



**City of Sherwood  
PLANNING COMMISSION  
Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140  
September 13, 2011 – 7 PM**

**Planning Commission will hold a work session on September 13, 2011.  
Work sessions are informal. Public may attend.**

Work sessions are informal meetings where the Commission and staff can discuss topics but no formal action is taken from these meetings. Work sessions are open to the public in accordance with public meeting laws.

Planning Commission Work Session agenda items on Code Clean Up topics:

1. Temporary Uses
2. Parking Lot Landscaping

**Next Meeting:  
September 27, 2011**



## MEMORANDUM

City of Sherwood  
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Sherwood, OR 97140  
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www.ci.sherwood.or.us

DATE: September 6, 2011  
TO: Planning Commission  
FROM: Zoe Monahan, Assistant Planner  
SUBJECT: Temporary Uses

**Mayor**  
Keith Mays

**Council President**  
Dave Grant

**Councilors**  
Linda Henderson  
Robyn Folsom  
Bill Butterfield  
Matt Langer  
Krisanna Clark

**City Manager**  
Jim Patterson

At the August 23, 2011 the Planning Commission briefly discussed the code changes that were prepared based on the feedback from the work session on June 28, 2011 regarding temporary uses.

At the June 28, 2011 work session we discussed incorporating the temporary use exemptions from Resolution 2002-021 as well as exemption activities that received a Special Event Permit from the City. We also discussed outdoor display or sidewalk sales. It appeared that the Planning Commission was interested in draft language with those items in addition to a more user friendly temporary uses code section.

At the August 23, 2011 work session the Planning Commission directed staff to reorganize the language and change the headings to make it more clear that one process requires a permit and the other does not. Additionally, garage sales were exempted from the standards. The revised Temporary Uses and Outdoor Sales and Merchandise Display draft language is attached as attachment 1 to this memo.

In order to continue to move forward it is important to check in with the Planning Commission to ensure that you are comfortable with the proposed language. If there are major issues we can discuss the language further at another Planning Commission work session or if there are no issues or only minor issues then we can move forward and prepare for a Public Hearing.

At the work session, we are looking for your input on the following;

- 1) Are there any concerns about the proposed exemptions, should anything be added or removed from the exemptions?
- 2) Are there concerns about the proposed time limits?
- 3) Are there concerns about the permanent or temporary outdoor sales descriptions?

## Chapter 16.86 TEMPORARY USES\*

Sections:

16.86.010 ~~Generally Purpose~~16.86.020 ~~Applicability~~ Temporary Uses – No Permits Required16.86.030 Temporary Uses- Require Permits~~16.86.020 Permit Approval~~

\* Editor's Note: Some sections may not contain a history.

16.86.010 ~~Generally Purpose~~~~Approval may be granted for structures or uses which are temporary or seasonal in nature, such as temporary real estate offices and construction offices, provided such uses are consistent with the intent of the underlying zoning district and comply with other provisions of this Code.~~This section recognizes that temporary uses serve a useful purpose in the life of the community. Temporary uses are characterized by their short term or seasonal nature and by the fact that permanent ~~improvements~~ changes are not made to the site. Such activities have a potential to have adverse impacts on surrounding property created by the temporary activity therefore specific requirements are necessary as discussed herein.16.86.020. Temporary Uses – No ~~Required~~ Permits RequiredA. Applicability1. Short- term events with an approved City of Sherwood Special Event Permit such as festivals, farmers markets and local events.2. Short- term events, two (2) weeks in duration or less, including but not limited to fireworks sales, tent sales, sidewalk sales, book sales, craft sales, tree sales or rummage sales, with the exception of garage sales.B. Criteria1. No permit or review is required for short -term events that receive approval through the City of Sherwood Special Event Permit.2. No permit or review is required for short -term temporary and seasonal events described in section A.2. above, that meet the following criteria:~~1~~a. The operations take place on private property for which the applicant has permission to use. No part of the site or use shall be located in the public right-of-way, unless a right-of-way permit has been previously granted by the City Engineer.~~2~~b. The event must take place on an improved site that has received site plan approval per Chapter 16.90.~~3~~c. The use shall not result in cars stacking onto a public street or interfering with on-site traffic circulation.~~4~~d. Pedestrian pathways such as sidewalks, bike path, walkways and breezeways shall not be blocked.~~5~~e. Wheelchair paths and handicapped parking spaces shall not be blocked.~~6~~f. The use shall not eliminate required off street parking.~~7~~g. Temporary uses shall obtain TVF&R approval.

