City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Planning Commission Meeting Packet

FOR

Tuesday, November 26, 2013
At 6:30 PM

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

City of Sherwood
PLANNING COMMISSION
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140
November 26, 2013 – 6:30 PM

AGENDA

1. **Call to Order/Roll Call**
2. **Agenda Review**
3. **Consent Agenda: None**
4. **Council Liaison Announcements** (Mayor Middleton)
5. **Staff Announcements** (Brad Kilby)
6. **Community Comments**
7. **New Business**
   a. **Discussion of Planning Commission goals and accomplishments for the Annual Boards & Commission Appreciation Dinner and Reporting dinner.** (Brad Kilby)

   b. **Public Hearing - SP 13-03 Sherwood Industrial Park, Phase II** (Michelle Miller)

      The Planning Commission will consider a proposal to construct two tilt up buildings: 72,000 sf and 35,000 sf in the light industrial zone for warehousing/light industrial use on a 9.45-acre site adjacent to SW Century Drive and SW Tualatin Sherwood Rd., with 172 parking spaces proposed.

   c. **Public Hearing - CUP 13-02/MLP 13-03 Old Town Townhomes** (Michelle Miller)

      The Planning Commission will consider a proposal to construct two townhomes and partition one lot into two within the Old Town Overlay. Townhomes may be permitted conditionally within Old Town within the Retail-Commercial zone. All projects within Old Town require approval by the Planning Commission.

8. **Adjourn**

New Business Agenda

Item A

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

Annual Boards & Commissions Report to City Council

(Board/Commission)

City Council Work Session
Community Room at Sherwood City Hall
22560 SW Pine Street, Sherwood, Oregon
Tuesday, December 3, 2013, 6:00 pm

1. **What are your two or three most significant accomplishments for this past year as a board or commission?**

2. **What are your two or three major goals for 2014 as a board or commission?**

New Business Agenda

Item B

CITY OF SHERWOOD **November 19, 2013**

Sherwood Industrial Park, Phase II **SP 13-03**

TO: PLANNING COMMISSION

Pre-App. Meeting:	August 26, 2013
App. Submitted:	September 9 , 2013
App. Complete:	October 16, 2013
120-Day Deadline:	February 13, 2014
Hearing Date:	November 26, 2013

From:

Michelle Miller, AICP
Senior Planner

Proposal: The applicant requests site plan approval for two buildings and associated parking lot as part of Phase II of the Sherwood Industrial Park. This second phase on the 9.45-acre site includes two tilt up concrete shell only buildings approximately 35,000 square feet and 72,000 square feet with 172 parking spaces. The buildings will be used for light industrial and warehousing although a tenant for the buildings has not been determined. The submittal is attached as Exhibit A. The applicant also provided additional information concerning the Industrial Design Standards that is attached as Exhibit G.

I. BACKGROUND

A. Applicant: Mackenzie-Mark Person
1515 SE Water Avenue
Portland OR 97214

Contact: 503-224-9560

Owner: OrWa Sherwood-Jack Steiger
8320 NE Highway 99
Vancouver, WA 98665

B. **Location:** 2S129D000100

C. **Address**: 14816 SW Century Drive

D. **Parcel Size**: The entire Sherwood Industrial Park property is approximately 52 acres in size. The area under consideration with this site plan application is 9.45 acres in size.

E. **Existing Development and Site Characteristics**: The site consists of the three parcels that are currently underdeveloped and total approximately 52-acres of LI (Light Industrial) and General Industrial land. The 9.45 acres under consideration for site plan approval is zoned exclusively LI. There is a wetland on the eastern portion of the property. A portion of the property including the 100-year floodplain, the creek, and everything to the east of the creek is zoned General Industrial

(GI). No development is proposed in the GI portion of this site. There is a 50-foot wide PGE easement that traverses this site from the northwest corner to the south of the property. The site is relatively flat with no trees or significant vegetation on the developable project area. The site has direct access to SW Century Drive. that extends through the entire property with access onto SW Tualatin Sherwood Road.

F. **Site History**: The Sherwood Industrial Park received initial approval in 2000. (SP 00-01). The property owner received a separate approval in 2002 from the City and Division of State Lands (DSL) to fill approximately 5.65 acres of the wetland. The next submittal included site grading for four building pads and the future continuation of Century Drive south of SW Tualatin-Sherwood Road. (SP 05-07) In 2008, the owner received site plan approval for two light industrial buildings and associated parking. (SP 08-09)

G. **Zoning Classification and Comprehensive Plan Designation**: The zone is Light Industrial (LI). Per § 16.31, the purpose of the light industrial zone is to provide for the manufacturing processing, assembling, packaging and treatment of products which have been previously prepared from raw materials. The LI zone allows a wide variety of industrial uses either outright or conditionally.

H. **Adjacent Zoning and Land Use**: Surrounding uses include other light industrial developments and zoning that is light industrial and light industrial PUD.

I. **Review Type**: Because this involves site plan review of a site over 40,000 square feet a Type IV review is required, a decision made by the Planning Commission after consideration of public comment. An appeal would be heard by the City Council. The approval criteria for each development permit application shall be the approval standards and requirements for applications as contained in this Code. In addition, all Type IV quasi-judicial applications shall also demonstrate compliance with the Conditional Use criteria of § 16.82.020.

J. **Public Notice and Hearing**: Notice of the application was mailed to property owners within 1,000 feet, posted on the property and distributed in five locations throughout the City on November 6, 2013 in accordance with § 16.72.020 of the SZCDC. The notice was published in the Times on November 14 and 21, 2013 (a newspaper of general circulation) in accordance with § 16.72.020 of the SZCDC.

K. **Review Criteria**: Sherwood Zoning and Community Development Code §16.31 (Industrial Use District); 16.58 (Clear Vision), § 16.82 (Conditional Use Permit), § 16.90 Site Planning, § 16.92 Landscaping, § 16.94 Off-Street Parking and Loading, § 16.96 On-Site Circulation, § 16.98 On-Site Storage, Division VI. Public Infrastructure, § 16.108.070 (Hwy 99W Capacity Allocation Program (CAP)), § 16.110 Sanitary Sewer, § 16.112 (Water), § 16.114 (Storm Water) § 16.116 (Fire Protection), § 16.118 (Public and Private Utilities), § 16.142 Parks, Trees, and Open Space, § 16.144 Wetland, Habitat, and Natural Areas, § 16.154 Heat and Glare, § 16.156 Energy Conservation

II. PUBLIC COMMENTS

Public notice was mailed, posted on the property, and posted in five locations throughout the City on November 6, 2013. Staff has received no comments as of the date of this report; however, comments are welcome up to the close of the public hearing.

III. AGENCY COMMENTS

Staff sent e-notice to affected agencies on October 25, 2013. The following is a summary of the comments received. Copies of full comments are included in the record unless otherwise noted.

Sherwood Engineering Department: Jason Waters, P.E. Civil Engineer submitted comments regarding the public infrastructure improvements that will be discussed further within this report. His comments are attached as Exhibit B.

Tualatin Valley Fire and Rescue: John Wolff, Deputy Fire Marshall submitted comments on November 15, 2013 and indicated a preliminary endorsement of the proposal. His comments are attached as Exhibit C.

Sherwood Public Works Department: Rich Sattler, Utility Manager submitted comments regarding public infrastructure improvements that are discussed further within this report. His comments are attached as Exhibit D.

Pride Disposal: Kirsten Leichner submitted comments regarding the trash enclosures to the site. Her comments are attached as Exhibit E.

Clean Water Services: Jackie Sue Humphreys submitted comments on the project on November 12, 2013. She indicated that a storm water connection permit would be required in order for the project to be in compliance. Based on those comments, the following condition will apply.

> **RECOMMENDED CONDITION**: Prior to issuance of building permit approval, obtain a storm water connection permit and comply with the outlined conditions as described in the Clean Water Service memorandum attached as Exhibit F.

Washington County, Kinder Morgan Energy, ODOT, METRO, NW Natural Gas and Portland General Electric did not respond or provided no comments to the request for agency comments by the date of this report.

IV. APPLICABLE CODE PROVISIONS

The applicable zoning district standards are identified in Chapter 16.31 below.

A. Division II– Land Use and Development

Chapter 16.31 INDUSTRIAL LAND USE DISTRICTS
16.31.020 Uses

A. The table below identifies the land uses that are permitted outright (P), permitted conditionally (C) and not permitted (N) in the industrial zoning districts. The specific land use categories are described and defined in Chapter 16.88

B. Uses listed in other sections of this code, but not within this specific table are prohibited.

C. Any use not otherwise listed that can be shown to be consistent or associated with the uses permitted outright or conditionally in the commercial zones or contribute to the achievement of the objectives of the commercial zones may be permitted outright or conditionally, utilizing the provisions of Chapter 16.88.

LIGHT INDUSTRIAL USES (P)=PERMITTED, (N)= NOT PERMITTED) (C)= CONDITIONALLY PERMITTED

• Limited manufacturing entirely within an enclosed building that is generally secondary to a permitted or conditional commercial use	P
• Medical or dental laboratories	P

• Laboratories (not medical or dental).	P
• mini-warehousing or self-storage	N
• Distribution, warehousing and storage associated with a permitted use	P
• Research and development and associated manufacturing	P
• Contractors' storage and equipment yards, building maintenance services, and similar uses.	C
• Laundry, dry cleaning, dyeing, or rug cleaning plants.	C
• Food products, appliances, textiles and fiber products, pottery, glass and previously pulverized clay ceramics, small electronics, communication equipment, instruments, toys, novelties, electronics components, maintenance equipment, vending machines, cosmetics, chemicals and other small products and tools manufactured from previously prepared or semi-finished materials.	P
• Pharmaceuticals in facilities up to 50,000 square feet building size.	P
• Pharmaceuticals in facilities larger than 50,000 square feet building size.	N
• Building components, furniture, fixtures, signs.	P
• Non-motorized recreational vehicles and equipment.	P
• Manufactured homes, farm equipment, and greenhouses	N
• Any non-toxic materials or products made of metal, paper, wood, plastic, stone, fabric or other materials or products not otherwise permitted in the zone.	P
• Renewable energy/energy efficiency, sustainable environmental products, advanced manufacturing, high technology, biotechnology, sports apparel and other recreational products.	P
• Acids, paints, dyes, paints, soaps, ammonia, chlorine, sodium compounds, fertilizer, herbicides, insecticides and similar chemicals.	N
• Toxins or explosive materials, or any product or compound determined by a public health official to be detrimental to the health, safety and welfare of the community.	N
• Sawmills	C
• Pulp and paper mills.	N
• Distillation of oil, coal, wood or tar compounds and the creosote treatment of any products.	N
• Metal rolling and extraction mills, forge plants, smelters and blast furnaces.	N
• Meat, fish, poultry and tannery processing.	N
• Sand and gravel pits, rock crushing facilities, aggregate storage and distribution facilities or concrete or asphalt batch plants.	N
• Solid waste transfer stations.	N
• General purpose solid waste landfills,-incinerators, and other solid waste facilities.	N
• Manufacture of biomedical compounds as regulated by the U.S. Food and Drug Administration.	

FINDING: The applicant indicates that the uses will be for light industrial-type operations and warehousing. No tenants have been finalized for the buildings at the time of this land use action. The tenants and subsequently approved uses will be confirmed at the time of building permit final occupancy approval or at the time of business license approval. This criterion will be evaluated at the a use is proposed for the development.

16.31.030 Dimensional Standards

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.

Development Standards by Zone	LI
Lot area- Industrial Uses:	10,000 SF
Lot area- Commercial Uses (subject to Section 16.31.050):	10,000 SF
Lot width at front property line:	100 feet
Lot width at building line:	100 feet
Front Yard Setback	20 feet
Side Yard Setback	None
Rear Yard Setback	None
Corner lot street side	20 feet
Height	50 feet

The site is approximately 411,642 sf with a front yard setback of 60 and 62 feet for each of the buildings thereby meeting this criterion. The building will be constructed under these dimensional and setback requirements and do not abut any residentially zoned property. Therefore, this criterion is met.

C. Height
Except as otherwise provided, the maximum height of structures shall be fifty (50) feet, except that structures within one-hundred (100) feet of a residential zone shall be limited to the height requirements of that residential area. Structures over fifty (50) feet in height may be permitted as conditional uses, subject to Chapter 16.82.

FINDING: As shown on the plans, the heights of the buildings are 35 feet. This criterion 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: The site is located in the light industrial zone that requires a minimum distance of 20 feet. The site has access to SW Century Drive and will have two driveway aprons. There are existing street trees that are an appropriate distance away to not impede the clear vision area. There is not any site obstructing objects within the clear vision area. This standard is met.

B. Division IV- Planning Procedures

Chapter 16.82 Conditional Uses

C. Use Criteria

No conditional use shall be granted unless each of the following is found:

1. All public facilities and services to the proposed use, including but not limited to sanitary sewers, water, transportation facilities, and services, storm drains, electrical distribution, park and open space and public safety are adequate; or that the construction of improvements needed to provide adequate services and facilities is guaranteed by binding agreement between the applicant and the City.

The site plan shows public facilities and services including sanitary sewer, water, and transportation to the proposed buildings. The City's Engineering and Public Works Department have provided comments on the necessary improvements, which will be discussed further within this report.

FINDING: Based on the discussion above, the applicant has not met this criterion but will be conditioned to do so as discussed under specific infrastructure criterion found further within this report.

2. Proposed use conforms to other standards of the applicable zone and is compatible with abutting land uses in regard to noise generation and public safety.

The site is zoned light industrial and the surrounding uses are light and general industrial. Two buildings within the larger industrial complex are occupied with light industrial uses. The precise tenants of Phase II are unknown at this time, but they will be required to comply with the permitted uses within this zoning designation of light industrial prior to receiving business licenses.

FINDING: Based on the above discussion**,** the applicant meets this criterion.

3. The granting of the proposal will provide for a facility or use that meets the overall needs of the community and achievement of the goals and/or policies of the Comprehensive Plan, the adopted City of Sherwood Transportation System Plan and this Code.

Economic development and job creation are important components of a thriving community. An economic opportunity analysis study conducted in 2008 indicated that the City has a housing to jobs imbalance as compared to other Washington County communities. The City placed rectifying this imbalance as an important policy goal for the City. This project will help support the goal of reducing that imbalance with a business that will provide a source of employment.

FINDING: Based on the above discussion, the applicant meets the criterion.

4. Surrounding property will not be adversely affected by the use, or that the adverse effects of the use on the surrounding uses, the neighborhood, or the City as a whole are sufficiently mitigated by the conditions proposed.

The project is located in an industrially zoned area that is dedicated for light industrial and warehouse use as the application proposes. The buildings will not be located adjacent to any residential properties and any potential business will be required to comply with local regulations that address adverse effects.

FINDING: Based on the above discussion the applicant meets this criterion**.**

5. The impacts of the proposed use of the site can be accommodated considering size, shape, location, topography and natural features.

FINDING: The applicant proposes to locate the two buildings as part of a phased industrial business park and has previously mass graded the site for development. Thus, the impact is minimal as to the proposed use of the site and the impact to natural features that were identified under phase I. This portion of the site does not include any protected features.

6. The use as proposed does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.

The site is already developed and vegetation is minimal on the site. Therefore, the use as proposed does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.

FINDING: Based on the above discussion the applicant meets this criterion.

7. For a proposed conditional use permit in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC), Light Industrial (LI), and General Industrial (GI) zones, except in the Old Town Overlay Zone, the proposed use shall satisfy the requirements of Section 16.108.070 Highway 99W Capacity Allocation Program, unless excluded herein.

According to the Trip CAP Compliance letter submitted by the applicant, the projected mix of uses for this development is 100 % Business Park (ITE Code 770). The study show approximately 1331 average daily trips. Since the applicant is generating over eight trips per acre, mitigation will be required in order to fully comply with the CAP requirements and the impact of those additional trips on the roadway. Engineering staff is working with the applicant to define mitigation or a payment in-lieu of mitigation. As of the date of this staff report, the issue has not been resolved but staff does not anticipate physical mitigation or optional payment in-lieu of mitigation to be over $200. The City has asked for more information from the applicant's traffic consultant in order to provide the exact assessment to the applicant.

FINDING: As discussed above, the CAP has not been satisfied and the applicant will need to mitigate for the additional trips with the following condition.

RECOMMENDED CONDITION: Prior to final site plan approval, receive a CAP Certificate from the Engineering Department.

RECOMMENDED CONDITION: Prior to final site plan approval, comply with the traffic mitigation amount that will be no more than $200.00 as required by the City Engineer.

C. <u>Division V-. Community Design</u>
16.90 Site Planning

16.90.030. Site Plan Review
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.

FINDING: Compliance with these standards is discussed throughout the report. As conditioned, the application will meet the applicable review criteria.

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: The development is located adjacent to existing infrastructure services. When the site was originally approved under SP 05-07, the street and the utilities were constructed and installed to accommodate the future development of the Sherwood Industrial Park. The connections to each building will be installed during the time of construction and will be conditioned under the appropriate section of this report.

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.

The entire 92-acre site is owned by OrWa Sherwood LLC. With the previous land use approvals, several easements were established in order to govern and serve the entire area. Specifically, there are several easements on record for the site including a maintenance and stormwater easement as discussed in the Engineering comments. The applicant will need to identify all easements on the plans prior to approval of the construction plans in order to fully comply with this criterion.

FINDING: The applicant has not fully met this criterion, but can do so with the following conditions.

RECOMMENDED CONDITION: Prior to approval of the public improvement plans, show all design and construction within public rights-of-way and easements that conform to Clean Water Services (CWS) Design and Construction Standards and the City of Sherwood Engineering Design and Standard Details Manual.

RECOMMEDED CONDITION: Prior to approval of the public improvement plans, provide plans that show all existing and pending public easements, including wetland buffer conservation easements to CWS on the final stamped and signed construction plans.

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: There are no significant natural features on the portion of this site proposed for development. However, there are wetlands and a stream that have been worked on in the past under

a permit from the Department of State Lands (DSL). The applicant is further required to comply with Clean Water Services requirements as discussed earlier in this report.

5. For a proposed site plan in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC), Light Industrial (LI), and General Industrial (GI) zones, except in the Old Town Overlay Zone, the proposed use shall satisfy the requirements of Section 16.108.070 Highway 99W Capacity Allocation Program, unless excluded herein.

FINDING: The applicant is required to satisfy the requirements of the CAP as discussed earlier in this report**.** This criterion is met.

6. For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant shall provide adequate information, such as a traffic impact analysis or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate for impacts attributable to the project. The determination of impact or effect and the scope of the impact study shall be coordinated with the provider of the affected transportation facility.

FINDING: As discussed and conditioned earlier within this report, the Engineering staff reviewed the traffic impact analysis as prepared by the applicant and found minor mitigation to be required of the applicant. This has been conditioned earlier in this report.

7. 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:

FINDING: The applicant proposes an industrial building and thus this criterion is not applicable.

8. Industrial developments provide employment opportunities for citizens of Sherwood and the region as a whole. The proposed industrial development is designed to enhance areas visible from arterial and collector streets by reducing the "bulk" appearance of large buildings. Industrial design standards shall include the following:

a. Portions of the proposed industrial development within 200 feet of an arterial or collector street and visible to the arterial or collector (i.e. not behind another building) shall meet any four of the following six design criteria:

(1) A minimum 15% window glazing for all frontages facing an arterial or collector.

The applicant submitted additional information through a memo dated November 18, 2013 (Exhibit G) that indicated that the window glazing on the frontage of the buildings did not meet the 15 % glazing on the frontage facing Century Drive, a collector classified street.

(2)A minimum of two (2) building materials used to break up vertical facade street facing frontages (no T-111 or aluminum siding).

The applicant indicates that the two materials are glass and concrete. The applicant stated that the building would also have four different colors of paint. The standard explicitly calls for two building materials and paint is not considered a material, but a treatment of the type of building material.

The standard 8a.(1) describes window glazing as an element of the building design in a separate category, and thus should not be considered as a unique building material. The above standard (1) also requires 15 % of the façade to have window glazing in order to break up the building façade and

this building design as proposed does not achieve that percentage. Window glazing could be considered as an independent building design element by allowing it to be used as a "type" of building material only when it surpasses what is minimally required to meet the criterion 8.a. (1). Although the applicant has proposed several windows and glass doors in the design, it does not meet the intention of this standard to serve as an architectural design element. This is because the glazing use is minimal and it does not act as a supporting element of the design. For example, if the applicant had placed windows all along the perimeter of the building, that might indicate a design element to break up the façade. In this case, they are uniformly adjacent to the doors and thus not serving the design purpose to break up the façade.

(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).

The buildings are located beyond the 35-foot setback and thus this criterion is not met.

(4) Parking is located to the side or rear of the building when viewed from the arterial or collector.

As the applicant states there is parking adjacent to the roadway, but the majority is in the rear and side of the building. This standard is not met.

(5)Loading areas are located to the side or rear of the building when viewed from the arterial or collector. If the loading area are visible from an arterial or collector, they must be screened with vegetation or a screen made of materials matching the building materials.

The loading areas are located on the side of the buildings when viewed from the street.

(6)All roof-mounted equipment is screened with materials complimentary to the building design materials.

FINDING: The applicant does meet at least four of the site design requirements and in the alternative proposes a design review hearing before the Planning Commission following the criterion below. This criterion has not been met. The applicant has requested that the standards of 8.b. be applied to this project.

b. As an alternative to 8.a above, an applicant may opt to have a design review hearing before the Planning Commission to demonstrate how the proposed development meets or exceeds the applicable industrial design objectives below (this design review hearing will be processed as a Type IV review):

(1) Provide high-value industrial projects that result in benefits to the community, consumers and developers.

The applicant indicates that the construction of two tilt up concrete buildings for light industrial purpose will result in increased jobs, tax revenue and public improvements resulting in benefits to the community. Based on the size of the buildings and future development of the entire Sherwood Industrial Park, the Commission could reasonably find that there is a benefit to the entire community.

(2) Provide diversified and innovative working environments that take into consideration community needs and activity patterns.

The applicant has not proposed a tenant for these buildings and thus any innovations in the working environment have not been developed and the Commission would not be able to make a finding that this criterion is met.

The applicant suggest that although the tenants are not known at this time, the Commission could find that the buildings will incorporate a pleasing architectural appearance and landscape design to complement and blend with the surrounding community. The applicant hopes that the design will attract quality tenants that will provide quality industrial jobs to Sherwood. Because the tenant is not known at this time, the buildings uniform design will "incorporate features attractive to a wide variety of industrial users, with potential tenants including mechanical or electrical contractors, building material suppliers, parts distributors or other small industrial businesses allowed in the zone. The design incorporates the flexibility to make alterations to address different configurations for office, warehouse and manufacturing to meet a wide variety of tenant requirements."

(3) Support the City's goals of economic development.

This industrial development will likely increase employment in the City and thus support the City's goals of economic development.

(4) Complement and enhance projects previously developed under the industrial design standards identified in Section 16.90.020.4.H.

The applicant suggests that this building is similar to the industrial buildings nearby; however, those buildings were constructed prior to the implementation of the new industrial design standards. The applicant is enhancing the area with new development.

(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.

The applicant has proposed new construction to be located and visible from SW Century and SW Tualatin Sherwood Road**.** This will enhance the area by showing industrial-employment buildings rather than an empty and vacant field.

(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.

The applicant shows that the buildings will be located with the shortest side facing the collector. The applicant has provided landscaping of varying types and sizes abutting the parking area and building. The applicant has provided different tones of paint to differentiate the façade facing street elevation. The applicant has proposed exterior features with the articulation of the building, windows and landscaping to reduce the bulk appearance of the large building.

(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).

With the earlier phase of the Sherwood Industrial Park, the applicant was required to complete mitigation for CWS in order to comply with the Service Provider Letter. The applicant has sited the buildings so that the longest sides of the buildings face the natural resources located adjacent to the primary site of this building, and on the 92-acre industrial park complex. The site includes the Rock Creek corridor, providing an amenity for the workers. The applicant has provided trees and other landscaping on the perimeter of the site and placed the parking along the boundary rather than treating it as a uniform rectangular lot.

Staff Analysis: The Commission could find that the proposed building design subjectively meets these criteria or the Commission could condition the applicant to comply with certain design elements of 16.90.030.8a.

Chapter 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.

The applicant submitted a landscape plan that shows landscaping surrounding the site as well as adjacent to the buildings and parking areas. Compliance with the landscaping standards will be discussed below.

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.

FINDING: The applicant provided a landscape plan that shows a combination of evergreen or deciduous trees and shrubs, evergreen ground cover, and perennial plants. This criterion is met.

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).

FINDING: The site is not located adjacent to residential property and thus this criterion is not applicable.

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.

FINDING: The applicant proposes a ten-foot wide landscape strip comprised of a mix of materials between the abutting properties and the off-street parking and loading areas. This criterion is met.

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.

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:

Canopy Factor = Mature Height (in feet) × Canopy Spread (in feet) × Growth Rate Factor × .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.

The applicant has provided a listing of the plant material as well as the number, location and size of the containers of the plants to be planted on site. The applicant indicates that there is 215,346 square feet of landscaping in the parking area whereas 7,740 square feet are required. It is unclear whether the applicant included the perimeter landscaping in the calculation or not. Regardless, the applicant clearly exceeds this standard. The applicant has not described the size or canopy factor of the trees to help calculate the number of trees required for each parking space, nor has the applicant indicated the number of shrubs per parking space. The applicant has provided ground cover plans to cover the entire area within three years.

FINDING: The applicant has not provided enough detail about the quantity of trees or shrubs in order to be compliant with this criterion and thus this criterion is not met. It is possible to meet this criterion with the following condition.

RECOMMENDED CONDITION: Prior to final site plan approval, submit a revised landscape plan that shows the total square footage of the amount of landscaping per each parking space, the quantity of trees based on canopy factor and the number of shrubs and grass to be placed on the site.

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.

FINDING: The applicant has provided landscape islands that are spaced to provide for at least one island for every twelve contiguous parking spaces. Each landscape island contains one tree. The landscape islands are distributed evenly throughout the development. This criterion is met.

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: The applicant indicates and the landscape plans show that the mechanical equipment, storage and delivery areas will be screened from view of the street. The site is not adjacent to residential development. This will be reviewed for compliance at the time of final inspection. This criterion is met.

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.

The site is adjacent to SW Century Drive, a collector and a 10 ft. setback is required. The applicant has shown landscaping within the visual corridor in order to be compliant with this standard.

FINDING: Based on the above discussion, this criterion is met.

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.

FINDING: The applicant has indicated on the landscaping plans that the all new landscape areas to be irrigated with a fully automatic underground irrigation system. This can be confirmed at the time of final inspection. This criterion is met.

<u>Chapter 16.94 OFF-STREET PARKING AND LOADING</u>
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

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 twenty (20) employees or more shall include preferential spaces for either car pool and vanpool designation.

The applicant proposes 172 standard parking spaces to be distributed evenly along the perimeter of the buildings and the site boundaries. The applicant must meet the minimum parking standard of 1.6 parking spaces x 107,000 sq. ft. of building area= 171 parking spaces. The applicant does not include any carpool or vanpool designation because the tenant is not known. However, it is likely that there will be at least twenty employees onsite and therefore preferential spaces should be designated at this time, as it will be difficult to track the requirement later.

FINDING: Based on the above discussion, the applicant meets the criterion with respect to number of parking stalls, but does not comply with respect to preferential spaces for carpool and vanpool designation. The applicant could meet this criterion with the following condition.

RECOMMENDED CONDITION: Prior to final occupancy, designate preferential spaces for carpool or vanpool parking with signage.

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: The applicant has submitted a parking plan that describes the parking and loading area and surrounding landscaping. This criterion is met.

16.94.020 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.

Use **Parking per 1,000 sq.ft**

Industrial	1.6
Warehouse (gross square feet; parking ratios apply to warehouses 150,000 gsf or greater)	0.3

FINDING: The applicant proposes 172 standard parking spaces to be distributed evenly along the perimeter of the buildings and the site boundaries. The minimum parking standard of 1.6 parking spaces x 107,000 sq. ft. of building area = 171 parking spaces is required. Therefore, the applicant meets this criterion.

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.

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.

The applicant indicates that the parking area is designed with parking stalls 9 x 18 with a 2' overhang resulting in compliance with this standard. As stated above a standard parking stall is 9 x 20 feet with three feet of overhang for either a wheel stop or three feet of low lying landscape but a curb is still required.

FINDING: Based on the above discussion, this criterion is not met, but the applicant can do so with the following criterion.

RECOMMENDED CONDITION: Prior to final site plan approval, submit plans that show the standard parking stalls to be a minimum of 9 x 20 ft or provide wheel stops with an overhang of at least three feet.

C. Bicycle Parking Facilities

1. Location and Design

a. Bicycle parking shall be conveniently located with respect to both the street right-of-way and at least one (1) building entrance (e.g., no farther away than the closest parking space). Bike parking may be located inside the main building or near the main entrance.

2. Visibility and Security. Bicycle parking shall be visible to cyclists from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.

3. Options for Storage. Bicycle parking requirements for long-term and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.

4. Lighting. Bicycle parking shall be at least as well lit as vehicle parking for security.

5. Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.

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.

The applicant proposes bicycle parking adjacent to the separate doorways or entrances of the buildings that is visible, lit and secure. It is conveniently located near the several of the building entrances. This will result in twelve bike parking spaces for the site. Bicycle parking is based on the number of vehicle parking spaces and in this case, five spaces are required.

FINDING: Based on the above discussion, the applicant meets this criterion.

<u>Chapter 16.96 ON-SITE CIRCULATION</u>
16.94.030 Off-Street Loading Standards
A. Minimum Standards

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.

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.

Building 3 is 72,000 square feet and Building 4 is 35000. Building 3 requires over 750 sq. ft. of loading area which is shown located on the eastern side of the building. Building 4 requires at least five hundred square ft. of area which is shown on the eastern side of that building as well.

FINDING: Based on the above discussion, the applicant meets this criterion.

16.96.030 Minimum Non-Residential Standards
Minimum standards for private, on-site circulation improvements in non-residential developments:

A. Driveways

2. Industrial: Improved hard surfaced driveways are required as follows:

Required		Minimum Width	
Parking Spaces	# Driveways	One-Way Pair	Two-Way
_____			
1 - 249	1	15 feet	24 feet
250 & above	2	15 feet	24 feet

FINDING: The applicant proposes two separate driveways onto SW Century Drive, one 30 ft. wide and the other 40 ft. wide and are separate from the other off street parking, thus meeting this criterion.

E. <u>Division VI - Public Improvements</u>
<u>Chapter 16.106 TRANSPORTATION FACILITIES</u>
16.106.020 Required Improvements

A. Generally
Except as otherwise provided, all developments containing or abutting an existing or proposed street, that is either unimproved or substandard in right-of-way width or improvement, shall dedicate the necessary right-of-way prior to the issuance of building permits and/or complete acceptable improvements prior to issuance of occupancy permits. The following figure provides the depiction of the functional classification of the street network as found in the Transportation System Plan, Figure 8-1.

The site is fully developed and located adjacent to a collector with direct access to Century Drive that has been recently constructed. Since the development of the Sherwood Industrial Park Phase I preceded the development to the west along with the extension of SW Century, a temporary cul-de-sac easement was granted in order to act as a temporary turnaround. According to the Engineering Department, recent construction off SW Century by adjacent development to the west revealed that asphalt and aggregate base thickness within the temporary cul-de-sac could be thinner than the street section that was approved in 2005. Additionally, the temporary easement is no longer required.

