City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Pre-Application Conference Notes

PAC 15-03

Meeting Date: May 11, 2015

Planning Staff Contact: Michelle Miller

503-625-4242 or millerm@sherwoodoregon.gov

Zone Change and Subdivision (s)

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

Proposed project name: Broadhurst Rezone, Parkway Plaza Residential Subdivision

PROPOSAL DESCRIPTION:

Change the zone from GC to MDRH
Proposal for an 8-lot subdivision for single-family homes

OWNER/APPLICANT:

Applicant's Representative: **AKS Engineering**
12965 SW Herman RD.
Tualatin OR 97062
Contact: Chris Goodell-503-563-6151

PROPERTY LOCATION: 17457, 17473, 17489, SW Parkway Ct.

Identified potential constraints/issues (wetlands, steep slopes, easements, etc?) steep slopes verify easement locations

Issues identified in the pre-app will likely concern the zone change and the easement issues.

Based on the information provided, NECESSARY APPLICATIONS: Subdivision, Plan Amendment

PROPOSED ZONING DISTRICT DIMENSIONAL REQUIREMENTS (Refer to Code § 16. 12 Residential Land Use Districts

C. Medium Density Residential High (MDRH)

The MDRH zoning district provides for a variety of medium density housing, including single-family, two-family housing, manufactured housing multi-family housing, and other related uses with a density of 5.5 to 11 dwelling units per acre. Minor land partitions are exempt from the minimum density requirement.

MINIMUM LOT SIZE: 5,000 sq. ft.

LOT WIDTH AT FRONT PROPERTY LINE: 25 ft

LOT WIDTH AT BUILDING LINE: 50 ft.

MINIMUM LOT DEPTH: 80 ft.

MAXIMUM HEIGHT: 30 ft. or two stories

Setbacks: Front 20ft. Side 5ft.(depends on height) Rear 20 ft. Corner Side 15 ft.
*Garage must be 20 ft.

☒ **NARRATIVE**
The applicant shall submit a narrative which provides findings based on the applicable approval standards. Failure to provide a narrative or adequately address criteria would be reason to consider an application incomplete and delay review of the proposal. The applicant should review the code for applicable criteria. This housing type is an entirely new concept for Sherwood, and standards would need to be addressed through the code amendment.

☒ **CLEAN WATER SERVICES SERVICE PROVIDER LETTER**

The applicant shall submit a CWS Service Provider Letter at time of application submittal. An application will not be deemed complete without a CWS Service Provider Letter or a CWS prescreening noting that a Service Provider Letter is not required.

☒ **LANDSCAPING (16.92)**

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

☒ **ON-SITE STORAGE (16.98)**

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

☒ **SIGNS (16.102)**

A separate permit is required for all permanent signs. Sign permits may be applied for through

the Sherwood Building Department. Banner sign permits are issued through the Sherwood Planning Department.

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

16.122.010 Generally

Chapter 16.120 - SUBDIVISIONS

Sections: Editor's note—Ord. No. 2011-011, § 1, adopted October 4, 2011, amended the Code by, in effect, repealing former Ch. 16.120, §§ 16.120.010 and 16.120.020, and adding a new Ch. 16.120. Former Ch. 16.120 pertained to general provisions, and derived from Ord. 86-851; Ord. 98-1053; and Ord. No. 2010-015, adopted October 5, 2010.

16.120.010 - Purpose

Subdivision regulations are intended to promote the public health, safety and general welfare; lessen traffic congestion; provide adequate light and air; prevent overcrowding of land; and facilitate adequate water supply, sewage and drainage.

16.120.020 - General Subdivision Provisions

A. Approval of a subdivision occurs through a two-step process: the preliminary plat and the final plat.

1.The preliminary plat shall be approved by the Approval Authority before the final plat can be submitted for approval consideration; and

2. The final plat shall reflect all conditions of approval of the preliminary plat.

B.All subdivision proposals shall conform to all state regulations set forth in ORS Chapter 92, Subdivisions and Partitions.

