



Home of the Tualatin River National Wildlife Refuge

Case No. SP 16-03  
Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date 2-23-16  
TYPE IV

### City of Sherwood Application for Land Use Action

**Type of Land Use Action Requested: (check all that apply)**

- Annexation
- Plan Amendment (Proposed Zone \_\_\_\_\_)
- Variance(list standard(s) to be varied in description)
- Site Plan (Sq. footage of building and parking area)
- Planned Unit Development
- Conditional Use
- Partition (# of lots \_\_\_\_\_)
- Subdivision (# of lots \_\_\_\_\_)
- Other: \_\_\_\_\_

*By submitting this form the Owner, or Owner's authorized agent/ representative, acknowledges and agrees that City of Sherwood employees, and appointed or elected City Officials, have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related specifically to the project site.*

Note: See City of Sherwood current Fee Schedule, which includes the "Publication/Distribution of Notice" fee, at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov). Click on Departments/Planning/Fee Schedule.

**Owner/Applicant Information:**

Applicant: City of Sherwood - Craig Sheldon Phone: 503.925.2310  
 Applicant Address: 22560 SW Pine Street Email: sheldonc@sherwoodoregon.gov  
 Owner: City of Sherwood Phone: \_\_\_\_\_  
 Owner Address: same Email: \_\_\_\_\_  
 Contact for Additional Information: Tammy Steffens 503.625.4213 steffent@sherwoodoregon.gov

**Property Information:**

Street Location: SW Foundary  
 Tax Lot and Map No: 2S132AB01400  
 Existing Structures/Use: vacant land  
 Existing Plan/Zone Designation: Retail Commercial (RC)  
 Size of Property(ies) .82 acres

**Proposed Action:**

Purpose and Description of Proposed Action: The City proposes to develop a community garden on this site which would be available to Sherwood community members. It would be done in two phases and would consist of approximately 80 garden beds of varying sizes and 1 shed. It will be fenced with a gate at each end.

Proposed Use: Community Garden

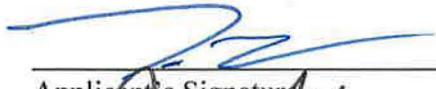
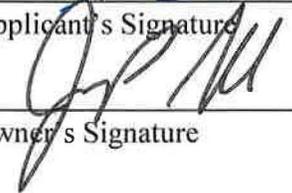
Proposed No. of Phases (one year each): 2

LAND USE APPLICATION FORM

**Authorizing Signatures:**

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.

  
\_\_\_\_\_  
Applicant's Signature  
  
\_\_\_\_\_  
Owner's Signature

2-22-2016  
Date  
2/23/2016  
Date

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

- 3 \* copies of Application Form** completely filled out and signed by the property owner (or person with authority to make decisions on the property).
- Copy of Deed** to verify ownership, easements, etc.
- At least 3 \* folded** sets of plans
- At least 3 \* sets** of narrative addressing application criteria
- Fee** (along with calculations utilized to determine fee if applicable) - *being transferred internally*
- Neighborhood Meeting Verification** including affidavit, sign-in sheet and meeting summary (required for Type III, IV and V projects)
- Signed checklist** verifying submittal includes specific materials necessary for the application process

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



## **Neighborhood Meeting Notice**

### **City Projects:**

# **Community Garden & SW First Street Parking Lot**

**A Neighborhood Meeting will be held on Wednesday, December 2, 2015** to inform Old Town Sherwood neighbors surrounding the Sherwood Community Garden and the SW First Street Parking Lot project sites about the proposed developments. The Community Services Department is planning to submit a land use application for the Community Garden. The Community Development Department is planning to submit a land use application for the SW First St Parking Lot. We want to get feedback on the proposed plan. Interested community members are encouraged to attend. The proposed layout for each of these projects can be found below. The meeting will be held in the **Community Room at City Hall on December 2, 2015 from 6-7 pm.**

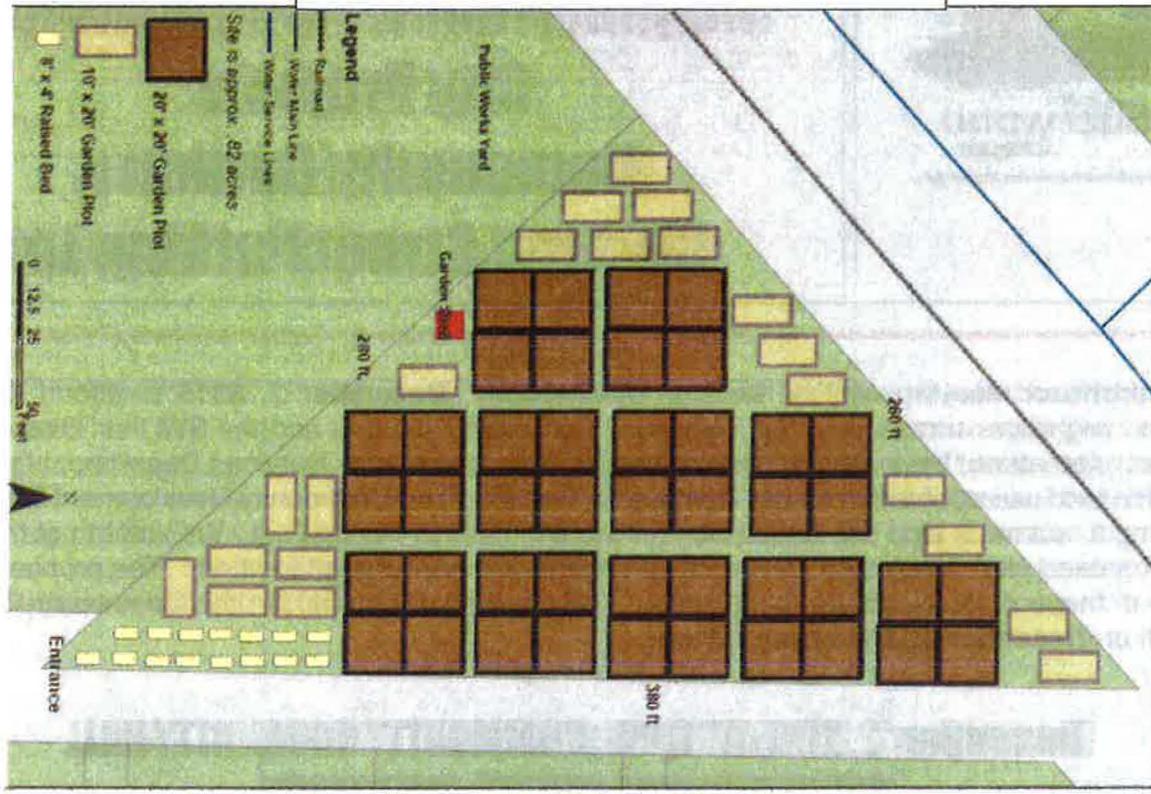
**December 2, 2015 AT 6 PM, COMMUNITY ROOM, CITY HALL  
22560 SW PINE STREET, SHERWOOD**

### **Project Proposal Information**

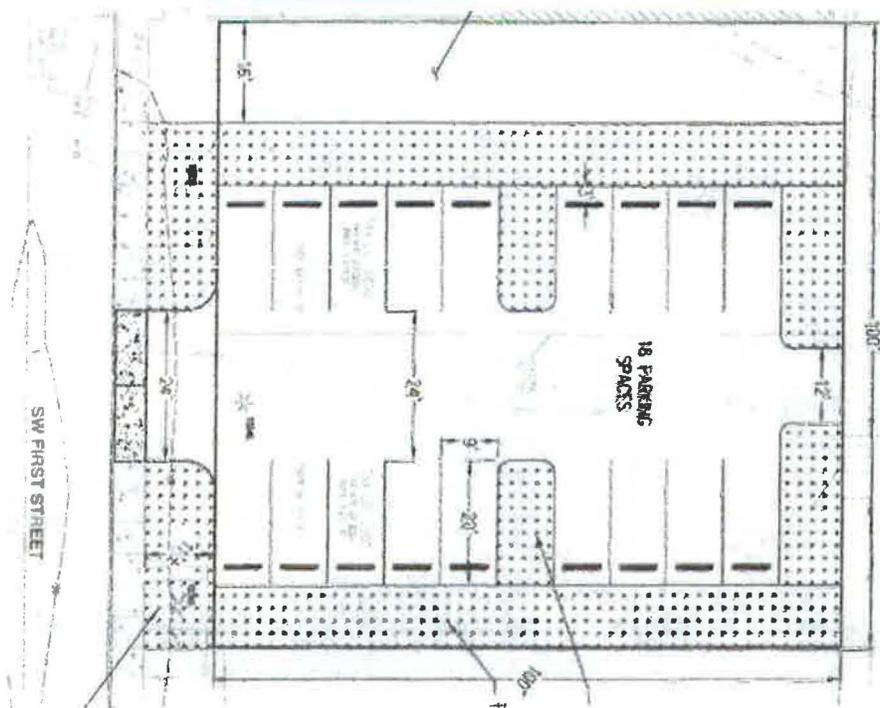


For more information about the proposal please contact:  
**Tammy Steffens, Community Services Department 503-625-4213, or [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov)**

## Proposed Community Garden



## Proposed Parking Lot



For more information about the proposal please contact:  
**Tammy Steffens, Community Services Department 503-625-4213, or [steffent@sherwoodoregon.gov](mailto:steffent@sherwoodoregon.gov)**



## AFFIDAVIT OF POSTING

### CITY FILE # / DESCRIPTION:

**Sherwood Community Garden and SW 1<sup>st</sup> Street Parking Lot**

I, Michelle Babcock do hereby certify that on November 6, 2013 the following action took place:

- A public notice was posted in five (5) conspicuous places - City Hall, Library, Sherwood Senior Center, YMCA, and the Sherwood Post Office.
- A sign identifying the proposed land use action was placed on the subject property.
- Notice to property owners within 1,000-feet of the site was placed in a U.S. Mail receptacle.
- Published notice was sent to local daily or weekly newspaper.

