



Home of the Tualatin River National Wildlife Refuge

Planning Commission Meeting Packet

FOR

**December 13, 2016
7 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
December 13, 2016
7:00 PM Regular Meeting

1. Call to Order

2. Consent Agenda

- a. November 22, 2016 Planning Commission Minutes approval

3. Council Liaison Announcements

4. Staff Announcements (Julia Hajduk)

5. Community Comments

6. New Business

- a. **SP 16-08/LLA 16-01 Sherwood Hotel Site Plan** (Michelle Miller)

The applicant proposes to construct a 75 room hotel on a site of approximately 1.32 acres. The right- in-right out vehicle access will be provided on SW Meinecke with a secondary drive on SW Alexander Way, at Cheyenne Plaza that connects to the proposed hotel.

The hotel includes a lobby, meeting rooms, and covered pool with 62 parking spaces onsite and 28 street parking spaces. The applicant proposes a street design modification for additional parking on SW Alexander Ln.

For more information visit www.sherwoodoregon.gov/projects

7. Planning Commissioner Announcements

8. Adjourn

City of Sherwood, Oregon
Planning Commission Meeting
Sherwood Arts Center
November 22, 2016

Planning Commissioners Present:

Chair Jean Simson
Vice Chair Russell Griffin
Commissioner Chris Flores
Commissioner Alan Pearson
Commissioner Rob Rettig

Staff Present:

Tom Pessemier, Assistant City Manager
Julia Hajduk, CDD Director
Bob Galati, City Engineer
Brad Kilby, Planning Manager
Connie Randall, Senior Planner
Kirsten Allen, Planning Dept. Program Coordinator

Planning Commission Members Absent:

Commissioner Michael Meyer
Commissioner Lisa Walker

Council Members Present:

None

1. Call to Order/Roll Call

Chair Jean Simson convened the meeting at 7:01 pm.

2. Consent Agenda

a. October 25, 2016 Planning Commission Minutes approval

Motion: From Commissioner Alan Pearson to approve the consent agenda, Seconded by Vice Chair Russell Griffin. All Commissioners voted in favor.

3. Council Liaison Announcements

None.

4. Staff Announcements

Brad Kilby, Planning Manager reminded commission members of the Boards and Commissions Appreciation Dinner on December 6, 2016 and said the next Planning Commission meeting would be on December 13, 2016 with two public hearings scheduled for the Oregon Street Townhomes and the Sherwood Hotel.

5. Community Comments

None were received

6. New Business

a. 2016 Planning Commission Report to Council.

The Planning Commission discussed the Boards and Commission Report to City Council information provided in the packet. No additional items were added.

b. Public Hearing – SP 16-07/ CUP 16-05 First Street Parking Lot (Connie Randall)

Chair Simson read the public hearing statement. She asked for ex parte, bias or conflicts of interest. When none were received, Chair Simson asked if any member of the audience wished to challenge any Planning

Commission members' ability to participate. None were received.

Connie Randall, Senior Planner gave a presentation of the staff report (see record, Exhibit 1). She said the request was for Site Plan and Conditional Use Permit approval for a 19 space public parking lot off First Street in Old Town. The subject site was comprised of two lots, totaling 10,000 square feet on the northwest side of the First Street, east of Pine Street with one lot zoned Retail Commercial (RC) and the other zoned Medium Density Residential Low (MDRL). Both lots were subject to the Old Town Overlay District standard.

Ms. Randall explained the site was currently vacant and owned by the Sherwood Urban Renewal Agency (URA). She said the URA Board was interested in developing a parking lot to replace the City's temporary parking lot located on the former Robin Hood Theater site in anticipation of the sale and redevelopment of the site. The proposal consisted of 19 parking spaces; 17 standard spaces, one compact space and one ADA accessible spot. A new 24-foot wide commercial driveway was proposed to provide access to the site from First Street and a 12-foot wide secondary access was proposed at the public alley north of the site. Ms. Randall described 10-foot wide landscape setbacks on all sides and said there was an additional 16.42-foot wide buffer on the western side of the site. She said there was 855 square feet of required parking lot landscaping consistent with the standards as well as two parking lot lights to light the site and to help ensure public safety and security.

Ms. Randall stated a five-foot wide pedestrian access between the ADA accessible space and the public sidewalk was proposed, but the Code required a six-foot wide path for commercial developments, so a condition was recommended to ensure compliance with the code provision. She noted the bicycle parking adjacent to the pedestrian access did not include details, but it appeared to be adequate for the minimum of two bicycle parking spaces required. She said a condition to ensure compliance with the standard was recommended in the staff report and Planning Commission memorandum dated November 22, 2016 (see record, Exhibit 2). Ms. Randall said the proposed landscape plan included four large trees, two small trees, 44 shrubs, and 200 groundcover plants. The proposed species, sizes and quantities were in compliance with the landscaping requirements.

Ms. Randall said the proposed development was consistent with all applicable zoning and design standards and a parking lot was permitted outright in the Retail Commercial zone and permitted with a Conditional Use Permit in residential districts within the Old Town Overlay District. She reported the proposed development could be adequately served by existing public facilities and services and connections to water and storm sewer systems had been proposed. Ms. Randall explained the applicant would be required to relocate or dedicate an easement for the existing overhead electric that crossed the site and because the site was owned by the URA, no covenants, agreements or other documents would be required to ensure proper management and maintenance of the site.

Ms. Randall disclosed there were no significant natural features on site and that a public parking lot did not generate traffic trips, but was intended to serve the existing and future traffic generating developments in the downtown area. As there were no significant natural features on site, no protection was warranted. There were no buildings proposed, consequently the design standards for commercial development or in the Smockville area of Old Town were not applicable. No driveways in excess of 24 feet were proposed to trigger special consideration.

Ms. Randall went over the Conditional Use Permit requirements. The first was that the public parking lot required minimal public facilities and services. She said the proposed connections to water and storm sewer systems to the site could be adequately served by existing public facilities and services and utilities would be relocated or placed in an easement. Next, the proposed development had to meet the applicable zoning standards and was compatible with abutting land uses. She stated the proposed development met this requirement. She explained the Old Town Overlay required a Conditional Use Permit for non-accessory

parking in residential districts, which applied to the half of the site that had residential zoning, and there were two conditions that must exist in order to be approved. One, that no buildings existed on the site as of May 1, 2016; and that the site had direct access to an arterial or collector status street. She said the site had been vacant since late 2006 and it had access onto SW First Street which was a collector status road.

Ms. Randall explained the intent of the URA Board was to construct the facility prior to the sale of the Former Robin Hood Theater site which was owned by the City and used as a temporary parking lot. The two sites are the same size at 10,000 square feet each. The new parking lot would be consistent with Code standards, with a hard surface, parking space markings, wheel stops, site and perimeter landscaping and bicycle parking which are all features that do not currently exist on the temporary site. She noted it also helped further the primary goal of the Sherwood Town Center Plan which was to balance future residential growth, economic development and public investment in Sherwood and specifically implemented Policy 9 of the Plan which states the city will support actions that provided sufficient parking for business and residents while maximizing the efficiency of parking areas. Another required finding for the Conditional Use Permit was that surrounding properties not be adversely affected. Ms. Randall said the perimeter and site landscaping would enhance the site and the provision of public parking spaces would benefit area properties. The proposed site was an adequate shape and size to accommodate the proposed use and had been designed to maximize the site for landscaping and parking. The proposed use would not likely adversely impact or pose a threat to sensitive wildlife species or the natural environment.

Staff recommended approval of the First Street Parking Lot Site Plan and Conditional Use Permit subject to conditions of approval in the staff report and Condition B.5 in the Planning Commission Memo.

Chair Simson asked for questions for staff from the Commission. None were received. She asked for applicant testimony.

Tom Pessemier, Assistant City Manager and URA staff liaison, came forward and thanked Engineering staff and Keith Jones from Harper Houf Peterson Righellis who put together the plans and application. He said the city wanted to build a parking lot to assist in some of the long term economic development goals identified for the Old Town area. He noted the URA was not at a point to market the Robin Hood property, but wanted to do more feasibility of redevelopment and there had not been any significant interest in purchasing the property. Mr. Pessemier said the parking lot met the code criteria and standards and offered to answer questions.

Vice Chair Griffin asked for clarification regarding how the driveway interfaced to the gravel alley north of the parking lot. Bob Galati, City Engineer responded that the twelve foot wide ingress/egress would be a hard surface and the curb would likely be extended to embed the planter strip. He added a storm drain system and waterline would be installed in the alley as part of a separate project.

Vice Chair Griffin asked if the parking lot lighting would spill over into the alleyway and if there was a light on the street. Mr. Galati said the parking lot lighting would stay on site there was a light at the intersection of the alleyway and the street which provided some light for the alleyway.

Chair Simson asked about having most of the landscaping on the side closest to the commercial development instead of the residential side. Mr. Galati explained the intent was to utilize the area efficiently and to set it up such that any excess area outside what was required could be adjusted or sold to the adjacent property owner. The landscaping was laid out with the trees and arborvitae on the side so it could be converted and would not change the parking lot. Chair Simson confirmed that the ten foot buffer to the residential property met the code standards.

Chair Simson asked how the 855 square feet of landscaping would change if a portion of the site was divided. Ms. Randall responded that the excess landscaping was defined by a 6.42 foot wide strip on the left side of the parking lot. Parking lot landscaping is based on the number of parking spaces and the

required landscaping left of the parking lot included a ten foot buffer and the required landscaping shown as nine and a half feet wide. She said initially the 6.42 foot wide strip was not shown, but staff determined that any portion of the site that was not developed had to be landscaped. If the 6.42 foot wide strip was sold to the adjacent property and redeveloped it would not impact the required setbacks or landscaping of the parking lot.

No other questions were received, nor comments from those in attendance. Chair Simson closed the public hearing and moved to deliberation.

Chair Simson asked for final comments from staff. Ms. Randall clarified that more than the required minimum of 855 square feet of landscaping was provided and because there was no proposal to subdivide the site the staff report did not address it.

The following motion was received.

Motion: From Vice Chair Griffin to approve the application for SP 16-07/CUP 16-05 first street parking lot based on the applicant testimony, public testimony received, and the analysis, findings and conditions in the staff report including the aforementioned list of modifications and memorandum B.5. Seconded by Commissioner Alan Pearson. All present Planning Commissioners voted in favor.

7. Planning Commissioner Announcements

Commissioner Alan Pearson announced his resignation from the Planning Commission effective immediately. He said he was planning on moving on to a new roll, but the citizens of Sherwood decided they did not want him and he would fade away. He said he had informed the mayor this would be his last meeting and complemented Chair Jean Simson for a marvelous job as chairman. Commission Pearson stated the Planning Commission was run efficiently and Vice Chair Griffin did a good job keeping the Commission in shape. He said Mr. Kilby was leaving and he was leaving too.

Commissioner Chris Flores announced the Sherwood Foundation for the Arts (SFA) would begin performing two shows a year; continuing the show in the park over the summer and adding a winter production. The first winter production would be “You Can’t Take It With You” at the Sherwood Center for the Arts on January 20-21, 2017.

8. Adjourn

Chair Simson adjourned the meeting at 7:35 pm.

Submitted by:

Kirsten Allen, Planning Department Program Coordinator

Approval Date: _____

**CITY OF SHERWOOD
Staff Report**

**December 6, 2016
File No: SP 16-08
LLA 16-01**

Sherwood Hotel

TO: Planning Commission

Pre- App. Meeting: August 3, 2015
App. Submitted: September 19, 2016
App. Complete: October 26, 2016
Hearing Date: December 13, 2016
120 Day Deadline: February 23, 2017

From:



Michelle Miller, AICP
Senior Planner

Proposal: The applicant proposes a four-story, 73-room hotel that includes a meeting space, swimming pool and lobby with associated parking spaces on two vacant parcels in the General Commercial (GC) zone. The applicant proposes to consolidate the two subject parcels into one parcel. The applicant's submittal materials are attached to this report as Exhibit A.

I. BACKGROUND

A. **Owner:** SRI Santram LLC
1419 West Main Street
Battleground WA 98604

Applicant: Hill Architects
1750 Blankenship Road
West Linn OR 97068

Contact: Dan Salvey, 503-305-8033

B. **Location:** 21930/ 21970 SW Alexander Ln Tax Map 2S130D C09200/ 2S131AB00600

C. **Parcel Sizes:** The total site area of the tax lots are 1.2 acres.

D. **Existing Development and Site Characteristics:** The site is currently vacant. A sidewalk, planter strip and sound wall extend along the southern boundary adjacent to SW Meinecke Pkwy. The eastern property boundary includes a chain link fence. There are four trees along this property boundary. The western portion of the site abuts SW Alexander Ln and ODOT right of way. The site is adjacent to the OR 99W/SW Meinecke intersection. The properties have no direct access to Highway 99W. SW Alexander Ln is not constructed to City street standards, but is a partially developed drive to the northern tax lot, 9200.

- E. **Site History:** These two tax lots were part of an original parcel in the vicinity of the Cherry Tree Market. ODOT purchased the property in 2002 as part of the Meinecke and Handley realignment project which included a reconfiguration of the intersection at Highway 99W, signalization and roundabouts on SW Meinecke and SW Handley. The remaining area on the eastern side of the Meinecke intersection included these two parcels. ODOT sold these parcels for redevelopment but retained the frontage road segment SW Alexander Ln. Neither parcel has direct access to Highway 99W, but abut the undeveloped frontage road, SW Alexander Ln. They have remained vacant since the intersection improvements.
- F. **Zoning Classification and Comprehensive Plan Designation:** The site is zoned General Commercial (GC). Per Chapter 16.22, the purpose of the GC zone is to provide for commercial uses which require larger parcels of land, and/or uses which involve products or activities which require special attention to environmental impacts as per Division VIII. Hotels and motels are permitted outright in this zone.
- G. **Adjacent Zoning and Land Use:** The subject property is near the southeastern intersection of Highway 99W and SW Meinecke. To the east are properties zoned residential, Medium Density Residential Low, to the south and north are properties zoned GC.
- H. **Review Type:** The applicant proposes site plan approval for a four-story hotel which is over 40,000 square feet in size. Due to the size, 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 September 7, 2016 at the Senior Center. According to the meeting notes and sign in sheet, the neighborhood meeting was attended by over 40 people. They raised concerns about the proposed parking, whether the site was a suitable hotel location, increased traffic and pedestrian safety. The minutes are provided in the applicant's materials.

Notice of the application was mailed to property owners within at least 1,000 feet of the subject property and posted on the property and in five locations throughout the City on November 22, 2016 in accordance with Section 16.72.020 of the Sherwood Zoning Community Development Code (SZCDC). The notice was published in the Times (a paper of general circulation) on December 8, 2016 and in the Sherwood Gazette (a paper of local circulation) in the December 2016 edition in accordance with Section 16.72.020 of the SZCDC.

- J. **Review Criteria:** Sherwood Zoning and Community Development Code, 16.22 (Commercial Land Use Districts), 16.58 (Clear Vision and Fence Standards), 16.72 (Procedures for Processing Development Permits), 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 V.I Public Infrastructure- 16.106 (Transportation Facilities), 16.110 (Sanitary Sewers), 16.112 (Water), 16.114 (Storm), 16.116 (Fire Protection), 16.118 (Public and Private Utilities), 16.126 (Lot Consolidations and Vacation of Plats) Division VIII. Environmental Resources, 16.142 (Parks, Trees, and Open Spaces), 16.146 (Noise), 16.148 (Vibrations), 16.150 (Air Quality), 16.152 (Odors), 16.154 (Heat and Glare), and 16.156 (Energy Conservation)

II. PUBLIC COMMENTS

Public notice was mailed and posted on the property and in five locations throughout the City on November 22, 2016. Staff received four public comments to this application.

Helen Stumm submitted comments electronically on November 30, 2016 indicating concerns over traffic and spillover parking onto SW Smith Avenue. Ms. Stumm also was concerned about the feasibility of a hotel at this location. Ms. Stumm's comments are attached as Exhibit H.

Carol Leshar Peterson submitted comments electronically on December 2, 2017 raising concerns about the negative impact of the hotel on the Smith Farms Estate residents. She was concerned about the on street parking, the construction crews using Smith Ave. and the noise and safety of the residents that reside adjacent to the development. Her comments are attached as Exhibit I.

April Bacewich submitted comments electronically on December 4, 2016 shared similar neighborhood impact concerns but also wanted consideration to be given about the future impacts of the project on the surrounding properties as Sherwood grows. Here comments are attached as Exhibit J.

Jill Scrivner submitted comments electronically on December 4, 2016. As the property owner of Cheyenne Plaza, she was concerned about possible cut through traffic on the site to get to the new Meinecke right in, right out connection. She also was concerned that the hotel parking would try to have exclusive right to the on street parking. Her comments are attached as Exhibit K.

