). Mr. Zapodeanu stated that he is a soccer coach in Sherwood and expressed concern about the lack of adequate fields to practice soccer. He has used the Woodhaven Park field for practice in the past, but noted that grass soccer fields can get very muddy or extremely dry during the year. He stated that turf fields would increase the usage of the field and reduce the on-going maintenance costs.

On July 17, 2015, staff received an email from Joe Corello who raised the following four concerns (Exhibit E):

- The proposed parking lot should be on Pinehurst Dr. to avoid the busy and potentially dangerous corner. He also suggested that left turns out of the parking lot and overnight parking not be allowed.
- Mr. Corello questioned the need for a basketball court and raised concerns about the associated noise. He asked that it be removed.
- He requested that a flag pole be installed.
- Mr. Corello stated that the proposed improvements would generally be nice, but thought the park really only needs extra seating, benches and picnic tables.

Staff also receive an e-mail from Noreen O'Connor on July 17, 2015 (Exhibit F). Ms. O'Connor stated that she was glad to see that the park was being improved. She stated that she approves of the proposed plan and is specifically glad to see that a parking lot is being added as she has witnessed traffic and safety issues adjacent to the park on Pinehurst. She did request that the City ensure that "a line of sight is available through the trees that border the park to the stream." She expressed concern with activities that occur in the overplanted area.

Staff receive a letter from M. Gent on July 20, 2015, who expressed support for the proposed park improvements (Exhibit G). M. Gent noted that there are currently three (3) benches on site and two (2) additional benches are being proposed, in addition to the picnic tables, and requested that four (4) benches be added around the playground and sandbox and four (4) around the basketball court.

On July 23, 2015, staff received an e-mail from Rod and Barbara Kerr providing the following two suggestions for the Woodhaven Park improvements (Exhibit H):

- Consider leaving 4-5 feet between the pathway and back yard fences on the east side of the site to provide a buffer; and
- Install easily adjustable-height backboards on the basketball court to accommodate shorter youth players who have a hard time with regulation-height baskets.

Staff also received an e-mail from Jessica Maskew on July 23, 2015 expressing support for the proposed Woodhaven Park improvements (Exhibit I). Ms. Maskew asked if an additional crosswalk could be installed on SW Sunset Blvd. While there is a crosswalk at the intersection with SW Pinehurst Dr., her neighborhood has a pedestrian path that connects to the sidewalk on the south side of SW Sunset Blvd at the east end of the park. A crosswalk in this location would provide a safe pedestrian connection from her neighborhood to the park.

On July 24, 2015, staff received a letter from John Hiser representing himself and three neighbors in the Richen Park Community, the Overcamps; the Mahmouds; and the Wegners (Exhibit J). Mr. Hiser expressed concern over the lack of follow-up with the neighbors after the neighborhood meeting on this project. He expressed concern over the following unresolved issues:

- Construction of a bridge connecting the park to the Woodhaven neighborhood trail system.

- The necessity of a basketball court. He stated other basketball courts in the community do not receive much use and suggested the money be spent on a connector bridge instead.
- Installation of a 10-foot wide, hardscaped path seems like an unnecessary expense; suggested it be reduced to a more amenable size.
- Would like the pedestrian path to be offset from the eastern property line to create a landscaped buffer between the path and adjacent residential homes.
- Concerned about how water run-off, which is a current problem, would be addressed, especially in light of the new hardscaped path.
- Concerned about the elevation of the path and impact on existing fences on the east property line. Mr. Hiser expressed a fear that the path would be set at a raised elevation, rendering the fences inadequate for privacy.

Mr. Hiser recommended that a number of the concerns about the hardscaped path could be addressed if the path were offset from the property line, maybe 8-10 feet, and landscaped so as not to infringe on the existing drainage system and provide more privacy to the neighboring residents.

**Staff Response:** The Planning Department is responsible for reviewing the proposed Site Plan for conformance with the City's Zoning and Community Development Code. While there are a number of requirements that must be satisfied, there are not specific requirements that dictate the programming or which facilities are installed in a public park. Rather, the decision regarding which facilities and elements are proposed and installed in a city-owned public park is guided by the City's Parks and Recreation Board. The proposed Phase II Improvements seek to implement the Woodhaven Park Master Plan adopted by the City Council in 2001 with a few modifications made by the Parks and Recreation Board.

With respect to parking, the Zoning and Community Development Code has no established minimum or maximum off-street parking requirements for public park facilities. The location of the proposed parking lot is consistent with the adopted master plan. The Parks and Recreation Board voted to reduce the size of the parking lot to preserve as much open play area as possible while providing parking spaces to accommodate users who currently park on Pinehurst Dr. The parallel parking area adjacent to the park is the equivalent of 10 spaces, which is what the decision to provide 10 spaces in the parking lot was based on. Relocating the parking lot to Pinehurst Dr would be inconsistent with the adopted master plan; result in a loss of on-street parking on Pinehurst Dr; incur additional costs to remove and replace existing landscaping and playground equipment; and potentially conflict with the vegetated corridor and natural habitat area adjacent to the Pinehurst Creek and wetland located immediately north of the park site. Further analysis of site parking can be found in Section V.C. below.

The proposed 10-foot wide multi-use asphalt trail around the perimeter of the park is consistent with the adopted master plan. In response to concerns raised by neighbors in the Richen Park neighborhood east of the park, the multi-use trail was moved five feet west to create a five-foot landscape buffer between the trail and the property line. No site lighting is proposed as the park, trail, and parking lot are only open from dawn to dusk. Violations of park hours are handled by the Sherwood Police Department.

The proposed basketball court is consistent with the adopted master plan. The location of the court was changed in response to neighbors on the east side of the park who were concerned about potential noise. In finding a suitable location for the court, a decision was made to relocate

it to the area east of the parking lot to provide a buffer from the adjacent neighbors and a separation from the playground and sand lot frequented by smaller children.

The proposed park improvements include the installation of eight (8) new benches as well as a low sitting wall at the bottom of the slide/rock wall feature to provide additional seating.

A pedestrian crossing, or crosswalk, of SW Sunset Blvd. at the east end of the site is not being considered with this phase of park improvements. This crossing is, however, identified in the City's 2014 Transportation System Plan (TSP) and is identified as item P32, Sunset Boulevard/Galewood Drive Crossing Improvements, a "Medium-Term" priority project. The TSP calls for the installation of an enhanced pedestrian crossing in this location.

The proposed park improvements include improvements to the Clean Water Services (CWS) vegetated corridor and storm water facility. A total of 8,910 sq. ft. of vegetated corridor will be brought up from a degraded to "good" condition in the northeast portion of the site in accordance with CWS requirements. Additionally, the existing storm water facility will be revegetated to comply with the updated CWS requirements. As the northern section of the site is adjacent to the Pinehurst Creek and wetlands, the majority of the site will remain in its current vegetated state to protect the natural environment and sensitive habitat in that area. Consequently, it would be difficult to provide a line of site through these trees to the creek as requested. Additional analysis of the impact on public infrastructure, including storm water facilities, and environmental resources can be found in Section V.D. and V.E. below.

The applicant's summary of the neighborhood meeting reports that due to the permitting and costs associated with constructing a connector bridge, such a connection is not possible within the current scope, budget and schedule for the Phase II improvements. The plans do anticipate a future bridge connection that could be installed in a future improvement phase.

Request for specific park programming, facilities or equipment, such as requests for additional benches, a flag pole, adjustable height backboards, turf fields, and a connector bridge, along with all public comments have been forwarded to the Community Services Department staff (staff to the Parks and Recreation Board) as well as the City's consultant responsible for preparing the Woodhaven Park Phase II Improvements plans. The Planning Department's scope of review is limited to the impacts on surrounding land uses within the context of the development code. Members of the public should continue to lobby the Parks and Recreation Board for additional features and amenities for the park.

### **III. AGENCY COMMENTS**

Staff sent e-notice to affected agencies on July 8, 2015. The following is a summary of the comments received. Copies of full comments are included in the record unless otherwise noted.

Sherwood Engineering Department: The Sherwood Engineering Department has provided comments that are included in this report and attached as Exhibit K.

Clean Water Services: Clean Water Services provided comments on the proposal that require a Storm Water Connection Permit Authorization. Their comments are attached to this report as Exhibit L.

Tualatin Valley Fire and Rescue: Tualatin Valley Fire and Rescue indicated that they have no objections to this application and encourage approval of this request (Exhibit M).

Portland General Electric: Portland General Electric (PGE) provided comments via email, on July 9, 2015, stating they do not see any conflict with the proposed plan. They advised the applicant that if electric facilities/upgrades are to be included in the planned improvements, a Request for Services must be submitted with a scaled site plan and estimated electric load about 60 days ahead of construction start (Exhibit N).

Bonneville Power Administration, Kinder Morgan Energy, ODOT, METRO, NW Natural Gas, Pride Disposal, Sherwood School District, Sherwood Public Works, Tri-Met, Washington County, and U.S. Fish and Wildlife were all provided with an opportunity to comment, but provided no comments as of the date of this staff report.

#### **IV. SITE PLAN – REQUIRED FINDINGS (SECTION 16.90.020.D)**

##### **D. Required Findings**

**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 provisions of Divisions V, VI, VIII and IX.**

**STAFF ANALYSIS:** The applicant is proposing improvements to an existing public recreation facility, Woodhaven Park. The scope of this review is limited to the proposed improvements and the applicable standards are addressed in detail throughout this report.

**FINDING:** As discussed below, the applicable zoning district standards and provisions can be met as conditioned.

- 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.**

**FINDING:** As discussed below in Section V.D., the proposed site improvements can be served by existing urban services, including water, sanitary sewer and storm water. This requirement is met as conditioned below.

- 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.**

**FINDING:** The site is owned by the City of Sherwood and operated and maintained as a public recreation facility. The City will continue to manage and maintain the structures, on-site features and landscaping. This requirement is met.

- 4. The proposed development preserves significant natural features to the maximum extent feasible, including but not limited to natural drainage ways, wetlands, trees, vegetation (including but not limited to environmentally sensitive lands), 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.**

**FINDING:** As discussed in greater detail below, the proposed site improvements preserves the existing natural features and seeks to improve them by removing and replacing degraded vegetation in the vegetated buffer south of the Pinehurst Creek; improve the existing water quality swale and develop a butterfly garden on site. In addition, public access to the scenic view and topographical features will be improved with the addition of a multi-use trail around the perimeter of the site. This requirement can be met as conditioned below in Section V.E.

- 5. For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant must provide adequate information, such as a traffic impact analysis (TIA) or traffic counts, to demonstrate the level of impact to the surrounding transportation system. The developer is required to mitigate for impacts attributable to the project, pursuant to TIA requirements in Section 16.106.080 and rough proportionality requirements in Section 16.106.090. The determination of impact or effect and the scope of the impact study must be coordinated with the provider of the affected transportation facility.**

**FINDING:** This requirement is not applicable as the proposed development seeks to improve an existing neighborhood park. The use of the site as a neighborhood park will not change and the improvements are not expected to increase the average daily trips to the site. The proposed on-site parking is intended to serve existing users currently parking on Pinehurst Drive.

- 6. The proposed commercial, multi-family, institutional or mixed-use 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 are 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 are located adjacent to and flush to the street, subject to landscape corridor and setback standards of the underlying zone.**
  - c. The architecture of buildings are oriented to the pedestrian and designed for the long term and be adaptable to other uses. Aluminum, vinyl, and T-111 siding are prohibited. Street facing elevations 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 are required unless other architectural elements are provided for similar protection, such as an arcade.**
  - d. As an alternative to the above standards in Section 16.90.020.D.6.a-c, the following Commercial Design Review Matrix may be applied to any commercial, multi-family, institutional or mixed use development (this matrix may 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 in Section 16.90.020.D.6.a-c. 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.

- e. As an alternative to the standards in Sections 16.90.020.D.6.a-c, the Old Town Design Standards (Chapter 16.162) may be applied to achieve this performance measure.
- f. As an alternative to the standards in Sections 16.90.020.D.6.a-e, an applicant may opt to have a design review hearing before the Planning Commission to demonstrate how the proposed development meets or exceeds the objectives in Section 16.90.010.B of this Code. This design review hearing will be processed as a Type IV review with public notice and a public hearing.

**FINDING:** The Woodhaven Park site improvements have been designed to serve pedestrians and bicyclists. Site access is primarily provided via five pedestrian access points, three along Sunset Blvd. and two along Pinehurst Dr. A small off-street parking lot is proposed adjacent to Sunset Blvd with singular ingress and egress points. The proposed picnic shelter/restroom facility is oriented toward the street and as flush to the street as possible, behind the existing landscaped visual corridor and proposed parking lot landscaping, while maintaining close proximity to the playground. Architectural elements include exposed beams, gable fascia, CMU concrete block wall in a running bond pattern, CMU-cladding around the post bases, and metal roofing. This criterion is met.

**7. 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 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) must 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 a loading area is visible from an arterial or collector, it 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 Section 16.90.020.D.7.a, 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.D.7.
- (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).

**FINDING:** The Woodhaven Park is not an industrial development, therefore this requirement is not applicable.

8. Driveways that are more than twenty-four (24) feet in width shall align with existing streets or planned streets as shown in the Local Street Connectivity Map in the adopted Transportation System Plan (Figure 17), except where prevented by topography, rail lines, freeways, pre-existing development, or leases, easements, or covenants.

**FINDING:** Parking lot driveways do not exceed 24 feet in width. This requirement is not applicable.

**V. APPLICABLE CODE PROVISIONS**

**A. Division II - Land Use and Development  
Chapter 16.12 Residential Land Use District  
16.12.020 Allowed Residential Land Uses**

**A. Residential Land Uses**

The table below identifies the land uses that are allowed in the Residential Districts. The specific land use categories are described and defined in Chapter 16.10.

<b>USES</b>	<b>VLDR</b>	<b>LDR</b>	<b>MDRL</b>	<b>MDRH</b>	<b>HDR</b>
Public Recreational Facilities <sup>5</sup>	P	P	P	P	P

<sup>5</sup> Includes, but is not limited to parks, playfields, sports and racquet courts, but excludes golf courses.

- B. Any use not otherwise listed that can be shown to be consistent or associated with the permitted uses or conditionally permitted uses identified in the residential zones will be allowed or conditionally permitted using the procedure under Chapter 16.88 (Interpretation of Similar Uses).

- C. Any use that is not permitted or conditionally permitted under this zone that cannot be found to be consistent with the allowed or conditional uses identified as in B. is prohibited in the residential zone using the procedure under Chapter 16.88 (Interpretation of Similar Uses).

**FINDING:** Parks and playfields are a permitted use in the LDR zone. This standard is met.

**16.12.030 Residential Land Use Development Standards**

**A. Generally**

No lot area, setback, yard, landscaped area, open space, off-street parking or loading area, or other site dimension or requirement, existing on, or after, the effective date of this Code shall be reduced below the minimum required by this Code. Nor shall the conveyance of any portion of a lot, for other than a public use or right-of-way, leave a lot or structure on the remainder of said lot with less than minimum Code dimensions, area, setbacks or other requirements, except as permitted by Chapter 16.84 (Variances and Adjustments).