Signed:

  
Planning Department



***(SIGNED AFFIDAVIT TO BE PLACED IN APPROPRIATE PLANNING FILE FOR THE RECORD.)***



6605 SE Lake Road, Portland, OR 97222 • PO  
 Box 22109 • Portland, OR 97269-2109  
 Phone: 503-684-0360 Fax: 503-620-3433  
 E-mail: [legals@commnewspapers.com](mailto:legals@commnewspapers.com)

**AFFIDAVIT OF PUBLICATION**

State of Oregon, County of Washington, SS  
 I, Charlotte Allsop, being the first duly sworn,  
 depose and say that I am the Accounting  
 Manager of *The Times* (serving Tigard,  
 Tualatin & Sherwood), a newspaper of  
 general circulation, published at Beaverton,  
 in the aforesaid county and state, as defined  
 by ORS 193.010 and 193.020, that

**City of Sherwood  
 Notice of Open House Neighborhood  
 Meeting - Community Garden  
 TT12098**

A copy of which is hereto annexed, was  
 published in the entire issue of said  
 newspaper for

**2**  
 Successive and consecutive weeks in the  
 following issues:

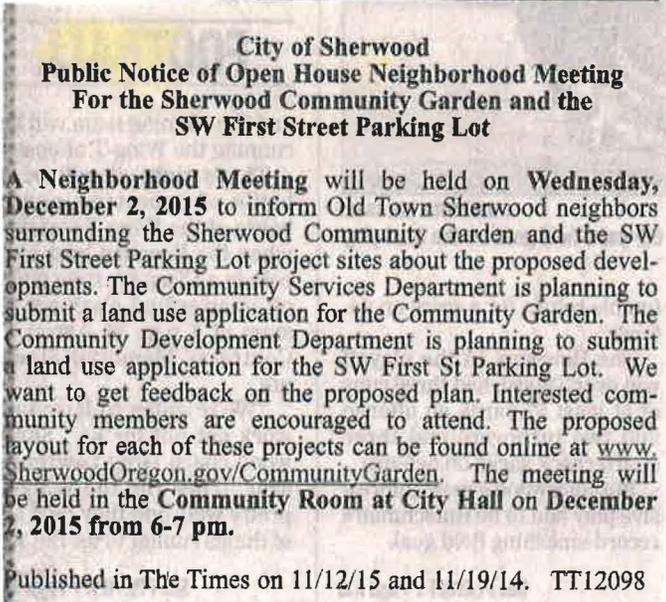
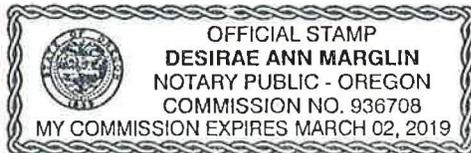
**November 12, 2015  
 November 19, 2015**

Charlotte Allsop  
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
 November 19, 2015.

Desirae A Marglin  
 NOTARY PUBLIC FOR OREGON  
 My commission expires March 02, 2019

Acct #108443  
 Attn: *Tammy Steffens*  
 City of Sherwood  
 22560 SW Pine Street  
 Sherwood, OR 97140



Size: 2 x 3"  
 Amount Due: \$108.60\*  
 \*Please remit to address above.



6605 SE Lake Road, Portland, OR 97222 • PO  
 Box 22109 • Portland, OR 97269-2109  
 Phone: 503-684-0360 Fax: 503-620-3433  
 E-mail: [legals@commnewspapers.com](mailto:legals@commnewspapers.com)

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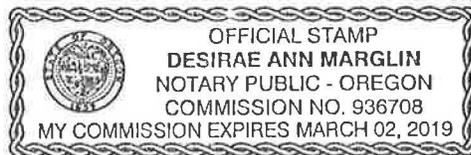
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 Successive and consecutive weeks in the  
 following issues:  
**November 12, 2015**  
**November 19, 2015**

*Charlotte Allsop*  
 Charlotte Allsop (Accounting Manager)

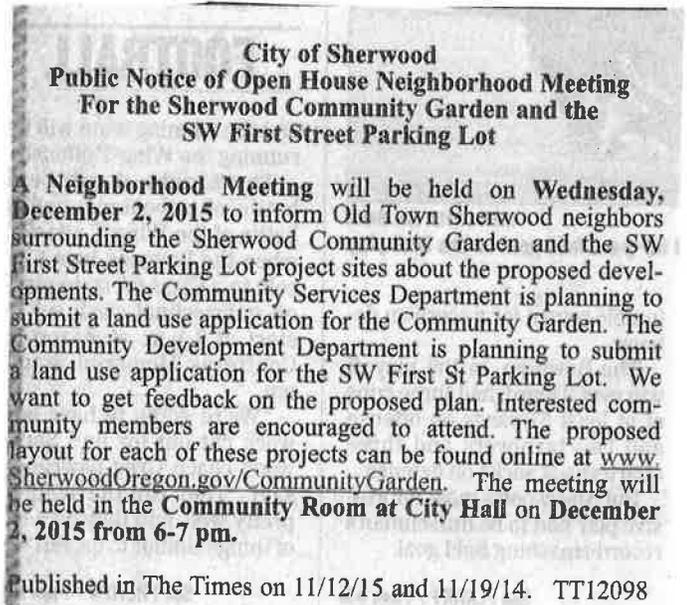
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*Desirae A Marglin*  
 NOTARY PUBLIC FOR OREGON  
 My commission expires *March 02, 2019*

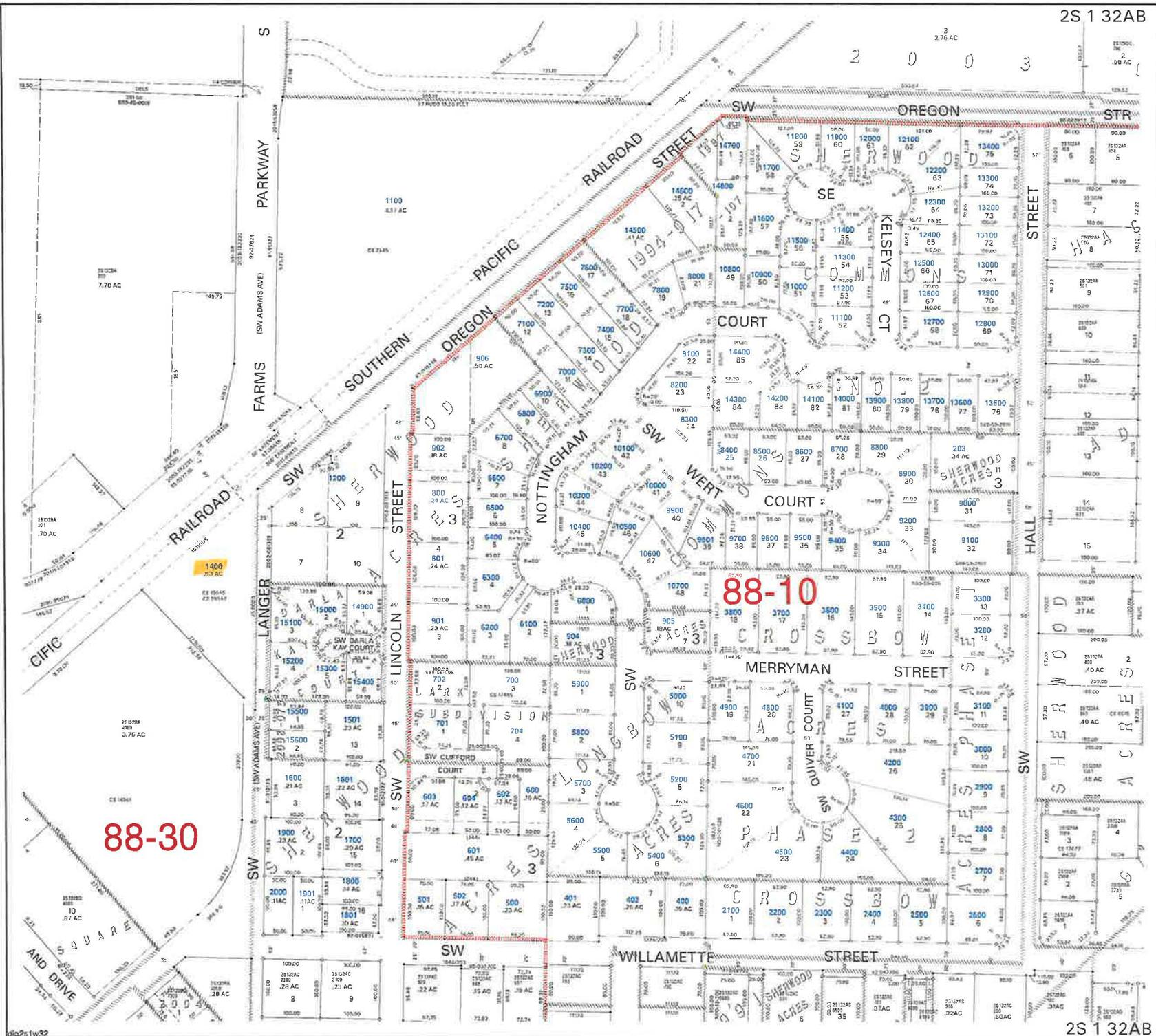
Acct #108443  
 Attn: *Tammy Steffens*  
 City of Sherwood  
 22560 SW Pine Street  
 Sherwood, OR 97140



Size: 2 x 3"  
 Amount Due: **\$108.60\***  
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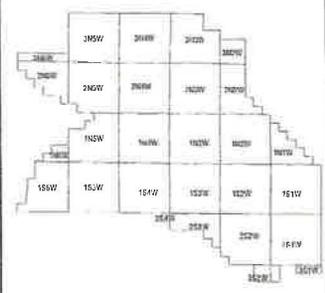






2S 1 32AB

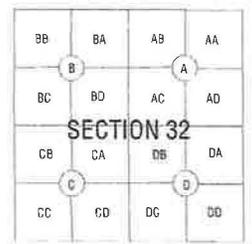
2S 1 32AB



WASHINGTON COUNTY OREGON  
NW 1/4 NE 1/4 SECTION 32 T2S R1W W.M.  
SCALE 1" = 100'



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT  
[www.co.washington.or.us](http://www.co.washington.or.us)



Cancelled Taxlots For: 2S132AB  
202,1300,301,300,402,303,700,200,900,800,100,201,1001,  
7900,1000,1101,1100-42,1300,1100-41.