The City Engineer has not required any additional improvements or right-of-way dedication. Washington County has reviewed this application and did not have any comment or required improvements.

FINDING: Based on the above discussion, this criterion is not met, but the applicant can meet the criterion with the following recommended conditions.

RECOMMENDED CONDITION: Prior to issuance of a building permit, obtain Engineering Department approval of the construction plans including but not limited to reconstruction of the temporary cul-de-sac, driveway drops, landscaping and sidewalks.

RECOMMENDED CONDITION: Prior to issuance of the Certificate of Occupancy, relinquish temporary cul-de-sac easement granted for SW Century Drive.

16.106.070 Hwy. 99W Capacity Allocation Program (CAP)

D. Standard Requirements

1. All regulated activities shall acquire a Trip Allocation Certificate prior to approval of their base application. Lack of a Trip Allocation Certificate shall be the basis for denial of a base application.

2. A Trip Analysis is required for all regulated activities prior to being considered for a Trip Allocation Certificate.

3.The Level of Service Standard for Highway 99W through Sherwood through the year 2020 is "E".

4. The trip limit for a regulated activity shall be forty-three (43) net trips per acre.

5. Mitigation to comply with the CAP shall not be required for regulated activities occurring on land zoned General Industrial (GI) or Light Industrial (LI) when the activity produces less than eight (8) net trips per acre.

E. Trip Analysis

1. Purpose

The first step in the process of seeking a Trip Allocation Certificate is preparation of a Trip Analysis by the applicant for the regulated activity. The purpose of the Trip Analysis is to evaluate whether the net trips from a regulated activity exceed the site trip limit.

2. Timing

The Trip Analysis shall be submitted with the relevant base application. Base applications without a Trip Analysis shall be deemed incomplete.

3. Format

At a minimum, the Trip Analysis shall contain all the following information:

a. The type and location of the regulated activity.

b. A tax map clearly identifying the parcel(s) involved in the Trip Analysis.

c. Square footage used to estimate trips, in accordance with methods outlined in the ITE Manual.

d. Description of the type of activity, especially as it corresponds to activities described in the ITE Manual.

e. Copy of the ITE Manual page used to estimate trips.

f. Acreage of the site containing the regulated activity calculated to two (2) decimal points.

g. Trip distributions and assignments from the regulated activity to all full access intersections impacted by ten (10) or more trips from the regulated activity with identification of the method used to distribute trips from the site.

h. Copies of any other studies utilized in the Trip Analysis.

i. Summary of the net trips generated by the regulated activity in comparison to the site trip limit.

j. Signature and stamp of a professional engineer, registered in the State of Oregon, with expertise in traffic or transportation engineering, who prepared the analysis.

4. Methods

a. The Trip Analysis and trip generation for an activity shall be based on the ITE Manual.

b. If a trip generation for the proposed use is not available in the ITE Manual or the applicant wishes to dispute the findings in the ITE Manual, the trip generation calculation may be based on an analysis of trips from five (5) sites with the same type of activity as that proposed.

F. Trip Allocation Certificate

1. General

a. Trip Allocation Certificates shall be issued by the City Engineer.

b. Trip Allocation Certificates shall be valid for the same period as the land use or other city approval for the regulated activity.

c. The City Engineer may invalidate a Trip Allocation Certificate when, in the City Engineer's judgment, the Trip Analysis that formed the basis for award of the Trip Allocation Certificate no longer accurately reflects the activity proposed under the base application.

2. Approval Criteria

a. Upon receipt of a Trip Analysis, the City Engineer shall review the analysis. The Trip Analysis shall meet both of the following criteria to justify issuance of a Trip Allocation Certificate for the regulated activity:

(1) Adequacy of analysis; and

(2) Projected net trips less than the site trip limit.

b. Adequacy of Analysis

The City Engineer shall judge this criterion based on the following factors:

(1) Adherence to the Trip Analysis format and methods described in this chapter.

(2) Appropriate use of data and assumptions; and

(3) Completeness of the Trip Analysis.

3. Mitigation

a. The Trip Allocation Certificate shall specify required mitigation measures for the regulated activity.

b. Mitigation measures shall include improvements to Highway 99W and nearby transportation corridors that, in the judgment of the City Engineer, are needed to meet the LOS Standard and provide capacity for the regulated activity.

c. Engineering construction plans for required mitigation measures shall be submitted and approved in conjunction with other required construction plans for the regulated activity.

d. Mitigation measures shall be implemented in tandem with work associated with the regulated activity.

e. Failure to implement required mitigation measures shall be grounds for revoking the regulated activity's base application approval.

The land use application included a CAP trip analysis memorandum dated September 6, 2013. The CAP trip analysis underwent a completeness review noting that mitigation was not proposed for the trips in excess of eight trips per acre allowed for Light Industrial. The applicant exceeded the trip per acre by 1.59 pm peak trips. Engineering staff is working with the applicant to define mitigation or a payment in-lieu of mitigation. In the preliminary calculation, engineering staff has determined that the mitigation will not exceed $200. This issue will be resolved prior to final site plan approval.

FINDING: Based on the above discussion, the applicant does not meet this criterion but can do so with the following criterion.

RECOMMENDED CONDITION: Prior to final site plan approval, obtain a Final Trip Certificate to satisfy the CAP.

RECOMMENDED CONDITION: Prior to approval of the public improvement plans, pay a CAP fee in lieu of mitigation amount not to exceed $ 200.00.

16.110 - Sanitary Sewers
Sanitary sewers shall be installed to serve all new developments and shall connect to existing sanitary sewer mains. Sanitary Sewers shall be constructed, located, sized and installed at standards consistent 16.110.

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.

According to the Engineering Department, all lots/buildings shall be served by gravity service laterals. Sanitary service laterals have been stubbed to each lot from SW Century Drive. Public sanitary improvements are not anticipated.

FINDING: Based on the above discussion, the applicant meets this criterion.

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.

According to the Engineering Department, the City of Sherwood Public Works Department owns, operates and maintains the public water system within the City limits. Public Works also reviews and approves public water system infrastructure on construction plans. These comments are addressed in Exhibit E. Water service laterals have been stubbed to each lot from SW Century Drive. Public water system improvements within public road right-of-way are not anticipated.

FINDING: Based on the above discussion, the applicant has met this criterion.

16.114 - Storm Water

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.

The Engineering and Public Works Department has reviewed the proposal and provided the following comments concerning the storm water detention and treatment:

- All lots/buildings shall be served by gravity service laterals.
- Storm service laterals have been stubbed to each lot from SW Century Drive. Public storm improvements are not anticipated except for some outstanding issues at the water quality facility.
- The land use application included a storm memo dated May 8, 2008 and a storm report dated February 28, 2006 included with the narrative explaining that there were no downstream deficiencies. (Included with Exhibit B) The water quality treatment capacity exists in the downstream facility to treat the impervious area proposed with SP 13-03.
- Page 14 of the Narrative explains that access to two manholes is available from the adjacent Langer site. The City has no legal authority to access any infrastructure located on the subject parcel (taxlot 00150) through the adjacent property to the west. Those easements are exclusive to infrastructure located on the adjacent property. Applicant shall maintain/provide City access to ALL public infrastructures located on taxlot 00150.
- Collectively Stormwater Easement document record 2008-050072 exhibits “A” and “B” and Storm Sewer Easement document record 2007-112939 exhibits “A” and “B” provide a permanent and continuous 15’ to 20’ wide easement for the City to “patrol, operate, maintain, and repair (the) storm drainage system.” The “Temporary Maintenance Access Road for Manholes” was described in 2007-112939 exhibits “C” and “D”, intended as temporary access until all of the road right-of-way for Century Drive was dedicated.
- Engineering Department staff will review the memo and storm report to confirm the assumptions made in the earlier narrative and report prior to approving final construction plans.

  FINDING: Based on the above discussion, this criterion has not been met but can be met with the following conditions**.**

RECOMMENDED CONDITION: Prior to issuance of Certificate of Occupancy, provide a maintenance agreement for the private storm filter and an Operation and Maintenance for the private storm filter.

RECOMMENDED CONDITION: Prior to the issuance of Certificate of Occupancy, a public storm drainage access easement shall be established over the open channel swale depicted on sheet C2 of plans prepared by Don Cushing and Associates in 2004.

RECOMMENDED CONDITION: Prior to the issuance of Certificate of Occupancy the existing downstream water quality facility, pollution/flow control structures, and outfall shall be accepted by and turned over to the City of Sherwood as a public facility.

RECOMMENDED CONDITION: Prior to final site plan approval, maintenance access routes, plans, details, easements and associated covenants shall be approved by the City.

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.

John Wolff, Deputy Fire Marshall from Tualatin Valley Fire and Rescue (TVF&R) reviewed the plans after receiving notice and indicated that they preliminarily approved the project

FINDING: All Tualatin Valley Fire and Rescue (TVF&R) requirements apply to this development. Compliance with the standard TVF&R requirements is required throughout the development of this project. This standard is met.

Chapter 16.118 PUBLIC AND PRIVATE UTILITIES*
16.118.010 Purpose

Public telecommunication conduits as well as conduits for franchise utilities including, but not limited to, electric power, telephone, natural gas, lighting, and cable television shall be installed to serve all newly created lots and developments in Sherwood.

16.118.020 Standard
A. Installation of utilities shall be provided in public utility easements and shall be sized, constructed, located and installed consistent with this Code, Chapter 7 of the Community Development Code, and applicable utility company and City standards.

B. Public utility easements shall be a minimum of eight (8) feet in width unless a reduced width is specifically exempted by the City Engineer. An eight-foot wide public utility easement (PUE) shall be provided on private property along all public street frontages. This standard does not apply to developments within the Old Town Overlay.

Brad Crawford, IT manager provided comments concerning this application and indicated that conduit would be required to be incompliance with this standard. A Public utility easement is already in place along the frontage of this project site area.

FINDING: Based on the above discussion, the applicant does not meet this standard, but can do so with the following condition.

RECOMMENDED CONDITION: Prior to the Certificate of Final Occupancy, conduit shall be placed along any building frontages and entrances for support of City telecommunication services.

E. Division VIII. Environmental Resources
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:

FINDING: The applicant has not proposed to remove any trees on site and thus this criterion is not applicable**.**

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 πr2 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.

	Commercial, Industrial, Institutional Public and Multi-family
Canopy Requirement	30%
Counted Toward the Canopy Requirement	
Street trees included in canopy requirement	No
Landscaping requirements included in canopy requirement	Yes
Existing trees onsite	Yes x2

Planting new trees onsite	Yes

FINDING: The applicant has not discussed compliance with this criterion, but the landscape plans indicate that there will be a large percentage of tree canopy added to the site. The applicant could meet this criterion with the following condition.

RECOMMENDED CONDITION: Prior to final site plan approval, provide the tree canopy calculation that shows the minimum 30% tree canopy cover for the site.

Chapter 16.144 WETLAND, HABITAT AND NATURAL AREAS
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.

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.

The applicant had received a CWS Service Provider Letter (SPL) 08-001036 as discussed in the Engineering Comments and attached to this report. It is not clear whether the requirements of that letter had been met, specifically concerning the wetland buffer or whether a conservation easement had been established over the buffer. This will be confirmed during the building permitting process.

FINDING: Based on the above discussion, the applicant does not meet this standard, but can do so with the following conditions.

RECOMMENDED CONDITION: Prior to approval of final construction plans for public improvements, provide documentation to support that all conditions of SPL 08-001036 have been satisfied or show how those conditions will be satisfied by the final construction plans.

RECOMMENDED CONDITION: Prior to issuance of Certificate of Occupancy receive final approval from the City Engineering Department and CWS that all conditions of Service Provider Letter(s) issued for taxlot 00150 have been satisfied.

<u>Chapter 16.154 HEAT AND GLARE</u>
16.154.010 Generally

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

The applicant is proposing industrial use buildings with an unknown tenant. Any tenant will be required to meet this criterion at the time of tenant improvements or business license approval.

FINDING: Based on the above discussion, the applicant meets this criterion.

Based upon review of the applicant's submittal information, review of the code, agency comments and consideration of the applicant's revised submittal, staff finds that the proposed site plan does not fully comply with the standards. If in the alternative, the Commission finds that the Industrial Design Criteria have been met, staff recommends the following conditions of approval.

VI. CONDITIONS OF APPROVAL

A. <u>General Conditions</u>

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 September 6, 2013 prepared by the applicant 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. **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.

5. The continual operation of the property shall comply with the applicable requirements of the Sherwood Zoning and Community Development Code and Municipal Code.

6. 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.
7. Retaining walls are not allowed within public easements or the public right of way.

8. Retaining walls with a height of four feet or higher located on private property will require a building permit.

B. **Prior to Final Site Plan Approval:**

1. Submit a revised landscape plan that shows the total square footage of the amount of landscaping per each parking space, the quantity of trees based on canopy factor and the number of shrubs and grass to be placed on the site.

2. Submit plans that show the standard parking stalls to be at least 9 x 20 ft. or provide wheel stops with an overhang of at least three feet.

3. Obtain a Final Trip Certificate to satisfy the CAP.

4. Provide the tree canopy calculation that shows the minimum 30% tree canopy cover for the site.

5. Maintenance access routes, plans, details, easements and associated covenants shall be approved by the City.

C. **Prior to Approval of the Public Improvement Plans**:

1. Show all design and construction within public rights-of-way and easements that conform to Clean Water Services (CWS) Design and Construction Standards and the City of Sherwood Engineering Design and Standard Details Manual.

2. Provide plans that show all existing and pending public easements, including wetland buffer conservation easements to CWS, on the final stamped and signed construction plans.

3. Pay a CAP fee in lieu of mitigation of an amount not to exceed $200.00.

4. Provide documentation to support that all conditions of SPL 08-001036 have been satisfied or show how those conditions will be satisfied by the final construction plans.

D. **Prior to Issuance of the Building Permits:**

1. Obtain final approval from the Engineering Department for construction of the public infrastructure.

2. Obtain Engineering Department of the construction, plans including but not limited to reconstruction of the temporary cul-de-sac, driveway drops, landscaping and sidewalks.

3. Obtain a 1200-C stormwater discharge permit from Oregon DEQ.

4. Obtain a City Grading and Erosion Control Permit for Buildings 3 and 4.

E. **Prior to Issuance of the Certificate of Final Occupancy**:

1. Obtain Final approval from the Engineering Department for construction of the public infrastructure.

2. Obtain a storm water connection permit and comply with the outlined conditions as described in the Clean Water Service memorandum attached as Exhibit F.

3. Designate preferential spaces for carpool or vanpool parking with signage.

4. Relinquish temporary cul-de-sac easement granted for SW Century Drive.

5. Provide a maintenance agreement for the private storm filter and an Operation and Maintenance for the private storm filter.

6. A public storm drainage access easement shall be established over the open channel swale depicted on sheet C2 of plans prepared by Don Cushing and Associates in 2004.

7. The existing downstream water quality facility, pollution/flow control structures, and outfall shall be accepted by and turned over to the City of Sherwood as a public facility.

8. Conduit shall be placed along any building frontages and entrances for support of City telecommunication services.

9. Receive final approval from the City Engineering Department and CWS that all conditions of Service Provider Letter(s) issued for taxlot 00150 have been satisfied.

10. The existing downstream water quality facility, pollution/flow control structures, and outfall shall be accepted by and turned over to the City of Sherwood as a public facility.

VII. Exhibits

A. Applicant's submittal with narrative and supporting documents dated September 8, 2013.
B. Engineering Comments submitted by Jason Waters P.E., Civil Engineer on November 14, 2013
C. Tualatin Valley Fire and Rescue Department Comments submitted by John Wolff on November 6, 2013
D. Public Works Department Comments submitted by Rich Sattler, Utility Manager on November 15, 2013

E. Pride Disposal comments submitted by Kristen Leichner dated September 8, 2013
F. Clean Water Services submitted comments by Jackie Sue Humphreys on the project on November 12, 2013.
G. Applicant's memo submitted by Mark Person dated November 18, 2013

EXHIBIT A

1. APPLICATION MATERIALS FROM APPLICANT
2. FULL SIZE PLAN SET
3. COLORED ELEVATION

ALL ITEMS MAY ALSO BE REVIEWED ELECTRONICALLY AT THE FOLLOWING WEB ADDRESS

https://www.sherwoodoregon.gov/planning/project/sherwood-industrial-park-phase-ii

Engineering Department Land Use Application Comments

To:	Michelle Miller, Senior Planner
From:	Jason Waters, Engineering Department
Project:	Sherwood Industrial Park (OR-WA Lumber) Site Development for Buildings 3 and 4
Case File #:	SP 13-03
Date:	November 9, 2013

GENERAL COMMENTS

- ***All design and construction within public rights-of-way and easements shall conform to Clean Water Services (CWS) Design and Construction Standards and the City of Sherwood Engineering Design and Standard Details Manual.***
- The land use review comments provided by the City of Sherwood Engineering Department for SP 13-03 do not constitute approval of storm, sanitary, water infrastructure, transportation facilities, or sensitive lands proposed by the applicant. The Engineering Department prior to issuance of any public improvement permit for construction (i.e. Engineering Compliance Agreement, City Right-of-Way Permit, CWS Stormwater Connection Permit Authorization, 1200-C/CN Permit, or City Grading & Erosion Control Permit) shall review and approve final construction plans and associated reports.
- ***Prior to issuance of building permits, unless otherwise indicated by CWS, obtain a Storm Water Connection Permit Authorization letter.***
- All existing and pending public easements, including wetland buffer conservation easements to CWS, shall be shown on the final stamped and signed construction plans.

SANITARY SEWER

- All lots/buildings shall be served by gravity service laterals.
- Sanitary service laterals have been stubbed to each lot from SW Century Drive. Public sanitary improvements are not anticipated.

WATER

- The City of Sherwood Public Works Department owns, operates and maintains the public water system within the City limits. Public Works also reviews and approves public water system infrastructure on construction plans.
- Water service laterals have been stubbed to each lot from SW Century Drive. Public water system improvements within public road right-of-way are not anticipated.

Project: SP 13-03, Buildings 3 and 4 at Sherwood Industrial Park
Date: November 9, 2013
From: Sherwood Engineering Department

- Water access easements may be required around water meters and fire flow vaults located on private property.
- See land use comments provided by Rich Sattler with Public Works for additional requirements.

STORM DRAINAGE AND WATER QUALITY

- All lots/buildings shall be served by gravity service laterals.
- Storm service laterals have been stubbed to each lot from SW Century Drive. Public storm improvements are not anticipated except for some outstanding issues at the water quality facility.
- The land use application included a storm memo dated May 8, 2008 and storm report dated February 28, 2006 with the narrative explaining there were no downstream deficiencies and water quality treatment capacity exists in the downstream facility to treat the impervious area proposed with SP 13-03.
- Engineering Department staff will review the memo and storm report to confirm the assumptions made in the narrative and report prior to approving final construction plans.
- ***Prior to the issuance of Certificate of Occupancy a public storm drainage access easement shall be established over the open channel swale depicted on sheet C2 of plans prepared by Don Cushing and Associates in 2004.*** The easement shall abut the easternmost end of the permanent storm easement in record document 2007-112939. City has no record of such easement over the drainage swale. It's possible the "25' EASEMENT" shown on the applicant's initial site plan is the easement (sheet C2.1).
- ***Prior to the issuance of Certificate of Occupancy the existing downstream water quality facility, pollution/flow control structures, and outfall shall be accepted by and turned over to the City of Sherwood as a public facility.***
- Page 14 of the narrative explains that access to two manholes is available from the adjacent Langer site. City has no legal authority to access any infrastructure located on the subject parcel (taxlot 00150) through the adjacent property to the west. Those easements are exclusive to infrastructure located on the adjacent property. Applicant shall maintain/provide City access to ALL public infrastructure located on taxlot 00150.
- Collectively Stormwater Easement document record 2008-050072 exhibits "A" and "B" and Storm Sewer Easement document record 2007-112939 exhibits "A" and "B" provide a permanent and continuous 15' to 20' wide easement for the City to "patrol, operate, maintain, and repair (the) storm drainage system." The "Temporary Maintenance Access Road for Manholes" was described in 2007-112939 exhibits "C" and "D", intended as temporary access until all of the road right-of-way for Century Drive was dedicated.
- ***Prior to final site plan approval, maintenance access routes, plans, details, easements and associated covenants shall be approved by the City.***

NATURAL RESOURCES (WETLANDS AND BUFFERS)

- It is unclear whether all of the conditions of CWS Service Provider Letter (SPL) 08-001036 were satisfied with SP 08-09 (buildings 1 and 2), specifically that all of the buffer areas located on taxlot 00150 be enhanced to meet or exceed good condition and that a conservation easement be established over the buffer.

Project: SP 13-03, Buildings 3 and 4 at Sherwood Industrial Park
Date: November 9, 2013
From: Sherwood Engineering Department

- ***Prior to approval of final construction plans for public improvements provide documentation to support that all conditions of SPL 08-001036 have been satisfied or show how those conditions will be satisfied by the final construction plans.***
- ***Prior to issuance of Certificate of Occupancy receive final approval from the City Engineering Department and CWS that all conditions of Service Provider Letter(s) issued for taxlot 00150 have been satisfied.***

STREETS – TRANSPORTATION

- The land use application included a CAP trip analysis memorandum dated September 6, 2013. The CAP trip analysis underwent a completeness review noting that mitigation was not proposed for the trips in excess of 8 trips per acre allowed for Light Industrial. Engineering staff is working with the applicant to define mitigation or a payment in-lieu of mitigation. As of the date of this letter the issue has not been resolved but staff does not anticipate physical mitigation or optional payment in-lieu of mitigation to be substantial. This issue will be resolved prior to final site plan approval.
- ***Prior to final site plan approval obtain a Final Trip Certificate to satisfy the CAP.***
- Recent construction of SW Century Drive by adjacent development to the west revealed asphalt and aggregate base thicknesses within the temporary cult-de-sac could be thinner than the street section approved in 2005. ***Prior to issuance of a building permit obtain Engineering Department approval of construction plans*** including but not limited to reconstruction of the temporary cult-de-sac, driveway drops, landscaping and sidewalks.
- ***Prior to issuance of Certificate of Occupancy obtain final approval from the Engineering Department for construction of public infrastructure.***
- ***Prior to issuance of Certificate of Occupancy relinquish temporary cult-de-sac easement.*** No other easements to the "Public" or "City of Sherwood" are anticipated to be relinquished with this development.

GRADING, EROSION AND SEDIMENT CONTROL

- Retaining walls are not allowed within public easements or the public right-of-way.
- Retaining walls with a height of 4 feet or higher located on private property will require a permit from the building department.
- Development will disturb more than 5 acres on taxlot 150. ***Prior to issuance of building permits obtain a 1200-C stormwater discharge permit from Oregon DEQ.***
- In addition to the 1200-C permit and ***prior to issuance of building permits obtain a City Grading & Erosion Control Permit for buildings 3 & 4.***

MISCELLANEOUS – OTHER

- Once final stamped construction plans have been approved and Compliance Agreement issued by the City Engineering Department, obtain a City right-of-way permit for any work within public rights-of-way and easements and then schedule a pre-construction meeting prior to beginning work.

End of Engineering Department Land Use Comments for SP 13-03

11/15

City of Sherwood Oregon

NOTICE OF APPLICATION AND REQUEST FOR COMMENTS

Notice Date: October 25, 2013
Please submit comments by: November 15, 2013

Notice is hereby given that the **Planning Commission** will hold a hearing on **December 10, 2013** at City Hall at 7 pm on a site plan application to construction two tilt up buildings in the light industrial zone for warehousing/light industrial use on a 9.45-acre site south of SW Tualatin Sherwood Road.

Case File No.:	**SP 13-03, Sherwood Industrial Park Phase II**	Tax Map/Lot:	2S1W29D Tax lot 100
Address:	14816 SW Century Drive	Property Location:	Adjacent to SW Century Blvd and south of SW Tualatin Sherwood Blvd.
Applicant:	Mackenzie 1515 SE Water Ave Portland 97214	Property Owner:	ORWA Sherwood LLC-Jack Steiger 8320 NE Highway 99

Staff Contact: **Michelle Miller, Senior Planner** 503-625-42
millerm@sherwoodoregon.gov

Proposal: The applicant proposes to construct two tilt up buildings: 72,
warehousing/light industrial use on a 9.45-acre site adjacent to SW C
172 parking spaces proposed.

Applicable Code Criteria: Sherwood Zoning and Community Deve
16.58 (Clear Vision), 16.90 (Site Plan). 16.92 Landscaping 16.94 (On-Street Parking), 16.96 (On-Site Circulation),
16.98 On-Site Storage, Division VI - 16.104-16.118 (Public Improvements), 16.142 Parks, Trees and Open Space,
16.146 Noice, Vibrations, Air Quality, and Odors, 16.154 Heat and Glare, 16.156 Energy Conservation

COMMENTS – Sherwood Industrial Park SP 13-03

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

  _____

  _____

- ☐ We encourage denial of this request for the following reasons:

  _____

  _____

Please feel free to attach additional sheets as needed to complete your comments.

Comments by: John Wolff Date: _____
Address: _____ Tel.: _____ (optional)
_____ Email: _____ (optional)

TUALATIN VALLEY FIRE & RESCUE
APPROVED ☑
CONDITIONALLY APPROVED ☐
APPROVAL OF PLANS IS NOT AN APPROVAL OF OMISSIONS OR OVERSIGHTS.
SEE ATTACHED LETTER ☐
11-14-13
PLANS EXAMINER DATE

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

MEMORANDUM

City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140
Tel 503-625-5522
Fax 503-625-5524
www.sherwoodoregon.gov

Mayor
Bill Middleton

Council President
Linda Henderson

Councilors
Dave Grant
Robyn Folsom
Bill Butterfield
Matt Langer
Krisanna Clark

City Manager
Joseph Gall, ICMA-CM

FamilyCircle BEST TOWN FOR FAMILIES

2009 Top Ten Selection

MONEY MAGAZINE 2007 BEST PLACES TO LIVE GREAT AMERICAN TOWNS

2007 18th Best Place to Live

Sherwood 2006 All-America City Finalist

DATE: October 22, 2013

TO: Rich Sattler Public Works

FROM: Michelle Miller, AICP, Senior Planner

SUBJECT: Sherwood Industrial Park Phase II Engineering Comments (SIPP2)

Rich
~~Bob,~~

The land use application materials are attached for SIPP2.

Please review and provide comments back to me no later than November 9, 2013 so that they are able to be incorporated into the staff report for a hearing tentatively scheduled for November 20, 2013.

Thanks, Michelle

11/4/13

- access is needed for storm easement to west! South of property, development to west is not providing access - Provide access
- Easement required for 10" DDCV vault
- All water piping in an easement to be fully restrained
- Private Storm Water Quality facility still under maintenance bond? Make necessary improvements to facility - meet City/CWS requirements
- Minimum meter sizing per SMC
- Backflow Prevention provided per SMC
- Verify ownership of outlet piping of Storm Water Quality facility.

Exhibit D

P★R★I★D★E
DISPOSAL COMPANY
P.O. Box 820 Sherwood, OR 97140
Phone: (503) 625-6177 Fax: (503) 625-6179

September 11, 2013

Dale Poppe
Mackenzie
1515 SE Water Ave #100
Portland, OR 97214

Re: Sherwood Industrial Park – Buildings 3 & 4

We have reviewed the site plan for the enclosures at the Sherwood Industrial Park and will be able to service both of these enclosures.

The enclosures have adequate space for straight on access. Line 23 in the key notes state that each enclosure has inside measurements of 10' deep and 20' wide. Line 24 states that the gates will be able to be pinned in the open and closed position, will have full swing capability of at least 120 degrees, and that there will be no center post at access point. Please note that the gates should be hinged in front of the enclosure walls and not inside in order to allow for the full 20' width necessary.

If you have any questions, feel free to contact me.