Staff Response: The hotel is a permitted use in this zone and it is the property owner's discretion to determine the financial viability of the various permitted uses within this zone. The applicant has provided right in, right out access to the site via SW Meinecke, which would ultimately reduce the traffic through the residential neighborhood. The traffic report indicates that traffic will be reduced on SW Smith Avenue as the adjoining commercial businesses will gain a right in access to the drive at SW Meinecke reducing the need for patrons to access the site through the adjacent residential neighborhood.

The on street parking situation will improve with the construction of the improvements on SW Alexander Ln. This parking will be allowed to be used by the general public and may improve the spillover parking that Smith Avenue has experienced.

The applicant proposes significant landscape screening which will help screen car lights and noise as people park for an overnight stay at the hotel. The existing fence is to remain. Parking and landscaping requirements will be addressed further within this report.

III. AGENCY COMMENTS

Staff sent e-notice to affected agencies on November 4, 2016. The following is a summary of the comments received. Copies of full comments are included in the record unless otherwise noted.

Sherwood Engineering Department: Craig Christensen, PE, Project Engineer submitted comments on November 17, 2016. His comments are incorporated throughout the report, and where appropriate conditions have been imposed to ensure that the proposal meets the standards which the engineering department is responsible to enforce. These comments are discussed in greater detail throughout this report, incorporated into the recommended decision, and are attached as Exhibits B.

Clean Water Services: Jackie Sue Humphrey's submitted comments dated November 23, 2016. Within her comments, Ms. Humphrey's indicates that the applicant will be required to obtain a storm connection permit from Clean Water Services (CWS), and approval of final construction plans and drainage calculations. The CWS comments are attached to this report as Exhibit C.

Tualatin Valley Fire and Rescue: Tom Mooney Deputy Fire Marshal II with Tualatin Valley Fire and Rescue (TVFR), submitted comments for this proposal on November 7, 2016. Mr. Mooney comments indicated that the drive aisles needed to be at least 26 feet to accommodate the fire equipment and have been incorporated into this report where applicable, and are attached as Exhibit D.

Pride Disposal Co.: Kristin Leichner of Pride Disposal, provided staff with amended comments dated November 22, 2016 that initially had the applicant revise their layout to accommodate the disposal trucks. The revised layout is satisfactory to Pride Disposal. Ms. Leichner's comments are attached to this report as Exhibit E.

ODOT: Joshua Brookings ODOT, provided staff with comments on December 2, 2016. He indicated that the development would be required to construct the segment of the Cedar Creek Trail within the right of way adjacent to this development in order to connect with the SW Meinecke intersection and Highway 99W planned trail improvements.

ODOT defers to local jurisdictions standards for other roadway improvements, but does not allow applicants to consider or count the on street parking within its right of way to meet a development's required parking standards. Public parking is allowed to be added to SW Alexander and ODOT does not oppose this additional parking proposed along SW Alexander so long as it meets City standards. ODOT did not have any comment on the SW Meinecke right in, right out access, thus deferring to the City Engineer Any conditions that ODOT required will be incorporated throughout this report. Full comments are attached as Exhibit F.

IV. SITE PLAN REVIEW REQUIRED FINDINGS (SECTION 16.90)

- 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: This standard can be met as discussed and conditioned in this report.

- 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.**

Staff Analysis: Water, sanitary and streets are all available. Solid waste services, power, communication and public safety are all available to this development as it is located adjacent to SW Meinecke and SW Alexander Ln. There is a need to provide

storm water treatment for the proposed development that has been discussed in the Engineering comments later in this report.

FINDING: Services are available to the site. Some of the services must be extended to the proposed building. These services are discussed and conditioned further in 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.**

FINDING: Any required covenants or restrictions will be required to be satisfied as a part of the development.

- 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: The site of the proposed hotel is flat and vacant. There are not any known significant natural resource areas on the property.

- 5. For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant 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.**

Staff Analysis: Kittleson & Associates submitted a transportation impact analysis (TIA) on behalf of the applicant for the proposed 73 room hotel. They reviewed the City and ODOT transportation and parking standards in order to come up with recommended improvements based on the impacts that the hotel would have to the City's transportation system. Overall, Kittleson recommended that the applicant modify SW Meinecke northbound striping at the hotel drive in accordance with City's standards. Also, the applicant should install a stop sign at the driveway approach to SW Meinecke. Finally, the developer should ensure that any new landscaping, above ground utilities and site signage should be located where they do not compromise site distances.

In order to reach those recommendations, Kittleson evaluated the transportation impacts associated with the proposed Sherwood Hotel development. The scope of the traffic analysis included studying several intersections and roadways within 1,000 feet of the site as well as intersections immediately adjacent to the proposed site access. They also performed a traffic operational analysis at three intersections at commuter and school peak times in the morning and afternoon to evaluate the existing level of service of these intersection and the impact the proposed hotel would have on the future level of service and traffic volumes at these same intersections.

Kittleson also evaluated the impact of the development on traffic safety. ODOT and Washington County maintain separate Safety Priority Index System (SPIS) list to identify existing hazardous intersections for potential safety improvements. Intersections are included in the SPIS list if they have three or more crashes or more severe crashes within three consecutive years. None of the study intersections had been included on either of these lists. Kittleson also reviewed ODOT crash data and found that there were five property damage crashes with one injury crash occurring from 2009-2013. Based on the information gathered and the crash rate calculations that fell below state averages, there were no safety based improvements identified for implementation at the two existing study intersections.

Kittleson evaluated the site distance at the drive onto SW Meinecke proposed for the hotel and found that there was at least 300 feet of site distance available when 240 feet was required for speeds at 25 MPH. Kittleson did recommend that this area remain free of new above ground utilities and landscaping.

The TIA identifies the how the study areas transportation system will operate in the build out year 2017 when the development is expected to be occupied. It conservatively estimated a hotel with 80 rooms rather than the 73 rooms proposed for this project. It includes an annual population growth rate of 2 % and included school and commuter traffic conditions. As shown the development is estimated to generate 650 daily trips with a total of 43 trips during the weekday AM peak and 48 trips during the weekday PM peak. No trip data was available from the Institute of Transportation Engineers (ITE) Trip Generation Manual during peak school times, Kittleson included the same numbers at school peak times.

The multimodal network connections generally includes bike and pedestrian facilities that provide adequate access to the site. The 100 foot sidewalk gap on SW Alexander will be completed by the applicant with the construction of the regional Cedar Creek Trail in order to mitigate the sidewalk gap at this location.

The majority of the trips to and from the hotel were considered to be regional in nature, meaning arriving and departing onto OR 99W. Additional trips may include hotel employees using SW Meinecke (10%). A small proportion of trips would also include trips to/from Old Town, and the nearby neighborhood may use Alexander Ln. to arrive at the adjacent commercial or hotel site.

Based on this analysis, weekday AM peak conditions queuing will infrequently and for short durations of less than 30 seconds, spill over and block the right-in/ right-out hotel drive on SW Meinecke. The queues should have a minor impact on vehicle site access. This is the only noted spillback time period currently observed or expected. All other times result in no spillover.

DKS & Associates Engineering, the City's on-call transportation reviewed Kittleson's TIA and agreed with much of the report. However there are some items that require further analysis to fully comply with a complete TIA. The following recommended conditions are supported by the City Engineering and may be satisfied during the course of the engineering review and ODOT Miscellaneous Permit application. (See Exhibit G, Sherwood Hotel Development TIA Review prepared by DKS on October 28, 2016)

FINDING: The City Engineer has reviewed and concurred with the DKS memorandum and recommendations proposed by Kittleson to mitigate the traffic impacts of the hotel. However, in order to fully comply with the requirements of the TIA, additional information is necessary. The City Engineer is able to review the information during the Engineering Plan review process and fully evaluate the recommendations. Additional recommendations stemming from this report will be conditioned at the appropriate section further within this report.

RECOMMENDED CONDITION: Prior to Engineering Plan approval of the public improvements, provide information in the form of an updated TIA that reflect the following:

- a. The HCM analysis should be revised to reflect permitted right-turns on all approaches at OR 99W/Meinecke Parkway. Update traffic operations and queueing analysis as needed to reflect the adjustment.
 - b. Depending on the delay for right turn movements from traffic turning from Meinecke Parkway to OR 99W, determine if such delay is likely to impact vehicle routing from the proposed site onto Alexander Lane or other routes.
 - c. Describe anticipated or planned modifications to the existing sound wall that may be needed to provide adequate sight distance.
 - d. Provide an assessment of the potential impact of neighborhood cut-through traffic. Such assessment should include an estimate of the amount of daily and peak hour trips using neighborhood streets and any proposed improvements to mitigate potential impacts.
 - e. Provide an assessment of the potential impact of neighborhood cut-through traffic. Such assessment should include an estimate of the amount of daily and peak hour trips using neighborhood streets and any proposed improvements to mitigate potential impacts.
 - f. Coordinate with ODOT staff to determine if analysis of the queueing on OR 99W with the proposed development is needed, using SimTraffic.
 - g. Coordinate with City to determine proper parking reduction assumptions and consideration for existing parking utilization.
6. **The proposed office, retail 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:**
1. **Primary, front entrances shall be located and oriented to the street, and have significant articulation and treatment, via facades, porticos, arcades, porches, portal, forecourt, or stoop to identify the entrance for pedestrians. Additional entrance/exit points for buildings, such as a postern, are allowed from secondary streets or parking areas.**
 2. **Buildings shall be located adjacent to and flush to the street, subject to landscape corridor and setback standards of the underlying zone.**
 3. **The architecture of buildings shall be oriented to the pedestrian and designed for the long term and be adaptable to other uses. Aluminum, vinyl, and T-111 siding shall be prohibited. Street facing elevations shall have windows, transparent fenestration, and divisions to break up the mass of any window. Roll up and sliding doors are acceptable. Awnings that provide a minimum 3 feet of shelter from rain shall be installed unless other architectural elements are provided for similar protection, such as an arcade.**

Staff Analysis: The front building entrance located near SW Alexander Ln is covered with a view of the walkway/portico that leads to the lobby and parking area entrance. The building is flush with SW Alexander Ln and is shown on the plans as the west elevation, (Exhibit A, Sheet A302). The south elevation faces SW Meinecke with varied materials, windows and articulation. The building footprint follows SW Meinecke with a staggered building façade as it curves along the southern property line.

The overall architecture of the building is oriented to the various streets with many windows, different building materials, earth tone colors and details. There are several covered entrances to the building visible from the street. The indoor pool area includes a single story with extensive windows adding interest to the building. The building elevation consists of varied projections to give dimension to the facade. The applicant does not propose any prohibited materials. The applicant also proposes a landscaped seating area and plaza area at the rounded corner of SW Alexander Ln and SW Meinecke near the OR 99W corner signal with the Cedar Creek Trail running along the property line within the ODOT right of way.

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

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

FINDING: The applicant proposes a commercial use and thus this criterion is not applicable.

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

FINDING: The applicant is not proposing a drive more than 24 feet wide and there are no streets to align as the access at SW Meinecke is right in right out and separated by a landscaped buffer. SW Alexander is parallel to 99W and there are no alignments possible. This criterion is not applicable.

V. APPLICABLE CODE PROVISIONS

The applicable zoning district standards are identified in Chapter 16.22 below.

A. Division II– Land Use and Development

The applicable provisions of Division II include:

Chapter 16.22 - COMMERCIAL LAND USE DISTRICTS

16.22.010 – Purpose

C. General Commercial (GC) - The GC zoning district provides for commercial uses which require larger parcels of land, and/or uses which involve products or activities which require special attention to environmental impacts as per Division VIII.

Staff Analysis: The site is zoned GC and within a large sitel over 1 acre in size. The hotel use is permitted outright in this zone and satisfies the general purpose of this zoning district.

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

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:

General Commercial Development Standards

Lot area	10,000 sq. ft
Lot width at front property line	70 ft
Lot width at building line	70 ft
Front yard setback	0
Side yard setback	0
Rear yard setback	0
when abutting residential zone or public park	20 ft
Height	50 ft ⁽¹³⁾

¹³ Structures within one-hundred (100) feet of a residential zone shall be limited to the height requirements of that residential area.

Staff Analysis: The applicant proposes to consolidate the lots creating one lot that is at least 10,000 square feet. The applicant proposes no side yard setbacks adjacent to the

commercial building to the north. The property abuts residential property in the rear of the site and therefore the applicant is required to meet the rear yard setback of 20 feet from the rear property line in the oddly shaped lot. The building is at least 16 feet from SW Meinecke. The applicant proposes to locate the building as far away from the residential property as possible. The building is approximately 47 feet tall and four stories tall at its highest point. The closest residential property to the south is 80 feet away from the single story swimming pool area. The adjacent property is zoned MDRL and the height limit is either 30 feet or 2 stories. Where the building is taller, it is over 100 feet from these residential properties.

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

16.58 CLEAR VISION AND FENCE STANDARDS

16.58.010 Clear Vision Areas

The following requirements shall govern clear vision areas:

2. In a commercial zone, the minimum distance shall be fifteen (15) feet, or at intersections including an alley, ten (10) feet.

Staff Analysis: There is one driveway where the clear vision areas could potentially be affected as drivers leave the site onto SW Meinecke. The applicant has not identified a 15 foot clear vision triangle showing that there will be no obstructions within the triangle. The secondary shared drive on SW Alexander is located on the adjacent property and also requires a 15 foot clear vision triangle.

FINDING: Based on the above discussion, the applicant has not met this criterion. The following condition may address this however.

RECOMMENDED CONDITION: Prior to final site plan approval, provide plans that show a 15 foot vision clearance triangle at the hotel driveways onto SW Meinecke and the shared driveway at SW Alexander Ln.

B. Division V- Community Design

The applicable provisions of Division include: 16.90 (Site Planning – addressed previously in this report), 16.92 (Landscaping), 16.94 (Off-street parking and Loading), and 16.96 (On-site Circulation). 16.98 (On-Site Storage)

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.

Staff Analysis: The applicant's materials contain a landscaping plan, identified as Sheet L1.1-L.2. Compliance with this section 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.

1. Ground Cover Plants

a. All of the landscape that is not planted with trees and shrubs must be planted in ground cover plants, which may include grasses. Mulch is not a substitute for ground cover, but is allowed in addition to the ground cover plants.

b. Ground cover plants other than grasses must be at least the four-inch pot size and spaced at distances appropriate for the plant species. Ground cover plants must be planted at a density that will cover the entire area within three (3) years from the time of planting.

2. Shrubs

a. All shrubs must be of sufficient size and number to be at full growth within three (3) years of planting.

b. Shrubs must be at least the one-gallon container size at the time of planting.

3. Trees

a. Trees at the time of planting must be fully branched and must be a minimum of two (2) caliper inches and at least six (6) feet in height.

b. Existing trees may be used to meet the standards of this chapter, as described in Section 16.92.020.C.2.

Staff Analysis: The landscape plan includes a combination of trees, shrubs and groundcover. The groundcover and shrub plantings are at least one gallon and range from 1 to 5 gallons at installation. The trees are at least 2" caliper or six feet in height. Proper installation and size of materials will be reviewed at the time of final inspection prior to occupancy of the buildings.

FINDING: Based on the above discussion, the applicant meets the criterion with respect to variety of plant materials, but full compliance cannot be realized until the final inspection by planning staff. The following condition is recommended to fully meet this standard.

RECOMMENDED CONDITION: Prior to final occupancy, ensure that all landscaping is installed per the approved landscape plan specifications.

B. Plant Material Selection and Preparation

1. Required landscaping materials shall be established and maintained in a healthy condition and of a size sufficient to meet the intent of the approved landscaping plan. Specifications shall be submitted showing that adequate preparation of the topsoil and subsoil will be undertaken.

2. Landscape materials should be selected and sited to produce a hardy and drought-resistant landscape area. Selection of the plants should include consideration of soil type, and depth, the amount of maintenance required, spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.

Staff Analysis: John Nuttbrock, a registered landscape architect prepared the landscape plan set for this project. He identified the variety of plants and indicated that they would

meet the requirements of this with full growth within three years of planting. The applicant has not provided a description of how the trees and plants should be planted along with the type of soil and amendment that would be suitable for these plants, however.

FINDING: Based on the above discussion, the applicant does not full meet this criterion, the following condition is necessary to fully comply with this standard.

RECOMMENDED CONDITION: Prior to final site plan approval, submit the planting plan for the landscape materials proposed in the landscape plan certified by a landscape architect/professional.

C. Existing Vegetation

1. All developments subject to site plan review per Section 16.90.020 and required to submit landscaping plans per this section shall preserve existing trees, woodlands and vegetation on the site to the maximum extent possible, as determined by the Review Authority, in addition to complying with the provisions of Section 16.142. (Parks, Trees and Open Space) and Chapter 16.144 (Wetland, Habitat, and Natural Resources).