8h. Temporary uses permitted by these criteria are not exempt from any other required permits such as temporary portable sign permits, City business license, sanitation facility permits, electrical permits, or any other required city, county or state permit.

9i. The use shall comply with applicable noise, odor, nuisance, fire code and comply with other provisions of this Code.

### C. Enforcement

If a temporary or seasonal event is found to be out of compliance with the above criteria, the City shall enforce compliance or require the removal of the event in accordance with the City's code compliance procedures and 16.02.040.

### 16.86.030 ~~Applicability~~ Temporary Uses - Requiring Permits

#### A. ~~Temporary Uses~~ Applicability

Approval may be granted for structures or uses which are temporary or seasonal in nature, such as temporary real estate offices and construction offices, provided such uses are consistent with the intent of the underlying zoning district and comply with other provisions of this Code. These activities are intended to be in use for a limited duration and shall not become a permanent part of a site.

#### BBC. Application and Fee

An application for a temporary use shall be filed with the City and accompanied by the fee specified ~~by Section 16.74.010~~ in the adopted fee schedule. The applicant is responsible for submitting a complete application which addresses all review criteria. Temporary use permits shall be subject to the requirements set forth in Chapter 16.72.

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 91-922, § 3; Ord. 86-851, § 3)

#### 16.86.020-030C. Permit Approval

##### A1. Findings of Fact

A temporary use permit (TUP) may be authorized by the City Manager or his/her designee pursuant to Chapter 16.72 provided that the applicant ~~providessubmits~~ submits a narrative and detailed site plan that demonstrates that the proposed use:

- 1a. Generally conforms to the standards and limitations of the zoning district in which it is located.
- b2. Meets all applicable City and County health and sanitation requirements.
- c3. Meets all applicable Uniform Building Code requirements.
- 4d. Construction trailers shall not be approved until ~~site plan~~ land use approval and building permits, if applicable, have been issued.

##### B2. Time Limits

The temporary use or structure shall be removed upon expiration of the temporary use permit, unless renewed by the City Manager or his/her designee. ~~In no case shall a temporary use permit be issued for a period exceeding one (1) year, unless the permit is renewed pursuant to this Chapter.~~

- a. Temporary construction trailers and real estate offices shall not be issued for a period exceeding one (1) year. The applicant may request a renewal for additional time to allow completion of the project provided that the applicant provides a narrative describing the need for additional time and an anticipated date of project completion.
- b. Other temporary uses, not otherwise exempt per 16.86.020.B, shall be issued a permit for up to one (1) year to accommodate the duration of the proposed temporary use.
  - a. Renewals may be provided as follows:
    - i. A renewal permit may be obtained for a period of one (1) year after providing a narrative discussing how the use will remain temporary and how the use is not and will not become permanent.
    - ii. A temporary use permit shall not be renewed for more than three consecutive years; however a renewal may be obtained annually for uses that do not exceed a four month period of time per year.

### ~~C3.~~ **Additional** Conditions

In issuing a temporary use permit, the City Manager or his/her designee may impose reasonable conditions as necessary to preserve the basic purpose and intent of the underlying zoning district. These conditions may include, but are not limited to the following:

- a. increased yard dimensions;
- b. fencing, screening or landscaping to protect adjacent or nearby property;
- c. limiting the number, size, location or lighting of signs;
- d. restricting certain activities to specific times of day; and
- e. reducing the duration of the temporary use permit to less than one (1) year.

### ~~D4.~~ Revocation

Any departure from approved plans not authorized by the City Manager or his/her designee shall be cause for revocation of applicable building and occupancy permits. Furthermore if, in the City's determination, a condition or conditions of TUP approval are not or cannot be satisfied, the TUP approval, or building and occupancy permits, shall be revoked.

## Chapter 16.98 ON-SITE STORAGE\*

Sections:

16.98.010 Recreational Vehicles And Equipment

16.98.020 Solid Waste and Recycling Storage

16.98.030 Material Storage

16.98.040 Outdoor Sales and Merchandise Display

### ~~16.98.040 Outdoor Sales and Merchandise Display~~

#### A. Sales Permitted

Outdoor sales and merchandise display activities shall be permitted when such activities are deemed by the Commission to be a customary and integral part of a permitted commercial or industrial use.

- 1. Permanent outdoor sales and merchandise displayed are in use year round or in excess of four (4) months per year and require the location to be reviewed through a site plan

review. They will be reviewed as conditional uses in accordance with Chapter 16.82. Permanent outdoor and merchandise display are subject to the standards outlined in subsection B, below.

2. Temporary outdoor sales and merchandise display are seasonal and are not displayed year round and must meet the requirements of Chapter 16.86 (temporary uses).