**B. Development Standards**

Except as modified under Chapter 16.68 (Infill Development), Section 16.144.030 (Wetland, Habitat and Natural Areas), Chapter 16.44 (Townhomes), or as otherwise provided, required minimum lot areas, dimensions and setbacks shall be provided in the following table.

**C. Development Standards per Residential Zone**

<b>Development Standards by Residential Zone</b>	<b>LDR</b>
<b>Minimum Lot areas (in square ft):</b>	
• Single-Family Detached	7,000
• Single-Family Attached	7,000
• Two or Multi-Family: for first 2 units	X
• Multi-Family: each additional unit after first 2	X
<b>Minimum Lot Width at front property line (in feet)</b>	25
<b>Minimum Lot Width at building line (in feet)</b>	
• Single-Family	60
• Two-Family	X
• Multi-Family	X
<b>Lot Depth</b>	80
<b>Maximum Height (in feet)</b>	30 or 2 stories
• Amateur Radio Tower	70
• Chimneys, Solar or Wind Devices, Radio and TV aerials	50
<b>Setbacks (in feet)</b>	
• Front yard	20
• Face of garage	20
• Interior side yard	
• Single-Family Detached	5
• Single-Family Attached	20
• Two-Family	X
• Multi-Family	X
• Corner lot street side; Single-Family or Two-Family	20

• Rear yard	20
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**FINDING:** The subject site is 6.19 gross acres, exceeding the required 7,000 square foot minimum lot size. This standard is met.

**FINDING:** At approximately 668 feet, the lot width exceed the minimum standards at the front property and building lines. This standard is met.

**FINDING:** The lot depth ranges from approximately 270 to 628 feet, exceeding the minimum requirement. This standard is met.

**FINDING:** The plans for the proposed picnic shelter show a building height less than 15 feet, below the maximum allowed height of 30 feet. This standard is met.

**Finding:** The frontage along Sunset Boulevard serves as the front of the property. Case number PUD 93-3 (Woodhaven PUD Modification; Park/School Property 12-1-99) allows for a front yard setback of 15 feet and a corner lot street side setback of 15 feet. No proposed structures are located within the required front or side yard setbacks. This standard is met.

#### **16.58.010 Clear Vision Areas**

- A. A clear vision area shall be maintained on the corners of all property at the intersection of two (2) streets, intersection of a street with a railroad, or intersection of a street with an alley or private driveway.**
- B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines measured from the corner intersection of the street lot lines for a distance specified in this regulation; or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection, and so measured, and the third side of which is a line across the corner of the lot joining the non-intersecting ends of the other two (2) sides.**
- C. A clear vision area shall contain no planting, sight obscuring fence, wall, structure, or temporary or permanent obstruction exceeding two and one-half (2½) feet in height, measured from the top of the curb, or where no curb exists, from the established street center line grade, except that trees exceeding this height may be located in this area, provided all branches and foliage are removed to the height of seven (7) feet above the ground on the sidewalk side and ten (10) feet on the street side.**

The following requirements shall govern clear vision areas:

- 1. In all zones, the minimum distance shall be twenty (20) feet.**
- 2. In all zones, the minimum distance from corner curb to any driveway shall be twenty-five (25) feet.**
- 3. Where no setbacks are required, buildings may be constructed within the clear vision area.**

**FINDING:** There are no proposed changes to the existing clear vision area at the intersection of Sunset Boulevard and Pinehurst Street. Clear vision areas are provided at the intersections of the proposed driveways and Sunset Boulevard. The closest proposed driveway is located 180 feet from the corner curb. This standard is met.

#### **B. Division III – Administrative Procedures**

##### **16.72.010.A.2 Type II reviews**

**16.72.010.A.2.c Type II reviews**

**"Fast-track" Site Plan review, defined as those site plan applications which propose less than 15,000 square feet of floor area, parking or seating capacity of public, institutional, commercial or industrial use permitted by the underlying zone, or up to a total of 20% increase in floor area, parking or seating capacity for a land use or structure subject to a Conditional Use Permit, except as follows: auditoriums, theaters, stadiums, and those applications subject to Section 16.72.010.A.4.**

**FINDING:** The applicant is proposing park improvements totaling approximately 13,700 square feet of new floor area, parking and seating capacity which meets the definition for a Type II "Fast-Track" Site Plan Review,

**C. Division V – Community Design**

**16.92 Landscaping**

**16.92.010 Landscaping Plan Required**

**All proposed developments for which a site plan is required pursuant to Section 16.90.020 shall submit a landscaping plan that meets the standards of this Chapter. All areas not occupied by structures, paved roadways, walkways, or patios shall be landscaped or maintained according to an approved site plan.**

**16.92.020 Landscaping Materials**

**A. Type of Landscaping**

**Required landscaped areas shall include an appropriate combination of native evergreen or deciduous trees and shrubs, evergreen ground cover, and perennial plantings. Trees to be planted in or adjacent to public rights-of-way shall meet the requirements of this Chapter. Plants may be selected from the City's "Suggested Plant Lists for Required Landscaping Manual" or suitable for the Pacific Northwest climate and verified by a landscape architect or certified landscape professional.**

**1. Ground Cover Plants**

- a. All of the landscape that is not planted with trees and shrubs must be planted in ground cover plants, which may include grasses. Mulch is not a substitute for ground cover, but is allowed in addition to the ground cover plants.**
- b. Ground cover plants other than grasses must be at least the four-inch pot size and spaced at distances appropriate for the plant species. Ground cover plants must be planted at a density that will cover the entire area within three (3) years from the time of planting.**

**2. Shrubs**

- a. All shrubs must be of sufficient size and number to be at full growth within three (3) years of planting.**
- b. Shrubs must be at least the one-gallon container size at the time of planting.**

**3. Trees**

- a. Trees at the time of planting must be fully branched and must be a minimum of two (2) caliper inches and at least six (6) feet in height.**
- b. Existing trees may be used to meet the standards of this chapter, as described in Section 16.92.020.C.2.**

**B. Plant Material Selection and Preparation**

- 1. Required landscaping materials shall be established and maintained in a healthy condition and of a size sufficient to meet the intent of the**

- approved landscaping plan. Specifications shall be submitted showing that adequate preparation of the topsoil and subsoil will be undertaken.
2. Landscape materials should be selected and sited to produce a hardy and drought-resistant landscape area. Selection of the plants should include consideration of soil type, and depth, the amount of maintenance required, spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.
- C. Existing Vegetation**
1. All developments subject to site plan review per Section 16.90.020 and required to submit landscaping plans per this section shall preserve existing trees, woodlands and vegetation on the site to the maximum extent possible, as determined by the Review Authority, in addition to complying with the provisions of Section 16.142. (Parks, Trees and Open Space) and Chapter 16.144 (Wetland, Habitat, and Natural Resources).
  2. Existing vegetation, except those plants on the Nuisance Plants list as identified in the "Suggested Plant Lists for Required Landscaping Manual" may be used to meet the landscape standards, if protected and maintained during the construction phase of the development.
    - a. If existing trees are used, each tree six (6) inches or less in diameter counts as one (1) medium tree.
    - b. Each tree that is more than six (6) inches and up to nine (9) inches in diameter counts as two (2) medium trees.
    - c. Each additional three (3) inch diameter increment above nine (9) inches counts as an additional medium tree.
- D. Non-Vegetative Features**
1. Landscaped areas as required by this Chapter may include architectural features interspersed with planted areas, such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, semi-pervious decorative paving, and graveled areas.
  2. Impervious paving shall not be counted toward the minimum landscaping requirements unless adjacent to at least one (1) landscape strip and serves as a pedestrian pathway.
  3. Artificial plants are prohibited in any required landscaped area.

**ANALYSIS:** The applicant is proposing to install new landscaping material in the following locations:

- Trees, shrubs and groundcover in and adjacent to the proposed parking lot;
- Reseeding turf areas near the proposed playground addition and restroom/picnic shelter areas;
- Trees, shrubs, seeding and water quality emergent in the water quality swale north of the butterfly garden;
- Trees, shrubs, and wildflowers in the butterfly garden area;
- Trees, shrubs, and seeding in the vegetated corridor in the northeast corner of the site;
- Shrubs in a 5-foot planting strip along the east side of the park to serve as a buffer between the new pedestrian path and the residential homes in the Renaissance at Richen Park neighborhood; and
- Reseeding turf areas adjacent to the new pedestrian path.

Apart from two street trees, discussed below, no existing landscape materials are proposed to be removed from the park site. The landscape plan does call for the removal of invasive species and cultivation of the vegetated corridor in the northeast corner of the site. Non-vegetative features include bark mulch and playground equipment in the expanded playground area as well as benches and seat walls in the playground area and along the pedestrian path.

All ground cover plantings are identified on the landscape plans as 4-inch pot size, consistent with the code requirements. All shrubs identified on the landscape plan meet the required one gallon size. The trees identified on the landscape plans do not appear to meet the code requirements. Some trees are identified as 1.5-inch caliper (Sheet L1.1) and others as 2 gallon (Sheets L1.2 and L1.3). The code requires 2-inch caliper trees that are at least 6 feet in height. Proposed non-vegetative features are consistent with the code requirements.

**FINDING:** As proposed, this standard is not met but can be met as conditioned below.

**CONDITION:** Submit a revised landscape plan with the Final Site Plan submittal that demonstrates all landscaping materials meet the specified size and height requirements identified in Section 16.42.020.A.

### **16.92.030 Site Area Landscaping and Perimeter Screening Standards**

#### **A. Perimeter Screening and Buffering**

##### **1. Perimeter Screening Separating Residential Zones:**

**A minimum six-foot high sight-obscuring wooden fence, decorative masonry wall, or evergreen screen, shall be required along property lines separating single and two-family uses from multi-family uses, and along property lines separating residential zones from commercial, institutional/public or industrial zones subject to the provisions of Chapter 16.48.020 (Fences, Walls and Hedges).**

- a. **For new uses adjacent to inventoried environmentally sensitive areas, screening requirements shall be limited to vegetation only to preserve wildlife mobility. In addition, the Review Authority may require plants and other landscaping features in locations and sizes necessary to protect the privacy of residences and buffer any adverse effects of adjoining uses.**
- b. **The required screening shall have breaks, where necessary, to allow pedestrian access to the site. The design of the wall or screening shall also provide breaks or openings for visual surveillance of the site and security.**
- c. **Evergreen hedges used to comply with this standard shall be a minimum of thirty-six (36) inches in height at maturity, and shall be of such species, number and spacing to provide the required screening within one (1) year after planting.**

##### **2. Perimeter Landscaping Buffer**

- a. **A minimum ten (10) foot wide landscaped strip comprised of trees, shrubs and ground cover shall be provided between off-street parking, loading, or vehicular use areas on separate, abutting, or adjacent properties.**
- b. **The access drives to a rear lots in the residential zone (i.e. flag lot) shall be separated from abutting property(ies) by a minimum of forty-**

two-inch sight-obscuring fence or a forty-two-inch to an eight (8) feet high landscape hedge within a four-foot wide landscape buffer. Alternatively, where existing mature trees and vegetation are suitable, Review Authority may waive the fence/buffer in order to preserve the mature vegetation.

**3. Perimeter Landscape Buffer Reduction**

If the separate, abutting property to the proposed development contains an existing perimeter landscape buffer of at least five (5) feet in width, the applicant may reduce the proposed site's required perimeter landscaping up to five (5) feet maximum, if the development is not adjacent to a residential zone. For example, if the separate abutting perimeter landscaping is five (5) feet, then applicant may reduce the perimeter landscaping to five (5) feet in width on their site so there is at least five (5) feet of landscaping on each lot.

**ANALYSIS:** The subject site is zoned LDR PUD and is surrounded by LDR PUD and LDR zoned property. No perimeter screening is required between similarly zoned residential properties. A six-foot high fence was installed along the east side of the site when the Renaissance at Richen Park neighborhood was developed. The applicant has also included a five-foot wide landscaping buffer between the proposed multi-use path and the Renaissance at Richen Park development as requested by residents at the April 20, 2015 Neighborhood Meeting.

The proposed parking lot is located:

- Approximately 300 feet west of the Renaissance at Richen Park neighborhood and is separated by a basketball court, grassy field, multi-use path and five-foot landscape buffer;
- Approximately 225 feet east of the Woodhaven No. 14 development and separated by 170 feet of landscaped area consisting of trees, shrubs, groundcover and grass as well as Pinehurst Drive and the associated sidewalks and street trees;
- Approximately 100 feet north of the nearest residential home in the Woodhaven No. 19 development and separated by Sunset Boulevard, sidewalks and street trees, and 15-foot visual corridors on each side of Sunset Boulevard; and
- Approximately 350 feet south of the Woodhaven No. 7 development and separated by a wetland, vegetated corridor, grassy field and trees.

**FINDING:** As discussed above, this standard is met.

**16.92.030 Site Area Landscaping and Perimeter Screening Standards**

**B. Parking Area Landscaping**

**1. Purpose**

The standard is a landscape treatment that uses a combination of trees, shrubs, and ground cover to provide shade, storm water management, aesthetic benefits, and screening to soften the impacts of large expanses of pavement and vehicle movement. It is applied to landscaped areas within and around the parking lot and loading areas.

**2. Definitions**

- a. Parking Area Landscaping:** Any landscaped area on the site that is not required as perimeter landscaping § 16.92.030 (Site Landscaping and Screening).

- b. **Canopy Factor**
  - (1) Landscape trees are assigned a canopy factor to determine the specific number of required trees to be planted. The canopy factor is calculated based on the following formula:  

$$\text{Canopy Factor} = \text{Mature Height (in feet)} \times \text{Canopy Spread (in feet)} \times \text{Growth Rate Factor} \times .01$$
  - (2) Growth Rate Factor: The growth rate factor is three (3) for fast-growing trees, two (2) for medium growing trees, and one (1) for slow growing trees. The growth rate of a tree is identified in the "Suggested Plant Lists for Required Landscaping Manual."
- 3. **Required Landscaping**  
There shall be at least forty-five (45) square feet parking area landscaping for each parking space located on the site. The amount of required plant materials are based on the number of spaces as identified below.
- 4. **Amount and Type of Required Parking Area Landscaping**
  - a. **Number of Trees required based on Canopy Factor**  
Small trees have a canopy factor of less than forty (40), medium trees have a canopy factor from forty (40) to ninety (90), and large trees have a canopy factor greater than ninety (90);
    - (1) Any combination of the following is required:
      - (i) One (1) large tree is required per four (4) parking spaces;
      - (ii) One (1) medium tree is required per three (3) parking spaces;
      - or
      - (iii) One (1) small tree is required per two (2) parking spaces.
      - (iv) At least five (5) percent of the required trees must be evergreen.
    - (2) Street trees may be included in the calculation for the number of required trees in the parking area.
  - b. **Shrubs:**
    - (1) Two (2) shrubs are required per each space.
    - (2) For spaces where the front two (2) feet of parking spaces have been landscaped instead of paved, the standard requires one (1) shrub per space. Shrubs may be evergreen or deciduous.
  - c. **Ground cover plants:**
    - (1) Any remainder in the parking area must be planted with ground cover plants.
    - (2) The plants selected must be spaced to cover the area within three (3) years. Mulch does not count as ground cover.
- 5. **Individual Landscape Islands Requirements**
  - a. Individual landscaped areas (islands) shall be at least ninety (90) square feet in area and a minimum width of five (5) feet and shall be curbed to protect the landscaping.
  - b. Each landscape island shall be planted with at least one (1) tree.
  - c. Landscape islands shall be evenly spaced throughout the parking area.
  - d. Landscape islands shall be distributed according to the following:
    - (1) Residential uses in a residential zone: one (1) island for every eight (8) contiguous parking spaces.
    - (2) Multi or mixed-uses, institutional and commercial uses: one (1) island for every ten (10) contiguous parking spaces.