Sincerely,

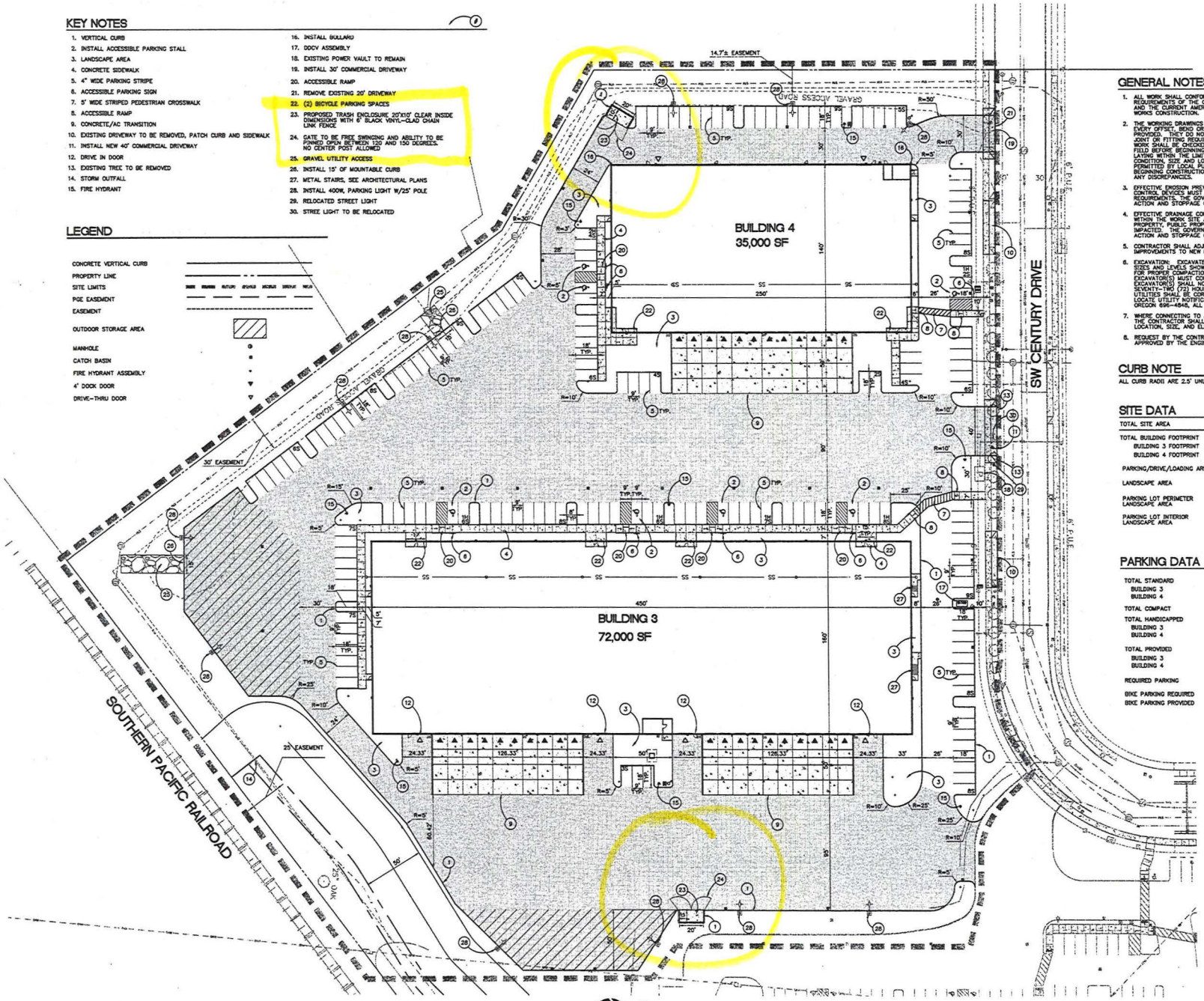
Kristin Leichner
Pride Disposal Co.
(503) 625-6177
kristinl@pridedisposal.com

KEY NOTES

1. VERTICAL CURB
2. INSTALL ACCESSIBLE PARKING STALL
3. LANDSCAPE AREA
4. CONCRETE SIDEWALK
5. 4" WIDE PARKING STRIPE
6. ACCESSIBLE PARKING SIGN
7. 5' WIDE STRIPED PEDESTRIAN CROSSWALK
8. ACCESSIBLE RAMP
9. CONCRETE/AC TRANSITION
10. EXISTING DRIVEWAY TO BE REMOVED, PATCH CURB AND SIDEWALK
11. INSTALL NEW 40' COMMERCIAL DRIVEWAY
12. DRIVE IN DOOR
13. EXISTING TREE TO BE REMOVED
14. STORM OUTFALL
15. FIRE HYDRANT
16. INSTALL BULLARD
17. DDCV ASSEMBLY
18. EXISTING POWER VAULT TO REMAIN
19. INSTALL 30' COMMERCIAL DRIVEWAY
20. ACCESSIBLE RAMP
21. REMOVE EXISTING 20' DRIVEWAY
22. (2) BICYCLE PARKING SPACES
23. PROPOSED TRASH ENCLOSURE 20'X10' CLEAR INSIDE DIMENSIONS WITH 6' BLACK VINYL-CLAD CHAIN LINK FENCE
24. GATE TO BE FREE SWINGING AND ABILITY TO BE PINNED OPEN BETWEEN 120 AND 150 DEGREES. NO CENTER POST ALLOWED
25. GRAVEL UTILITY ACCESS
26. INSTALL 15' OF MOUNTABLE CURB
27. METAL STAIRS, SEE ARCHITECTURAL PLANS
28. INSTALL 400W, PARKING LIGHT W/25' POLE
29. RELOCATED STREET LIGHT
30. STREE LIGHT TO BE RELOCATED

LEGEND

CONCRETE VERTICAL CURB
PROPERTY LINE
SITE LIMITS
PGE EASEMENT
EASEMENT
OUTDOOR STORAGE AREA
MANHOLE
CATCH BASIN
FIRE HYDRANT ASSEMBLY
4' DOCK DOOR
DRIVE-THRU DOOR



GENERAL NOTES

1. ALL WORK SHALL CONFORM TO THE STANDARD SPECIFICATIONS AND THE REQUIREMENTS OF THE CITY OF SHERWOOD, CLEAN WATER SERVICES (CWS), AND THE CURRENT AMERICAN PUBLIC WORKS ASSOCIATION STANDARDS FOR PUBLIC WORKS CONSTRUCTION.
2. THE WORKING DRAWINGS ARE GENERALLY DIAGRAMMATIC. THEY DO NOT SHOW EVERY OFFSET, BEND OR ELBOW REQUIRED FOR INSTALLATION IN THE SPACE PROVIDED. THEY DO NOT SHOW EVERY DIMENSION, COMPONENT PIECE, SECTION, JOINT OR FITTING REQUIRED TO COMPLETE THE PROJECT. ALL LOCATIONS FOR WORK SHALL BE CHECKED AND COORDINATED WITH EXISTING CONDITIONS IN THE FIELD BEFORE BEGINNING CONSTRUCTION. EXISTING UNDERGROUND UTILITIES LAYING WITHIN THE LIMITS OF EXCAVATION SHALL BE VERIFIED AS TO CONDITION, SIZE AND LOCATION BY UNCOVERING PRIOR TO SUCH IS PERMITTED BY LOCAL PUBLIC AUTHORITIES WITH JURISDICTION, BEFORE BEGINNING CONSTRUCTION. CONTRACTOR TO NOTIFY ENGINEER IF THERE ARE ANY DISCREPANCIES.
3. EFFECTIVE EROSION PREVENTION AND SEDIMENT CONTROL IS REQUIRED. EROSION CONTROL DEVICES MUST BE INSTALLED AND MAINTAINED TO MEET CITY OF SHERWOOD REQUIREMENTS. THE GOVERNING JURISDICTION MAY, AT ANY TIME, ORDER CORRECTIVE ACTION AND STOPPAGE OF WORK TO ACCOMPLISH EFFECTIVE EROSION CONTROL.
4. EFFECTIVE DRAINAGE CONTROL IS REQUIRED. DRAINAGE SHALL BE CONTROLLED WITHIN THE WORK SITE AND SHALL BE ROUTED SO THAT ADJACENT PRIVATE PROPERTY, PUBLIC PROPERTY, AND THE RECEIVING SYSTEM ARE NOT ADVERSELY IMPACTED. THE GOVERNING JURISDICTION MAY, AT ANY TIME, ORDER CORRECTIVE ACTION AND STOPPAGE OF WORK TO ACCOMPLISH EFFECTIVE DRAINAGE CONTROL.
5. CONTRACTOR SHALL ADJUST ALL STRUCTURES IMPACTED BY CONSTRUCTION IMPROVEMENTS TO NEW FINISH GRADES.
6. EXCAVATION: EXCAVATE FOR SLABS, PAVING, AND OTHER IMPROVEMENTS TO SIZES AND LEVELS SHOWN OR REQUIRED. ALLOW FOR FORM CLEARANCE AND FOR PROPER COMPACTION OF REQUIRED BACKFILLING MATERIAL. EXCAVATOR(S) MUST COMPLY WITH O.R.S. 757.541 THROUGH 757.571; EXCAVATOR(S) SHALL NOTIFY ALL UTILITY COMPANIES FOR LINE LOCATIONS SEVENTY-TWO (72) HOURS (MINIMUM) PRIOR TO START OF WORK. DAMAGE TO UTILITIES SHALL BE CORRECTED AT THE CONTRACTOR'S EXPENSE. (ONE CALL LOCATE UTILITY NOTIFICATION CENTER – PORTLAND METRO AREA 246-8699, OREGON 696-4848, ALL OTHER AREAS 1-800-332-2344).
7. WHERE CONNECTING TO AN EXISTING PIPE, AND PRIOR TO ORDERING MATERIALS, THE CONTRACTOR SHALL EXPOSE THE END OF THE EXISTING PIPE VERIFY THE LOCATION, SIZE, AND ELEVATION. NOTIFY ENGINEER OF ANY DISCREPANCIES.
8. REQUEST BY THE CONTRACTOR FOR CHANGES TO THE PLANS MUST BE APPROVED BY THE ENGINEER.

CURB NOTE

ALL CURB RADII ARE 2.5' UNLESS OTHERWISE NOTED ON PLANS

SITE DATA

TOTAL SITE AREA	411,783 SF (9.45 AC)
TOTAL BUILDING FOOTPRINT	107,000 SF (26.0%)
BUILDING 3 FOOTPRINT	72,000 SF (17.7%)
BUILDING 4 FOOTPRINT	35,000 SF (8.61%)
PARKING/DRIVE/LOADING AREA	215,346 SF (52.3%)
LANDSCAPE AREA	89,437 SF (21.7%)
PARKING LOT PERIMETER LANDSCAPE AREA	4,870 SF
PARKING LOT INTERIOR LANDSCAPE AREA	29,814 SF

PARKING DATA

TOTAL STANDARD	165	(96.0%)
BUILDING 3	100	
BUILDING 4	65	
TOTAL COMPACT	0	(0%)
TOTAL HANDICAPPED	7	(4.0%)
BUILDING 3	4	
BUILDING 4	3	
TOTAL PROVIDED	172	(1.61/1,000SF)
BUILDING 3	104	(1.44/1,000SF)
BUILDING 4	68	(1.94/1,000SF)
REQUIRED PARKING	171	(1.6/1,000SF)
BIKE PARKING REQUIRED	5	(1/40 PARKING SPACES)
BIKE PARKING PROVIDED	12	(2.76/40 PARKING SPACES)

PAVEMENT SECTIONS

*FOR REFERENCE ONLY. REFER TO GEOTECHNICAL REPORT FOR MINIMUM REQUIREMENTS

CONCRETE DOCK
CAR PARKING AREA 3" AC OVER 8" CRUSHED ROCK
HEAVY DUTY AREA 3" AC OVER 12" CRUSHED ROCK

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Vancouver, WA
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Seattle, WA
206.343.0993
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MACKENZIE.

Client:
ORWA SHERWOOD, LLC.
8020 NE HWY 99
VANCOUVER, WA 98665

Project
SHERWOOD INDUSTRIAL PARK
PHASE II
BUILDINGS 3 - 4

CENTURY DRIVE
SHERWOOD, OREGON

REGISTERED PROFESSIONAL ENGINEER
OREGON
JULY 15, 1982
ROBERT L. FRETTER JR.
EXPIRES: 12/31/13

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REVISIONS:

REVISION NO.	DESCRIPTION	REVISION DELTA THIS SHEET	CLOSING DATE

SHEET TITLE:
SITE PLAN

DRAWN BY: BTS
CHECKED BY: RLF
SHEET
C2.1

JOB NO. 2130096.00

SUBMITTED FOR DESIGN REVIEW: 09/06/2013

Kristin Leichner

From: Dale Poppe <DPoppe@mcknze.com>
Sent: Tuesday, September 10, 2013 4:21 PM
To: Kristin Leichner
Cc: Suzannah Hamlin; Cyrus Beedles; Bob Frentress Jr.
Subject: Sherwood Industrial park - Buildings 3 and 4
Attachments: 003-C2.1.pdf

Kristin:

As we discussed, please find attached the site plan we have for the Sherwood Industrial Park, Phase 2, Buildings 3 and 4 project. I have "clouded" the proposed trash enclosure locations as well as the detail information regarding their proposed dimensions and construction.

The enclosures will be 10' x 20' clear inside dimension and will be enclosed with 6'-0" chain-link fencing. The design of these will match those previously constructed for the adjacent buildings 1 and 2.

If necessary, we can create a new plan with the above information added. Please let me know if the attached will suffice.

Dale Poppe
Senior Associate | Architecture

MACKENZIE.
DESIGN DRIVEN | CLIENT FOCUSED

Architecture · Interiors · Engineering · Planning

P 503.224.9560 **W** mcknze.com **C** vcard

RiverEast Center
1515 SE Water Ave, Suite 100
Portland OR 97214

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Clean Water Services

MEMORANDUM

Date: November 12, 2013

To: Michelle Miller, Senior Planner, City of Sherwood

From: Jackie Sue Humphreys, Clean Water Services (the District)

Subject: Sherwood Industrial Park Phase II, SP 13-03, 2S129D00150

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. 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-l.

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 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.

2550 SW Hillsboro Highway • Hillsboro, Oregon 97123
Phone: (503) 681-3600 • Fax: (503) 681-3603 • cleanwaterservices.org

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. 13-002298, dated September 26, 2013.

i. Developer may be required to preserve a corridor separating the sensitive area from the impact of development.

j. 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.

k. Detailed plans showing the sensitive area and corridor delineated, along with restoration and enhancement of the corridor.

l. Provide DSL and Corps of Engineers permits for any work in the wetlands or creek prior to any on site work, including grading and erosion control. Include permit number on cover sheet of plans or provide concurrence with the delineation.

m. 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.

MACKENZIE.

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RiverEast Center, 1515 SE Water Avenue, #100, Portland, OR 97214

Portland, Oregon ▪ Vancouver, Washington ▪ Seattle, Washington

MEMORANDUM

DATE: 11/18/13
TO: Michelle Miller, AICP
FROM: Mark Person, AICP

SUBJECT: Sherwood Industrial Phase II – Industrial Design Standards

Ms. Miller,

In response to your request for additional information on the Sherwood Industrial Design Standards for SP 13-03, please find the below information.

Sherwood Zoning and Community Development Code

Chapter 16.90 Site Planning

8. *Industrial developments provide employment opportunities for citizens of Sherwood and the region as a whole. The proposed industrial development is designed to enhance areas visible from arterial and collector streets by reducing the "bulk" appearance of large buildings. Industrial design standards shall include the following:*

   a. *Portions of the proposed industrial development within 200 feet of an arterial or collector street and visible to the arterial or collector (i.e. not behind another building) shall meet any four of the following six design criteria:*

      (1) *A minimum 15% window glazing for all frontages facing an arterial or collector.*

Response: The walls facing Century Drive will have window glazing but will not have 15% as shown on the elevation plans.

(2) *A minimum of two (2) building materials used to break up vertical facade street facing frontages (no T-111 or aluminum siding).*

Response: The façades facing Century Drive are proposed to be concrete with windows and changes in paint color to break up the mass and bulk of the building. Additionally, the proposed buildings are oriented with their narrow side facing Century Drive in an effort to break up the vertical façade of the street facing frontage. This criterion is met.

(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).*

Response: The buildings will be setback in excess of 35 feet from Century Drive as shown on the development plans. This criterion is met.

(4) *Parking is located to the side or rear of the building when viewed from the arterial or collector.*

Response: The majority of parking is located to the side or rear of the building when viewed from Century Drive but there is parking between the building and the road as shown on the development plans. The intent of this criterion is met.

(5) Loading areas are located to the side or rear of the building when viewed from the arterial or collector. If the loading area are visible from an arterial or collector, they must be screened with vegetation or a screen made of materials matching the building materials.

Response: The loading areas are located to the side of the buildings when viewed from Century Drive as shown on the development plans. The proposed buildings will be located with their north wall facing Century Drive and the loading areas will be located on the east wall of each structure. This criterion is met.

(6) All roof-mounted equipment is screened with materials complimentary to the building design materials.

Response: Roof-mounted equipment will be located and screened so that it will not be visible from Century Drive. This criterion can be met.

b. As an alternative to 8.a above, an applicant may opt to have a design review hearing before the Planning Commission to demonstrate how the proposed development meets or exceeds the applicable industrial design objectives below (this design review hearing will be processed as a Type IV review):

(1) Provide high-value industrial projects that result in benefits to the community, consumers and developers.

Response: The proposed development includes the construction of two tilt-up concrete buildings similar to the development on Phase I that was constructed in 2010. Phase I of this development has resulted in benefits to the community through jobs, tax revenue, and public improvements. At the time of this application, Phase I is completely occupied. This standard is met.

(2) Provide diversified and innovative working environments that take into consideration community needs and activity patterns.

Response: The buildings proposed for the Sherwood Industrial Park Phase 2 will incorporate physical features configured to optimize their flexibility to accommodate a wide range of industrial occupancies from light manufacturing to warehouse and distribution. The buildings will incorporate a pleasing architectural appearance and landscape design to complement and blend with the surrounding community. The durable and aesthetic design is intended to attract quality tenants which will, in turn, provide quality industrial jobs – and a positive tax base - to the Sherwood community. The buildings incorporate features attractive to a wide variety of industrial users, with potential tenants including mechanical or electrical contractors, building material suppliers, parts distributors or other small industrial businesses allowed in the zone. The design incorporates the flexibility to make alterations to address different configurations for office, warehouse and manufacturing to meet a wide variety of tenant requirements.

The building exteriors are designed to reflect a scale appropriate for their use and in keeping with the surrounding environment. This is accomplished through the incorporation of reveals in the concrete panels to create interesting shadow lines and a multi-tone paint scheme to provide visual interest and exterior aesthetics. The buildings will present a clean appearance to the adjacent street system in order to attract successful businesses and maintain positive leasing and employment base for the community. Located on land designated by the City of Sherwood for industrial development, the proposed buildings align with community goals for family wage industrial jobs at a location designated by the community as appropriate for their function. The location of the project, with easy access to Tualatin-Sherwood Road as well as other collector streets, will facilitate community transportation patterns for individuals getting

Memorandum
Project Number 2130096.00
Project Number 3

to and from work, trucks moving the goods and services based at the park, and potential customers who may have business to attend to within the park. This standard is met.

With this additional information, I hope that your questions have been addressed. If you have any additional questions please feel free to contact me.

Thank you

New Business Agenda

Item C

CITY OF SHERWOOD
Staff Report

November 15, 2013
File No: CUP 13-02/MLP 13-03

Old Town Townhomes

TO: Planning Commission

Pre-App. Meeting:	August 5, 2013
App. Submitted:	October 22, 2013
App. Complete:	October 29, 2013
Hearing Date:	November 26, 2013
120 Day Deadline:	February 27, 2015

From:

Michelle Miller, AICP
Senior Planner

Proposal: The applicant proposes a minor land partition and construction of two townhomes with each unit on its own lot. The new townhomes will front SW 2nd Street but will gain access from the existing alley at the rear of the property. The property is zoned Retail Commercial (RC), and is located in the Smockville area of the Sherwood Old Town Overlay. The applicant's submittal materials are attached to this report as Exhibit A.

I. BACKGROUND

Applicant/Owner: C & L Properties LLC
207 SW Santa Fe Terrace
Sherwood OR 97140

Contact: Larry Wright

B. Location: 2S132BB tax lot 1700

C. Parcel Size: Tax lot 1700 is 10,000 square feet in size. There are two individual lots, each approximately 5,000 sq. ft.

D. Existing Development and Site Characteristics: The site is flat and currently vacant.

E. Site History: The site is currently vacant but at one time had a house on it that had been demolished or destroyed. In review of the records, there is no information concerning the date of the demolition, but an aerial photo from 1951 shows a house on the property. In October 2013, the Planning Commission approved a land use application to construct a single-family detached home on the MDRL portion of the site.

F. Zoning Classification and Comprehensive Plan Designation: The subject property is zoned Retail Commercial (RC) within the Smockville area of the Old Town Overlay zone, a designated historic district which seeks to preserve and enhance the area's commercial viability and historic character.

G. Adjacent Zoning and Land Use: The subject property is adjacent to residentially zoned and developed properties to the north and west, zoned MDRL. The properties to the east and south are zoned RC and are currently residentially developed (single-family homes).

H. Review Type: The property is within Sherwood Old Town Overlay. As such, the application is subject to a Type IV review, which requires review and approval by the Planning Commission after conducting a public hearing. An appeal would be heard by the Sherwood City Council.

I. Public Notice and Hearing: This application was processed consistent with the standards in effect at the time it was submitted. A neighborhood meeting was held on July 22, 2013 at the subject site in downtown Sherwood. The neighborhood meeting was attended by several neighborhood property owners and residents.

Notice of the application was mailed to property owners within 1,000 feet of the subject property and posted on the property and in five locations throughout the City on November 6, 2013 in accordance with Section 16.72.020 of the SZCDC. The notice was published in the Tigard Times (a paper of general circulation) on November 14, 2013 and again on November 21, 2013 in accordance with Section 16.72.020 of the SZCDC.

J. Review Criteria: Sherwood Zoning and Community Development Code, 16.22 (Use Districts – RC); 16.44 (Townhomes); 16.82 (Conditional Uses); 16.122 (Land Partitions); 16.128 (Land Division Design Standards); 16.142 (Parks, Trees and Open Spaces) and 16.162 (Old Town Overlay District).

II. PUBLIC COMMENTS

Public notice was mailed and posted on the property in five locations throughout the City on November 6, 2013. Staff received no public comments as of the date of this report. However, comments are accepted until the Planning Commission closes the public hearing.

III. AGENCY COMMENTS

Staff sent e-notice to affected agencies on November 1, 2013. The following is a summary of the comment received. Copies of full comments are included in the record unless otherwise noted.

Sherwood Engineering Department: provided comments on November 14, 2013 that are attached as Exhibit B. Essentially, Engineering comments are related to street improvement requirements along SW 2nd Street, and the extension and protection of utilities.

Clean Water Services: provided comments on November 12, 2013 that are attached as Exhibit C. Clean Water Services comments related to the District Storm Water Connection Permit Authorization.

ODOT Outdoor Advertising Program: provided an e-mail stating that they had no concerns with the proposal.

As of the date of this report, no other agency comments have been received.

V. APPLICABLE CODE PROVISIONS

The applicable zoning district standards are identified in Chapter 16.22 (Retail Commercial) below.

A. Division II – Land Use and Development

Chapter 16.22 COMMERCIAL LAND USE DISTRICTS

16.22.010 - Purpose

C. Retail Commercial (RC)
The RC zoning district provides areas for general retail and service uses that neither require larger parcels of land, nor produce excessive environmental impacts as per Division VIII.

FINDING: The applicant proposes a 2-unit, common-wall townhome structure on two lots just over 2,500 square feet in size each. These lots are not large in size and the proposed use will not produce excessive environmental impacts. While residential dwellings are not addressed in the purpose of the RC zone, the unique location of this property in the Old Town Overlay sets it apart from other RC proposals. The Old Town Overlay District (Chapter 16.162.020, discussed below) allows townhomes as a conditional use in the RC zone.

16.22.020 - Uses

FINDING: Attached single-family homes are not addressed in Chapter 16.22 (RC). However, as discussed above, Section 16.162.040 (Old Town Overlay District- Conditional Uses) allows townhouses (shared wall single-family attached) subject to the design criteria in Chapter 16.44 (Townhomes) as conditional uses subject to Chapter 16.82 (Conditional Uses). Responses to the requirements of Chapters 16.44 and 16.82 are found below.

16.22.030 - 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. (Variance and Adjustments)

B. Development Standards
Except as otherwise provided, required minimum lot areas, dimensions and setbacks shall be provided in the following table

RETAIL COMMERCIAL STANDARDS

1.	Lot area:	5,000 sq ft
2.	Lot width at front property line:	40 ft
3.	Lot width at building line	40 ft
4.	Front yard setback	0
5.	Side yard setback	0
6.	Rear yard setback	0
7.	Height	50 ft

As identified above, the RC zone requires a minimum lot size of 5,000 square feet. However, Section 16.162.060 (Old Town Overlay District- Dimensional Standards) requires a 2,500 square foot minimum lot size in the RC zone within Old Town. The applicant proposes to partition the property into two 2,508 square-foot lots, which is permitted because of the property's location within Old Town. Section 16.162.060 also states that no setbacks or minimum yards are required. The proposed townhomes will be 31 feet in height and will not exceed 50 feet in height.

While not specifically discussed within the development code, staff assumes the proposed lot widths of 25 feet would meet the intent of the code by permitting the placement of smaller lots in the Old Town District. In addition, with the set block pattern in Sherwood's Old Town, each lot is generally 100-feet deep. Allowing 2,500 square foot lots in the RC zone inherently assumes a lot width of generally 25-feet.

FINDING: The size and shape of the proposed lots meets the dimensional standard requirements for an RC property within the Old Town Overlay District.

16.44 – Townhomes

16.44.010 Townhome Standards

A. Generally
A townhome may be located on property zoned MDRH or HDR, or in other zones as specified in an approved Planned Unit Development, provided that the townhome meets the standards contained below, and other applicable standards of Division V - Community Design. Such developments that propose townhomes can do so as condominiums on one parent lot, or in a subdivision, but shall do so in groups known as "townhome blocks," which consist of groups no less than two attached single-family dwellings and no more than six in a block, that meet the general criteria of Subsection B below, and specific design and development criteria of this Chapter.

Townhouses are permitted as a conditional use in the Old Town Overlay District per Section 16.162.040.B. This property is within the Old Town Overlay District and this application includes a conditional use permit for the townhomes. The two townhomes proposed with this development are on individual lots as a partition is also proposed with this application.

FINDING: Townhomes are conditionally permitted within the Old Town Overlay District. This property is within the Old Town Overlay District and, as such, townhomes are permitted conditionally. Therefore, this standard is met.

B. Standards

1. Each townhome shall have a minimum dwelling area of twelve-hundred (1,200) square feet in the MDRH zone, and one-thousand (1,000) square feet in the HDR zone. Garage area is not included within the minimum dwelling area.

FINDING: Although no minimum dwelling area is specified for the RC zone, the proposed townhomes will be 1,814 square feet each in size, exceeding both of the stated minimum dwelling area standards. This standard is not applicable to the RC zone or this proposal.

2. Lot sizes shall average a minimum of two-thousand five-hundred (2,500) square feet in the MDRH zone, and one-thousand eight-hundred (1,800) square feet in the HDR zone, unless the property qualifies as "infill," and meets the criteria of Subsection D below. If proposed as a subdivision, lots shall be platted with a width of no less than twenty (20) feet, and depth no less than seventy (70) feet.

FINDING: No lot size average is specified for the RC zone. The proposed lots will be 2,508 square feet each in size, exceeding both of the stated minimum average lot sizes in this chapter as it applies to Townhomes, but this standard is not applicable to the RC Zone or this proposal.

3. The townhome shall be placed on a perimeter foundation, the units must meet the front yard, street-side yard, and rear yard setbacks of the underlying zone, if abutting a residential zone designated for, or built as, single-family detached housing.

The applicant's submitted materials show that the townhomes will be placed on a perimeter foundation. The RC zone does not require minimum setbacks; however, the applicant proposes a 6-foot side yard setback, 15-foot front yard setback and 18-foot rear yard setback.

FINDING: As discussed above, the applicant's submitted materials demonstrate compliance with this standard.

4. All townhomes shall include at least two (2) off-street parking spaces in the HDR zone, and two and one-half (2-½) spaces in the MDRH zone; garages and/or designated shared parking spaces may be included in this calculation. The City Engineer may permit diagonal or angle-in parking on public streets within a townhome development, provided that adequate lane width is maintained. All townhome developments shall include a parking plan, to be reviewed and approved with the Site Plan application.

Although parking is not required in the "Smockville Area" of the Old Town Overlay District, the applicant is providing garages and a driveway for each unit, for two total spaces per unit.

FINDING: As discussed above, this standard is met.

5. All townhomes shall have exterior siding and roofing which is similar in color, material and appearance to siding and roofing commonly used on residential dwellings within the City, or otherwise consistent with the design criteria of Subsection E, Design Standards.

The applicant's submitted materials demonstrate compliance with this standard, proposing a steeply pitched roof, varied materials including cultured stone, horizontal lap siding, window shutters, belly bands, gabled roof ends, double-hung style windows and earth tone colors.

FINDING: As discussed above, the applicant's proposal complies with this standard.

6. All townhomes in the MDRH zone shall have an attached or detached garage.

FINDING: As this property is within the RC zone, no garage is required; however, one is being provided for each unit. This standard is not applicable to this proposal.

7. All other community design standards contained in Divisions V, VIII and IX relating to off-street parking and loading, energy conservation, historic resources, environmental resources, landscaping, access and egress, signs, parks and open space, on-site storage, and site design that are not specifically varied by this Chapter, shall apply to townhome blocks.

FINDING: All other community design standards applicable to this proposal are discussed throughout this staff report.

8. All townhome developments shall accommodate an open space or park area no less than five percent (5%) of the total subject parcel (prior to exclusion of public right-of-way and environmentally constrained areas). Parking areas may not be counted toward this five percent (5%) requirement.

FINDING: The applicant's materials show each townhome with an open space area (pervious area) of 905 square feet, or 36%, of each lot. The proposal is in compliance with this standard.

9. Side yard setbacks shall be based on the length of the townhome block; a minimum setback to the property line* on the end of each "townhome block" shall be provided relative to the size of the block, as follows:

a.	**100 feet to 150 feet**	**6 feet minimum**
b.	**Less than 100 feet**	**5 feet minimum**

*** In the case of condominium projects where no property line may exist at the end of each townhome block, the setback shall be applied as a minimum area of separation, as applied to each townhome block.**

The length of this townhome block is less than 100 feet. Therefore, a 5-foot side yard setback is required. The applicant is proposing a 6-foot side yard setback.

FINDING: As discussed above, this standard has been met.

C. Occupancy

1. No occupancy permit for any townhome shall be issued by the City until the requirements of site plan review and the conditions of the approved final site plan are met. Substantial alteration from the

approved plan must be resubmitted to the City for review and approval, and may require additional site plan review before the original hearing authority.

2. The owner(s) of the townhomes, or duly authorized management agent, shall be held responsible for all alterations and additions to a townhome block or to individual homes within the block, and shall ensure that all necessary permits and inspections are obtained from the City or other applicable authority prior to the alterations or additions being made.

FINDING: The applicant's materials indicate that the applicant is aware of the occupancy standards. These standards can be further enforced at time of building permit review and approval and inspection. It is feasible for the project to satisfy this standard.

D. Infill Standard
The minimum lot size required for single-family, attached dwellings (townhomes) may be reduced by a maximum of 15% if the subject property is 1.5 acres or less, and the subject property is surrounded by properties developed at or in excess of minimum density for the underlying zone.

FINDING: The applicant has not proposed a lot size reduction for infill and, therefore, this standard is not applicable.

E. Design Standards
Each townhome block development shall require the approval of a site plan, under the provisions of Section 16.90.020, and in compliance with the standards listed below. The site plan shall indicate all areas of townhome units, landscaping, off-street parking, street and driveway or alley locations, and utility access easements. The site plan shall also include a building elevation plan, which show building design, materials, and architectural profiles of all structures proposed for the site.

Section 16.90.020.B provides an exemption to site plan requirements for single and two-family uses and, therefore, only the site plan provisions of the standards listed below are applicable to this attached single-family development.

FINDING: As discussed above, the design standards below are the site plan standards applicable to this development.

1. Building Mass: The maximum number and width of consecutively attached townhomes shall not exceed six (6) units or one-hundred fifty (150) feet from end-wall to end-wall.

FINDING: The two proposed townhome units is less than the maximum of 6 and will not exceed the 150-foot length. This standard is met.

2. Designation of Access/Alleys: Townhomes shall receive vehicle access only from the front or rear lot line exclusively, not both. If alleys are used for access they shall be created at the time of subdivision approval and built to City standards as illustrated in the Transportation System Plan.

FINDING: The proposed townhomes will provide vehicle access only from rear loaded garages in the existing alley. This standard is met.

3. Street Access: Townhomes fronting on a neighborhood route, collector, or arterial shall use alley access, either public or private, and comply with all of the following standards, in order to minimize interruption of adjacent sidewalks by driveway entrances and conflicts with other transportation users, slow traffic, improve appearance of the streets, and minimize paved surfaces for better stormwater management. Direct access to local streets shall only be used if it can be demonstrated that due to topography or other unique site conditions precludes the use of alleys.

a. Alley loaded garages shall be set back a minimum five feet to allow a turning radius for vehicles and provide a service area for utilities.

b. If garages face the street, the garage doors shall be recessed behind the front elevation (living area, covered porch, or other architectural feature) by a minimum of one (1) foot.

FINDING: The proposed townhomes will take access from the alley with the alley-loaded garages setback 18- to 19-feet from the alley. The garages do not face the street. This standard is met.

c. The maximum allowable driveway width facing the street is two (2) feet greater than the width of the garage door. The maximum garage door width per unit is sixty percent (60%) of the total building width. For example, a twenty (20) foot wide unit may have one 12-foot wide recessed garage door and a fourteen (14) foot wide driveway. A 24-foot wide unit may have a 14-foot, 4-inch wide garage door with a 16-foot, 4-inch wide driveway.