PLOT DATE: July 15, 2015  
FOR ASSESSMENT PURPOSES  
ONLY - DO NOT RELY ON  
FOR OTHER USE

Map areas delineated by either gray shading or a cross-hatched pattern are for reference only and may not indicate the most current property boundaries. Please consult the appropriate map for the most current information.

SHERWOOD  
2S 1 32AB



**Date: February 22, 2016**

**Applicant's Narrative**

**Sherwood Community Garden**

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**TO:** PLANNING DEPARTMENT

**Project Summary**

The City proposes to develop a community garden which will be available to community members. The .82 acre community garden will be fenced with a gate at each end and will provide up to 80 garden beds. Several amenities are planned including a 120 square foot shed at full build out. The project will be developed in phases with approximately half of the beds in the first phase and the remainder in the second phase. Because this will be a largely volunteer and community organized facility, there are other possible amenities including, a "free little library", picnic tables, benches, etc.

**I. BACKGROUND**

**Applicant/Owner:** City of Sherwood  
22560 SW Pine Street  
Sherwood, OR 97140

**Applicant's  
Representatives:** Tammy Steffens, Community Garden Coordinator  
Craig Sheldon, Public Works Director

**Site Address:** No address; located between Public Works Yard and TVF&R Fire Station #33 at the end of Foundary Street

**Tax Lot:** 1400 on Washington County Tax Assessor Map 2S1-32AB

**Property Description:** The .82 acre property is zoned retail commercial (RC). It is also located within the Old Town overlay. The property is generally flat and vacant and sits at the end of Foundary Street between the Public Works Yard and the TVF&R Fire Station #33. The property is covered in grass. There are no trees currently on the property.

**Adjacent Zoning and Land Use:** The property to the east of the subject site is zoned IP and developed with the TVF&R fire station. On the southern end of the eastern property, is property zoned medium density residential low and developed with single family homes. To the southwest is property zoned retail commercial and developed with the Sherwood Public Works building and yard.

**parks and open space, public safety, electric power and communications.**

**Applicant's Response:** Irrigation for watering the garden beds is proposed and will be extended from an existing two inch line located at Public Works and will be a metered line. There are no structures proposed (other than some raised garden beds and a small shed). Electricity, storm water management, and sanitary sewer are not proposed. Garbage and recycling cans will be provided on site and will be maintained by the City Public Works department consistent with other public spaces.

- 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.**

**Applicant's Response:** The City owns and will maintain the site. It is envisioned that rental agreements for specific planter beds will include maintenance expectations and enforcement provisions. Therefore, it can be assured that the area will be adequately maintained.

- 4. The proposed development preserves significant natural features to the maximum feasible extent, including but not limited to natural drainageways, wetlands, trees, vegetation, scenic views and topographical features, and conforms to the applicable provisions of Chapters 5 of the Community Development Code.**

**Applicant's Response:** The only natural feature currently on the property is grass. The grass is planned to be removed. In areas that are not covered with garden plots will be bulk mulched to allow easy maintenance. It can be argued that the installation and usage of the garden areas will provide significantly more beauty, contrast and enjoyment than the current grass field.

- 5. Pursuant to Section 16.106.080, or at the discretion of the City Engineer, the applicant shall 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 shall be 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 shall be coordinated with the provider of the affected transportation facility.**

<b>When abutting residential zone or park</b>	<b>25 feet</b>
<b>Rear yard setback</b>	<b>0</b>
<b>When abutting residential zone or park</b>	<b>10 feet</b>
<b>Height</b>	<b>50 feet.</b>

**Applicant’s Response:** The only structure proposed will be a 120 square foot shed located adjacent to the portion of the property where the public works facility is located. The shed will be well within the height limit. No other structures are proposed other than raised garden beds which are considered landscaping, therefore all of the setbacks are met.

- **16.58.020 - Fences, Walls and Hedges.**

**E. Location—Non-Residential Zone:**

- 1. Fences up to eight (8) feet high are allowed along front, rear and side property lines, subject to Section 16.58.010. (Clear Vision) and building department requirements.**
- 2. A sound wall is permitted when required as a part of a development review or concurrent with a road improvement project. A sound wall may not be taller than twenty (20) feet.**
- 3. Hedges up to twelve (12) feet tall are allowed, however, when the non-residential zone abuts a residential zone the requirements of section 16.58.030.d.6. shall apply.**

**F. General Conditions—All Fences:**

- 1. Fences must be structurally sound and maintained in good repair. A fence may not be propped up in any way from the exterior side.**
- 2. Chain link fencing is not allowed in any required residential front yard setback.**
- 3. The finished side of the fence must face the street or the neighboring property. This does not preclude finished sides on both sides.**
- 4. Buffering: If a proposed development is adjacent to a dissimilar use such as a commercial use adjacent to a residential use, or development adjacent to an existing farming operation, a buffer plan that includes, but is not limited to, setbacks, fencing, landscaping, and maintenance via a homeowner's association or managing company must be submitted and approved as part of the preliminary plat or site plan review process per Section 16.90.020 and Chapter 16.122.**

**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 C.2. below.**

**Applicant's Response:** This site plan request is for a community garden which will include up 80 garden plots and raised planter beds. Each plot will be planted by the leasor based on their desire, therefore it is asserted that this section is not applicable to the use proposed.

## **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.**

Not applicable

## **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**

family uses, and along property lines separating residential zones from commercial or industrial uses. For new uses adjacent to inventoried environmentally sensitive areas, screening requirements shall be limited to vegetation only so as to preserve wildlife mobility. In addition, plants and other landscaping features may be required by the Review Authority in locations and sizes necessary to protect the privacy of residences and buffer any adverse effects of adjoining uses.

**Applicant's Response:** The entire area is landscaping and a horticultural use. It would not make sense to require landscaping to be screened therefore it is argued that it should not be required to screen this community garden. In addition, all areas of the site, except for the southernmost eastern edge is adjacent to property zoned commercial or institutional and public.

- **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.

- **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**

## **Division IX. - Old Town Overlay**

**Applicant's Response:** While this site is in the Old Town Overlay, Old Cannery Area, there are no structures proposed, other than a small shed planned which will be located adjacent to the existing public works yard on the west side of the site, therefore the majority of the standards do not apply. Parking is required to be 65% of what is otherwise required, however there is no specific parking required for this type of use and the project is not proposing to add additional parking, but rather utilize existing parking available on the street and at the public works facility. Landscaping other than the garden beds is not proposed.



00629410200400881530020025

I, Jerry Hanson, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, Oregon, do hereby certify that the within instrument of writing was received and records in the book of records of said county.

*Jerry Hanson*

Jerry R. Hanson, Director of Assessment and Taxation, Ex-Officio County Clerk



THIS SPACE RESERVEI



After recording return to:  
City of Sherwood  
20 NW Washington Street  
Sherwood, OR 97140

Until a change is requested all tax statements shall be sent to the following address:  
City of Sherwood  
20 NW Washington Street  
Sherwood, OR 97140

File No.: 7073-278777A (MH)  
Date: June 16, 2004

### STATUTORY WARRANTY DEED

**Mark Britcliffe and Darla Britcliffe**, Grantor, conveys and warrants to **City of Sherwood, an Oregon municipal Corporation**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

**PARCEL II:**

**A tract of land situated in the Northeast one-quarter of the Northwest one-quarter of Section 32, Township 2 South, Range 1 West, of the Willamette Meridian, in the City of Sherwood, County of Washington and State of Oregon, more particularly described as follows: Commencing 10.34 chains South of the quarter section corner on the North line of Section 32, Township 2 South, Range 1 West, of the Willamette Meridian; thence South 47 3/4 ' West 16 rods; thence South 42° East 17 rods; thence North 23 rods to the place of beginning.**

**This property is free from liens and encumbrances, EXCEPT:**

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.
2. The **2004-2005** Taxes, a lien not yet payable.

FATCO. NO. 278777-LO



APN:

Statutory Warranty Deed  
- continued

File No.: **7073-278777A (MH)**  
Date: **06/16/2004**

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

The true consideration for this conveyance is **\$183,000.00**. (Here comply with requirements of ORS 93.030)

Dated this 29 day of July, 2004

[Signature]  
Mark Britcliffe

[Signature]  
Darla Britcliffe

STATE OF Oregon )  
County of Clackamas ) ss.  
Washington )

This instrument was acknowledged before me on this 29 day of July, 2004 by Mark Britcliffe and Darla Britcliffe as of , on behalf of the Mark Britcliffe and Darla Britcliffe.