B. Standards

1. Outdoor sales and merchandise display areas shall be kept free of debris. Merchandise shall be stacked or arranged, or within a display structure. Display structures shall be secured and stable.
2. Outdoor sales and merchandise display shall not be located within required yard, building, or landscape setbacks, except where there is intervening right-of-way of a width equal to or greater than the required setback; and shall not interfere with on-site or off-site pedestrian or vehicular circulation.
3. Outdoor retail sales and merchandise display areas for vehicles, boats, manufactured homes, farm equipment, and other similar uses shall be paved with asphalt surfacing, crushed rock, or other dust-free materials.
4. Additional standards may apply to outdoor sales and merchandise display dependent on specific restrictions in the zone. ~~in NC zones, as per Section 16.24.050A.~~



Home of the Tualatin River National Wildlife Refuge

**Community Development  
Department**  
22560 SW Pine St  
Sherwood, OR 97140  
503-625-4202

## Memorandum

**DATE:** September 6, 2011  
**TO:** Planning Commission  
**FROM:** Michelle Miller, AICP, Associate Planner  
**SUBJECT:** Division V: Parking Lot Layout and Landscaping

**NOTE:** The following memo and attachment are a copy of the same materials provided to the Planning Commission at the August 23, 2011 work session.

Chapters 16.92 Landscaping and 16.94 Parking of Sherwood Zoning and Community Development Code (SZCDC) describe the requirements for landscaping and parking requirements for a site. The Planning Commission held a work session on June 28, 2011 to discuss the issue paper about *Parking Lot Layout and Landscaping* and developed some recommendations for this section of the code.

At the June 28, 2011 Planning Commission work session, staff reviewed the parking lot layout issue paper and discussed and compared landscaping and parking requirements at several locations around Sherwood and around the metropolitan region. Staff prepared a power point to get feedback on examples of parking lot layouts that Commissioners wanted to incorporate into the new code provisions. The following modifications include the ideas generated at the last work session:

### Parking Lot Landscaping

- Total landscaping requirements-proportion of shrubs, ground cover or trees
- Interior landscaping requirements
- Type and specificity of landscaping materials
- Requiring trees to the landscape islands

### Parking Lot Layout

- Compliance with updates to the Metro functional plan parking requirements
- Minimum and maximum number of parking spaces required
- Wheel stop requirements
- Dimensional standards for parking stalls
- Shared parking requirements
- Bicycle parking requirements

Attached are the draft changes which are reflected in track changes with new text identified in blue underline and deleted text with ~~red~~ strikethrough. Several sections have been moved to other places in the Code and are identified with green double underline and where they moved from in ~~green~~ double strikethrough. Several items are highlighted to show changes in numbering or added language from earlier Code Clean Up efforts.

At the September 6, 2011, Planning Commission meeting, we will be asking the Commission to review the draft of the Code language and provide feedback. After receiving this feedback, staff will follow-up as needed and revise the language for a future work session or public hearing.

**ATTACHMENT 1:** Proposed Code Language: Parking Lot Layout-track changes

## Chapter 16.92 LANDSCAPING\*

Sections:

[16.92.010 Landscaping Plan Required](#)

[16.92.020 Landscaping Materials](#)

[16.92.030 Landscaping Standards](#)

[16.92.040 Installation and Maintenance](#)

\* Editor's Note: Some sections may not contain a history.

### 16.92.010 Landscaping Plan

All proposed developments for which a site plan is required pursuant to Section 16.90.020 shall submit a landscaping plan which 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.

~~Maintenance of existing non-invasive native vegetation is encouraged within a development and required for portions of the property not being developed.~~

(Ord. 2006-021; Ord. 86-851, § 3)

### 16.92.020 Landscaping Materials

#### A. ~~Varieties~~ [Type of Landscaping Required](#)

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.

1. [One \(1\) tree shall be shall be provided for every eight hundred square feet of required landscaped area. Evergreen trees shall have a minimum planting height of six \(6\) feet. Deciduous trees shall have a minimum caliper of 1.5 inches at time of planting.](#)

2. [One evergreen shrub having a minimum mature height of forty-eight \(48\) inches shall be provided for every four hundred \(400\) square feet of required landscaped area.](#)

3. [Live ground cover consisting of low-height plants, or shrubs, or grass shall be planted in the portion of the landscaped area not occupied by trees or evergreen shrubs. Bare gravel, rock, bark or other similar materials may be used, but are not a substitute for ground cover plantings, and shall be limited to no more than twenty-five \(25\) percent of the required landscape area.](#)

#### B. Establishment of Healthy Growth and Size

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. [A landscape plan must provide the tree canopy shading at the time of maturity or show the landscaping coverage after three years from installation of the landscaping .](#)

#### C. Non-Vegetative Features

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. Impervious paving shall not be counted as landscaping. Artificial plants are prohibited in any required landscaped area. Any non-vegetative features do not count toward the percentage of required landscaping.

