
REQUEST FOR
PROPOSALS:
OLD SCHOOL
HOUSE PROPERTY
(16023 SW THIRD STREET)

Sherwood URA
22560 SW Pine Street
Sherwood Oregon 97140

Overview

The Sherwood Urban Renewal Agency (URA) is soliciting Proposals in response to this Request for Proposals (RFP) to purchase and redevelop the URA-owned property known as the Old School House property located at 16023 SW Third Street in Sherwood, OR. Through this RFP, the URA seeks proposals that will result in a development that will build using the existing Old Town standards, demonstrate through architecture or design that this is a gateway into the Old Town area, and bring jobs and patrons into the area. A mixed-use concept is preferred but not required. The URA expects that proposals will:

- Be submitted by proposers with a proven track record of establishing high-quality, attractive and distinctive uses for buildings in similar downtown settings;
- Incorporate pedestrian-oriented design;
- Demonstrate a vision to integrate with adjacent properties;
- Include elements that incorporate or reflect Sherwood's unique heritage and/or the property's history as a former school house;
- Complement the existing public and private investments in the area.

Given the property's location on a key downtown corner, the sale and development of this site presents an exciting opportunity in an increasingly vital area of Old Town Sherwood. The purpose of the RFP and proposed sale is to encourage redevelopment for a use or mix of uses compatible with a high quality, pedestrian friendly development in alignment with the Old Town standards.

City and URA information

The City of Sherwood, which incorporated in 1893, encompasses 4.5 square miles of land on the south edge of the Portland metropolitan area, located in northwestern Oregon. Sherwood is situated in the southeast corner of Washington County, which lies in the Tualatin Valley. Sherwood currently has a population of a little under 20,000 people. The 2017 census information indicates that the median household income in Sherwood was calculated at \$78,400, compared to the state of Oregon as a whole, which had a median household income of \$50,229. The rate of home ownership in Sherwood is approximately 74% and the median value of owner-occupied housing units in Sherwood is \$318,000.

The City provides a full range of services: police protection; library; construction and maintenance of streets, parks, and utility infrastructure; recreational activities and cultural events; current and long-range planning; development review; and building permits and construction inspection. Certain services are provided by or in cooperation with regional organizations. Fire protection is through Tualatin Valley Fire and Rescue, a separate regional entity. Sherwood owns and operates a water distribution system and, jointly with the City of Wilsonville, a water treatment plant. The City owns and operates the sanitary sewer and storm water collection facilities. Sanitary sewer treatment is by Clean Water Services, a regional authority. Electricity, Telephone service, and trash disposal are provided by private businesses. Sherwood is part of School District 88J.

The Sherwood Urban Renewal Plan was adopted and approved by ordinance on August 29, 2000. There are 596 acres designated in the Urban Renewal Plan. The Urban Renewal Agency was formed to redevelop underutilized and blighted areas in Sherwood, including Old Town. While a separate and distinct agency was formed according to Oregon statute, the governing board consists of the same group of people as the Sherwood City Council. The agency and its activities are funded by tax increment financing.

Property Information



The Old School House, as depicted above, was built in 1912 on a 0.67 acre, or 29,185 square feet, property, according to Oregon State plat maps. The property has an irregular shape and has street frontage on two sides. There are approximately 134 feet of frontage along NW Third Street and 130 feet along SW Sherwood Boulevard, a major connector between historic Old Town Sherwood and the newer section of Sherwood along State Highway 99W. The property is identified on Washington County Tax Map 2S1W Section 32BB as Tax Lot 500.

The original structure had four floors, including the basement. However, the top floor was removed when the Sherwood Grange #272 purchased the building in 1950. The building was subsequently purchased by a private party and converted into a business known as Starbuck Interior Designs. In 2000, the building and property was purchased by the City of Sherwood, and subsequently sold to the Sherwood Urban Renewal Agency.

In December of 2007, the building was demolished. Due to its age, disrepair, and the diminished structural integrity due to the removal of the top floor, the building was deemed to be unsafe. However, public sentiment varied. Some advocated for preservation of the building; others called for the rebuilding of a replica of the original building.

Currently, the property is zoned Retail Commercial and is in the Smockville portion of the Old Town overlay. The site is vacant and graveled. Occasionally, the URA authorizes the property to be utilized for parking during community events, but this is rare.

Property Advantages:

- Prominent location at the intersection of Sherwood Boulevard and NW Third St.
- Gateway to Sherwood Old Town where multiple festivals and events are held throughout the year bringing Sherwood residents and others from around the region.
- Within walking distance of schools, churches, parks, City Hall, Library, and the Sherwood Arts Center.
- Located along Tri-Met transit lines 93 and 94.

Zoning

The site is zoned Retail Commercial (RC) and is in the Old Town (OT) overlay.

The RC zoning district provides areas for general retail and service uses that neither require larger parcels of land, nor produce excessive environmental impacts. The uses permitted in the RC zone are included in Appendix C to this RFP and can be found in Chapter 16.22 of the Sherwood Municipal Code.

The OT zoning district is an overlay district generally applied to property identified on the OT Overlay District Map, and applied to the Sherwood Plan and Zone Map in the Smockville Subdivision and surrounding residential and commercial properties, generally known as Old Town. The OT overlay zone recognizes the unique and significant characteristics of Old Town, and is intended to provide development flexibility with respect to uses, site size, setbacks, heights, and site design elements, in order to preserve and enhance the area's commercial viability and historic character. Development within the OT overlay requires compliance with specific Old Town design standards and review by the Planning Commission. The Old Town Design standards can be found in Chapter 16.162 of the Sherwood Municipal Code and are attached as Appendix D to this RFP.

Preferred Proposal

While the URA has not determined specific uses or designs for this property, the URA is seeking development for a pedestrian-oriented use; automobile-oriented uses such as gas stations or drive-through establishments will not be considered. The preference is for a mixture of uses that will work well on the site as well as complement existing and future uses within the Old Town area.

While off street parking is not a requirement for development in the Smockville portion of Old Town, the URA is aware of parking concerns within the area and would expect to see the proposal include discussion of parking needs and plans either on or off-site or a combination of both.

Price and Terms

Purchase proposals that reflect fair market value are preferred but not required. The URA is willing to negotiate based on the overall public benefit provided by the proposal. A fee simple sale is preferred. A good faith deposit equal to ten percent of the sale price is required upon signing of the purchase and sale agreement. Broker fees will not be paid by the URA.

Objectives

The sale of this site presents an exciting opportunity in an increasingly vital area of downtown Sherwood. The overall objective for redevelopment of this parcel is a project that is designed to encourage a lively, attractive, and safe pedestrian realm. Proposals should reflect and support the surrounding public and private investments.

The following objectives will be used to evaluate proposals:

- **Experience and Capability:** Proposers should have a proven track record of successfully completing similar, high quality projects. Proposers should also show evidence of financial capacity and overall capability to implement this project.
- **Vision:** The vision should maximize the property's development potential and:
 - Factor in the site as a gateway to the Old Town area.
 - Integrate with adjacent properties for an overall high quality and compatible development.
 - Contribute to an active downtown with a conceptual mix of uses such as retail, office, entertainment, restaurant, hotel, or residential with building components that contribute to an inviting pedestrian environment.
 - Complement public and private investments made in the Old Town area.
 - Include elements that incorporate or reflect Sherwood's unique heritage and/or the property's history as a former school house.
- **Timeliness and Feasibility:** Proposals must include:
 - A reasonable timeline.
 - Demonstrated understanding of market potential for the proposed vision.
- **Financial benefit:** Preferred projects will have the purchase price reflect the fair market value of the property.
- **Consistency with City Policies and Goals:** The URA expects the proposed vision will be consistent with the City of Sherwood's policies and goals for the Old Town overlay, the Comprehensive Plan and Council Goals. See Appendix E

Submission Requirements

The URA invites proposals from prospective purchaser/developers setting forth details regarding the proposer's vision for the property, offer to purchase, and other issues identified in this RFP. **The deadline for submitting proposals is 5:00 p.m. on May 20, 2019.**

Please submit one original proposal using 8 ½" x 11" size paper and an electronic copy in a Microsoft compatible or Adobe PDF format on a USB flash drive or CD, in a sealed opaque envelope clearly marked "Old School House Property Proposal," to the address listed below. Proposals should be addressed to:

Sherwood Urban Renewal Agency
Attn: Joseph Gall
22560 SW Pine Street
Sherwood, OR 97140

Misdelivered, late, faxed, and electronically submitted proposals will be considered non-responsive. The contents of the proposals responding to the request for proposals shall be confidential until the deadline for submission of proposals.