- (3) Industrial uses: one (1) island for every twelve (12) contiguous parking spaces.
  - e. Storm water bio-swales may be used in lieu of the parking landscape areas and may be included in the calculation of the required landscaping amount.
  - f. Exception to Landscape Requirement
    - Linear raised or marked sidewalks and walkways within the parking areas connecting the parking spaces to the on-site buildings may be included in the calculation of required site landscaping provide that it:
      - (1) Trees are spaced a maximum of thirty (30) feet on at least one (1) side of the sidewalk.
      - (2) The minimum unobstructed sidewalk width is at least six (6) feet wide.
      - (3) The sidewalk is separated from the parking areas by curbs, bollards, or other means on both sides.
6. Landscaping at Points of Access  
 When a private access-way intersects a public right-of-way or when a property abuts the intersection of two (2) or more public rights-of-way, landscaping shall be planted and maintained so that minimum sight distances shall be preserved pursuant to Section 16.58.010.
7. Exceptions
- a. For properties with an environmentally sensitive area and/or trees or woodlands that merit protection per Chapters 16.142 (Parks, Trees and Open Space) and 16.144 (Wetland, Habitat and Natural Areas) the landscaping standards may be reduced, modified or "shifted" on-site where necessary in order to retain existing vegetation that would otherwise be removed to meet the above referenced landscaping requirements.
  - b. The maximum reduction in required landscaping buffer permitted through this exception process shall be no more than fifty (50) percent. The resulting landscaping buffer after reduction may not be less than five (5) feet in width unless otherwise permitted by the underlying zone. Exceptions to the required landscaping may only be permitted when reviewed as part of a land use action application and do not require a separate variance permit.

**ANALYSIS:** The proposed parking lot includes 10 parking spaces, requiring a minimum of 450 square feet of parking lot landscaping. The applicant has not provided the total square footage of parking lot landscaping, but appears to have met the requirement by providing landscaping in three areas:

- Approximately 1,030 square feet south of the drive aisle, adjacent to the existing perimeter fence;
- Approximately 700 square feet in the area on the east side of the parking spaces; and
- Approximately 1,400 square feet on the north side of the parking lot, which includes a six-foot wide linear raised sidewalk connecting the parking lot area to the picnic shelter/restroom building and adjacent playground area. Four trees are proposed on the north side of the sidewalk, providing a shaded canopy. In order for this area to be counted toward the required landscaping as described in Section

16.92.030.B.5.f, one additional tree would need to be added in the middle to comply with the 30-foot spacing requirement.

Five small trees are proposed to be planted in the parking lot landscape areas, consistent with Section 16.92.030.B.4.a. As discussed above, the trees are identified as being 1.5-inch caliper size; the code requires 2-inch caliper. One (1) of the six (6) proposed trees is a Shore Pine, meeting the requirement that at least 5% of the trees be of the evergreen variety. The landscape plan calls for 30 shrubs to be planted in the parking lot landscaping areas, exceeding the required 20 shrubs. However, the plans call out 27 shrubs. It appears that three (3) "Woods Rose" shrubs are identified on the plans, while the plant schedule identifies six (6) shrubs (sheet L.1.1).

One landscape island is proposed in the middle of the parking field. The proposed island exceeds the minimum size requirement at 125 square feet and measures approximately 25 feet in length by 5 feet wide. One small tree is proposed in the center of the island with groundcover material filling in the remaining area.

**FINDING:** As proposed, this standard is not met but can be met as conditioned below.

**CONDITION:** Submit detailed calculations and plans with the Final Site Plan submittal demonstrating the area included in the parking lot landscaping calculations and the interior parking lot landscaping calculation, including the dimensions of the landscape island. The island is required to be at least 90 square feet and five (5) feet wide.

#### **16.92.030 Site Area Landscaping and Perimeter Screening Standards**

##### **C. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas**

**All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas, shall be screened from view from all public streets and any adjacent residential zones. If unfeasible to fully screen due to policies and standards, the applicant shall make efforts to minimize the visual impact of the mechanical equipment.**

**FINDING:** There is no mechanical equipment or outdoor storage planned for the site. No service or delivery areas are planned. The City will continue to provide routine maintenance service to park in the manner in which it is currently provided. This standard is not applicable.

#### **16.92.030 Site Area Landscaping and Perimeter Screening Standards**

##### **D. Visual Corridors**

**Except as allowed by subsection 6. above, new developments shall be required to establish landscaped visual corridors along Highway 99W and other arterial and collector streets, consistent with the Natural Resources and Recreation Plan Map, Appendix C of the Community Development Plan, Part II, and the provisions of Chapter 16.142 (Parks, Trees, and Open Space). Properties within the Old Town Overlay are exempt from this standard.**

**FINDING:** Visual corridor requirements are discussed in detail below in Section V.E, Section 16.142 (Parks, Trees, and Open Space). As proposed, this standard is not met but can be met as conditioned below in Section V.E.

## **16.92.040 Installation and Maintenance Standards**

### **A. Installation**

All required landscaping must be in-ground, except when in raised planters that are used to meet minimum Clean Water Services storm water management requirements. Plant materials must be installed to current nursery industry standards. Plant materials must be properly supported to ensure survival. Support devices such as guy wires or stakes must not interfere with vehicular or pedestrian movement.

### **B. Maintenance and Mitigation of Landscaped Areas**

1. Maintenance of existing non-invasive native vegetation is encouraged within a development and required for portions of the property not being developed.
2. All landscaping shall be maintained in a manner consistent with the intent of the approved landscaping plan.
3. Any required landscaping trees removed must be replanted consistent with the approved landscaping plan and comply with § 16.142, (Parks, Trees and Open Space).

### **C. Irrigation**

The intent of this standard is to ensure that plants will survive the critical establishment period when they are most vulnerable due to lack of watering. All landscaped areas must provide an irrigation system, as stated in Option 1, 2, or 3.

1. Option 1: A permanent built-in irrigation system with an automatic controller installed.
2. Option 2: An irrigation system designed and certified by a licensed landscape architect or other qualified professional as part of the landscape plan, which provides sufficient water to ensure that the plants become established. The system does not have to be permanent if the plants chosen can survive independently once established.
3. Option 3: Irrigation by hand. If the applicant chooses this option, an inspection will be required one (1) year after final inspection to ensure that the landscaping has become established.

### **D. Deferral of Improvements**

Landscaping shall be installed prior to issuance of occupancy permits, unless security equal to one hundred twenty-five (125) percent of the cost of the landscaping is filed with the City. "Security" may consist of a performance bond payable to the City, cash, certified check, or other assurance of completion approved by the City. If the installation of the landscaping is not completed within one (1) year, the security may be used by the City to complete the installation.

**ANALYSIS:** The applicant's narrative states that all landscaping will be in-ground and installed to current nursery standards. The City of Sherwood will be responsible for long-term maintenance of the site landscaping. Street trees are discussed in further detail below in Section V.E., Section 16.142.060 (Street Trees). It appears that two street trees will be removed due to conflicts with the proposed parking lot driveways. The applicant has not included an inventory of existing street trees in the tree inventory or addressed whether or not the two street trees can or will be replaced or relocated. The general planting notes on the landscape plans calls for the installation of an automatic irrigation system. The applicant is not requesting a deferral of improvements.

**FINDING:** This standard is not met but can be met as conditioned below in Section V.E.

## **16.94 Off-Street Parking and Loading**

### **16.94.010 General Requirements**

#### **A. Off-Street Parking Required**

**No site shall be used for the parking of vehicles until plans are approved providing for off-street parking and loading space as required by this Code. Any change in uses or structures that reduces the current off-street parking and loading spaces provided on site, or that increases the need for off-street parking or loading requirements shall be unlawful and a violation of this Code, unless additional off-street parking or loading areas are provided in accordance with Section 16.94.020, or unless a variance from the minimum or maximum parking standards is approved in accordance with Chapter 16.84 Variances.**

**ANALYSIS:** The Zoning and Community Development Code has no established minimum or maximum off-street parking requirements for public park facilities. Neighborhood parks are traditionally intended to serve the immediate neighborhood within a one-third mile radius, or 10-minute walk. The *Park at Woodhaven Master Plan*, adopted by City Council in 2001, calls for an 18-space parking lot parallel to Sunset Boulevard. The *City of Sherwood Park and Recreation Master Plan*, dated October 17, 2006, identifies the provision of “picnic facilities, restrooms, and parking for 20 cars in Woodhaven park” as an immediate need. The Parks and Recreation Board discussed the amount of off-street parking extensively at the March 2, 2015 meeting. It was decided to reduce the amount of parking to maximize the amount of land available for recreation use. It was decided to provide 10 parking spots to accommodate the approximately 10 on-street parking spots currently available adjacent to the park on Pinehurst Drive.

**FINDING:** Recognizing the attractiveness of the Woodhaven Park to residents outside the walk zone, the Park and Recreation Board’s decision to provide off-street parking in an amount equal to the on-street parking space adjacent to the park in an effort to alleviate the local on-street parking congestion while maintaining maximum recreational space is consistent with the intent of the established parking standards. This standard is met.

### **16.94.010 General Requirements**

#### **B. Deferral of Improvements**

**Off-street parking and loading spaces shall be completed prior to the issuance of occupancy permits, unless the City determines that weather conditions, lack of available surfacing materials, or other circumstances beyond the control of the applicant make completion impossible. In such circumstances, security equal to one hundred twenty five (125) percent of the cost of the parking and loading area is provided the City. "Security" may consist of a performance bond payable to the City, cash, certified check, or other assurance of completion approved by the City. If the installation of the parking or loading area is not completed within one (1) year, the security may be used by the City to complete the installation.**

**FINDING:** The applicant is not seeking to defer any required improvements. This standard is not applicable.

### **16.94.010 General Requirements**

**C. Options for Reducing the Required Parking Spaces**

1. Two (2) or more uses or, structures on multiple 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.
  - a. Within commercial, institutional and public, or industrial zones, shared parking may be provided on lots that are within five hundred (500) feet of the property line of the use to be served.
  - b. Shared parking is allowed if the application can show that the combined peak use is available by a parking study that demonstrates:
    - (1) There is a sufficient number of parking spaces to accommodate the requirements of the individual businesses; or
    - (2) That the peak hours of operation of such establishments do not overlap, and
    - (3) That an exclusive permanent easement over a delineated area has been granted for parking space use.
2. Mixed use projects are developments where a variety of uses occupies a development project or complex. For example, an eating establishment, professional office building and movie theater are all components of a mixed use site. It does not include a secondary use within a primary use such as an administrative office associated with a retail establishment. In mixed-use projects, the required minimum vehicle parking shall be determined using the following formula:
  - a. Primary use: i.e. that with the largest proportion of total floor area within the development at one hundred (100) percent of the minimum vehicle parking required for that use.
  - b. Secondary Use: i.e. that with the second largest percentage of total floor area within the development, at ninety (90) percent of the vehicle parking required for that use.
  - c. Subsequent use or uses, at eighty (80) percent of the vehicle parking required for that use.

**FINDING:** As there are no required parking standards for a public park facility, this standard is not applicable.

**16.94.010 General Requirements**

**D. Prohibited Uses**

Required parking, loading and maneuvering areas shall not be used for long-term storage or sale of vehicles or other materials, and shall not be rented, leased or assigned to any person or organization not using or occupying the building or use served.

**FINDING:** No long term storage or sale of vehicles or other materials is proposed. This standard is met.

**16.94.010 General Requirements**

**E. Location**

1. Residential off-street parking spaces:
  - a. Shall be located on the same lot or development as the residential use.

- b. Shall not include garages or enclosed buildings with the exception of a parking structure in multifamily developments where three (3) or more spaces are not individually enclosed. (Example: Underground or multi-level parking structures).
- 2. For other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within five hundred (500) feet of the use. The distance from the parking, area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.
- 3. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible.
  - a. All new development with forty (40) employees or more shall include preferential spaces for carpool/vanpool designation. Carpool and vanpool parking spaces shall be located closer to the main employee entrance than all other parking spaces with the exception of ADA parking spaces. Carpool/vanpool spaces shall be clearly marked as reserved for carpool/vanpool only.
  - b. Existing development may redevelop portions of designated parking areas for multi-modal facilities (transit shelters, park and ride, and bicycle parking), subject to meeting all other applicable standards, including minimum space standards.

**ANALYSIS:** The proposed parking lot is located on the park site, adjacent to Sunset Boulevard. No garage or parking structure is proposed. No employees are permanently assigned to work at this facility. As there are no required parking standards for a public park facility, there is no need to count the 10 available on-street parking spaces on the west side of the site on Pinehurst Drive toward required parking.

**FINDING:** This standard is met.

#### **16.94.010 General Requirements**

##### **F. Marking**

**All parking, loading or maneuvering areas shall be clearly marked and painted. All interior drives and access aisles shall be clearly marked and signed to show the direction of flow and maintain vehicular and pedestrian safety.**

**ANALYSIS:** It appears that the plans call for clearly marked and painted angled parking spaces with wheel stops, however no notes are included on the plan to confirm this. It also appears that the intent is to have patrons enter the lot from eastern driveway and exit from the western driveway. Signage will need to be installed to clearly communicate the flow of vehicular traffic through the site.

**FINDING:** This standard can be met as conditioned below.

**CONDITION:** Prior to issuance of a Certificate of Occupancy, install striping and signage that show all internal access aisles clearly marked indicating direction of flow to maintain vehicular and pedestrian safety.

#### **16.94.010 General Requirements**

##### **G. Surface and Drainage**

- 1. All parking and loading areas shall be improved with a permanent hard surface such as asphalt, concrete or a durable pervious surface. Use of pervious paving material is encouraged and preferred where appropriate considering soils, location, anticipated vehicle usage and other pertinent factors.**
- 2. Parking and loading areas shall include storm water drainage facilities approved by the City Engineer or Building Official.**

**ANALYSIS:** The parking lot will be improved with an asphalt surface and storm water drainage facilities will be installed. The water quality swale will need to be improved to current CWS standards.

**FINDING:** This standard can be met as conditioned below.

**CONDITION:** Prior to issuance of building permits, submit plans to the Engineering Department demonstrating that all storm runoff from new impervious surfaces shall be water quality treated unless otherwise approved by the City of Sherwood and Clean Water Services.

#### **16.94.010 General Requirements**

##### **H. Repairs**

**Parking and loading areas shall be kept clean and in good repair. Breaks in paved surfaces shall be repaired. Broken or splintered wheel stops shall be replaced. Painted parking space boundaries and directional symbols shall be maintained in a readable condition.**

**FINDING:** City of Sherwood Public Works Department will be responsible for all site maintenance and repairs. This standard is met.