#### D. Existing Vegetation

All developments subject to site plan review per Section 16.90.020 and required to submit landscaping plans ~~per Section 16.92.020~~ 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 16.142.060, and Chapter 16.144.~~

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 86-851 § 3)

### 16.92.030 Landscaping Standards

#### A. Perimeter Screening and Buffering.

1. ~~A minimum~~ six (6) to eight (8) 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 or industrial uses. For new uses adjacent to inventoried environmentally sensitive areas, screening requirements shall be limited to vegetation only so as to preserve wildlife mobility. In addition, plants and other landscaping features may be required by the Review Authority in locations and sizes necessary to protect the privacy of residences and buffer any adverse effects of adjoining uses.

2. The required screening may have breaks or openings to allow for access between properties where the residents would likely utilize the connection.

3. Perimeter Landscaping. A ten (10) foot wide landscaped strip shall be provided between off-street parking, loading, or vehicular use areas on separate abutting properties or developments. A minimum six (6) foot high sight-obscuring fence or plantings shall also be provided, except where equivalent screening is provided by intervening buildings or structures.

#### B. Parking Area Landscaping

##### 1. Purpose

The standard is a landscape treatment which 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 parking lots and vehicle areas. ~~and Loading Areas.~~

2. Parking area is defined as the total surface area measured around the perimeter of all parking spaces and maneuvering areas

3. Landscape Area Standards: The minimum percentage of required landscaping within parking areas shall be based on the zoning as follows:

- a. Residential: 20 % of the site
- b. Old Town Overlay: 0-10% of the site
- c. General Commercial District: 10-20%
- d. General Industrial District: 0-20%
- e. Light Industrial District: 10-20%

~~1. Total Landscaped Area. A minimum of ten percent (10%) of the lot area used for the display or parking of vehicles shall be landscaped in accordance with this Chapter. In addition, all areas not covered by buildings, required parking, and/or circulation drives shall be landscaped with plants native to the Pacific Northwest in accordance with this Chapter.~~

24. Adjacent to Public Rights-of-Way or Abutting Other Private Property.

a. A landscaped strip at least ten (10) feet in width shall be provided between rights-of-way and any abutting off-street parking, loading, or vehicle use areas. Landscaping shall include any combination of evergreen hedges, dense vegetation, earth berm, grade, change in grade, wall, bio-swales or fence, forming a permanent year-round screen, except in clear vision areas as per Section 16.58.020.

b. The access drives to a rear lot (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 seventy-two-inch high landscape hedge within a four-foot wide landscape buffer. Alternatively, where existing mature trees and vegetation are suitable, the City Manager or Manager's designee may waive the fence/buffer in order to preserve the mature vegetation.

~~3. Perimeter Landscaping. A ten (10) foot wide landscaped strip shall be provided between off-street parking, loading, or vehicular use areas on separate abutting properties or developments. A minimum six (6) foot high sight-obscuring fence or plantings shall also be provided, except where equivalent screening is provided by intervening buildings or structures.~~

45. Interior Landscaping. All parking areas with more than 20 spaces shall include landscape islands with trees to break up the parking area into rows.

-A minimum of fifty percent (50%) of required parking area landscaping shall be placed in the interior of the parking area. Landscaped areas shall be distributed so as to divide large expanses of pavement, improve site appearance, improve safety, and delineate pedestrian walkways and traffic lanes.

~~Individual~~ a. Individual landscaped areas shall be no less than sixty-four (64) ~~sixty-four (64)~~ seventy (70) square feet in area and a minimum width of six (6) feet and shall be curbed to protect landscaping.

b. The landscaped island shall be planted with at least one tree having a mature height of 20 feet.

c. Landscaped planters shall be evenly spaced throughout the parking area.

d. Landscaped planter islands shall be required according to the following:

(1) Residential uses in a residential zone, one for every eight (8) contiguous parking spaces.

(2) All multi-uses, civic and commercial uses, one for every ten (10) contiguous parking spaces.

(3) All industrial uses, one for every twelve (12) contiguous parking spaces. ~~shall be provided after every fifteen (15) parking stalls in a row.~~

e. Storm water bio-swales may be used in lieu of the interior ~~landscaping~~ landscaped areas. ~~standard.~~

f. Linear raised sidewalks and walkways within the parking area connecting the parking spaces and on-site buildings may be counted toward the total required number of landscaped islands provide that:

(1) Trees are spaced a maximum of 30 feet on center on one side of the sidewalk.