The driveway and garage doors face the alley rather than SW 2nd Street. However, the width of the driveway and garage door meet this standard as shown on the submitted plans, with the garage door approximately 59% of the total building width and the driveway two (2) feet wider than the garage door.

FINDING: As discussed above, this standard is met.

4. Building Design: The intent of the following standards is to make each housing unit distinctive and to prevent garages and blank walls from being a dominant visual feature.

a. The front facade of a townhome may not include more than forty percent (40%) of garage door area.

FINDING: The garage door is on the rear of the townhome and therefore the front façade contains 0% garage door. This standard is met.

b. The roofs of each attached townhome must be distinct from the other through either separation of roof pitches or direction, variation in roof design, or architectural feature. Hipped, gambrel, gabled, or curved (i.e. barrel) roofs are required. Flat roofs are not permitted.

The roofs of the two townhomes are distinct from each other in that they are individually pitched, gabled roofs with gabled covered entries.

FINDING: As discussed above, the roofs of each townhome are distinct from the other and, therefore, the proposal meets this standard.

c. A minimum of fifty percent (50%) of the residential units within a block's frontage shall have a front porch in the MDRH zone. Front porches may encroach six (6) feet beyond the perimeter foundation into front yard, street-side yard, and landscape corridor setbacks for neighborhood routes and collectors, and ten (10) feet for arterials, and are not subject to lot coverage limitations, in both the MDRH and HDR zones. Porches may not encroach into the clear vision area, as defined in Section 16.58.010

FINDING: This standard is not applicable because this property is located within the RC zone, but it should be noted that front porches are proposed.

d. Window trim shall not be flush with exterior wall treatment for all windows facing public right-of-ways. Windows shall be provided with architectural surround at the jamb, head and sill.

FINDING: Shutters and trim molding pieces are shown around each window. The application meets this standard.

e. All building elevations visible from the street shall provide doors, porches, balconies, windows, or architectural features to provide variety in facade. All front street-facing elevations, and a minimum of fifty percent (50%) of side and rear street-facing building elevations, as applicable, shall meet this standard. The standard applies to each full and partial building story. Alternatively, in lieu of these standards, the Old Town Design Standards in Chapter 16.162 may be applied.

FINDING: The location of this property in Old Town requires application of the Old Town Design Standards, as discussed further in this report under Chapter 16.162. This standard has been met.

f. The maximum height of all townhomes shall be that of the underlying zoning district standard, except that: twenty-five percent (25%) of townhomes in the MDRH zone may be 3-stories, or a maximum of forty (40) feet in height if located more than one-hundred fifty (150) feet from adjacent properties in single-family (detached) residential use.

FINDING: Both townhomes will be 31 feet in height, meeting the RC zoning standard of a maximum height of 50 feet. This standard has been met.

5. Vehicular Circulation: All streets shall be constructed in accordance with applicable City standards in the Transportation System Plan. The minimum paved street improvement width shall be:

a. Local Street: Twenty-eight (28) feet, with parking allowed on one (1) side.

b. Neighborhood Route: Thirty-six (36) feet, with parking on both sides.

c. Collector: Thirty-four (34) feet with parking on one side, fifty (50) feet with parking on both sides.

d. In lieu of a new public street, or available connection to an existing or planned public street, a private 20 foot minimum driveway, without on-street parking, and built to public improvement standards, is allowed for infill properties as defined in Section 16.44.010(D). All townhome developments in excess of thirty (30) units require a secondary access.

e. Any existing or proposed street within the townhome block that, due to volumes of traffic, connectivity, future development patterns, or street location, as determined by the City, functions as a neighborhood route or collector or higher functional classification street based on connectivity, shall be constructed to full City public improvement standards.

No new streets are proposed with this two-unit townhome development. Safe and convenient vehicular access is provided via the alley in the rear of the property. Pedestrian access is provided from the front door to the sidewalk that will be constructed along SW 2nd Street.

FINDING: As discussed above, this standard is not applicable.

16.58.010 - Clear Vision Areas

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.

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.

A clear vision area shall contain no planting, sight obscuring fence, wall, structure, or temporary or permanent obstruction exceeding two and one-half (2-1/2) 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.

The following requirements shall govern clear vision areas:
A. In a residential zone, the minimum distance shall be thirty (30) feet, or at intersections including an alley, ten (10) feet.
B. In commercial and industrial zones, the minimum distance shall be fifteen (15) feet, or at intersections including an alley, ten (10) feet, except that when the angle of intersection between streets, other than an alley, is less than thirty (30) degrees, the distance shall be twenty-five (25) feet.
C. Where no yards are required, buildings may be constructed within the clear vision area.

The parcels are not located near an intersection. The driveway will be located in the rear and have access at the alley. The plans do not show any impediment to the clear vision area.

FINDING: Based on the above discussion, this standard is met.

B. Division IV – Planning Procedures

Chapter 16.82 Conditional Uses

16.82.020.C

Use Criteria

No conditional use shall be granted unless each of the following is found:

1. All public facilities and services to the proposed use, including but not limited to sanitary sewers, water, transportation facilities, and services, storm drains, electrical distribution, park and open space and public safety are adequate; or that the construction of improvements needed to provide adequate services and facilities is guaranteed by binding agreement between the applicant and the City.

This property is located in Old Town Sherwood, where significant investment has been made in transportation and utility infrastructure in recent years. This site is served by PGE for electrical service and is less than ¼ mile from Stella Olsen Park. Old Town Sherwood is frequently patrolled by Sherwood Police and is the location of the City Hall and Library. All public facilities and services to the proposed townhomes are adequate to serve the development. The applicant will participate in the on-going maintenance of these infrastructure and services via system development charges (SDCs), utility bills and property taxes.

FINDING: As discussed above, this standard is met.

2. Proposed use conforms to other standards of the applicable zone and is compatible with abutting land uses in regard to noise generation and public safety.

The townhome use is compatible to other housing and commercial development in Old Town. This moderate level of density is an efficient use of land in an area where urban services are available. Excessive noise generation or threat to public safety is not anticipated with this townhouse development.

FINDING: As discussed above, this standard is met.

3. The granting of the proposal will provide for a facility or use that meets the overall needs of the community and achievement of the goals and/or policies of the Comprehensive Plan, the adopted City of Sherwood Transportation System Plan and this Code.

As this is a residential development, the housing goals of the Sherwood Comprehensive Plan are applicable. Two housing objectives (Comprehensive Plan Chapter 4, Land Use, Section E.2.A) are to (1.) encourage the formation of balanced neighborhoods with a mix of residential, commercial, institutional and recreational uses appropriate to local resident needs, and to (2.) to seek to provide housing which meets local needs with regard to style, price, density, quality and energy efficiency. One policy strategy

listed to help meet this objective is to locate higher density residential developments so as to take advantage of arterial and major collector streets; nearby shopping, parks, mass transit and other major public facilities and services. Single-family attached dwelling units are scarce in the City and are a practical dwelling type for the Old Town location. This development has safe and convenient, alley-loaded access consistent with the goals and policies of the Transportation System Plan and, as evidenced by this staff report, meets the requirements of this Code.

FINDING: As stated above, this standard is met.

4. Surrounding property will not be adversely affected by the use, or that the adverse effects of the use on the surrounding uses, the neighborhood, or the City as a whole are sufficiently mitigated by the conditions proposed.

The surrounding properties are developed residentially (though some are zoned commercially and may redevelop over time). There is no evidence in the record to suggest that the proposed 2-unit townhome development will adversely affect surrounding property or uses, the neighborhood, or the City as a whole.

FINDING: As discussed above, this standard is met.

5. The impacts of the proposed use of the site can be accommodated considering size, shape, location, topography and natural features.

The impacts of this two-unit townhome development can be accommodated on this site considering size, shape, location, topography and natural features. The project complies with the Smockville design standards (as addressed below in Chapter 16.162). There are no sensitive areas or environmental constraints on or within 200-feet of the site, per the Clean Water Services Service Provider Letter.

FINDING: As discussed above, this standard is met.

6. The use as proposed does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.

There are no sensitive areas or environmental constraints on or within 200-feet of the site, per the Clean Water Services Service Provider Letter. Therefore, the townhome use does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.

FINDING: As discussed above, this standard is met.

7. For a proposed conditional use permit in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC), Light Industrial (LI), and General Industrial (GI) zones, except in the Old Town Overlay Zone, the proposed use shall satisfy the requirements of Section 16.108.070 Highway 99W Capacity Allocation Program, unless excluded herein.

FINDING: This site is within the Old Town Overlay Zone and, as such, this standard is not applicable.

8. For wireless communication facilities, no conditional use permit shall be granted unless the following additional criteria is found:

a. The applicant shall demonstrate to the satisfaction of the City that the wireless communication facility cannot be located in an IP zone due to the coverage needs of the applicant.

b. The proposed wireless communication facility is designed to accommodate co-location or it can be shown that the facility cannot feasibly accommodate co-location.

c. The applicant shall demonstrate a justification for the proposed height of the tower or antenna and an evaluation of alternative designs which might result in lower heights.

d. The proposed wireless communication facility is not located within one-thousand (1,000) feet of an existing wireless facility or that the proposed wireless communication facility cannot feasibly be located on an existing wireless communication facility.

e. The proposed wireless communication facility is located a minimum of three-hundred (300) feet from residentially zoned properties.

FINDING: This application does not include a wireless communication facility; therefore, this section is not applicable.

9.The following criteria apply to transportation facilities and improvements subject to Conditional use approval (in addition to criteria 1—7) per 16.66. These are improvements and facilities that are (1) not designated in the adopted City of Sherwood Transportation System Plan (TSP), and are (2) not designed and constructed as part of an approved subdivision or partition subject to site plan review.

a.The project preserves or improves the safety and function of the facility through access management, traffic calming, or other design features.

b.The project includes provisions for bicycle and pedestrian access and circulation consistent with the Comprehensive Plan, the requirements of this Code, and the TSP.

c.Proposal inconsistent with TSP: If the City determines that the proposed use or activity or its design is inconsistent with the TSP, then the applicant shall apply for and obtain a plan and/or zoning amendment prior to or in conjunction with conditional use permit approval.

d.State transportation system facility or improvement projects: The Oregon Department of Transportation (ODOT) shall provide a narrative statement with the application demonstrating compliance with all of the criteria and standards in Section 1—7 and 9.a—9.d. Where applicable, an Environmental Impact Statement or Environmental Assessment may be used to address one or more of these criteria.

FINDING: This application does not propose improvements to transportation facilities; therefore, this section is not applicable.

D. Additional Conditions

In permitting a conditional use or modification of an existing conditional use, additional conditions may be applied to protect the best interests of the surrounding properties and neighborhoods, the City as a whole, and the intent of this Chapter. These conditions may include but are not limited to the following:

1.Mitigation of air, land, or water degradation, noise, glare, heat, vibration, or other conditions which may be injurious to public health, safety or welfare in accordance with environmental performance standards.

2.Provisions for improvement of public facilities including sanitary sewers, storm drainage, water lines, fire hydrants, street improvements, including curb and sidewalks, and other above and underground utilities.

3.Increased required lot sizes, yard dimensions, street widths, and off-street parking and loading facilities.

4.Requirements for the location, number, type, size or area of vehicular access points, signs, lighting, landscaping, fencing or screening, building height and coverage, and building security.

5.Submittal of final site plans, land dedications or money-in-lieu of parks or other improvements, and suitable security guaranteeing conditional use requirements.

6.Limiting the number, size, location, height and lighting of signs.

7.Requirements for the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas.

8.Requirements for design features which minimize potentially harmful environmental impacts such as noise, vibration, air pollution, glare, odor and dust.

FINDING: This two-unit townhome development does not warrant additional conditions to protect the best interests of the surrounding properties and neighborhoods, the City as a whole, and the intent of this Chapter. This standard is not applicable.

C. Division VI – Public Infrastructure

Chapter 16.106 TRANSPORTATION FACILITIES

16.106.020 Required Improvements

B. Existing Streets
Except as otherwise provided, when a development abuts an existing street, the improvements requirement shall apply to that portion of the street right-of-way located between the centerline of the right-of-way and the property line of the lot proposed for development. In no event shall a required street improvement for an existing street exceed a pavement width of thirty (30) feet.

This property abuts SW 2nd Street, an existing street in need of improvement. The Engineering Department has reviewed the proposal and recommends the applicant be conditioned to provide a ¼ street improvement along the frontage of SW 2nd Street with a new curb and gutter, full depth A/C replacement out 2' from the end of the gutter, a 1" grind and overlay of the existing AC pavement, a 5-foot-wide non-meandering sidewalk, street trees and street lighting. The Engineering Department's recommendations are attached as Exhibit B.

FINDING: As stated above, this standard is not met but can be met if the applicant is conditioned to provide the improvements identified by the Sherwood Engineering Department and discussed later in this report.

D. Extent of Improvements

1. Streets required pursuant to this Chapter shall be dedicated and improved consistent with Chapter 6 of the Community Development Plan, the TSP and applicable City specifications included in the City of Sherwood Construction Standards. Streets shall include curbs, sidewalks, catch basins, street lights, and street trees. Improvements shall also include any bikeways designated on the Transportation System Plan map. Applicant may be required to dedicate land for required public improvements only when the exaction is directly related to and roughly proportional to the impact of the development.

2. If the applicant is required to provide street improvements, the City Engineer may accept a future improvements guarantee in lieu of street improvements if one or more of the following conditions exist, as determined by the City:

a. A partial improvement is not feasible due to the inability to achieve proper design standards;

b. A partial improvement may create a potential safety hazard to motorists or pedestrians.

c. Due to the nature of existing development on adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity;

d. The improvement would be in conflict with an adopted capital improvement plan;

e. The improvement is associated with an approved land partition on property zoned residential use and the proposed land partition does not create any new streets; or

f. Additional planning work is required to define the appropriate design standards for the street and the application is for a project that would contribute only a minor portion of the anticipated future traffic on the street.

The Engineering Department's recommendations, attached as Exhibit B, indicate that the existing infrastructure needs to be improved to bring the street section up to current City standards. The future improvement guarantee has not been proposed by the applicant.

FINDING: As discussed above and in the engineering comments received November 14, 2013, the proposal does not indicate street improvements that have been deemed necessary for this development. This standard can be met if the applicant is conditioned to provide the improvements identified by the Sherwood Engineering Department.

RECOMMENDED CONDITION: Prior to final plat approval, the applicant shall Construct ¼ street improvements along SW 2nd Street extending along both lots frontage as detailed below:

a) Install new curb/gutter
b) Full depth AC replacement extending out 2' from end of gutter. Perform a 1" grind and overlay of the existing AC pavement from the edge of the new full depth pavement section to the center of the road.
c) Install 5' landscape strip with street trees.
d) Install 5 non-meandering sidewalk (5' wide is ADA minimum).
e) Record Public Utility Easement (PUE) for franchise utilities & plants for screening.
f) Install street lighting based on spacing standards.
g) In front yard adjacent to 2nd Street, replace storm cleanout with a manhole. City PW to provide manhole and offset construction cost of installation.
h) Replace the existing outdated catch basin with a sumped catch

16.106.060 Sidewalks

A. Required Improvements
1. Except as otherwise provided, sidewalks shall be installed on both sides of a public street and in any special pedestrian way within new development.

2. For Highway 99W, arterials, or in special industrial districts, the City Manager or designee may approve a development without sidewalks if alternative pedestrian routes are available.

3. In the case of approved cul-de-sacs serving less than fifteen (15) dwelling units, sidewalks on one side only may be approved by the City Manager or designee.

B. Design Standards
1. Arterial and Collector Streets
Arterial and collector streets shall have minimum eight (8) foot wide sidewalks/multi- use path, located as required by this Code.

2. Local Streets

Local streets shall have minimum five (5) foot wide sidewalks, located as required by this Code.

3. Handicapped Ramps
Sidewalk handicapped ramps shall be provided at all intersections.
C.
Pedestrian and Bicycle Paths
Provide bike and pedestrian connections on public easements or right-of-way when full street connections are not possible, with spacing between connections of no more than 330 feet except where prevented by topography, barriers such as railroads or highways, or environmental constraints such as rivers and streams.

SW 2nd Street is a local street and, as such, a 5-foot sidewalk is required. The applicant's submittal shows a 5-foot sidewalk.

FINDING: As discussed above, and conditioned previously in this report, this standard is satisfied.

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.

16.110.020 Design Standards

A. Capacity
Sanitary sewers shall be constructed, located, sized, and installed at standards consistent with this Code, the Sanitary Sewer Service Plan Map in the Sanitary Sewer Master Plan, and other applicable Clean Water Services and City standards, in order to adequately serve the proposed development and allow for future extensions.

FINDING: The townhomes will each connect to an existing sanitary sewer main in the alley via private service laterals, one existing and one new. The existing line has capacity and the laterals will be sized appropriately. This standard is met.

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.

16.112.020 Design Standards

A. Capacity
Water lines providing potable water supply shall be sized, constructed, located and installed at standards consistent with this Code, the Water System Master Plan, the City's 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.

B. Fire Protection
All new development shall comply with the fire protection requirements of Chapter 16.116, the applicable portions of Chapter 7 of the Community Development Plan, and the Fire District.

FINDING: The townhomes will each connect to an existing water main in the alley via private service laterals, one existing and one new. The existing line has capacity and the laterals will be sized appropriately. Fire protection standards are discussed further in this report. This standard is met.

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.

16.114.020 Design Standards

A. Capacity
Storm water drainage systems shall be sized, constructed, located, and installed at standards consistent with this Code, the Storm Drainage Master Plan Map, attached as Exhibit E, Chapter 7 of the Community Development Plan, other applicable City standards, the Clean Water Services Design and Construction standards R&O 04-9 or its replacement, and hydrologic data and improvement plans submitted by the developer.

B. On-Site Source Control
Storm water detention and groundwater recharge improvements, including but not limited to such facilities as dry wells, detention ponds, and roof top ponds shall be constructed according to Clean Water Services Design and Construction Standards.

C. Conveyance System
The size, capacity and location of storm water sewers and other storm water conveyance improvements shall be adequate to serve the development and accommodate upstream and downstream flow. If an upstream area discharges through the property proposed for development, the drainage system shall provide capacity to the receive storm water discharge from the upstream area. If downstream drainage systems are not sufficient to receive an increase in storm water caused by new development, provisions shall be made by the developer to increase the downstream capacity or to provide detention such that the new development will not increase the storm water caused by the new development.

16.114.030 Service Availability

Approval of construction plans for new storm water drainage facilities pursuant to Chapter 16.106, and the issuance of building permits for new development to be served by existing storm water drainage systems shall include certification by the City that existing or proposed drainage facilities are adequate to serve the development.

The City Engineering Department's review of this development finds a deficiency in the storm cleanout in the front yard on SW 2nd Street and an outdated catchbasin. The applicant will need to replace the storm cleanout with a manhole. City Public Works will provide the manhole and offset the construction cost of installation. The applicant will need to replace the outdated catchbasin with a sumped catchbasin.

FINDING: As discussed above, the existing stormwater collection and conveyance system is out of date. However, this standard could be met if the applicant is conditioned as proposed earlier in this report to provide the improvements identified by the Sherwood Engineering Department.

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.

16.116.020 Standards

A. Capacity
All fire protection facilities shall be approved by and meet the specifications of the Fire District, and shall be sized, constructed, located, and installed consistent with this Code, Chapter 7 of the Community Development Plan, and other applicable City standards, in order to adequately protect life and property in the proposed development.

B. Fire Flow
Standards published by the Insurance Services Office, entitled "Guide for Determination of Required Fire Flows" shall determine the capacity of facilities required to furnish an adequate fire flow. Fire protection facilities shall be adequate to convey quantities of water, as determined by ISO standards, to any outlet in the system, at no less than twenty (20) pounds per square inch residual pressure. Water supply for fire protection purposes shall be restricted to that available from the City water system. The location of hydrants shall be taken into account in determining whether an adequate water supply exists.

C. Access to Facilities
Whenever any hydrant or other appurtenance for use by the Fire District is required by this Chapter, adequate ingress and egress shall be provided. Access shall be in the form of an improved, permanently maintained roadway or open paved area, or any combination thereof, designed, constructed, and at all times maintained, to be clear and unobstructed. Widths, height clearances, ingress and egress shall be adequate for District firefighting equipment. The Fire District, may further

prohibit vehicular parking along private accessways in order to keep them clear and unobstructed, and cause notice to that effect to be posted.

D. Hydrants
Hydrants located along private, accessways shall either have curbs painted yellow or otherwise marked prohibiting parking for a distance of at least fifteen (15) feet in either direction, or where curbs do not exist, markings shall be painted on the pavement, or signs erected, or both, given notice that parking is prohibited for at least fifteen (15) feet in either direction.

16.116.030 Miscellaneous Requirements

A. Timing of Installation
When fire protection facilities are required, such facilities shall be installed and made serviceable prior to or at the time any combustible construction begins on the land unless, in the opinion of the Fire District, the nature or circumstances of said construction makes immediate installation impractical.

B. Maintenance of Facilities
All on-site fire protection facilities, shall be maintained in good working order. The Fire District may conduct periodic tests and inspection of fire protection and may order the necessary repairs or changes be made within ten (10) days.

C. Modification of Facilities
On-site fire protection facilities, may be altered or repaired with the consent of the Fire District; provided that such alteration or repairs shall be carried out in conformity with the provisions of this Chapter.

FINDING: This residential development is within 500-feet of a hydrant with adequate flow. Access to the site is in compliance with fire district standards. This standard has been met.

Chapter 16.118 PUBLIC AND PRIVATE UTILITIES

16.118.020 Standard

A. Installation of utilities shall be provided in public utility easements and shall be sized, constructed, located and installed consistent with this Code, Chapter 7 of the Community Development Code, and applicable utility company and City standards.

B. Public utility easements shall be a minimum of eight (8) feet in width unless a reduced width is specifically exempted by the City Engineer. An eight-foot wide public utility easement (PUE) shall be provided on private property along all public street frontages. This standard does not apply to developments within the Old Town Overlay.

C. Where necessary, in the judgment of the City Manager or his designee, to provide for orderly development of adjacent properties, public and franchise utilities shall be extended through the site to the edge of adjacent property(ies).

D. Franchise utility conduits shall be installed per the utility design and specification standards of the utility agency.

E. Public Telecommunication conduits and appurtenances shall be installed per the City of Sherwood telecommunication design standards.

F. Exceptions: Installation shall not be required if the development does not require any other street improvements. In those instances, the developer shall pay a fee in lieu that will finance installation when street or utility improvements in that location occur.

16.118.030 Underground Facilities

Except as otherwise provided, all utility facilities, including but not limited to, electric power, telephone, natural gas, lighting, cable television, and telecommunication cable, shall 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 City.

FINDING: Per the applicant's proposal, utilities will be sized and installed properly. Public utility easements are not required in the Old Town Overlay. This standard has been met.

D. <u>Division VII – Land Divisions, Subdivisions, Partitions, Lot Line Adjustments and Modifications</u>

Chapter 16.122 LAND PARTITIONS

16.122.020 Approval Criteria: Preliminary Plat

Partitions shall not be approved unless:

A. The partition complies with applicable zoning district standards and design standards in Division II, and all provisions of Divisions IV, VI, VIII and IX, and complies with <u>Chapter 16.128</u> (Land Division Design Standards).

The partition complies with all applicable zoning district standards and design standards in Division II and all provisions of Divisions IV and VI, as discussed above, and all provisions of Divisions VIII and IX and Chapter 16.128 as discussed further in this report.

FINDING: As discussed above, this standard is met.

B. The partition dedicates to the public all required common improvements and areas including but not limited to streets, parks, floodplains, and sanitary sewer, storm water, and water supply systems.

SW 2nd Street and the alley are of adequate width and there are no parks or floodplains on this property.

FINDING: No dedications are necessary in association with this partition and, therefore, this standard is met.

C. Adequate water, sanitary sewer and other public facilities exist to support the proposed use of the partitioned land, as determined by the City and are in compliance with City standards. For the purposes of this section:
1. Connection to the City water supply system shall be deemed to be adequate water service.
2. Connection to the City sewer system shall be deemed to be adequate sanitary sewer service if sewer lines are within three-hundred (300) feet of the partition or if the lots created are less than 15,000 square feet in area. Installation of private sewage disposal facilities shall be deemed adequate on lots of 15,000 square feet or more if the private system is permitted by County Health and City sewer lines are not within three-hundred (300) feet.
3. The adequacy of other public facilities such as storm water and streets shall be determined by the City Manager or his/her designee based on applicable City policies, plans and standards for said facilities.

Water facilities, storm sewer facilities, sanitary sewer facilities, private utilities and streets exist with capacity to support the townhome development.

FINDING: As discussed above, this standard is met.

D. Adjoining land can be developed, or is provided access that will allow future development, in accordance with this Code.

The partition of this property will not impact the ability of any other property to develop in the future. All surrounding land has access to a public street and alley.

FINDING: As discussed above, this standard is met.

E. Future Development Ability
In addition to the findings required by Section 16.122.010, the City Manager or his/her designee must find, for any partition creating lots averaging one (1) acre or more, that the lots may be re-partitioned or resubdivided in the future in full compliance with the standards of this Code. The City Manager or his/her designee may require the applicant to submit partition drawings or other data confirming that the property can be resubdivided. If re-partitioning or resubdividing in full compliance with this Code is determined not to be feasible, the City Manager or his/her designee shall either deny the proposed partition, require its redesign, or make a finding and condition of approval that no further partitioning or subdivision may occur, said condition to be recorded against the property.

FINDING: The lots created by this partition will be 2,508 square feet each and, as such, this standard is not applicable.

Chapter 16.128 LAND DIVISION DESIGN STANDARDS

16.128.010 Blocks

A. Connectivity
1. Block Size
The length, width, and shape of blocks shall be designed to provide adequate building sites for the uses proposed, and for convenient access, circulation, traffic control and safety.

2. Block Length
Block length standards shall be in accordance with Section 16.108.040. Generally, blocks shall not exceed five-hundred thirty (530) feet in length, except blocks adjacent to principal arterial, which shall not exceed one thousand eight hundred (1,800) feet. The extension of streets and the formation of blocks shall conform to the Local Street Network map contained in the Transportation System Plan.

3. Pedestrian and Bicycle Connectivity. Paved bike and pedestrian accessways shall be provided on public easements or right-of-way consistent with Figure 7.401.

The length, width and shape of the block were determined with the "Smockville" plat and is consistent with Old Town development. Pedestrian and bicycle connectivity are provided via public streets and alleys. No changes to the block pattern are proposed with this partition.

FINDING: As discussed above, this standard is met.

B. Utilities Easements for sewers, drainage, water mains, electric lines, or other utilities shall be dedicated or provided for by deed. Easements shall be a minimum of ten (10) feet in width and centered on rear or side lot lines; except for tie-back easements, which shall be six (6) feet wide by twenty (20) feet long on side lot lines at the change of direction.

No public utilities are proposed on this property. This property will connect to public utilities in in the alley via private stubs to the property and, therefore no easements are needed.

FINDING: As discussed above, this standard is met.

C. Drainages
Where a subdivision is traversed by a watercourse, drainage way, channel or street, drainage easements or rights-of-way shall be provided conforming substantially to the alignment and size of the drainage.

FINDING: This partition is not traversed by a drainageway. This standard is not applicable.

16.128.020 Pedestrian and Bicycle Ways

Pedestrian or bicycle ways may be required to connect cul-de-sacs, divide through an unusually long or oddly shaped block, or to otherwise provide adequate circulation.

FINDING: As discussed above, pedestrian and bicycle connectivity is provided via public streets and alleys and, therefore, this standard is met.

16.128.030 Lots

A. Size and Shape
Lot size, width, shape, and orientation shall be appropriate for the location and topography of the subdivision or partition, and shall comply with applicable zoning district requirements, with the following exception:

1. Lots in areas not served by public sewer or water supply shall conform to any special County Health Department standards.

FINDING: The proposed lots are appropriate in size, width, shape and orientation and are served by public water. This standard is met.

B. Access
All lots in a subdivision shall abut a public street, except as allowed for infill development under Chapter 16.68.

FINDING: The proposed lots abut SW 2nd Street, a public street. This standard is met.

C. Double Frontage
Double frontage and reversed frontage lots are prohibited except where essential to provide separation of residential development from railroads, traffic arteries, adjacent nonresidential uses, or to overcome specific topographical or orientation problems. A five (5) foot wide or greater easement for planting and screening may be required.

FINDING: The proposed lots front SW 2nd Street and back to the alley, as does the existing lot. This is a set orientation that is common to Old Town. This standard is met.

D. Side Lot Lines Side lot lines shall, as far as practicable, run at right angles to the street upon which the lots face, except that on curved streets side lot lines shall be radial to the curve of the street.

FINDING: The proposed side lot lines run at right angles to SW 2nd Street and the alley. This standard is met.

E. Grading
Grading of building sites shall conform to the following standards, except when topography of physical conditions warrants special exceptions:

1. Cut slopes shall not exceed one (1) and one-half (1 1/2) feet horizontally to one (1) foot vertically.

2. Fill slopes shall not exceed two (2) feet horizontally to one (1) foot vertically.

This site is relatively flat and very little grading is required. All grading standards will be met.

FINDING: As discussed above, this standard is met.

E. Division VIII– Environmental Resources

Chapter 16.142 PARKS, TREES and OPEN SPACES

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.

The applicant has proposed two Cleveland Norway Maples, which are listed on the City's recommended street tree list. The trees will be a minimum of 2" DBH and 6' tall and will be planted along the SW 2nd Street frontage. The canopy for this type of tree is 30 feet and, therefore, the spacing should be 30 feet. The applicant does not show that installing street trees consistent with this chapter are exempt from the size and spacing requirements.

FINDING: As discussed above, this standard is not met, and the following condition is recommended.

RECOMMENDED CONDITION: Prior issuing building permits, the applicant shall provide the Planning department with a revised site plan that provides a street tree from the City's recommended street tree list that is planted in accordance with the spacing standards of 16.142.060.

16.142.070 Trees on Property Subject to Certain Land Use Applications

D. Retention requirements
4. The City may determine that, regardless of D.1 through D.3, that certain trees or woodlands may be required to be retained. The basis for such a decision shall include; specific findings that retention of said trees or woodlands furthers the purposes and goals of this Section, is feasible and practical both within the context of the proposed land use plan and relative to other policies and standards of the City Comprehensive Plan, and are:

a. Within a Significant Natural Area, 100-year floodplain, City greenway, jurisdictional wetland or other existing or future public park or natural area designated by the City Comprehensive Plan, or

b. A landscape or natural feature as per applicable policies of the City Comprehensive Plan, or are necessary to keep other identified trees or woodlands on or near the site from being damaged or destroyed due to windfall, erosion, disease or other natural processes, or

c. Necessary for soil stability and the control of erosion, for managing and preserving surface or groundwater quantities or quality, or for the maintenance of a natural drainageway, as per Clean Water Services stormwater management plans and standards of the City Comprehensive Plan, or
d. Necessary in required buffers between otherwise incompatible land uses, or from natural areas, wetlands and greenways, or

e. Otherwise merit retention because of unusual size, size of the tree stand, historic association or species type, habitat or wildlife preservation considerations, or some combination thereof, as determined by the City.

5. Tree retention requirements for properties located within the Old Town Overlay or projects subject to the infill standards of Chapter 16.68 are only subject to retention requirements identified in D.4. above.