[Signature]

Mary Harvey  
Notary Public for Oregon  
My commission expires:



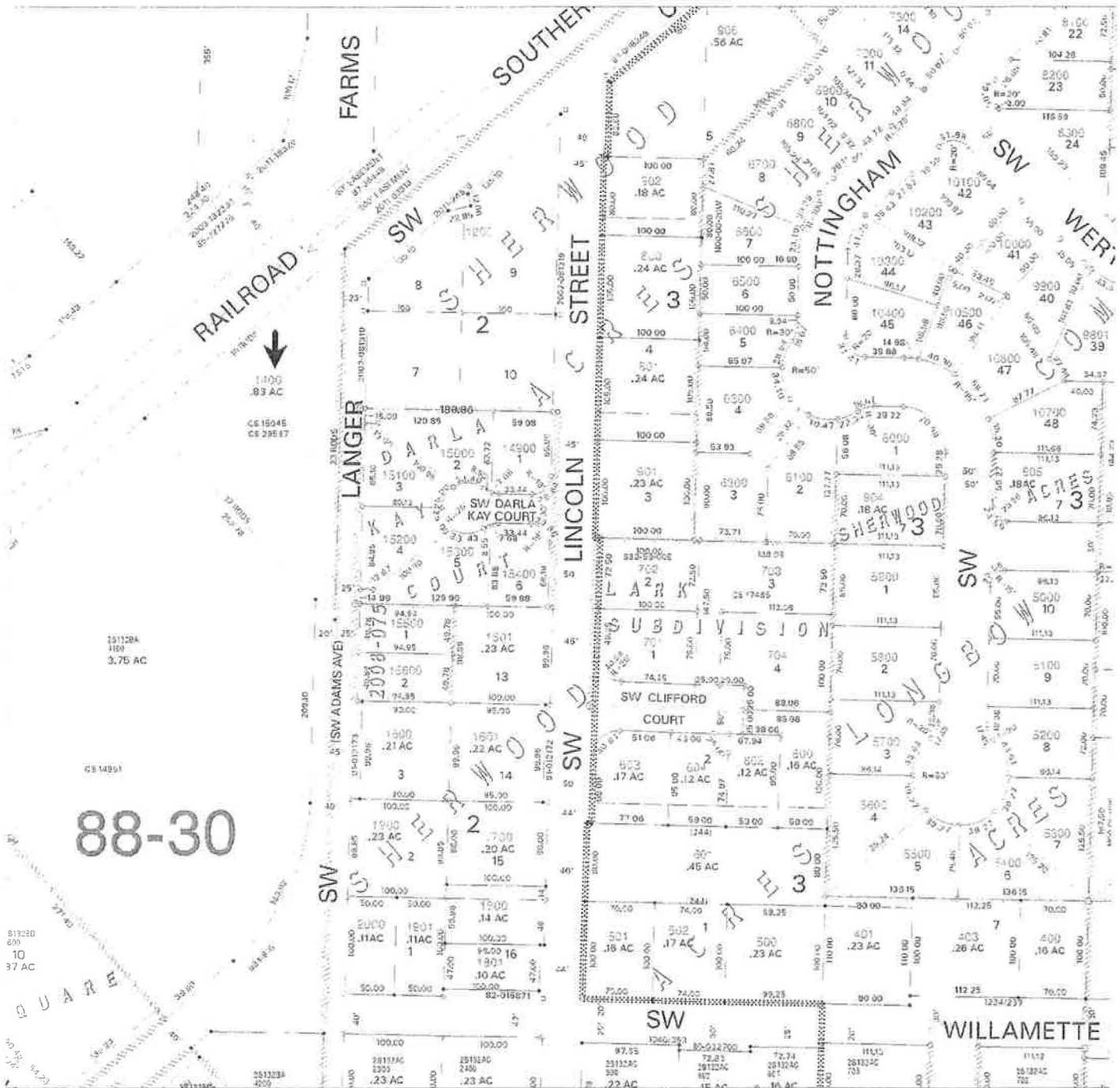


# First American Title Insurance Company of Oregon

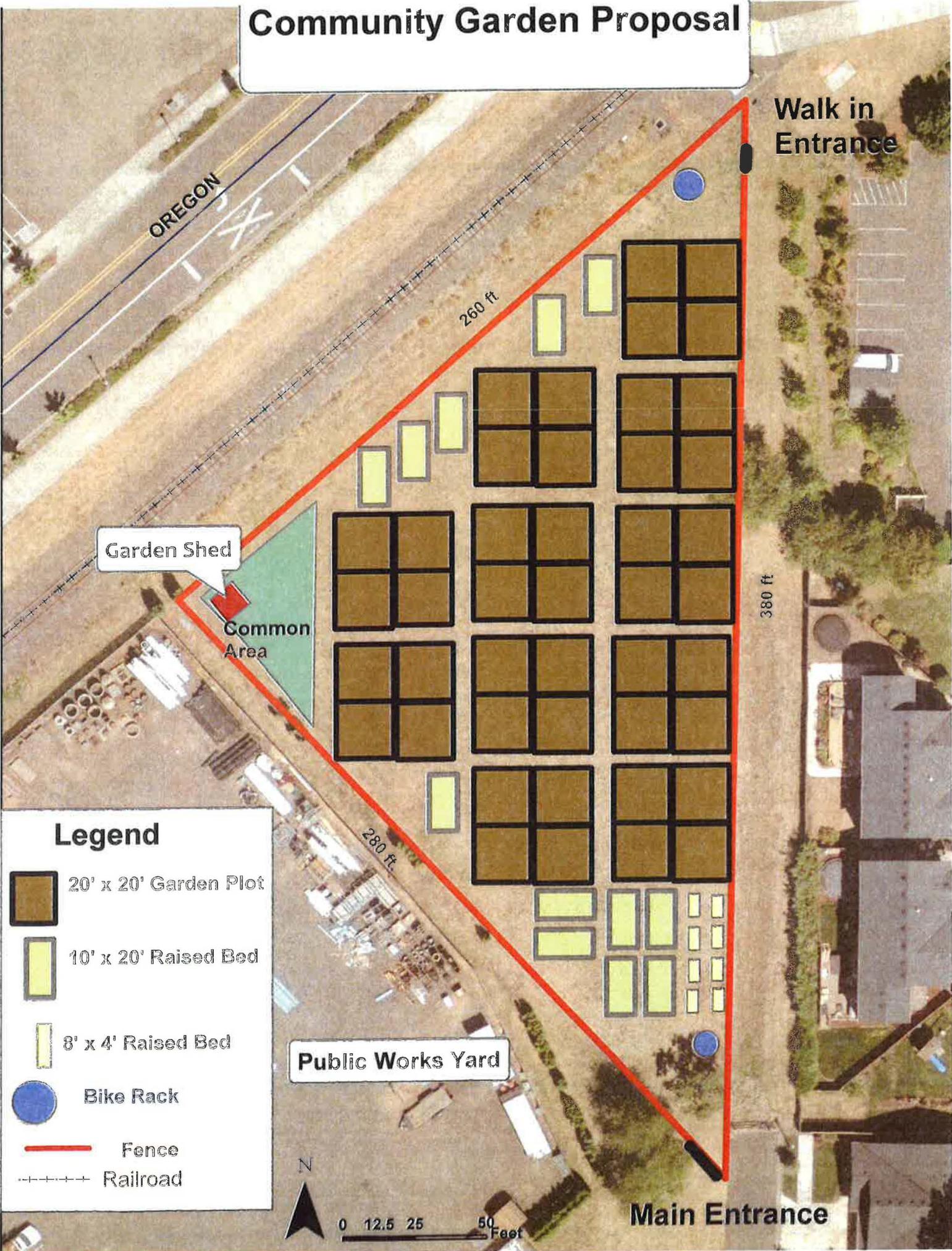
An assumed business name of TITLE INSURANCE COMPANY OF OREGON

This map is provided as a convenience in locating property  
First American Title Insurance Company assumes no liability for any variations as may be disclosed by an actual survey

## Reference Parcel Number 2S132AB 01400



# Community Garden Proposal



Walk in Entrance

OREGON

260 ft

Garden Shed

Common Area

380 ft

280 ft

Public Works Yard

## Legend

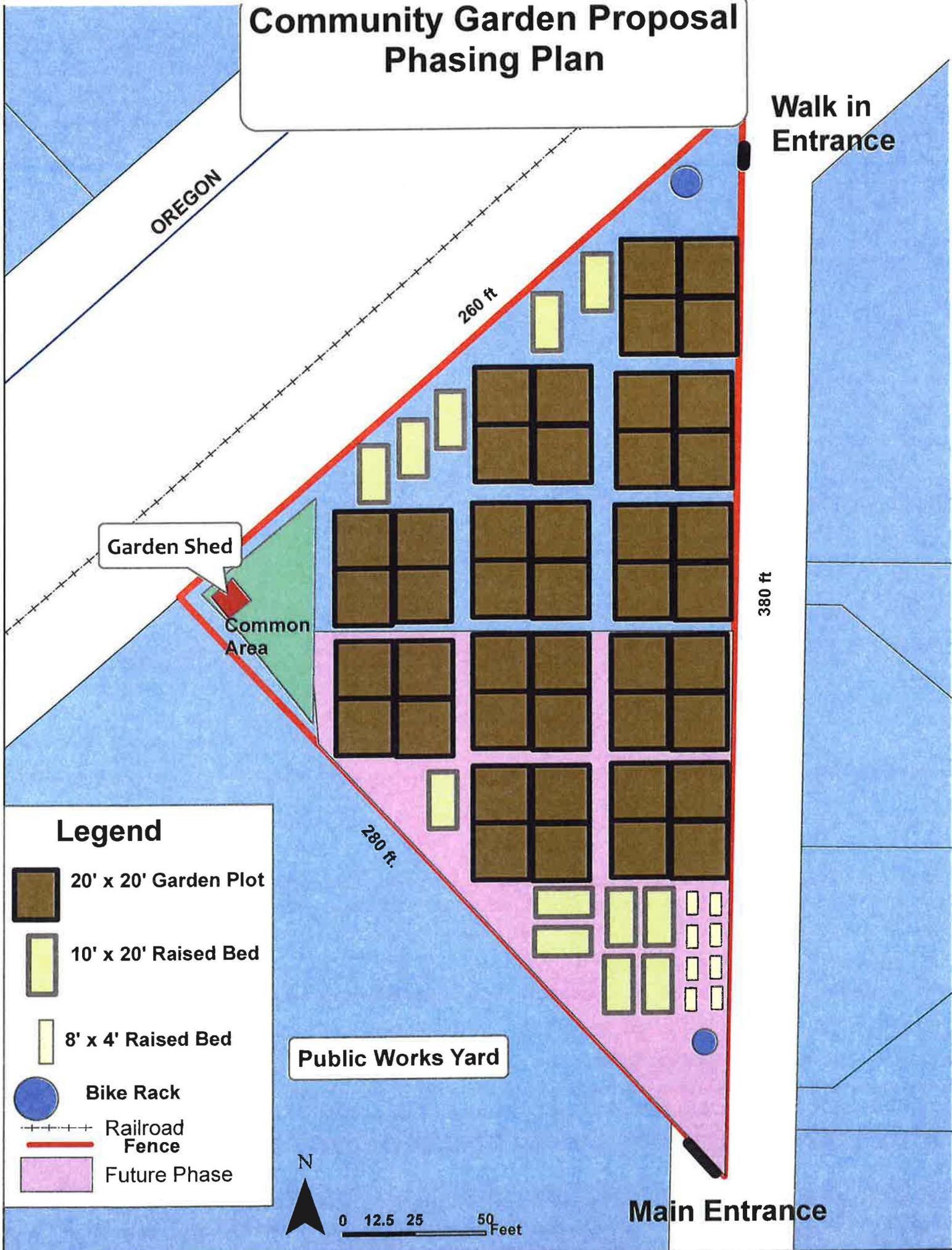
-  20' x 20' Garden Plot
-  10' x 20' Raised Bed
-  8' x 4' Raised Bed
-  Bike Rack
-  Fence
-  Railroad