(2) The minimum unobstructed sidewalk width is five feet.

(3) The sidewalk is separated from the parking areas by curbs, bollards, or other means on both sides.

~~56.~~ Landscaping at Points of Access. When a private access-way intersects a public right-of-way or when a property abuts the intersection of two (2) or more public rights-of-way, landscaping shall be planted and maintained so that minimum sight distances shall be preserved pursuant to Section 16.58.010.

~~67.~~ Exceptions. For properties with an environmentally sensitive area and/or trees or woodlands that merit protection per Chapters 16.142 and 16.144, the landscaping standards may be reduced, modified or "shifted" on-site where necessary in order to retain existing vegetation that would otherwise be removed to meet the above referenced landscaping requirements. The maximum reduction in required landscaping permitted through this exception process shall be no more than 50%. The resulting landscaping buffer after reduction may not be less than five (5) feet in width unless otherwise permitted by the underlying zone. Exceptions to required landscaping may only be permitted when reviewed as part of a land use action application and do not require a separate variance permit.

8. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas, and other Screening when Required. All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas, shall be screen from view from all public streets and adjacent residential district.

### **C. 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. Properties within the Old Town Overlay are exempt from this standard. (Ord. No. 2011-003, § 2, 4-5-2011; Ord. No. 2011-001, §§ 1, 2, 2-15-2011; Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 91-922, § 3; Ord. 86-851 § 3)

### **16.92.040 Installation and Maintenance**

#### **A. Deferral of Improvements**

Landscaping shall be installed prior to issuance of occupancy permits, unless security equal to 125% of the cost of the landscaping is filed with the City. "Security" may consist of a performance bond payable to the City, cash, certified check, or other assurance of completion approved by the City. If the installation of the landscaping is not completed within six (6) months, the security may be used by the City to complete the installation.

#### **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. ~~Failure to maintain landscaped areas shall result in the revocation of applicable occupancy permits and business licenses.~~

[3. Landscaping trees removed must be replanted consistent with the approved landscaping plan.](#)

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 86-851 § 3)

**Chapter 16.94 Off-Street Parking and Loading\***

Sections:

[16.94.010 Generally](#)

[16.94.020 Off-Street Parking Standards](#)

[16.94.030 Off-Street Loading Standards](#)

\* Editor's Note: Some sections may not contain a history.

**16.94.010 Generally**

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.

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 and twenty five percent (125%) 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 six (6) months, the security may be used by the City to complete the installation.

C. Joint Use

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.

[1. Within commercial, public use, or industrial zones parking may be provided on lots which are within 500 feet of the property line of the use to be served.](#)

[2. Shared parking is allowed if the application can demonstrate that the combined peak use is provided for by a parking study that demonstrates:](#)

[\\_\\_\\_\\_\\_ a. There are sufficient number of parking spaces to accommodate the requirements of the individual businesses; or](#)

[\\_\\_\\_\\_\\_ b. That the peak hours of operation of such establishments do not overlap, and](#)

[\\_\\_\\_\\_\\_ c. That an exclusive permanent easement over a delineated area has been granted for parking space use.](#)

#### D. Multiple/Mixed Uses

~~When several uses occupy a single structure or parcel of land, the total requirements for off-street parking and loading shall be the sum of the requirements of the several uses computed separately, with a reduction of up to 25% to account for cross-patronage of adjacent businesses or services. If the applicant can demonstrate that the peak parking demands for the combined uses are less than 25% (i.e., the uses operate on different days or at different times of the day), the total requirements may be reduced accordingly.~~ Mixed use projects are developments where a variety of uses occupy 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 any retail establishment.

In mixed-use projects, the required minimum vehicle parking shall be determined using the following formula.

1. Primary use i.e. that with the largest proportion of total floor area within the development at 100% of the minimum vehicle parking required for that use.
2. Secondary Use i.e. that with the second largest percentage of total floor area within the development, at 90% of the vehicle parking required for that use.
3. Subsequent use or uses, at 80% of the vehicle parking required for that use.
4. The maximum parking allowance shall be ??

#### E. Prohibited Uses

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

#### F. Location

1. Residential off-street parking spaces shall be located on the same lot as the residential use.
2. For other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within 500 feet of the use. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.
3. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible.

      a. All new development shall include preferential spaces for car pool and van pools, if business        employs 20 employees or more.

      b. Existing development may redevelop portions of designated parking areas for multi-modal        facilities (transit shelters, park and ride, and bicycle parking), subject to meeting all other        applicable standards, including minimum space standards.