The applicant's submittal materials include a Tree Inventory and Report provided by Burness L/S landscape & Maintenance. In the report, two apple trees with decayed trunks are proposed for removal

from Lot 7 (location of the townhomes). The apple trees do not meet any of the retention requirements identified in D.4 above, as they are not in a significant natural area, are not protecting other trees, are not necessary for soil stability or erosion control, and are not particularly notable in size, species, historic association or wildlife habitat. Therefore, retention of the two apple trees is not warranted.

FINDING: As discussed above, this standard is met.

F. Division IX – Historic Resources

Chapter 16.162 OLD TOWN OVERLAY DISTRICT (OT)

16.162.040 Conditional Uses

The following uses are permitted as conditional uses, provided such uses meet the applicable environmental performance standards contained in Division VIII, and are approved in accordance with Chapter 16.82:

A. Uses permitted as conditional uses in the RC zone, Section 16.28.020, HDR zone, Section 16.20.020, and the MDRL zone, Section 16.16.020, provided that uses permitted as conditional uses on any given property are limited to those permitted in the underlying zoning district, unless otherwise specified by Section 16.162.030 and this Section.

B. Townhouses (shared wall single-family attached) subject to Chapter 16.44. In addition, any garages shall use alley access. RC zone setback standards may be used in lieu of other applicable standards.

FINDING: Townhouses are a conditional use in the Old Town Overlay District and, therefore, this application is for a conditional use permit for townhouses in Old Town. This standard is met.

16.162.060 Dimensional Standards

In the OT overlay zone, the dimensional standards of the underlying RC, HDR and MDRL zones shall apply, with the following exceptions:

A. Lot Dimensions - Minimum lot area (RC zoned property only): Twenty-five hundred (2,500) square feet.

FINDING: The proposed lots are zoned RC and will be 2,508 square feet each, exceeding the 2,500 square foot minimum on RC lots in Old Town. This standard is met.

B. Setbacks – Minimum yards (RC zoned property only): None, including structures adjoining a residential zone, provided that Uniform Building Code, Fire District regulations, and the site design standards of this Code, not otherwise varied by this Chapter, are met.

FINDING: This property is located in the RC zone and, therefore, no setbacks are required. However, the applicant proposes 6' side yards, 15' front yards, and 18' rear yards. This standard is met.

C. Height - The purpose of this standard is to encourage 2 to 4 story mixed-use buildings in the Old Town area consistent with a traditional building type of ground floor active uses with housing or office uses above.

Except as provided in Section 16.162.080, subsection C below, the maximum height of structures in RC zoned property shall be forty (40) feet (3 stories) in the "Smockville Area" and fifty (50) feet (4 stories) in the "Old Cannery Area". Limitations in the RC zone to the height of commercial structures adjoining residential zones, and allowances for additional building height as a conditional use, shall not apply in the OT overlay zone. However, five foot height bonuses are allowed under strict conditions. Chimneys, solar and wind energy devices, radio and TV antennas, and similar devices may exceed height limitations in the OT overlay zone by ten (10) feet.

Minimum height: A principal building in the RC and HDR zones must be at least sixteen (16) feet in height. (Ord. 2006-009 § 2)

FINDING: The height of the proposed townhomes is 31 feet (2 stories) and, therefore, this standard is met.

16.162.070 - Community Design

Standards relating to off-street parking and loading, environmental resources, landscaping, historic resources, access and egress, signs, parks and open space, on-site storage, and site design as per Divisions V, VIII and this Division shall apply, in addition to the Old Town design standards below:

C. Off-Street Parking

For all property and uses within the "Smockville Area" of the Old Town Overlay District off-street parking is not required. For all property and uses within the "Old Cannery Area" of the Old Town Overlay District, requirements for off-street automobile parking shall be no more than sixty-five percent (65%) of that normally required by Section 16.94.020. Shared or joint use parking agreements may be approved, subject to the standards of Section 16.94.010.

FINDING: Although no parking is required for this property as it is within the "Smockville Area" of the Old Town Overlay District, the applicant proposes a garage for the dwelling. The applicant meets this criterion.

G. Downtown Street Standards - All streets shall conform to the Downtown Street Standards in the City of Sherwood Transportation System Plan and Downtown Streetscape Master Plan, and as hereafter amended. Streetscape improvements shall conform to the Construction Standards and Specifications, and as hereafter amended.

This property abuts SW 2nd Street, an existing street in need of improvement. The Engineering Department has reviewed the proposal and recommends the applicant be conditioned to provide a ¼ street improvement along the frontage of SW 2nd Street with a new curb and gutter, full depth A/C replacement out 2' from the end of the gutter, a 1" grind and overlay of the existing AC pavement, a 5-

foot-wide non-meandering sidewalk, street trees and street lighting. The Engineering Department's recommendations are attached as Exhibit B.

FINDING: Based on the above discussion, the applicant has not met this criterion, but can do so by complying with the condition recommended previously in this report as it pertains to the ¼ street improvement.

H. Color - The color of all exterior materials shall be earth tone. A color palette shall be submitted and reviewed as part of the land use application review process and approved by the hearing authority.

The applicant proposes materials comprised of off-white and grey tones as well as other elements that are earth toned. The applicant has submitted a color palette and pictures for approval of the hearing authority.

FINDING: Based on the above discussion, the applicant meets this criterion.

16.162.090 OLD TOWN SMOCKVILLE DESIGN STANDARDS

RESIDENTIAL STRUCTURES

Historically, the Old Town District contained both commercial and residential structures, often intermixed on the same block. Today, many of the city's oldest residential structures remain as private dwellings while others have been converted to professional office or other commercial uses. The following standards are intended to reinforce the traditional mixed architectural character of the district and apply equally to all residential designs, including those now used for other commercial purposes, such as professional offices, restaurants, antique stores, and other similar uses. However, the International Building Code still dictates any requirements for interior remodeling.

Residential Standard 1: Volume & Mass

Historically, residential architecture in the Old Town core was comprised of multiple volumes or articulations, with extended porches, intersecting roof lines, dormers, and other features creating a complex whole rather than a single large volume. To maintain that traditional visual character the following standards apply:

a. Verticality: Buildings shall have a generally vertical character or are comprised of a primary vertical element surrounded by more horizontally appearing wings.

The townhome design includes gabled roofs and an additional gabled front porch cover. Second story decks project on the front of the homes. The roof lines are distinct but intersect above the second story of the structure. The front porch extends from the front of the home.

FINDING: As discussed above, this standard is met.

b. Complexity: Single large volumes are prohibited. Total area shall be contained within a minimum of two intersecting volumes, one of which may be a porch under a separate roof element. An attached garage does not constitute a second volume for purposes of this standard.

The front porches are under a separate gable and second story decks break up the large volume.

FINDING: As discussed above, this standard is met.

c. Height: No building may be greater than 40 feet in overall height. Major roof ridges shall be no lower than 16 feet in height. [Note: this lower limit is designed to encourage steeper gables as opposed to low-pitched roof forms]

The height of the townhomes is proposed to be 31 feet.

FINDING: As discussed above, this standard is met.

Residential Standard 2: Roof Forms

Roofs play a significant role in the overall character of a structure and, in combination with Standard 1, shelter the complex volumes typical of the traditional development pattern.

a. Pitch: Roof pitches of less than 6/12 for gables are prohibited. Roof pitches of less than 5/12 for hipped roofs are prohibited. Flat roofs visible from the street are prohibited. An exception to this standard may be made for porch roofs attached to the primary volume.

b. Complexity: As per Standard 1(B), single large roof forms are prohibited. A single roof form with two or more dormers is considered a complex roof form and accordingly will meet this Standard.

c. Materials: Roofs shall be of historically appropriate materials, including asphalt shingle, wood shingle, or wood shake. The use of metal roofing, concrete tile roofing, hot-mopped asphalt, rolled asphalt, terra cotta tiles and other non-historic materials are prohibited in view of the public right-of-way.

There are no flat roofs visible from the street. The pitches of the main roof and of the porch cover are both 14/12. The roof of each townhome is pitched separately. The applicant proposes asphalt shingle roofing material.

FINDING: As discussed above, this standard is met.

Residential Standard 3: Siding/Exterior Cladding

Generally, vertical appearance of historic volumes in Sherwood was typically balanced by strong horizontal wood siding. The following standard requires a continuation of this horizontal character. All structures shall employ one or more of the following siding types:

- **Horizontal wood siding, maximum 8" exposed to weather: Concrete or manufactured wood-based materials are acceptable under this Standard. This includes so-called "Cottage Siding" of wide panels scored to form multiple horizontal lines. Applicants are strongly encouraged to use smooth surfaces,**

not "rustic" or exposed wood grain pattern materials, which are inconsistent with Sherwood's architecture.

- **Wood Shingle siding (painted shingles are preferred, with a maximum 12" to weather)**
- **True board and batten vertical wood siding, painted**
- **Brick**
- **Brick and stone veneer (see below)**

The applicant proposes a variety of materials including narrow Hardie Lap, Hardie Board & Batt siding and Hardie Shingles, a form of concrete material. Cultured stone is proposed as a trim material. All of these materials are permitted materials.

FINDING: As discussed above, this standard is met.

Residential Standard 4: Trim and Architectural Detailing

The vernacular residential architecture of Sherwood reflects the construction techniques of the late 19th and early 20th century, when buildings had "parts" that allowed for easy construction in a pre-power saw era. Today, many of these traditional elements are considered "trim," as newer materials better shed water and eliminate the original functional aspects of various historic building elements. This Standard provides for sufficient architectural detail within the Old Town Area to assure compatibility between new and old construction and create a rich and visually interesting streetscape. All residential construction shall employ at least FOUR (4) of the following elements to meet this Standard:

- **Water table or decorative foundation treatments (including stucco)**
- **Corner boards**
- **Eave Returns**
- **Stringcourse or other horizontal trim at plate or floor levels**
- **Eave brackets or support elements**
- **Bargeboards/Raking cornice (decorative roof "edge" treatments)**
- **Decorative projecting rafter tails**
- **Decorative gable end wall details, including change of materials (shingle bands), decorative venting, eave compass features and similar**
- **Wide cornice-level frieze and wall treatments.**

The applicant proposes to use four of these materials, including 5/4 corner boards, bargeboard with 5/4 shake mold trim, decorative Gable Ends using knee braces and a 2x10 Belly Band between floors and at gable separation. Decorative window shutters are also proposed.

FINDING: As discussed above, this standard is met.

Residential Standard 5: Openings [Windows & Doors]

Doors and windows form the "eyes" and "mouth" of a building and play a significant role in forming its character.

Windows

a. Verticality: All windows will reflect a basic vertical orientation with a width-to-height ratio of 1.5 to 2, or greater (i.e., a 24" wide window must be a minimum 36" tall). Larger window openings shall be formed by combining multiple window sash into groupings.

b. Types: The following windows types are permitted:

1. **Single and double hung windows.**
2. **Hopper and transom-type windows.**
3. **Casement windows.**
4. **Any combination of the above, including groupings containing a central single pane fixed window flanked by two or more operable windows.**
5. **Glass block windows.**
6. **Fixed leaded or stained glass panels.**

The applicant proposes three 26x50 windows with 26x10 transoms above on the front. All other windows meet the width to height ratio of 1.5 to 2.

FINDING: As discussed above, this standard is met.

c. Lights: (internal divisions of window, formed by "muntins" or "mullions") True-divided lights are preferred. "Pop-In" or fake muntins are not historic, nor appropriate within Sherwood's vernacular tradition, and are prohibited when visible from the public right-of-way.

The applicant proposes windows with mullions on some of the windows. A mullion is a heavy vertical or horizontal member between adjoining window units. Muntins are the narrow strips of wood that divide the individual panes of glass in a traditional sash. In the case of so-called "simulated divided lites," grilles resembling muntins are either sandwiched between double glass panes or else installed over the outer surface of the glass to give a divided look. In this case, the standard is categorized as "preferred."

FINDING: As discussed above, this standard is met.

Doors

a. Transparency: Primary entry doors will retain a degree of transparency, with no less than 25% of the surface being glazed, either in clear, leaded, or stained glass materials. Solid, flat single, panel doors are prohibited.

b. Materials: Doors may be of wood, metal-clad wood, or metal. Other materials that can be painted or stained, such as cast fiberglass, so as to reflect traditional materials are permitted.

Front and back doors are clad wood with a transom above and have windows on all doors. The upstairs balcony doors are primarily glass windows.

FINDING: As discussed above, this standard is met.

Trim

a. Sills: All windows will have a projecting sill and apron.

b. Side and Head Casing: Door and window trim will including side and head casing that sits no less than ½" proud of the surrounding wall surface. Trim mounted in plane with siding is not permitted in the Old Town area. Trim mounted atop siding is not recommended.

c. Other Trim Elements: As discussed in Standard 4, above, the use of trim to articulate the construction process was a standard character-defining element of Sherwood's vernacular architecture. Although not required by this Standard, the use of the following traditional door and window trim elements are encouraged, particularly on the primary facade.

- **Simple window "hoods," mounted over the window opening. Such features are traditionally treated as pents and clad with roofing material**
- **Parting bead, between the side and head casings**
- **Crown moldings**
- **Decorative corner elements at the head, apron, or both**
- **Single or dual flanking sidelights at entryways**
- **Transom windows above the major door or window openings**

All of the windows have a projecting sill and apron at least ½" thick. Windows and exterior doors have trim and most have decorative shutters.

FINDING: As discussed above, this standard is met.

<u>Residential Standard 6: Porches/Entrances</u>

In combination with doors, front porches help create a "sense of entry" and typically serve as the focal point of the front-facing facade of the structure. Porches should be encouraged and adequately detailed to create that sense of entry and serve as a primary element of the exterior character.

a. Depth: Projecting or recessed porches should be a minimum of five (5) feet deep. Projecting covered stoops should be a minimum of three (3) feet deep.

b. Width: Projecting or recessed porches should be a minimum of ten (10) feet wide or 25% of the primary facade width, whichever is the lesser. Projecting covered stoops should be a minimum of five (5) feet wide.

c. Supports: To assure appropriate visual weight for the design, vertical porch supports shall have a "base" of no less than six (6) inches square in finished dimension from floor level to a minimum 32" height. Upper posts shall be no less than four (4) inches square.

1. Base features may be of boxed wood, brick, stone, true stucco, or other materials that reflect a support structure. The use of projecting "caps" or sills is encouraged at the transition between the base and column.

2. When the entire support post is a minimum of six (6) inches square no base feature is required.

3. Projecting covered stoops, with no full-height vertical support, shall utilize members of no less than four (4) inches square.

The applicant is proposing a covered front porch area. The front stoop area projects 3-feet out and is 10-feet wide. The vertical porch supports are at least 6" square. The stoop is covered with a gabled roof and decorative ends.

FINDING: As discussed above, this standard is met.

Residential Standard 7: Landscape, Fencing, and Perimeter Definition

Fencing or other edge-defining perimeter features, including the use of landscape materials, are traditional elements in Old Town Sherwood's residential areas. Please refer to Chapter 16.92 of the SZCDC for applicable landscaping standards and requirements. In addition to those provisions, such features within the Smockville Area shall also comply with the following Standard to maintain the area's character.

a. Materials: The following fencing materials are permitted in the Smockville Area:

1. Brick

2. Concrete, including concrete block, "split faced" concrete block and similar.

3. Stone

4. Wood, including vertical or horizontal board, pickets, split rail, and similar traditional fence designs.

The applicant proposes a good neighbor fence running the perimeter of the property and comprised of wood. Where allowed, the fence will be six feet tall. Flower beds are proposed in the front yard.

FINDING: As discussed above, this standard is met.

Residential Standard 8: Additions to Existing Buildings

a. Compatibility: Additions to existing properties will continue the existing character of the resource or return to the documented original character in scale, design, and exterior materials. The creation of

non-documented elements outside the traditional vernacular character such as towers, turrets, elaborate surface decoration and similar "earlying-up" is prohibited.

b. Attachment: Additions should "read" as such, and be clearly differentiated from the historic portion of the structure and shall be offset or "stepped" back from the original volume a minimum of four (4) inches to document the sequence of construction. An exception to this standard is allowed for the reconstruction of previously existing volumes that can be documented through physical or archival evidence.

c. Non-Compatible Materials: Repair of existing non-compatible materials is exempt from Standard 8(A). Rear-facing additions to existing buildings may continue the use of these materials so long as they are a continuation of the attached materials.

No additions are proposed.

FINDING: This criterion is not applicable to the proposed development.

Residential Standard 9: Front-Facing Presentation

Traditionally, the portions of a structure facing the public right of way were considered the most important for presenting an aesthetically pleasing appearance. Skylights were not used, and there was very little venting since the structures were not tightly enclosed and wrapped as they are today. Therefore, keeping all modern looking venting and utilities to the side that is not visible from the public right of way is important and greatly adds to the appearance.

a. Skylights: Skylights shall be placed on the side of the structure not visible from the public right of way, and shall be of a low profile design.

b. Roof vents: Roof vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material. Where possible, a continuous ridge vent is preferred over roof jacks for venting purposes. In the case of using a continuous ridge vent with a vintage structure, care should be taken in creating inconspicuous air returns in the eave of the building.

c. Plumbing vents: Vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material.

The applicant has not proposed skylights. The roof and plumbing vents are not visible on the elevations in a manner that would suggest that they would be visible from the street.

FINDING: The applicant's materials demonstrate that the design of the townhomes would comply with the Residential Design standards.

STAFF RECOMMENDATION

Based upon review of the applicant's submittal information, review of the code, agency comments and consideration of the applicant's revised submittal, staff finds that the requested approval can comply with the applicable standards of the SZCDC. Therefore, staff recommends land use **approval of File No: CUP 13-02/MLP 13-03 Old Town Townhomes.**

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. The developer is responsible for all costs associated with any remaining public facility improvements and shall assure the construction of all public streets and utilities within and adjacent to the plat as required by these conditions of approval, to the plans, standards, and specifications of the City of Sherwood. The developer shall also provide to the City financial guarantees for construction of all public streets and utilities within and adjacent to the plat, as required by the engineering compliance agreement.

3. **The Conditional Use runs with the property, but the Minor Land Partition approval is valid for a period of one (1) year from the date of the decision notice.** Extensions may be granted by the City as afforded by the Sherwood Zoning and Community Development Code.

4. The continual operation of the property shall comply with the applicable requirements of the Sherwood Zoning and Community Development Code and Municipal Code.

5. Placement of construction trailers or temporary storage containers on the subject property shall require a Temporary Use Permit per Section 16.86 of the SZCDC.

6. 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 Building Department permits and approval for erosion control and grading on private property and Engineering Department permits and approval for all grading in the public right of way.

C. Prior to Approval of the Final Plat:

1. Prior to final plat approval, the applicant shall Construct ¼ street improvements along SW 2nd Street extending along both lots frontage as detailed below:
   a) Install new curb/gutter
   i) Full depth AC replacement extending out 2' from end of gutter. Perform a 1" grind and overlay of the existing AC pavement from the edge of the new full depth pavement section to the center of the road.
   b) Install 5' landscape strip with street trees.
   c) Install 5 non-meandering sidewalk (5' wide is ADA minimum).

d) Record Public Utility Easement (PUE) for franchise utilities & plants for screening.
e) Install street lighting based on spacing standards.
i) In front yard adjacent to 2nd Street, replace storm cleanout with a manhole. City PW to provide manhole and offset construction cost of installation.
f) Replace the existing outdated catch basin with a sumped catch basin

2. Obtain approval from the Engineering Department of the public improvement plans and signature of a compliance agreement must be complete prior to release of the plat to the County for review. In addition, prior to final plat approval, either all on-site work must be complete or the improvements bonded or guaranteed with a cash deposit.

3. The final plat shall show the following:
a. The Planning Manager as the City's approving authority within the signature block of the final plat.

4. Obtain a Storm Water Connection Permit Authorization from CWS that includes the following:
a. Detailed plans prepared in accordance with Chapter 2, Section 2.04.2b.-1 Design and Construction Standards.

b. Detailed grading and erosion control plans. An Erosion Control Permit will be required. Area of Disturbance must be clearly identified on submitted construction plans.

c. Detailed plans showing each lot within the development having direct access by gravity to public storm and sanitary sewer.

D. <u>Prior to Issuance of a Building Permit:</u>

1. The public improvements must be complete and accepted by the City Engineer, and the final plat(s) must be recorded. An approval letter shall be issued from the Engineering Department, accepting all public improvements.

2. Prior issuing building permits, the applicant shall provide the Planning department with a revised site plan that provides a street tree from the City's recommended street tree list that is planted in accordance with the spacing standards of 16.142.060.

3. Submit an electronic version of the final plat to the planning department.

F. <u>Prior to Final Occupancy:</u>

1. Plant the approved street trees with a minimum trunk diameter of two (2) caliper inches which is measured six inches above the soil line and a minimum of six feet tall.

VII. EXHIBITS

A. Applicant's submitted materials October 8, 2013
B. Engineering comments dated November 14, 2013.
C. Clean Water Services comments dated November 12, 2013.

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Case No. CUP 13-02/MLP 13-03
Fee 5276
Receipt # 972124
Date 10-29-13
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: OLD TOWN OVERLAY

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.** Click on Departments/Planning/Fee Schedule.

Owner/Applicant Information:

Applicant: C&L PROPERTIES LLC & BURNESS LANDSCAPING INC. Phone: 503-625-5792
Applicant Address: 20743 S.W. SANTA FE TERR. SHERWOOD OR 97140 Email: CANLAR@HEVANET.COM
Owner: SAME CEL Phone: 503-939-2310
Owner Address: SAME Email: _____
Contact for Additional Information: LARRY WRIGHT

Property Information:

Street Location: _____
Tax Lot and Map No: _____
Existing Structures/Use: N/A
Existing Plan/Zone Designation: _____
Size of Property(ies) 2508SF EA.

Proposed Action:

Purpose and Description of Proposed Action: CONSTRUCT 2 TOWN HOMES ON LOT 7 BLOCK 7 SHERWOOD PARTITION LOT 7 INTO 2 - 2500 SF LOTS

Proposed Use: 2 TOWN HOMES

Proposed No. of Phases (one year each): 1

Continued on Reverse
Updated November 2010

EXHIBIT A

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 — Date: 10/10/13

Owner's Signature — Date: 10/10/13

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)

☐ **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.

HHPR JOB NUMBER – LCW-01

Second Street Townhouse

Two-Parcel Townhouse Partition and Conditional Use in Old Town Overlay District
Land Use Application

Applicant/Owner:	C&L Properties LLC and Burness Landscaping Inc. 20743 SW Santa Fe Terrace Sherwood, OR 97140 Contact: Larry Wright (503) 939-2310
Consultant:	Harper Houf Peterson Righellis Inc. 205 SE Spokane Street Portland, OR 97202 (503) 221-1131 Keith Jones, AICP LEED AP ND keithj@hhpr.com
Site Location:	SW 2nd (Between Pine and Washington)
Tax Lot #:	2S132BB01700
Zoning:	Retail Commercial (RC) Old Town Overlay
Summary of Request:	Approval of a Conditional Use Permit and Two-Parcel Partition for construction of a two-unit / two-parcel / common-wall / single-family attached /townhouse project. The Townhouse project will front SW 2nd Street with access provided from the rear from the existing alley.
Report Date:	October 8, 2013

REPORT ATTACHMENTS

1. **Copy of Application Form**
2. **Neighborhood Meeting Documentation**
3. **Tax Map**
4. **Mailing Labels**
5. **Vicinity Map/Surrounding Land Use Map**
6. **Site Plan**
7. **Architectural Exterior Elevations and Materials**
8. **CWS Service Provider Letter**
9. **Tree Inventory and Tree Canopy Calculations**
10. **Title Information**

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I. DESCRIPTION OF PROPOSAL

The site is located on SW 2nd Street in Old Town Sherwood and includes Lot 7, Block 3 of the original Smockville Plat. The applicant proposes to divide the approximate 5,016 square foot lot into two townhouse parcels, both 2,508 square feet in size. The common-wall, two-unit ,attached single-family townhouses will be accessed from a rear alley and will each unit will have a separate driveway and garage. Each unit will be 1,814 square feet in size and will be two stories, 31 feet in height.

Authority and Approval Request
The applicant requests approval of a conditional use permit and two-parcel partition to construct a two-unit single-family attached townhouse project in Old Town. The application as a conditional use in Old Town is a Type IV procedure and is decided by the Sherwood Planning Commission at a public hearing.

II. SUBMITTAL REQUIREMENTS

Response: The form titled "Conditional Use Checklist" dated October 2010 was used in preparing this application.

1. Fees

Response: Provided. A payable to the City of Sherwood was submitted with this application.

2. Application Form

Response: Provided. An application form signed by the owner has been submitted with this application.

3. Documentation of Neighborhood Meeting

Response: Provided. See Attachment 2.

4. Tax Map

Response: Provided. See Attachment 3.

5. Mailing Labels

Response: Provided. Two sets of mailing labels obtain from a title company for properties within 1,000 feet has been provided. A copy of the mailing labels is attached (see Attachment 4)

6. Vicinity Map

Response: Provided. See Attachment 5.

7. Narrative Report

Response: Provided. This document is the narrative report.

8. Electronic Copy.

Response: Provided. An electronic copy in PDF format has been provided on a CD-ROM and submitted with this application.

9. Required Plans

Response: Provided. A site plan has been provided including all required information, see Attachment 6.

10. Reduced – Proposed Development Plans

Response: Provided.

11. Lighting Plan

Response: Does not apply. Only minimal lighting is proposed including porch lights and outdoor lights placed at the rear of the building.

12. Surrounding Land Uses

Response: Provided. See Attachment 5.

13. Architectural Exterior

Response: Provided. See Attachment 7.

14. Title Report

Response: Not provided. Given the small size of the parcel a title report was not provided.

15. CWS Service Provider Letter

Response: Provided. See Attachment 8.

16. Trip Analysis

Response: Does not apply.

17. Army Corps and DSL wetland applications and/or permits

Response: Does not apply.

18. Traffic Study

Response: Does not apply.

19. Soils Analysis and/or Geotechnical Report

Response: Does not apply. There issues identified that would warrant a geotechnical report.

20. Tree Report

Response: A tree inventory and canopy coverage calculation is provided, see Attachment 9.

21. Natural resource Assessment

Response: Does not apply. Clean Water Services indicates that no sensitive areas exist on site or within 200 feet of the site and therefore for a natural resource assessment.

22. Wetland Delineation Study

Response: Does not apply. There are no jurisdictional wetlands or waterways that exist on the site.

III. RESPONSE TO APPLICABLE APPROVAL CRITERIA

Chapter 16.82 CONDITIONAL USES

16.90.020(D) – Site Plan Review – Required Findings

C.
Use Criteria
No conditional use shall be granted unless each of the following is found:

1.All public facilities and services to the proposed use, including but not limited to sanitary sewers, water, transportation facilities, and services, storm drains, electrical distribution, park and open space and public safety are adequate; or that the construction of improvements needed to provide adequate services and facilities is guaranteed by binding agreement between the applicant and the City.

Response: All utilities including water and sanitary are located in the alley. The proposal will add two housing units to the Old Town area. The applicant is unaware of any deficiencies in public services such as park and public safety related to this proposal. The owners of the completed project will pay real estate taxes to be used for public safety and parks services as well as utility bills. This criterion is satisfied.

2.Proposed use conforms to other standards of the applicable zone and is compatible with abutting land uses in regard to noise generation and public safety.

Response: This applicant narrative demonstrates compliance with the applicable standards of the zone. Through compliance with the Smockville Design Standards, the applicant has demonstrated that the proposal is compliant and compatible with surrounding land uses. Further the proposal is residential and therefore compatible with the surrounding Old Town area that is primarily residential in this area. Therefore the proposal is compatible in terms of noise generation and public safety. This criterion is satisfied.

3.The granting of the proposal will provide for a facility or use that meets the overall needs of the community and achievement of the goals and/or policies of the Comprehensive Plan, the adopted City of Sherwood Transportation System Plan and this Code.

Response: It is the policy of the City to provide and encourage housing in Old Town that is compatible with existing housing in terms of location, massing and density. The proposed townhouse project complies with these objectives and has demonstrated that through compliance with the Smockville design standards that the project is appropriate and therefore meets the needs to the community and complies with City goals and policies.

4.Surrounding property will not be adversely affected by the use, or that the adverse effects of the use on the surrounding uses, the neighborhood, or the City as a whole are sufficiently mitigated by the conditions proposed.

Response: The residential project is consistent and appropriate for the location that is near similar residential development. Therefore no adverse impacts have been identified and no special conditions are warranted. The proposal complies with this criterion.

5.The impacts of the proposed use of the site can be accommodated considering size, shape, location, topography and natural features.

Response: The townhouse project complies with all of the townhouse and Smockville design standards. The applicant has demonstrated that the project easily meets the required dimensional standards and easily fits within the site. There are no topographic or sensitive area constraints on the site or within 200 feet of the site as evidenced by the signed Clean Water Services pre-screening form. The proposal complies with this criterion.

6.The use as proposed does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.

Response: There are no sensitive area constraints on the site or within 200 feet of the site as evidenced by the signed Clean Water Services pre-screening form. The proposal complies with this criterion.

Chapter 16.122 – LAND PARTITIONS

16.122.020 - Approval Criteria: Preliminary Plat

Partitions shall not be approved unless:

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

Response: The proposal complies with zoning district standards as stated in Section IV of this narrative report. This criterion is met

B.The partition dedicates to the public all required common improvements and areas including but not limited to streets, parks, floodplains, and sanitary sewer, storm water, and water supply systems.

Response: Does not apply to this proposal as there is no public common improvements that need to be dedicated. This criterion is met.

C.Adequate water, sanitary sewer and other public facilities exist to support the proposed use of the partitioned land, as determined by the City and are in compliance with City standards. For the purposes of this section:

1.Connection to the City water supply system shall be deemed to be adequate water service.

2.Connection to the City sewer system shall be deemed to be adequate sanitary sewer service if sewer lines are within three-hundred (300) feet of the partition or if the lots created are less

than 15,000 square feet in area. Installation of private sewage disposal facilities shall be deemed adequate on lots of 15,000 square feet or more if the private system is permitted by County Health and City sewer lines are not within three-hundred (300) feet.
3.The adequacy of other public facilities such as storm water and streets shall be determined by the City Manager or his/her designee based on applicable City policies, plans and standards for said facilities.

Response: The proposal will connect to water and sanitary sewer incompliance with this section.

D.Adjoining land can be developed, or is provided access that will allow future development, in accordance with this Code.

Response: Surrounding land is developed and has existing access. This proposal has no impact on the ability of neighboring properties to have access or developed. This criterion is met.

IV. RESPONSE TO APPLICABLE CODE STANDARDS

Chapter 16.22 COMMERCIAL LAND USE DISTRICTS

16.22.020 - Uses

Response: The property is in the Old Town Overlay District. Townhouses are a conditional use in the RC zone within Old Town.

16.22.030 – Development Standards

Response: The proposal complies with the development standards contained within the Old Town Overlay standards (Section 16.162) and the townhome standards (Section 16.44).

16.22.040 – Community Design

Response: The proposal complies with the development standards contained within the Old Town Overlay standards (Section 16.162) and the townhome standards (Section 16.44).

