A Land Use Application for Site Plan Review

Pacific Family Dental Parking Lot expansion

Date:	July 2013
Submitted to:	City of Sherwood 22560 SW Pine Street Sherwood, OR 97140
Site Address:	17680 SW Handley St. & 22065 SW Pacific HWY.
Applicant:	Dr. Nathan Doyel 17680 SW Handley Street #101 Sherwood, OR 97140
Owner:	Handle Properties, LLC & Knob Properties, LLC 17680 SW Handley Street #101 Sherwood, OR 97140
Prepared by:	AKS Engineering & Forestry, LLC 13910 SW Galbreath Drive, Suite 100 Sherwood, OR 97140

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Sherwood, OR 97140
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Application Contents (15 Copies):

- City Submittal Checklist
- City Land Use Application Form
- Neighborhood Meeting Documentation
- Written Narrative
- County Assessor's Map

Included Separately With Application:

- Preliminary Plans – 22" x 34" (15 Sets)
- Reduced Plans – 8½" x 11" (1 Set)
- Reduced Plans – 11" x 17" (1 Set)
- Preliminary Stormwater Report (2 Copies)
- Clean Water Services – Service Provider Letter (4 Copies)
- Natural Resource Assessment (1 Copy)
- Preliminary Title Report (2 Copies)
- Mailing Address Labels (2 Sets)
- City of Sherwood Application Fee (1 check)

City Submittal Checklist

APPLICATION MATERIALS REQUIRED FOR

SITE PLAN REVIEW CHECKLIST

Submit the following to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 625-5522.

It is strongly suggested that you have a pre-application meeting with the City prior to submitting for Site Plan Review. (See *Pre-application Process* form for information.)

Note: Clean Water Services (CWS) requires a pre-screening to determine if water quality sensitive areas exist on the property. If these sensitive areas exist, a Site Assessment and Service Provider Letter is required prior to submitting for Site Plan Review or undertaking any development. **This application will not be accepted without a completed Pre-Screening Form and if required a Service Provider Letter.** Please contact CWS at (503) 681-3600.

If the proposal is next to a Washington County roadway, the applicant must submit an Access Report (Traffic Study) to Washington County Department of Land Use and Transportation (503) 846-8761. **This application will not be accepted until an Access Report (Traffic Study) is submitted to Washington County and the Access Report is deemed complete by the County; or written verification from Washington County that an Access Report is not required is provided.**

I. Fees

See City of Sherwood current Fee Schedule, which includes the "Publication/Distribution of Notice" fee, at **www.sherwoodoregon.gov** Click on Departments/Planning/Fee Schedule.

Note: The above fees are required at the time you submit for site plan review. Additional fees will be charged for building permit, system development charges, impact fees and other fees applicable to the development. These fees will be charged when you make application for building permit. Building permit application will not be accepted until site plan approval is issued.

II. BACKGROUND INFORMATION (All materials to be collated & folded (not rolled) to create *fifteen (15) sets).

*Note that the *final* application must contain fifteen (15) folded sets of the above, however, upon initial submittal of the application and prior to completeness review, the applicant may submit three (3) complete folded sets with the application in lieu of fifteen (15), with the understanding that fifteen (15) complete sets of the application materials will be required before the application is deemed complete and scheduled for review.

☑ **Application Form –** One original and fourteen (14) copies of a completed **City of Sherwood Application for Land Use Action** form. Original signatures from all owners must be on the application form.

☑ **Documentation of Neighborhood Meeting (**Type III- Type V) - Affidavits of mailing, sign-in sheets and a summary of the meeting notes shall be included with the application.

☑ **Tax Map** - Fifteen (15) copies of the latest Tax Map available from the Washington County Assessors Office showing property within at least 300 feet with scale (1"=100' or 1"= 200') north point, date and legend.