#### G. 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.

#### H. Surface and Drainage

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

#### I. 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.

#### J. 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 three (3) acres in size shall provide street-like features along major driveways including curbs, sidewalks, and street trees or planting strips.

#### K. Parking Districts

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

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; 2000-2001, § 3; Ord. 2000-2001, § 3; Ord. 86-851, § 3)

[Insert Map as Relate to Sherwood Locations](#)

### **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. Off-street parking and loading requirements for a use

not specifically listed in this Section shall be determined by the review authority based upon the requirements of comparable uses.

**Minimum and Maximum Parking Standards**  
**(Metro spaces are based on 1 per 1,000 sq ft of gross leasable area)**

TABLE INSET:

	Minimum	Maximum A	Maximum B
Single, two-family & Manufactured Home on lot*	1 per du	None	None
Multi-Family	1 under 500 sf 1.25 per 1 bdr 1.5 per 2 bdr 1.75 per 3 bdr	None	None
Hotel or Motel	1 per room	None	None
Boarding House	None	None	None
General Retail or Personal Service	4.1 (244 sf)	5.1	6.2
Vehicle Sales, Nursery	4.1	5.1	6.2
Furniture/Appliance Store	4.1	5.1	6.2
Tennis Racquetball Court	1.0	1.3	1.5
Golf Course	None	None	None
Sports Club/Recreation Facility	4.3 (233 sf)	5.4	6.5
General Office	2.7 (370 sf)	3.4	4.1
Bank with Drive-thru	4.3 (233 sf)	5.4	6.5
Medical or Dental Office	3.9 (256 sf)	4.9	5.9
Eating or Drinking Establishment	15.3 (65 sf)	19.1	23.0
Fast Food Drive-thru	9.9 (101 sf)	12.4	14.9
Movie Theater	0.3 per seat	0.4	0.5
Day Care	None	None	None
Elementary & Jr High	None	None	None

High School & College	0.2 per student + teacher	0.3	0.3
<del>Church—Places of Worship spaces/seats</del>	<del>0.4 per seat—.5</del>	0.6	0.8
Nursing Home	None	None	None
Library	None	None	None
Industrial	1.6	None	None
<u>Warehouse(gross square feet; parking ratios apply to warehouses 150, 000 gsf or greater)</u>	<u>.3</u>	<u>.4</u>	<u>.5</u>
<p><del>* An enclosed building or garage associated with any residential dwelling type cannot be counted towards the parking space requirement for that unit. Further, if the street on which the house has access is less than 28 feet wide, 2 off-street parking spaces are required per single-family residential unit (includes single-family detached or attached, two-family dwelling or a manufactured home on an individual lot). If the abutting street is 28 feet or wider, one standard (9 ft x 18 ft) parking space is required.—</del></p>			
<p><u>Visitor parking in residential developments: Multi-family dwelling units with more than ten required parking spaces shall provide an additional 15 % of the vehicle parking spaces above the minimum required for the use of guests of residents of the complex. The spaces shall be centrally located or distributed throughout the development. Required bicycle parking facilities shall also be centrally located within or evenly distributed throughout the development.</u></p>			
<p><u>If the street on which the house has access is less than 28 feet wide, 2 off-street parking spaces are required per single-family residential unit (includes single-family detached or attached, two-family dwelling or a manufactured home on an individual lot). If the abutting street is 28-feet or wider, one standard (9 ft x 18 ft) parking space is required. _</u></p>			

## B. Miscellaneous 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 percent (25%) of required parking spaces may have a minimum dimension of eight (8) feet in width and eighteen (18) feet in length so long as they are signed as compact car stalls.

### 2. Layout

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

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

### 3. Wheel Stops

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 Appendix G. Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water run off. [The parking stall length may be reduced by three feet if replaced with three feet of low lying landscape or hardscape in lieu of a wheel stop.](#)

### 4. Service Drives

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

### 5. Credit for On-Street Parking

a. On-Street Parking Credit. The amount of off-street parking required shall be reduced by one 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. The following constitutes an on-street parking space:

- (1) Parallel parking, each 24 feet of uninterrupted curb;
- (2) 45/60 degree diagonal, each with 10 feet of curb;
- (3) 90 degree (perpendicular) parking, each with 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~~ [spaces are](#) permitted.