Chapter 16.44 – Townhomes

16.44.010 - Townhome Standards

A.Generally
A townhome may be located on property zoned MDRH or HDR, or in other zones as specified in an approved Planned Unit Development, provided that the townhome meets the standards contained below, and other applicable standards of Division V - Community Design. Such developments that propose townhomes can do so as condominiums on one parent lot, or in a subdivision, but shall do so in groups known as "townhome blocks," which consist of groups no less than two attached single-family dwellings and no more than six in a block, that meet the general criteria of Subsection B below, and specific design and development criteria of this Chapter.

Response: The site is located in the Old Town Overlay. Per Section 16.162.040, townhouses are allowed as conditional uses in the Retail Commercial (RC) zone as proposed.

B.Standards

1.Each townhome shall have a minimum dwelling area of twelve-hundred (1,200) square feet in the MDRH zone, and one-thousand (1,000) square feet in the HDR zone. Garage area is not included within the minimum dwelling area.

Response: Both units are proposed at 1,814 square feet incompliance with this section.

2.Lot sizes shall average a minimum of two-thousand five-hundred (2,500) square feet in the MDRH zone, and one-thousand eight-hundred (1,800) square feet in the HDR zone, unless the property qualifies as "infill," and meets the criteria of Subsection D below. If proposed as a subdivision, lots shall be platted with a width of no less than twenty (20) feet, and depth no less than seventy (70) feet.

Response: Both lots are proposed at 2,508 square feet and 25-foot wide by 99-foot deep incompliance with this section.

3.The townhome shall be placed on a perimeter foundation, the units must meet the front yard, street-side yard, and rear yard setbacks of the underlying zone, if abutting a residential zone designated for, or built as, single-family detached housing.

Response: The RC district does not require minimum setbacks as stated in Section 16.162.060, however the applicant is providing a 6-foot side setback, 15-foot front and 18-foot rear setback. No setback is proposed along the interior common wall of the two-unit/two-parcel townhouse.

4.All townhomes shall include at least two (2) off-street parking spaces in the HDR zone, and two and one-half (2-½) spaces in the MDRH zone; garages and/or designated shared parking spaces may be included in this calculation. The City Engineer may permit diagonal or angle-in parking on public streets within a townhome development, provided that adequate lane width is maintained. All townhome developments shall include a parking plan, to be reviewed and approved with the Site Plan application.

Response: Parking is not required in the Smockville area of the Old Town Overlay and RC district as stated in Section 16.162.070. However the applicant is provided a garage for each unit accessed from the alley as well as a driveway that will allow for parking of two cars per unit.

5.All townhomes shall have exterior siding and roofing which is similar in color, material and appearance to siding and roofing commonly used on residential dwellings within the City, or otherwise consistent with the design criteria of Subsection E, Design Standards.

Response: The applicant proposes to use steeply pitch roofs, changes in materials including cultured stone, horizontal lap siding, window shutters, belly bands, changes in gabled roof ends with cedar shake, double hung-style windows with grids and covered porches. Garage doors will

face the alley providing a pleasing streetscape along the front on 2nd Avenue. All these features take design elements from existing turn of the 19th/20th century designs that exist within Old Town. The proposal complies with this section.

6.All townhomes in the MDRH zone shall have an attached or detached garage.

Response: The site is not located in the MDRH zone, however an attached garage is proposed for each unit incompliance with this section.

7.All other community design standards contained in Divisions V, VIII and IX relating to off-street parking and loading, energy conservation, historic resources, environmental resources, landscaping, access and egress, signs, parks and open space, on-site storage, and site design that are not specifically varied by this Chapter, shall apply to townhome blocks.

Response: Response to these sections is provided later in this report.

8.All townhome developments shall accommodate an open space or park area no less than five percent (5%) of the total subject parcel (prior to exclusion of public right-of-way and environmentally constrained areas). Parking areas may not be counted toward this five percent (5%) requirement.

Response: Each townhouse will have an open space area (pervious area) of 905 square feet or 36% of the each lot or townhouse incompliance with this section.

9.Side yard setbacks shall be based on the length of the townhome block; a minimum setback to the property line on the end of each "townhome block" shall be provided relative to the size of the block, as follows:*

a. 100 feet to 150 feet 6 feet minimum
b. Less than 100 feet 5 feet minimum

** In the case of condominium projects where no property line may exist at the end of each townhome block, the setback shall be applied as a minimum area of separation, as applied to each townhome block.*

Response: The townhouse block is less than 100 feet requiring a 5-foot setback, a 6-foot setback is provided complying with this section.

C.Occupancy

1.No occupancy permit for any townhome shall be issued by the City until the requirements of site plan review and the conditions of the approved final site plan are met. Substantial alteration from the approved plan must be resubmitted to the City for review and approval, and may require additional site plan review before the original hearing authority.
2.The owner(s) of the townhomes, or duly authorized management agent, shall be held responsible for all alterations and additions to a townhome block or to individual homes within the block, and shall ensure that all necessary permits and inspections are obtained from the City or other applicable authority prior to the alterations or additions being made.

Response: Noted by the applicant.

D.Infill Standard
The minimum lot size required for single-family, attached dwellings (townhomes) may be reduced by a maximum of 15% if the subject property is 1.5 acres or less, and the subject property is surrounded by properties developed at or in excess of minimum density for the underlying zone.

Response: Not proposed by the applicant

E.Design Standards
Each townhome block development shall require the approval of a site plan, under the provisions of Section 16.90.020, and in compliance with the standards listed below. The site plan shall indicate all areas of townhome units, landscaping, off-street parking, street and driveway or alley locations, and utility access easements. The site plan shall also include a building elevation plan, which show building design, materials, and architectural profiles of all structures proposed for the site.

1.Building Mass: The maximum number and width of consecutively attached townhomes shall not exceed six (6) units or one-hundred fifty (150) feet from end-wall to end-wall.

Response: Two is proposed incompliance with this section.

2.Designation of Access/Alleys: Townhomes shall receive vehicle access only from the front or rear lot line exclusively, not both. If alleys are used for access they shall be created at the time of subdivision approval and built to City standards as illustrated in the Transportation System Plan.

Response: Access from the alley only is proposed, incompliance with this section.

3.Street Access: Townhomes fronting on a neighborhood route, collector, or arterial shall use alley access, either public or private, and comply with all of the following standards, in order to minimize interruption of adjacent sidewalks by driveway entrances and conflicts with other transportation users, slow traffic, improve appearance of the streets, and minimize paved surfaces for better stormwater management. Direct access to local streets shall only be used if it can be demonstrated that due to topography or other unique site conditions precludes the use of alleys.

a.Alley loaded garages shall be set back a minimum five feet to allow a turning radius for vehicles and provide a service area for utilities.

Response: 18 to 19 feet is proposed, greater than the required five feet. The proposal complies with this section.

b.If garages face the street, the garage doors shall be recessed behind the front elevation (living area, covered porch, or other architectural feature) by a minimum of one (1) foot.

Response: Not proposed by the applicant, garages face the alley.

c.The maximum allowable driveway width facing the street is two (2) feet greater than the width of the garage door. The maximum garage door width per unit is sixty percent (60%) of the total building width. For example, a twenty (20) foot wide unit may have one 12-foot wide recessed garage door and a fourteen (14) foot wide driveway. A 24-foot wide unit may have a 14-foot, 4-inch wide garage door with a 16-foot, 4-inch wide driveway.

Response: Not proposed by the applicant, garages face the alley.

4.Building Design: The intent of the following standards is to make each housing unit distinctive and to prevent garages and blank walls from being a dominant visual feature.

a.The front facade of a townhome may not include more than forty percent (40%) of garage door area.

Response: Not proposed by the applicant, garages face the alley.

b.The roofs of each attached townhome must be distinct from the other through either separation of roof pitches or direction, variation in roof design, or architectural feature. Hipped, gambrel, gabled, or curved (i.e. barrel) roofs are required. Flat roofs are not permitted.

Response: Each townhouse has a steep roof pitch with gabled ends along with two distanced gabled covered entries to clearly separate the two units.

c.A minimum of fifty percent (50%) of the residential units within a block's frontage shall have a front porch in the MDRH zone. Front porches may encroach six (6) feet beyond the perimeter foundation into front yard, street-side yard, and landscape corridor setbacks for neighborhood routes and collectors, and ten (10) feet for arterials, and are not subject to lot coverage limitations, in both the MDRH and HDR zones. Porches may not encroach into the clear vision area, as defined in Section 16.58.010

Response: The proposal is not within the MDRH or HDR zone, however front porches are provided.

d.Window trim shall not be flush with exterior wall treatment for all windows facing public right-of-ways. Windows shall be provided with architectural surround at the jamb, head and sill.

Response: All windows have treatments including molding and double hung look with grids incompliance with this section.

e.All building elevations visible from the street shall provide doors, porches, balconies, windows, or architectural features to provide variety in facade. All front street-facing elevations, and a minimum of fifty percent (50%) of side and rear street-facing building elevations, as applicable, shall meet this standard. The standard applies to each full and

partial building story. Alternatively, in lieu of these standards, the Old Town Design Standards in Chapter 16.162 may be applied.

Response: The applicant has addressed the Old Town Design Standards of Chapter 16.162.

f.The maximum height of all townhomes shall be that of the underlying zoning district standard, except that: twenty-five percent (25%) of townhomes in the MDRH zone may be 3-stories, or a maximum of forty (40) feet in height if located more than one-hundred fifty (150) feet from adjacent properties in single-family (detached) residential use.

Response: The townhouse will be 31 feet tall incompliance with this section.

5.Vehicular Circulation: All streets shall be constructed in accordance with applicable City standards in the Transportation System Plan. The minimum paved street improvement width shall be:

a.Local Street: Twenty-eight (28) feet, with parking allowed on one (1) side.
b.Neighborhood Route: Thirty-six (36) feet, with parking on both sides.
c.Collector: Thirty-four (34) feet with parking on one side, fifty (50) feet with parking on both sides.
d.In lieu of a new public street, or available connection to an existing or planned public street, a private 20 foot minimum driveway, without on-street parking, and built to public improvement standards, is allowed for infill properties as defined in Section 16.44.010(D). All townhome developments in excess of thirty (30) units require a secondary access.
e.Any existing or proposed street within the townhome block that, due to volumes of traffic, connectivity, future development patterns, or street location, as determined by the City, functions as a neighborhood route or collector or higher functional classification street based on connectivity, shall be constructed to full City public improvement standards.

Response: 2nd Street has curb with no sidewalk. Per Engineering Department standards a sidewalk will be constructed along the site's frontage.

Chapter 16.58 CLEAR VISION AND FENCE STANDARDS

16.58.010 - Clear Vision Areas

Response: Does not apply as the site does not take access to a public street and is not located on a corner.

16.58.020 - Fences, Walls and Hedges

[...]
D.Location—Residential Zone:
1.Fences up to forty-two (42) inches high are allowed in required front building setbacks.
2.Fences up to six (6) feet high are allowed in required side or rear building setbacks, except fences adjacent to public pedestrian access ways and alleys shall not exceed forty-two (42)

inches in height unless there is a landscaped buffer at least three (3) feet wide between the fence and the access way or alley.
3.Fences on corner lots may not be placed closer than eight (8) feet back from the sidewalk along the corner-side yard.
4.All fences shall be subject to the clear vision provisions of Section 16.58.010
5.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.
6.Hedges are allowed up to eight (8) feet tall in the required side and rear setbacks.

Response: The applicant proposes to install a wood fence along the property line that will comply with the requirements of this section including a 6-foot fence along side yard and 42" fence in the front yard.

Chapter 16.98 - ON-SITE STORAGE

16.98.010 - Recreational Vehicles and Equipment

Response: Not proposed by the application

16.98.020 - Solid Waste and Recycling Storage

Response: The applicant will obtain receptacles from Pride Disposal that will be stored within the garage.

16.98.030 – Material Storage

Response: Not proposed by the application

16.98.040 – Outdoor Sales and Merchandise Display

Response: Not proposed by the application

Chapter 16.106 – TRANSPORTATION FACILITIES

Response: Curb exists along the 2nd Street frontage with no sidewalk. As required by the City Engineering Department the applicant proposes to install sidewalk along the site frontage incompliance with this section.

Chapter 16.110 – SANITARY SEWERS

Response: The proposal will connect to sanitary sewer within the alleyway incompliance with this section.

Chapter 16.112 – WATER SUPPLY

Response: The proposal will connect to domestic water within the alleyway incompliance with this section.

Chapter 16.114 – STORM WATER

Response: The stormwater will drain to the front yards of the townhouses.

Chapter 16.116 – FIRE PROTECTION

Response: The proposal has adequate fire apparatus access from 2nd Street. No deficiencies have been identified at the pre-application meeting. The proposed structure will be reviewed by the Building Department and meet all current building codes. The applicant is unaware of any fire code related issues.

Chapter 16.118 – PUBLIC AND PRIVATE UTILITIES

Response: Public utility easements are not required in Old Town. The surrounding streets are existing and the applicant does not propose to install new streets and fully extend franchise utilities. However, these utilities are available to the property.

Chapter 16.128 – LAND DIVISION DESIGN STANDARDS

16.128.010 – Blocks

Response: The site is contained within an existing block and the proposed partition has no effect on the block size or connectivity.

16.128.020 – Pedestrian and Bicycle Ways

Response: Adequate block length currently exists. A pedestrian and/or bicycle way through the site is not needed or required.

16.128.030 – Lots

Response: The lots will have access to a public street, 2nd Street, and alleyway incompliance with this section. Future the lots will be rectangular and run at right angles incompliance with this section. Grading will be minimal to construct the townhouses and will not require grading or regarding of public streets.

Chapter 16.142– PARKS, TREES AND OPEN SPACES

16.142.060 - Street Trees

Response: Street trees will be installed along the 2nd Street frontage.

16.142.070 - Trees on Property Subject to Certain Land Use Applications

Response: A tree inventory had been provided for the application (see Attachment 9). As indicated in the tree canopy calculations (see Attachment 9), the proposal will have 83% canopy coverage, exceeding the minimum 40% canopy coverage.

Chapter 16.162 – Old Town (OT) Overlay District

16.162.040 – Conditional Uses

The following uses are permitted as conditional uses, provided such uses meet the applicable environmental performance standards contained in Division VIII, and are approved in accordance with Chapter 16.82:
[...]
B.Townhouses (shared wall single-family attached) subject to Chapter 16.44. In addition, any garages shall use alley access. RC zone setback standards may be used in lieu of other applicable standards.

Response: A common-wall, two-unit townhouse (aka shared wall single-family attached townhouse) is proposed. The applicant has responded to both the conditional use criteria and the townhome standards of Chapter 16.44.

16.162.060 – Dimensional Standards

In the OT overlay zone, the dimensional standards of the underlying RC, HDR and MDRL zones shall apply, with the following exceptions:

A.Lot Dimensions - Minimum lot area (RC zoned property only): Twenty-five hundred (2,500) square feet.
B.Setbacks - Minimum yards (RC zoned property only): None, including structures adjoining a residential zone, provided that Uniform Building Code, Fire District regulations, and the site design standards of this Code, not otherwise varied by this Chapter, are met.
C.Height - The purpose of this standard is to encourage 2 to 4 story mixed-use buildings in the Old Town area consistent with a traditional building type of ground floor active uses with housing or office uses above.
Except as provided in Section 16.162.080, subsection C below, the maximum height of structures in RC zoned property shall be forty (40) feet (3 stories) in the "Smockville Area" and fifty (50) feet (4 stories) in the "Old Cannery Area". Limitations in the RC zone to the height of commercial structures adjoining residential zones, and allowances for additional building height as a conditional use, shall not apply in the OT overlay zone. However, five foot height bonuses are allowed under strict conditions. Chimneys, solar and wind energy devices, radio and TV antennas, and similar devices may exceed height limitations in the OT overlay zone by ten (10) feet.Minimum height: A principal building in the RC and HDR zones must be at least sixteen (16) feet in height.[...]

Response: The proposal complies with the dimensional standards as follows:

Minimum lot size 2,500 square feet – 2,508 proposed
Setbacks None – Common wall no setback, side 6 feet, rear 18 feet and front 15 feet.
Height 40 feet: 31 feet proposed

16.162.070 – Community Design

Standards relating to off-street parking and loading, environmental resources, landscaping, historic resources, access and egress, signs, parks and open space, on-site storage, and site

design as per Divisions V, VIII and this Division shall apply, in addition to the Old Town design standards below:

A. Generally
In reviewing site plans, as required by Chapter 16.90, the City shall utilize the design standards of Section 16.162.080 for the "Old Cannery Area" and the "Smockville Design Standards" for all proposals in that portion of the Old Town District.

Response: Site is in the Smockville area and response is provided later in this report.

B. Landscaping for Residential Structures

1. Perimeter screening and buffering, as per Section 16.92.030, is not required for approved home occupations.
2. Minimum landscaped areas are not required for off-street parking for approved home occupations.
3. Landscaped strips, as per Sections 16.92.030 and 16.142.030A, may be a minimum of five (5) feet in width, except when adjoining alleys, where landscaped strips are not required.
4. Fencing and interior landscaping, as per Section 16.92.030, are not required.

Response: Landscaping is provided in the 6-foot side yard and 15-foot front yard. Fencing is also proposed around the perimeter of the site.

C. Off-Street Parking
For all property and uses within the "Smockville Area" of the Old Town Overlay District off-street parking is not required. For all property and uses within the "Old Cannery Area" of the Old Town Overlay District, requirements for off-street automobile parking shall be no more than sixty-five percent (65%) of that normally required by Section 16.94.020. Shared or joint use parking agreements may be approved, subject to the standards of Section 16.94.010.

Response: Parking is being provided per the townhome standards (Section 16.44) as stated previously in this narrative report.

D. Off-Street Loading

1. Off-street loading spaces for commercial uses in the "Old Cannery Area" may be shared and aggregated in one or several locations in a single block, provided that the minimum area of all loading spaces in a block, when taken together, shall not be less than sixty-five percent (65%) of the minimum standard that is otherwise required by Section 16.94.030B.
(Ord. 2006-009 § 2)
2. For all property and uses within the "Smockville Area" of the Old Town Overlay District, off-street loading is not required.

Response: Not required or proposed.

E.Signs - In addition to signs otherwise permitted for home occupations, as per Section 16.42.010, one (1) non-illuminated, attached, exterior sign, up to a maximum of nine (9) square feet in surface area, may be permitted for each approved home occupation. (Ord. 2006-009 § 2)

Response: Not proposed.

F.Non-conforming Uses - When a nonconforming lot, use, or structure within the OT overlay zone has been designated a landmark as per Chapter 16.166, or when a nonconforming lot within the OT overlay zone is vacant, and the proposed change will, in the City's determination, be fully consistent with the goals and standards of the OT overlay zone and other City guidelines to preserve, restore, and enhance historic resources, nonconforming use restrictions contained in Chapter 16.48 may be waived by the Commission.

Response: Not proposed.

G.Downtown Street Standards - All streets shall conform to the Downtown Street Standards in the City of Sherwood Transportation System Plan and Downtown Streetscape Master Plan, and as hereafter amended. Streetscape improvements shall conform to the Construction Standards and Specifications, and as hereafter amended.

Response: The applicant is proposing to install sidewalk as required by the Engineering Department.

H.Color - The color of all exterior materials shall be earth tone. A color palette shall be submitted and reviewed as part of the land use application review process and approved by the hearing authority.

Response: Earth tone is proposed. A color palette is attached to this report (see Attachment 7).

16.162.090(F) – Old Town Smockville Design Standards – Residential Structures

RESIDENTIAL STRUCTURES
Historically, the Old Town District contained both commercial and residential structures, often intermixed on the same block. Today, many of the city's oldest residential structures remain as private dwellings while others have been converted to professional office or other commercial uses. The following standards are intended to reinforce the traditional mixed architectural character of the district and apply equally to all residential designs, including those now used for other commercial purposes, such as professional offices, restaurants, antique stores, and other similar uses. However, the International Building Code still dictates any requirements for interior remodeling.

Residential Standard 1: Volume & Mass

Historically, residential architecture in the Old Town core was comprised of multiple volumes or articulations, with extended porches, intersecting roof lines, dormers, and other features creating a complex whole rather than a single large volume. To maintain that traditional visual character the following standards apply:

a.Verticality: Buildings shall have a generally vertical character or are comprised of a primary vertical element surrounded by more horizontally appearing wings.

Response: The front elevations show a strikingly tall structure with stone, shutters and steep roof pitches. The units are separated by the staggered entrances and upper decks.

b.Complexity: Single large volumes are prohibited. Total area shall be contained within a minimum of two intersecting volumes, one of which may be a porch under a separate roof element. An attached garage does not constitute a second volume for purposes of this standard.

Response: This plan has 2 intersecting volumes connected by 2 porches that are offset. This plan has the look of 2 separate units joined by a common wall.

c.Height: No building may be greater than 40 feet in overall height. Major roof ridges shall be no lower than 16 feet in height. [Note: this lower limit is designed to encourage steeper gables as opposed to low-pitched roof forms]

Response: The townhouse is 31 feet tall complying with this required of between 16 and 40 feet tall.

Residential Standard 2: Roof Forms
Roofs play a significant role in the overall character of a structure and, in combination with Standard 1, shelter the complex volumes typical of the traditional development pattern.
a.Pitch: Roof pitches of less than 6/12 for gables are prohibited. Roof pitches of less than 5/12 for hipped roofs are prohibited. Flat roofs visible from the street are prohibited. An exception to this standard may be made for porch roofs attached to the primary volume.

Response: Pitch of both units are 14/12 on the main and 14/12 on the front shed roofs complying with this section.

b.Complexity: As per Standard 1(B), single large roof forms are prohibited. A single roof form with two or more dormers is considered a complex roof form and accordingly will meet this Standard.

Response: The plan has several different roof levels. The front has 2 gable ends per unit and a shed roof with 2 gables for the entrances providing for complexity of roof forms.

c.Materials: Roofs shall be of historically appropriate materials, including asphalt shingle, wood shingle, or wood shake. The use of metal roofing, concrete tile roofing, hot-mopped asphalt, rolled asphalt, terra cotta tiles and other non-historic materials are prohibited in view of the public right-of-way.

Response: Asphalt shingles are proposed that will match the color of the siding and trim.

Residential Standard 3: Siding/Exterior Cladding

Generally, vertical appearance of historic volumes in Sherwood was typically balanced by strong horizontal wood siding. The following standard requires a continuation of this horizontal character. All structures shall employ one or more of the following siding types:

- *Horizontal wood siding, maximum 8" exposed to weather: Concrete or manufactured wood-based materials are acceptable under this Standard. This includes so-called "Cottage Siding" of wide panels scored to form multiple horizontal lines. Applicants are strongly encouraged to use smooth surfaces, not "rustic" or exposed wood grain pattern materials, which are inconsistent with Sherwood's architecture.*
- *Wood Shingle siding (painted shingles are preferred, with a maximum 12" to weather)*
- *True board and batten vertical wood siding, painted*
- *Brick*
- *Brick and stone veneer (see below)*

Use of the following non-historic exterior materials are specifically prohibited within the zone: Stucco (other than as foundation cladding or a secondary detail material, as in a gable end or enframed panel.).

- *Stucco-clad foam (EIFS, DryVit, and similar)*
- *T-111 or similar 4x8 sheet materials or plywood*
- *Horizontal metal or vinyl siding*
- *Plastic or fiberglass*
- *Faux stone (slumpstone, fake marble, cultured stone, and similar)*
- *Brick veneer or any other masonry-type material, when applied over wood-frame construction, of less than twelve (12) inches width in any visible dimension. This Standard specifically excludes the use of brick or similar veneered "columns" on one face of an outside corner, as typically used to frame garage openings.*

Response: Narrow Hardie Lap, Hardie Board & Batt siding and Hardie Shingles, a form of concrete material, is proposed that meets this standard. Cultured stone on the front under the windows and in the rear around the garage door is also proposed. No prohibited materials are proposed.

Residential Standard 4: Trim and Architectural Detailing

The vernacular residential architecture of Sherwood reflects the construction techniques of the late 19th and early 20th century, when buildings had "parts" that allowed for easy construction in a pre-power saw era. Today, many of these traditional elements are considered "trim," as newer materials better shed water and eliminate the original functional aspects of various historic building elements. This Standard provides for sufficient architectural detail within the Old Town Area to assure compatibility between new and old construction and create a rich and visually interesting streetscape. All residential construction shall employ at least FOUR (4) of the following elements to meet this Standard:

- *Watertable or decorative foundation treatments (including stucco)*
- *Corner boards*
- *Eave Returns*

- *Stringcourse or other horizontal trim at plate or floor levels*
- *Eave brackets or support elements*
- *Bargeboards/Raking cornice (decorative roof "edge" treatments)*
- *Decorative projecting rafter tails*
- *Decorative gable end wall details, including change of materials (shingle bands), decorative venting, eave compass features and similar*
- *Wide cornice-level frieze and wall treatments.*

Response: The applicant proposes to use four of these materials including 5/4 corner boards, a bargeboard with 5/4 shake mold trim, decorative Gable Ends using knee braces, and a 2x10 Belly Band between floors and at gable separation. Shutters on most the windows for decoration is also provided.

Residential Standard 5: Openings [Windows & Doors]
Doors and windows form the "eyes" and "mouth" of a building and play a significant role in forming its character.
Windows
a.Verticality: All windows will reflect a basic vertical orientation with a width-to-height ratio of 1.5 to 2, or greater (i.e., a 24" wide window must be a minimum 36" tall). Larger window openings shall be formed by combining multiple window sash into groupings.
b.Types: The following windows types are permitted:
1.Single and double hung windows.
2.Hopper and transom-type windows.
3.Casement windows.
4.Any combination of the above, including groupings containing a central single pane fixed window flanked by two or more operable windows.
5.Glass block windows.
6.Fixed leaded or stained glass panels.
The following window types are specifically prohibited within the area:
1.Fixed pane windows (when not within a grouping, as in #4, above).
2.Horizontal slider windows (when visible from the public right-of-way).
3.Arched windows and fanlights, including "Palladian" window groupings, are inconsistent with the vernacular character of the area and are prohibited when visible from the public-right-of-way.
c.Lights: (internal divisions of window, formed by "muntins" or "mullions") True-divided lights are preferred. "Pop-In" or fake muntins are not historic, nor appropriate within Sherwood's vernacular tradition, and are prohibited when visible from the public right-of-way.
d.Sash Materials: Wood windows or enameled metal clad windows are most consistent with the vernacular tradition and are preferred. Vinyl windows or paintable fiberglass windows are allowed. Anodized or mill-finish aluminum windows or storm windows are prohibited.
e.Mirror Glazing: The use of "mirror" or reflective glass visible from the public right-of-way is prohibited.

Response: In the front 3- 2 6x50 windows with 3 26x10 transoms above are proposed for large combo windows. All other windows meet the width to height ratio of 1.5 to 2.

Doors
a.Transparency: Primary entry doors will retain a degree of transparency, with no less than 25% of the surface being glazed, either in clear, leaded, or stained glass materials. Solid, flat single, panel doors are prohibited.
b.Materials: Doors may be of wood, metal-clad wood, or metal. Other materials that can be painted or stained, such as cast fiberglass, so as to reflect traditional materials are permitted.

Response: Front and back doors are clad wood with a transom above and have windows incompliance with this section.

Trim
a.Sills: All windows will have a projecting sill and apron.
b.Side and Head Casing: Door and window trim will including side and head casing that sits no less than ½" proud of the surrounding wall surface. Trim mounted in plane with siding is not permitted in the Old Town area. Trim mounted atop siding is not recommended.
c.Other Trim Elements: As discussed in Standard 4, above, the use of trim to articulate the construction process was a standard character-defining element of Sherwood's vernacular architecture. Although not required by this Standard, the use of the following traditional door and window trim elements are encouraged, particularly on the primary facade.

- *Simple window "hoods," mounted over the window opening. Such features are traditionally treated as pents and clad with roofing material*
- *Parting bead, between the side and head casings*
- *Crown moldings*
- *Decorative corner elements at the head, apron, or both*
- *Single or dual flanking sidelights at entryways*
- *Transom windows above the major door or window openings*

Response: Window trim is 5/4x4 sides with 5/4x6 on top and 2x sloped sill. Exterior doors have 5/4x6 on top and 5/4x4 sides. Windows also have shutters for architectural detail complying with this section.

Residential Standard 6: Porches/Entrances
In combination with doors, front porches help create a "sense of entry" and typically serve as the focal point of the front-facing facade of the structure. Porches should be encouraged and adequately detailed to create that sense of entry and serve as a primary element of the exterior character.
a.Depth: Projecting or recessed porches should be a minimum of five (5) feet deep. Projecting covered stoops should be a minimum of three (3) feet deep.
b.Width: Projecting or recessed porches should be a minimum of ten (10) feet wide or 25% of the primary facade width, whichever is the lesser. Projecting covered stoops should be a minimum of five (5) feet wide.

c.Supports: To assure appropriate visual weight for the design, vertical porch supports shall have a "base" of no less than six (6) inches square in finished dimension from floor level to a minimum 32" height. Upper posts shall be no less than four (4) inches square.
1.Base features may be of boxed wood, brick, stone, true stucco, or other materials that reflect a support structure. The use of projecting "caps" or sills is encouraged at the transition between the base and column.
2.When the entire support post is a minimum of six (6) inches square no base feature is required.
3.Projecting covered stoops, with no full-height vertical support, shall utilize members of no less than four (4) inches square.

Response: The front projecting stoops are 3 feet deep and 5.2" wide which meets the minimum standards. These stoops are covered with gable roofs and decorative ends.

Residential Standard 7: Landscape, Fencing, and Perimeter Definition
Fencing or other edge-defining perimeter features, including the use of landscape materials, are traditional elements in Old Town Sherwood's residential areas. Please refer to Chapter 16.92 of the SZCDC for applicable landscaping standards and requirements. In addition to those provisions, such features within the Smockville Area shall also comply with the following Standard to maintain the area's character.
a.Materials: The following fencing materials are permitted in the Smockville Area:
1.Brick.
2.Concrete, including concrete block, "split faced" concrete block and similar.
3.Stone.
4.Wood, including vertical or horizontal board, pickets, split rail, and similar traditional fence designs.
5.Woven-metal (arch-top wire), construction cloth (square-patterned) and similar.
1.Vinyl, when used in simple plain board, picket, or post and board installations. (see #3, below)
2.Natural metal colored or black-coated chain link fencing is permitted, but discouraged when visible from the public-right-of-way.
3.The mixed use of materials, as in brick columns with wood or woven wire "fields" is encouraged.
b.The following fencing materials are prohibited in the Smockville area:
1.Plywood or other solid wood panel systems.
2.Open pattern concrete elements except as decorative elements.
3.Vinyl, that includes the use of arches, latticework, finials, acorn tops, and other elaborate detailing not consistent with Old Town Sherwood's vernacular tradition.
4.Vinyl or wood slat inserts in chain link fencing when in view from the public right-of-way.
5.Faux stone, including cultured stone, slumpstone, and similar materials.
6.Molded or cast aluminum.
a.Transparency: Solid barriers of any material built to the maximum allowable height are prohibited facing the public right of way(s). Pickets or wood slats should provide a minimum ½" spacing between vertical elements with large spacing encouraged. Base elements, as in a concrete "curb" or foundation element are excluded from this standard provided they are no higher than twelve (12) inches above grade.

b.Gates/Entry Features: In order to create a sense of entry, gates, arbors, pergolas, or similar elements integrated into a perimeter fence are strongly encouraged. Such features may exceed the maximum fence height limit of four (4) feet provided they are less than eight (8) feet in overall height, are located more than ten (10) feet from any public intersection, and do not otherwise reduce pedestrian or vehicular safety.

