



June 8, 2021

**RE: VIRTUAL NEIGHBORHOOD MEETING NOTICE**  
**Land Use Application for a Business Park at 21720 SW Oregon Street**

Dear Property Owner/Neighbor:

AKS Engineering & Forestry, LLC is holding a virtual neighborhood meeting regarding a ±9.23-acre site located at 21720 SW Oregon Street (Washington County Assessor's Map 2S 1 28C Tax Lot 500). The enclosed map shows the specific location of the project site east of the intersection of SW Oregon Street and SW Tonquin Road. The project involves a site plan review application for an industrial campus of five flex buildings (totaling ±90,800 square feet) and associated parking and landscaping and other site improvements. The site is zoned Employment Industrial and the planned buildings will primarily be for industrial tenants within a variety of spaces, but future commercial uses as allowed by the City of Sherwood's Zoning and Community Development Code (SZCDC) may also be possible.

**You are invited to attend the virtual meeting on:**

**June 22, 2021 at 6:00 PM**

**See enclosed instructions to join the meeting.**

A Virtual Neighborhood Meeting will be held on June 22, 2021 to inform the community about our proposed project. Interested community members are encouraged to attend this meeting. We would like to take the opportunity to discuss the project in more detail with you prior to applying to the City of Sherwood.

The purpose of this virtual meeting is to provide a forum for the applicant and surrounding property owners/neighbors to review the proposal and to identify issues so that they 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 SZCDC.

Please note this meeting will be an informational meeting on preliminary development plans and may be recorded. 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,

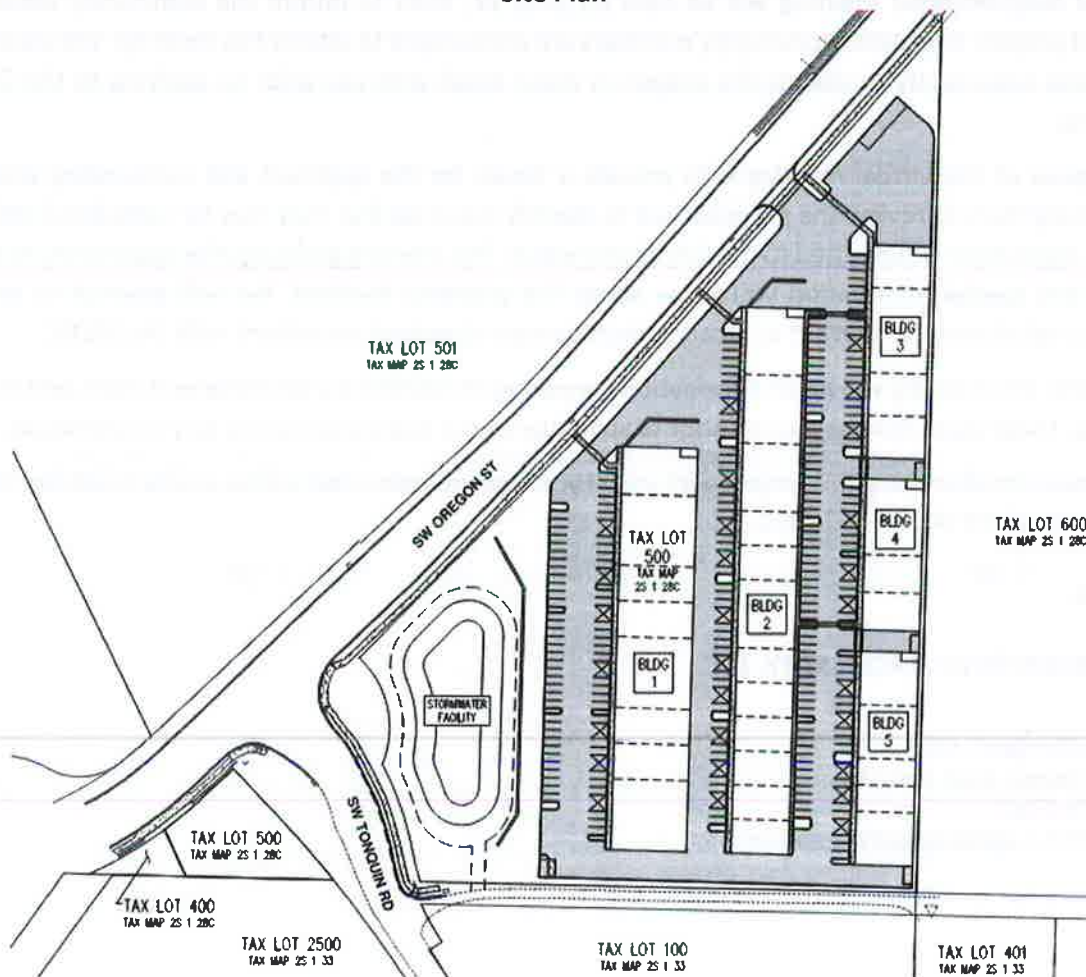
**AKS ENGINEERING & FORESTRY, LLC**

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### Vicinity Map



### Site Plan



**Instructions for Joining & Participating in the  
Public Neighborhood Meeting for  
Oregon Street Business Park**  
Virtual Meeting provided via Zoom Webinar

**June 22, 2021 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/or-st-business-park/> This must be typed in exactly as shown.
- 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: **851 1081 4465**
- The passcode, if needed is: **6151**

**MEETING ADMINISTRATOR:**

For technical assistance or to ask  
a question if you will not be able to attend:

Email: [SoutherlandG@aks-eng.com](mailto:SoutherlandG@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 will not be able to attend, you can email your question(s) in advance to the Meeting Administrator: [SoutherlandG@aks-eng.com](mailto:SoutherlandG@aks-eng.com)

#### **During the Meeting:**

- **Preferred Method:** Use 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: [SoutherlandG@aks-eng.com](mailto:SoutherlandG@aks-eng.com)
- All questions received after the meeting will be answered in an email to all registered meeting participants by end of business the following day.

## 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.