### 6. Reduction in Required Parking Spaces

Developments utilizing engineered storm water bio-swales or those adjacent to environmentally constrained or environmentally sensitive areas may reduce the amount of required parking by 10% when 25-49 parking spaces are required, 15% when 50-74 parking spaces are required and 20% when more than 75 parking spaces are required, provided the area that would have been used for parking is maintained as a habitat area or is generally adjacent to an environmentally sensitive or constrained area.

#### a. Parking Location and Shared Parking

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

### C. Bicycle Parking Facilities

1. Location and Design. Bicycle parking shall be conveniently located with respect to both the street right-of-way and at least one building entrance (e.g., no farther away than the closest parking space).

Bike parking may be located inside the main building or ~~protected or otherwise covered~~ near the main ~~entrance~~entrance. ~~If the first two options are unavailable, a separate shelter provided on-site is appropriate as long as it is coordinated with other street furniture such as benches, street lights, planters and other pedestrian amenities.~~ Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" design is appropriate. Alternative, creative designs are strongly encouraged.

2. Visibility and Security. Bicycle parking shall be visible to cyclists from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.
3. Options for Storage. Bicycle parking requirements for long-term and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.
4. Lighting. Bicycle parking shall be least as well lit as vehicle parking for security.
5. Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
6. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards.

### MINIMUM REQUIRED BICYCLE PARKING SPACES

TABLE INSET:

USE CATEGORIES	MINIMUM REQUIRED SPACES
Residential Categories	
Household Living	Multi-dwelling -- 2 or 1 per 10 auto spaces. All other residential structure type -- None.
Group Living	1 per 20 auto spaces
Commercial Categories	
Retail Sales/Service Office	2 or 1 per 20 auto spaces, whichever is greater.
Drive-Up Vehicle Servicing	None
Vehicle Repair	None
Commercial Parking Facilities Commercial Outdoor Recreation Major Event Entertainment	4 or 1 per 20 auto spaces, whichever is greater.
Self-Service Storage	None
Industrial Categories/Service Categories	
Basic Utilities	2 or 1 per 40 spaces, whichever is greater.
Park and Ride Facilities	2 or 1 per 20 auto spaces
Community Service Essential Service	2 or 1 per 20 auto spaces,

Providers Parks and Open Areas	whichever is greater.
Schools	High Schools -- 4 per classroom
	Middle Schools -- 2 per classroom
	Grade Schools -- 2 per 4th & 5th grade classroom
Colleges Medical Centers Religious Institutions Daycare Uses	2 or 1 per 20 auto spaces whichever is greater.
Other Categories	
Agriculture	None
Aviation Facilities Detention Facilities	Per CU review
Mining, Radio and TV Towers	None
Utility Corridors	None

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; 2005-009 § 8; Ord. 2000-2001 § 3; Ord. 86-851 § 3)

### **16.94.030 Off-Street Loading Standards**

#### **A. Minimum Standards**

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

#### **B. Separation of Areas**

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

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. No. 2009-005, § 2, 6-2-2009; Ord. 86-851, § 3)

### **Chapter 16.96 ON-SITE CIRCULATION\***

Sections:

[16.96.010 On-Site Pedestrian and Bicycle Circulation](#)

[16.96.020 Minimum Residential Standards](#)

[16.96.030 Minimum Non-Residential Standards](#)

[16.96.040 On-Site Vehicle Circulation](#)

\* Editor's Note: Some sections may not contain a history.

### **16.96.010 On-Site Pedestrian and Bicycle Circulation**

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.

Figure 5.401. On-Site Circulation System (Multi-Family Example)

GRAPHIC LINK: [Click here](#)

#### **A. 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.

#### **B. Joint Access**

Two (2) or more uses, structures, or parcels of land may utilize jointly 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.

#### **C. 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.
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.

#### **D. Maintenance of Required Improvements**

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

#### **E. Access to Major Roadways**

Points of ingress or egress to and from Highway 99W and arterials designated on the Transportation Plan Map, attached as Appendix C of the Community Development Plan, Part II, shall be limited as follows:

1. Single and two-family uses and manufactured homes on individual residential lots developed after the effective date of this Code shall not be granted permanent driveway ingress or egress from Highway 99W and arterial roadways. If alternative public access is not available at the time of development, provisions shall be made for temporary access which shall be discontinued upon the availability of alternative access.
2. Other private ingress or egress from Highway 99W and arterial roadways shall be minimized. Where alternatives to Highway 99W or arterials exist or are proposed, any new or altered uses developed after the effective date of this Code shall be required to use the alternative ingress and egress.
3. All site plans for new development submitted to the City for approval after the effective date of this Code shall show ingress and egress from existing or planned local or collector streets, consistent with the Transportation Plan Map and Section VI of the Community Development Plan.

