

March 7, 2022



RE: VIRTUAL NEIGHBORHOOD MEETING NOTICE
City of Sherwood Land Use Application for Site Plan Review

Dear Property Owner/Neighbor:

AKS Engineering & Forestry, LLC is holding a virtual neighborhood meeting regarding the potential submittal of a site plan review application for a new hotel and self-storage facility with flexible tenant spaces. The site is located southeast of the intersection of SW Langer Farms Parkway and SW Century Drive (Tax Lots 1100 and 1200 of Washington County Assessor's Map 2S 1 29DC). A portion of the property is associated with a previous land use approval for Parkway Village South subdivision and site plan review, requiring a modification and additional site plan review application for the new improvements. The project involves review of a hotel, self-storage facility with flexible tenant spaces, and associated amenities (parking, circulation, landscaping, lighting, etc.). The attached preliminary site plans show the specific location of the subject site.

The purpose of this virtual meeting is to provide a forum for the applicant and surrounding property owners/neighbors to review the preliminary plans and to provide feedback so that it may be considered before a land use application is submitted to the City of Sherwood. This meeting gives you the opportunity to share with us any special information you know about the property involved. We will attempt to answer questions which may be relevant to meeting development standards consistent with the City of Sherwood Zoning and Community Development Code.

You are invited to attend the virtual meeting on:

March 21, 2022 at 6:00 PM

Please see enclosed instructions to join the meeting.

Please note this meeting will be an informational meeting on preliminary plans. These plans may be altered prior to submittal of the application to the City of Sherwood.

I look forward to discussing this project with you. If you have questions but will be unable to attend, please feel free to call me at 503-563-6151.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC

A handwritten signature in black ink, appearing to read 'MH' or similar initials, written in a cursive style.

Marie Holladay

AKS ENGINEERING & FORESTRY, LLC

12965 SW Herman Road, Suite 100 | Tualatin, OR 97062
P: 503.563.6151 | www.aks-eng.com | HolladayM@aks-eng.com

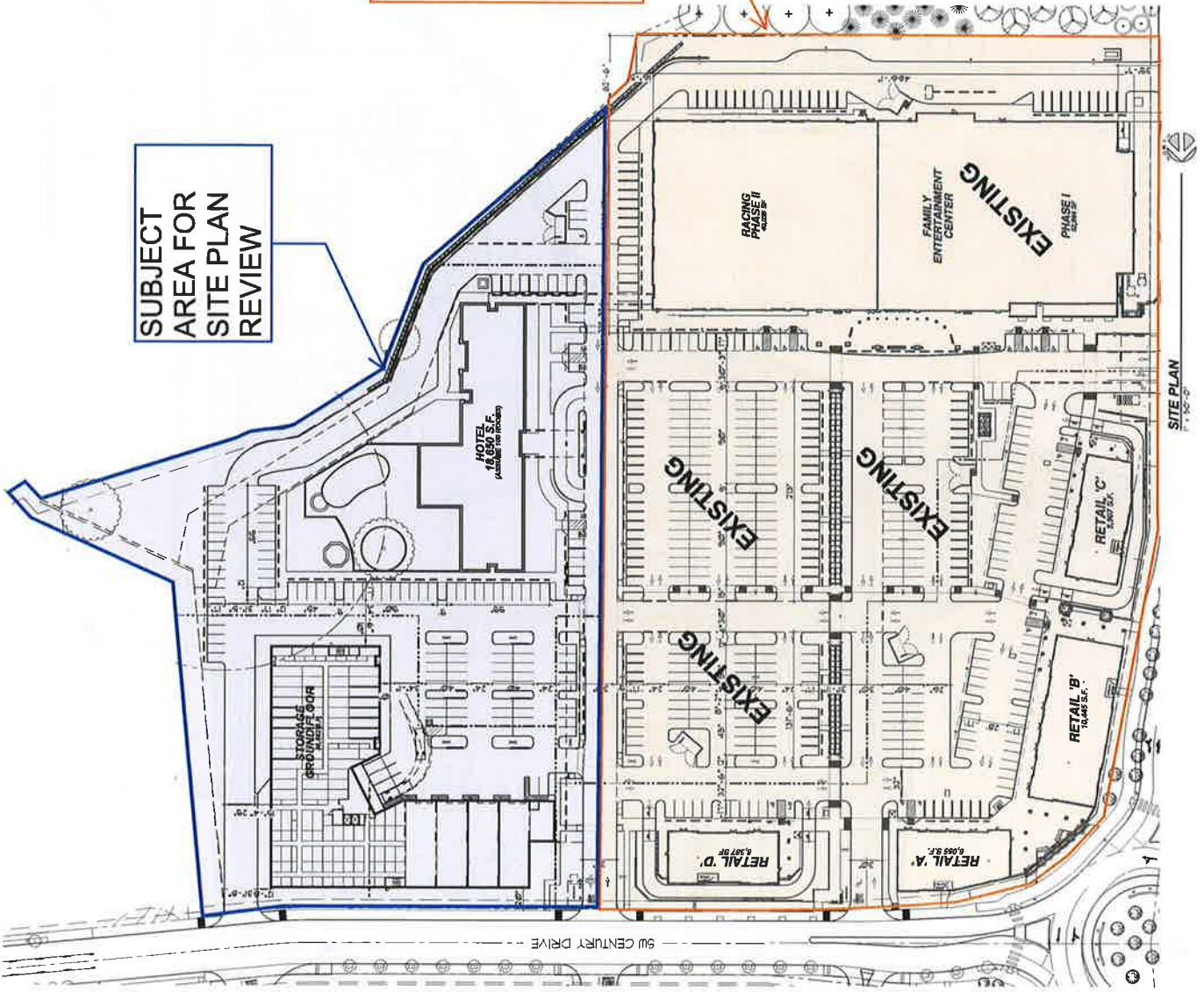
Enclosures:

Preliminary Site Plans

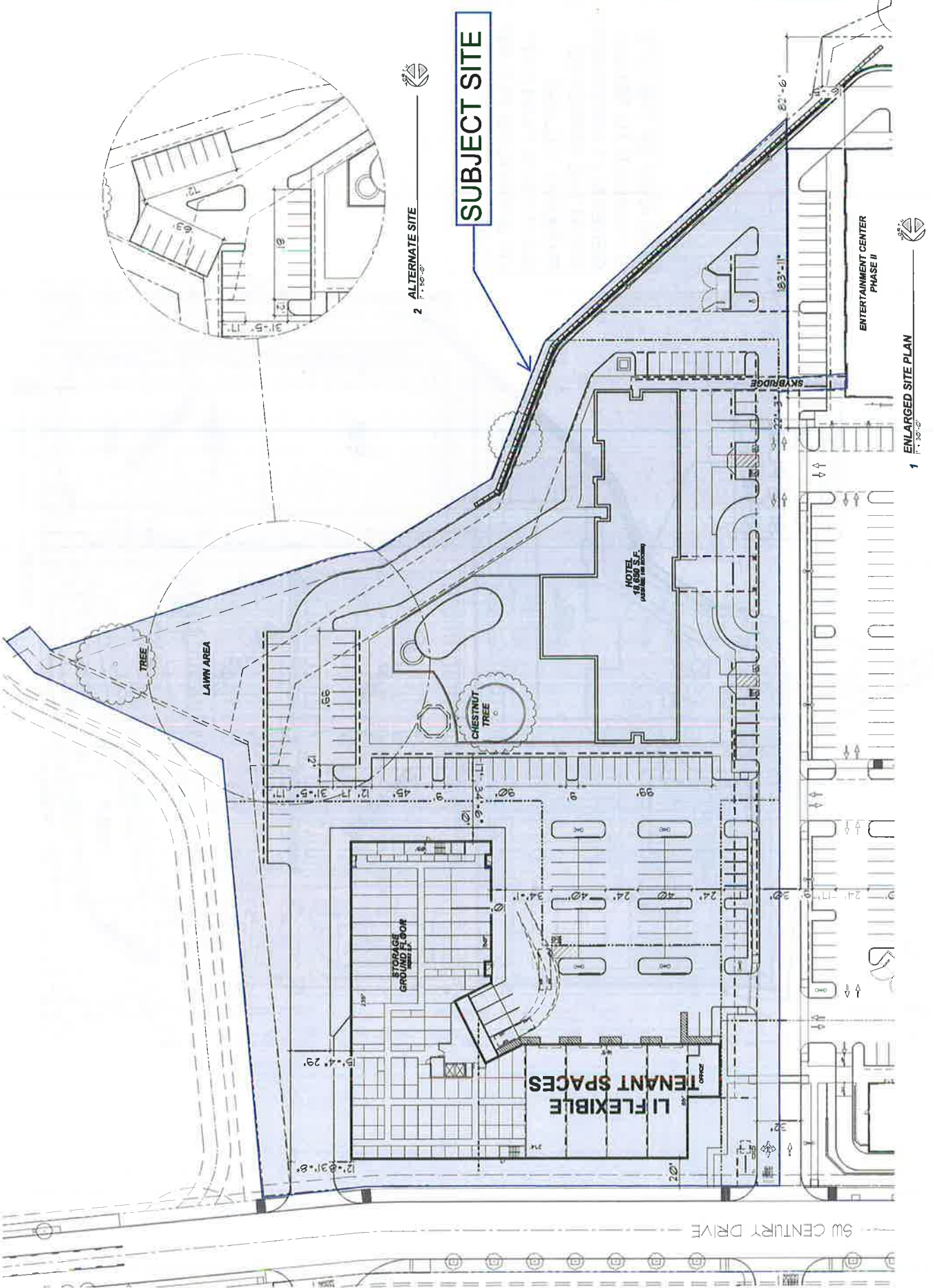
Instructions for Joining & Participating in the Public Neighborhood Meeting