C. Future re-division

When subdividing tracts into large lots, the Approval Authority shall require that the lots be of such size and shape as to facilitate future re-division in accordance with the requirements of the zoning district and this Division.

D. Future Partitioning

When subdividing tracts into large lots which may be resubdivided, the City shall require that the lots be of a size and shape, and apply additional building site restrictions, to allow for the subsequent division of any parcel into lots of smaller size and the creation and extension of future streets.

E. Lot averaging

Lot size may be averaged to allow lots less than the minimum lot size allowed in the underlying zoning district subject to the following regulations:

1. The average lot area for all lots is not less than allowed by the underlying zoning district.

2. No lot created under this provision shall be less than 90 % of the minimum lot size allowed in the underlying zoning district.

3. The maximum lot size cannot be greater than 10 % of the minimum lot size.

F. Required Setbacks

All required building setback lines as established by this Code, shall be shown in the preliminary subdivision plat.

G.Property Sales

No property shall be disposed of, transferred, or sold until required subdivision approvals are obtained, pursuant to this Code.

16.120.030 - Approval Procedure-Preliminary Plat

A. Approval Authority

1. The approving authority for preliminary and final plats of subdivisions shall be in accordance with Section 16.72.010 of this Code.

a.A subdivision application for 4-10 lots will follow a Type II review process.

b.A subdivision application for 11-50 lots will follow a Type III review process.

c.A subdivision application for over 50 lots will follow a Type IV review process.

2.Approval of subdivisions is required in accordance with this Code before a plat for any such subdivision may be filed or recorded with County. Appeals to a decision may be filed pursuant to Chapter 16.76.

16.120.040 - Approval Criteria: Preliminary Plat

No preliminary plat shall be approved unless:

A. Streets and roads conform to plats approved for adjoining properties as to widths, alignments, grades, and other standards, unless the City determines that the public interest is served by modifying streets or road patterns.

B. Streets and roads held for private use are clearly indicated on the plat and all reservations or restrictions relating to such private roads and streets are set forth thereon.

C. The plat complies with applicable zoning district standards and design standards in Division II, and all provisions of Divisions IV, VI, VIII and IX. The subdivision complies with Chapter 16.128 (Land Division Design Standards).

D. Adequate water, sanitary sewer, and other public facilities exist to support the use of land proposed in the plat.

E. Development of additional, contiguous property under the same ownership can be accomplished in accordance with this Code.

F. Adjoining land can either be developed independently or is provided access that will allow

development in accordance with this Code.

G. Tree and woodland inventories have been submitted and approved as per Section 16.142.060.

H.The plat clearly shows the proposed lot numbers, setbacks, dedications and easements.

I. A minimum of five percent (5%) open space has been provided per Section 16.44.010.B.8 (Townhome-Standards) or Section 16.142.030 (Parks, Open Spaces and Trees-Single-Family Residential Subdivisions), if applicable.B. City Action

☒ TRANSPORTATION FACILITIES (16.106)

☒ SANITARY SEWER (16.110)

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

☒ WATER (16.112)

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

☒ STORM WATER (16.114)

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

☒ FIRE (16.116)

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

☒ OVERHEAD UTILITIES (16.118)

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

☒ **ENVIRONMENTAL RESOURCES (16.132)**. The applicant will need to confirm that CWS does not have any environmental resources on or near the site through the provision of a Service Provider Letter.

☒ STREET TREES (16.142.060) Minimum spacing based on canopy spread and based on the tree selected

☒ TREES ON PRIVATE PROPERTY (16.142.070)

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.

(Ord. No. 2011-009, § 2, 7-19-2011)

16.142.040 - 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:

1. Highway 99W 25 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. In no case shall trees be removed from the required visual corridor.

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).