F. Service Drives

Service drives shall be provided pursuant to Section 16.94.030.

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 2005-009, § 6; Ord. 86-851)

**16.96.020 Minimum Residential Standards**

Minimum standards for private, on-site circulation improvements in residential developments:

A. Driveways

1. Single-Family: One (1) driveway improved with hard surface pavement with a minimum width of ten (10) feet, not to exceed a grade of 14%. Permeable surfaces and planting strips between driveway ramps are encouraged in order to reduce stormwater runoff.
2. Two-Family: One (1) shared driveway improved with hard surface pavement with a minimum width of twenty (20) feet; or two (2) driveways improved with hard surface pavement with a minimum width of ten (10) feet each. Permeable surfaces and planting strips between driveway ramps are encouraged in order to reduce stormwater runoff.
3. Multi-Family: Improved hard surface driveways are required as follows:

TABLE INSET:

		Minimum Width	
		One-Way	Two-Way
Units	# Driveways	Pair	
3 - 49	1	15 feet	24 feet
50 & above	2	15 feet	24 feet

B. Sidewalks, Pathways and Curbs

1. Single, Two-Family, and Manufactured Home on Individual Residential Lot: No on-site sidewalks and curbs are required when not part of a proposed partition or subdivision.

2. Multi-family:

a. A system of private pedestrian sidewalks/pathways extending throughout the development site, shall connect each dwelling unit to vehicular parking areas, common open space, storage areas, recreation facilities, adjacent developments, transit facilities within 500 feet of the site, and future phases of development. Main building entrances shall also be connected to one another.

b. Required private pathways/sidewalks shall extend from the ground floor entrances or the ground floor landing of stairs, ramps or elevators, on one side of approved driveways connecting to the public sidewalk or curb of the public street which provides required ingress and egress. Curbs shall also be required at a standard approved by the Commission.

c. Private Pathway/Sidewalk Design. Private pathway surfaces shall be concrete, brick/masonry pavers, or other pervious durable surface, at least 5 feet wide and conform to ADA standards. Where the system

crosses a parking area, driveway or street, it shall be clearly marked with contrasting paving materials or raised crosswalk (hump).

d. Exceptions. Private pathways/sidewalks shall not be required where physical or topographic conditions make a connection impracticable, where buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or pathways would violate provisions of leases, restrictions or other agreements. (Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 2005-009 §§ 5, 8; 91-922)

**16.96.030 Minimum Non-Residential Standards**

Minimum standards for private, on-site circulation improvements in non-residential developments:

A. Driveways

1. Commercial: Improved hard surface driveways are required as follows:

TABLE INSET:

Required Parking Spaces	# Driveways	Minimum Width	
		One-Way Pair	Two-Way
1 - 49	1	15 feet	24 feet
50 & above	2	15 feet	24 feet

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

TABLE INSET:

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

3. Surface materials are encouraged to be pervious when appropriate considering soils, anticipated vehicle usage and other pertinent factors.

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 500 feet of the site, future phases of development, and whenever possible to parks and open spaces.

2. Curbs shall also be required at a standard approved by the Hearing Authority. Private pathways/sidewalks shall be connected to public rights-of-way along driveways but may be allowed other than along driveways if approved by the Hearing Authority.

3. Private Pathway/Sidewalk Design. Private pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other pervious durable surface. Primary pathways connecting front entrances to the right of way shall be at least 6 feet wide and conform to ADA standards. Secondary pathways between buildings and within parking areas shall be a minimum of four (4) feet wide and/or conform to ADA standards. Where the system crosses a parking area, driveway or street, it shall be clearly marked with contrasting paving materials or raised crosswalk (hump). At a minimum all crosswalks shall include painted striping.

4. Exceptions. Private pathways/sidewalks shall not be required where physical or topographic conditions make a connection impracticable, where buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or pathways would violate provisions of leases, restrictions or other agreements. (Ord. No. 2010-015, § 2, 10-5-2010; Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; 2005-009, § 8; Ord. 86-851)

#### **16.96.040 On-Site Vehicle Circulation**

##### **A. 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.

##### **B. Joint Access [See also Chapter 16.108]**

Two (2) or more uses, structures, or parcels of land are strongly encouraged to utilize jointly the same ingress and egress when the combined ingress and egress of all uses, structures, or parcels of land satisfy 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. In some cases, the City may require a joint access to improve safety, vision clearance, site distance, and comply with access spacing standards for the applicable street classification.

##### **C. 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.

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.

##### **D. Maintenance of Required Improvements**

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

##### **E. Service Drives**

Service drives shall be provided pursuant to Section 16.94.030.

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2005-009 § 8)