Staff Analysis: There are several trees adjacent to this development on the eastern boundary that provide screening to the adjacent residential development. The narrative indicates that they are proposing to retain all of the four coniferous trees, but plans are to remove and replace the shrubbery.

FINDING: Based on the above discussion, the applicant provided clear description on the landscape plans and in the narrative that all of the trees are to be retained. Therefore, the applicant meets this criterion.

2. Existing vegetation, except those plants on the Nuisance Plants list as identified in the "Suggested Plant Lists for Required Landscaping Manual" may be used to meet the landscape standards, if protected and maintained during the construction phase of the development.

a. If existing trees are used, each tree six (6) inches or less in diameter counts as one (1) medium tree.

b. Each tree that is more than six (6) inches and up to nine (9) inches in diameter counts as two (2) medium trees.

c. Each additional three (3) inch diameter increment above nine (9) inches counts as an additional medium tree.

Staff Analysis: As discussed above, the applicant proposes to retain four trees at the eastern boundary of the site and serve as part of the perimeter screening. The applicant did not count these trees to meet the landscape standards, and has not included the required landscaping calculation in this submittal.

FINDING: Based on the above criterion, this criterion is not applicable.

D. Non-Vegetative Features

1. Landscaped areas as required by this Chapter may include architectural features interspersed with planted areas, such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, semi-pervious decorative paving, and graveled areas.

2. Impervious paving shall not be counted toward the minimum landscaping requirements unless adjacent to at least one (1) landscape strip and serves as a pedestrian pathway.

3. Artificial plants are prohibited in any required landscaped area.

Staff Analysis: The applicant proposes to improve the adjoining corner of the site with a landscaped plaza where SW Alexander ends at the intersection of SW Meinecke and 99W. This is within existing ODOT right of way, and part of the Cedar Creek Trail improvements. This proposed improvements have met with preliminary approval by ODOT, but further review is required to fully comply with this standard.

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

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, obtain an ODOT Miscellaneous Permit for all work in the highway right of way. When the total value of improvements within the ODOT right of way is estimated to be \$100,000 or more, an agreement with ODOT is required to address the transfer of ownership of the improvement to ODOT. An Intergovernmental Agreement (IGA) is required for agreements involving local governments and a Cooperative Improvement Agreement (CIA) is required for private sector agreements. The agreement shall address the work standards that must be followed, maintenance responsibilities, and compliance with ORS 276.071, which includes State of Oregon prevailing wage requirements.

16.92.030 - Site Area Landscaping and Perimeter Screening Standards

A. Perimeter Screening and Buffering

1. Perimeter Screening Separating Residential Zones:

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

- a. For new uses adjacent to inventoried environmentally sensitive areas, screening requirements shall be limited to vegetation only to preserve wildlife mobility.**
- b. The required screening shall have breaks, where necessary, to allow pedestrian access to the site. The design of the wall or screening shall also provide breaks or openings for visual surveillance of the site and security.**
- c. Evergreen hedges used to comply with this standard shall be a minimum of thirty-six (36) inches in height at maturity, and shall be of such species, number and spacing to provide the required screening within one (1) year after planting.**

Staff Analysis: The applicant proposes a natural landscape screen between the propose development and the residential neighborhood to the east. There is an existing fence bordering the properties.

FINDING: Based on the above discussion, the applicant meets criterion with the screening proposed along the eastern boundary. The applicant cannot fully comply until the site receives final inspection prior to the certificate of occupancy.

RECOMMENDED CONDITION: Prior to final occupancy, install the perimeter landscaping per the approved preliminary landscape plan.

2. Perimeter Landscaping Buffer

a. A minimum ten (10) foot wide landscaped strip comprised of trees, shrubs and ground cover shall be provided between off-street parking, loading, or vehicular use areas on separate, abutting, or adjacent properties.

b. The access drives to a rear lots in the residential zone (i.e. flag lot) shall be separated from abutting property(ies) by a minimum of forty-two-inch sight-obscuring fence or a forty-two-inch to an eight (8) feet high landscape hedge within a four-foot wide landscape buffer. Alternatively, where existing mature trees and vegetation are suitable, Review Authority may waive the fence/buffer in order to preserve the mature vegetation.

3. Perimeter Landscape Buffer Reduction

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

Staff Analysis: The applicant has indicated within their narrative that they would be providing a fence along the eastern and southern property line. The applicant also provides for at least ten feet of landscaping around the perimeter of the site. The landscape plan shows adequate perimeter landscaping on the eastern boundary as well. The applicant proposes to landscape the entire 11 foot wide area between the fence and the adjacent building to the north. The applicant does not propose a reduction.

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

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.

Staff Analysis: The applicant proposes to add 70 onsite spaces which requires 3,150 square feet of parking area landscaping. The applicant proposes over 9,432 square feet of landscaping that is not considered perimeter landscaping.

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

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.**

Staff Analysis: The applicant proposes 61 trees onsite to meet the parking area landscaping requirements, however the plan does not separate out the perimeter landscaping from the parking area landscaping. Additionally, the applicant has not described the canopy factor in the calculation to determine the correct number of trees required. Due to the number proposed, it appears feasible that the applicant could meet this standard but a condition is required to ensure full compliance.

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 final site plan approval, submit a landscape plan, that identifies the required canopy factor and the trees that will be used in the parking area landscape calculation.

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.

Staff Analysis: The applicant proposes over 800 shrubs onsite but has not differentiated the perimeter landscaping from the parking area landscape shrubs. It appears feasible to comply with this standard but a condition is necessary to fully comply.

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

RECOMMENDED CONDITON: Prior to final site plan approval, submit a landscape plan that identifies the required shrubs used in the parking area landscape calculation to ensure that it meets the minimum number of two per space.

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.

Staff Analysis: The applicant proposes to cover the remaining unpaved area with ground cover and has noted that the selected plants will be able to cover the area within three years.

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

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:

(2) Multi or mixed-uses, institutional and commercial uses: one (1) island for every ten (10) 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.

Staff Analysis: The applicant has provided landscape islands that are spaced to provide for at least one island for every ten contiguous parking spaces. Each planter island containing at least one tree within an area of at least 90 square feet and 6 feet wide with curbs to protect the landscaping. The applicant has spaced the landscaping appropriately throughout the site.

FINDING: Based on the above discussion, 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.

Staff Analysis: According to the applicant, all of the mechanical equipment will be roof mounted and screened with a parapet. The loading area will be buffered with landscaping and is located interior to the site.

FINDING: Based on the above discussion, 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.

Staff Analysis: The southern property boundary is adjacent to SW Meinecke, a collector and thus a ten foot visual corridor is required along the frontage. The applicant has included this in the landscape plan. The property also fronts SW Alexander, a local street and thus no visual corridor is required.

FINDING: Based on the above discussion the applicant meets this standard, providing a variety of plant materials with no structures within the corridor.

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.

Staff Analysis: The applicant's landscaping plans do not show the installation and maintenance standards for the proposed landscaping.

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

RECOMMENDED CONDITION: Prior to final site plan approval, provide a landscaping plan that compliance with the installation and irrigations standards.

16.94 Off Street Parking and Loading

16.94.010 - General Requirements

A. Off-Street Parking Required

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

Staff Analysis: The applicant proposes to meet the parking requirements for the site with a combination of onsite, on street and an adjacent parking agreement with the adjoining property to insure that there is adequate parking to accommodate this new development in the neighborhood. This will be discussed further within this report in more detail.

B. Deferral of Improvements

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

C. Options for Reducing the Required Parking Spaces

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

a. Within commercial, institutional and public, or industrial zones, shared parking may be provided on lots that are within five hundred (500) feet of the property line of the use to be served.

b. Shared parking is allowed if the application can show that the combined peak use is available by a parking study that demonstrates:

(1) There is a sufficient number of parking spaces to accommodate the requirements of the individual businesses; or

(2) That the peak hours of operation of such establishments do not overlap, and

(3) That an exclusive permanent easement over a delineated area has been granted for parking space use.

2. Mixed use projects are developments where a variety of uses occupies a development project or complex. For example, an eating establishment, professional office building and movie theater are all components of a mixed use site. It does not include a secondary use within a primary use such as an administrative office associated with a retail establishment. In mixed-use projects, the required minimum vehicle parking shall be determined using the following formula:

a. Primary use: i.e. that with the largest proportion of total floor area within the development at one hundred (100) percent of the minimum vehicle parking required for that use.

b. Secondary Use: i.e. that with the second largest percentage of total floor area within the development, at ninety (90) percent of the vehicle parking required for that use.

c. Subsequent use or uses, at eighty (80) percent of the vehicle parking required for that use.

Staff Analysis: The applicant proposes to add surface parking around the perimeter of the site and within in the central parking area on the same lot and as well as several spaces on the adjoining lot. The applicant has submitted an agreement between the property owner of Cheyenne Plaza and the proposed development to afford the parties an opportunity to share each other's access to

the both properties and for Cheyenne Holdings to grant a parking and pedestrian access easement for the eastern section of the parking area to be constructed by the Sherwood Hotel, which includes up to 12 spaces along with a drive aisle connecting both properties. This agreement delineates that the spaces can only be used in the evening and morning hours in spaces delineated in the plans.

FINDING: Based on the above discussion, the applicant shows that there could be a reduction in the required parking on site with this easement agreement. However, a condition is necessary to show full compliance with the agreement.

RECOMMENDED CONDITION: Prior to final occupancy, submit a copy of the recorded easement agreement between the property owners, Sri Santram and Cheyenne Holdings, LLC.

F. Marking

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

Staff Analysis: All of the parking will be marked with striping. The applicant shows a twenty-four foot drive aisle but not the associated directional markings.

FINDING: Based on the above discussion the applicant does not meets this criterion, but may do so with the following condition.

RECOMMENDED CONDITION: Prior to final site plan approval, submit plans that show the directional markings of the internal drive aisles.

RECOMMENDED CONDITION: Prior to certificate of final occupancy, ensure that the all parking, loading or maneuvering areas are clearly marked and signed to show the direction of traffic flow within the parking areas.

G. Surface and Drainage

1. All parking and loading areas shall be improved with a permanent hard surface such as asphalt, concrete or a durable pervious surface. Use of pervious paving material is encouraged and preferred where appropriate considering soils, location, anticipated vehicle usage and other pertinent factors.

FINDING: The applicant proposes to use asphalt for the parking area. This criterion is met.

2. Parking and loading areas shall include storm water drainage facilities approved by the City Engineer or Building Official.

STAFF ANALYSIS: The preliminary plans indicate that the new development will connect to the existing storm sewer north of the development within SW Alexander Lane. Since this system eventually discharges into Oregon Department of Transportation (ODOT) right-of-way, the development can only discharge storm drainage equal or less than existing levels.

FINDING: Based on the above discussion, the applicant does not meet this criterion but will be discussed and conditioned further within this report under the Storm Water provisions (Chapter 16.114) of this Code.

H. Repairs

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

FINDING: The site will be inspected before the Certificate of Final Occupancy is granted and will need to be in good condition and repair. After that, any necessary repairs would become a Code Compliance issue. Based on the discussion, the applicant has not met this criterion, but can do so with the following condition.

RECOMMENDED CONDITION: Prior to Final Occupancy, ensure that the parking and loading areas are kept in good repair, wheel stops in good condition and the painted parking space boundaries and directional symbols are maintained in a readable condition.

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 prepared a parking plan that included the striping plan and dimensions. The specific criteria will be discussed within the applicable Code sections.

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

Table 1: Minimum and Maximum Parking Standards

Staff Analysis: Parking standards for hotels depend on the number of hotel rooms. In this case, the applicant proposes a 73 room hotel and thus 73 parking spaces are required. The applicant proposes to use a combination of onsite parking at the Hotel (63 spaces), Cheyenne Plaza parking (7) and on street parking on Smith Ave (3) to achieve the required parking requirements.

Staff has received several comments from people concerned about the parking on SW Alexander Ln and SW Smith. The applicant has developed a parking plan that will minimize the use of on street parking on SW Smith with the construction of the 90 degree parking at the end of SW Alexander Ln. While the additional parking proposed at the end of SW Alexander Ln may not count toward meeting the required parking, it is anticipated that the additional public parking spaces provided, along with the existing Alexander Ln parallel parking spaces could be used by hotel guests, patrons of Cheyenne Plaza and Cedar Creek Trail walkers and bike riders on a first come, first serve basis.

FINDING: Based on the above discussion, 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.

Staff Analysis: The applicant's plans show new construction of 63 parking spaces on hotel site, with seven additional spaces to be constructed on the Cheyenne Plaza site. The applicant shows that there will be ten (10) compact parking spaces or 14 % of the required spaces meeting the 25% maximum allowed.

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

2. Layout

Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicle turning and maneuvering. Groups of more than four (4) parking spaces shall be served by a driveway so as to minimize backing movements or other maneuvering within a street, other than an alley. All parking areas shall meet the minimum standards shown in the following table and diagram.

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

FINDING: The applicant provided site plans showing the individual parking spaces dimensions that meet the standards for 24 foot drive aisles with the 90 degree angled parking. Therefore, the applicant meets this criterion.

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.**

FINDING: The applicant does not show wheel stops where they abut a sidewalk. Therefore, the applicant does not meet this criterion but may comply with this requirement without the following condition.

RECOMMENDED CONDITION: Prior to final site plan, submit plans that identify wheel stops where they abut sidewalks or interior landscaping.

RECOMMENDED CONDITION: Prior to receiving the Certificate of Final Occupancy, install wheel stops where they abut sidewalks or interior landscaping.

4. Service Drives

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

FINDING: The applicant does not propose a service drive and thus this criterion is not applicable.

5. Credit for On-Street Parking

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

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

- (1) **Parallel parking, each twenty-four (24) feet of uninterrupted curb;**
- (2) **Forty-five (45)/sixty (60) degree diagonal, each with ten (10) feet of curb;**
- (3) **Ninety (90) degree (perpendicular) parking, each with eight (8) feet of curb;**
- (4) **Curb space must be connected to the lot which contains the use;**
- (5) **Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and;**
- (6) **On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces is permitted.**

Staff Analysis: The applicant proposes on street parking on SW Alexander and SW Smith Avenue. According to ODOT comments, the applicant may not count the parking on SW Alexander Ln to meet the City's minimum parking standards. There are seven spaces on SW Smith that are within 500' of the site to achieve to the minimum parking requirements. The applicant requests to count three of the seven available parking spaces on SW Smith, to meet this requirement.

FINDING: Based on the above discussion, the applicant meets this criterion to receive credit for three on street parking spaces.

C. Bicycle Parking Facilities

1. General Provisions

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

Staff Analysis: The applicant's site plan indicates that there will be two bicycle parking spaces at two different areas near both entrances. Due to the number of required parking spaces, the applicant would be required to have at least two bicycle parking spaces. Since there are less than eight bike spaces required, long-term bike parking is not required.

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

2. Location and Design.

a. General Provisions

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

b. Short-term Bicycle Parking

- (1) Provide lockers or racks that meet the standards of this section.
- (2) Locate inside or outside the building within thirty (30) feet of the main entrance to the building or at least as close as the nearest vehicle parking space, whichever is closer.

c. Long-term Bicycle Parking

- (1) Provide racks, storage rooms, or lockers in areas that are secure or monitored (e.g., visible to employees or customers or monitored by security guards).
- (2) Locate the outside bicycle parking spaces within one hundred (100) feet of the entrance that will be accessed by the intended users.
- (3) All of the spaces shall be covered.

d. Covered Parking (Weather Protection)

- (1) When required, covered bicycle parking shall be provided in one (1) of the following ways: inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures.
- (2) Where required covered bicycle parking is not within a building or locker, the cover must be permanent and designed to protect the bicycle from rainfall and provide seven-foot minimum overhead clearance.
- (3) Where required bicycle parking is provided in lockers, the lockers shall be securely anchored.

Table 4: Minimum Required Bicycle Parking Spaces

- Residential 2 or 1 per 40 spaces, whichever is greater

FINDING: As discussed above, the applicant has shown the bicycle parking area to be located adjacent to the entry way in the covered areas on the plans. The applicant meets this criterion.

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.

B. Separation of Areas

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

Staff Analysis: The applicant has set aside a marked area for delivery vehicles in the parking area. It is separated from the other parking areas with a landscape island with the plantings proposed to screen it from the street view.

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

16.96 Onsite Circulation

16.96.010 - On-Site Pedestrian and Bicycle Circulation

A. Purpose

On-site facilities shall be provided that accommodate safe and convenient pedestrian access within new subdivisions, multi-family developments, planned unit developments, shopping centers and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers within one-half mile of the development. Neighborhood activity centers include but are not limited to existing or planned schools, parks, shopping areas, transit stops or employment centers. All new development, (except single-family detached housing), shall provide a continuous system of private pathways/sidewalks.