Response: A Good Neighbor Fence with 4x4 outdoor wood posts, 2x4 outdoor wood rails and cedar lx6 vertical board is proposed. The height will be 42-inches high in right-of-way and 6-foot high the remainder incompliance with this section. Flower beds are proposed in the front yard.

Residential Standard 8: Additions to Existing Buildings[...]

Response: Does not apply.

V. CONCLUSION

This narrative and attachment demonstrate compliance with applicable approval criteria and code. The applicant respectfully requests that this application be approved.

Attachment I

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Case No. _____
Fee _____
Receipt # _____
Date _____
TYPE _____

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 2)
- ☐ Subdivision (# of lots _____)
- ☒ Other: OLD TOWN OVERLAY

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.** Click on Departments/Planning/Fee Schedule.

Owner/Applicant Information:

Applicant: C&L PROPERTIES LLC & BURNESS LANDSCAPING INC Phone: 503-625-5792
Applicant Address: 20743 S.W. SANTA FE TERR. SHERWOOD OR 97140 Email: CANLAR@HEVANET.COM
Owner: SAME Phone: 503-939-2310
Owner Address: SAME Email: _____
Contact for Additional Information: LARRY WRIGHT

Property Information:

Street Location: _____
Tax Lot and Map No: _____
Existing Structures/Use: N/A
Existing Plan/Zone Designation: _____
Size of Property(ies) 2508 SF EA.

Proposed Action:

Purpose and Description of Proposed Action: CONSTRUCT 2 TOWN HOMES ON LOT 7 BLOCK 7 SHERWOOD. PARTITION LOT 7 INTO 2-2500 SF LOTS

Proposed Use: 2 TOWN HOMES

Proposed No. of Phases (one year each): 1

Continued on Reverse
Updated November 2010

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.

Amy Wright — 10/10/13
Applicant's Signature — Date

Amy Wright — 10/10/13
Owner's Signature — 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)

☐ **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.

Attachment 2

C & L Properties LLC

9279 SW 75th
Portland, OR 97223

Quality Custom Homes
CCB #146067

Phone: (503) 245-4944
Fax: (503) 245-5038

July 10, 2013

NOTICE OF NEIGHBORHOOD MEETING

A Neighborhood Meeting will be held on Monday, July 22, 2013 at 16045 SW 2nd Street, Sherwood OR to inform the community about our proposed partition and new home construction on this property. Interested community members are encouraged to attend. You may contact us at 503-245-4944 for more information. The meeting will be from 7:00pm to approximately 8:30.

PROJECT PROPOSAL: C & L Properties LLC and Burness Landscaping Inc. propose to partition 2 lots for construction of 2 townhomes and 1 single family home.

NEIGHBORHOOD MEETING SIGN IN SHEET

Proposed Project: Partition

Proposed Project Location: 1645 SW 2nd St

Project Contact: Larry Wright

Meeting Location: 1645 SW 2nd St

Meeting Date: 7-22-13

Name	Address	E-Mail	Please identify yourself (check all that apply)			
			Resident	Property owner	Business owner	Other
Dave VanderHoek	1611 SW 2nd St Newport	[illegible]	X			
Charles Aufderheide	166 ST SW 2nd St					
DANE ENGESSU	21854 SW [illegible] Ave, Toledo, OR	503-625-2246		X		

All three left at the same time....8:10.

The meeting was adjourned at about 8:20

Attachment 3

2S 1 32BB

88-30

SHERWOOD BLVD (CR A-40)

(CR 449 & 2134)

LEE DRIVE

SW SHASE COURT

COURT

WASHINGTON STREET

(CR 2134)

SW THIRD STREET

SW SECOND STREET

SW PINE STREET

SW WASHINGTON STREET

SW SECOND STREET

EASEMENT 2006-28408

30' EASEMENT

2S 1 32BB

WASHINGTON COUNTY OREGON
NW1/4 NW1/4 SECTION 32 T2S R1W W.M.
SCALE 1" = 100'

36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6
12	7	8	9	10	11	12	
13	18	17	16	15	14	13	18
24	19	20	21	22	23	24	19
25	30	29	28	27	26	25	30
36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT www.co.washington.or.us

BB	BA	AB	AA
— B		— A	
BC	BD	AC	AD
	SECTION 32		
CB	CA	DB	DA
C		D	
CC	CD	DC	DD

Cancelled Taxlots For: 2S132BB
201,202,300,302-01.

SCALE 1" = 100'
0 50 100 200 300

WASHINGTON COUNTY OREGON — CARTOGRAPHY

PLOT DATE: September 14, 2012
FOR ASSESSMENT PURPOSES ONLY - DO NOT RELY ON FOR OTHER USE

Map lines delineated by other than traveling by 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 32BB

Attachment 4

Easy Peel® Labels
Use Avery® Template 5160®

Feed Paper

Bend along line to expose Pop-up Edge™

AVERY® 5160®

Gary & Denise Meads
16534 SW Travis Ct
Sherwood, OR 97140

Terran Hedger
16506 SW Travis Ct
Sherwood, OR 97140

Tim & Christine Brandt
16511 SW Travis Ct
Sherwood, OR 97140

Paul & Laurie Doty
16512 SW Travis Ct
Sherwood, OR 97140

Patrick Johansen
16568 SW Shane Ct
Sherwood, OR 97140

Ronald Scott Quinn
16554 SW Shane Ct
Sherwood, OR 97140

Fee Stubblefield
640 NE 3rd St
Mcminnville, OR 97128

Karen Ransom
15704 SW 1st St
Sherwood, OR 97140

Fee Stubblefield
640 NE 3rd St
Mcminnville, OR 97128

Springs II At Sherwood LLC
640 NE 3rd St
Mcminnville, OR 97128

Sherwood School Dist #88j
23295 SW Main St
Sherwood, OR 97140

Abr Construction Holdings Nw Inc
Po Box 2582
Wilsonville, OR 97070

William King
15900 SW 3rd St
Sherwood, OR 97140

Frontier Communications
Po Box 619015
Dallas, TX 75261

Frontier Communications
Po Box 619015
Dallas, TX 75261

Jeffrey Ruble
Po Box 1334
Tualatin, OR 97062

Jeffrey Ruble
Po Box 1334
Tualatin, OR 97062

Steven & Annabelle Gersch
23649 SW Heron Lakes Dr
Sherwood, OR 97140

Violet Kimber
22248 SW Lincoln St
Sherwood, OR 97140

Chelsea Gallagher
15849 SW 2nd St
Sherwood, OR 97140

Sharon & Kern Cavanaugh
3350 SW Hazelbrush Ct
Wilsonville, OR 97070

Charles & Peggy Harbick
16057 SW 2nd St
Sherwood, OR 97140

Baldwin
15818 SW 2nd St
Sherwood, OR 97140

Alan Olson
22444 SW Oak St
Sherwood, OR 97140

Ruth Bastian
25155 SW Labrousse Rd
Sherwood, OR 97140

Diane Brown
15782 SW Bowmen Ct
Sherwood, OR 97140

Robert & Shauna Zobrist
21595 SW 110th Pl
Tualatin, OR 97062

Jsj Investments LLC
14919 SW Brooke Ct
Sherwood, OR 97140

Timothy Hackett
15908 SW 2nd St
Sherwood, OR 97140

Sj Rentals LLC
15922 SW 2nd St
Sherwood, OR 97140

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Sherwood Hall LLC
22418 SW Chestnut Ave
Sherwood, OR 97140

Ko Properties LLC
4932 Parkhill St
Lake Oswego, OR 97035

Columbia Community Bank
314 E Main St
Hillsboro, OR 97123

Columbia Community Bank Corp
314 E Main St
Hillsboro, OR 97123

Columbia Community Bank
314 E Main St
Hillsboro, OR 97123

Argonne Post No 56 Of The Ameri
Po Box 532
Sherwood, OR 97140

Argonne Post No 56
22548 SW Pine St
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Joyce Marshall
15850 SW 1st St
Sherwood, OR 97140

Joyce Marshall
15850 SW 1st St
Sherwood, OR 97140

James Jr & Jacqui Fisher
23225 NE Dillon Rd
Newberg, OR 97132

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Ned Sands
Po Box 265
Sherwood, OR 97140

Eaton Properties
Po Box 230287
Tigard, OR 97223

Methodist Ch Of Sherwood
Po Box 127
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

William & Rhonda Boyle
Po Box 198
Sherwood, OR 97140

Teancum LLC
22021 SW Sherwood Blvd
Sherwood, OR 97140

Teancum LLC
22021 SW Sherwood Blvd
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Jered & Nicole Billings
10260 SW Crystal St
Beaverton, OR 97008

Woodhaven Community Church
Po Box 1449
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Clay & Amy Christie
16125 SW 3rd St
Sherwood, OR 97140

Clay Christie
16125 SW 3rd St
Sherwood, OR 97140

Scott Mazzuca
16157 SW 3rd St
Sherwood, OR 97140

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AVERY® 5160®

Chris Corrado
14331 SW Fairoaks Dr
Sherwood, OR 97140

Donald Balsiger
16040 SW 3rd St
Sherwood, OR 97140

Eunice Schiele
16058 SW 3rd St
Sherwood, OR 97140

Mariruth Hanna
22420 SW Main St #A
Sherwood, OR 97140

Dane Emersen
21854 SW 106th Ave
Tualatin, OR 97062

Canh Lam
22331 SW Pine St
Sherwood, OR 97140

Michael & Cheryl Versteegh
22335 SW Washington St
Sherwood, OR 97140

Gene & Jacqueline Head
22344 SW Main St
Sherwood, OR 97140

McCready
23711 SW 195th Pl
Sherwood, OR 97140

Karl Weichold
16137 SW 2nd St
Sherwood, OR 97140

Citimortgage
16125 SW 2nd St
Sherwood, OR 97140

Amanda Stanaway
16103 SW 2nd St
Sherwood, OR 97140

Amanda Stanaway
16103 SW 2nd St
Sherwood, OR 97140

Stephen & Cora Waldroup
403 N Main St
Newberg, OR 97132

Barbara Ashcroft
22349 SW Main St
Sherwood, OR 97140

Stephen & Cora Waldroup
403 N Main St
Newberg, OR 97132

Michelle Koren McClure
2710 Kadema Dr
Sacramento, CA 95864

Tom Lt Pettijohn
20697 SW Elwert Rd
Sherwood, OR 97140

Brian & Shelly Richardson
22377 SW Main St
Sherwood, OR 97140

Rosa Espinoza Tofte
15532 SW Willamette St
Sherwood, OR 97140

Scott Donnelly
22430 SW Park St
Sherwood, OR 97140

Jason Gardner
21550 SW Lebeau Rd
Sherwood, OR 97140

Pacific Contl Bk
Po Box 10727
Eugene, OR 97440

Ralph Gregg
Po Box 212
Hubbard, OR 97032

Nancy Johnson
22463 SW Main St
Sherwood, OR 97140

Douglas Tollen
22427 SW Washington St
Sherwood, OR 97140

Darci & Kirk Vandenhoek
16114 SW 2nd St
Sherwood, OR 97140

Charles & Peggy Harbick
16057 SW 2nd St
Sherwood, OR 97140

Steven & Pamela Munsterman
23371 SW Sherk Pl
Sherwood, OR 97140

Leonard & Gloria Attrell
16195 SW 1st St
Sherwood, OR 97140

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Don Washington
15774 SW Thrasher Way
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Stacey Kramer
22583 SW Park St
Sherwood, OR 97140

Thomas Reynolds
Po Box 362
Sherwood, OR 97140

Ann Christine Natzke Brucker
22545 SW Park St
Sherwood, OR 97140

Daniel Harvey & Carolyn Reber
22531 SW Park St
Sherwood, OR 97140

John & Shelly Lamb
22463 SW Park St
Sherwood, OR 97140

Rick & Beth Brattain
22435 SW Park St
Sherwood, OR 97140

Sharon Bigham
Po Box 42
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Jack & Elaine Johnson
16387 SW Villa Rd
Sherwood, OR 97140

Michael Elton
856 Hawks Rest Dr
Mapleton, UT 84664

Wanda & Mark Groves
180 SE Willamette St
Sherwood, OR 97140

Chrissy & Matthew Morris
15686 SW Willamette St
Sherwood, OR 97140

Kathy Cole
22870 SW Washington St
Sherwood, OR 97140

Kathy Cole
22870 SW Washington St
Sherwood, OR 97140

Thomas & Charleen Miller
17340 SW Cheyenne Way
Tualatin, OR 97062

Helen Goldader
15753 SW Willamette St
Sherwood, OR 97140

Christopher Fladwood
15715 SW Willamette St
Sherwood, OR 97140

Darrell & Barbara Cook
15712 SW Willamette St
Sherwood, OR 97140

Sandra Hayes
Po Box 1267
Sherwood, OR 97140

Bethany Nabhan
9655 SW North Dakota St #16
Tigard, OR 97223

Roderick Thornton
Po Box 1356
Sherwood, OR 97140

David Ray Gander
22932 SW Washington St
Sherwood, OR 97140

Daniel & Kelly Muro
24700 SW Labrousse Rd
Sherwood, OR 97140

Patrick Massie
15820 SW Willamette St
Sherwood, OR 97140

Christina & Scott Ferguson
22915 SW Washington St
Sherwood, OR 97140

Gerald Fitch
Po Box 553
Sherwood, OR 97140

Ruth Smith
15845 SW Willamette St
Sherwood, OR 97140

Scott & Marty Campbell
10925 SW Byrom Ter
Tualatin, OR 97062

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Gerald James Fitch
Po Box 553
Sherwood, OR 97140

Gerald Fitch
Po Box 553
Sherwood, OR 97140

Courtney & Tammy Conant
22855 SW Park Row Ave
Sherwood, OR 97140

Steven Patterson
22865 SW Washington St
Sherwood, OR 97140

Frank & Rhodajane Dorn
17427 SW Arbutus Dr
Beaverton, OR 97007

Frank & Rhodajane Dorn
17427 SW Arbutus Dr
Beaverton, OR 97007

Thomas Harris
16031 SW Columbia St
Sherwood, OR 97140

Windsor Properties Ltd
2245 NE Cornell Rd
Hillsboro, OR 97124

Sherwood Park Apartments
Po Box 760
Creswell, OR 97426

Karen Louise McColm
16101 SW 3rd St
Sherwood, OR 97140

Kenneth & Joan Batcheller
Po Box 788
Canby, OR 97013

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

James Daniel Kluser
22441 SW Main St
Sherwood, OR 97140

James & Jacqui Fisher
23225 NE Dillon Rd
Newberg, OR 97132

James & Jacqui Fisher
23225 NE Dillon Rd
Newberg, OR 97132

Michael Kies
16241 SW Villa Rd
Sherwood, OR 97140

Mark & Susan McLeod-Harrison
16233 SW Villa Rd
Sherwood, OR 97140

Charles & Peggy Harbick
16057 SW 2nd St
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

John & Julie Kandik
16045 SW Columbia St
Sherwood, OR 97140

Daniel & Kelly Muro
24700 SW Labrousse Rd
Sherwood, OR 97140

Jill Bland
22825 SW Main St
Sherwood, OR 97140

Russell & Delyn Griffin
15717 SW 1st St
Sherwood, OR 97140

John Hilliard
6114 La Salle Ave #152
Oakland, CA 94611

Jay Curtis Harwell
22809 SW Main St
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Fee Stubblefield
640 NE 3rd St
Mcminnville, OR 97128

Springs II At Sherwood LLC
15677 SW Oregon St
Sherwood, OR 97140

John Wild
16361 SW Wildlife Haven Ct
Sherwood, OR 97140

D John Barr
16353 SW Wildlife Haven Ct
Sherwood, OR 97140

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2955 Alpine Way
Laguna Beach, CA 92651

Martin & Ann Warner
Po Box 1365
Sherwood, OR 97140

Gerald Fitch
Po Box 553
Sherwood, OR 97140

Richard Krahnke
10861 SW Nelson St
Tualatin, OR 97062

Richard Brian Hanson
22582 SW Main St #2
Sherwood, OR 97140

Shane Morris
1404 SW 21st Ave
Portland, OR 97201

Gerald & Patricia Voelker
22582 SW Main St #4
Sherwood, OR 97140

Terry Pietras
22582 SW Main St #305
Sherwood, OR 97140

John & Carol Childs
22582 SW Main St #6
Sherwood, OR 97140

R Bradley Harrison
22582 SW Main St #7
Sherwood, OR 97140

Patricia Horton
32035 NE Old Parrett Mountain Rd
Newberg, OR 97132

Jadee LLC
17675 SW Farmington Rd #473
Aloha, OR 97007

John & Carol Childs
22582 SW Main St #6
Sherwood, OR 97140

Richard Krahnke
10861 SW Nelson St
Tualatin, OR 97062

Terry Pietras
22582 SW Main St #305
Sherwood, OR 97140

Shane Morris
1404 SW 21st Ave
Portland, OR 97201

Richard Brian Hanson
22582 SW Main St #2
Sherwood, OR 97140

Gerald & Patricia Voelker
22582 SW Main St #4
Sherwood, OR 97140

R Bradley Harrison
22582 SW Main St #7
Sherwood, OR 97140

Patricia Horton
32035 NE Old Parrett Mountain Rd
Newberg, OR 97132

John & Carol Childs
22582 SW Main St #6
Sherwood, OR 97140

Richard Brian Hanson
22582 SW Main St #2
Sherwood, OR 97140

Shane Morris
1404 SW 21st Ave
Portland, OR 97201

Gerald & Patricia Voelker
22582 SW Main St #4
Sherwood, OR 97140

Terry Pietras
22582 SW Main St #305
Sherwood, OR 97140

Richard Krahnke
10861 SW Nelson St
Tualatin, OR 97062

R Bradley Harrison
22582 SW Main St #7
Sherwood, OR 97140

Patricia Horton
32035 NE Old Parrett Mountain Rd
Newberg, OR 97132

Sherwood City
660 Newport Center Dr #200
Newport Beach, CA 92660

Jacob Bergman
16165 SW Columbia St
Sherwood, OR 97140

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Legacy Homes Inc
18025 SW Brookman Rd
Sherwood, OR 97140

City Of Sherwood Urban Renewal
Ag
225605 SW Pine St
Sherwood, OR 97140

Sherwood City
22560 SW Pine St
Sherwood, OR 97140

Legacy Homes Inc
18025 SW Brookman Rd
Sherwood, OR 97140

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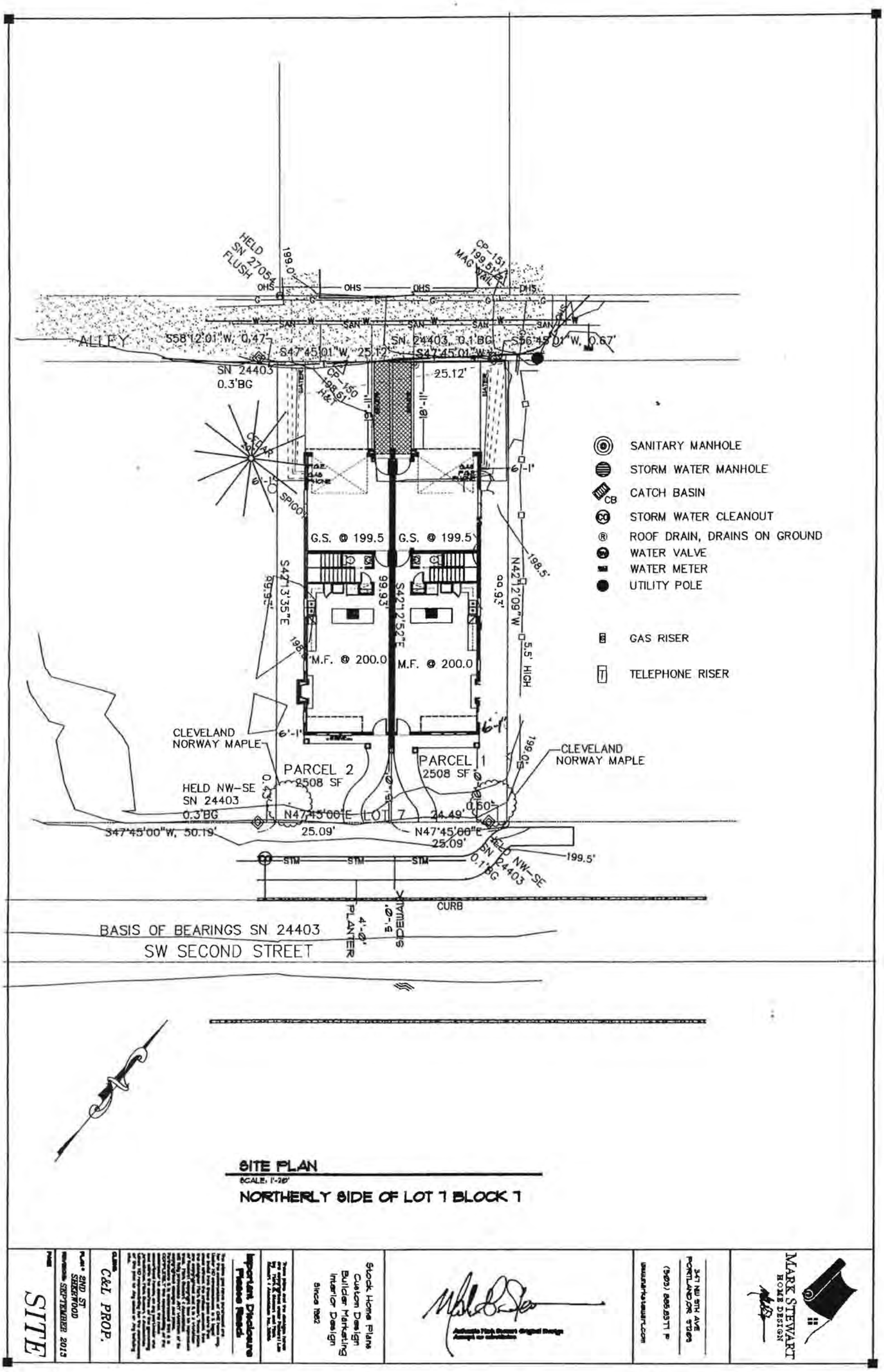
Attachment 5

Google

SW 3rd St
SW 2nd St
SW Pine St
NW 3rd St
SW Washington St
SW 2nd St
NW Pine St
NW 1st St
SW 1st St
A

Attachment 6


SANITARY MANHOLE
STORM WATER MANHOLE
CATCH BASIN
STORM WATER CLEANOUT
ROOF DRAIN, DRAINS ON GROUND
WATER VALVE
WATER METER
UTILITY POLE
GAS RISER
TELEPHONE RISER
ALLEY
G.S. @ 199.5
G.S. @ 199.5
M.F. @ 200.0
M.F. @ 200.0
PARCEL 2
2508 SF
PARCEL 1
2508 SF
LOT 7
CLEVELAND NORWAY MAPLE
CLEVELAND NORWAY MAPLE
BASIS OF BEARINGS SN 24403
SW SECOND STREET
CURB
SITE PLAN
SCALE: 1"=20'
NORTHERLY SIDE OF LOT 7 BLOCK 7
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Important Disclosure
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2ND ST
SHERWOOD
SEPTEMBER 2013
SITE

Attachment 7

CONTRACTOR TO SELECT 1 OPTION

TABLE N1101.1(2)

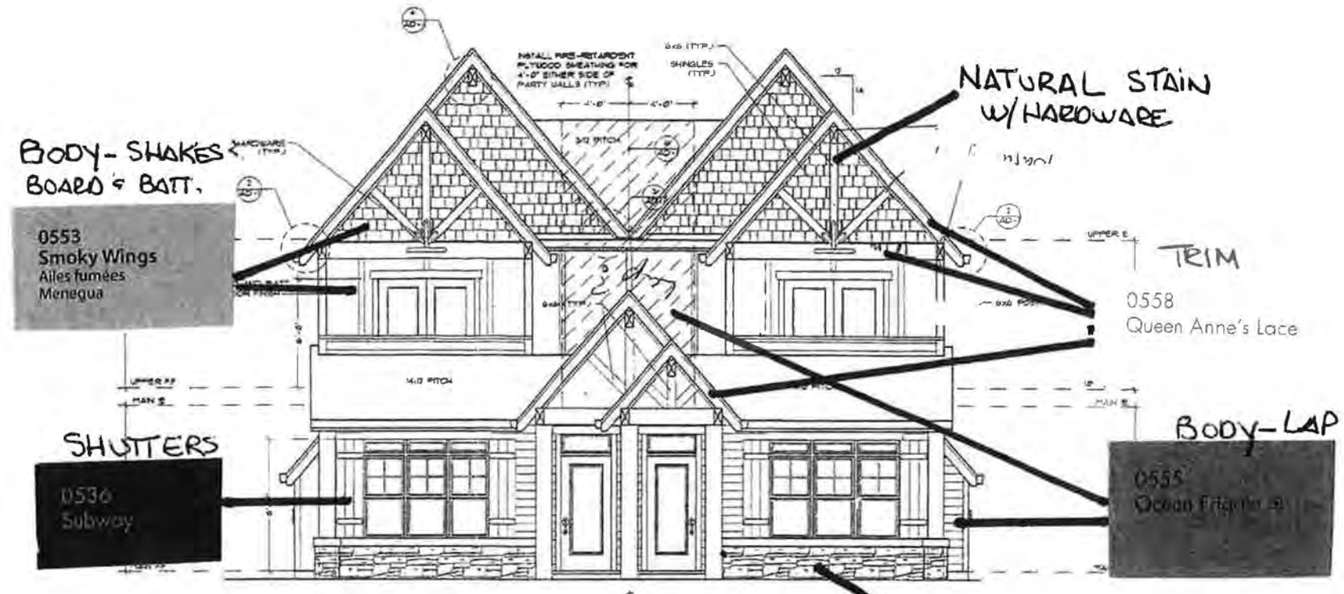
ENVELOPE ENHANCEMENT MEASURE (SELECT ONE)

1	HIGH EFFICIENCY WALLS & WINDOWS: EXTERIOR WALLS U-0.047(R-19.6) (INSULATION SHEATHING// SIPS, AND ONE OF THE FOLLOWING OPTIONS): WINDOWS MAX 15% OF CONDITIONED AREA+ OR WINDOWS U-0.30
2	HIGH EFFICIENCY ENVELOPE: EXTERIOR WALLS U-0.05(R-20 INTERMEDIATE FRAMING, AND VAULTED CEILINGS U-0.033(R-30.4)", AND FLAT CEILINGS U-0.025(R-45, AND FRAMED FLOORS U-0.025(R-38, AND WINDOWS U-0.36+ AND DOORS ALL DOORS U-0.30 OR ADDITIONAL 5% OF PERMANENTLY INSTALLED LIGHTING FIXTURES AS HIGH-EFFICIENCY LAMPS OR CONSERVATION MEASURE D AND E
3	HIGH EFFICIENCY CEIL NO. WINDOWS + DUCT SEALING (CANNOT BE USED WITH CONSERVATION MEASURE 2): VAULTED CEILINGS U-0.033(R-30.4)" AND FLAT CEILINGS U-0.025(R-45 AND WINDOWS U-0.30 AND "PERFORMANCE TESTED DUCT SYSTEMS"
4	HIGH EFFICIENCY THERMAL ENVELOPE UA: PROPOSED UA IS 5% LOWER THAN THE CODE UA WHEN CALCULATED IN TABLE N1104(1)
5	BUILDING TIGHTNESS TESTING, VENTILATION + DUCT SEALING: A MECHANICAL EXHAUST, SUPPLY, OR COMBINATION SYSTEM PROVIDING WHOLE-BUILDING VENTILATION RATES SPECIFIED IN TABLE N1104(3), OR ASHRAE 62.2, AND THE DWELLING SHALL BE TESTED WITH A BLOWER DOOR AND FOUND TO EXHIBIT NO MORE THAN 1. 6.0 AIR CHANGES PER HOUR, OR 2. 3.0 AIR CHANGES PER HOUR WHEN USED WITH CONSERVATION MEASURE 3, AND "PERFORMANCE TESTED DUCT SYSTEMS"
6	DUCTED HVAC SYSTEMS WITHIN CONDITIONED SPACE (CANNOT BE USED WITH CONSERVATION MEASURE 3 OR 5): ALL DUCTS AND AIR HANDLER ARE CONTAINED WITHIN BUILDING ENVELOPE

CONTRACTOR TO SELECT 1 OPTION

CONSERVATION MEASURE (SELECT ONE)

A	HIGH EFFICIENCY HVAC SYSTEM: GAS-FIRED FURNACE OR BOILER WITH MINIMUM AFUE OF 90% A, OR AIR-SOURCE HEAT PUMP WITH MINIMUM HSPF OF 8.5 OR CLOSED-LOOP GROUND SOURCE HEAT PUMP WITH MINIMUM COP OF 3.0
B	DUCTED HVAC SYSTEM WITHIN CONDITIONED SPACE: ALL DUCTS AND AIR HANDLER ARE CONTAINED WITHIN BUILDING ENVELOPE
D	DUCTLESS HEAT PUMP: REPLACE ELECTRIC RESISTANCE HEATING IN AT LEAST THE PRIMARY ZONE OF DWELLING WITH AT LEAST ONE DUCTLESS MINI-SPLIT HEAT PUMP HAVING A MINIMUM HSPF OF 8.5. UNIT SHALL NOT HAVE INTEGRATED BACKUP RESISTANCE HEAT, AND THE UNIT (OR UNITS, IF MORE THAN ONE IS INSTALLED) IN THE DWELLING SHALL BE SIZED TO HAVE CAPACITY TO MEET THE ENTIRE DWELLING DESIGN HEAT LOSS RATE AT OUTDOOR DESIGN TEMPERATURE CONDITION. CONVENTIONAL ELECTRIC RESISTANCE HEATING MAY BE PROVIDED FOR ANY SECONDARY ZONES IN THE DWELLING. A PACKAGED TERMINAL HEAT PUMP (PTHP) WITH COMPARABLE EFFICIENCY RATINGS MAY BE USED WHEN NO SUPPLEMENTAL ZONAL HEATERS ARE INSTALLED IN THE BUILDING AND INTEGRATED BACKUP RESISTANT HEAT IS ALLOWED IN A PTHP
D	HIGH EFFICIENCY WATER HEATING + LIGHTING: NATURAL GAS/PROPANE, ON-DEMAND WATER HEATING WITH MIN EF OF 0.80, AND A MINIMUM 15% OF PERMANENTLY INSTALLED LIGHTING FIXTURES AS CFL OR LINEAR FLUORESCENT OR A MIN EFFICIENCY OF 40 LUMENS PER WATT AS SPECIFIED IN SECTION N1107"
E	ENERGY MANAGEMENT DEVICE + DUCT SEALING: WHOLE BUILDING ENERGY MANAGEMENT DEVICE THAT IS CAPABLE OF MONITORING OR CONTROLLING ENERGY CONSUMPTION AND "PERFORMANCE TESTED DUCT SYSTEMS" AND A MINIMUM 15% OF PERMANENTLY INSTALLED LIGHTING FIXTURES AS HIGH-EFFICIENCY LAMPS
F	SOLAR PHOTOVOLTAIC: MINIMUM 1 WATT/SQ FT CONDITIONED FLOOR SPACE"
G	SOLAR WATER HEATING: MINIMUM OF 40 FT² OF GROSS COLLECTOR AREA"



FRONT ELEVATION
SCALE: 1/4"=1'-0"

LEFT ELEVATION
SCALE: 1/4"=1'-0"

MARK STEWART
HOME DESIGN

22582 SW MAIN STREET #309
SHERWOOD, OREGON 97140

(503) 885.8371 P

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Custom Design
Builder Marketing
Interior Design

Since 1982

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CLIENT: C&L PROP.