0 12.5 25 50 Feet

Main Entrance

# Community Garden Proposal Phasing Plan



OREGON

Walk in Entrance

Garden Shed

Common Area

260 ft

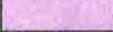
380 ft

280 ft

Public Works Yard

Main Entrance

## Legend

-  20' x 20' Garden Plot
-  10' x 20' Raised Bed
-  8' x 4' Raised Bed
-  Bike Rack
-  Railroad Fence
-  Fence
-  Future Phase



0 12.5 25 50 Feet

## Intercity Transfer Request

Reason for Transfer	Submitting Application for Land Use Action to the Planning Dept for the Community Garden and these are the necessary fees.
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Amount	\$7,138.00
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Account to charge	7640-3-91-0-8100
-------------------	------------------

Account to credit	4534-1-50-0-5006
-------------------	------------------

Authorized by:		Date: <u>2-22-2016</u>
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For Finance Use Only Posted by:	Date Received: Date Posted to GL:
------------------------------------	--------------------------------------

## Tammy Steffens

---

**From:** Michelle Miller  
**Sent:** Tuesday, January 26, 2016 4:06 PM  
**To:** Lynn Johnson  
**Cc:** Tammy Steffens; Bradley Kilby; Connie Randall  
**Subject:** Fees for Community Garden

Lynn,

The Planning fees are as follows:

Site Plan Type IV	\$ 6222.00
\$100 for each 10,000 sq. ft. beyond 15,000	200.00
Old Town Overlay	250.00
Type IV Notice	466.00

Grand Total \$ 7,138.00

No conditional use permit application is required. Gardens are permitted under the category "horticulture" in the retail commercial zone.

Thanks, Michelle

Michelle Miller, AICP

Senior Planner

City of Sherwood

[millerm@sherwoodoregon.gov](mailto:millerm@sherwoodoregon.gov)