Staff Analysis: The applicant has proposed to construct the connection for the Cedar Creek Trail along the ODOT frontage of site, past the end of SW Alexander Ln. The applicant proposes to add an internal sidewalk connection to the development at SW Meinecke and SW Alexander to the lobby central to the site. ODOT has reviewed the proposal and agrees that the applicant should construct the improvements along the frontage of SW Alexander Ln.

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

RECOMMENDED CONDITION: Prior to final occupancy, the applicant shall construct, or contribute a fee in-lieu to the City of Sherwood for the planned Cedar Creek Trail segment that fronts along their property. Curb, sidewalk, cross walk ramp(s) bikeways and road widening shall be constructed as necessary to be consistent with local, ODOT and ADA standards.

B. Maintenance

No building permit or other City permit shall be issued until plans for ingress, egress and circulation have been approved by the City. Any change increasing any ingress, egress or circulation requirements, shall be a violation of this Code unless additional facilities are provided in accordance with this Chapter.

Staff Analysis: The applicant will submit engineering plans and receive engineering approval prior to building permit approval. This is part of the permitting process for new development.

C. Joint Access

Two (2) or more uses, structures, or parcels of land may utilize the same ingress and egress when the combined ingress and egress of all uses, structures, or parcels of land satisfied the other requirements of this Code, provided that satisfactory legal evidence is presented to the City in the form of deeds, easements, leases, or contracts to clearly establish the joint use.

Staff Analysis: The applicant proposes a joint secondary access at the Cheyenne Plaza. The applicant provides a connection at the eastern edge of the site for the benefit of both properties. The applicant has generated an access easement agreement that clearly establishes the joint use.

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

D. Connection to Streets

1. Except for joint access per this Section, all ingress and egress to a use or parcel shall connect directly to a public street, excepting alleyways with paved sidewalk.
2. Required private sidewalks shall extend from the ground floor entrances or the ground floor landing of stairs, ramps or elevators to the public sidewalk or curb of the public street which provides required ingress and egress.

FINDING: The applicant shows a primary right- in/ right out access at SW Meinecke and a secondary access at SW Alexander Ln. Sidewalks extend to the development from SW Alexander Ln and SW Meinecke. The applicant meets this criterion.

E. Maintenance of Required Improvements

Required ingress, egress and circulation improvements shall be kept clean and in good repair.

FINDING: As an ongoing condition, the applicant will be required to insure that the improvements are kept in good repair or it will become a Code Violation.

16.96.030 - Minimum Non-Residential Standards

Minimum standards for private, on-site circulation improvements in non-residential developments: Improved hard surfaced driveways are required as follows:

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

Staff Analysis: The applicant proposes a total of 63 new parking spaces that will centrally located on site. The new parking area extends onto the Cheyenne Plaza site with an additional seven spaces that could be used by the hotel or Plaza patrons depending on time of day. The applicant proposes to use an existing driveway onto SW Alexander and a new drive on SW Meinecke that is twenty-four feet wide. Only one driveway is required and the applicant has identified two.

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

B. Sidewalks and Curbs

1. A private pathway/sidewalk system extending throughout the development site shall be required to connect to existing development, to public rights-of-way with or without improvements, to parking and storage areas, and to connect all building entrances to one another. The system shall also connect to transit facilities within five hundred (500) feet of the site, future phases of development, and whenever possible to parks and open spaces.

Staff Analysis: The applicant proposes a private sidewalk system extending to the front entry to the public rights of way and to the parking areas.

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

16.98.020 - Solid Waste Storage

All uses shall provide solid waste storage receptacles which are adequately sized to accommodate all solid waste generated on site. All solid waste storage areas and receptacles shall be located out of public view. Solid waste receptacles for multi-family, commercial and industrial uses shall be screened by six (6) foot high sight-obscuring fence or masonry wall and shall be easily accessible to collection vehicles.

Staff Analysis: The applicant proposes to locate the trash enclosure at the rear of the site. Pride Disposal has reviewed and approved this option as evidenced by the letter and comments that they have provided that are attached as Exhibit E. In detail, the applicant must comply with Pride Disposal standards. Pride determined that the location of the enclosure allows for straight on access. Several conditions concerning the exact dimensions of the will be reviewed prior to final occupancy is granted.

FINDING: Based on the above discussion, the location meets the intent of this criterion, but the applicant cannot fully comply without the following condition.

RECOMMENDED CONDITION: Prior to final occupancy, install the trash enclosure to meet Pride Disposal standards.

C. Division VI - Public Improvements

16.106 Transportation Facilities

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. Right-of-way requirements are based on functional classification of the street network as established in the Transportation System Plan, Figure 15.

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.

C. Proposed Streets

1. Except as otherwise provided, when a development includes or abuts a proposed street, in no event shall the required street improvement exceed a pavement width of forty (40) feet.

2. Half Streets: When a half street is created, a minimum of 22 feet of driving surface shall be provided by the developer.

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

Staff Analysis: The subject property is bordered by SW Alexander Lane to the west and SW Meinecke Parkway to the south, existing streets. The developer is proposing a right in/right out access to SW Meinecke Parkway. SW Meinecke Parkway at this location is a fully improved collector status street with a divider median. Along the frontage of the subject property, northbound SW Meinecke Parkway has a left turn lane, a through lane, a bike lane and a right turn lane. Due to the location of the proposed new access along SW Meinecke Parkway in respect to OR 99W, the new access will require ODOT approval of the final access configuration. ODOT reviewed the TIA submitted by Kittleson and agreed with the findings concerning the access onto SW Meinecke Parkway. Therefore, they provided no comment to the access configuration and would defer to the City's review of the issue.

SW Alexander Lane has a 24-foot wide paved street section with a 17-foot wide landscape strip and a 6-foot wide sidewalk with a 40-foot wide half street right-of-way section. Since SW Alexander Lane is a dead end street the developer has proposed constructing a non-standard street section including perpendicular parking. A design modification request has been submitted and approved with conditions.

RECOMMENDED CONDITION: Prior to Engineering Department approval of the public improvement plans, street lighting shall be installed along SW Alexander Lane meeting the approval of the City of Sherwood Engineering Department and ODOT.

RECOMMENDED CONDITION: Prior to Engineering Department approval of the public improvement plans, all public transportation infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Engineering Department.

E. Transportation Facilities Modifications

1. A modification to a standard contained within this Chapter and Section 16.58.010 and the standard cross sections contained in Chapter 8 of the adopted TSP may be granted in accordance with the procedures and criteria set out in this section.

2. A modification request concerns a deviation from the general design standards for public facilities, in this Chapter, Section 16.58.010, or Chapter 8 in the adopted Transportation System Plan. The standards that may be modified include but are not limited to:

- a. Reduced sight distances.
- b. Vertical alignment.
- c. Horizontal alignment.
- d. Geometric design (length, width, bulb radius, etc.).
- e. Design speed.
- f. Crossroads.
- g. Access policy.
- h. A proposed alternative design which provides a plan superior to these standards.
- i. Low impact development.
- j. Access Management Plans

3. Modification Procedure

- a. A modification shall be proposed with the application for land use approval.
 - b. A modification is processed as a Type II application. Modification requests shall be processed in conjunction with the underlying development proposal.
 - c. When a modification is requested to provide a green street element that is not included in the Engineering Design Manual, the modification process will apply, but the modification fee will be waived.
4. Criteria for Modification: Modifications may be granted when criterion 4a and any one of criteria 4b through 4e are met:
- a. Consideration shall be given to public safety, durability, cost of maintenance, function, appearance, and other appropriate factors to advance the goals of the adopted Sherwood Comprehensive Plan and Transportation System Plan as a whole. Any modification shall be the minimum necessary to alleviate the hardship or disproportional impact.
 - b. Topography, right-of-way, existing construction or physical conditions, or other geographic conditions impose an unusual hardship on the applicant, and an equivalent alternative which can accomplish the same design purpose is available.
 - c. A minor change to a specification or standard is required to address a specific design or construction problem which, if not enacted, will result in an unusual hardship. Self-imposed hardships shall not be used as a reason to grant a modification request.
 - d. An alternative design is proposed which will provide a plan equal to or superior to the existing street standards.
 - e. Application of the standards of this chapter to the development would be grossly disproportional to the impacts created.

Staff Analysis: The applicant applied for a design modification to add six, 90 degree parking spaces rather than parallel parking to the end of SW Alexander Ln. The standard street section for a local street allows for parallel parking. In this case, because the street terminates and there is not a possibility of it connecting to SW Meinecke, the City is in support of this modifications with a few changes.

ODOT has also reviewed the plans and is in support of this proposal as amended by the City, however the 90 degree parking cannot be used to satisfy the City's required parking standards.

FINDING: Based on the above discussion, the applicant satisfies the criterion of the design modification for the Alexander Street modification, but changes to the design are required to fully comply. The following condition will satisfy this criterion.

RECOMMENDED CONDITION: Prior to Engineering Department approval of the public improvements plans, the developer shall adhere to the conditions of the design modification request for improvements along SW Alexander Lane. Also the developer shall obtain ODOT approval for the improvements.

16.108.040.03 - Underground Utilities

All public and private underground utilities, including sanitary sewers and storm water drains, shall be constructed prior to the surfacing of streets. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

Staff Analysis: According to the City Engineer, all of the utilities necessary to service the proposed development must be undergrounded and stubbed to the properties

FINDING: Based on the above discussion, the applicant must adhere to the following condition.

RECOMMENDED CONDITION: Prior to certificate of final occupancy, existing overhead utilities shall be relocated underground along the frontage of the development. This includes the removal of the power pole at the north corner of the property. All new utilities shall be underground.

16.108.050.11-Transit Facilities

Developments along existing or proposed transit routes, as illustrated in Figure 7-2 in the TSP, shall be required to provide areas and facilities for bus turnouts, shelters, and other transit-related facilities to Tri-Met specifications.

Staff Analysis: There is no transit routes adjacent or near this development. Tri-Met has not commented on this proposal and therefore this criterion is not applicable.

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.

Staff Analysis: Currently a public 8-inch diameter sanitary sewer main exists within the adjacent property southeast of the subject property. All surrounding properties are developed with public sanitary sewer service, therefore no public sanitary sewer main extension is required.

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

RECOMMENDED CONDITION: Prior to Engineering Department approval of the public improvement plans, the proposed development shall supply sanitary service to the development as needed meeting Sherwood Engineering standards.

RECOMMENDED CONDITION: Prior to Engineering Department approval of the public improvement plans, private sanitary sewer shall be installed in compliance with the current Oregon Plumbing Specialty Code.

RECOMMENDED CONDITION: Prior to Engineering Department approval of the public improvement plans, all public sanitary sewer infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Sherwood Engineering Department.

16.112– Water Supply

Water lines and fire hydrants conforming to City and Fire District standards shall be installed to serve all building sites in a proposed development in compliance with 16.112.

STAFF ANALYSIS: Currently a public 8-inch diameter water main exists along SW Meinecke Parkway along the western property frontage of the subject property. There also exists an 8-inch diameter water main within SW Alexander Lane at the northern

end of the subject property. Connecting these 2 water mains will be a requirement of the development.

Fire hydrants currently exist at the northern and western ends of the subject property. Adequate fire protection for the proposed development may require the construction of additional fire hydrants.

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

RECOMMENDED CONDITION: Prior to Engineering Department approval of the public improvement plans, the developer shall extend the 8-inch diameter water line within SW Alexander Lane to connect with the 8-inch water line within SW Meinecke Parkway.

RECOMMENDED CONDITION: As an ongoing condition, on site fire hydrants shall be privately owned unless otherwise approved by Sherwood Public Works Department.

RECOMMENDED CONDITION: As an ongoing condition, the proposed development shall supply domestic, irrigation and fire water to the development as needed meeting Sherwood Engineering standards.

RECOMMENDED CONDITION: Prior to Engineering Department approval of the public improvement plans, domestic water shall have a backflow device meeting the approval of the Sherwood Public Works Department.

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, water flows calculations (domestic, irrigation and fire) shall be provided by the developer.

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 system consistent with the Comprehensive Plan, the requirements of the Clean Water Services water quality regulations and section 16.114.

Staff Analysis: Currently a public 12-inch diameter storm sewer exists within SW Alexander Lane at the northern corner of the subject property. All surrounding properties are developed with public storm sewer service, therefore no public storm sewer main extension is required.

The preliminary plans indicate that the new development will connect to the existing storm sewer north of the development within SW Alexander Lane. Since this system eventually discharges into Oregon Department of Transportation (ODOT) right-of-way, the development can only discharge storm drainage equal or less than existing levels.

The proposed development incorporates redeveloping a portion of the existing impervious area within the property northeast of the subject property. Since this adjacent property already has water quality treatment, the developer shall provide an updated calculation for existing water quality treatment facility within the adjacent property.

Clean Water Services has reviewed this proposal and indicates that a Storm Water connection permit would be required.

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

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, the proposed development shall provide storm sewer improvements and service to the development as needed meeting Sherwood Engineering standards.

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, the developer shall detain storm water in compliance with Clean Water Services standards meeting the approval of ODOT.

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, the developer shall provide water quality treatment for all new impervious area constructed and any existing impervious area redeveloped unless otherwise approved by the City Engineer and Clean Water Services. Also the developer shall provide an updated calculation for existing water quality treatment facility within the adjacent property to the northeast.

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, the developer shall record a Private Stormwater Facility Access and Maintenance Covenant for both the subject property and the adjacent property to the northeast. Also, an Operations and Maintenance Plan is required for all private water quality facilities.

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, new/redeveloped impervious area within SW Alexander Street shall have water quality treatment unless otherwise approved by the Sherwood City Engineer and Clean Water Services.

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, all public storm sewer infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Sherwood Engineering Department.

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, a Clean Water Services Service Provider Letter must be obtained by the developer.

RECOMMENDED CONDITION: Prior to Engineering approval of the public improvement plans, the developer shall obtain a DEQNPDES 1200CN permit.

RECOMMENDED CONDITION: As an ongoing condition, the developer shall adhere to the conditions of the Clean Water Services Service Provider Letter.

RECOMMENDED CONDITION: Prior to Sherwood Engineering Department approval of the public improvements plans, an ODOT Miscellaneous Permit is required for connection to state highway drainage facilities. Connection will only be considered if the site's drainage naturally enters ODOT right of way. The applicant must provide ODOT District with a preliminary drainage plan showing impacts to the highway right of way. A

drainage study prepared by an Oregon Registered Professional Engineer is usually required by ODOT if:

1. Total peak runoff entering the highway right of way is greater than 1.77 cubic feet per second; or
2. The improvements create an increase of the impervious surface area greater than 10,758 square feet.

16.116.010 - Fire Protection

When land is developed so that any commercial or industrial structure is further than 250 feet or any residential structure is further than 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. In addition capacity, fire flow, access to facilities and number of hydrants shall be consistent with 16.116.020 and fire district standards.

FINDING: Tom Mooney, the TVFR Fire Marshal has provided comments attached as Exhibit C of this report that indicates that the development has not fully satisfied the fire protection requirements of the district. This is not uncommon in that the District will typically issue comments that are intended to guide the applicant towards compliance as the construction drawings are finalized; however, given that the comments are not specific to the proposal the following condition is warranted.

RECOMMENDED CONDITION: Prior to the issuance of any building permits, the applicant shall provide evidence in writing from the Fire Marshal that the requirements within his comments have been satisfied by the proposed development.

16.118.020 – Public and Private Utilities 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 feet in width unless a reduced width is specifically exempted by the City Engineer.

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.

STAFF ANALYSIS: The applicant has not shown any utility easements on the submitted plans, nor the Public Telecommunication conduits required for all development.

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

RECOMMENDED CONDITION: Prior to final engineering approval of the public improvements, dedicate an 8-foot wide PUE along the frontage of SW Alexander Lane unless otherwise approved by the City Engineer. The PUE dedication shall be recorded with Washington County prior to final city engineering approval of the public improvements.

RECOMMENDED CONDITION: Prior to building permit approval, existing overhead utilities shall be relocated underground along the frontage of the development. This includes the removal of the power pole at the north corner of the property. All new utilities shall be underground.

RECOMMENDED CONDITION: Prior to building permit approval, Sherwood Broadband utilities shall be installed along the subject property's frontage per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074.

RECOMMENDED CONDITION: Prior to granting occupancy, the applicant shall provide public utility easements for the water meter and the FDC vault and assembly in conformance with City standards.

D. Division VII. - LAND DIVISIONS, SUBDIVISIONS, PARTITIONS, LOT LINE ADJUSTMENTS AND MODIFICATIONS

16.126.050 - Lot Consolidations

Upon approval of a Type I lot consolidation by the City Manager or designee, and upon demonstrating compliance with approval conditions:

A. For the consolidation of lots or parcels of a recorded plat, the lot consolidation shall be finalized by a re-plat of the subdivision or partition.

