



October 21, 2021

**RE: VIRTUAL NEIGHBORHOOD MEETING NOTICE  
MODIFICATION TO AN APPROVED SITE PLAN FOR CASCADE COLUMBIA DISTRIBUTION  
LOCATED AT 14200 SW TUALATIN-SHERWOOD ROAD**

Dear Neighbor:

A virtual neighborhood meeting will be held on November 4, 2021, to meet with interested community members and discuss a potential land use application submitted to the City of Sherwood for a project located at 14200 SW Tualatin-Sherwood Road (Washington County Assessor's Map 2S128C Tax Lot 200). The property is zoned General Industrial (GI).

The project applicant is Cascade Columbia Distribution, a locally owned chemical distribution business, who has been operating their facility on this site since 1994. To accommodate their growing warehousing and distribution business supporting the food industry, Cascade Columbia Distribution plans to add a new warehouse building and an additional covered storage area for food-grade chemicals within their existing facility. This requires approval of a modification by the City of Sherwood.

The purpose of this virtual meeting is to provide a forum for the Applicant and surrounding property owners to discuss the planned project in more detail before a land use application is submitted to the City of Sherwood. If you would like to attend the meeting, you will need to register with Zoom in advance.

Please join us on:

**THURSDAY, NOVEMBER 4, 2021 AT 6:00 PM**

**To register, please sign up for your individual Zoom link on the following website:**

**[https://www.aks-eng.com/cascade\\_columbia\\_distribution/](https://www.aks-eng.com/cascade_columbia_distribution/)**

***Please type in the web address exactly as appears above, including https:// and the forward slash at the end. See enclosed instructions for joining and participating in the meeting.***

Please note that this is an informational meeting to discuss preliminary plans. These plans may be modified before the application is finalized and submitted to the City of Sherwood. After the project is submitted to the City, you may receive an official notice from the City of Sherwood of your opportunity to submit written comments to the City Planning Division, and/or attend a public hearing before the decision on the application is made.

We look forward to discussing this project with you. If you have comments or questions about the project but are unable to join the Zoom webinar on November 4<sup>th</sup>, please contact Maria Miller at 503-563-6151 or [mariam@aks-eng.com](mailto:mariam@aks-eng.com) to request information or to submit your comments.

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

*Maria Miller*

Maria Miller, AICP  
12965 SW Herman Road, Suite 100, Tualatin, OR 97062  
(503) 563-6151 | [mariam@aks-eng.com](mailto:mariam@aks-eng.com)

Enclosed:

Preliminary Site Plan  
Instructions for Joining and Participating in the Neighborhood Meeting

**Instructions for Joining & Participating in the  
Public Neighborhood Meeting for the  
Modification to an Approved Site Plan for Cascade Columbia Distribution  
Virtual Meeting provided via Zoom Webinar**

**Thursday November 4, 2021, at 6:00 PM**

**Please Register in Advance  
(a list of attendees must be submitted to the City):**

- Go to [https://www.aks-eng.com/cascade\\_columbia\\_distribution/](https://www.aks-eng.com/cascade_columbia_distribution/) and follow the link to register.
  - Please type the full web address as it appears above
- Complete the online registration form.
- You will receive a confirmation email containing your personal link to join the Zoom webinar at the scheduled time as well as additional instructions.
- Meeting materials will be available on [https://www.aks-eng.com/cascade\\_columbia\\_distribution/](https://www.aks-eng.com/cascade_columbia_distribution/) **2 days prior to the meeting and 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 Here to Join” link provided in your registration confirmation email.
- If you registered at [https://www.aks-eng.com/cascade\\_columbia\\_distribution/](https://www.aks-eng.com/cascade_columbia_distribution/) 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**

- If you cannot join by the computer or smartphone, you can dial any of the toll-free Zoom numbers below to connect to the neighborhood meeting and listen in:

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

- If you experience trouble connecting, please pick another number and try again.
- After dialing in, enter this Zoom ID when prompted: **823 9190 1035**
- The Password if needed is: **6151**

**MEETING ADMINISTRATOR:**  
For technical assistance or to submit a question for the meeting:  
**Email [mariam@aks-eng.com](mailto:mariam@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.

### Submitting Comments and Asking Questions

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:

- You can Email your question(s) in advance to the Meeting Administrator.

Email [mariam@aks-eng.com](mailto:mariam@aks-eng.com)

#### During the Meeting:

- **Preferred Method:** Use the “Q&A” button on the bottom of the presentation screen to submit a question in real time.
- Email your question to the Meeting Administrator:

Email [mariam@aks-eng.com](mailto:mariam@aks-eng.com)

#### After the Meeting:

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

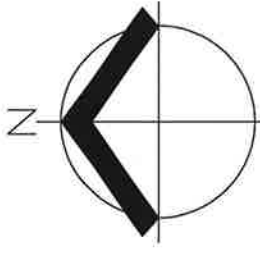
Email [mariam@aks-eng.com](mailto:mariam@aks-eng.com)

- All questions received after the meeting and prior to November 14, 2021 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 paid 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.



SCALE: 1" = 200 FEET



TAX LOT 900  
TAX MAP 25 1 28C  
13980 SW TUALATIN-SHERWOOD ROAD

TAX LOT 200  
TAX MAP 25 1 28C  
14200 SW TUALATIN-SHERWOOD ROAD

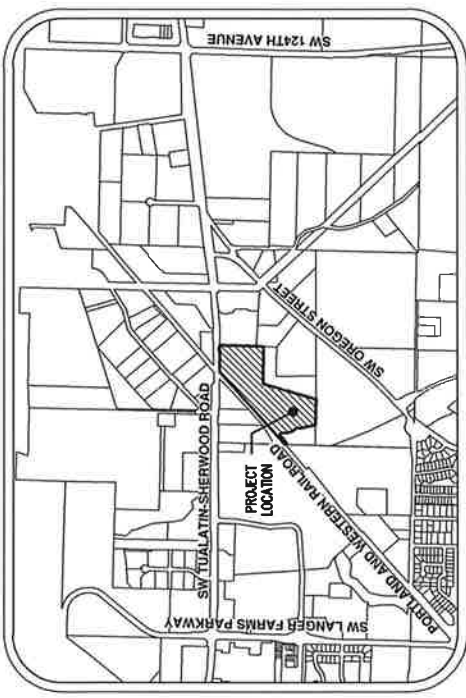
TAX LOT 202  
TAX MAP 25 1 28C  
21433 SW OREGON STREET

TAX LOT 201  
TAX MAP 25 1 28C

TAX LOT 300  
TAX MAP 25 1 28C  
ADDRESS N/A

TAX LOT 501  
TAX MAP 25 1 28C

**VICINITY MAP**  
NOT TO SCALE



**SURFACING LEGEND**

[Pattern]	EXISTING ASPHALT PAVEMENT
[Pattern]	EXISTING CONCRETE PAVEMENT
[Pattern]	EXISTING GRAVEL
[Pattern]	NEW GRAVEL

DATE: 10/20/2021

**PRELIMINARY SITE PLAN**

EXHIBIT **A**

AKS ENGINEERING & FORESTRY, LLC  
12965 SW HERMAN RD, STE 100  
TUALATIN, OR 97062  
503.563.6151 WWW.AKS-ENG.COM

DRWN: KNU  
CHKD: SR  
AKS JOB: 7431