Proposals should include the following information:

1. Provide the name(s), address(es), telephone number(s), and e-mail address(es) of the proposer. Identify the principal person(s) authorized to negotiate on the proposer's behalf. All proposals must be signed by a principal of the proposer.
2. Identify and describe any relationship the proposer may have with subsidiaries, joint venture partners, or others who are significant to the project.
3. Narrative addressing how the proposal meets the objectives outlined in the Objectives section above, including the following specific information:
 - a. **Experience and Capability:**
Provide documentation demonstrating that the proposer meets the RFP objectives for Experience and Capability, and in particular that the proposer is qualified to undertake the proposed project. Documentation should include, at minimum:
 - i. Information regarding experience with projects similar to the proposed project, developments in urban areas, and public/private development.
 - ii. Examples, including images, of prior projects that demonstrate high-quality urban design and use.
 - iii. No fewer than three references from previous projects of a similar nature.
 - iv. Documentation regarding the proposer's financial capacity and overall capability to implement this project, including evidence of prior ability to finance and complete similar projects and evidence of financing commitments for the proposed project.

b. Vision:

Provide a detailed description of the proposer’s vision and proposed use(s) for the property, and how they meet the RFP objectives for Vision.

c. Timeliness and Feasibility:

Provide detailed information regarding how the proposal meets the RFP objectives for Timeliness and Feasibility, including a preliminary schedule for the proposed project that addresses, at a minimum, property acquisition, design and preparation of plans, start of construction, completion of construction, and tenancing. The schedule should provide for development in a logical and expeditious manner.

d. Financial benefit:

- i. Provide the amount and terms of the purchase offer and an explanation of how the proposal provides the best financial benefit for the URA. The URA will consider both long term and short term benefits.
- ii. Describe and explain any public assistance requested.

e. Consistency with City Policies and Goals:

Provide a detailed explanation of how the proposal is consistent with the City of Sherwood’s policies and goals for the Old Town overlay, the Comprehensive Plan and Council Goals.

Selection Process and Schedule

The URA will conduct a fair and impartial process for the selection of a buyer/developer based upon the objectives and evaluation criteria described in this RFP. A panel of local staff and regional experts in economic development will review the proposals and make a recommendation to the URA board. The URA board will make the ultimate decision regarding the selection of a proposer, regardless of the review panel’s recommendation.

While criteria weights are provided as a general guideline, the panel and, ultimately, the URA board, will select the proposal that provides the best overall project, regardless of how high a proposal scores on any given specific criteria.

The URA reserves the right to interview any or all proposers at any point during the evaluation process. The review panel and/or URA board may also contact some or all of the proposers at any time to request clarification or additional information. The URA may obtain information from any legal source for clarification of any proposal. The URA need not inform the proposer of any intent to perform additional research in this respect or of any information thereby received. The URA may also perform, at its sole option, investigations of any proposer. Information may include, but shall not necessarily be limited to, current litigation and references. All such information, if requested by the URA, becomes part of the public record and may be disclosed accordingly.

The URA reserves the right to negotiate modifications of proposals, and to negotiate specific elements within a proposal. After the URA has selected a preferred proposer, it will proceed to negotiate a purchase and sale agreement (PSA). The URA reserves the right to negotiate a final PSA that is in the best interest of the URA. The URA will attempt to reach a final

agreement with the successful proposer but may, in its sole discretion, terminate negotiations and reject the proposal in the event additional information becomes available which affects the URA's evaluation, or agreement on a final PSA cannot be reached within a reasonable time. The URA may then attempt to reach final agreement with the next ranked proposer, and so on with the remaining proposers, until an agreement is reached. In the alternative, the URA may at any time elect to reject all proposals, and thereafter may begin the process over.

The objectives listed in this RFP will be used as a guideline for the evaluation of the proposals. All or part of the objectives may or may not be implemented in the final agreement with the selected proposer. The URA reserves the right to negotiate details within the objectives after acceptance of proposals and prior to the final agreement. The URA also reserves the right to extend the deadline for RFP responses or to modify the selection process or other aspects of this property offering, in its sole discretion.

In the interest of a fair and equitable selection process, the URA retains the sole responsibility to determine the timing, arrangement, and method of proposal presentations throughout the selection process. Respondents are cautioned not to undertake any activities or actions to promote or advertise their proposals except in the course of authorized presentations.

Selection Criteria weighting

Criteria	Weight
Experience and Capability	20
Vision	50
Timeliness and feasibility	40
Financial benefit	10
Consistency with City goals/policies	30

Preliminary schedule

The selection process is expected to be completed in July 2019. The schedule for the selection process is subject to change at any time based on the needs of the URA in the sole discretion of the URA board, but is currently anticipated to be as follows:

URA issues RFP	April 18, 2019
Responses due	May 20, 2019 at 5:00 p.m.
Panel review complete	June 3, 2019
Supplemental information due (if applicable)	June 28, 2019
URA Board review & selection	July 16, 2019

Designated Contacts

The following URA staff are the designated contacts for information or questions related to this RFP:

Joseph Gall, ICMA-CM, URA Manager
 503-625-4200 gallj@sherwoodoregon.gov

Julia Hajduk, Community Development Director
 503-625-4204 hajdukj@sherwoodoregon.gov

Mailing Address:

City of Sherwood Urban Renewal Agency
 22560 SW Pine Street Sherwood, OR 97140

All inquiries, whether relating to the proposal process, administration, deadlines, or technical aspects of the RFP, must be directed to the URA Manager or Community Development Director. For the sake of fairness, proposers are not to contact any URA or City of Sherwood staff or official, other than the URA Manager or Community Development Director, concerning this RFP. Contact with any other staff or officials concerning this RFP will be grounds for disqualification.

For general information, please visit the City of Sherwood website at <http://www.sherwoodoregon.gov/>

Other Information

Proposers responding to this RFP do so solely at their expense, and the URA is not responsible for any proposer expenses associated with responding to the RFP. Proposers invited to

participate in interview evaluations are responsible for scheduling and paying for their own travel arrangements.

The URA reserves the right to waive minor irregularities or omissions in compliance with the requirements of this RFP to the extent the URA determines it is in the best interest of the URA to do so. The URA also reserves the right to reject any or all proposals or cancel this RFP at any time in its sole discretion. Proposers therefore, by proposing, agree that doing so is at their own risk and the URA shall have no liability related thereto.

By the act of submitting a proposal in response to this RFP, the proposer certifies that:

- To the best of proposer's knowledge and belief, and in the case of sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that, no elected official, employee, or person whose salary is payable in whole or part by the URA or the City of Sherwood has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof, other than as fully described in the proposal.
- The proposer, if an individual, is of lawful age, is the only one interested in this proposal, and no person, firm, or corporation, other than that named, has any interest in the proposal, or in the proposed contract.

All facts and opinions stated in this RFP and all supporting documents and data are based upon information available from a variety of sources. No representation or warranty is made with respect thereto.