#### **16.94.010 General Requirements**

##### **I. Parking and Loading Plan**

**An off-street parking and loading plan, drawn to scale, shall accompany requests for building permits or site plan approvals, except for single and two-family dwellings, and manufactured homes on residential lots. The plan shall show but not be limited to:**

- 1. Delineation of individual parking and loading spaces and dimensions.**
- 2. Circulation areas necessary to serve parking and loading spaces.**
- 3. Location of accesses to streets, alleys and properties to be served, and any curb cuts.**
- 4. Landscaping as required by Chapter 16.92.**
- 5. Grading and drainage facilities.**
- 6. Signing and bumper guard specifications.**
- 7. Bicycle parking facilities as specified in Section 16.94.020.C.**

8. **Parking lots more than one (1) acre in size shall provide street-like features including curbs, sidewalks, and street trees or planting strips.**

**FINDING:** Preliminary off-street parking plans are shown on Sheets C5.0, C5.3, and C6.0 of the application. Signing specifications have not been included. This standard is not met but can be met as conditioned below.

**CONDITION:** Submit signing specifications with the Final Site Plan for review and approval.

#### **16.94.010 General Requirements**

##### **J. Parking Districts**

The City may establish a parking district (i.e., permits or signage) in residential areas in order to protect residential areas from spillover parking generated by adjacent commercial, employment or mixed-use areas, or other uses that generate a high demand for parking. The district request shall be made to the City Manager, who will forward a recommendation to the City Council for a decision.

- K. **Structured parking and on-street parking are exempt from the parking space maximums in Section 16.94.020.A.**

**FINDING:** No parking districts or structured parking are proposed. This standard is not applicable.

#### **16.94.010 Off-Street Parking Standards**

##### **A. Generally**

Where square feet are specified, the area measured shall be the gross building floor area primary to the functioning of the proposed use. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space. The Review Authority may determine alternate off - street parking and loading requirements for a use not specifically listed in this Section based upon the requirements of comparable uses.

**ANALYSIS:** As discussed above, the Zoning and Community Development Code has no established minimum or maximum off-street parking requirements for public park facilities. The proposal reflects the Park and Recreation Board's decision to provide off-street parking in an amount equal to the on-street parking space adjacent to the park in an effort to alleviate the local on-street parking congestion while maintaining maximum recreational space. The provision of ten off-street parking spaces is consistent with the intent of the established parking standards. This standard is met.

**FINDING:** This standard is met.

#### **16.94.010 Off-Street Parking Standards**

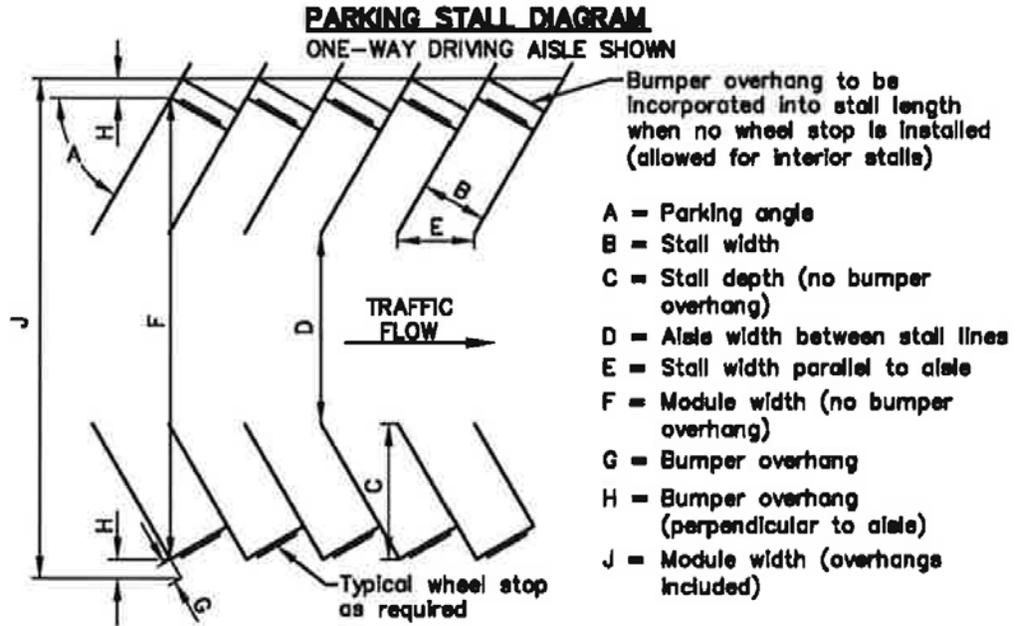
##### **B. Dimensional and General Configuration Standards**

1. **Dimensions** For the purpose of this Chapter, a "parking space" means a stall nine (9) feet in width and twenty (20) feet in length. Up to twenty five (25) percent of required parking spaces may have a minimum dimension

of eight (8) feet in width and eighteen (18) feet in length so long as they are signed as compact car stalls.

2. Layout

Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicle turning and maneuvering. Groups of more than four (4) parking spaces shall be served by a driveway so as to



minimize backing movements or other maneuvering within a street, other than an alley. All parking areas shall meet the minimum standards shown in the following table and diagram.

Table 2: Minimum Parking Dimension Requirements  
One-Way Driving Aisle (Dimensions in Feet)

A	B	C	D	E	F	G	H	I
45°	8.0	16.5	13.0	11.3	46.0	3.0	2.5	51.0
	9.0	18.5	12.0	12.7	49.0	3.0	2.5	54.0

3. Wheel Stops

- a. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of the parking stall as shown in the above diagram.
- b. Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water runoff.
- c. The paved portion of the parking stall length may be reduced by three (3) feet if replaced with three (3) feet of low lying landscape or hardscape in lieu of a wheel stop; however, a curb is still required. In other words, the traditional three-foot vehicle overhang from a wheel stop may be low-lying landscaping rather than an impervious surface.

4. Service Drives

Service drives shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers, and shall have minimum vision clearance area formed by the intersection of the driveway center line, the street right-of-way line, and a straight line joining said lines through points fifteen (15) feet from their intersection.

**5. Credit for On-Street Parking**

a. **On-Street Parking Credit.** The amount of off-street parking required shall be reduced by one (1) off-street parking space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City standards.

b. **The following constitutes an on-street parking space:**

(1) Parallel parking, each twenty-four (24) feet of uninterrupted curb;  
(2) Forty-five (45)/sixty (60) degree diagonal, each with ten (10) feet of curb;

(3) Ninety (90) degree (perpendicular) parking, each with eight (8) feet of curb;

(4) Curb space must be connected to the lot which contains the use;

(5) Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and;

(6) On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces is permitted.

**6. Reduction in Required Parking Spaces**

Developments utilizing Engineered storm water bio-swales or those adjacent to environmentally constrained or sensitive areas may reduce the amount of required parking spaces by ten (10) percent when twenty-five (25) through forty-nine (49) parking spaces are required, fifteen (15) percent when fifty (50) and seventy-four (74) parking spaces are required and twenty (20) percent when more than seventy-five (75) parking spaces are required, provided the area that would have been used for parking is maintained as a habitat area or is generally adjacent to an environmentally sensitive or constrained area.

**7. Parking Location and Shared Parking**

Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable.

**ANALYSIS:** The parking stalls appear to meet the length and width requirements. However, it does not appear that the parking lot layout meet the required standards. The “stall depth (no bumper overhang)” appears to be 2.5 feet short. No information regarding the height of the wheel stops is provided, but it appears the intent is to comply with the code. No service drives are proposed. The applicant is not seeking credit for on-street parking or a reduction in required parking spaces.

**FINDING:** This standard is not met but can be met as conditioned below.

**CONDITION:** Submit a revised parking lot layout in conformation with Section 16.94.010.b.2 and 3 with the Final Site Plan for review and approval.

## **16.94.010 Off-Street Parking Standards**

### **C. Bicycle Parking Facilities**

#### **1. General Provisions**

- a. **Applicability.** Bicycle parking spaces shall be provided for new development, changes of use, and major renovations, defined as construction valued at twenty-five (25) percent or more of the assessed value of the existing structure.
- b. **Types of Spaces.** Bicycle parking facilities shall be provided in terms of short-term bicycle parking and long-term bicycle parking. Short-term bicycle parking is intended to encourage customers and other visitors to use bicycles by providing a convenient and readily accessible place to park bicycles. Long-term bicycle parking provides employees, students, residents, commuters, and others who generally stay at a site for at least several hours a weather-protected place to park bicycles.
- c. **Minimum Number of Spaces.** The required total minimum number of bicycle parking spaces for each use category is shown in Table 4, Minimum Required Bicycle Parking Spaces.
- d. **Minimum Number of Long-term Spaces.** If a development is required to provide eight (8) or more required bicycle parking spaces in Table 4, at least twenty-five (25) percent shall be provided as long-term bicycle with a minimum of one (1) long-term bicycle parking space.
- e. **Multiple Uses.** When there are two or more primary uses on a site, the required bicycle parking for the site is the sum of the required bicycle parking for the individual primary uses.

#### **2. Location and Design.**

##### **a. General Provisions**

- (1) Each space must be at least two (2) feet by six (6) feet in area, be accessible without moving another bicycle, and provide enough space between the rack and any obstructions to use the space properly.
- (2) There must be an aisle at least five (5) feet wide behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.
- (3) **Lighting.** Bicycle parking shall be at least as well lit as vehicle parking for security.
- (4) **Reserved Areas.** Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
- (5) Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" or staple design is appropriate. Alternative, creative designs are strongly encouraged.
- (6) **Hazards.** Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards.

##### **b. Short-term Bicycle Parking**

- (1) Provide lockers or racks that meet the standards of this section.

- (2) Locate inside or outside the building within thirty (30) feet of the main entrance to the building or at least as close as the nearest vehicle parking space, whichever is closer.

**Table 4: Minimum Required Bicycle Parking Spaces**

Use Categories	Minimum Required Spaces
<b>Public and Institutional Categories</b>	
<b>Community essential service providers parks and open areas</b>	<b>2 or 1 per 20 spaces, whichever is greater</b>

**ANALYSIS:** A public park is required to provide at least two (2) bicycle parking spaces. In addition to the existing bicycle rack located near the playground equipment, a second bicycle parking area will be located at the northeast corner of the parking lot landscape area, near the basketball court. As the facility does not house any employees or tenants, only short-term bicycle parking spaces are required. No information is provided about the dimensions or capacity of the existing bicycle rack. The applicant’s narrative states that the proposed six-foot by nine-foot bicycle parking area will accommodate two (2) bicycle parking spaces. There appears to be adequate space for two bicycle spaces, however no additional details are provided about the configuration to confirm that the layout complies with the code. The area is adjacent to a six-foot sidewalk, providing adequate bicycle maneuvering space. No parking lot lighting is proposed as the park hours are dawn to dusk. Consequently, no additional lighting is required adjacent to the bicycle parking areas.

**FINDING:** As discussed above, this standard is not met but can be met as conditioned below.

**CONDITION:** Submit a detail and cut sheet for the proposed bicycle rack with the Final Site Plan for review and approval.

**16.94.030 - Off-Street Loading Standards**

**A. Minimum Standards**

1. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school, or other public meeting place, which is designed to accommodate more than twenty five (25) persons at one time.
2. The minimum loading area for non-residential uses shall not be less than ten (10) feet in width by twenty-five (25) feet in length and shall have an unobstructed height of fourteen (14) feet.
3. Multiple uses on the same parcel or adjacent parcels may utilize the same loading area if it is shown in the development application that the uses will not have substantially overlapping delivery times.
4. The following additional minimum loading space is required for buildings in excess of twenty thousand (20,000) square feet of gross floor area:
  - a. Twenty thousand (20,000) to fifty (50,000) sq. ft. - five hundred (500) sq. ft.
  - b. Fifty (50,000) sq. ft. or more - seven hundred fifty (750) sq. ft.

**B. Separation of Areas**

Any area to be used for the maneuvering of delivery vehicles and the unloading or loading of materials shall be separated from designated off-

street parking areas and designed to prevent the encroachment of delivery vehicles onto off-street parking areas or public streets. Off-street parking areas used to fulfill the requirements of this Chapter shall not be used for loading and unloading operations.

**C. Exceptions and Adjustments.**

The review authority, through Site Plan Review, may approve loading areas within a street right-of-way in the Old Town Overlay District when all of the following conditions are met:

1. Short in duration (i.e., less than one (1) hour);
2. Infrequent (less than three (3) operations occur daily between 5:00 a.m. and 12:00 a.m. or all operations occur between 12:00 a.m. and 5:00 a.m. at a location that is not adjacent to a residential zone);
3. Does not unreasonably obstruct traffic; [or] Does not obstruct traffic during peak traffic hours;
4. Does not obstruct a primary emergency response route; and
5. Is acceptable to the applicable roadway authority.

**FINDING:** No loading areas are required or proposed. This standard is not applicable.

**D. Division VI - Public Infrastructure  
Chapter 16.110 Sanitary Sewers**

**16.110.010 - Required Improvements**

Sanitary sewers shall be installed to serve all new developments and shall connect to existing sanitary sewer mains. Provided, however, that when impractical to immediately connect to a trunk sewer system, the use of septic tanks may be approved, if sealed sewer laterals are installed for future connection and the temporary system meets all other applicable City, Clean Water Services, Washington County and State sewage disposal standards.

**ANALYSIS:** An eight-inch diameter public sanitary sewer main exists within SW Pinehurst Dr. along the subject property frontage. A second eight-inch diameter public sewer main is located along the east side of the property. No sewer exists in SW Sunset Blvd. Since the property to the south of SW Sunset Blvd. across from the subject property is fully developed and has sanitary sewer service, no public sanitary sewer main extensions are required. The proposed project will need to connect into a public sanitary sewer main at a location approved by the Engineering Department. The applicant proposes to connect to the sanitary sewer main in SW Pinehurst Dr. to serve the restroom/picnic shelter building.

**FINDING:** This standard is met as conditioned below.

**CONDITION:** Submit engineering plans for all public improvements and/or connections to public utilities (water, sanitary sewer, storm water, and streets) to the Sherwood Engineering Department. The engineering plans shall conform to the design standards of the City of Sherwood's Engineering Department, Clean Water Services, Tualatin Valley Fire and Rescue, and other applicable requirements and standards. The plans shall be in substantial conformance with the utility plans dated May 26, 2015 and prepared by Harper Houf Peterson Righellis Inc.

**CONDITION:** Private piping within the subject property shall be installed in accordance with the current Plumbing Code.

**Chapter 16.112 Water Supply**

**16.112.010 - Required Improvements**

**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 the Water System Master Plan.**

**ANALYSIS:** A 10-inch diameter public water main exists within SW Pinehurst Dr. and a 12-inch diameter public water main within SW Sunset Blvd. No public water main extensions are required. Water service currently exists for the site. Water service is anticipated to come from existing service within the property. Domestic and irrigation flow calculations to be supplied to Public Works for verification of meter sizing. The applicant proposes to connect to the water main in SW Sunset Blvd. to serve the restroom/picnic shelter building.