☑ **Mailing Labels –** Two (2) sets of mailing labels for property owners within 1,000 feet of the subject site, including a map of the area showing the properties to receive notice. Mailing labels can be obtained from a private title insurance company. Ownership records shall be based on the most current available information from the Tax Assessor's office. *It is the applicant's responsibility to provide mailing labels that accurately reflect all property owners that reside within 1,000 feet of the subject site.*

☑ **Vicinity Map –** Fifteen (15) copies of a vicinity map showing the City limits and the Urban Growth Boundary. **(Provided in the preliminary plan set)**

☑ **Narrative –** Fifteen (15) copies and **an electronic copy** of a narrative explaining the proposal in detail and a response to the Required Findings for Site Plan Review, located in Chapter 16 of the Municipal Code/Zoning & Development, Section 16.90.010. The Municipal Code/Zoning & Development is available online at www.sherwoodoregon.gov, City Government/Records.

☑ **Electronic Copy –** An electronic copy of the **entire** application packet. This should include all submittal materials (narrative, vicinity map, mailing labels, site plan, preliminary plat, etc.).

III. REQUIRED PLANS

Submit fifteen (15) sets of the following folded full-size plans and **an electronic copy in .PDF format**. Plans must have:

1) The proposed name of the development. If a proposed project name is the same as or similar to other existing projects in the City of Sherwood, the applicant may be required to modify the project name.
2) The name, address and phone of the owner, developer, applicant and plan producer.
3) North arrow,
4) Legend,
5) Date plans were prepared and date of any revisions
6) Scale clearly shown. Other than architectural elevations, all plans must be drawn to an engineer scale.
7) All dimensions clearly shown.

☑ **Existing Conditions Plan** - Existing conditions plan drawn to scale showing: property lines and dimensions, existing structures and other improvements such as streets and utilities, existing

vegetation including trees, any floodplains or wetlands and any easements on the property. The existing conditions plan shall also include the slope of the site at 5-foot contour intervals

☑ **Preliminary Development Plans-** Plans must be sufficient for the Hearing Authority to determine compliance with applicable standards. The following information is typically needed for adequate review:

✓ 1. The subject parcel (s), its dimensions and area.

✓ 2. The location and dimensions of proposed development, including the following:

✓ <u>Transportation</u>

N/A a. Public and private streets with proposed frontage improvements including curb, gutters, sidewalks, planter strip, street lighting, distances to street centerline, pavement width, right-of-way width, bike lanes and driveway drops.

N/A b. Public and private access easements, width and location.

✓ c. General circulation plan showing location, widths and direction of existing and proposed streets, bicycle and pedestrian ways, and transit routes and facilities within ½ mile of the subject property.

✓ d. Show the location and distance to neighboring driveways and the width and locations of driveways located across the street.

N/A e. The location and size of accesses, sight distance and any fixed objects on collectors or arterial streets.

N/A f. Emergency accesses.

✓ g. Indicate the location and size of off-street parking spaces including curbing and wheel stop locations.

N/A h. Proposed transit facilities.

✓ i. Indicate loading and maneuvering areas.

N/A j. Delivery truck and bus circulation patterns.

✓ <u>Grading and Erosion Control</u>

✓ k. Indicate the proposed grade at two (2)-foot contour intervals.

✓ l. Indicate the proposed erosion control measures to CWS standards (refer to CWS Resolution and Order 00-7).

✓ m. Show areas of cut and fill with areas of structural fill.

✓ n. Show the location of all retaining walls, the type of material to be used, the height of the retaining wall from the bottom of the footing to the top of the wall and the exposed height of the wall.

✓ <u>Utilities</u>

✓ o. Utilities must be shown after proposed grade with 2-foot contour intervals.

✓ p. Map location, purpose, dimensions and ownership of easements.

N/A q. Fire hydrant locations and fire flows.

✓ r. Water, sewer and stormwater line locations, types and sizes.

N/A s. Clearly indicate the private and public portions of the system.

✓ t. Above-ground utilities and manhole locations.

Preliminary Stormwater Plan

u. Show location, size and slope of water quality facility.
v. Preliminary calculations justifying size of facility.
w. The total square footage of the new and existing impervious area.
x. The stormwater facility to CWS standards.(refer to CWS Resolution and Order 00-7).