E. Pacific Highway 99W Visual Corridor

1. Provide a landscape plan for the highway median paralleling the subject frontage. In order to assure continuity, appropriate plant materials and spacing, the plan shall be coordinated with the City Planning Department and ODOT.

2. Provide a visual corridor landscape plan with a variety of trees and shrubs. Fifty percent (50%) of the visual corridor plant materials shall consist of groupings of at least five (5) native evergreen trees a minimum of ten (10) feet in height each, spaced no less than fifty (50) feet apart, if feasible. Deciduous trees shall be a minimum of four (4) inches DBH and twelve (12) feet high, spaced no less than twenty-five (25) feet apart, if feasible.

New developments are required to achieve minimum canopy requirements, and may be required to inventory any existing trees. 40% single family.

APPLICABLE CODE CRITERIA

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

X Division II (Zoning Districts)	X 16.92 (Landscaping)	
16.12 Residential Land Use	X 16.94 (Off-Street Parking and Loading)	___ 16.124 (Property Line Adjustments)
	X 16.96 (On-Site Circulation)	x 16.128. (Land Division Design Standards)
	X 16.98 (On-Site Storage)	X 16.142 (Parks and Open Space)
	___ 16.102 (Signs)	___ 16.146 (Noise)
	X 16.106 (Transportation Facilities)	___ 16.148 (Vibrations)
	___ 16.106.030(D) (Additional Setbacks)	
	X 16.108.040.D (Clear Vision Areas)	___ 16.150 (Air Quality)
___	X 16.110 (Sanitary Sewers)	___ 16.152 (Odors)
___	X 16.112 (Water Supply)	___ 16.154 (Heat and Glare)
	X 16.114 (Storm Water)	___ 16.162 (Old Town Overlay District)
___	X 16.116 (Fire Protection)	___ 16.166 (Landmark Designation)
___	X 16.118 (Private Improvements)	___ 16.168 (Landmark Alteration)
	x 16.120 (Subdivisions)	

ADDITIONAL CONCERNS OR COMMENTS:

CONFIRM FEES WITH STAFF PRIOR TO SUBMITTAL. WE WILL HELP YOU TO CALCULATE THE FEES.

Fees from July 1, 2014

Type V Zone Change: $5330

Subdivision $6,222 plus $20 per lot

$466 per partition application

PROCEDURE

Type V Zone Change application is a recommendation by the Planning Commission and approval by the City Council

Private Street:
16.118.050 Private Streets
The construction of new private streets, serving single-family residential developments shall be prohibited unless it provides principal access to two or fewer residential lots or parcels i.e. flag lots. Provisions

Engineering Pre-Application Comments

City of Sherwood Oregon

To:	Brad Kilby, Planning Manager
From:	Craig Christensen, P.E., Engineering Department
Project:	PAC 15-03 (17457, 17473, 17489 & 17525 SW Parkway Court)
Date:	May 1, 2015

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

The existing subject property has an 8-inch diameter sanitary sewer main along its south side within SW Parkway Court and along the south side of Lot 7 of the "Parkway Plaza" subdivision. There is also an 8-inch diameter sanitary sewer main along the east side of Parcel 3 and a portion of Parcel 2 of Partition Plat 2012-011 within a public sanitary sewer easement. Sanitary sewer service will be required for all new lots within the proposed subdivision. It may be necessary to install a public sanitary sewer main to provide this service.

Any public sanitary sewer mains within private property will require a public easement meeting City of Sherwood standards. A private easement will need to be provided/obtained for any sanitary lateral that serves a lot by going through an adjacent lot or neighboring property. Additional access easement to access any existing or new sanitary sewer may be required. Any portion of the existing sanitary sewer system that will not be used shall be abandoned.

Water

An existing 8-inch diameter water main exists within SW Parkway Court with an 8-inch diameter water main/service serving the subject property. The blow off at the end of the 8-inch diameter water line within the subject property will likely need to be moved to the public street. Each lot within the new subdivision shall be provided a public water service. No water meters may be located within hardscape areas. Some existing services may need to be relocated/abandoned.