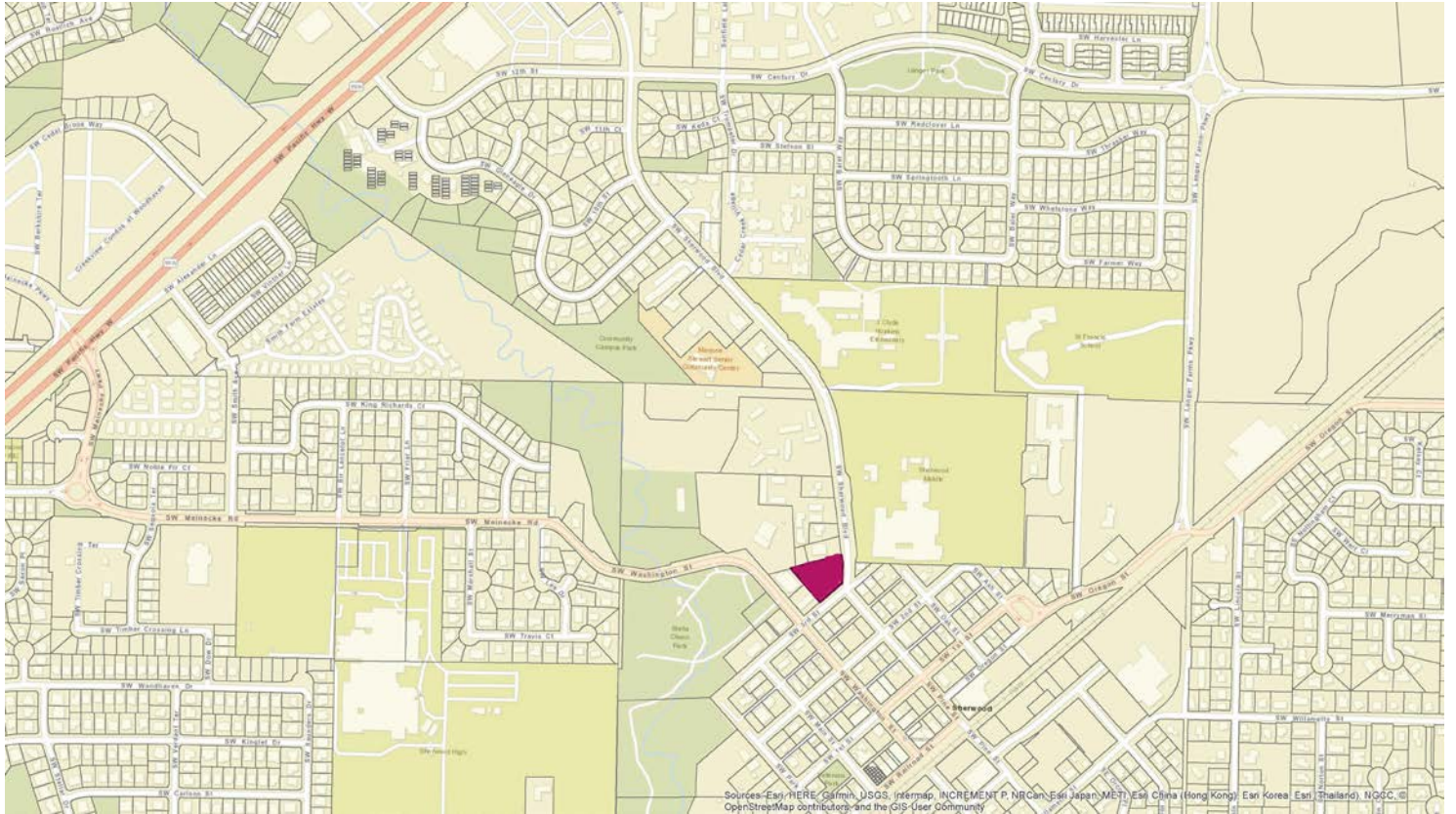
All information submitted by a proposer shall become and remain the property of the URA and is considered public information and subject to disclosure pursuant to the Oregon Public Records Law, except such portions of the proposal which are exempt from disclosure consistent with Oregon law. If a proposal contains any information that the proposer believes is exempt from disclosure under the various grounds specified in the Oregon Public Records Law, the proposer must clearly designate each such portion of its proposal as exempt, along with a justification and citation to the authority relied upon. Identifying the proposal, in whole, as exempt from disclosure is not acceptable. Failure to identify specific portions of the proposal as exempt shall be deemed a waiver of any future claim of that information as exempt.

The URA may publish of its own accord, and will make available to any person requesting information, through the URA's processes for disclosure of public records, any and all information submitted as a result of this RFP not exempted from disclosure, without obtaining permission from any proposer to do so. However, if a public records request is made for material marked by the proposer as exempt, the URA will attempt to notify the impacted proposer prior to any release of the material. Application of the Oregon Public Records Law by the URA will determine whether any information is actually exempt from disclosure. The URA accepts no liability for the release of any information submitted.

Appendices

- A. Site Map
- B. Site Photographs
- C. Commercial Code section
- D. Old Town Overlay standards

Appendix A – Site Map



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

Appendix B – Site Photographs



View from intersection of Sherwood Boulevard and 3rd



View from 3rd Street looking northeast towards Sherwood Boulevard



View from Sherwood Boulevard looking south towards Old Town area and 3rd Street

Aerial showing subject property in relation to schools, parks, Old Town, City Hall and Arts Center



Appendix C – Commercial Uses

16.22.010 - Purpose

- A. Office Commercial (OC) - The OC zoning district provides areas for business and professional offices and related uses in locations where they can be closely associated with residential areas and adequate major streets.
- B. Neighborhood Commercial (NC) - The NC zoning district provides for small scale, retail and service uses, located in or near residential areas and enhancing the residential character of those neighborhoods.
- C. Retail Commercial (RC) - The RC zoning district provides areas for general retail and service uses that neither require larger parcels of land, nor produce excessive environmental impacts as per Division VIII.
- D. 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.

16.22.020 - Uses

- A. The table below identifies the land uses that are permitted outright (P), permitted conditionally (C), and not permitted (N) in the Commercial Districts. The specific land use categories are described and defined in Chapter 16.88 Use Classifications and Interpretations.
- B. Uses listed in other sections of this code, but not within this specific table are prohibited.
- C. Any use not otherwise listed that can be shown to be consistent or associated with the uses permitted outright or conditionally in the commercial zones or contribute to the achievement of the objectives of the commercial zones may be permitted outright or conditionally, utilizing the provisions of Chapter 16.88 Use Classifications and Interpretations.
- D. Additional limitations for specific uses are identified in the footnotes of this table.

	OC	NC ¹	RC	GC
RESIDENTIAL				
<ul style="list-style-type: none"> • Multi-family housing, subject to the dimensional requirements of the High Density Residential (HDR) zone in 16.12.030 when located on the upper floors, in the rear of, or otherwise clearly secondary to commercial buildings. ^{2,3} 	P	P	P	P
<ul style="list-style-type: none"> • Residential care facilities 	N	N	C	C
<ul style="list-style-type: none"> • Dwelling unit, including a manufactured home, for one (1) security person employed on the premises and their immediate family, and other forms of residence normally associated with a conditional use, as determined by the City. 	P	P	P	P

CIVIC				
• Hospitals	N	N	C	C
• Correctional institutions	N	N	N	C
• Cemeteries and crematory mausoleums.	N	N	C	C
• Police and fire stations and other emergency services	N	C	C	C
• Vehicle testing stations	N	N	N	C
• Postal services - Public	N	C	C	C
• Postal substations when located entirely within and incidental to a use permitted outright.	P	P	P	P
• Public use buildings, including but not limited to libraries, museums, community centers, and senior centers, but excluding offices	C	C	C	C
• Public and private utility structures, including but not limited to telephone exchanges, electric substations, gas regulator stations, treatment plants, water wells, and public work yards.	N	N	C	C
• Small-scale power generation facilities.	P	P	P	P
• Large-scale power generation facilities.	N	N	N	C
• Public recreational facilities including parks, trails, playfields and sports and racquet courts on publicly owned property or under power line easements	C	N	C	C
• Religious institutions, private fraternal organizations, lodges and secondary uses	C	N	P	P
• Public and private schools providing education at the elementary school level or higher	C	C	C	C
COMMERCIAL				
• Commercial trade schools, commercial educational services and training facilities	C	N	P	P

Entertainment/recreation				
• Adult entertainment business, subject to Section 16.54.010	N	N	N	P
• Motion picture and live theaters within enclosed building	N	N	P	P
• Drive-in motion picture theaters	N	N	N	N
• Country clubs, sports and racquet clubs and other similar clubs.	N	N	C	C
• Golf courses	N	N	N	N
• Indoor recreation facilities such as arcades, mini-golf, or bounce house facilities ⁴	N	N	P	P
Hotels and motels	C	N	P	P
Motor Vehicle related				
• Motorized vehicle and sport craft repairs and service	N	C	C	P
• Motorized vehicle and sport craft repair and service clearly incidental and secondary to and customarily associated with a use permitted outright or conditionally.	C	C	P	P
• Motorized vehicle, sport craft and farm equipment rental or sales and display area with more than 5% external sales and display area, up to a maximum of 5,000 square feet.	N	N	N	C
• Motorized vehicle, sport craft and farm equipment rental or sales and display area primarily within entirely enclosed building with no more than 5% or 5,000 square feet of outdoor display area, whichever is less.	N	N	C	P
• Automotive, boat, trailer and recreational vehicle storage	N	N	N	N
• Vehicle fueling stations or car wash facilities	N	N	C	P
• junkyards and salvage yards	N	N	N	N
• Manufactures home sales and display area	N	N	N	N