B. The County may consolidate parcels or tracts of land that are not within a recorded plat.

Staff Analysis: The applicant proposes to consolidate the lots under the process of this application. The applicant will be required to submit the replat to Washington County Assessment and then submit verification to the City that the process has been completed in compliance with their standards.

FINDING: Based on the above discussion the applicant complies with the intent of this provision, but cannot fully comply without the following condition.

RECOMMENDED CONDITION: Prior to building permit approval, submit verification that the lot consolidation has been recorded successfully at Washington County Assessment and Taxation Department.

E. Division VIII. Environmental Resources

Chapter 16.142 – Parks, Trees, and Open Space

16.142.040 - Visual Corridors

A. Corridors Required

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

	Category	Width
1.	Highway 99W	25 feet
2.	Arterial	15 feet
3.	Collector	10 feet

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

B. Landscape Materials

The required visual corridor areas shall be planted as specified by the review authority to provide a continuous visual and/or acoustical buffer between major streets and developed uses. Except as provided for above, fences and walls shall not be substituted for landscaping within the visual corridor. Uniformly planted, drought resistant street trees and ground cover, as specified in Section 16.142.060, shall be planted in the corridor by the developer. The improvements shall be included in the compliance agreement. In no case shall trees be removed from the required visual corridor.

Staff Analysis: The applicant has included a landscape plan that shows at least ten feet of landscaping between the building and the property line on SW Meinecke. The applicant has not identified the visual corridor on the plans. Most of the landscaping is ground cover and shrubs along this segment of SW Meinecke as well as the existing street trees.

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 final site plan, submit landscape plans that identify the 10 foot visual corridor along SW Meinecke with a combination of trees, ground cover and shrubs.

C. Establishment and Maintenance

Designated visual corridors shall be established as a portion of landscaping requirements pursuant to Chapter 16.92. To assure continuous maintenance of the visual corridors, the review authority may require that the development rights to the corridor areas be dedicated to the City or that restrictive covenants be recorded prior to the issuance of a building permit.

D. Required Yard

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

Staff Analysis: The applicant proposes a visual corridor along SW Meinecke, a collector of at least 10 feet. It is not within a required yard and no buildings impact the visual corridor. This criterion is not applicable.

16.142.060. Street Trees

A. Trees are required to be planted to the following specifications along public streets abutting or within any new development or redevelopment. 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.

Staff Analysis: The applicant has not addressed this section of the Sherwood Community Development Code; however, the street trees associated with the public improvements will need to be installed adjacent to SW Alexander. ODOT indicated that the street trees will need to be reviewed by ODOT as well.

FINDING: Street trees have not yet been installed along the sites frontage along with the public improvements. Therefore this criterion has not been met. The following condition may satisfy this criterion.

RECOMMENDED CONDITION: Prior to final site plan approval, receive approval for the street trees within the ODOT right of way.

16.142.070 - Trees on Property Subject to Certain Land Use Applications

All site developments subject to Section 16.92.020 shall be required to preserve trees or woodlands to the maximum extent feasible within the context of the proposed land use plan and relative to other policies and standards of the City Comprehensive Plan, as determined by the City. Review and mitigation shall be consistent with 16.142.060 A, B, C and D.

FINDING: As discussed earlier in this report, the applicant proposes to preserve the four coniferous trees on site to provide screening to the adjoining residential neighborhood.

16.146.020 - Noise Sensitive Uses

When proposed commercial and industrial uses do not adjoin land exclusively in commercial or industrial zones, or when said uses adjoin special care, institutional, or parks and recreational facilities, or other uses that are, in the City's determination, sensitive to noise impacts, then:

- A. The applicant shall submit to the City a noise level study prepared by a professional acoustical engineer. Said study shall define noise levels at the boundaries of the site in all directions.**
- B. The applicant shall show that the use will not exceed the noise standards contained in OAR 340-35-035, based on accepted noise modeling procedures and worst case assumptions when all noise sources on the site are operating simultaneously.**
- C. If the use exceeds applicable noise standards as per subsection B of this Section, then the applicant shall submit a noise mitigation program prepared by a professional acoustical engineer that shows how and when the use will come into compliance with said standards.**

Staff Analysis: It is not anticipated that there will be high levels of noise beyond what is expected in an urban area generated by the proposed hotel. The activity level will be

people spending the night within the hotel and it is not anticipated that this will generate more noise than the neighboring restaurant or bar adjacent to the property.

FINDING: As proposed, there will be no adverse impacts therefore this standard is met

16.148.010 - Vibrations

All otherwise permitted commercial, industrial, and institutional uses shall not cause discernible vibrations that exceed a peak of 0.002 gravity at the property line of the originating use, except for vibrations that last five (5) minutes or less per day, based on a certification by a professional engineer.

Staff Analysis: It is not anticipated that there will be high levels of vibration beyond what is expected in an urban area.

FINDING: There are not any expected adverse impacts therefore this standard is met.

16.150.010 – Air Quality

All otherwise permitted commercial, industrial, and institutional uses shall comply with applicable State air quality rules and statutes:

- A. All such uses shall comply with standards for dust emissions as per OAR 340-21-060.**
- B. Incinerators, if otherwise permitted by Section 16.140.020, shall comply with the standards set forth in OAR 340-25-850 through 340-25-905.**
- C. Uses for which a State Air Contaminant Discharge Permit is required as per OAR 340-20-140 through 340-20-160 shall comply with the standards of OAR 340-220 through 340-20-276.**

Staff Analysis: It is not anticipated that there will be high levels of air pollution beyond what is expected in an urban area.

FINDING: There are not any expected adverse impacts therefore this standard is met.

16.152.010 - Odors

All otherwise permitted commercial, industrial, and institutional uses shall incorporate the best practicable design and operating measures so that odors produced by the use are not discernible at any point beyond the boundaries of the development site.

Staff Analysis: It is not anticipated that there will be high levels of odor or unusual beyond what is expected in an urban area.

FINDING: There are not any expected adverse impacts therefore this standard is met.

16.154.010 – Heat and Glare

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.

Staff Analysis: The applicant has provided a lighting plan, sheet PH-1 provides a photometric lighting plan that demonstrates that the light at the property line is expected to be 0.5 foot candle or less from the adjacent property in all but one area of the site, where the properties form an interior angle. The applicant will need to submit revised plans that meet this criterion in all areas of the site.

FINDING: Based on the above discussion, this criterion is not satisfied. The applicant may be able to meet the criterion with the following condition.

RECOMMENDED CONDITION: Prior to final site plan, submit a revised photometric plan that shows the proposed lighting will not shine off site in excess of 0.5 foot candle onto adjoining properties.

RECOMMENDED CONDITION: Prior to Building Permit approval show that the illumination within the ODOT right of way is in accordance with AASHTO Illumination standards and the ODOT Lighting Policy and Guidelines, which states that Local jurisdictions must enter into an Intergovernmental Agreement (IGA) with ODOT wherein the local jurisdiction is responsible for installation, maintenance, operation, and energy costs.

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 approvals do not fully comply with the standards but can be conditioned to comply. Therefore, staff recommends **approval of File Nos: SP 16-08, LLA 16-01 with the recommended conditions below.**

VI. CONDITIONS OF APPROVAL

A. General Conditions

1. Compliance with the Conditions of Approval is the responsibility of the developer or its successor in interest.
2. This land use approval shall substantially comply with the submitted preliminary site plans dated, October 2016 prepared by PLS Engineering 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. An on-going condition of the approval is that the site be maintained in accordance with the approved site plan. In the event that landscaping is not maintained, in spite of the assurances provided, this would become a code compliance issue.
6. The continual operation of the property shall comply with the applicable requirements of the Sherwood Zoning and Community Development Code and Municipal Code.
7. A temporary use permit must be obtained from the Planning Department prior to placing a construction trailer on-site.
8. 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.
9. The developer shall attend a predesign meeting with the Sherwood Engineering Department and ODOT.

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

1. Obtain City of Sherwood Building Department approval of grading plans.
2. Provide an Erosion and Sediment Control Plan that is consistent with the applicable requirements of CWS and or the DEQ for the duration of construction.

C. Prior to Final Site Plan Approval:

1. Submit the required final site plan review fee along with a brief narrative and supporting documents demonstrating how each of the final site plan conditions are met.
2. Provide plans that show a 15 foot vision clearance triangle at the hotel driveways onto SW Meinecke and the shared driveway at SW Alexander Ln.
3. Submit the planting plan for the landscape materials proposed in the landscape plan certified by a landscape architect/professional.
4. Submit a landscape plan which identifies the required canopy factor and the trees that will be used in the parking area landscape calculation.
5. Submit a landscape plan that identifies the required shrubs used in the parking area landscape calculation to ensure that it meets the minimum number of two per space.
6. Provide a landscaping plan that compliance with the installation and irrigations standards.

7. Submit plans that show the directional markings of the internal drive aisles.
8. Submit plans that identify wheel stops where they abut sidewalks or interior landscaping.
9. Receive approval for the street trees within ODOT right of way.
10. Submit a revised photometric plan that shows the proposed lighting will not spill off site in excess of .5 candle foot onto adjoining properties.
11. Submit landscape plans that identify the 10 foot visual corridor along SW Meinecke with a combination of trees, ground cover and shrubs.

D. Prior to Engineering Department Approval of the Public Improvement Plans

1. Submit a revised TIA that includes the following:
 - a. The HCM analysis should be revised to reflect permitted right-turns on all approaches at OR 99W/Meinecke Parkway. Update traffic operations and queueing analysis as needed to reflect the adjustment.
 - b. Depending on the delay for right turn movements from traffic turning from Meinecke Parkway to OR 99W, determine if such delay is likely to impact vehicle routing from the proposed site onto Alexander Lane or other routes.
 - c. Describe anticipated or planned modifications to the existing sound wall that may be needed to provide adequate sight distance.
 - d. Provide an assessment of the potential impact of neighborhood cut-through traffic. Such assessment should include an estimate of the amount of daily and peak hour trips using neighborhood streets and any proposed improvements to mitigate potential impacts.
 - e. Provide an assessment of the potential impact of neighborhood cut-through traffic. Such assessment should include an estimate of the amount of daily and peak hour trips using neighborhood streets and any proposed improvements to mitigate potential impacts.
 - f. Coordinate with ODOT staff to determine if analysis of the queueing on OR 99W with the proposed development is needed, using SimTraffic.
 - g. Coordinate with City to determine proper parking reduction assumptions and consideration for existing parking utilization.
2. Obtain an ODOT Miscellaneous Permit for all work in the highway right of way. When the total value of improvements within the ODOT right of way is estimated to be \$100,000 or more, an agreement with ODOT is required to address the transfer of ownership of the improvement to ODOT. An Intergovernmental Agreement (IGA) is required for agreements involving local governments and a Cooperative Improvement Agreement (CIA) is required for private sector agreements. The agreement shall address the work standards that must be followed, maintenance responsibilities, and compliance with ORS 276.071, which includes State of Oregon prevailing wage requirements.
3. Street lighting shall be installed along SW Alexander Lane meeting the approval of the City of Sherwood Engineering Department and ODOT.

4. All public transportation infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Engineering Department.
5. The developer shall adhere to the conditions of the design modification request for improvements along SW Alexander Lane. Also the developer shall obtain ODOT approval for the improvements.
6. The proposed development shall supply sanitary service to the development as needed meeting Sherwood Engineering standards
7. Private sanitary sewer shall be installed in compliance with the current Oregon Plumbing Specialty Code.
8. All public sanitary sewer infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Sherwood Engineering Department.
9. The developer shall extend the 8-inch diameter water line within SW Alexander Lane to connect with the 8-inch water line within SW Meinecke Parkway.
10. Domestic water shall have a backflow device meeting the approval of the Sherwood Public Works Department.
11. Water flows calculations (domestic, irrigation and fire) shall be provided by the developer.
12. The proposed development shall provide storm sewer improvements and service to the development as needed meeting Sherwood Engineering standards.
13. The developer shall record a Private Stormwater Facility Access and Maintenance Covenant for both the subject property and the adjacent property to the northeast. Also, an Operations and Maintenance Plan is required for all private water quality facilities.
14. New/redeveloped impervious area within SW Alexander Street shall have water quality treatment unless otherwise approved by the Sherwood City Engineer and Clean Water Services.
15. All public storm sewer infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Sherwood Engineering Department.
16. A Clean Water Services Service Provider Letter must be obtained by the developer.
17. An ODOT Miscellaneous Permit is required for connection to state highway drainage facilities. Connection will only be considered if the site's drainage naturally enters ODOT right of way. The applicant must provide ODOT District with a preliminary drainage plan showing impacts to the highway right of way. A drainage study prepared by an Oregon Registered Professional Engineer is usually required by ODOT if:

1. Total peak runoff entering the highway right of way is greater than 1.77 cubic feet per second; or
 2. The improvements create an increase of the impervious surface area greater than 10,758 square feet.
- a. Dedicate an 8-foot wide PUE along the frontage of SW Alexander Lane unless otherwise approved by the City Engineer. The PUE dedication shall be recorded with Washington County prior to final city engineering approval of the public improvements.
18. Receive approval for the illumination within the ODOT right of way to comply with AASHTO Illumination standards and the ODOT Lighting Policy and Guidelines, which states that Local jurisdictions must enter into an Intergovernmental Agreement (IGA) with ODOT wherein the local jurisdiction is responsible for installation, maintenance, operation, and energy costs.
19. The developer shall obtain a DEQNPDES 1200CN permit.

E. Prior to Issuance of a Building Permit:

1. Receive Sherwood Engineering Department approval of engineering plans for all public improvements and/or connections to public utilities (water, sewer, storm water, and streets).
2. Obtain approval from the Engineering Department for storm water treatment.
3. Obtain a Storm Water Connection Permit from Clean Water Services.
4. Obtain final site plan approval from the Planning Department.
5. Provide evidence in writing from the fire marshal that the applicant has submitted evidence demonstrating that the existing water lines will provide at least 20 psi of dedicated water service.
6. The applicant shall provide evidence in writing from the fire marshal that the requirements identified in the review letter have been satisfied by the proposed development.
7. Existing overhead utilities shall be relocated underground along the frontage of the development. This includes the removal of the power pole at the north corner of the property. All new utilities shall be underground.
8. Sherwood Broadband utilities shall be installed along the subject property's frontage per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074.
9. Submit verification that the lot consolidation has been recorded successfully at Washington County Assessment and Taxation Department.
10. All ODOT permits and approvals must reach 100% plans before the District Contact will sign-off on a local jurisdiction building permit or other necessary requirement prior to construction.

F. Prior to Final Inspection of the Building Official & Certificate of Occupancy:

1. Provide public utility easements for the water meter and the FDC vault and assembly in conformance with City standards.
2. All public improvements shall be competed, inspected and approved, as applicable, by the City, CWS, TVF & R, TVWD and other applicable agencies.
3. All agreements required as conditions of this approval must be signed and recorded.
4. All site improvements including but not limited to landscaping, parking and site lighting shall be installed per the approved final site plan and inspected and approved by the Planning Department.
5. All other appropriate department and agency conditions have been met.
6. Ensure that all landscaping is installed per the approved landscape plan specifications.
7. Install the perimeter landscaping per the approved preliminary landscape plan.
8. Ensure that the all parking, loading or maneuvering areas are clearly marked and signed to show the direction of traffic flow within the parking areas.
9. Ensure that the parking and loading areas are kept in good repair, wheel stops in good condition and the painted parking space boundaries and directional symbols are maintained in a readable condition.
10. Install wheel stops where they abut sidewalks or interior landscaping.
11. Construct, or contribute a fee in-lieu to the City of Sherwood for the planned Cedar Creek Trail segment that fronts along their property. Curb, sidewalk, cross walk ramp(s) bikeways and road widening shall be constructed as necessary to be consistent with local, ODOT and ADA standards.
12. Install the trash enclosure to meet Pride Disposal standards.
13. Existing overhead utilities shall be relocated underground along the frontage of the development. This includes the removal of the power pole at the north corner of the property. All new utilities shall be underground.
14. The applicant shall provide public utility easements for the water meter and the FDC vault and assembly in conformance with City standards.
15. Submit a copy of the recorded easement agreement between the property owners, Sri Santram and Cheyenne Holdings, LLC. that describes the access and parking easements

G. On-going Conditions:

1. Maintain the site in accordance with the approved site plan. In the event that landscaping is not maintained, in spite of the assurances provided, this would become a code compliance issue.
2. Install all site improvements in accordance with the approved final site plan.
3. The applicant shall continue to comply with the conditions of approval.
4. On site fire hydrants shall be privately owned unless otherwise approved by Sherwood Public Works Department.
5. The proposed development shall supply domestic, irrigation and fire water to the development as needed meeting Sherwood Engineering standards.
6. The developer shall adhere to the conditions of the Clean Water Services Service Provider Letter.