503.625.4242

**OREGON STREET**

**P&W RAILROAD  
RIGHT-OF-WAY**

**TVF&R STATION**

**LINCOLN STREET**

**PROPOSED  
COMMUNITY  
GARDEN SITE  
AREA = 0.82 AC**

DARLA KAY

**COMMUNITY  
GARDEN  
SITE ACCESS**

**SITE BOUNDARY**

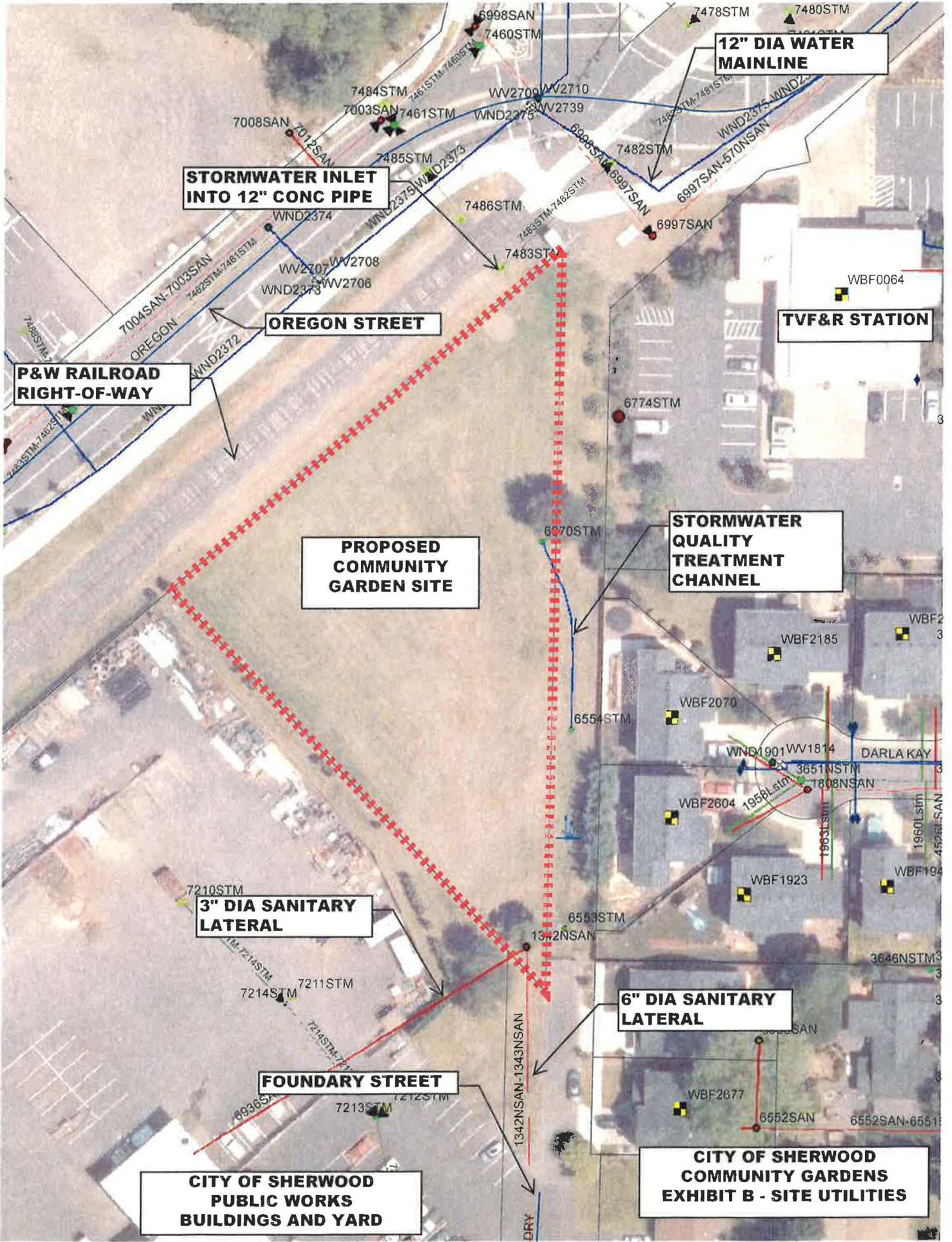
**FOUNDRY STREET**

FOUNDRY

**CITY OF SHERWOOD  
PUBLIC WORKS  
BUILDING AND YARD**

**CITY OF SHERWOOD  
COMMUNITY GARDENS  
EXHIBIT A - SITE LOCATION**





**12" DIA WATER MAINLINE**

**STORMWATER INLET INTO 12" CONC PIPE**

**OREGON STREET**

**P&W RAILROAD RIGHT-OF-WAY**

**TVF&R STATION**

**PROPOSED COMMUNITY GARDEN SITE**

**STORMWATER QUALITY TREATMENT CHANNEL**

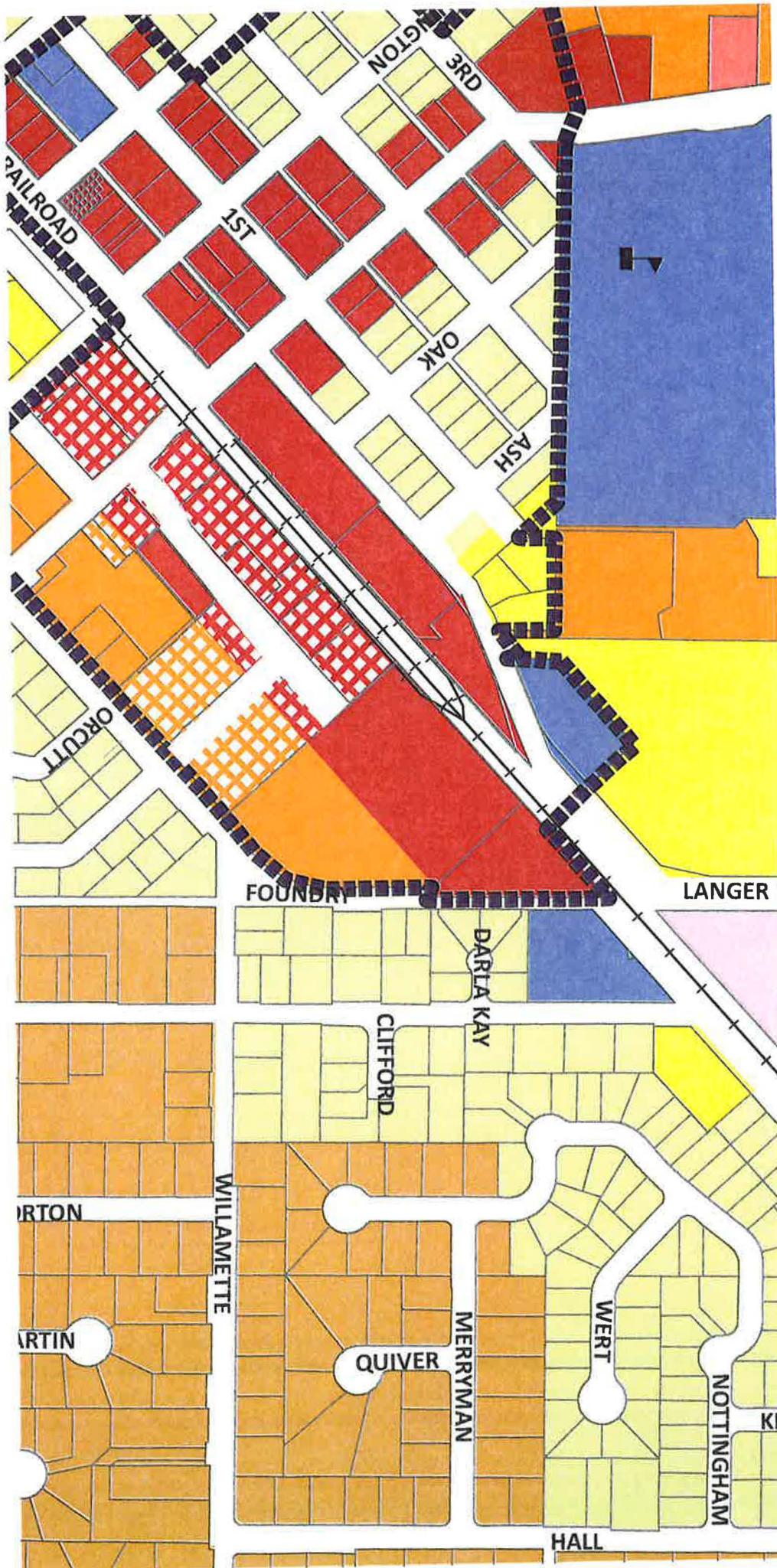
**3" DIA SANITARY LATERAL**

**6" DIA SANITARY LATERAL**

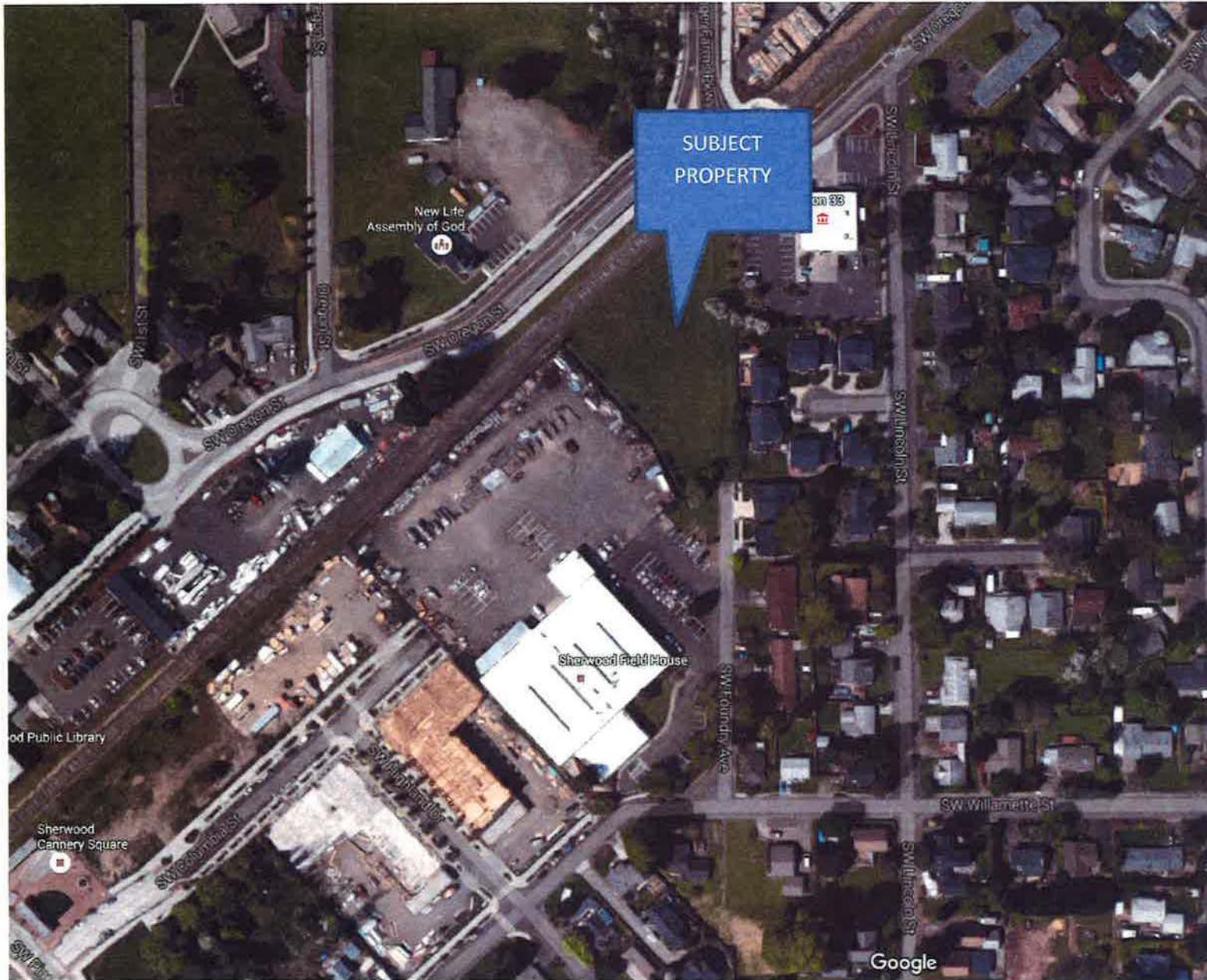
**FOUNDARY STREET**

**CITY OF SHERWOOD PUBLIC WORKS BUILDINGS AND YARD**

**CITY OF SHERWOOD COMMUNITY GARDENS EXHIBIT B - SITE UTILITIES**



# SURROUNDING LAND USES





Clean Water Services File Number

16-000588

### Sensitive Area Pre-Screening Site Assessment

1. Jurisdiction: Sherwood

2. Property Information (example 1S234AB01400)

Tax lot ID(s): 2S132AB01400

Site Address: \_\_\_\_\_

City, State, Zip: Sherwood, OR 97140

Nearest Cross Street: SW Foundary St

3. Owner Information

Name: Contact: Lynn Johnson

Company: City of Sherwood

Address: 22560 SW Pine St

City, State, Zip: Sherwood, OR 97140

Phone/Fax: (503) 925-2311

E-Mail: johnsonl@sherwoodoregon.gov

4. Development Activity (check all that apply)

- Addition to Single Family Residence (rooms, deck, garage)
- Lot Line Adjustment       Minor Land Partition
- Residential Condominium       Commercial Condominium
- Residential Subdivision       Commercial Subdivision
- Single Lot Commercial       Multi Lot Commercial

Other \_\_\_\_\_

Community Garden

5. Applicant Information

Name: Jeanette DeCastro

Company: City of Sherwood

Address: 22560 SW Pine St

City, State, Zip: Sherwood, OR 97140

Phone/Fax: 503-925-2305

E-Mail: decastroj@sherwoodoregon.gov

6. Will the project involve any off-site work?  Yes  No  Unknown

Location and description of off-site work \_\_\_\_\_

7. Additional comments or information that may be needed to understand your project \_\_\_\_\_

Community Garden is still at the land-use application step. Determining ESCP requirements for budget

This application does NOT replace Grading and Erosion Control Permits, Connection Permits, Building Permits, Site Development Permits, DEQ 1200-C Permit or other permits as issued by the Department of Environmental Quality, Department of State Lands and/or Department of the Army COE. All required permits and approvals must be obtained and completed under applicable local, state, and federal law.

By signing this form, the Owner or Owner's authorized agent or representative, acknowledges and agrees that employees of Clean Water Services have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related to the project site. I certify that I am familiar with the information contained in this document, and to the best of my knowledge and belief, this information is true, complete, and accurate.

Print/Type Name Jeanette DeCastro Print/Type Title Engineering Tech I

ONLINE SUBMITTAL

Date 2/15/2016

#### FOR DISTRICT USE ONLY

Sensitive areas potentially exist on site or within 200' of the site. THE APPLICANT MUST PERFORM A SITE ASSESSMENT PRIOR TO ISSUANCE OF A SERVICE PROVIDER LETTER. If Sensitive Areas exist on the site or within 200 feet on adjacent properties, a Natural Resources Assessment Report may also be required.

Based on review of the submitted materials and best available information Sensitive areas do not appear to exist on site or within 200' of the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider letter as required by Resolution and Order 07-20, Section 3.02.1. All required permits and approvals must be obtained and completed under applicable local, State, and federal law.