Office and Professional Support services				
• Business and professional offices.	P	P	P	P
• Medical and dental offices and urgent care facilities	P	P	P	P
• Business support services such as duplicating, photocopying, mailing services, fax and computer facilities	P	P	P	P
• Any incidental business, service, processing, storage or display, not otherwise permitted, that is essential to and customarily associated with a use permitted outright, provided said incidental use is conducted entirely within an enclosed building	C	C	C	C
Childcare				
• Day cares, preschools, and kindergartens, when clearly secondary to a permitted use	P	P	P	P
• Day cares, preschools, and kindergartens as a stand-alone use.	N	P	P	P
General Retail - sales oriented				
• General retail trade, not exceeding 10,000 square feet of gross square footage.	P	P	P	P
• General retail trade greater than 10,000 square feet of gross square footage	N	P	P	P
• Tool and Equipment Rental and Sales, Including Truck Rental	N	N	C	P
• Retail plant nurseries and garden supply stores (excluding wholesale plant nurseries)	N	N	P	P
• Wholesale building material sales and service	N	N	N	P
• Retail building material sales and lumberyards.	N	N	C ₅	P
Personal Services				
• Health clubs and studios less than 5,000 square feet in size.	P	P	P	P

• Health clubs and studios greater than 5,000 square feet in size	N	N	C	P
• Personal services catering to daily customers where patrons pay for or receive a service rather than goods or materials, including but not limited to financial, beauty, pet grooming, and similar services.	N	P	P	P
• Public or commercial parking (non-accessory)	C	C	P	P
• Veterinarian offices and animal hospitals.	N	N	C	P
• Animal boarding/Kennels and daycare facilities with outdoor recreation areas ⁶	N	N	C	C
Eating and Drinking establishments				
• Restaurants, taverns, and lounges without drive-thru ⁷	P	C	P	P
• Restaurants with drive-thru services	N	N	P	P
INDUSTRIAL				
• Limited manufacturing entirely within an enclosed building that is generally secondary to a permitted or conditional commercial use	N	C	C	P
• Medical or dental laboratories	N	N	C	P
WIRELESS COMMUNICATION FACILITIES				
• Radio, television, and similar communication stations, including associated transmitters.	N	N	N	C
• Wireless communication towers and transmitters ⁸	C	C	C	C
• Wireless communication facilities on City-owned property	P	P	P	P
• Wireless communication antennas co-located on an existing tower or on an existing building or structure not exceeding the roof of the structure	P	P	P	P
OTHER				
Agricultural uses including but not limited to:	N	N	P	P

<ul style="list-style-type: none"> • Farm equipment sales and rentals • Farming and horticulture 				
<ul style="list-style-type: none"> • Truck and bus yards 	N	N	N	P

¹ See special Criteria for the NC zone, 16.22.050.

² The residential portion of a mixed use development is considered secondary when traffic trips generated, dedicated parking spaces, signage, and the road frontage of residential uses are all exceeded by that of the commercial component and the commercial portion of the site is located primarily on the ground floor.

³ Except in the Adams Avenue Concept Plan area, where only non-residential uses are permitted on the ground floor.

⁴ If use is mixed with another, such as a restaurant, it is considered secondary to that use and permitted, provided it occupies less than fifty (50) percent of the total area.

⁵ All activities are required to be within an enclosed building.

⁶ Animal boarding/kennels and daycare facilities entirely within an enclosed building are considered "other personal service."

⁷ Limited to no more than ten (10) percent of the square footage of each development in the Adams Avenue Concept Plan area.

⁸ except for towers located within one thousand (1,000) feet of the Old Town District which are prohibited.

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

	OC	NC	RC	GC
Lot area	10,000 sq. ft	1 acre (for single district)	5,000 sq. ft	10,000 sq. ft
Lot width at front property line	60 ft	85 ft	40 ft	70 ft

Lot width at building line	60 ft	100 ft	40 ft	70 ft
Front yard setback ⁹	0	20 ft	0	0
When abutting residential zone	0	0	Same as abutting residential zone	Same as abutting residential zone
Side yard setback ⁹	0	0	0	0
when abutting residential zone or public park	10 ft	Same as abutting residential zone	10 ft	20
Rear yard setback ⁹	0	0	0	0
when abutting residential zone or public park	20	10 ft	10 ft	20 ft
Corner lot ⁹	0	20 ft on any side facing street		
Height ^{10,11}	2 stories or 30 ft	Least restrictive height of abutting residential zone	50 ft ^{13,14}	50 ft ^{13,14}

⁹ Existing residential uses shall maintain setbacks specified in the High Density Residential Zone (16.12.030).

¹⁰ Maximum height is the lessor of feet or stories.

¹¹ Solar and wind energy devices and similar structures attached to buildings and accessory buildings, may exceed this height limitation by up to twenty (20) feet.

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

¹⁴ Structures over fifty (50) feet in height may be permitted as conditional uses, subject to Chapter 16.82.

16.22.040 - Community Design

- A. For standards relating to off-street parking and loading, energy conservation, historic resources, environmental resources, landscaping, access and egress, signs, parks and open space, on-site storage, and site design, see Divisions V, VIII and IX.

Appendix D - Old Town Overlay Standards

Chapter 16.162 - OLD TOWN (OT) OVERLAY DISTRICT*

Sections:

16.162.010 - Purpose

The Old Town (OT) Overlay District is intended to establish objectives and define a set of development standards to guide physical development in the historic downtown of the City consistent with the Community Development Plan and this Code.

The OT zoning district is an overlay district generally applied to property identified on the Old Town Overlay District Map, and applied to the Sherwood Plan and Zone Map in the Smockville Subdivision and surrounding residential and commercial properties, generally known as Old Town. The OT overlay zone recognizes the unique and significant characteristics of Old Town, and is intended to provide development flexibility with respect to uses, site size, setbacks, heights, and site design elements, in order to preserve and enhance the area's commercial viability and historic character. The OT overlay zone is designated a historic district as per Chapters 16.166 and 16.168. Furthermore, the OT District is divided into two distinct areas, the "Smockville" and the "Old Cannery Area," which have specific criteria or standards related to architectural design, height, and off-street parking.

(Ord. 2006-009 § 2; 2002-1128 § 3; 94-990; 92-946; 87-859)

16.162.020 - Objectives

Land use applications within the Old Town Overlay District must demonstrate substantial conformance with the standards and criteria below:

- A. Encourage development that is compatible with the existing natural and man-made environment, existing community activity patterns, and community identity.
- B. Minimize or eliminate adverse visual, aesthetic or environmental effects caused by the design and location of new development, including but not limited to effects from:
 1. The scale, mass, height, areas, appearances and architectural design of buildings and other development structures and features.
 2. Vehicular and pedestrian ways and parking areas.
 3. Existing or proposed alteration of natural topographic features, vegetation and waterways.

(Ord. 2002-1128 § 3; 94-990)

16.162.030 - Permitted Uses

The following uses are permitted outright, provided such uses meet the applicable environmental performance standards contained in Division VIII:

- A. Uses permitted outright in the RC zone, Section 16.28.020; the HDR zone, Section 16.20.020; and the MDRL zone, Section 16.16.020; provided that uses permitted outright on any given

property are limited to those permitted in the underlying zoning district, unless otherwise specified by this Section and Section 16.162.040.

(Ord. 2006-009 § 2)

- B. In addition to the home occupations permitted under Section 16.42.020, antique and curio shops, cabinet making, arts and crafts galleries, artists cooperatives, and bookshops, are permitted subject to the standards of Chapter 16.42 and this Chapter, in either the underlying RC or MDRL zones.
- C. Boarding and rooming houses, bed and breakfast inns, and similar accommodations, containing not more than five (5) guest rooms, in the underlying RC, HDR and MDRL zones.
- D. Motels and hotels, in the underlying RC zone only.
- E. Residential apartments when located on upper or basement floors, to the rear of, or otherwise clearly secondary to commercial buildings, in the underlying RC zone only.
- F. Other similar commercial uses or similar home occupations, subject to Chapter 16.88.
- G. Offices or architects, artists, attorneys, dentists, engineers, physicians, accountants, consultants and similar professional services.
- H. Uses permitted outright in the RC zone are allowed within the HDR zone when limited to the first floor, adjacent to and within 100 feet of, Columbia Street within the Old Town Overlay District.

(Ord. 2002-1128 § 3; 94-990; 92-946; 87-859)

16.162.040 - Conditional Uses

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

- A. Uses permitted as conditional uses in the RC zone, Section 16.28.020, HDR zone, Section 16.20.020, and the MDRL zone, Section 16.16.020, provided that uses permitted as conditional uses on any given property are limited to those permitted in the underlying zoning district, unless otherwise specified by Section 16.162.030 and this Section.
- B. Townhouses (shared wall single-family attached) on property zoned RC in the Old Cannery area subject to Chapter 16.44 and the HDR standards. In addition, any garages shall use alley access. RC zone setback standards may be used in lieu of other applicable standards.
- C. Public and commercial (non-accessory) parking within residential zoning districts when both of the following apply:
 - 1. On May 1, 2016, no buildings existed on the property where the parking is to be located; and
 - 2. The property has street frontage on an arterial and/or collector street as identified within the Sherwood Transportation System Plan.