**FINDING:** This standard is met as conditioned above.

**Chapter 16.114 Storm Water**

**16.114.010 - Required Improvements**

**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 04-9, or its replacement.**

**ANALYSIS:** A 12-inch diameter public storm main exists within SW Sunset Blvd along the frontage of the site. A second 12-inch diameter public storm main is located along the east side of the site and flows to an existing water quality swale in the northeast corner of the site. The proposed site improvements consist of the addition of impervious surface. All storm water runoff from new impervious surface shall be water quality treated unless otherwise approved by the City of Sherwood and Clean Water Services (CWS). If the existing water quality swale is to be used for treatment of the new impervious area, proof of treatment capacity and upgrading of the facilities to current CWS standards will be required.

**FINDING:** Based on the discussion above, it appears that the applicant can satisfy the requirements. However, compliance with this standard will not be fully demonstrated until final engineering review and approval. Consequently, the standard can be met as conditioned above and below.

**CONDITION:** Prior to the issuance of building permits, the applicant shall obtain final storm water design approval from the City Engineering department.

**CONDITION:** Prior to issuance of building permits, the applicant shall obtain a Service Provider Letter and Storm Water Connection Permit Authorization from Clean Water Services.

**Chapter 16.116 Fire Protection**

**16.116.010 - Required Improvements**

When land is developed so that any commercial or industrial structure is further than two hundred and fifty (250) feet or any residential structure is further than five hundred (500) feet from an adequate water supply for fire protection, as determined by the Fire District, the developer shall provide fire protection facilities necessary to provide adequate water supply and fire safety.

**ANALYSIS:** Tualatin Valley Fire and Rescue reviewed the application and indicated their support for the approval of the project as proposed and provided no additional comments or concerns.

**FINDING:** This standard is met.

**E. Division VIII – Environmental Resources**

**16.142 Parks and Open Space**

**16.142.030 Single-Family or Duplex Residential Subdivisions**

- A. A minimum of five percent (5%) of the net buildable site (after exclusion of public right-of-way and environmentally constrained areas) shall be maintained as "open space". Open space must include usable areas such as public parks, swimming and wading pools, grass areas for picnics and recreational play, walking paths, and other like space. The following may not be used to calculate open space:**
- 1. Required yards or setbacks.**
  - 2. Required visual corridors.**
  - 3. Required sensitive areas and buffers.**
  - 4. Any area required to meet a standard found elsewhere in this code.**
- B. Enhanced streetscapes such as "boulevard treatments" in excess of the minimum public street requirements may count toward a maximum of 10,000 square feet of the open space requirement.**
- 1. Example: if a 52-foot-wide right-of-way [ROW] is required for a 1,000 foot-long street and a 62-foot wide ROW with 5-foot additional plantings/meandering pathway is provided on each side of the street, the additional 10-foot-wide area x 1,000 linear feet, or 10,000 square feet, counts toward the open space requirement.**
- C. The open space shall be conveyed in accordance with one of the following methods:**
- 1. By dedication to the City as public open space (if acceptable to the City). Open space proposed for dedication to the City must be acceptable to the City Manager or the Manager's designee with regard to the size, shape, location, improvement, environmental condition, and budgetary and maintenance abilities;**
  - 2. By leasing or conveying title (including beneficial ownership) to a corporation, homeowners' association or other legal entity, with the City retaining the development rights to the open space. The terms of such lease or other instrument of conveyance must include provisions (e.g., maintenance, property tax payment, etc.) suitable to the City.**
- D. The density of a single-family residential subdivision shall be calculated based on the net buildable site prior to exclusion of open space per this Section.**
- 1. Example: a 40,000 square foot net buildable site would be required to maintain 2,000 square feet (5%) of open space but would calculate density based on 40,000 square feet.**

- E. If a proposed residential subdivision contains or is adjacent to a site identified as "parks" on the Acquisition Map of the Parks Master Plan (2006) or has been identified for acquisition by the Sherwood Parks and Recreation Board, establishment of open space shall occur in the designated areas if the subdivision contains the park site, or immediately adjacent to the parks site if the subdivision is adjacent to it.
- F. If the proposed residential subdivision does not contain or is not adjacent to a site identified on the Parks Master Plan map or otherwise identified for acquisition by the Parks and Recreation Board, the applicant may elect to convey off-site park/open space.
- G. This standard does not apply to a residential partition provided that a development may not use phasing or series partitions to avoid the minimum open space requirement. A partition of land that was part of an approved partition within the previous five (5) years shall be required to provide the minimum five percent (5%) open space in accordance with subsection (A) above.
- H. The value of the open space conveyed under Subsection (A) above may be eligible for Parks System Development Charges (SDCs) credits based on the methodology identified in the most current *Parks and Recreation System Development Charges Methodology Report*.

**FINDING:** The site is a public park, owned by the City of Sherwood. Apart from the proposed parking lot, the entire net buildable site is open space. This standard is met.

**16.142.040.A Visual Corridors**

**A. Corridors Required**

New developments located outside of the Old Town Overlay with frontage on Highway 99W, or arterial or collector streets designated on Figure 8-1 of the Transportation System Plan shall be required to establish a landscaped visual corridor according to the following standards:

	Category	Width
2.	Arterial	15 feet

In residential developments where fences are typically desired adjoining the above described major street the corridor may be placed in the road right-of-way between the property line and the sidewalk. In all other developments, the visual corridor shall be on private property adjacent to the right-of-way.

**B. Landscape Materials**

The required visual corridor areas shall be planted as specified by the review authority to provide a continuous visual and/or acoustical buffer between major streets and developed uses. Except as provided for above, fences and walls shall not be substituted for landscaping within the visual corridor. Uniformly planted, drought resistant street trees and ground cover, as specified in Section 16.142.060, shall be planted in the corridor by the developer. The improvements shall be included in the compliance agreement.

**C. Establishment and Maintenance**

Designated visual corridors shall be established as a portion of landscaping requirements pursuant to Chapter 16.92. To assure continuous maintenance of the visual corridors, the review authority may require that the

development rights to the corridor areas be dedicated to the City or that restrictive covenants be recorded prior to the issuance of a building permit.

**D. Required Yard**

Visual corridors may be established in required yards, except that where the required visual corridor width exceeds the required yard width, the visual corridor requirement shall take precedence. In no case shall buildings be sited within the required visual corridor, with the exception of front porches on townhomes, as permitted in Section 16.44.010(E)(4)(c).

**ANALYSIS:** SW Sunset Blvd is an arterial street requiring a 15-foot visual corridor. Visual corridor landscaping was installed with Phase I development of the park, the southwest corner of the site at the immediate intersection of SW Sunset Blvd and SW Pinehurst Dr. The remaining visual corridor area along SW Sunset Drive was planted with ground cover, grass.

**FINDING:** The visual corridor standard requires uniformly planted street trees and ground cover. As proposed, this standard is not met but can be met as conditioned below.

**CONDITION:** Prior to approval of the Final Site Plan, submit a landscape plan for the 15-foot landscaped visual corridor along SW Sunset Blvd. meeting the standards of Section 16.142.030.

**CONDITION:** Install the landscaping according to the landscape plan prior to the issuance of the occupancy permits or pay a security bond for 125% of the cost of the landscaping payable to the City. If the landscaping is not completed within six months, the security may be used by the City to complete the installation.

**16.142.060 Street Trees**

**A. Installation of Street Trees on New or Redeveloped Property.**

Trees are required to be planted to the following specifications along public streets abutting or within any new development or re-development. Planting of such trees shall be a condition of development approval. The City shall be subject to the same standards for any developments involving City-owned property, or when constructing or reconstructing City streets. After installing street trees, the property owner shall be responsible for maintaining the street trees on the owner's property or within the right-of-way adjacent to the owner's property.

1. **Location:** Trees shall be planted within the planter strip along a newly created or improved streets. In the event that a planter strip is not required or available, the trees shall be planted on private property within the front yard setback area or within public street right-of-way between front property lines and street curb lines or as required by the City.
2. **Size:** Trees shall have a minimum trunk diameter of two (2) caliper inches, which is measured six inches above the soil line, and a minimum height of six (6) feet when planted.
3. **Types:** Developments shall include a variety of street trees. The trees planted shall be chosen from those listed in 16.142.080 of this Code.
4. **Required Street Trees and Spacing:**
  - a. The minimum spacing is based on the maximum canopy spread identified in the recommended street tree list in section 16.142.080

with the intent of providing a continuous canopy without openings between the trees. For example, if a tree has a canopy of forty (40) feet, the spacing between trees is forty (40) feet. If the tree is not on the list, the mature canopy width must be provided to the planning department by a certified arborist.

- b. All new developments shall provide adequate tree planting along all public streets. The number and spacing of trees shall be determined based on the type of tree and the spacing standards described in a. above and considering driveways, street light locations and utility connections. Unless exempt per c. below, trees shall not be spaced more than forty (40) feet apart in any development.
- c. A new development may exceed the forty-foot spacing requirement under section b. above, under the following circumstances:
  - (1) Installing the tree would interfere with existing utility lines and no substitute tree is appropriate for the site; or
  - (2) There is not adequate space in which to plant a street tree due to driveway or street light locations, vision clearance or utility connections, provided the driveways, street light or utilities could not be reasonably located elsewhere so as to accommodate adequate room for street trees; and
  - (3) The street trees are spaced as close as possible given the site limitations in (1) and (2) above.
  - (4) The location of street trees in an ODOT or Washington County right-of-way may require approval, respectively, by ODOT or Washington County and are subject to the relevant state or county standards.
  - (5) For arterial and collector streets, the City may require planted medians in lieu of paved twelve-foot wide center turning lanes, planted with trees to the specifications of this subsection.

**FINDING:** Street trees were previously installed along SW Sunset Blvd. and SW Pinehurst Dr. This standard is met.

#### **B. Removal and Replacement of Street Trees.**

The removal of a street tree shall be limited and in most cases, necessitated by the tree. A person may remove a street tree as provided in this section. The person removing the tree is responsible for all costs of removal and replacement. Street trees less than five (5) inches DBH can be removed by right by the property owner or his or her assigns, provided that they are replaced. A street tree that is removed must be replaced within six (6) months of the removal date.

- 1. Criteria for All Street Tree Removal for trees over five (5) inches DBH. No street tree shall be removed unless it can be found that the tree is:
  - a. Dying, becoming severely diseased, or infested or diseased so as to threaten the health of other trees, or
  - b. Obstructing public ways or sight distance so as to cause a safety hazard, or
  - c. Interfering with or damaging public or private utilities, or
  - d. Defined as a nuisance per City nuisance abatement ordinances.
- 2. Street trees between five (5) and ten (10) inches DBH may be removed if any of the criteria in 1. above are met and a tree removal permit is obtained.

- a. **The Tree Removal Permit Process is a Type I land use decision and shall be approved subject to the following criteria:**
  - (1) **The person requesting removal shall submit a Tree Removal Permit application that identifies the location of the tree, the type of tree to be removed, the proposed replacement and how it qualifies for removal per Section 1. above.**
  - (2) **The person shall post a sign, provided by the City, adjacent to the tree for ten (10) calendar days prior to removal that provides notice of the removal application and the process to comment on the application.**
  - (3) **If an objection to the removal is submitted by the City or to the City during the ten (10) calendar day period, an additional evaluation of the tree will be conducted by an arborist to determine whether the tree meets the criteria for street tree removal in Section 1. above. The person requesting the Tree Removal Permit shall be responsible for providing the arborist report and associated costs.**
  - (4) **Upon completion of the additional evaluation substantiating that the tree warrants removal per Section 1. above or if no objections are received within the ten-day period, the tree removal permit shall be approved.**
  - (5) **If additional evaluation indicates the tree does not warrant removal, the Tree Removal Permit will be denied.**
- 3. **Street trees over ten (10) inches DBH may be removed through a Type I review process subject to the following criteria.**
  - a. **The applicant shall provide a letter from a certified arborist identifying:**
    - (1) **The tree's condition,**
    - (2) **How it warrants removal using the criteria listed in Section 1. above, and identifying any reasonable actions that could be taken to allow the retention of the tree.**
  - b. **The applicant shall provide a statement that describes whether and how the applicant sought assistance from the City, HOA or neighbors to address any issues or actions that would enable the tree to be retained.**
  - c. **The person shall post a sign, provided by the City, adjacent to the tree for ten (10) calendar days prior to removal that provides notice of the removal application and the process to comment on the application.**
  - d. **Review of the materials and comments from the public confirm that the tree meets the criteria for removal in Section 1. above.**

**ANALYSIS:** The applicant proposes to remove two (2) street trees along SW Sunset Blvd which appear to be in conflict with the proposed parking lot driveways. The street trees are not included in the existing tree inventory. One tree is located in the middle of the western most driveway and is clearly obstructing a proposed public way. The second tree appears to be located adjacent to the eastern most driveway. It is not clear if this tree is in direct conflict with the proposed driveway or with sight visibility. No information is provided about the existing street tree canopies or whether adequate space exists to relocate one or both trees.

**FINDING:** Adequate documentation has not been provided to support the removal of two street trees and the granting of an exemption to the replacement requirement. As proposed, this standard is not met but can be met as conditioned below.

**CONDITION:** Prior to approval of the Final Site Plan, submit an inventory of existing

street trees and documentation demonstrating the need for removal, including where the trees could be replaced or why an exemption to the replacement requirements should be granted, to the City Planning Department for review and approval.

#### **16.142.070 Trees on Property Subject to Certain Land Use Applications**

##### **A. Generally**

The purpose of this Section is to establish processes and standards which will minimize cutting or destruction of trees and woodlands within the City. This Section is intended to help protect the scenic beauty of the City; to retain a livable environment through the beneficial effect of trees on air pollution, heat and glare, sound, water quality, and surface water and erosion control; to encourage the retention and planting of tree species native to the Willamette Valley and Western Oregon; to provide an attractive visual contrast to the urban environment, and to sustain a wide variety and distribution of viable trees and woodlands in the community over time.

##### **B. Applicability**

All applications including a Type II - IV land use review, shall be required to preserve trees or woodlands, as defined by this Section to the maximum extent feasible within the context of the proposed land use plan and relative to other codes, policies, and standards of the City Comprehensive Plan.

##### **C. Inventory**

1. To assist the City in making its determinations on the retention of trees and woodlands, land use applications including Type II - IV development shall include a tree and woodland inventory and report. The report shall be prepared by a qualified professional and must contain the following information:
  - a. Tree size (in DBH and canopy area)
  - b. Tree species
  - c. The condition of the tree with notes as applicable explaining the assessment
  - d. The location of the tree on the site
  - e. The location of the tree relative to the planned improvements
  - f. Assessment of whether the tree must be removed to accommodate the development
  - g. Recommendations on measures that must be taken to preserve trees during the construction that are not proposed to be removed.
2. In addition to the general requirements of this Section, the tree and woodland inventory's mapping and report shall also include, but is not limited to, the specific information outlined in the appropriate land use application materials packet.
3. Definitions for the inventory purposes of this Section
  - a. A tree is a living woody plant having a trunk diameter as specified below at Diameter at Breast Height (DBH). Trees planted for commercial agricultural purposes, and/or those subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition and from regulation under this Section, as are any living woody plants under six (6) inches at DBH. All trees six (6) inches or greater shall be inventoried.
  - b. A woodland is a biological community dominated by trees covering a land area of 20,000 square feet or greater at a density of at least fifty (50) trees per every 20,000 square feet with at least fifty percent (50%)

of those trees of any species having a six (6) inches or greater at DBH. Woodlands planted for commercial agricultural purposes and/or subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition, and from regulation under this Section.