VII. EXHIBITS

- A. Applicant's submitted materials second submittal dated Oct.19, 2016
- B. Engineering comments dated November 17, 2016
- C. Clean Water Services comments dated November 23, 2016
- D. Tualatin Valley Fire & Rescue comments dated November 7, 2016
- E. Pride Disposal Company comments dated November 15, 2016
- F. ODOT comments dated December 2, 2016
- G. DKS memo dated October 28, 2016
- H. Helen Stamm comments submitted November 30, 2016
- I. Carol Leshner Peterson comments dated December 2, 2016
- J. April Bacewich comments dated December 4, 2016
- K. Jill Scrivner comments dated December 4, 2016

Exhibit A

Exhibit A can be reviewed electronically at the web address below with the following files:

<http://www.sherwoodoregon.gov/planning/project/sherwood-hotel>

- Site Plan
- Illustrative View
- Preliminary Plan
- Narrative
- Design Modification Request
- Tree Removal Memo
- Drainage Report
- Clean Water Services Provider Letter
- Geotech Report
- Neighborhood Meeting
- Photometric Site Plan
- Parking Analysis
- Title Report
- Tax Map
- Traffic Impact Study
- Civil Plans
 - Cover Page
 - Existing Conditions
 - Demolition Plan
 - Grading Plan
 - Site Improvement Plan
 - Stormwater Plan
 - Sanitary Sewer and Water Plan
 - Sign, Stripe, and Movement Plan
 - Site Improvement Details
 - Stormwater Details
 - Sanitary Sewer and Water Details
 - Erosion and Sediment Control
 - Landscaping Plan
 - Easement Agreement



Engineering Land Use Application Comments

To: Michelle Miller, Senior Planner
From: Craig Christensen, P.E., Engineering Department
Project: Sherwood Hampton Inn (SP 16-08)
Date: November 17, 2016

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

Sanitary Sewer

Currently a public 8-inch diameter sanitary sewer main exists within the property southeast of the subject property. All surrounding properties are developed with public sanitary sewer service, therefore no public sanitary sewer main extension is required.

CONDITION: The proposed development shall supply sanitary service to the development as needed meeting Sherwood Engineering standards.

CONDITION: Private sanitary sewer shall be installed in compliance with the current Oregon Plumbing Specialty Code.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvement plans, all public sanitary sewer infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Sherwood Engineering Department.

Water

Currently a public 8-inch diameter water main exists along SW Meinecke Parkway along the western property frontage of the subject property. There also exists an 8-inch diameter water main within SW Alexander Lane at the northern end of the subject property. Connecting these 2 water mains will be a requirement of the development.

CONDITION: The developer shall extend the 8-inch diameter water line within SW Alexander Lane to connect with the 8-inch water line within SW Meiecke Parkway.

Project: Sherwood Hampton Inn (SP 16-08)
Date: November 17, 2016
Page: 2 of 5

Fire hydrants currently exist at the northern and western ends of the subject property. Adequate fire protection for the proposed development may require the construction of additional fire hydrants.

CONDITION: On site fire hydrants shall be privately owned unless otherwise approved by Sherwood Public Works Department.

CONDITION: The proposed development shall supply domestic, irrigation and fire water to the development as needed meeting Sherwood Engineering standards.

CONDITION: Domestic water shall have a backflow device meeting the approval of the Sherwood Public Works Department.

CONDITION: Water flows calculations (domestic, irrigation and fire) shall be provided by the developer.

Fire protection shall meet the conditions imposed by Tualatin Valley Fire & Rescue.

CONDITION: If on-site fire protection is required, install backflow protection meeting Sherwood Engineering Department standards.

CONDITION: Private water lines shall be installed in compliance with the current Oregon Plumbing Specialty Code.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvement plans, all public water infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Sherwood Engineering Department.

Storm Sewer

Currently a public 12-inch diameter storm sewer exists within SW Alexander Lane at the northern corner of the subject property. All surrounding properties are developed with public storm sewer service, therefore no public storm sewer main extension is required.

The preliminary plans indicate that the new development will connect to the existing storm sewer north of the development within SW Alexander Lane. Since this system eventually discharges into Oregon Department of Transportation (ODOT) right-of-way, the development can only discharge storm drainage equal or less than existing levels.

CONDITION: The proposed development shall provide storm sewer improvements and service to the development as needed meeting Sherwood Engineering standards.

CONDITION: The developer shall detain storm water in compliance with Clean Water Services standards meeting the approval of ODOT.

The proposed development incorporates redeveloping a portion of the existing impervious area within the property northeast of the subject property. Since this

Project: Sherwood Hampton Inn (SP 16-08)
Date: November 17, 2016
Page: 3 of 5

adjacent property already has water quality treatment, the developer shall provide an updated calculation for existing water quality treatment facility within the adjacent property.

CONDITION: The developer shall provide water quality treatment for all new impervious area constructed and any existing impervious area redeveloped unless otherwise approved by the City Engineer and Clean Water Services. Also the developer shall provide an updated calculation for existing water quality treatment facility within the adjacent property to the northeast.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvements, the developer shall record a Private Stormwater Facility Access and Maintenance Covenant for both the subject property and the adjacent property to the northeast. Also an Operations and Maintenance Plan is required for all private water quality facilities.

CONDITION: New/redeveloped impervious area within SW Alexander Street shall have water quality treatment unless otherwise approved by the Sherwood City Engineer and Clean Water Services.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvement plans, all public storm sewer infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Sherwood Engineering Department.

Transportation

The subject property is bordered by SW Alexander Lane to the north and SW Meinecke Parkway to the west. The developer is proposing a right in/right out access to SW Meinecke Parkway. SW Meinecke Parkway at this location is a fully improved Collector Status street with a divider median. Along the frontage of the subject property, northbound SW Meinecke Parkway has a left turn lane, a through lane, a bike lane and a right turn lane. Due to the location of the proposed new access along SW Meinecke Parkway in respect to Highway 99, the new access will require ODOT approval of the final access configuration.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvements plan, the developer shall obtain ODOT approval of the access to SW Meinecke Parkway.

SW Alexander Lane has a 24-foot wide paved street section with a 17-foot wide landscape strip and a 6-foot wide sidewalk with a 40-foot wide half street right-of-way section. Since SW Alexander Lane is a dead end street the developer has proposed constructing a non-standard street section including perpendicular parking. A design modification request has been submitted and approved with conditions.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvements plan, the developer shall adhere to the conditions of the design

Project: Sherwood Hampton Inn (SP 16-08)
Date: November 17, 2016
Page: 4 of 5

modification request for improvements along SW Alexander Lane. Also the developer shall obtain ODOT approval for the improvements.

CONDITION: Street lighting shall be installed along SW Alexander Lane meeting the approval of the City of Sherwood Engineering Department.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvement plans, all public transportation infrastructure shall meet City of Sherwood standards and be reviewed and approved by the Sherwood Engineering Department.

Grading and Erosion Control:

City policy requires that prior to grading, a permit is obtained from the Building Department for all grading on the private portion of the site.

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

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

They proposed development will disturb approximately 1.5 acres.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvement plans, the developer shall obtain a DEQ NPDES 1200CN permit.

Other Engineering Issues:

A Clean Water Services Service Provider Letter has been obtained by the developer.

CONDITION: The developer shall adhere to the conditions of the Clean Water Services Service Provider Letter.

CONDITION: Prior to the commencement of the design, the developer shall attend a predesign meeting with the Sherwood Engineering Department and ODOT.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvement plans, a Storm Water Connection Permit Authorization shall be obtained.

CONDITION: Prior to issuing of a building permit, the developer shall execute an Engineering Compliance Agreement.

CONDITION: Prior to Sherwood Engineering Department approval of the public improvement plans, the developer shall obtain a permit from ODOT for all improvements affecting ODOT right-of-way (street improvements, utilities, storm discharge, etc.).

Project: Sherwood Hampton Inn (SP 16-08)
Date: November 17, 2016
Page: 5 of 5

CONDITION: Prior to obtaining occupancy, final approval of the constructed public improvements shall be obtained from the City of Sherwood Engineering Department.

CONDITION: Dedicate an 8-foot wide PUE along the frontage of SW Alexander Lane unless otherwise approved by the City Engineer. The PUE dedication shall be recorded with Washington County prior to final city engineering approval of the public improvements.

CONDITION: Existing overhead utilities shall be relocated underground along the frontage of the development. This includes the removal of the power pole at the north corner of the property. All new utilities shall be underground.

CONDITION: Sherwood Broadband utilities shall be installed along the subject property's frontage per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074.

END OF COMMENTS.

 <p>City of Sherwood Oregon</p> <p><small>Home of the Tualatin River National Wildlife Refuge</small></p>	<p>22560 SW Pine Street Sherwood, Oregon 97140 Ph: 503-625-5522 Fax: 503-625-5524 WebSite: www.sherwoodoregon.gov</p>
---	---

Memorandum

Date: October 18, 2016

Project: Hampton Inn

To: Bob Galati, P.E.

From: Craig Christensen, P.E.

Topic: Design Modification Request for non-standard street section

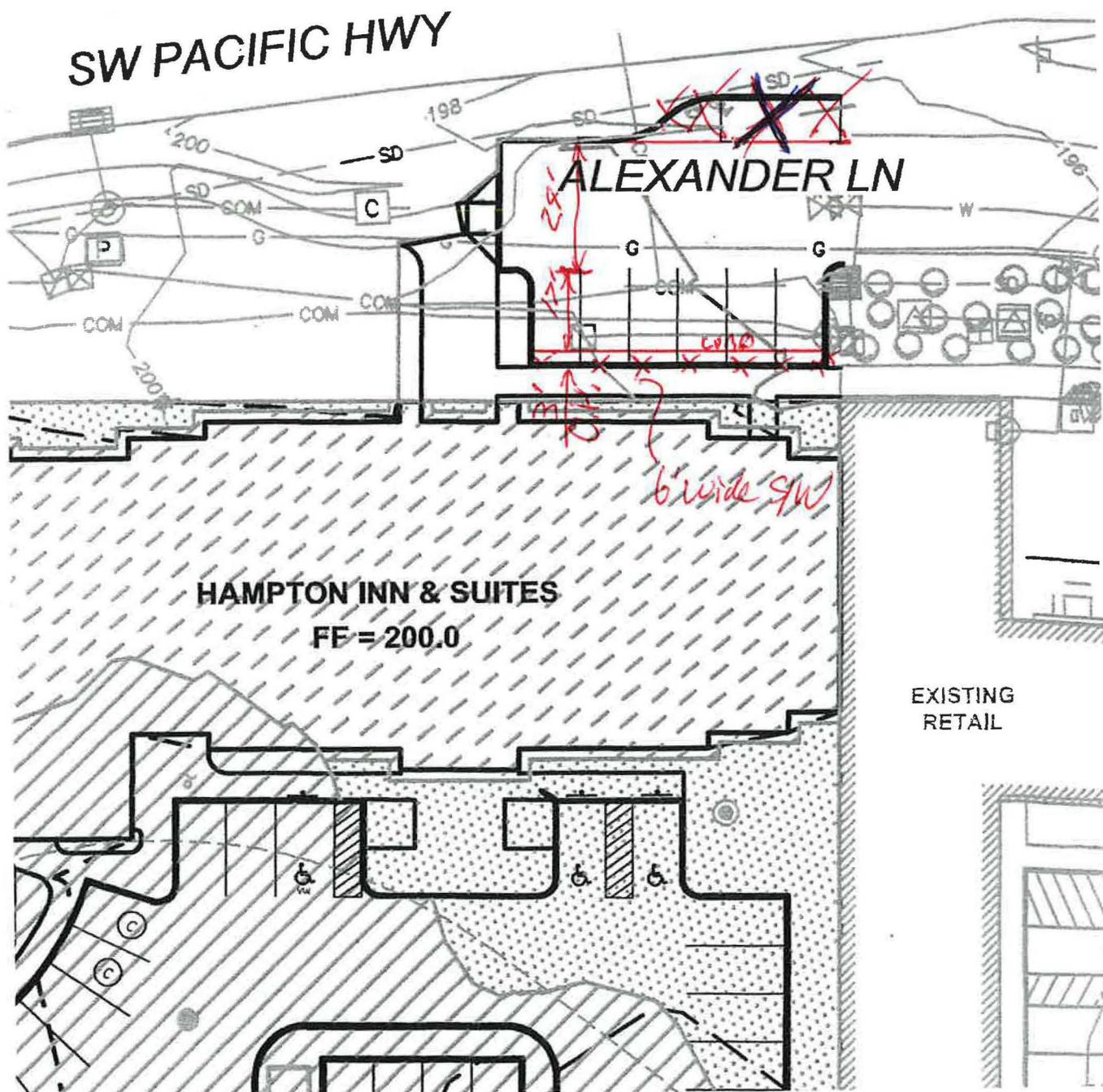
Bob,

Attached is the Design Modification Request submitted by the project manager for Hill Architects. Along with their request, I have added a copy of the preliminary plan layout with comments, the Municipal Code standards for a parking lot and the TSP typical section for a low volume commercial street. Please note the following conditions that should be incorporated in order to approve the Design Modification Request.

1. The street section should be in compliance with City of Sherwood parking standards (9' stall width, 24' drive aisle, 17' parking stall depth, 3' overhang exclusive of sidewalk and 6' sidewalk).
2. No parallel parking stall opposite of the perpendicular stall shall be allowed.
3. Oregon Department of Transportation approval is required.

Thank you.

1" = 30'



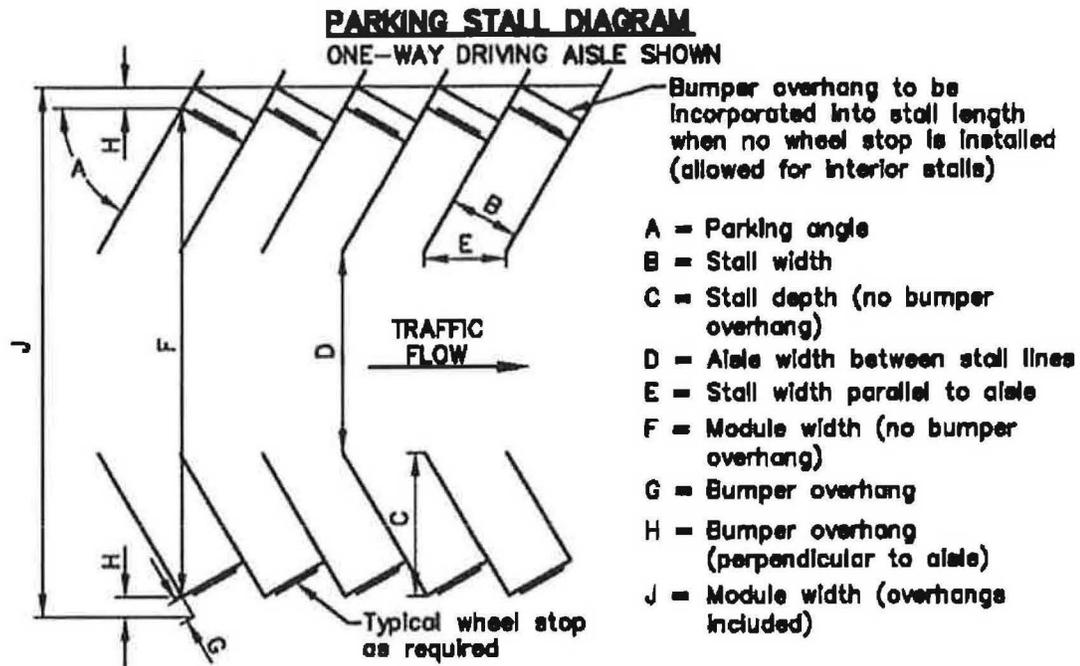


Table 2: Minimum Parking Dimension Requirements
 One-Way Driving Aisle (Dimensions in Feet)

A	B	C	D	E	F	G	H	J
45°	8.0	16.5	13.0	11.3	46.0	3.0	2.5	51.0
	9.0	18.5	12.0	12.7	49.0	3.0	2.5	54.0
60°	8.0	17.0	18.0	9.2	52.0	3.0	2.5	57.0
	9.0	19.5	16.0	10.4	55.0	3.0	2.5	60.0
75°	8.0	16.5	26.0	8.3	59.0	3.0	3.0	65.0
	9.0	19.0	23.0	9.3	61.0	3.0	3.0	67.0
90°	8.0	15.0	26.0	8.0	56.0	3.0	3.0	62.0
	9.0	17.0	24.0	9.0	58.0	3.0	3.0	64.0

Table 3: Two-Way Driving Aisle

(Dimensions in Feet)

A	B	C	D	E	F	G	H	J
45°	8.0	16.5	24.0	11.3	57.0	3.0	2.5	62.0
	9.0	18.5	24.0	12.7	61.0	3.0	2.5	66.0
60°	8.0	17.0	24.0	9.2	58.0	3.0	2.5	63.0
	9.0	19.5	24.0	10.4	63.0	3.0	2.5	68.0
75°	8.0	16.5	26.0	8.3	59.0	3.0	3.0	65.0
	9.0	19.0	24.0	9.3	62.0	3.0	3.0	68.0
90°	8.0	15.0	26.0	8.0	56.0	3.0	3.0	62.0
	→ 9.0	17.0	24.0	9.0	58.0	3.0	3.0	64.0

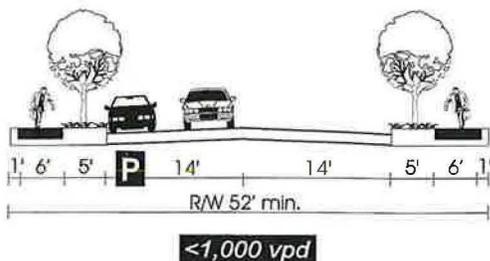
3. Wheel Stops

- a. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of the parking stall as shown in the above diagram.
- b. Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water runoff.
- c.