(Ord. No. 2017-001, § 1, 4-4-2017; Ord. No. 2016-010, § 2, 6-21-2016; Ord. 2006-009 § 2; Ord. 2002-1128 § 3; 94-990; 92-946; 87-859)

16.162.050 - Prohibited Uses

The following uses are expressly prohibited in the OT overlay zone, notwithstanding whether such uses are permitted outright or conditionally in the underlying RC, HDR or MDRL zones:

- A. Adult entertainment businesses.
- B. Manufactured homes on individual lots.
- C. Manufactured home parks.
- D. Restaurants with drive-through.

(Ord. 2002-1128 § 3; 94-990; 92-946; 87-859)

- E. Stand alone cellular or wireless communication towers and facilities. Co-location of existing legally permitted facilities is acceptable.

(Ord. 2006-009 § 2)

16.162.060 - Dimensional Standards

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

- A. Lot Dimensions - Minimum lot area (RC zoned property only): Twenty-five hundred (2,500) square feet.
- B. Setbacks - Minimum yards (RC zoned property only): None, including structures adjoining a residential zone, provided that Uniform Building Code, Fire District regulations, and the site design standards of this Code, not otherwise varied by this Chapter, are met.
- C. Height - The purpose of this standard is to encourage 2 to 4 story mixed-use buildings in the Old Town area consistent with a traditional building type of ground floor active uses with housing or office uses above.

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

Minimum height: A principal building in the RC and HDR zones must be at least sixteen (16) feet in height.

(Ord. 2006-009 § 2)

- D. Coverage - Home occupations permitted as per Chapter 16.42 and Section 16.162.030 may occupy up to fifty percent (50%) of the entire floor area of all buildings on a lot.

(Ord. 2002-1128 § 3; 94-946; 87-859)

16.162.070 - Community Design

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

A. Generally

In reviewing site plans, as required by Chapter 16.90, the City shall utilize the design standards of Section 16.162.080 for the "Old Cannery Area" and the "Smockville Design Standards" for all proposals in that portion of the Old Town District.

(Ord. 2006-009 § 2)

B. Landscaping for Residential Structures

1. Perimeter screening and buffering, as per Section 16.92.030, is not required for approved home occupations.
2. Minimum landscaped areas are not required for off-street parking for approved home occupations.
3. Landscaped strips, as per Sections 16.92.030 and 16.142.030A, may be a minimum of five (5) feet in width, except when adjoining alleys, where landscaped strips are not required.
4. Fencing and interior landscaping, as per Section 16.92.030, are not required.

C. Off-Street Parking

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

(Ord. 2006-009 § 2)

D. Off-Street Loading

1. Off-street loading spaces for commercial uses in the "Old Cannery Area" may be shared and aggregated in one or several locations in a single block, provided that the minimum area of all loading spaces in a block, when taken together, shall not be less than sixty-five percent (65%) of the minimum standard that is otherwise required by Section 16.94.030B.

(Ord. 2006-009 § 2)

2. For all property and uses within the "Smockville Area" of the Old Town Overlay District, off-street loading is not required.

E. Signs - In addition to signs otherwise permitted for home occupations, as per Section 16.42.010, one (1) non-illuminated, attached, exterior sign, up to a maximum of nine (9) square feet in surface area, may be permitted for each approved home occupation.

(Ord. 2006-009 § 2)

F. Non-conforming Uses - When a nonconforming lot, use, or structure within the OT overlay zone has been designated a landmark as per Chapter 16.166, or when a nonconforming lot within the OT overlay zone is vacant, and the proposed change will, in the City's determination, be fully consistent with the goals and standards of the OT overlay zone and other City guidelines to

preserve, restore, and enhance historic resources, nonconforming use restrictions contained in Chapter 16.48 may be waived by the Commission.

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

(Ord. 2006-009 § 2; 2002-1128 § 3; 94-990; 92-946; 87-859)

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

16.162.090 - OLD TOWN SMOCKVILLE DESIGN STANDARDS

A. Purpose

The purpose of the Old Town Smockville Design Standards is to respect and enhance the character of Sherwood's original business district and core area while maintaining the city's traditional, small town, vernacular architectural heritage. The Old Town area has been the commercial and residential heart of the community since Sherwood's settlement in the late 1800s and it is the intent of the City to retain a strong connection with that history as new construction, alteration, or additions to existing structures occurs.

Building upon previous studies in the City, the Cultural Resources Inventory (1989), and the adopted Natural Resources Element of the Comprehensive Plan (1991), the Old Town Smockville Design Standards are based upon common architectural designs, materials, and other built characteristics typical of Sherwood's original building forms. Using these historic models as a template for new construction allows growth and development that respects Sherwood's history and builds upon our vaunted quality of life. It is not the intent of the design standards to freeze time and halt progress or restrict an individual property owner's creativity, but rather to guide proposals and provide a set of parameters for new construction and remodeling within the Old Town area to assure compatibility with and respect for their historic surroundings. The Old Town Smockville Design Standards do direct new design toward the modest architectural character that is traditional in the Old Town area, specifically prohibiting certain materials and design elements to avoid the introduction of overly grandiose designs at variance with our history. However, within those limitations, personal choice can and should be expressed within the basic framework of the standards.

The Old Town Smockville Design Standards also direct exterior remodeling projects to retain the modest, traditional character that exists by retaining original architectural elements on structures within the Old Town Overlay District. To this end, the design standards will provide the exterior design framework for property owners that want to participate in the Urban Renewal District's Facade Grant program.

That is, the Standards ensure that any remodeling efforts of existing vintage buildings retain their modest architectural characteristics by retaining as many original parts as possible. In the same way that an old car becomes a valuable collector's classic because it retains its original parts, so it goes with vintage buildings. The building that retains all its original parts, including windows, doors, chimneys and trim, and keeps them maintained, grows in value for both the property owner and the community. As an incentive, historic renovations that meet the applicable local standards are more likely to meet federal and state historic designation standards and therefore qualify for various city incentive programs.

Under the procedures of the City's Design Review Process established by this Division of this Code an applicant must demonstrate the proposal meets all of the following design standards in order for the decision making body to approve the proposal. As such, the standards should help increase

objectivity and reduce subjectivity. As per Chapter 16.160, the Landmarks Advisory Board, which includes the Planning Commission, is the decision-making authority for applications under the following Standards. The Landmarks Advisory Board reviews and values all comments, suggestions, and recommendations prior to approval or denial of any application.

B. Applicability

The following standards are intended as an "overlay" to the underlying Old Town Overlay zoning district and shall be used as part of the land use approval process when exterior remodeling and new development is proposed in the "Smockville" portion of the Old Town Overlay District. Except in specific situations described herein, these Standards shall apply equally to all projects within the Smockville portion of the Old Town District. Applicants seeking variance from these Standards must demonstrate to the review body that compliance would result in an unnecessary and unavoidable hardship. Variances from the Standards will not be allowed unless such hardship is adequately demonstrated and proven by the applicant. The variance process is provided in Chapter 16.84 of the SZCDC. These standards are not required for the "Old Cannery Area" portion of the Old Town District, but may be used in lieu of Section 16.162.080. The Old Cannery Area portion is still subject to the design standards in Section 16.162.080.

C. REMODELING OF EXISTING RESIDENTIAL AND COMMERCIAL STRUCTURES

Remodeling Standard 1: Original Elements

Elements that are original to a vintage, traditional or historic structure (defined in this standard as primary, secondary, or any structure 50 years or older that is eligible for landmark designation and professionally surveyed) are an important characteristic. These elements enhance appeal and retain the overall historic fabric of a neighborhood. In most cases, buildings with these original parts can and should be restored, first by restoring the original and, if that is not possible, replacing only those parts that are missing or badly damaged with in-kind material. With few exceptions, total replacements are unnecessary unless the original materials were not historically compatible or traditional at the time of construction. The Secretary of the Interior's Standards for Rehabilitation should be consulted in situations not covered by these standards. Where alterations to an exterior structure are proposed, they shall conform to the following:

- a. Doors: The original door and opening shall be retained, unless beyond local repair. If a new door must be used the style should match the original whenever possible.
- b. Windows: Original windows shall be retained and, if necessary, restored to working condition. If desired, they can be insulated using the energy conservation methods listed below. Original glass should be retained whenever possible. If all of the above is not possible, then the frame shall be retained and a true retrofit sash replacement shall be installed that matches the glass pattern of the original window.
- c. Chimneys: Chimneys made of brick or stone shall be retained, and repaired using proper masonry techniques and compatible mortar that will not chemically react with the original masonry and cause further deterioration. If the chimney is no longer in use, the opening should be covered with a metal or concrete cap. If the chimney is to be used, but has been determined to be unsound, the chimney masonry should be retained, as above, and a new flue inserted into the opening.
- d. Skylights: Skylights should be placed on the side of the structure not visible from the public right of way, and should be of a low profile type design.
- e. Gutters: Original gutters should be retained, if possible. Half round gutters and round downspouts are highly desirable, and can be obtained from local manufacturers.
- f. Architectural Elements: Window trim, corner board trim, sills, eave decorations, eave vents, porch posts, and other types of original architectural trim should be retained. If parts are missing, they should be replicated using the same dimensions and materials as the

original. If only a portion is damaged, the portion itself should be repaired or replaced, rather than replacing the whole element.