- c. A large stature tree is over 20 feet tall and wide with a minimum trunk diameter of 30 inches at DBH.

**ANALYSIS:** A tree inventory is included on Sheet C2.1 that identifies two (2) evergreen and 12 deciduous trees on the net buildable site area. Tree size, diameter at breast height (DBH) and canopy area is included. No information is provided about tree species, condition of the tree, assessment of tree health, or recommended measures to be taken to preserve the trees during construction. The applicant's narrative states that no trees are proposed for removal. Sheet C5.0 shows tree protection fencing around two trees on site: a 23-inch deciduous tree located adjacent to the east side of the playground area and a three-inch deciduous tree located approximately 24 feet south of the proposed multi-use path in the middle of the site. No information is provided on the need to protect the existing six (6) and eight (8) foot deciduous or four (4) and six (6) foot deciduous trees located in the northeast portion of the site adjacent to the proposed multi-use path and butterfly garden.

**FINDING:** As discussed above, this standard is not met but can be met as conditioned below.

**CONDITION:** Submit a revised tree inventory that complies with Section 16.142.070.C with the Final Site Plan submittal for review and approval.

#### **16.142.070 Trees on Property Subject to Certain Land Use Applications**

##### **D. Retention requirements**

- 1. Trees may be considered for removal to accommodate the development including buildings, parking, walkways, grading etc., provided the development satisfies of D.2 or D.3, below.

**FINDING:** No site trees are proposed for removal. This standard is met.

#### **16.142.070 Trees on Property Subject to Certain Land Use Applications**

##### **D. Retention requirements**

- 3. **Required Tree Canopy - Non-Residential and Multi-family Developments**  
Each net development site shall provide a variety of trees to achieve a minimum total tree canopy of 30 percent. The canopy percentage is based on the expected mature canopy of each tree by using the equation  $\pi r^2$  to calculate the expected square footage of each tree. The expected mature canopy is counted for each tree even if there is an overlap of multiple tree canopies.

The canopy requirement can be achieved by retaining existing trees or planting new trees. Required landscaping trees can be used toward the total on site canopy required to meet this standard. The expected mature canopy spread of the new trees will be counted toward the required canopy cover. A certified arborist or other qualified professional shall provide an estimated tree canopy for all proposed trees to the planning department for review as a part of the land use review process.

	Residential (single family & two family developments)	Old Town & Infill developments	Commercial, Industrial, Institutional Public and Multi-family
Canopy Requirement	40%	N/A	30%
<b>Counted Toward the Canopy Requirement</b>			
Street trees included in canopy requirement	Yes	N/A	No
Landscaping requirements included in canopy requirement	N/A	N/A	Yes
Existing trees onsite	Yes x2	N/A	Yes x2
Planting new trees onsite	Yes	N/A	Yes
Mature Canopy in Square Feet Equation $\pi r^2$ or $(3.14159 * \text{radius}^2)$ (This is the calculation to measure the square footage of a circle. The Mature Canopy is given in diameter. In gardening and horticulture reference books, therefore to get the radius you must divide the diameter in half.			
Canopy Calculation Example: Pin Oak Mature canopy = 35' $(3.14159 * 17.5^2) = 962$ square feet			

**ANALYSIS:** The applicant is proposing to install 179 new trees on the site. These new trees alone will have a mature canopy of 116,647 square feet resulting in a lot coverage of approximately 43%. Existing tree canopies can be included in the lot coverage calculation at an incentivized rate, but are not needed as the canopy coverage provided by the new trees alone exceeds the 30% requirement.

**FINDING:** This standard is met.

**16.142.070 Trees on Property Subject to Certain Land Use Applications**

**E. Tree Preservation Incentive**

Retention of existing native trees on site which are in good health can be used to achieve the required mature canopy requirement of the development. The expected mature canopy can be calculated twice for existing trees. For example, if one existing tree with an expected mature canopy of 10 feet (78.5 square feet) is retained it will count as twice the existing canopy (157 square feet).

**FINDING:** As discussed above, no existing site trees are proposed to be removed. Further, the tree preservation incentive is not needed as the canopy coverage provided by the proposed new trees alone exceeds the 30% canopy requirement. This standard is met.

**16.142.070 Trees on Property Subject to Certain Land Use Applications**

**G. Tree Protection During Development**

The applicant shall prepare and submit a final Tree and Woodland Plan prior to issuance of any construction permits, illustrating how identified trees and

woodlands will be retained, removed or protected as per the Notice of Decision. Such plan shall specify how trees and woodlands will be protected from damage or destruction by construction activities, including protective fencing, selective pruning and root treatments, excavation techniques, temporary drainage systems, and like methods. At a minimum, trees to be protected shall have the area within the drip line of the tree protected from grading, stockpiling, and all other construction related activity unless specifically reviewed and recommended by a certified arborist or other qualified professional. Any work within the dripline of the tree shall be supervised by the project arborist or other qualified professional onsite during construction.

**ANALYSIS:** Sheet C5.0 identifies two (2) trees to be protected during development. A final Tree and Woodland Plan is required prior to issuance of building permits.

**FINDING:** This standard is not met at this time, but can be met as conditioned below.

**CONDITION:** Submit a tree protection plan showing how the trees to be retained will be protected throughout the grading of the site.

**CONDITION:** Prior to the issuance of the grading permit, the developer shall install tree protection fencing around any trees to be retained on site. The tree protection fencing shall be inspected and deemed appropriate by the arborist as verified in written documentation to be reviewed by the Planning Department.

## **16.144 WETLAND, HABITAT AND NATURAL AREAS**

### **16.144.010 - Generally**

Unless otherwise permitted, residential, commercial, industrial, and institutional uses in the City shall comply with the following wetland, habitat and natural area standards if applicable to the site as identified on the City's Wetland Inventory, the Comprehensive Plan Natural Resource Inventory, the Regionally Significant Fish and Wildlife Habitat Area map adopted by Metro, and by reference into this Code and the Comprehensive Plan. Where the applicability of a standard overlaps, the more stringent regulation shall apply.

### **16.144.020 - Standards**

A. The applicant shall identify and describe the significance and functional value of wetlands on the site and protect those wetlands from adverse effects of the development. A facility complies with this standard if it complies with the criteria of subsections A.1.a and A.1.b, below:

1. The facility will not reduce the area of wetlands on the site, and development will be separated from such wetlands by an area determined by the Clean Water Services Design and Construction Standards R&O 00-7 or its replacement provided Section 16.140.090 does not require more than the requested setback.
  - a. A natural condition such as topography, soil, vegetation or other feature isolates the area of development from the wetland.
  - b. Impact mitigation measures will be designed, implemented, and monitored to provide effective protection against harm to the wetland from sedimentation, erosion, loss of surface or ground water supply, or physical trespass.

- c. A lesser setback complies with federal and state permits, or standards that will apply to state and federal permits, if required.
2. If existing wetlands are proposed to be eliminated by the facility, the applicant shall demonstrate that the project can, and will develop or enhance an area of wetland on the site or in the same drainage basin that is at least equal to the area and functional value of wetlands eliminated.

**ANALYSIS:** A Wetlands Determination records search with the Division of State Lands confirmed that there are no wetlands located on the site. There is, however, wetlands located immediately north of the site. The applicant prepared and submitted a Natural Resource Assessment with the application. The limits of the adjacent wetlands are noted on Figure 7 of the report. A Preliminary Jurisdictional Determination Report determined that no impacts to the jurisdictional wetlands/waters are proposed. Site improvements will be separated from the wetland by a minimum 50-foot vegetated buffer in accordance with Clean Water Services (CWS). A portion of the vegetated buffer is currently degraded and is proposed to be improved to “good” condition with this project. Beyond the required 50-foot buffer, and additional 50 feet of wooded area will be preserved in its natural state.

**FINDING:** This standard is met.

#### **16.144.020 - Standards**

- B. The applicant shall provide appropriate plans and text that identify and describe the significance and functional value of natural features on the site (if identified in the Community Development Plan, Part 2) and protect those features from impacts of the development or mitigate adverse effects that will occur. A facility complies with this standard if:**
1. The site does not contain an endangered or threatened plant or animal species or a critical habitat for such species identified by Federal or State government (and does not contain significant natural features identified in the Community Development Plan, Part 2, Natural Resources and Recreation Plan).
  2. The facility will comply with applicable requirements of the zone.
  3. The applicant will excavate and store topsoil separate from subsurface soil, and shall replace the topsoil over disturbed areas of the site not covered by buildings or pavement or provide other appropriate medium for re-vegetation of those areas, such as yard debris compost.
  4. The applicant will retain significant vegetation in areas that will not be covered by buildings or pavement or disturbed by excavation for the facility; will replant areas disturbed by the development and not covered by buildings or pavement with native species vegetation unless other vegetation is needed to buffer the facility; will protect disturbed areas and adjoining habitat from potential erosion until replanted vegetation is established; and will provide a plan or plans identifying each area and its proposed use.
  5. Development associated with the facility will be set back from the edge of a significant natural area by an area determined by the Clean Water Services Design and Construction standards R&O 00-7 or its replacement, provided Section 16.140.090A does not require more than the requested setback. Lack of adverse effect can be demonstrated by showing the same sort of evidence as in subsection A.1 above.

**ANALYSIS:** As discussed above, there is wetlands located immediately north of the site and the Preliminary Jurisdictional Determination Report submitted with the Natural Resource Assessment determined that no impacts to the jurisdictional wetlands/ waters are proposed. The site's zoning, LDR-PUD, allows for public recreation facilities and the proposed improvements comply with the requirements of the zone as conditioned. The applicant has indicated that specifications will be prepared to ensure compliance with Section 16.144.020.B.3. The proposed site improvements are minimal and all areas not modified will be retained in their current vegetated state or landscaped to a higher standard. Proposed improvements include bringing 8,901 sq. ft. of degraded vegetated corridor up to a good standard; adding a butterfly garden and landscaping along the east side of the site; and upgrading the existing water quality swale. Site improvements will be separated from the wetland by a minimum 50-foot vegetated buffer in accordance with CWS and an additional 50 feet of wooded area beyond the required buffer will be preserved in its natural state. CWS issued a Service Provider Letter for the project which sets forth the conditions for site development per Design and Construction standards (R&O 00-7).

**FINDING:** This standard can be met as conditioned above.

**C. When the Regionally Significant Fish and Wildlife Habitat map indicates there are resources on the site or within 50 feet of the site, the applicant shall provide plans that show the location of resources on the property. If resources are determined to be located on the property, the plans shall show the value of environmentally sensitive areas using the methodologies described in Sections 1 and 2 below.**

**The Metro Regionally Significant Fish and Wildlife Habitat map shall be the basis for determining the location and value of environmentally sensitive habitat areas. In order to specify the exact locations on site, the following methodology shall be used to determine the appropriate boundaries and habitat values:**

- 1. Verifying boundaries of inventoried riparian habitat. Locating habitat and determining its riparian habitat class is a four-step process:**
  - a. Located the Water Feature that is the basis for identifying riparian habitat.**
    - 1. Locate the top of bank of all streams, rivers, and open water within 200 feet of the property.**
    - 2. Locate all flood areas within 100 feet of the property.**
    - 3. Locate all wetlands within 150 feet of the property based on the Local Wetland Inventory map and on the Metro 2002 Wetland Inventory map (available from the Metro Data Resource Center, 600 NE Grand Ave., Portland, OR 97232). Identified wetlands shall be further delineated consistent with methods currently accepted by the Oregon Division of State Lands and the US Army Corps of Engineers.**
  - b. Identify the vegetative cover status of all areas on the property that are within 200 feet of the top of bank of streams, rivers, and open water, are wetlands or are within 150 feet of wetlands, and are flood areas or are within 100 feet of flood areas. Vegetative cover status shall be as identified on the Metro Vegetative Cover map. In the event of a discrepancy between the Metro Vegetative Cover map and the**

existing site conditions, document the actual vegetative cover based on the following definitions along with a 2002 aerial photograph of the property;

1. **Low structure vegetation or open soils** — Areas that are part of a contiguous area one acre or larger of grass, meadow, crop-lands, or areas of open soils located within 300 feet of a surface stream (low structure vegetation areas may include areas of shrub vegetation less than one acre in size if they are contiguous with areas of grass, meadow, crop-lands, orchards, Christmas tree farms, holly farms, or areas of open soils located within 300 feet of a surface stream and together form an area of one acre in size or larger).
  2. **Woody vegetation** — Areas that are part of a contiguous area one acre or larger of shrub or open or scattered forest canopy (less than 60% crown-closure) located within 300 feet of a surface stream.
  3. **Forest canopy** — Areas that are part of a contiguous grove of trees of one acre or larger in area with approximately 60% or greater crown closure, irrespective of whether the entire grove is within 200 feet of the relevant water feature.
- c. Determine whether the degree that the land slopes upward from all streams, rivers, and open water within 200 feet of the property is greater than or less than 25% (using the Clean Water Services Vegetated Corridor methodology); and
- d. Identify the riparian habitat classes applicable to all areas on the property using Table 8-1 below:

Distance in feet from Water Feature	Development/Vegetation Status			
	Developed areas not providing vegetative cover	Low structure vegetation or open soils	Woody vegetation (shrub and scatted forest canopy)	Forest Canopy (closed to open forest canopy)
<b>Surface Streams</b>				
0-50	Class II	Class I	Class I	Class I
50-100		Class II	Class I	Class I
100-150		Class II if slope >25%	Class II if slope >25%	Class II
150-200		Class II if slope >25%	Class II if slope >25%	Class II if slope >25%
<b>Wetlands (Wetland feature itself is a Class I Riparian Area)</b>				
0-100			Class I	Class I
100-150				Class II
<b>Flood Areas (undeveloped portion of a flood area is a Class I Riparian area)</b>				
0-100			Class II	Class II

2. **Verifying boundaries of inventoried upland habitat.** Upland habitat was identified based on the existence of contiguous patches of forest canopy, with limited canopy openings. The "forest canopy" designation is made based on analysis of aerial photographs, as part of determining the vegetative cover status of land within the region. Upland habitat shall be

as identified on the HCA map. The perimeter of an area delineated as "forest canopy" on the Metro Vegetative Cover map may be adjusted to more precisely indicate the drip line of the trees within the canopied area.

**ANALYSIS:** Riparian habitat and upland habitat have been inventoried and identified on the Natural Resources Inventory, Sheet C2.1. There is no FEMA 100-year floodplain located on or adjacent to the site

**FINDING:** This standard is met.

#### **Chapter 16.146 Noise**

##### **16.146.010 - Generally**

All otherwise permitted commercial, industrial, and institutional uses in the City shall comply with the noise standards contained in OAR 340-35-035. The City may require proof of compliance with OAR 340-35-035 in the form of copies of all applicable State permits or certification by a professional acoustical engineer that the proposed uses will not cause noise in excess of State standards.