SUBJECT AREA FOR SITE PLAN REVIEW

THIS AREA OF THE SITE IS PLANNED TO REMAIN GENERALLY UNCHANGED FROM THE APPROVED PARKWAY VILLAGE SOUTH SITE PLAN (CITY OF SHERWOOD FILE #SP 17-03).



SITE PLAN
 P-180-02



2 ALTERNATE SITE
 1" = 30'-0"

SUBJECT SITE

1 ENLARGED SITE PLAN
 1" = 30'-0"

**Instructions for Joining & Participating in the
Public Neighborhood Meeting for
Parkway Village South Site Plan Review
Virtual Meeting provided via Zoom Webinar**

March 21, 2022 at 6:00 PM

Please Register in Advance

(a list of attendees will be submitted to the City of Sherwood):

- Go online to <https://www.aks-eng.com/parkway-village-south/>
- Click on the link provided to complete the online registration form.
- You will receive a confirmation email containing a link to join the Zoom webinar at the scheduled time as well as additional instructions.
- Meeting materials will be available upon request at least 10 days after the meeting concludes.

How to Join the Meeting:

Join by computer, tablet or smartphone

- **This is the preferred method as it allows you to see the Presenter's materials on screen.**
- Click on the "Click this URL join" link provided in your registration confirmation email.
- (If you registered but did not receive a confirmation email, please check your junk/spam folder before contacting the Meeting Administrator.)
- You may be prompted to "download and run Zoom" or to install the App (ZOOM cloud meetings). Follow the prompts or bypass this process by clicking "join from your browser".
- You should automatically be connected to the virtual neighborhood meeting.

Join by telephone

- Dial any of the toll-free Zoom numbers below to connect to the neighborhood meeting:

+ 1-346-248-7799	+ 1-669-900-6833
+ 1-253-215-8782	+ 1-312-626-6799
+ 1-929-205-6099	+ 1-301-715-8592

- If you experience trouble connecting, please pick another number and try again.
- After dialing in, enter this Zoom ID when prompted: **815 2385 5233**
- The Password if needed is: **6151**

MEETING ADMINISTRATOR:

For technical assistance or to submit a question for the meeting:

Email: holladaym@aks-eng.com

During the Meeting

Audio Help

- Meeting attendees will be muted throughout the presentation. This will allow everyone to hear the presentation clearly without added distractions.
- Make sure that the speakers on your device are turned on and not muted.
- If you do not have speakers on your computer, you can join by phone (using the "Join by telephone" instructions) to hear the presentation while watching the presentation on your computer monitor.

Questions & Answers

Your questions are important to us. There will be time reserved during the meeting to take questions, using one of the submission options below. Our presentation team will make their best effort to answer all question(s) during the meeting.

Prior to the Meeting:

- If you cannot attend the meeting, you can email your question(s) in advance to the Meeting Administrator.

Email holladaym@aks-eng.com

During the Meeting:

- **Preferred Method:** Participants may ask questions live at the meeting and through the "Chat" button on the bottom of the presentation screen to submit a question in real time.

After the Meeting:

- We will continue to take questions after the meeting has ended. Please submit your question(s) to the Meeting Administrator:

Email holladaym@aks-eng.com

Helpful Hints/Troubleshooting

We want to start on time! Please join the meeting 5-10 minutes prior to the 6:00 PM start time to ensure successful connection.

- You do not need a Zoom account to join the meeting.
- You will need a valid email address at the time of registration to receive the confirmation email and link to join the webinar or receive answers to any questions submitted after the meeting.
- For first-time Zoom users, we recommend downloading and installing the Zoom App well in advance, by clicking on the "Click Here to Join" link in your confirmation email.
- For technical assistance, please contact the Meeting Administrator (contact above).
- If you have difficulties connecting by computer, tablet or smartphone, we suggest disconnecting and instead use the "Join by telephone" instructions to listen in.