- g. Siding: Original siding should be maintained; first repairing damaged sections then, if that is not possible, replacing damaged or missing sections with in-kind matching material. In some cases, original siding may have been overlaid during a later historic period with combed cedar siding, which is a historically appropriate material that may be retained if desired.
- h. Weatherization & Energy Conservation: Modern energy conservation results can be obtained, by using traditional conservation methods. Attics and floors should be insulated to conserve heat loss in the winter and insulate against the heat in the summer. Windows and doors should be caulked around the inside trim, and copper leaf spring type weather stripping or similar installed to seal leaks. Storm windows (exterior or interior mounted) should be put up during the winter months to create insulation. Windows can be further insulated in winter using insulated-type curtains or honeycomb blinds; in summer, curtains or blinds reflect heat. Using deciduous trees and plants for additional sun protection.

D. Remodeling Standard 2: Front Facing Presentation

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

- a. Skylights: Skylights shall be placed on the side of the structure not visible from the public right-of-way, and shall be of a low profile design.
- b. Roof vents: Roof vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material. Where possible, a continuous ridge vent is preferred over roof jacks for venting purposes. In the case of using a continuous ridge vent with a vintage structure, care should be taken in creating inconspicuous air returns in the eave of the building.
- c. Plumbing vents: Vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material.

E. COMMERCIAL STRUCTURES:

The traditional commercial core area of Sherwood, including those properties in the Smockville Plat and First Addition Plat, reflect the historic character of the community as a small, agricultural service area. Buildings here have historically been of modest scale and construction, consistent with the community's vernacular design heritage. In order to maintain that basic character in the core the following standards govern all new commercial construction and remodeling projects requiring a structural building permit.

NOTE: The City encourages applicants to consider mixed-use projects. The following standards covering commercial structures shall apply for all mixed-use projects in the Old Town Smockville Area. The massing of a building includes its overall bulk, orientation, and placement on the site, forming the visual relationship between the building and its surroundings. Individual aspects of massing, particularly height, are subject to specific Standards below:

Commercial Standard 1: Volume & Mass

- a. Orientation: All buildings will be sited with the primary facade facing the public right-of-way. For corner buildings with a corner-facing entry, both street-facing elevations will be considered "facades" for purposes of this Standard.

- b. **Setback:** All buildings will be located directly upon the property line with zero setback from the public right-of-way. Portions of the facade, such as recessed entryways or similar features, are exempted from this Standard provided they total less than 50% of the total facade width.
- c. **Width:** Buildings shall extend from side lot line to side lot line to create a solid streetscape along the public right-of-way. An exception to this standard may be granted to provide for plazas, courtyards, dining areas, or pedestrian access. [See Standard 5, below, regarding vertical divisions).

Commercial Standard 2: Openings

To maintain and insure a pedestrian-friendly scale within Sherwood's traditional commercial core, storefronts and upper facades shall reflect the following:

- a. **Verticality:** All facade window openings shall maintain a generally vertical proportion (1.5:1 height/width ratio or greater, i.e. a 24" wide window must be a minimum 36" tall). An exception to this standard is allowed for large fixed storefront windows. Transom panels, spanning the entire storefront glazed area, are encouraged.
- b. **Transparency:** Ground floor storefronts should be predominately "transparent," with a minimum of 75% glazed surface area, including entry doors.
- c. **Symmetry:** Openings should generally reflect the bi-lateral symmetry of the traditional commercial development pattern. Asymmetrical facades that result from corner or other non-central entryways, or that result from varied massed forms joined into a single use are excluded from this Standard.
- d. **Prohibited Opening Types:** To maintain the traditional commercial character of the core area, the following are prohibited:
 - 1. Sliding or "French" entry door sets on the Facade (such doors are permitted on side and rear elevations only).
 - 2. Roll-up garage doors (metal or wood), on the Facade (such doors are permitted on side and rear elevations only). Uses requiring large garage openings on the facade may use sliding or bi-fold doors, or metal with six over six windows. Wood and glass doors are encouraged.
 - 3. Reflective glazing, "mirror glass" and similar.
 - 4. Horizontal slider windows (i.e. vertically oriented slider windows).
 - 5. Arched or "fan light" type windows, except where inset into an articulated structural opening.

Commercial Standard 3: Height

In order to increase opportunities to transit, reduce transportation impacts, and promote pedestrian activity, multiple story commercial or mixed-use construction is encouraged. All new commercial and mixed-use construction in the zone is subject to the following standards:

- a. **Maximum:** No building may be greater than 40 feet in overall height.
- b. **Minimum:** No single story building shall have a plate height of less than 16 feet high at the public right-of-way.
- c. **Variation:** Building height shall be differentiated a minimum of 6" from the average height of adjacent buildings to avoid a solid street wall of uniform height. An exception to this standard will be made for buildings that incorporate a projecting vertical division in the facade treatment that visually separates the facade from adjacent buildings, such as a column, pilaster or post.

Commercial Standard 4: Horizontal Facade Rhythm

To maintain the rhythm of Sherwood's traditional architecture, all new commercial construction shall respect the three-part "base-shaft-capital" facade system common to pre-WWII commercial designs.

- a. Base: Buildings shall provide a visually articulated foundation or "base" feature, at ground level, typically rising to the bottom of the sill height. A "base" may be created by detail or a change in material or form that differentiates the base from the upper portions of the facade. (i.e. a brick or tiled "base" on a concrete building, or a paneled wood base on a horizontal sided wood building) This standard may also be met by projecting elements or change in surface planes that employ a common
- b. material, i.e. a projecting brick sill and "apron" on a brick wall or a cast concrete shoulder that projects away from a concrete wall.
- c. Stringcourse: Prominent horizontal lines shall be maintained between all floor levels, visually dividing the facade into horizontal sections that reflect the interior levels. Such features may be projecting or incised bands of common materials (as in brick or concrete) or applied trim, as in a wooden "bellyband."
- d. Cornice Details: All buildings shall have a "cap" element at the uppermost portion of the facade that visually terminates the main facade surface. Cornice details may be integrated into a stepped or decorative parapet or consist of an articulated line that projects from the main surface plane. Modest marker blocks stating building name and date of construction are strongly encouraged.

Commercial Standard 5: Vertical Facade Rhythm

Reflecting the narrow underlying land divisions common in Sherwood's downtown and creating visual interest that enhances the pedestrian scale, commercial facades shall have strong and clearly articulated vertical elements.

- a. Multiple Bays: All storefronts shall be divided into vertical "bays" through the use of structural members such as columns, pilasters, and posts, or by the use of other surface detailing that divides large walls into narrower visual panels. No structure shall have a single "bay" larger than 30 feet, based upon the lot width of the "Original Smockville Plat" of the Town of Sherwood. Buildings occupying one or more original town lots (i.e., greater than 30 feet in width) shall be visually divided into multiple bays of 30' or one-half the overall lot width, whichever is the lesser. For example, the facade of a 50-foot wide structure shall be visually divided into two 25' wide bays. An 80' foot structure may be divided into two 30' bays and one 20' bay or into four 20' bays, either of which will meet this standard.
- b. Edge Definition: All storefronts shall use a pilaster, engaged column, or other structural or decorative vertical element at each side lot line, to create visual division from the adjacent structure. (See Standard 3(C), above, regarding the use of projecting elements) For structures that do not extend from sideline to sideline (as per Standard 1(C) above) the outermost building corner will be treated as the edge for compliance with this Standard.