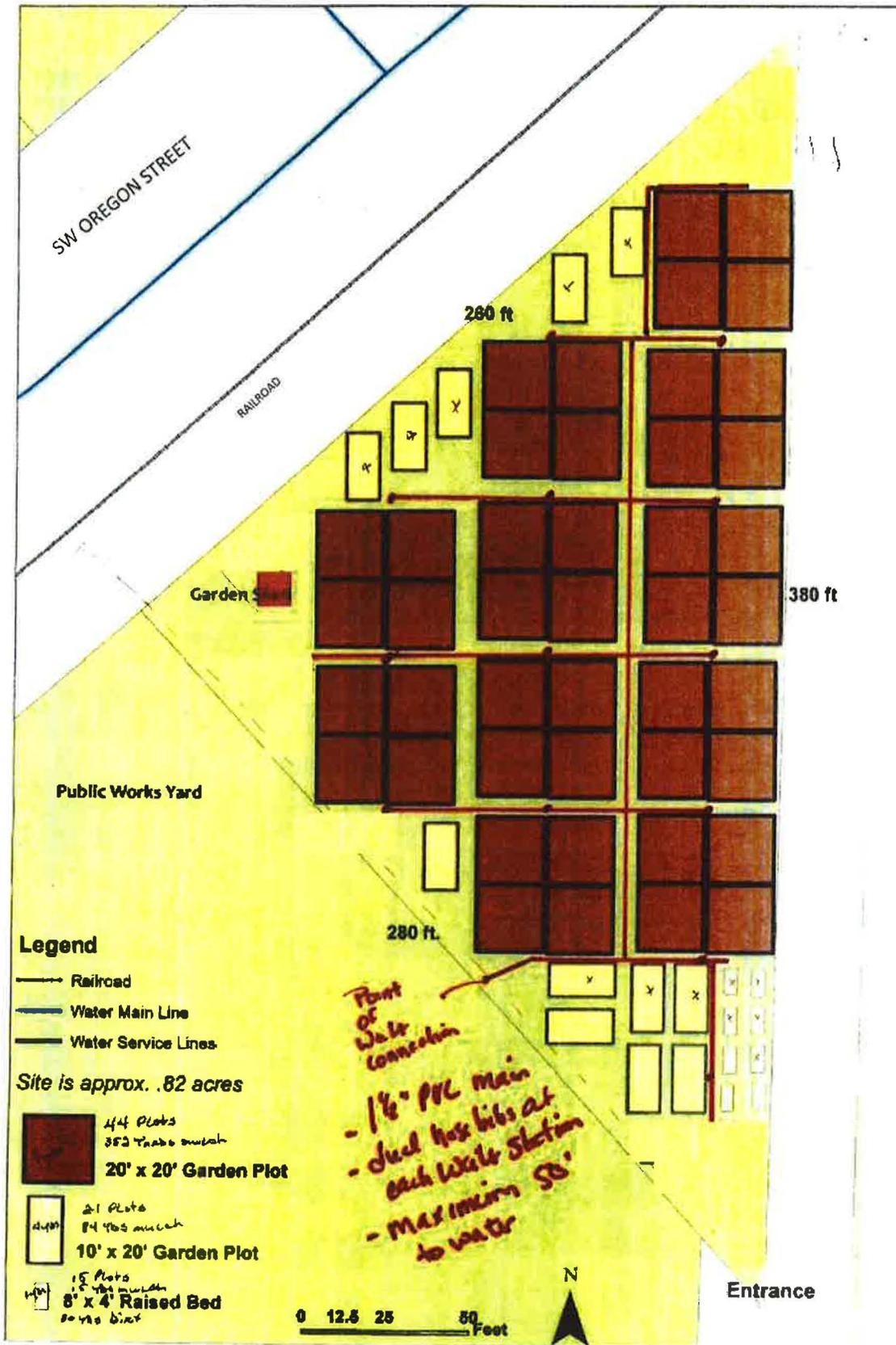
Based on review of the submitted materials and best available information the above referenced project will not significantly impact the existing or potentially sensitive area(s) found near the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect additional water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider letter as required by Resolution and Order 07-20, Section 3.02.1. All required permits and approvals must be obtained and completed under applicable local, state and federal law.

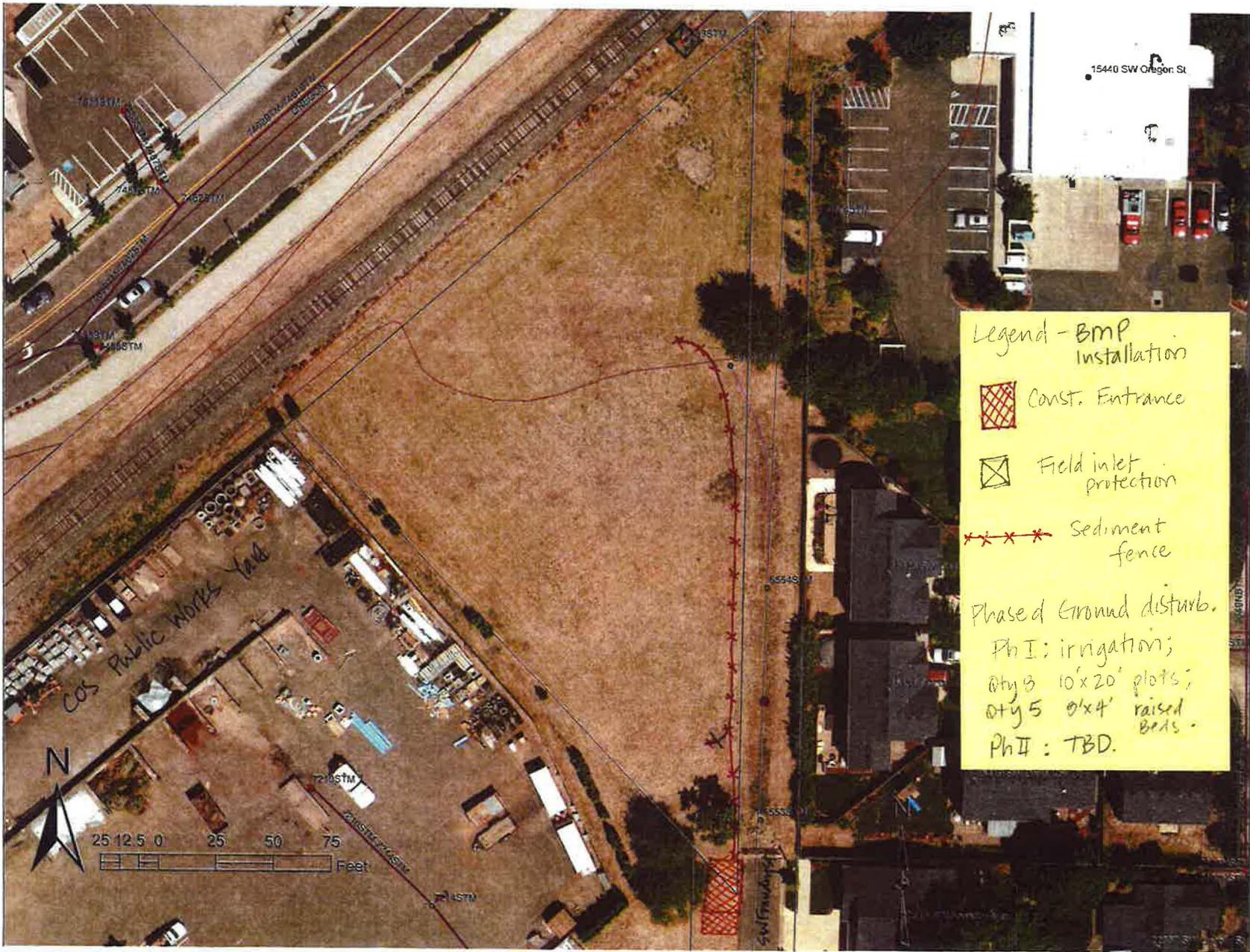
This Service Provider Letter is not valid unless \_\_\_\_\_ CWS approved site plan(s) are attached.

The proposed activity does not meet the definition of development or the lot was platted after 9/9/95 ORS 92.040(2). NO SITE ASSESSMENT OR SERVICE PROVIDER LETTER IS REQUIRED.

Reviewed by Chuck Hinchell Date 2/16/16

# Public Works Area





Legend - BMP Installation

 Const. Entrance

 Field inlet protection

 Sediment fence

Phased Ground disturb.

Ph I: irrigation;

Qty 3 10'x20' plots;

Qty 5 0'x4' raised beds.

Ph II: TBD.



COS Public Works Yard

15440 SW Oregon St

SW Oregon St



**First American**

**First American Title Company of Oregon**  
121 SW Morrison St, FL 3  
Portland, OR 97204  
Phn - (503)222-3651 (800)929-3651  
Fax - (877)242-3513

**MULTNOMAH COUNTY TITLE UNIT**  
FAX (877)242-3513

Title Officer: **Dona Cramer**  
(503)222-3651  
dcramer@firstam.com

**LOT BOOK SERVICE**

City of Sherwood Attn: Tammy Steffens  
2560 SW Pine Street  
Sherwood, OR 97140

Order No.: 7019-2575502  
December 24, 2015

Attn:  
Phone No.: (503)625-4213 - Fax No.: (503)625-5524  
Email: steffenst@sherwoodoregon.gov

Re:

Fee: \$300.00

We have searched our Tract Indices as to the following described property:

The land referred to in this report is described in Exhibit A attached hereto.

and as of December 18, 2015 at 8:00 a.m.

We find that the last deed of record runs to

City of Sherwood, an Oregon Municipal Corporation

We find the following apparent encumbrances prior to the effective date hereof:

1. Subject property is under public ownership and is tax exempt. Any change in ownership before delivery of assessment roll may result in tax liability. Account No. R552459.
2. Statutory powers and assessments of Clean Water Services.
3. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.
4. City of Sherwood, Ordinance No. 2011-010 , an Ordinance renaming SW Adams Avenue to SW Langer Farms Parkway

Recorded: October 21, 2011 as Fee No. 2011 073855

We have also searched our General Index for Judgments and State and Federal Liens against the Grantee(s) named above and find:

NONE

We find the following unpaid taxes and city liens:

1. City liens, if any, of the City of Sherwood.

THIS IS NOT a title report since no examination has been made of the title to the above described property. Our search for apparent encumbrances was limited to our Tract Indices, and therefore above listings do not include additional matters which might have been disclosed by an examination of the record title. We assume no liability in connection with this Lot Book Service and will not be responsible for errors or omissions therein. The charge for this service will not include supplemental reports, rechecks or other services.

**Exhibit "A"**

Real property in the County of Washington, State of Oregon, described as follows:

A TRACT OF LAND SITUATED IN THE NORTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF SECTION 32, TOWNSHIP 2 SOUTH, RANGE 1 WEST, OF THE WILLAMETTE MERIDIAN, IN THE CITY OF SHERWOOD, COUNTY OF WASHINGTON AND STATE OF OREGON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING 10.34 CHAINS SOUTH OF THE QUARTER SECTION CORNER ON THE NORTH LINE OF SECTION 32, TOWNSHIP 2 SOUTH, RANGE 1 WEST, OF THE WILLAMETTE MERIDIAN; THENCE SOUTH 47 3/4' WEST 16 RODS; THENCE SOUTH 42° EAST 17 RODS; THENCE NORTH 23 RODS TO THE PLACE OF BEGINNING.

NOTE: This Legal Description was created prior to January 01, 2008.



## APPLICATION MATERIALS REQUIRED FOR SITE PLAN REVIEW

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Submit the following to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 925-2308.