##### **16.146.030 - Exceptions**

This Chapter does not apply to noise making devices which are maintained and utilized solely as warning or emergency signals, or to noise caused by automobiles, trucks, trains, aircraft, and other similar vehicles when said vehicles are properly maintained and operated and are using properly designated rights-of-way, travel ways, flight paths or other routes. This Chapter also does not apply to noise produced by humans or animals. Nothing in this Chapter shall preclude the City from abating any noise problem as per applicable City nuisance and public safety ordinances.

**ANALYSIS:** The proposed park improvements will not introduce any noise other than that produced by humans or animals in a typical in park settings and properly maintained vehicles operating and using designated rights-of-way and travel ways which are exempt from these requirements. The applicant relocated the proposed basketball court from its original location in the southeast corner of the site, as shown on the 2001 master plan, in response to neighbor's concerns about noise generated from the court.

**FINDING:** This standard is met. However, in consideration of the adjacent residential neighborhoods, a condition is warranted to ensure that potential noise sources are abated during the construction process.

**CONDITION:** Noise shall be kept at the minimum level possible during construction. The developer shall agree to aggressively ensure that all vehicles working in the development shall have adequate and fully functioning sound suppression devices installed and maintained at all times.

#### **DECISION**

Based upon review of the applicant's submittal information, review of the code, and public and agency comments, staff finds that the proposed subdivision does not fully comply with the standards but can be conditioned, as follows, to comply. Therefore, staff **approves the Woodhaven Park Phase II Improvements site plan application subject to the following conditions.**

## VI. CONDITIONS OF APPROVAL

### A. General Conditions

1. Compliance with the Conditions of Approval is the responsibility of the developer or its successor in interest.
2. This land use approval shall substantially comply with the submitted preliminary site plans and narrative dated May 25, 2015 prepared by Harper Houf Peterson Righellis Inc. except as indicated in the following conditions of the Notice of Decision. Additional development or change of use may require a new development application and approval.
3. The developer/owner/applicant is responsible for all costs associated with private/public facility improvements.
4. Private piping within the subject property shall be installed in accordance with the current Plumbing Code.
5. **This approval is valid for a period of two (2) years from the date of the decision notice.** Extensions may be granted by the City as afforded by the Sherwood Zoning and Community Development Code.
6. A temporary use permit must be obtained from the Planning Department in accordance with Section 16.86 of the Sherwood Zoning and Community Development Code prior to placing a construction trailer on-site.
7. This approval does not negate the need to obtain permits, as appropriate from other local, state or federal agencies even if not specifically required by this decision.

### B. Prior to issuance of grading or erosion control permits from the Building Department

1. Obtain a grading and erosion control permit for all areas graded as part of the public improvements.
2. A grading and erosion control permit shall be obtained from the Building Department for all grading on the private portion of the site.
3. Submit a tree protection plan showing how the trees to be retained will be protected throughout the grading of the site.
4. Prior to the issuance of the grading permit, the developer shall install tree protection fencing around any trees to be retained on site. The tree protection fencing shall be inspected and deemed appropriate by the arborist as verified in written documentation to be reviewed by the Planning Department.
5. Obtain a 1200C Erosion Control Permit through the Building Department for all the disturbed ground, both on and off site that is in excess of one acre in addition to meeting all CWS Design and Construction Standards. The applicant shall follow the latest requirements from DEQ and CWS for NPDES 1200-C Permit submittals. A copy of the approved and signed permit shall be provided to the City prior to holding a pre-construction meeting or commencing any construction activity.

### C. Prior to Final Site Plan Approval:

1. Submit the required final site plan review fee along with a brief narrative and supporting documents demonstrating how each of the final site plan conditions are met.

2. Submit the final site plans that include a legend and/or key notes identifying all symbols and abbreviations used on the plans.
3. Submit a revised landscape plan with the Final Site Plan submittal that demonstrates all landscaping materials meet the specified size and height requirements identified in Section 16.42.020.A.
4. Submit detailed calculations and plans with the Final Site Plan submittal demonstrating the area included in the parking lot landscaping calculations and the interior parking lot landscaping calculation, including the dimensions of the landscape island. The island is required to be at least 90 square feet and five (5) feet wide.
5. Submit signing specifications with the Final Site Plan for review and approval.
6. Submit a revised parking lot layout in conformation with Section 16.94.010.b.2 and 3 with the Final Site Plan for review and approval.
7. Submit a detail and cut sheet for the proposed bicycle rack with the Final Site Plan for review and approval.
8. Prior to approval of the Final Site Plan, submit a landscape plan for the 15-foot landscaped visual corridor along SW Sunset Blvd. meeting the standards of Section 16.142.030.
9. Prior to approval of the Final Site Plan, submit an inventory of existing street trees and documentation demonstrating the need for removal, including where the trees could be replaced or why an exemption to the replacement requirements should be granted, to the City Planning Department for review and approval.
10. Submit a revised tree inventory that complies with Section 16.142.070.C with the Final Site Plan submittal for review and approval.
11. Submit a detail and/or cut sheet for the proposed garbage and dog waste receptacle with the Final Site Plan submittal for review and approval.

**D. Prior to Issuance of a Building Permit:**

1. Submit engineering plans for all public improvements and/or connections to public utilities (water, sanitary sewer, storm water, and streets) to the Sherwood Engineering Department. The engineering plans shall conform to the design standards of the City of Sherwood's Engineering Department, Clean Water Services, Tualatin Valley Fire and Rescue, and other applicable requirements and standards. The plans shall be in substantial conformance with the utility plans dated May 26, 2015 and prepared by Harper Houf Peterson Righellis Inc.
2. Prior to issuance of building permits, submit plans to the Engineering Department demonstrating that all storm runoff from new impervious surfaces shall be water quality treated unless otherwise approved by the City of Sherwood and Clean Water Services.
3. Prior to the issuance of building permits, the applicant shall obtain final storm water design approval from the City Engineering department.
4. Prior to issuance of building permits, the applicant shall obtain a Service Provider Letter and Storm Water Connection Permit Authorization from Clean Water Services.
5. Sherwood Broadband utilities shall be installed as per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074 unless otherwise approved by the City of Sherwood IT Director.

**E. Prior to Final Occupancy:**

1. All public improvements shall be competed, inspected and approved, as applicable, by the City, CWS, TVF & R, TVWD and other applicable agencies.
2. Prior to issuance of a Certificate of Occupancy, install striping and signage in the parking lot that show all internal access aisles clearly marked indicating direction of flow to maintain vehicular and pedestrian safety.
3. Install the landscaping according to the landscape plan prior to the issuance of the occupancy permits or pay a security bond for 125% of the cost of the landscaping payable to the City. If the landscaping is not completed within six months, the security may be used by the City to complete the installation.

**F. On-going Conditions:**

1. The continual operation of the property shall comply with the applicable requirements of the Sherwood Zoning and Community Development Code.
2. The site be maintained in accordance with the approved site plan. In the event that landscaping is not maintained, in spite of the assurances provided, this would become a code compliance issue.
3. Comply with the Clean Water Service Provider Letter throughout the grading and re-vegetation of the site.
4. Noise shall be kept at the minimum level possible during construction. The developer shall agree to aggressively ensure that all vehicles working in the development shall have adequate and fully functioning sound suppression devices installed and maintained at all times.

**VII. Exhibits**

- A. Applicant's submittal with narrative and supporting documents
- B. E-mail from Tim Voorhies dated July 9, 2015
- C. Letter from Douglas Albo dated July 12, 2015
- D. E-mail from Gabriel Zapodeanu dated July 14, 2015
- E. E-mail from Joe Corello dated July 17, 2015
- F. Email from Nancy O'Connor dated July 17, 2015
- G. Letter from M. Gent dated July 20, 2015
- H. E-mail from Rod and Barbara Kerr dated July 23, 2015
- I. E-Mail from Jessica Maskew dated July 23, 2015
- J. Letter from John Hiser, representing himself, the Overcamps, Mahmouds, and Wegners dated July 24, 2015
- K. City of Sherwood Engineering Comments dated July 20, 2015
- L. Letter from CWS dated July 24, 2015
- M. Comment form from Tualatin Valley Fire and Rescue dated July 21, 2015
- N. E-mail from Henry English, Portland General Electric, dated July 9, 2015

**The site plan approval is valid for a period of two (2) years from the date of the decision, per Section 16.90.020.**

**Connie Randall**

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**From:** Tim Voorhies <TIM@steeltekindustries.com>  
**Sent:** Thursday, July 09, 2015 2:07 PM  
**To:** Connie Randall  
**Cc:** Krisanna Clark  
**Subject:** Woodhaven parks Phase 2  
**Attachments:** AVG Certification.txt

Connie,

After reviewing the plans I believe the city is making a mistake with the parking.

The city has a history of not putting in enough parking on other projects and developments.

Then the over flow rolls out to the streets in the neighbor hoods and the trouble begins.

The city would need to at least double the amount of parking to accommodate the people that use the park now.

And you are putting in a Basketball court if there is a pickup game, the existing lot would most likely be full with that activity alone.

Sincerely

Tim Voorhies  
Steel Tek Industries Inc.  
503-625-5507

July 12, 2015

Connie Randall  
Planning Department, City Hall  
22560 SW Pine Street  
Sherwood, OR 97140

RE: Woodhaven Park Phase II Improvements SP 15-05

To Whom It May Concern;

I would like to endorse the above referenced project and we live within a few steps from the eastern boundary of the project. What we like about the proposal is that it doesn't try to be too ambitious and keeps much of the green space intact. In addition, the project addresses some of the immediate needs of the park, i.e. a public restroom and parking.

The path around the perimeter of the park is an added bonus though it also leads to some questions. What is the material to be used for the path, will joggers be able to use it and will it be lighted? If not lighted, will there be hours in which it will be off use? Since the homes of Richen Park (of which we are an owner) are accessible from the community access point on the eastern edge of the project, we are somewhat concerned about late night accessibility by the public. To address this, you may want to consider being able to close off the NE loop access (just north of the butterfly garden) during evening hours.

Sincerely,



Douglas Albo  
23446 Richen Park Terrace  
Sherwood, OR 97140  
503.929.0448

**Connie Randall**

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**From:** Gabriel Zapodeanu <gabriel.zapodeanu@gmail.com>  
**Sent:** Tuesday, July 14, 2015 11:08 AM  
**To:** Connie Randall  
**Subject:** SP 15-04

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Connie,

Ref.: Woodhaven Park improvement project.

I coach soccer here in Sherwood and during every indoor season, spring, we are lacking any fields to practice soccer. All the sports fields are being used by Lacrosse, Baseball and Softball or the soccer competitive teams. I used the Woodhaven Park for practices and it was great to have it available for this.

I would like to ask if possible to add to the list of improvements a small turf field. I am very confident that we would see a lot of interest all year for this facility. Most of the grass soccer fields are muddy or extremely dry during the year. The cost of maintaing the turf field are low.

I could see very good use for this field for a large variety of pick up games. Sherwood has a growing soccer population.

Please let me know if I can help building the case for this.

Thank you,

Gabriel Zapodeanu  
cell: 503-309-4949

**Connie Randall**

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**From:** joe9924@comcast.net  
**Sent:** Friday, July 17, 2015 3:20 PM  
**To:** Connie Randall  
**Subject:** Woodhaven Park Phase 11

Hello Connie

Comments on the Park

1 The proposed parking lot, if installed should be on Pinehurst not Sunset  
The reason is that this corner is very busy both car and people  
If a parking lot was installed, I feel that it would be danger for cars and people  
Also, could cars turn left coming out? What about overnight parking?  
I don't think it should not be done

2 Basket ball court, Hey, this is a park for small children and some older folks  
Again do you want to sit in a park and hear teenagers yelling and  
noise of the ball all day and night, I you lived across the street from the court  
You would be the first to scream, Take it down

3 Flag Pole??????  
No flag pole, WHY??

4In general the improvements would be nice. But, why not just put in a few extra  
benches and a few picnic tables and just stop there

Thank you for reading and please keep me up to date on what is happening

Thank you  
Joe Corello  
1734 SW Inkster  
Sherwood

## **Exhibit F**

Woodhaven Park Phase II Improvements.

Thx for chance to provide comments. I am the owner of the townhome facing the park (one w the development sign in my front lawn) 17511 SW Heatherwood. As the windows and door face the park and I am the original owner, I am very glad to see improvements finally made to this step-child park.

I approve of the plan and have attended many many meetings over the years to say so. I especially approve that some parking is added as I have been eyewitness to the safety and traffic issues. I realize parking lots create their own issues and I hope the city is prepared to deal with that including locking the parking area at night. I am sure parking and traffic issues on Pinehurst will continue: professional attention is needed to those dangers.

My only additional comment is to request that the City assure line of sight is available thru the trees that border the park to the stream. I am an eyewitness to the many unsavory individuals and activities this overplanted area attracts along Pinehurst near Heatherwood. I helped COS plant that area over a decade ago. Overplanting is normal but so is thinning and that never took place. For health and safety please deal with this. I am a tree hugger for sure but a city park for children needs special attention.

Noreen O'Connor (Original owner and former resident of 17511 Heatherwood)

16250 Pacific Hwy UNIT 50

Lake Oswego, OR 97140

## **Exhibit G**

Woodhaven Park Phase II Improvements SP 15-05  
Case File No. SP 15-04

I have received the site plan and am very excited about the improvements to the Woodhaven Park. My family uses this park often throughout the year. The amount of work that has obviously been put into the design improvements is great and I am very thankful.

The one and only thing that I would really hope you guys would consider is adding more benches. This has been a problem for years as there are currently only three (3) benches. In reviewing the plans I have noticed that you are only adding two (2) more benches. I know there will also be picnic tables, but with the increase of people visiting this park, that won't be enough.

Please add four (4) more benches around the sandbox and four (4) benches around the basketball court. This will NOT raise the cost of the project by very much, but will make enjoying this park so much better.

Please, please, please seriously consider this.

Thanks for your time,  
M. Gent  
17229 SW Galewood Dr  
Sherwood, OR 97140

**Connie Randall**

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**From:** Rod and Barbara Kerr <rgbjkerr@gmail.com>  
**Sent:** Thursday, July 23, 2015 11:21 AM  
**To:** Connie Randall  
**Subject:** SP 15-04

We have a couple of suggestions with regard to the Woodhaven Park Improvements.

1: Please consider leaving 4 or 5 feet between the pathway and the back yard fences on the east side of the project, so that space is available for planting some shrubs or trees in the future as a buffer.

2: We would suggest that the basketball court have easily adjustable-height backboards. This court will probably be use by short youth who have a hard time with regulation-height baskets.

We look forward to the improvements to this wonderful neighborhood park.

Rod & Barbara Kerr  
23449 SW Richen Park Terrace  
503-610-1275  
[rgbjkerr@gmail.com](mailto:rgbjkerr@gmail.com)

**Connie Randall**

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**From:** Jessica Maskew <jmaskewrn@hotmail.com>  
**Sent:** Thursday, July 23, 2015 9:59 PM  
**To:** Connie Randall  
**Subject:** Woodhaven Park Project

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Greetings,

I live across the street from the Woodhaven Park and am very happy about the proposed project and enhancements to our neighborhood park!