Commercial Standard 6: Sense of Entry

All commercial buildings shall have a clearly defined "sense of entry," with the primary public access serving as a focal point in the visual organization of the facade. This can be accomplished via structural articulation, such as in a recessed entry, or through the use of trim, materials, or other elements. A clear and defined sense of entry facilitates retail activity and adds significantly to the pedestrian interest of the street.

- a. Doors: Primary commercial entrances shall be primarily "transparent with no less than 50% of the total surface consisting of glass.

- b. Integration: Entryways shall be architecturally integrated into the vertical and horizontal rhythms of the facade.
- c. Depth: Recessed porches shall be no less than three (3) feet in depth.

Commercial Standard 7: Roof Forms

Traditional commercial roof forms, including flat, single-slope, or bowstring and other trussed roofs, are all typical of downtown Sherwood. Other roof forms, particularly gables, were screened from the public right-of-way.

- a. Gable, hipped or similar residential style roof forms are prohibited for commercial buildings unless screened from the public right-of-way by a parapet or false front facade.
- b. Mansard-type projecting roof elements, other than small, pent elements of 6/12 pitch or less that are incorporated into a cornice treatment, are prohibited for commercial buildings in the Old Town Area.

Commercial Standard 8: Exterior Surface Materials

Exterior building materials shall be consistent with those traditionally used in commercial construction in Old Town Sherwood. These materials include but are not limited to:

- Horizontal wood siding, painted (concrete fiber cement siding, or manufactured wood-based materials are acceptable under this standard provided they present a smooth finished surface, not "rustic" wood grain pattern)
- True board and batten vertical wood siding, painted
- Brick: Traditional use of red brick laid in common bond is preferred. Rustic, split-faced or "Roman" brick may be appropriate for bulkheads or detail treatments but is prohibited as a primary building material. Highly decorative "washed", glazed, or molded brick forms are prohibited.
- Stucco (for foundations and decorative panels only)
- Poured concrete (painted or unpainted)
- Concrete block: Split faced concrete block is appropriate for foundations, bulkhead, or detail treatments but is prohibited as a primary building material. Smooth-faced Concrete Masonry Units (CMU) is prohibited when visible from the public right-of-way.
- Ceramic tile, as a detail treatment, particularly for use in bulkhead or storefront areas.

Use of the following exterior materials are specifically prohibited within the zone:

- Stucco, as a primary wall surface
- Stucco-clad foam (EIFS) and similar foam-based systems
- Standing seam metal sheet goods for siding or visible roofing

- T-111 or similar 4' × 8' sheet materials and plywood
- Horizontal metal or vinyl siding
- Metal/Glass curtain wall construction
- Plastic (vacuum-formed or sheetgoods)
- Faux stone (slumpstone, fake marble, cultured stone) and all similar stone veneer surface treatments) with the exception of 10% of frontal area is allowed of a brick-type faux material
- Shingle siding, log construction, fake "rustic" wood, pecky cedar and similar products designed to create a "Frontier" era effect.

Commercial Standard 9: Awnings and Marquees

Awnings and marquees projecting from the facade over the public right-of-way are a traditional commercial element and enhance pedestrian interest and use by providing shelter. Such features are encouraged but are not required in the zone. Where awnings or marquees are an element in a proposal they shall conform to the following and are eligible to receive a five foot height bonus:

- a. Scale: Awnings and marquees shall be proportionate in size to the facade and shall not obscure architectural detail.
- b. Placement: Awnings should fit entirely within the window or door openings, retaining the vertical line of columns and wall surfaces. Storefront awnings may be full width, crossing interior posts, to a maximum of 25 feet, provided the edge-definition (See Standard 5(B), above) remains visible.
- c. Materials: Awnings
 1. Cotton, acrylic canvas, or canvas-like materials are required for use in the zone. The use of vinyl awnings is specifically prohibited.
 2. Fixed metal awnings of corrugated metal are permitted provided the pitch is 5/12 or less.
 3. Wood shingle awnings are permitted provided the pitch is 5/12 or less.
- d. Materials: Marquees
 1. Natural or painted metal surfaces over an internal structural framework are traditional marquee design and are preferred.
 2. Painted wood marquees are permitted.
 3. Plastic panels or any form of internally illuminated marquees are prohibited.
 4. Glass or transparent elements that reveal other light sources are prohibited.
- e. Shapes: Traditional single-slope awnings are preferred. "Bubble" or rounded shapes are specifically prohibited except when used with rounded structural openings of the facade wall such as arch-topped windows.
- f. Lighting: Internal awning lighting is prohibited.
- g. Signage: Signs or painted graphics are limited to the valance or "edge" of the awning or marquee only.

h. Height Bonus: In addition to awnings or marquees, the overall design shall include at least one of the following amenities:

- Public art installation subject to Cultural Arts Commission and City Council approval.
- Additional public bike parking: 1 additional space per residential unit.
- A courtyard or plaza facing the street open to the public subject to Commission approval.

Commercial Standard 10: Secondary Elevations

By nature, non-street or alley-facing elevations were less detailed than the primary facade. Rear and sidewall elevation should accordingly be significantly less detailed than storefronts and built of simple materials.

- a. Public Rear Entrance: When a rear or alley entry serves as the primary or secondary public entrance, modest detail or highlight should create a "sense of entry" as in Standard 6, above. Rear entrances, even when intended as the primary entrance to the use, should remain essentially functional in character, reinforcing the primacy of the street-facing elevation.
- b. Corner Entrances: When a storefront includes a corner entry, both adjacent facades facing the public right-of-ways shall be treated as the "facade" for purposes of these Standards. When a storefront has a visible sidewall elevation as the result of Standard 1(C), above, that elevation shall be treated as a facade in addition to the primary facade.

Commercial Standard 11: Additions to Existing Buildings

Additions to existing commercial buildings in the Old Town Sherwood area are subject to the same standards as new construction, except as limited by the following:

- a. Compatibility: Additions to existing properties that are visible from the public right-of-way will continue the existing character of the resource or return to the documented original character in scale, design, and exterior materials. The creation of non-documented elements outside the traditional vernacular character such as towers, turrets, elaborate surface decoration and similar "earlying-up" is prohibited. [Earlying-up is defined as the process of creating a false and more elaborate history than is appropriate within an area's traditional development pattern. In Sherwood "earlying-up" would include the use of elaborate architectural styles, materials, or construction forms only found in San Francisco, Portland, or other larger cities].
- b. Attachment: Additions should "read" as such, and be clearly differentiated from the historic portion of the structure and shall be offset or "stepped" back from the original volume a minimum of four (4) inches to document the sequence of construction. An exception to this standard is allowed for the reconstruction of previously existing-volumes that can be documented through physical or archival evidence.
- c. Storefront volumes: Additions that extend the storefront/facade of a structure, even when creating a joined internal space, shall be treated as a new and separate building facade for review under these Standards.
- d. Non-Compatible Materials: Repair of existing non-compatible materials is exempt from Standards 11(A). Rear-facing additions to existing buildings may continue the use of these materials so long as they are a continuation of the attached materials.
- e. Rear Additions, Excluded: Storage with no physical attachment to the existing volume or other functional additions of less than 1,000 square feet located to the rear of an existing volume, and not visible from the public right-of-way are excluded from compliance with

these Standards. Such functional additions shall include covered porches, loading docks, and similar features provided they are not intended for public use or access.

Commercial Standard 12: Front-Facing Presentation

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

- a. Skylights: Skylights shall be placed on the side of the structure not visible from the public right of way, and shall be of a low profile design.
- b. Roof vents: Roof vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material. Where possible, a continuous ridge vent is preferred over roof jacks for venting purposes. In the case of using a continuous ridge vent with a vintage structure, care should be taken in creating inconspicuous air returns in the eave of the building.
- c. Plumbing vents: Vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material.

F. RESIDENTIAL STRUCTURES

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

Residential Standard 1: Volume & Mass

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

- a. Verticality: Buildings shall have a generally vertical character or are comprised of a primary vertical element surrounded by more horizontally appearing wings.
- b. Complexity: Single large volumes are prohibited. Total area shall be contained within a minimum of two intersecting volumes, one of which may be a porch under a separate roof element. An attached garage does not constitute a second volume for purposes of this standard.
- c. Height: No building may be greater than 40 feet in overall height. Major roof ridges shall be no lower than 16 feet in height. [Note: this lower limit is designed to encourage steeper gables as opposed to low-pitched roof forms]

Residential Standard 2: Roof Forms

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

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

- b. Complexity: As per Standard 1(B), single large roof forms are prohibited. A single roof form with two or more dormers is considered a complex roof form and accordingly will meet this Standard.
- c. Materials: Roofs shall be of historically appropriate materials, including asphalt shingle, wood shingle, or wood shake. The use of metal roofing, concrete tile roofing, hot-mopped asphalt, rolled asphalt, terra cotta tiles and other non-historic materials are prohibited in view of the public right-of-way.