Any public water mains within private property will require a public easement meeting City of Sherwood standards. A private easement will need to be provided for any water

service that serves a lot by going through an adjacent lot. Any portion of the existing water system that will not be used shall be abandoned.

Storm Sewer

There is an existing 12-inch diameter storm sewer main along the east side of Lot 7 of the "Parkway Plaza" subdivision within a public storm drainage easement. There is also a 12-inch storm sewer south of Lot 7 of the "Parkway Plaza" subdivision. Storm sewer service will be required for all new lots within the proposed subdivision. It may be necessary to install a public storm sewer main to provide this service.

Any public storm sewer mains within private property will require a public easement meeting City of Sherwood standards. A private easement will need to be provided/obtained for any storm lateral that serves a lot by going through an adjacent lot or neighboring property. Additional access easement to access any existing or new storm sewer may be required. Any portion of the existing storm sewer system that will not be used shall be abandoned. A fence gate in the existing fence for access to the storm manhole south of Lot 7 of the "Parkway Plaza" subdivision may be required.

There is an existing water quality treatment facility northwest of Parcel 1 of Partition Plat 2012-011. The developer's engineer will be required to show the adequacy of the existing facility to provide treatment for the new subdivision.

Transportation

Currently the subject property has 2 driveways that access SW Parkway Court. New driveway installation and removal of existing driveways may be required. Currently SW Parkway Court is 28 feet curb to curb with a 5-foot wide landscape strip and 6-foot wide sidewalk on each side. This meets current design standards. Currently SW Parkway Court cul-de-sac is at full build out with a 40-foot curb radius with a 5-foot wide landscape strip and 6-foot wide sidewalk within a 52-foot right-of-way radius. This is below the current standard of 48-foot curb radius within a 60-foot right-of-way radius, however, upgrading the cul-de-sac to current standards would not likely have any significant benefits to the city as the cul-de-sac is short and it is likely not necessary for emergency vehicles to use it for a turn around. Therefore, no new improvements along SW Parkway Court are anticipated.

Highway 99 improvements were previously deferred until the development of Lots 7 and 8 of the "Parkway Plaza" subdivision. Street and sidewalk improvements will likely be required to be constructed as a condition of this development. An engineering plan was submitted in 2011 that shows the improvements that will likely be required within Highway 99 right-of-way.

A trip analysis of the subject property will be required to determine if new zoning will result in an increase of trips to/from the site.

From the subdivision layout submitted it appears that multiple lots will have access from the same driveway. Planning approval will be required for this condition.

No driveway access to Highway 99 or SW Meinecke Parkway will be allowed.

Other Engineering Issues:
Highway 99 is an Oregon Department of Transportation (ODOT) right-of-way and is subject to conditions imposed by ODOT.

Highway 99 (principal arterial) and SW Meinecke Parkway (arterial) will likely be required to have visual corridors meeting Sherwood Municipal Code standards.

Existing street lighting along SW Meinecke Parkway and SW Parkway Court appears adequate. No additional lighting is anticipated.

Lots configurations do not appear to be in compliance with the Sherwood Municipal Code. Planning approval of lot configuration required.

City of Sherwood standards require a minimum 8-foot wide Public Utility Easement (PUE) along all right-of-way. An 8-foot wide PUE exists along the subject property frontage to SW Parkway Court with 13.12 feet of PUE along the subject property frontage to SW Meinecke Parkway. However there is currently no 8-foot wide PUE along the subject property frontage to Highway 99. Dedication of an 8-foot wide PUE along the subject property frontage to Highway 99 will likely be required.

Additional private easement to encompass gas line may be necessary.

Sherwood Broadband utilities may be required to be installed along the subject property's frontage as per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074.

END OF COMMENTS

DISCLAIMER: The comments provided above are initial in nature and are in no way binding as to what conditions may or may not be imposed upon the development in the Notice of Decision.