It is strongly suggested that you have a pre-application meeting with the City prior to submitting for Site Plan Review. (See *Pre-application Process* form for information.)

**Note:** Clean Water Services (CWS) requires a pre-screening to determine if water quality sensitive areas exist on the property. If these sensitive areas exist, a Site Assessment and Service Provider Letter are required prior to submitting for Site Plan Review or undertaking any development. **This application will not be accepted without a completed Pre-Screening Form and if required a Service Provider Letter.** Please contact CWS at (503) 681-3600.

If the proposal is next to a Washington County roadway, the applicant must submit an Access Report (Traffic Study) to Washington County Department of Land Use and Transportation (503) 846-8761. **This application will not be accepted until an Access Report (Traffic Study) is submitted to Washington County and the Access Report is deemed complete by the County; or written verification from Washington County that an Access Report is not required is provided.**

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I. **FEES** - See City of Sherwood current Fee Schedule, which includes the "Publication/ Distribution of Notice" fee, at <http://www.sherwoodoregon.gov> Click on Government/Planning/Planning Fees.

**Note:** The above fees are required at the time you submit for site plan review. Additional fees will be charged for building permit, system development charges, impact fees and other fees applicable to the development. These fees will be charged when you make application for building permit. Building permit application will not be accepted until site plan approval is issued.

II. **BACKGROUND INFORMATION** (All materials to be collated & folded (not rolled) to create \*fifteen (15) sets).

\*Note that the *final* application must contain fifteen (15) folded sets of the above, however, upon initial submittal of the application and prior to completeness review, the applicant may submit three (3) complete folded sets with the application in lieu of fifteen (15), with the understanding that fifteen (15) complete sets of the application materials will be required before the application is deemed complete and scheduled for review.



**Application Form** – One original and fourteen (14) copies of a completed **City of Sherwood Application for Land Use Action** form. Original signatures from all owners must be on the application form.



**Documentation of Neighborhood Meeting** (Type III- Type V) - Affidavits of mailing, sign-in sheets and a summary of the meeting notes shall be included with the application.



**Tax Map** - Fifteen (15) copies of the latest Tax Map available from the Washington County Assessor's Office showing property within at least 300 feet with scale (1"=100' or 1"= 200') north point, date and legend.



**Mailing Labels** – Two (2) sets of mailing labels for property owners within 1,000 feet of the subject site, including a map of the area showing the properties to receive notice. Mailing labels can be obtained from a private title insurance company. Ownership records shall be based on the most current available information from the Tax Assessor's office. *It is the applicant's responsibility to provide mailing labels that accurately reflect all property owners that reside within 1,000 feet of the subject site.*



**Vicinity Map** – Fifteen (15) copies of a vicinity map showing the City limits and the Urban Growth Boundary.



**Narrative** – Fifteen (15) copies and **an electronic copy** of a narrative explaining the proposal in detail and a response to the Required Findings for Site Plan Review, located in Chapter 16 of the Municipal Code/Zoning & Development, Section 16.90.010. The Municipal Code/Zoning & Development is available online at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov), Click on Government/Municipal Code.



**Electronic Copy** – An electronic copy of the **entire** application packet. This should include all submittal materials (narrative, vicinity map, mailing labels, site plan, preliminary plat, etc.).

### III. REQUIRED PLANS

Submit fifteen (15) sets of the following folded full-size plans and **an electronic copy in .PDF format**. Plans must have:

- 1) The proposed name of the development. If a proposed project name is the same as or similar to other existing projects in the City of Sherwood, the applicant may be required to modify the project name.
- 2) The name, address and phone of the owner, developer, applicant and plan producer.
- 3) North arrow,
- 4) Legend,
- 5) Date plans were prepared and date of any revisions
- 6) Scale clearly shown. Other than architectural elevations, all plans must be drawn to an engineer scale.
- 7) All dimensions clearly shown.

- Existing Conditions Plan** - Existing conditions plan drawn to scale showing: property lines and dimensions, existing structures and other improvements such as streets and utilities, existing vegetation including trees, any floodplains or wetlands and any easements on the property. The existing conditions plan shall also include the slope of the site at 5-foot contour intervals

□ **Preliminary Development Plans-** Plans must be sufficient for the Hearing Authority to determine compliance with applicable standards. The following information is typically needed for adequate review:

1. The subject parcel (s), its dimensions and area.
2. The location and dimensions of proposed development, including the following:

Transportation

- a. Public and private streets with proposed frontage improvements including curb, gutters, sidewalks, planter strip, street lighting, distances to street centerline, pavement width, right-of-way width, bike lanes and driveway drops.
- b. Public and private access easements, width and location.
- c. General circulation plan showing location, widths and direction of existing and proposed streets, bicycle and pedestrian ways, and transit routes and facilities within ½ mile of the subject property.
- d. Show the location and distance to neighboring driveways and the width and locations of driveways located across the street.
- e. The location and size of accesses, sight distance and any fixed objects on collectors or arterial streets.
- f. Emergency accesses.
- g. Indicate the location and size of off-street parking spaces including curbing and wheel stop locations.
- h. Proposed transit facilities.
- i. Indicate loading and maneuvering areas.
- j. Delivery truck and bus circulation patterns.

Grading and Erosion Control

- k. Indicate the proposed grade at two (2)-foot contour intervals.
- l. Indicate the proposed erosion control measures to CWS standards (refer to CWS R&O 07-20).
- m. Show areas of cut and fill with areas of structural fill.
- n. Show the location of all retaining walls, the type of material to be used, the height of the retaining wall from the bottom of the footing to the top of the wall and the exposed height of the wall.

Utilities

- o. Utilities must be shown after proposed grade with 2-foot contour intervals.
- p. Map location, purpose, dimensions and ownership of easements.
- q. Fire hydrant locations and fire flows.
- r. Water, sewer and stormwater line locations, types and sizes.
- s. Clearly indicate the private and public portions of the system.
- t. Above-ground utilities and manhole locations.

Preliminary Stormwater Plan

- u. Show location, size and slope of water quality facility.
- v. Preliminary calculations justifying size of facility.



Bob  
↓

- w. The total square footage of the new and existing impervious area.
- x. The stormwater facility to CWS standards. (R&O 07-20).

Sensitive Areas

- y. Show any and all streams, ponds, wetlands and drainage ways.
- z. Indicate the vegetative corridor for sensitive areas to CWS standards. (R&O 07-20).
- aa. Indicate measures to avoid environmental degradation that meet CWS, DSL and Army Corp requirements.
- bb. Flood elevation.
- cc. Wetland delineation and buffering proposed.
- dd. Location and size of all trees greater than 5 inches DBH (indicate if trees are proposed for removal).

Land Use

- ee. The square footage of each building and a breakdown of square footage by use. (i.e. retail, office, industrial, residential, etc.).
- ff. Net buildable acres. (The land remaining after unbuildable areas are taken out, such as the floodplain and wetland areas).
- gg. Net density calculation for residential use.
- hh. Landscaping areas including the square footage of the site covered by landscaping and planting types. (refer to Ch. 5 of the Community Development Code).
- ii. Existing trees proposed to remain and trees to be removed and the drip-lines of trees proposed to remain.
- jj. Street tree location, size and type. (refer to Ch. 8, Section 8.304.06 of the Community Development Code).
- kk. Bicycle parking areas. (Refer to Ch 5 of the Community Development Code).
- ll. On-site pathways and sidewalk locations.
- mm. Structures proposed to be built and structures proposed to remain with their dimensions and the distances to property lines.
- nn. Outdoor storage areas and proposed screening.
- oo. Outdoor sales and merchandise display areas and proposed screening.
- pp. Truck loading and maneuvering areas.
- qq. Number of parking spaces and required parking calculations based on Section 5.302 of the Community Development Code.
- rr. The size and location of solid waste and recycle storage areas and screening.
- ss. Location, size and height of proposed free-standing signs.
- tt. Location, height and type of fencing and walls.
- uu. For each lot indicated the building envelope.

**Reduced - Proposed Development Plans** – One (1) reduced copies of the Proposed Development Plan on 8 1/2" by 11" sheets and fifteen (15) reduced copies on 11" by 17" sheets.

**Lighting Plan** – Photometric lighting plan indicating foot candle power on and along the perimeter of the site. Proposed locations, height and size of lights. (If outdoor lighting is proposed).

**Surrounding Land Uses** – Existing land use including nature, size and location of existing structures within 300 feet.

n/a

- Architectural Exterior** – Scaled architectural sketches and elevations of all proposed structures. Include a description of materials, textures and colors. Show the size, placement and dimensions of proposed wall signs on the elevation drawings. These drawings can be done at an architectural or engineering scale. If color is used, two color copies and eight black and white copies are acceptable.

#### IV. DOCUMENTS REQUIRED

- Title Report** – Two (2) copies of a current preliminary title report available from a private title insurance company. *Lot Book Report*
- CWS Service Provider Letter** – Four (4) copies of the CWS service provider letter

#### V. ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- Army Corps and DSL wetland applications and/or permits** – Four (4) copies of required Divisions of State Lands and/or Army Corp of Engineers permits and/or permit applications if applicable.
- Traffic Study** – Four (4) copies of a traffic study. (If required by the City Engineer).
- Soils Analysis and/or Geotechnical Report** – Four (4) copies completed by a registered Soils Engineer or Geologist including measures to protect natural hazards. (If required by the City Engineer).
- Tree Report** – Two (2) copies of a tree report prepared by an arborist, forester, landscape architect, botanist or other qualified professional. (If required trees are on-site).
- Natural Resource Assessment** – If required by Clean Water Services (CWS). The CWS Pre-Screening indicates as to whether this report is required or not.
- Wetland Delineation Study** – if required by Oregon Division of State Lands (DSL) or the Army Corps of Engineers.
- Other Special Studies and/or Reports** – if required by the Planning Director or the City Engineer to address issues identified in the pre-application meeting or during project review.
- Verification of compliance with other agency standards such as CWS, DSL, Army Corps of Engineers, ODOT, PGE, BPA, Washington County.