Residential Standard 3: Siding/Exterior Cladding

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

- Horizontal wood siding, maximum 8" exposed to weather: Concrete or manufactured wood-based materials are acceptable under this Standard. This includes so-called "Cottage Siding" of wide panels scored to form multiple horizontal lines. Applicants are strongly encouraged to use smooth surfaces, not "rustic" or exposed wood grain pattern materials, which are inconsistent with Sherwood's architecture.
- Wood Shingle siding (painted shingles are preferred, with a maximum 12" to weather)
- True board and batten vertical wood siding, painted
- Brick
- Brick and stone veneer (see below)

Use of the following non-historic exterior materials are specifically prohibited within the zone:

Stucco (other than as foundation cladding or a secondary detail material, as in a gable end or enframed panel.).

- Stucco-clad foam (EIFS, DryVit, and similar)
- T-111 or similar 4x8 sheet materials or plywood
- Horizontal metal or vinyl siding
- Plastic or fiberglass
- Faux stone (slumpstone, fake marble, cultured stone, and similar)
- Brick veneer or any other masonry-type material, when applied over wood-frame construction, of less than twelve (12) inches width in any visible dimension. This Standard specifically excludes the use of brick or similar veneered "columns" on one face of an outside corner, as typically used to frame garage openings.

Residential Standard 4: Trim and Architectural Detailing

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

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

Residential Standard 5: Openings [Windows & Doors]

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

Windows

- a. Verticality: All windows will reflect a basic vertical orientation with a width-to-height ratio of 1.5 to 2, or greater (i.e., a 24" wide window must be a minimum 36" tall). Larger window openings shall be formed by combining multiple window sash into groupings.
- b. Types: The following windows types are permitted:
 1. Single and double hung windows.
 2. Hopper and transom-type windows.
 3. Casement windows.
 4. Any combination of the above, including groupings containing a central single pane fixed window flanked by two or more operable windows.
 5. Glass block windows.
 6. Fixed leaded or stained glass panels.

The following window types are specifically prohibited within the area:

1. Fixed pane windows (when not within a grouping, as in #4, above).
 2. Horizontal slider windows (when visible from the public right-of-way).
 3. Arched windows and fanlights, including "Palladian" window groupings, are inconsistent with the vernacular character of the area and are prohibited when visible from the public-right-of-way.
- c. Lights: (internal divisions of window, formed by "muntins" or "mullions") True-divided lights are preferred. "Pop-In" or fake muntins are not historic, nor appropriate within Sherwood's vernacular tradition, and are prohibited when visible from the public right-of-way.
 - d. Sash Materials: Wood windows or enameled metal clad windows are most consistent with the vernacular tradition and are preferred. Vinyl windows or paintable fiberglass windows are allowed. Anodized or mill-finish aluminum windows or storm windows are prohibited.
 - e. Mirror Glazing: The use of "mirror" or reflective glass visible from the public right-of-way is prohibited.

Doors

- a. Transparency: Primary entry doors will retain a degree of transparency, with no less than 25% of the surface being glazed, either in clear, leaded, or stained glass materials. Solid, flat single, panel doors are prohibited.
- b. Materials: Doors may be of wood, metal-clad wood, or metal. Other materials that can be painted or stained, such as cast fiberglass, so as to reflect traditional materials are permitted.

Trim

- a. Sills: All windows will have a projecting sill and apron.
- b. Side and Head Casing: Door and window trim will including side and head casing that sits no less than ½" proud of the surrounding wall surface. Trim mounted in plane with siding is not permitted in the Old Town area. Trim mounted atop siding is not recommended.
- c. Other Trim Elements: As discussed in Standard 4, above, the use of trim to articulate the construction process was a standard character-defining element of Sherwood's vernacular architecture. Although not required by this Standard, the use of the following traditional door and window trim elements are encouraged, particularly on the primary facade.

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

Residential Standard 6: Porches/Entrances

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

- a. Depth: Projecting or recessed porches should be a minimum of five (5) feet deep. Projecting covered stoops should be a minimum of three (3) feet deep.
- b. Width: Projecting or recessed porches should be a minimum of ten (10) feet wide or 25% of the primary facade width, whichever is the lesser. Projecting covered stoops should be a minimum of five (5) feet wide.
- c. Supports: To assure appropriate visual weight for the design, vertical porch supports shall have a "base" of no less than six (6) inches square in finished dimension from floor level to a minimum 32" height. Upper posts shall be no less than four (4) inches square.
 1. Base features may be of boxed wood, brick, stone, true stucco, or other materials that reflect a support structure. The use of projecting "caps" or sills is encouraged at the transition between the base and column.
 2. When the entire support post is a minimum of six (6) inches square no base feature is required.
 3. Projecting covered stoops, with no full-height vertical support, shall utilize members of no less than four (4) inches square.

Residential Standard 7: Landscape, Fencing, and Perimeter Definition

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

- a. Materials: The following fencing materials are permitted in the Smockville Area:
 1. Brick.
 2. Concrete, including concrete block, "split faced" concrete block and similar.
 3. Stone.
 4. Wood, including vertical or horizontal board, pickets, split rail, and similar traditional fence designs.
 5. Woven-metal (arch-top wire), construction cloth (square-patterned) and similar.
 1. Vinyl, when used in simple plain board, picket, or post and board installations. (see #3, below)
 2. Natural metal colored or black-coated chain link fencing is permitted, but discouraged when visible from the public-right-of-way.
 3. The mixed use of materials, as in brick columns with wood or woven wire "fields" is encouraged.
- b. The following fencing materials are prohibited in the Smockville area:
 1. Plywood or other solid wood panel systems.
 2. Open pattern concrete elements except as decorative elements.
 3. Vinyl, that includes the use of arches, latticework, finials, acorn tops, and other elaborate detailing not consistent with Old Town Sherwood's vernacular tradition.

4. Vinyl or wood slat inserts in chain link fencing when in view from the public right-of-way.
 5. Faux stone, including cultured stone, slumpstone, and similar materials.
 6. Molded or cast aluminum.
- a. Transparency: Solid barriers of any material built to the maximum allowable height are prohibited facing the public right of way(s). Pickets or wood slats should provide a minimum ½" spacing between vertical elements with large spacing encouraged. Base elements, as in a concrete "curb" or foundation element are excluded from this standard provided they are no higher than twelve (12) inches above grade.
 - b. Gates/Entry Features: In order to create a sense of entry, gates, arbors, pergolas, or similar elements integrated into a perimeter fence are strongly encouraged. Such features may exceed the maximum fence height limit of four (4) feet provided they are less than eight (8) feet in overall height, are located more than ten (10) feet from any public intersection, and do not otherwise reduce pedestrian or vehicular safety.

Residential Standard 8: Additions to Existing Buildings

- a. Compatibility: Additions to existing properties will continue the existing character of the resource or return to the documented original character in scale, design, and exterior materials. The creation of non-documented elements outside the traditional vernacular character such as towers, turrets, elaborate surface decoration and similar "earlying-up" is prohibited.
- b. Attachment: Additions should "read" as such, and be clearly differentiated from the historic portion of the structure and shall be offset or "stepped" back from the original volume a minimum of four (4) inches to document the sequence of construction. An exception to this standard is allowed for the reconstruction of previously existing volumes that can be documented through physical or archival evidence.
- c. Non-Compatible Materials: Repair of existing non-compatible materials is exempt from Standard 8(A). Rear-facing additions to existing buildings may continue the use of these materials so long as they are a continuation of the attached materials.

Residential Standard 9: Front-Facing Presentation

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

- a. Skylights: Skylights shall be placed on the side of the structure not visible from the public right of way, and shall be of a low profile design.
- b. Roof vents: Roof vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material. Where possible, a continuous ridge vent is preferred over roof jacks for venting purposes. In the case of using a continuous ridge vent with a vintage structure, care should be taken in creating inconspicuous air returns in the eave of the building.
- c. Plumbing vents: Vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material.

The Old Town Design Guidelines were developed to assist applicants during the architectural design, development and review process with illustrative examples of recommended designs. The guidelines are a user-friendly compendium of recommended designs that reference applicable sections of Chapter 16.162, and are hereby adopted and effective hereafter as amended. For any architectural definitions not listed in Chapter 16.10, A Visual Dictionary of Architecture (Francis DK Ching -1997) shall be used as a reference.

(Ord. 2006-009 § 2)