I am wondering if you are planning to put another crosswalk on the East end of the park -- while there is currently one at the intersection of Sunset and Pinehurst there is not one located at the East end. Our cul-de-sac has a pathway to Sunset and it would be nice if we could safely access the park from that area.

Thanks,  
Jessica Maskew  
Woodhaven Resident

July 24, 2015

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

Re: Woodhaven Park Phase II Improvements SP 15-05

To Whom It May Concern,

I am writing this letter in regards to the recent Notice of Administrative Review for the proposed improvements to the Woodhaven Park. We understand that public comments will be considered but that there will be no public hearing providing a forum for the community to voice our concerns.

I, along with many of my neighbors, attended the previous public forum and had expressed many concerns as well as our appreciation of some of the aspects of the proposed improvements. This was a good opportunity for all of us to exchange our opinions and voice our concerns, however, as far as I am aware there has been no follow up by the City of Sherwood to our previous concerns and this raises the question of transparency and whether our current concerns will be heard. Many of the previous issues discussed have not been incorporated into the current proposed design and there has been no adjudication or communication of how the community's comments will be addressed. The following outline some of our major unresolved concerns:

- Bridge to Woodhaven neighborhood trail system – This was discussed with most if not everyone in attendance in agreement that this would be a valuable asset for the entire Sherwood community.
- Basketball Court – Many neighbors attending the previous forum expressed concern over the construction of a new basketball court: Is it necessary with other Basketball courts available in the community that do not receive much use? Can the money instead be spent on the connector bridge that would benefit the entire city of Sherwood?
- Hardscaped Path – Does it need to be hardscaped and does it need to be 10 feet wide? This is a small community park, this seems like an unnecessary expense. Can it be reduced to a more amenable size?
- East Boundary Path
  - Can the Path be offset from the East Property line so as not to infringe on the adjacent property owners privacy? Can that additional space be landscaped with shrubbery to achieve the above goal? Maybe this could be a community effort with the adjacent neighbors?
  - Concern was previously expressed regarding how water runoff (which is a current problem) is going to be addressed, the answer was that is not part of this Improvement Plan. With the construction of a new hardscaped path,

which we all understand is going to be constructed on top of the current filed drainage system, how is this going to be addressed PRIOR to completion of design so as not to add to the current water runoff problem for the neighbors?

- What will the new path elevation be? Will the path be raised from the current elevation rendering our fences inadequate for privacy from the many new visitors that will be walking by our homes within 20 feet? Can this be addressed in a formal open manner with input from the residents?
- Maybe some of the above issues can be addressed with a single solution: Offset the trail (maybe 8-10 ft.) so as not to infringe on the existing drainage system which would provide additional space for planting of privacy shrubbery and improve appearances for visitors to the park.

In summary, we would like confirmation that the City of Sherwood is accounting for our concerns and that the community's voice is being heard, we would like the process to be transparent and to know that these issues will be resolved as part of the improvement plan.

Please feel free to contact me by email at [johndh7@yahoo.com](mailto:johndh7@yahoo.com). On behalf of me and many of my neighbors (a few of the many have signed below) we appreciate your effort to address our concerns.

Regards,



John Hiser and The Richen Park Community

The Overcamps

The Mahmood's

The Wegner's



# Engineering Land Use Application Comments

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To: Connie Randall, Associate Planner

From: Craig Christensen, P.E., Engineering Department

Project: Woodhaven Park (SP 15-04)

Date: July 20, 2015

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Engineering staff has reviewed the information provided for the above cited project. Final construction plans will need to meet the standards established by the City of Sherwood Engineering Department and Public Works Department, Clean Water Services (CWS) and Tualatin Valley Fire & Rescue in addition to requirements established by other jurisdictional agencies providing land use comments. City of Sherwood Engineering Department comments are as follows:

## Sanitary Sewer

Currently an 8-inch diameter public sanitary sewer main exists within SW Pinehurst Drive along the subject property frontage. Also an 8-inch diameter public sanitary sewer main exists along the east side of the subject property. No sewer exists within SW Sunset Boulevard. Since the property to the south of SW Sunset Boulevard across from the subject property is fully developed and has sanitary sewer service, no public sanitary sewer main extensions are required. The proposed project will need to connect into a public sanitary sewer main at a location approved by the Engineering Department.

## Water

Currently there is a 10-inch diameter public water main existing within SW Pinehurst Drive and a 12-inch diameter public water main within SW Sunset Boulevard along the frontage of the subject property. No public water main extensions are required. Water service currently exists for the subject property. Water service for this portion of the property is anticipated to come from existing service within the property. Domestic and irrigation water flow calculations to be supplied to Public Works for verification of meter sizing.

## Storm Sewer

Currently a 12-inch diameter public storm main exists within SW Sunset Boulevard along the frontage of the subject property. There is also an existing 12-inch diameter public storm main along the east side of the property which flows to an existing water quality swale within the northeast corner of the subject property.

Project: Woodhaven Park (SP 15-04)  
Date: July 20, 2015  
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The proposed development will consist of the addition of impervious surface. All storm runoff from new impervious surface shall be water quality treated unless otherwise approved by the City of Sherwood and Clean Water Services.

If the existing water quality swale is to be used for treatment of the new impervious area, proof of treatment capacity and upgrading of the facilities to current CWS standards will be required.

#### Transportation

Currently SW Sunset Boulevard is a 2-lane arterial street with a 16-foot wide paved section from center line to curb with a 5.5-foot wide landscape strip with an 8-foot wide sidewalk within a 40-foot half street right-of-way section along the subject property frontage. This paved section increases in width to accommodate a left turn lane at the SW Sunset Boulevard/SW Pinehurst Street intersection at the southwest corner of the subject property. City standards for a 2-lane arterial street require 18 feet of pavement from center line to curb with a 5-foot wide landscape strip with an 8-foot wide sidewalk within a 32-foot half street right-of-way section. Currently the width of SW Sunset Boulevard is 2 feet too narrow to provide the 6 feet of bicycle lane required by city standards. Widening of this additional 2 feet would not be in proportion with the amount of work to be performed on the site since it would result in curb, street tree, street light and sidewalk removal and replacement. Therefore, improvements to SW Sunset Boulevard are not required.

Currently SW Pinehurst Drive is a neighborhood street with a 15-foot wide paved section from center line to curb with a 5.5-foot wide landscape strip with an 8-foot wide sidewalk within a 30-foot half street right-of-way section along the subject property frontage. City standards for a neighborhood street require 18 feet of pavement from center line to curb with a 5-foot wide landscape strip with an 8-foot wide sidewalk within a 32-foot half street right-of-way section. Currently the width of SW Pinehurst Drive is 3 feet too narrow to meet City standards. Also the sidewalk along SW Pinehurst Drive is 3 feet too narrow while the right-of-way along SW Pinehurst Drive is 2 feet too narrow to comply with City standards. Since these improvements are consistent throughout SW Pinehurst Drive and since it is unlikely that street widening improvements along SW Pinehurst will occur in the future due to full development, improvements to SW Pinehurst Drive are not required.

Two new driveways are proposed to be installed on the north side of SW Sunset Boulevard for access to a new parking lot within the subject property. The easternmost new driveway will only be for entering the parking lot while the westernmost driveway will be the only exit for the parking lot. A Design Modification Request for the location of the new driveways was approved by the City Engineer. Commercial driveways shall be constructed in the location shown on the submitted Land Use Plan unless otherwise approved by the City Engineer.

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Date: July 20, 2015  
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Grading and Erosion Control:

The Engineering Department requires a grading permit for all areas graded as part of the public improvements. The Engineering permit for grading of the public improvements is reviewed, approved and released as part of the public improvement plans.

An erosion control plan and permit is required from the City of Sherwood Engineering Department for all public and private improvements. The erosion control permit is reviewed, approved and released as part of the public improvement plans.

City policy requires that prior to grading, a grading and erosion control permit shall be obtained from the Building Department for all grading on the private portion of the site.

Area of disturbance shall be kept to less than 1 acre unless a NPDES 1200-CN permit has been obtained.

Other Engineering Issues:

A Service Provider Letter and Storm Water Connection Permit Authorization from Clean Water Services are required.

An 8-foot wide public utility easement exists along the subject property frontage to SW Pinehurst Street and SW Sunset Boulevard. No additional dedication is necessary.

Private piping within the subject property shall be installed in accordance with the current Plumbing Code.

Sherwood Broadband utilities shall be installed as per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074 unless otherwise approved by the City of Sherwood IT Director.

END OF COMMENTS

**MEMORANDUM**

**Date:** July 24, 2015  
**To:** Connie Randall, Associate Planner, City of Sherwood  
**From:** Jackie Sue Humphreys, Clean Water Services (the District)  
**Subject:** Woodhaven Park Phase II, SP 15-04, 2S131DB01800, 01900

Please include the following comments when writing your conditions of approval:

**PRIOR TO ANY WORK ON THE SITE**

A Clean Water Services (the District) Storm Water Connection Permit Authorization must be obtained prior to plat approval and recordation. Application for the District's Permit Authorization must be in accordance with the requirements of the Design and Construction Standards, Resolution and Order No. 07-20, (or current R&O in effect at time of Engineering plan submittal), and is to include:

- a. Detailed plans prepared in accordance with Chapter 2, Section 2.04.2.b-1.
- b. Detailed grading and erosion control plan. An Erosion Control Permit will be required. Area of Disturbance must be clearly identified on submitted construction plans. If site area and any offsite improvements required for this development exceed one-acre of disturbance, project will require a 1200-CN Erosion Control Permit. If site area and any offsite improvements required for this development exceed five-acres of disturbance, project will require a 1200-C Erosion Control Permit.
- c. Detailed plans showing each lot within the development having direct access by gravity to public storm and sanitary sewer.
- d. Provisions for water quality in accordance with the requirements of the above named design standards. Water Quality is required for all new development and redevelopment areas per R&O 07-20, Section 4.05.5, Table 4-1. Access shall be provided for maintenance of facility per R&O 07-20, Section 4.02.4.

- e. If use of an existing offsite or regional Water Quality Facility is proposed, it must be clearly identified on plans, showing its location, condition, capacity to treat this site and, any additional improvements and/or upgrades that may be needed to utilize that facility.
- f. If private lot LIDA systems proposed, must comply with the current CWS Design and Construction Standards. A private maintenance agreement, for the proposed private lot LIDA systems, needs to be provided to the City for review and acceptance.
- g. Show all existing and proposed easements on plans. Any required storm sewer, sanitary sewer, and water quality related easements must be granted to the City.
- h. Site contains a "Sensitive Area." Applicant shall comply with the conditions as set forth in the Service Provider Letter No. 15-000854, dated April 20, 2015.
- i. Clean Water Services shall require an easement over the Vegetated Corridor conveying storm and surface water management to Clean Water Services that would prevent the owner of the Vegetated Corridor from activities and uses inconsistent with the purpose of the corridor and any easements therein.
- j. Detailed plans showing the sensitive area and corridor delineated, along with restoration and enhancement of the corridor.
- k. Prior to any activity within the sensitive area, the applicant shall gain authorization for the project from the Oregon Department of State Lands (DSL) and US Army Corps of Engineers (USACE). The applicant shall provide Clean Water Services or its designee (appropriate city) with copies of all DSL and USACE project authorization permits.
- l. Any proposed offsite construction activities will require an update or amendment to the current Service Provider Letter for this project.

## CONCLUSION

This Land Use Review does not constitute the District's approval of storm or sanitary sewer compliance to the NPDES permit held by the District. The District, prior to issuance of any connection permits, must approve final construction plans and drainage calculations.



# NOTICE OF APPLICATION AND REQUEST FOR COMMENTS

Notice Date: July 8, 2015  
**Please submit comments by: July 24, 2015**

Notice is hereby given that the Sherwood Planning Department will make a staff level decision concerning an application for Site Plan review of the Woodhaven Park Phase II Improvements.

<b>Case File No.:</b> SP 15-04	<b>Tax Map/Lot:</b> 2S131DB – 1800 and 1900
<b>Address:</b> 17375 SW Sunset Boulevard	<b>Property Location:</b> Northeast corner of Sunset Boulevard and Pinehurst Street
<b>Applicant:</b> Sherwood Community Services Dept. Attn: Kristen Switzer 22560 SW Pine Street Sherwood, OR 97140	<b>Property Owner:</b> City of Sherwood 22560 SW Pine Street Sherwood, OR 97140

**Staff Contact:** **Connie Randall, Associate Planner** 503-625-4208  
[randalle@sherwoodoregon.gov](mailto:randalle@sherwoodoregon.gov)

**Proposal:** The City of Sherwood Community Services Department seeks approval of a Site Plan Review application for Woodhaven Park Phase II Improvements. Woodhaven Park is a 6.19-acre neighborhood park zoned Low Density Residential – Planned Unit Development (LDR-PUD) and is part of the Woodhaven PUD. Improvements to the park include: a 10-foot hard surfaced multiuse trail; additional playground equipment and facilities (1,319.4 sf.); full-size basketball court (5,640 sf.); restrooms and picnic shelter (1,140.8 sf.); butterfly garden; 10-space parking lot (5,504 sf.); and additional benches (72 sf.).

**Applicable Code Criteria:** Sherwood Zoning and Community Development Code: §16.12 (Residential Land Use); §16.58.010 (Clear Vision); §16.90 (Site Planning); §16.92 (Landscaping); §16.94 (Off Street Parking and Loading); §16.110 (Sanitary Sewer); §16.112 (Water); §16.114 (Storm Water); §16.116 (Fire Protection); § 16.142 (Parks, Trees, and Open Space); §16.144 (Wetland, Habitat, and Natural Areas); and 16.146 (Noise).

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**COMMENTS – Woodhaven Park Phase II Improvements, SP 15-04**

- No comment
- We encourage approval of this request.
- Please address the following concerns should this application be approved:



**John Wolff IAAI-CFI**  
*Deputy Fire Marshal II*  
 (503) 259-1504 - direct  
 (503) 642-4814 - fax  
 (503) 649-8577 - main  
 John.Wolff@tvfr.com  
 11945 S.W. 70th Avenue  
 Tigard, OR 97223-9196  
 www.tvfr.com

\_\_\_\_\_  
 following reasons:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 to complete your comments.

Date: 7-21-15  
 Tel.: \_\_\_\_\_ (optional)  
 Email: \_\_\_\_\_ (optional)

**Connie Randall**

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**From:** Henry English <Henry.English@pgn.com>  
**Sent:** Thursday, July 09, 2015 7:54 AM  
**To:** Connie Randall  
**Subject:** SP 15-04 Woodhaven Park Phase II Improvements at NE corner of Sunset Blvd and Pinehurst St.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning Connie,  
PGE does not see any conflict with the proposed plan. If Electric facilities/upgrades are to be included in the planned improvements, please submit a Request for Service to our Service Coordinators at [Service.Coordinators@pgn.com](mailto:Service.Coordinators@pgn.com) with a scaled site plan and estimated electric load about 60 days ahead of construction start. If you have any questions, please feel free to call or email me.

Thanks,  
Hap

Henry English  
Service & Design Project Manager  
Portland General Electric  
503 672 5489  
2213 SW 153<sup>rd</sup> Dr.  
Beaverton, Or. 97006