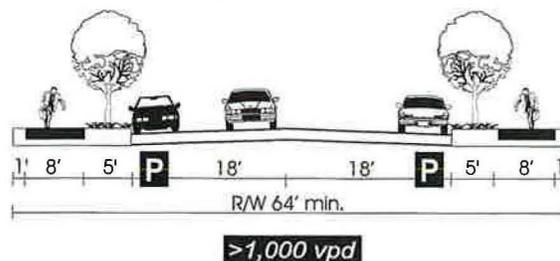


A variance requires demonstration of hardship or other exceptional circumstances resulting from conditions of the property. Variances must meet Sherwood Development Code and TPR criteria.

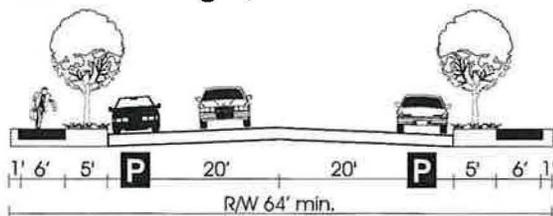
28' Standard Residential*



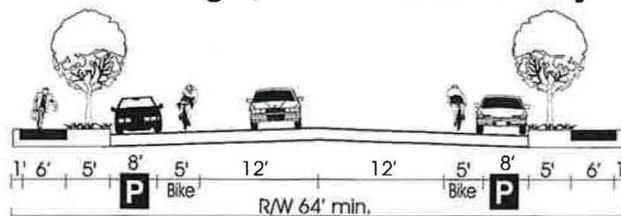
36' Neighborhood Route



40' Standard Commercial/Industrial Not Exceeding 3,000 Vehicles Per Day



50' Standard Commercial/Industrial Exceeding 3,000 Vehicles Per Day



Local Street Design Characteristics (typically minimums unless stated otherwise)

Characteristic	Neighborhoods	Locals	Comm/Ind
Vehicle Lane Widths (Bus Route - 11 ft.)	10 ft.	10 ft.	20 ft. *
On-Street Parking	8 ft.		
Sidewalks (minimums)	8 ft.	6 ft.	6 ft.
Landscape Strips	Required	Required	Required
Neighborhood Traffic Management (NTM)	Acceptable	Should Not be Necessary	Acceptable
Transit	Special Circumstances	Not Appropriate	Acceptable

* Combined travel/parking lane.

Legend

P - On-street Parking Lane

***** - Parking can be provided on both sides if it can be demonstrated that curb cuts make up at least 40% of street frontage.

**Figure 16D
LOCAL/NEIGHBORHOOD STREETS
SHERWOOD
STREET CROSS SECTIONS**



MEMORANDUM

Date: November 23, 2016
To: Michelle Miller, Senior Planner, City of Sherwood
From: Jackie Sue Humphreys, Clean Water Services (the District)
Subject: Sherwood Hotel, SP 16-08, 2S130DC09200, 2S131AB00600

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.
- 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.
- 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.

EXHIBIT C

- e. If use of an existing offsite or regional Water Quality Facility is proposed, it must be clearly identified on plans, showing its location, condition, capacity to treat this site and, any additional improvements and/or upgrades that may be needed to utilize that facility.
- f. If private lot LIDA systems proposed, must comply with the current CWS Design and Construction Standards. A private maintenance agreement, for the proposed private lot LIDA systems, needs to be provided to the City for review and acceptance.
- g. Show all existing and proposed easements on plans. Any required storm sewer, sanitary sewer, and water quality related easements must be granted to the City.
- h. Application may require additional permitting and plan review from the District's Source Control Program. For any questions or additional information, please contact Source Control at (503) 681-5175.
- i. 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.



November 7, 2016

Michelle Miller
Senior Planner
City of Sherwood
22560 SW Pine Street
Sherwood, Oregon 97140

Re: Hampton Inn
Tax Lot I.D: 2S130D C09200 / 2S131AB00600

Dear Michelle,

Thank you for the opportunity to review the proposed site plan surrounding the above named development project. These notes are provided in regards to the plans dated October 2016. There may be more or less requirements needed based upon the final project design, however, Tualatin Valley Fire & Rescue will endorse this proposal predicated on the following criteria and conditions of approval.

FIRE APPARATUS ACCESS:

1. **FIRE APPARATUS ACCESS ROAD DISTANCE FROM BUILDINGS AND FACILITIES:** Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. An approved turnaround is required if the remaining distance to an approved intersecting roadway, as measured along the fire apparatus access road, is greater than 150 feet. (OFC 503.1.1))

This requirement is met.

2. **ADDITIONAL ACCESS ROADS – COMMERCIAL/INDUSTRIAL HEIGHT:** Buildings exceeding 30 feet in height or three stories in height shall have at least two separate means of fire apparatus access. (D104.1)

This requirement is met.

3. **AERIAL FIRE APPARATUS ROADS:** Buildings with a vertical distance between the grade plane and the highest roof surface that exceeds 30 feet in height shall be provided with a fire apparatus access road constructed for use by aerial apparatus with an unobstructed driving surface width of not less than 26 feet. For the purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of the parapet walls, whichever is greater. Any portion of the building may be used for this measurement, provided that it is accessible to firefighters and is capable of supporting ground ladder placement. (OFC D105.1, D105.2)

Plans indicate a proposed width of 24'. Revise plans to show an unobstructed clear width of 26'.

4. **AERIAL APPARATUS OPERATIONS:** At least one of the required aerial access routes shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial access road is positioned shall be approved by the Fire Marshal. Overhead utility and power lines shall not be located over the aerial access road or between the aerial access road and the building. (D105.3, D105.4)

Indicate on plans the area in which aerial access will be provided.

5. **MULTIPLE ACCESS ROADS SEPARATION:** Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the area to be served (as identified by the Fire Marshal), measured in a straight line between accesses. (OFC D104.3)

This requirement is met.

6. **FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE:** Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)
7. **PAINTED CURBS:** Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked "NO PARKING FIRE LANE" at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)

Curbing near the fire hydrant, near the covered entrance and the new secondary entrance will need to be marked accordingly.

8. **FIRE APPARATUS ACCESS ROADS WITH FIRE HYDRANTS:** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet and shall extend 20 feet before and after the point of the hydrant. (OFC D103.1)
9. **SURFACE AND LOAD CAPACITIES:** Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested. (OFC 503.2.3)
10. **TURNING RADIUS:** The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)

Plans indicate a response route off of SW Alexander St. The fire department response route with take access from SW Meinecke Pkwy. Please revise plans to indicate proper response route with turning radius.

11. **ACCESS ROAD GRADE:** Fire apparatus access roadway grades shall not exceed 15%. Alternate methods and materials may be available at the discretion of the Fire Marshal (for grade exceeding 15%).

12. **ANGLE OF APPROACH/GRADE FOR INTERSECTIONS:** Intersections shall be level (maximum 5%) with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)
13. **AERIAL APPARATUS OPERATING GRADES:** Portions of aerial apparatus roads that will be used for aerial operations shall be as flat as possible. Front to rear and side to side maximum slope shall not exceed 10%.
14. **ACCESS DURING CONSTRUCTION:** Approved fire apparatus access roadways shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. Temporary address signage shall also be provided during construction. (OFC 3309 and 3310.1)
15. **TRAFFIC CALMING DEVICES:** Shall be prohibited on fire access routes unless approved by the Fire Marshal. (OFC 503.4.1).

FIREFIGHTING WATER SUPPLIES:

16. **COMMERCIAL BUILDINGS – REQUIRED FIRE FLOW:** The minimum fire flow and flow duration shall be determined in accordance with OFC Table B105.2. The required fire flow for a building shall not exceed the available GPM in the water delivery system at 20 psi residual. (OFC B105.3)
Note: OFC B106, Limiting Fire-Flow is also enforced, except for the following:
 - The maximum needed fire flow shall be 3,000 GPM, measured at 20 psi residual pressure.
 - Tualatin Valley Fire & Rescue does not adopt Occupancy Hazards Modifiers in section B105.4-B105.4.1
17. **FIRE FLOW WATER AVAILABILITY:** Applicants shall provide documentation of a fire hydrant flow test or flow test modeling of water availability from the local water purveyor if the project includes a new structure or increase in the floor area of an existing structure. Tests shall be conducted from a fire hydrant within 400 feet for commercial projects, or 600 feet for residential development. Flow tests will be accepted if they were performed within 5 years as long as no adverse modifications have been made to the supply system. Water availability information may not be required to be submitted for every project. (OFC Appendix B)

Provide documentation of hydrant flow test.

18. **WATER SUPPLY DURING CONSTRUCTION:** Approved firefighting water supplies shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. (OFC 3312.1)

FIRE HYDRANTS:

19. **FIRE HYDRANTS – COMMERCIAL BUILDINGS:** Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1)
 - This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.
 - The number and distribution of fire hydrants required for commercial structure(s) is based on Table C105.1, following any fire-flow reductions allowed by section B105.3.1. Additional fire hydrants may be required due to spacing and/or section 507.5 of the Oregon Fire Code.
20. **FIRE HYDRANT(S) PLACEMENT:** (OFC C104)
 - Existing hydrants in the area may be used to meet the required number of hydrants as approved. Hydrants that are up to 600 feet away from the nearest point of a subject building that is protected with fire sprinklers may contribute to the required number of hydrants. (OFC 507.5.1)
 - Hydrants that are separated from the subject building by railroad tracks shall not contribute to the required number of hydrants unless approved by the Fire Marshal.

28. **PREMISES IDENTIFICATION:** New and existing buildings shall have approved address numbers; building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)

If you have questions or need further clarification, please feel free to contact me at 503-259-1419.

Sincerely,

Tom Mooney

Tom Mooney
Deputy Fire Marshal II

Thomas.mooney@tvfr.com

Cc: File

<http://www.tvfr.com/DocumentCenter/View/1296>



November 15, 2016

Michelle Miller, AICP
Senior Planner
City of Sherwood

Re: Sherwood Hotel 21970 SW Alexander Ln

We have reviewed the site plan for the enclosure at the above mentioned development.

The location of the enclosure allows for straight on access. The enclosure is shown at approximately 15' deep and the width is not shown for only the garbage/recycling portion of the enclosure. The enclosure needs to meet at least the following for inside measurements: 10' deep and 20' wide. The following will also need to be in place:

- The gates need to be hinged in front of the enclosure walls to allow for the full 20' width opening.
- No center post at the middle access point.
- The gates need cane bolts and holes put in place for the gates to be locked in the open and closed position. The holes for the gates to be held open need to be at the full 120 degree opening angle.
- 25' of overhead clearance is required.

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

Sincerely,

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

Kristin Leichner

From: Michelle Miller <MillerM@SherwoodOregon.gov>
Sent: Friday, November 04, 2016 5:37 PM
To: Jill Hendrickson; 'baldwinb@trimet.org'; 'afk@nwnatural.com'; Brad Crawford; anita.huffman@dsl.state.or.us; 'crbelt@bpa.gov'; Craig Sheldon; 'Paulette.Copperstone@oregonmetro.gov'; Kristin Leichner; 'kurt.A.MOHS@odot.state.or.us'; 'd5b@nwnatural.com'; Bob Galati; 'mwerner@gwrr.com'; 'brian.moore@pgn.com'; 'Naomi_Vogel@co.washington.or.us'; 'Kevin_Rolph@kindermorgan.com'; 'r2g@nwnatural.com'; 'Seth.A.BRUMLEY@odot.state.or.us'; Michaela.Skiles@oregonmetro.gov; 'stephen_roberts@co.washington.or.us'; EBELING Robert W (Robert.W.EBELING@odot.state.or.us); Andrew Stirling; 'humphreysj@CleanWaterServices.org'; 'tumpj@trimet.org'; 'spieringm@CleanWaterServices.org'; 'Region1DEVREVApplications@odot.state.or.us'; 'Paulette.Copperstone@oregonmetro.gov'; gordon.hill@pgn.com; Jason Waters; Richard Sattler; Jo Guediri; Erin Holmes (Erin_Holmes@fws.gov); Craig Christensen; 'pjohanson@sherwood.k12.or.us'; Rob Fagliano; 'thomas.mooney@tvfr.com'
Subject: Agency Notice for Sherwood Hotel Site Plan
Attachments: SP 16-08 Sherwood Hotel Agency Notice 11.4.16.docx

Agencies,

The City is requesting agency comments for the Sherwood Hotel, a 72 room hotel located near 99W in the General Commercial zone. The link to the materials is provided in the attached notice. Please have comments back by November 25, 2016!

Thanks,
Michelle

Michelle Miller, AICP
Senior Planner
City of Sherwood
millerm@sherwoodoregon.gov
503.625.4242

This email may contain confidential information or privileged material and is intended for use solely by the above referenced recipient. Any review, copying, printing, disclosure, distribution, or other use by any other person or entity is strictly prohibited and may be illegal. If you are not the named recipient, or believe you have received this email in error, please immediately notify the City of Sherwood at (503) 625-5522 and delete the copy you received.



Oregon

Kate Brown, Governor

Department of Transportation
Region 1 Headquarters
123 NW Flanders Street
Portland, Oregon 97209
(503) 731.8200
FAX (503) 731.8259

December 2, 2016

ODOT #6639

ODOT Response

Project Name: Sherwood Hotel (Hampton Inn Sherwood)	Applicant: Hills Architects
Jurisdiction: City of Sherwood	Jurisdiction Case #: SP16-08
Site Address: 21970 SW Alexander Lane	Legal Description: 2S130DC; 2S131AB Tax Lot(s): 09200; 00600
State Highway: OR 99W	Mileposts: 15.88

The site of this proposed land use action is in the vicinity of SW Pacific Highway (OR-99W). ODOT has permitting authority for this facility and an interest in ensuring that this proposed land use is compatible with its safe and efficient operation. **Please direct the applicant to the District Contact indicated below to determine permit requirements and obtain application information.**

COMMENTS/FINDINGS

- The application materials refer to seven (7) proposed parking spaces within ODOT's right-of-way to meet the use's required parking. ODOT will not lease or permit parking spaces required for development within ODOT right-of-way.
- ODOT has reviewed the submitted Traffic Impact Analysis prepared by Kittelson & Associates, Inc., dated September 16, 2016. The OR-99W/SW Meinecke Parkway intersection is forecasted to operate within ODOT standards, thus, ODOT has no comments or recommendations related to the traffic impacts.
- ODOT recommends that the applicant be conditioned to construct, or contribute a fee in-lieu to the City of Sherwood, the segment of the Cedar Creek Trail segment that fronts along their property.
- The applicant and City are advised that any improvements (temporary, non-permanent, permanent, etc.) within ODOT's right-of-way require ODOT review and approval. The applicant is further advised that if a future transportation need warrants any improvements located within the ODOT right-of-way may be removed.
- All ODOT permits and approvals must reach 100% plans before the District Contact will sign-off on a local jurisdiction building permit, or other necessary requirement prior to construction.

ODOT RECOMMENDED LOCAL CONDITIONS OF APPROVAL

Frontage Improvements and Right of Way

- The applicant shall construct, or contribute a fee in-lieu to the City of Sherwood, the planned Cedar Creek Trail segment that fronts along their property. Curb, sidewalk, cross walk ramp(s) bikeways and road widening shall be constructed as necessary to be consistent with local, ODOT and ADA standards.

EXHIBIT F

Permits and Agreements to Work in State Right of Way

- An ODOT Miscellaneous Permit must be obtained for all work in the highway right of way. When the total value of improvements within the ODOT right of way is estimated to be \$100,000 or more, an agreement with ODOT is required to address the transfer of ownership of the improvement to ODOT. An Intergovernmental Agreement (IGA) is required for agreements involving local governments and a Cooperative Improvement Agreement (CIA) is required for private sector agreements. The agreement shall address the work standards that must be followed, maintenance responsibilities, and compliance with ORS 276.071, which includes State of Oregon prevailing wage requirements.