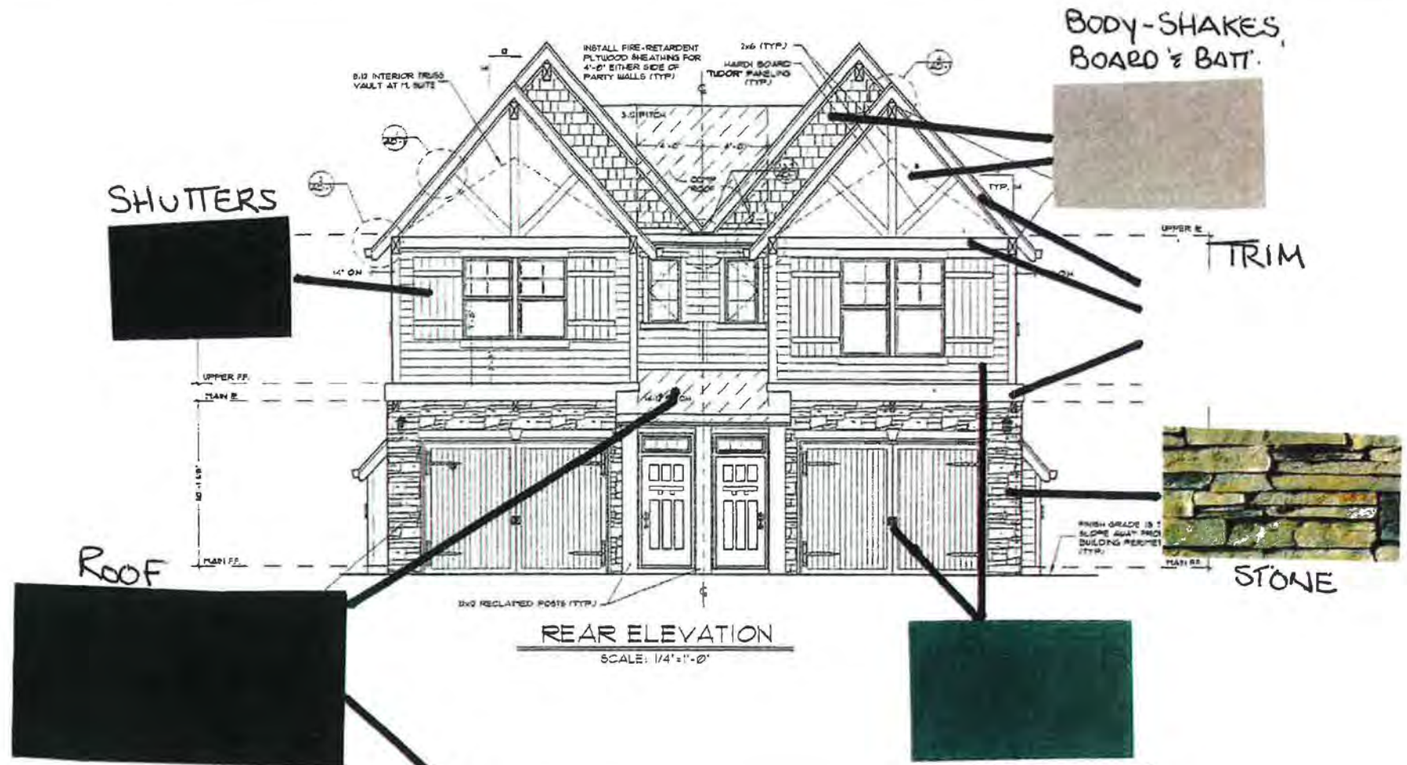
PLAN: 2ND ST SHERWOOD
REVISIONS: AUGUST 2013 SEPTEMBER 2013

PAGE 1 of 9

GENERAL NOTES

1. ALL WORK IS TO COMPLY WITH THE LATEST ADOPTED VERSION OF THE 2011 OREGON RESIDENTIAL SPECIALTY CODE AND ANY APPLICABLE STATE COUNTY OR LOCAL REGULATIONS
2. THE CONTRACTOR IS RESPONSIBLE TO CHECK THE PLANS AND IS TO NOTIFY THE DESIGNER OF ANY ERRORS OR OMISSIONS PRIOR TO THE START OF CONSTRUCTION.
3. WRITTEN DIMENSIONS HAVE PRECEDENCE OVER SCALED DIMENSIONS.DO NOT SCALE THE DRAWINGS.
4. DESIGN LOADS: ROOF 30 PSF (LIVE LOAD)
   FLOOR 40 PSF
   STAIRS 100 PSF
   GARAGE FLOOR 50 PSF (1000# PT.)
   DECKS 40 PSF
   HANDRAILS 200 PSF
   (IF YOUR LOCAL AREA REQUIRES DIFFERENT DESIGN LOADS CONSULT WITH A LOCAL STRUCTURAL ENGINEER TO DETERMINE THE APPROPRIATE REVISIONS.)
5. INSULATION ROOF (VAULTED) R-38
   ROOF (FLAT) R-49
   WALLS (EXTERIOR) R-2
   FLOOR (OVER UNHEATED SPACE) R-30
   BASEMENT WALLS (INT. OR EXT.) R-15
   SLAB ON GRADE R-5
   FURNACE DUCTS (UNHEATED SPACE) R-8
   MIN. WINDOW U RATING .35
6. THE ABOVE VALUES ARE A MINIMUM AND MAY BE INCREASED IF DESIRED. VERIFY WITH CONTRACTOR.
7. ALL EXPOSED INSULATION IS TO HAVE A FLAME SPREAD RATING OF LESS THAN 25 AND A SMOKE DENSITY RATING OF LESS THAN 450
8. ROOFING: COMPOSITION ROOFING PER OWNER/BUILDERS SPECIFICATIONS ON FELT ON 1/2" CDX PLYWOOD SHEATHING ON 2x6 RAFTERS @ 24" O.C. (UNO.)
9. SIDING: 1/2"x8" HARDI SIDING ON APPROVED VAPOR BARRIER ON 1/2" CDX PLYWOOD OR EQUAL. (CAULK JOINTS BETWEEN CORNER BOARDS W/ VULKEM POLYURETHANE) ON 2x6 STUDS @ 16" O.C. PROVIDE R-21 OR GREATER INSULATION AT ALL EXTERIOR WALLS
10. OPTIONAL SIDING: SEE ELEVATION NOTES
11. 5/4 CEDAR CORNER BOARDS AT CEDAR SIDING.
12. ROOF PITCH = 14/12 & 3/12 (UNO.)
13. 14" OVERHANG (TYP.) SEE ELEVATIONS
14. 6" FASCIA GUTTER . PROVIDE DOWNSPOUTS SUFFICIENT TO DRAIN ROOF AND DISPOSE OF THROUGH APPROVED RAIN DRAIN DISPOSAL SYSTEM.

T.H. SQUARE FOOTAGE	
LEFT UNIT	
MAIN FLOOR	= 760 SQ. FT.
UPPER FLOOR	= 1,054 SQ. FT.
TOTAL	= 1,814 SQ. FT.
+ GARAGE	= 395 SQ. FT.
RIGHT UNIT	
MAIN FLOOR	= 760 SQ. FT.
UPPER FLOOR	= 1,054 SQ. FT.
TOTAL	= 1,814 SQ. FT.
+ GARAGE	= 395 SQ. FT.



REAR ELEVATION
SCALE: 1/4"=1'-0"

RIGHT ELEVATION
SCALE: 1/4"=1'-0"

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CLIENT: C&L PROP.

PLAN: 2ND ST SHERWOOD
REVISIONS: AUGUST 2013 SEPTEMBER 2013

PAGE 2 of 9

Attachment 8

RECEIVED
JUL 24 2013
By

Clean Water Services

Clean Water Services File Number 13-002057

Sensitive Area Pre-Screening Site Assessment

1. **Jurisdiction:** Sherwood

2. **Property Information** *(example 1S234AB01400)*
Tax lot ID(s): 2S132BB-01700 Lots 6 & 7 Block 7 Sherwood
Site Address: 16045 S.W. 2nd st.
City, State, Zip: Sherwood Oregon 97140
Nearest Cross Street: Pine St.

3. **Owner Information**
Name: Mariruth Hanna
Company:
Address:
City, State, Zip:
Phone/Fax:
E-Mail:

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

5. **Applicant Information**
Name: Larry Wright
Company: C & L Properties LLC
Address: 9279 S.W. 75th ave
City, State, Zip: Portland Oregon 97223
Phone/Fax: 503-939-2310
E-Mail: canlar@hevanet.com

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** New SFR on Lot 6, Two new townhouses on Lot 7

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 Larry Wright **Print/Type Title** Owner

ONLINE SUBMITTAL **Date** 7/24/2013

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. Drainage appears to be piped.

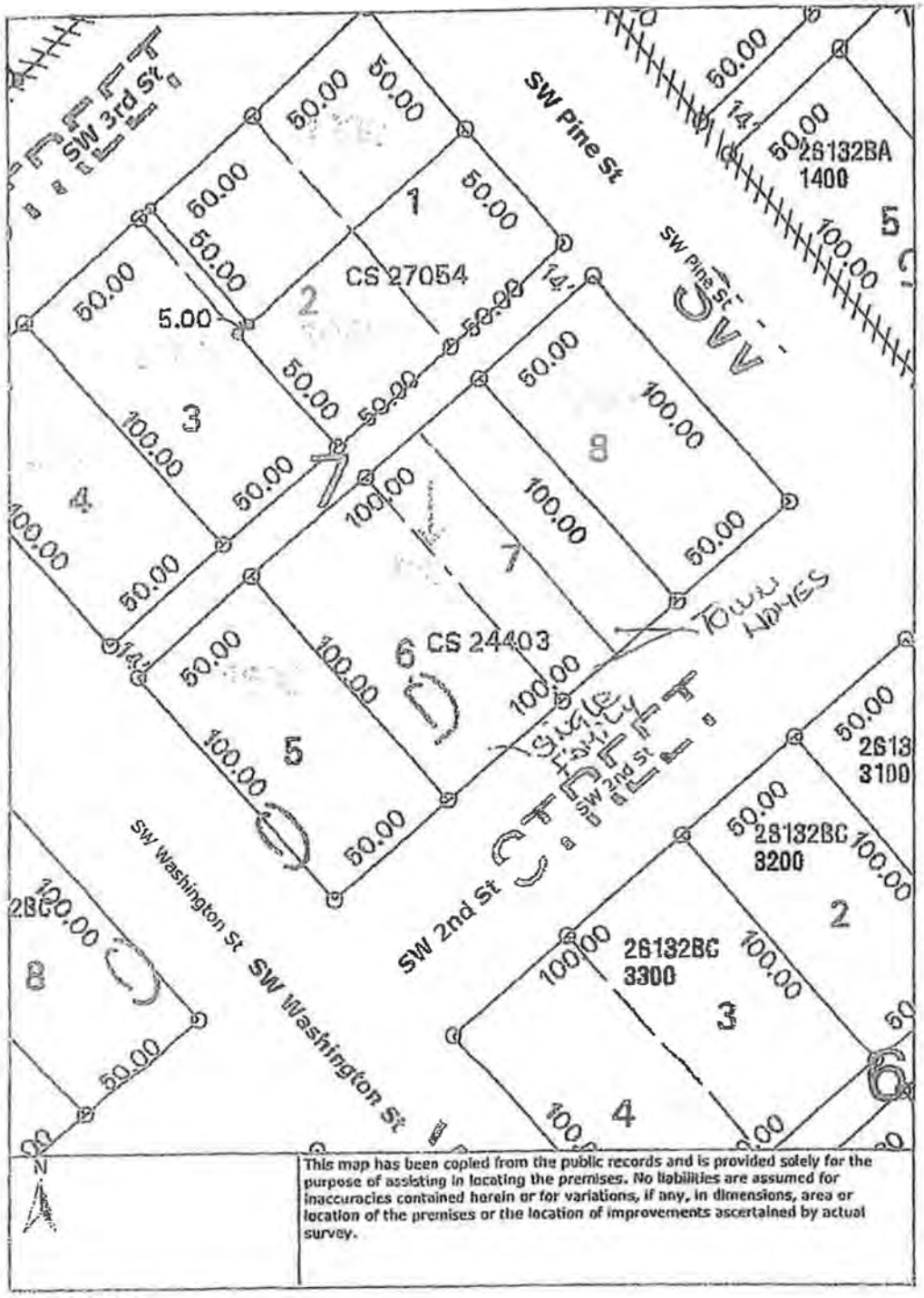
☐ Based on review of the submitted materials and best available information the above referenced project will not significantly impact the existing or potentially sensitive area(s) found near the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect 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.

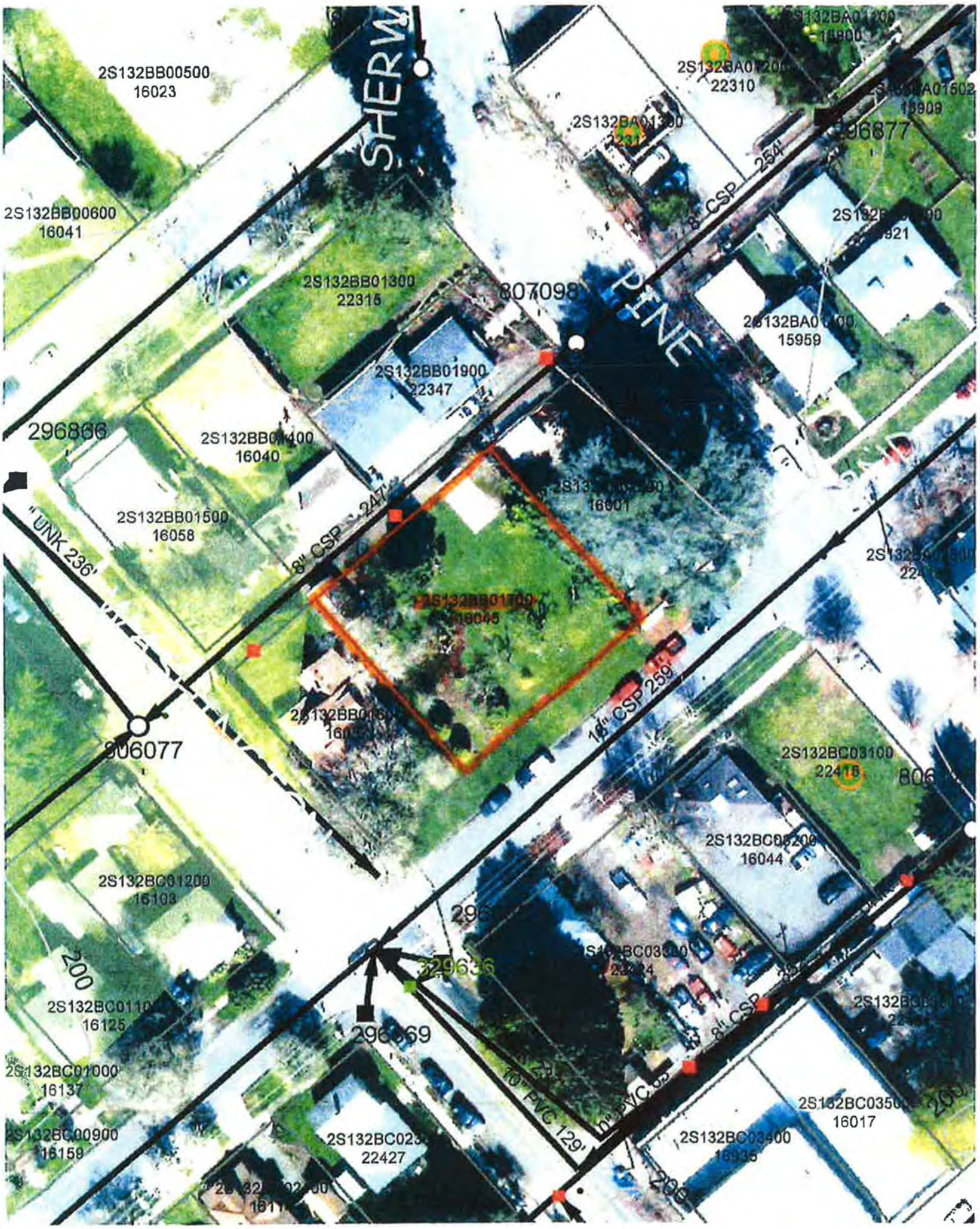
☐ **This Service Provider Letter is not valid unless _____ CWS approved site plan(s) are attached.**

☐ 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 Alyssa Ernst Date 07/25/13

2550 SW Hillsboro Highway • Hillsboro, Oregon 97123 • Phone: (503) 681-5100 • Fax: (503) 681-4439 • www.cleanwaterservices.org


SW 3rd St
SW Pine St
SW Pine St
26132BA
1400
CS 27054
CS 24403
TOWN HOMES
SINGLE FAMILY
SW 2nd St
SW 2nd St
SW Washington St
SW Washington St
26132BC
3200
26132BC
3300
N
This map has been copied from the public records and is provided solely for the purpose of assisting in locating the premises. No liabilities are assumed for inaccuracies contained herein or for variations, if any, in dimensions, area or location of the premises or the location of improvements ascertained by actual survey.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SHERW
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8" CSP 254'
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807098
PINE
2S132BA01400
15959
2S132BB01900
22347
296866
2S132BB01400
16040
2S132BB01500
16058
"UNK 236'
8" CSP 247'
16001
2S132BB01700
16045
18" CSP 259'
806077
2S132BC03100
22416
806
2S132BC03200
16044
2S132BC01200
16103
296
200
329636
2S132BC0110
16125
296869
8" CSP
2S132BC01000
16137
18" PVC 129'
2S132BC03500
16017
2S132BC00900
16159
2S132BC023
22427
2S132BC03400
16035
296

Attachment 9

Burness L/S
Landscape & Maintenance
8630 SW Scholls Ferry Rd, PMB # 344
(503)432-8525msg/fax (503)572-0009mobile
Lic.# 13007

Proposed Street Tree and Canopy

Required Tree Canopy: 40%

-Total Open Area: 1250'sq

Proposed:

1) Existing Cedar; 75% on lot 7: 340'sq
$A = \pi r^2 (3.14*12^2).75$

2) Proposed Street Tree 700'sq
-Acer p. 'Cleveland Norway Maple'

Total: 1040'sq

Canopy Provided: 83%

Burness L/S
Landscape & Maintenance
8630 SW Scholls Ferry Rd, PMB # 344
(503)432-8525msg/fax (503)572-0009mobile
Lic.# 13007

Tree Inventory and Report: Lot 6; Lot 7, Parcel 1 , 2

Lot 7: Parcel 1
a. DBH: 12";
b. Apple;
c. more than 50% of trunk decayed up to 4', branches 50% decayed;
d. located @ south 1/3rd of property;
e. located within new development structures;
f. recommend tree removed to accommodate development;
g.

Lot 7: Parcel 2
a. DBH: 16";
b. Apple;
c. trunk decayed @ 4' where branch broke off, girdling, imbalanced
d. located @ south 1/3rd of property;
e. located within new development structures;
f. recommend tree removed to accommodate development;
g.

Lot 6:
Tree 1
a. DBH: 10";
b. Pear;
c. minor scarring, decay, imbalanced
d. located @ south 1/3rd of property;
e. located within new development structures;
f. recommend tree removed to accommodate development;
g.

Lot 6:
Tree 2
a. DBH: 10";
b. Pear;
c. aged, otherwise healthy
d. located @ south 1/3rd of property;
e. located within new development structures;
f. recommend tree removed to accommodate development;
g.

Lot 6
Tree 3
a. 18"
b. apple
c. trunk split at 3', hazard
d. centered on property
e. located within new development structures

f. recommend tree removed to accommodate development

Lot 6
Tree 4)
a. 20"
b. chestnut
c. large, weighted branches, overhanging ex home
d. north 1/3 of property
e. located within new development foundation/structures
f. recommend tree removed to accommodate development

Lot 6
Tree 5)
a. 20"
b. cedar
c. healthy, new growth, minor root exposure
d. north 1/4 of property
e. located in open area of new development
f. not necessary to remove tree
g. recommend tree ring constructed of metal post and fencing @ approx 6' radius; 2" topsoil placed over exposed roots

Attachment 10

Washington County, Oregon 2013-082549
D-DW
Stn=12 S PFEIFER 09/11/2013 03:28:59 PM
$10.00 $11.00 $5.00 $15.00 $190.00 $231.00

I, Richard Hobernicht, 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 recorded in the book of records of said county.

Richard Hobernicht, Director of Assessment and Taxation, Ex-Officio

(1)

RECORDING REQUESTED BY:

Chicago Title Company of Oregon
5300 SW Meadows Road, Suite 100
Lake Oswego, OR 97035

GRANTOR:
Mariruth H Hanna
22420 A SW Main St
Sherwood, OR 97140

GRANTEE:
C & L Properties, LLC and Thomas Burness
9279 SW 75th
Portland, OR 97224

SEND TAX STATEMENTS TO:
C & L Properties, LLC
9279 SW 75th
Portland, OR 97224

AFTER RECORDING RETURN TO:
C & L Properties, LLC
9279 SW 75th
Portland, OR 97224

Escrow No:. 472513511018LTS-CT42

16045 SW 2nd Street
Sherwood, OR 97140

SPACE ABOVE THIS LINE FOR RECORDER'S USE

CHICAGO TITLE 472513511018 #3

WARRANTY DEED – STATUTORY FORM
(INDIVIDUAL or CORPORATION)

Mariruth H Hanna

Grantor, conveys and warrants to

C & L Properties, LLC and Thomas Burness

Grantee, the following described real property free of encumbrances except as specifically set forth herein:

Lots 6 and 7, Block 7, SHERWOOD, in the City of Sherwood, County of Washington and State of Oregon.

The true consideration for this conveyance is $190,000.00.

ENCUMBRANCES: 2013/2014 Property Taxes

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES 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 THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7,

Washington County, Oregon 2013-085628
D-DBS 09/24/2013 08:38:56 AM
Stn=19 Y LOPEZ
$10.00 $11.00 $5.00 $15.00 $41.00

I, Richard Hobernicht, 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 recorded in the book of records of said county.

Richard Hobernicht, Director of Assessment and Taxation, Ex-Officio

(2)

Recorded By Chicago Title
Courtesy Only. Not Examined
1D0013

RECORDING REQUESTED BY:

Chicago Title Company of Oregon
5300 SW Meadows Road, Suite 100
Lake Oswego, OR 97035

GRANTOR:
Thomas Burness
9279 SW 75th
Portland, OR 97224

GRANTEE:
C & L Properties, LLC and
Burness Landscape, Inc.
9279 SW 75th
Portland, OR 97224

SEND TAX STATEMENTS TO:
C & L Properties, LLC and
Burness Landscape, Inc.
9279 SW 75th
Portland, OR 97224

AFTER RECORDING RETURN TO:
C & L Properties, LLC and
Burness Landscape, Inc.
9279 SW 75th
Portland, OR 97224

16045 SW 2nd Street
Sherwood, OR 97140

SPACE ABOVE THIS LINE FOR RECORDER'S USE

BARGAIN AND SALE DEED – STATUTORY FORM
(INDIVIDUAL or CORPORATION)

Thomas Burness, Grantor, conveys to

Burness Landscape, Inc., Grantee, the following described real property, situated in the County of Washington, State of Oregon,

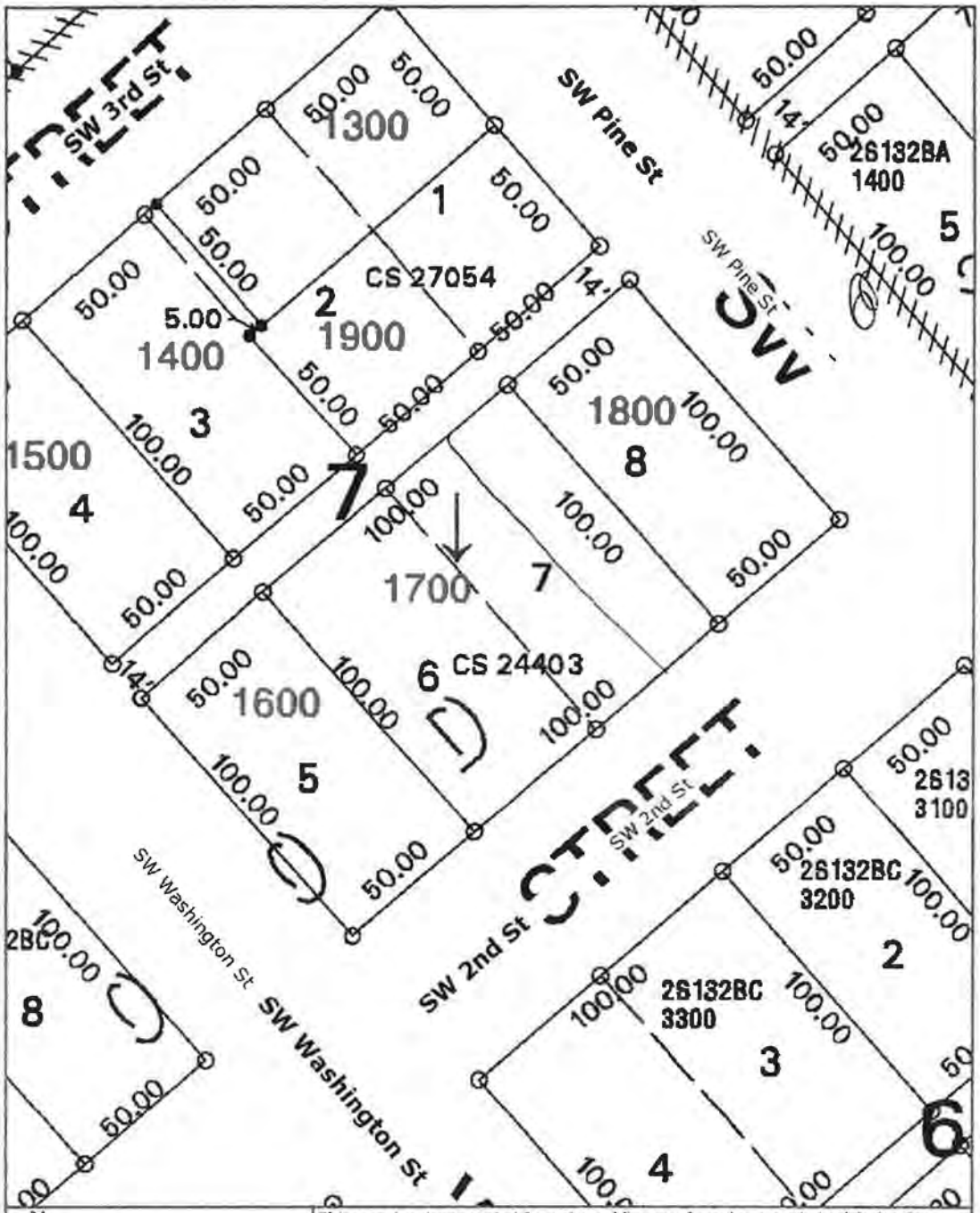
Lots 8 and 7, Block 7, SHERWOOD, in the City of Sherwood, County of Washington and State of Oregon.

The true consideration for this conveyance is $0.00 (See ORS 93.030).

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES 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 THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7,

472513511018LTS-CT42
Deed (Bargain and Sale – Statutory Form)

Title Data, Inc. SW FOR10610 WN 2013085628.001



N

This map has been copied from the public records and is provided solely for the purpose of assisting in locating the premises. No liabilities are assumed for inaccuracies contained herein or for variations, if any, in dimensions, area or location of the premises or the location of improvements ascertained by actual survey.

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

Engineering Review Comments

City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140
Tel 503-625-5522
Fax 503-625-5524
www.ci.sherwood.or.us

Mayor
Bill Middleton

Council President
Linda Henderson

Councilors
Dave Grant
Robyn Folsom
Bill Butterfield
Matt Langer
Krisanna Clark

City Manager
Joseph Gall, ICMA

Date:	November 14, 2013
Project Title:	2nd Street Townhomes
Case File Number:	CUP 13-02/ MLP 13-03
Eng Dept Staff Reviewer:	Bob Galati PE, City Engineer

Public Improvements

1) Proportionality: ½ street improvements along the frontage of 2nd Street would be considered proportional.

a) Existing curb and landscaping along 2nd St does not meet current standard. Curb has exhausted life cycle.

b) Asphalt pavement section is marginal and some life cycle remains (~8yrs).

c) Alley is gravel and often inaccessible due to activity by adjacent business owner.

2) Construct ¼ street improvement along SW 2nd Street extending along both lots frontage:

a) Install new curb/gutter

b) Full depth AC replacement extending out 2' from end of gutter. Perform a 1" grind and overlay of the existing AC pavement from the edge of the new full depth pavement section to the center of the road.

c) Install 5' landscape strip with street trees.

d) Install 5 non-meandering sidewalk (5' wide is ADA minimum).

e) Record Public Utility Easement (PUE) for franchise utilities & plants for screening.

f) Install street lighting based on spacing standards.

g) In front yard adjacent to 2nd Street, replace storm cleanout with a manhole. City PW to provide manhole and offset construction cost of installation.

h) Replace existing outdated catchbasin with sumped catchbasin.

3) Provide vehicle access from alley but no alley improvements required and no in-lieu payment for future alley improvements

4) City utility service laterals for water and sanitary will be taken from mainlines located in the mid-block alley.
   a) The westerly lot will have access to an existing water lateral and will receive credit for this connection.
   b) The easterly lot will have access to an existing sanitary lateral and will receive credit for this connection.
   c) Water meters will be located outside hardscape and paving within the mid-block alley.
5) SDC's and TDT shall be applied at the residential rate. The former home predated the creation of the SDC and TDT ordinances; hence the lot(s) shall be accessed accordingly, minus the credits noted above.

CleanWater Services

MEMORANDUM

Date: November 12, 2013

To: Michelle Miller, Senior Planner, City of Sherwood

From: Jackie Sue Humphreys, Clean Water Services (the District)

Subject: Old Town Townhomes Partition, CUP 13-02, MLP 13-03, 2S132BB01700

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

PRIOR TO ANY WORK ON THE SITE AND PARTITION PLAT RECORDING

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-l.

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.

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.

EXHIBIT C

2550 SW Hillsboro Highway • Hillsboro, Oregon 97123
Phone: (503) 681-3600 • Fax: (503) 681-3603 • cleanwaterservices.org

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. 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.