Note: If a CIA is required, it may take up to **6 months** to process.

- The applicant must obtain an ODOT permit to place trees in the state right of way. Tree spacing and design must be consistent with the ODOT Highway Design Manual (https://www.oregon.gov/ODOT/HWY/ENGSERVICES/Pages/hwy_manuals.aspx) or ODOT must approve a Design Exception. If trees are proposed in the planter strip a Design Exception for the clear zone is required.

Note: It may take up to **3 months** to process a Design Exception.

- Illumination within the ODOT right of way must be in accordance with AASHTO illumination standards and the ODOT Lighting Policy and Guidelines, which states that local jurisdictions must enter into an Intergovernmental Agreement (IGA) with ODOT wherein the local jurisdiction is responsible for installation, maintenance, operation, and energy costs.

- An ODOT Miscellaneous Permit is required for connection to state highway drainage facilities. Connection will only be considered if the site's drainage naturally enters ODOT right of way. The applicant must provide ODOT District with a preliminary drainage plan showing impacts to the highway right of way.

A drainage study prepared by an Oregon Registered Professional Engineer is usually required by ODOT if:

1. Total peak runoff entering the highway right of way is greater than 1.77 cubic feet per second; or
2. The improvements create an increase of the impervious surface area greater than 10,758 square feet.

ADVISORY INFORMATION

Signs:

- Private signs are not permitted in the state highway right of way (ORS 377.700-377.840).

Please send a copy of the Staff Report and/or Notice of Decision including conditions of approval to:

ODOT Region 1 Planning
Development Review
123 NW Flanders St
Portland, OR 97209

Region1_DEVREV_Applications@odot.state.or.us

Development Review Planner: Joshua Brooking	503.731.3049, joshua.c.brooking@odot.state.or.us
Traffic Contact: Andy Jeffrey, P.E.	503.731.8435
District Contact: Jim Nelson	971.673.2942



720 SW Washington St.
Suite 500
Portland, OR 97205
503.243.3500
www.dksassociates.com

MEMORANDUM

DATE: October 28, 2016

TO: Bob Galati, City of Sherwood

FROM: Garth Appanaitis, PE
Jasmine Pahukula, EIT

SUBJECT: Sherwood Hotel Development TIA Review
Sherwood On Call - Task 1

P16197-001

Per your request of September 26, 2016, we have reviewed the traffic impact analysis (TIA)¹ provided for the proposed 80 room hotel on the southeast corner of OR 99W/SW Meinecke Parkway. This review focused on the technical components of the traffic analysis, which are summarized in the following sections. Based on our review of submitted materials, additional analysis components should be considered to clarify potential traffic impacts.

TECHNICAL REVIEW SUMMARY

This section provides a summary of our technical review, which is organized into significant items that should be addressed and additional review notes for consideration.

Review note: Comments are referenced according to physical page/figure number referenced in the report, which in some cases differ from the electronic (PDF) document.

Significant Items

The following items have significant potential to alter the finding of transportation impacts and related recommendations and should be addressed:

- Intersection Capacity Analysis - In each of the analysis scenarios, the right-turn on all approaches at Highway 99W/Meinecke Parkway were modeled as 'free' movements. Although these movements are in fact yield controlled and are not controlled by the signal, due to the heavy volume on Highway 99W the right-turns wait for available gaps and operate more like a permitted movement than a free movement during the peak periods. The right-turn traffic typically experiences longer delays than those associated with a free movement. While the overall intersection analysis likely will not be significantly impacted (e.g., intersection would likely continue to meet ODOT mobility targets), the delay for the right turn movements and queueing analysis may be impacted. Further, the degree of delay faced by right turn traffic may influence the routes vehicles use to exit the site and travel north and east. Modifying the 'Turn Type' to permitted with overlap will better represent field conditions.
 - ***Recommendation: The HCM analysis should be revised to reflect permitted right-turns on all approaches at Highway 99W/Meinecke Parkway. Update traffic operations and queueing analysis as needed to reflect the adjustment.***

¹ Memorandum: Sherwood Hotel Development Traffic Impact Analysis, prepared by Kittelson & Associates, Inc., September 16, 2016.



Bob Galati
Sherwood Hotel TIA Review

Page 2 of 3

- *Recommendation: Depending on the delay for right turn movements from traffic turning from Meinecke Parkway to Highway 99W, determine if such delay is likely to impact vehicle routing from the proposed site onto Alexander Lane or other routes.*
- Driveway Sight Distance (Page 14) - The proposed driveway location provides the required 240 of sight distance (which exceeds 300 feet). The report recommends that future landscaping, above-ground utilities and site signage near the driveway be maintained to provide required sight distance. While not described in the report, the existing sound wall located south of the site may need to be modified in order to provide adequate sight distance.
 - *Recommendation: Describe anticipated or planned modifications to the existing sound wall that may be needed to provide adequate sight distance.*
- Trip Distribution (Page 19) - The trip distribution and assignment assumptions analyzed a condition where no hotel traffic was assumed to use the access via Alexander Lane in order to determine worst case impacts to the Meinecke Parkway intersections. However, traffic desiring to travel east to Old Town or other locations may cut-through the neighborhood since the driveway on Meinecke Parkway is right-in/right-out only. In addition, the report indicates (Page 27) that two neighborhood streets, Alexander Lane and Smith Avenue, will be used as off-site parking to satisfy the City's parking requirements. Accessing dining or other amenities in Old Town via Alexander Lane and Smith Avenue may be a more attractive route for hotel patrons than traveling on Highway 99W. Assuming that all hotel traffic will use the driveway on Meinecke Parkway may not reflect potential impacts to other streets and the analysis should consider the impacts of potential neighborhood cut-through traffic.
 - *Recommendation: Provide an assessment of the potential impact of neighborhood cut-through traffic. Such assessment should include an estimate of the amount of daily and peak hour trips using neighborhood streets and any proposed improvements to mitigate potential impacts.*
- Vehicle Queuing Analysis (Page 22)
 - The report indicates that the queuing results from Synchro and SimTraffic did not match the observed queues. However, the Synchro and SimTraffic reports were not provided for comparison with the field observations.
 - *Recommendation: Provide the Synchro and SimTraffic queuing reports noted in the report.*
 - The queuing analysis does not include the queues on Highway 99W. Since the proposed hotel will add traffic to Highway 99W, the queuing analysis should include the movements with added traffic. In particular, 15-20 vehicles will be added to the southbound left-turn and there is no data to ensure that the existing left-turn storage will accommodate the additional traffic. If the storage is not long enough to accommodate the additional traffic, then the southbound left-turn queue may extend beyond the available storage and block the southbound through traffic.
 - *Recommendation: Coordinate with ODOT staff to determine if analysis of the queuing on Highway 99W with the proposed development is needed, using SimTraffic.*
- Parking (Page 27) -The report indicates that the proposed development will use parking reduction provisions in the Sherwood Municipal Code (16.94.010 E) to satisfy the parking requirements. Although there is space for the proposed off-street parking (21 vehicles on Alexander Lane and 7 vehicles on Smith Avenue), the reduction should consider the existing utilization by the residents.
 - *Recommendation: Coordinate with City staff to determine proper parking reduction assumptions and consideration for existing parking utilization.*

Other Review Notes

The following items were noted during the technical review and summarize key components of the TIA. These items are provided here for summary purposes and no additional action is required.

Bob Galati
Sherwood Hotel TIA Review



Page 3 of 3

- Multimodal Network Connections (Page 7) - The surrounding transportation network generally includes bicycle and pedestrian facilities that provide access to the proposed site. There is a 100 foot sidewalk gap connecting the site to SW Alexander Lane. The report notes that the City is currently developing plans for a multi-use path to address this gap.
- Traffic Analysis Periods (Page 9) - Due to the proximity to Sherwood High School, the school peak period was analyzed along with the morning and evening peak periods.
- Intersection Capacity Analysis (Page 9) - The three study intersections meet existing City and ODOT mobility standards for the three periods analyzed. The intersection of Highway 99W / Meinecke Parkway is most congested during the a.m. peak hour, but the v/c of 0.93 meets the ODOT standard of maintaining below 0.99.
- Traffic Safety and Crash History (Page 12-13) - None of the study intersections are listed on Washington County nor ODOT's Safety Priority Index System as locations with identified safety issues. The last five years of crash data was reviewed for each study intersection and the crash rates are not excessive.
- Roundabout Landscaping (Page 13) - The report indicates that existing trees and vegetation near the roundabout have potential to limit driver's views of pedestrians and recommends that the City consider addressing the sight distance limitations. Figures are provided that indicate the sight obstructions.
- Trip Generation (Page 19) - The proposed site would add approximately 40 to 50 new trips during both the a.m. and p.m. peak hour and approximately 650 daily trips.
- Traffic Operations with Proposed Use (Page 22) - With the proposed site traffic, intersections would continue to meet City of Sherwood and ODOT mobility standards during the a.m. and p.m. peaks hour in year 2017.

If you have any questions, please call.

Michelle Miller

From: Helen Stumme <hstumme@gmail.com>
Sent: Wednesday, November 30, 2016 3:34 PM
To: Michelle Miller
Subject: Proposed hotel site

could be another issue. Right This is in regards to the proposed four story 74 room hotel site to be built in Sherwood, address 21930/21970 Alexander Lane. My concern is to the access to the hotel and traffic. School days it gets bottled up and after work hours. Parking now on Smith Ave. when cars are parked on both sides there isn't enough room for two cars to meet, therefore another traffic problem. It seems like there would be other areas that would work better for a hotel to be built in this area. A little over an acrea doesn't seem like enough land for a hotel along with parking.

Smith Farm Estates

17197-17180 SW Smith Ave, Sherwood, Oregon 97140 503-625-7113

lesher@verizon.net

December 2, 2016

TO: Senior Planner
Planning Department
Sherwood, Oregon
millerm@sherwoodoregon.gov

ATTN: Michelle Miller

My name is Carol Leshar Peterson and I am the owner of Smith Farm Estates. We have over ninety families in our community and we are adjacent to your proposed hotel.

I and the families in my community have some grave concerns stemming from the traffic for your project during construction and after your project is complete. Safety and access are key to our current housing environment and since our access from Pacific Highway 99W was closed off, the only access is from SW Meinecke.

As you know, SW Meinecke Road is already busy with traffic from the high school. As the commercial building is under construction, I imagine they also will use SW Meinecke to Smith Rd as a main thoroughfare and access. Combined with the fact the Generations Pub and Grill draws a lot of traffic already I can see our concerns will be increased. This will also add to an already unsafe situation at the intersection of SW Smith Avenue and SW Meinecke Road. People park all the way up to the stop sign on both sides of the street and is a constant source of congestion.

At night, when people leave the pub, they turn down the first street they come to, which is into our park. We have signs posted, yet this does not prevent issues. It can be dangerous as well as annoying to have cars coming in and out for no reason.

We are asking that the parking on Alexander Lane be for your employees only and the guest parking be on SW Meinecke Road.

We are also concerned for the security for our homes backing up to your parking lot. Will there be a sound deadening wall? How high will the barrier be and will there be trees blocking our residents view? Any security cameras we need to be concerned about?

I look forward to your follow up in answering our concerns. If needed, I also have an onsite property manager and can put you in contact with him if needed.

We are also requesting that my on-site manager, Lance Brown, be able to provide testimony at the meeting on December 13, 2016.

Again, thank you and I appreciate your attention to our community concerns.

Thank you

Carol Leshar Peterson
Owner, Smith Farm Estates

Michelle Miller

From: Michelle Miller
Sent: Monday, December 05, 2016 6:52 PM
To: 'michellemiller9672@comcast.net'
Subject: FW: Hotel

From: April Bacewich [mailto:abcatering1@gmail.com]
Sent: Sunday, December 04, 2016 10:34 PM
To: Michelle Miller <MillerM@SherwoodOregon.gov>
Subject: Hotel

This statement is pertaining to the Sherwood Hotel proposal.

I have read through the Site Plan Application and agree with the previously stated concerns from fellow neighbors. While the submitted plan appears to address the issues in reference to traffic impact, noise pollution, safety of children, and over-all community impact, all the research cannot possibly address the future impact. The planning committee and City Council have previously made many large industrial land Improvement decisions for our community, and there has been unintended consequences for the community. I believe this is also going to negatively impact our community. My fundamental question is why does Sherwood need a hotel?

1) An instance of an unintended consequence is how the low and high vegetation and fountain at the round-a-bout on Meinecke creates a major traffic hazard. The landscaping causes a huge obstruction in the line of site of vehicles and is dangerous for pedestrians. I cannot tell you how many times I have been close to being hit by a car, when on a walk, by a car coming into the neighborhood from 99W on Meinecke Parkway. And even driving aware and driving slowly, there have been countless times I have driven around the back-side of the fountain heading from that same direction going towards the High School and having to stop hard and quickly because a pedestrian was already 3/4 across the road in a crosswalk. It also costs the city to maintain. (The exact same thing can be said about the cement pillars creating blind spots at the corners down-town.) And now we are going to add to that traffic and congestion for a motel

2) Another unintended negative impact is the Langer Farms/Walmart complex. Now that we have a huge Walmart development, our police department has been impacted greatly by hundreds of calls a month. The proposal doesn't seem to address how many calls they estimate our already stretched police department will receive, or how many times they will be dispatched to that location having to access it through the neighborhood.

3) Another unintended consequence is how the small businesses in Old Town struggle even more now. Poor planning for parking in Old Town has limited access and has cost our community some great establishments. Just ask ANY small business owner in Sherwood, navigating the red tape and irresponsible and complex regulations and high fees to be in business is extremely difficult. The Hampton Inn and Representatives are equipped and have the money to buy their way in. Its such a nice thought that folks who stay at the Hotel would patronize our Old Town businesses, but the reality is they will head for Langer Farms where the establishments are familiar. And that is what these kinds of decisions promote. Large corporations with the money, and

attorneys to get in. The small business owners loose.

4) The traffic on 99W is horrible and navigating Tualatin/Sherwood Road is equally arduous. I live in a house that backs up to the manufactured home park, and we are awakened at 4:00-4:30 in the morning due loud mufflers, diesel trucks and over-all white noise that comes from 99W. The traffic already backs up from the light at Meinecke clear back into the neighborhood beyond the Mormon church. During peak hours you can sit through 3 rotations of that traffic signal in order to access 99W already. I cannot imagine the grid lock that is going to happen if the Planning Committee continues to allow more and more development to happen. And a Hotel right there is simply irresponsible to the safety of everyone who travels through that area.

I would strongly and sincerely appeal to the Committee to look beyond what appears to be a good proposal now and consider what the over-all compounded impact might be in five or ten years. The tax on our utilities, local police and fire services, arterial thoroughfares and noise pollution. There is always a cost, and sometimes it doesn't get completely evaluated in a "Bottom line" driven proposal. I just cannot see the benefit outweighing the cost.

Thank you for your time,

April Bacewicz
16959 SW King Richard Ct

Michelle Miller

From: Michelle Miller
Sent: Monday, December 05, 2016 6:52 PM
To: 'michellemiller9672@comcast.net'
Subject: FW: Case File No: SP 16-08 Address 21930/21970 SW Alexander Lane

From: Jill Scrivner [mailto:jascrivner@gmail.com]
Sent: Sunday, December 04, 2016 8:39 PM
To: Michelle Miller <MillerM@SherwoodOregon.gov>
Subject: Case File No: SP 16-08 Address 21930/21970 SW Alexander Lane

Michelle,

I am in receipt of your Notice Of Public Hearing, regarding Sherwood hotel site plan meeting on Dec.13, 2016. My name is Jill Scrivner and I own the property located at 21900 SW Alexander Ln., known as Cheyenne Plaza.

My concerns with your notice is that you are stating that the right-in and right-out secondary drive onto SW Alexander Lane (not Way) is thru Cheyenne Plaza. You need to remind the public at your meeting on Dec. 13 and any future meetings, that this access is for the patrons of Cheyenne Plaza and Hampton Inn ONLY. This is private property and not to be used as a thru traffic short cut for the neighborhood residents.

My second concern is that you state that the Hampton Inn will be providing 28 on-street parking spaces. I do not see on the web site how this is planned. Alexander Lane is a public street. My customers currently park there and if Hampton Inn patrons want to park there they should have access also. But I do not want to see Hampton Inn ONLY parking. The owner of 21930/21970 and I have been working together to get the best options for both our businesses.

Please let me know that you received this email, and let me know just how the 28 on-street parking spaces are planned. Is there a web site I did not find?

--
Best,

Jill Scrivner
"All you need lies within you" Albert Einstein

EXHIBIT K