Sensitive Areas

y. Show any and all streams, ponds, wetlands and drainage ways.
z. Indicate the vegetative corridor for sensitive areas to CWS standards. (Refer to Resolution and Order 00-7).
aa. Indicate measures to avoid environmental degradation that meet CWS, DSL and Army Corp requirements.
bb. Flood elevation.
cc. Wetland delineation and buffering proposed.
dd. Location and size of all trees greater than 5 inches DBH (indicate if trees are proposed for removal).

Land Use

N/A ee. The square footage of each building and a breakdown of square footage by use. (i.e. retail, office, industrial, residential, etc.).
ff. Net buildable acres. (The land remaining after unbuildable areas are taken out, such as the floodplain and wetland areas).
N/A gg. Net density calculation for residential use.
hh. Landscaping areas including the square footage of the site covered by landscaping and planting types. (refer to Ch. 5 of the Community Development Code).
ii. Existing trees proposed to remain and trees to be removed and the drip-lines of trees proposed to remain.
N/A jj. Street tree location, size and type. (refer to Ch. 8, Section 8.304.06 of the Community Development Code).
kk. Bicycle parking areas. (Refer to Ch 5 of the Community Development Code).
ll. On-site pathways and sidewalk locations.
mm. Structures proposed to be built and structures proposed to remain with their dimensions and the distances to property lines.
N/A nn. Outdoor storage areas and proposed screening.
N/A oo. Outdoor sales and merchandise display areas and proposed screening.
N/A pp. Truck loading and maneuvering areas.
qq. Number of parking spaces and required parking calculations based on Section 5.302 of the Community Development Code.
rr. The size and location of solid waste and recycle storage areas and screening.
N/A ss. Location, size and height of proposed free-standing signs.
N/A tt. Location, height and type of fencing and walls.
N/A uu. For each lot indicated the building envelope.

☑ **Reduced - Proposed Development Plans –** One (1) reduced copie of the Proposed Development Plan on 8 1/2" by 11" sheets and fifteen (15) reduced copies on 11" by 17" sheets.

☑ **Lighting Plan** – Photometeric lighting plan indicating foot candle power on and along the perimeter of the site. Proposed locations, height and size of lights. (If outdoor lighting is proposed).

☑ **Surrounding Land Uses –** Existing land use including nature, size and location of existing structures within 300 feet.

N/A ☐ **Architectural Exterior –** Scaled architectural sketches and elevations of all proposed structures. Include a description of materials, textures and colors. Show the size, placement and dimensions of proposed wall signs on the elevation drawings. These drawings can be done at an architectural or engineering scale. If color is used, two color copies and eight black and white copies is acceptable.

IV. DOCUMENTS REQUIRED

☑ **Title Report** – Two (2) copies of a current preliminary title report available from a private title insurance company.

☑ **CWS Service Provider Letter** – Four (4) copies of the CWS service provider letter

N/A ☐ **Trip Analysis** - verifying compliance with the Capacity Allocation Program, if required per 16.108.070.

V. ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

N/A ☐ **Army Corps and DSL wetland applications and/or permits –** Four (4) copies of required Divisions of State Lands and/or Army Corp of Engineers permits and/or permit applications if applicable.

N/A ☐ **Traffic Study –** Four (4) copies of a traffic study. (If required by the City Engineer). If the Hwy.99 W. Capacity Allocation Program (Chapter 6, Section 6.307 of Code) applies, a copy of the Trip Allocation Certificate is required (Chapter 6, Section 6.307, # 11).

N/A ☐ **Soils Analysis and/or Geotechnical Report** – Four (4) copies completed by a registered Soils Engineer or Geologist including measures to protect natural hazards. (If required by the City Engineer).

☑ **Tree Report –** Two (2) copies of a tree report prepared by an arborist, forester, landscape architect, botanist or other qualified professional. (If required trees are on-site).

☑ **Natural Resource Assessment –** If required by Clean Water Services (CWS). The CWS Pre-Screening indicates as to whether this report is required or not.

N/A ☐ **Wetland Delineation Study –** if required by Oregon Division of State Lands (DSL) or the Army Corps of Engineers.

N/A ☐ **Other Special Studies and/or Reports –** if required by the Planning Director or the City Engineer to address issues identified in the pre-application meeting or during project review.

N/A ☐ Verification of compliance with other agency standards such as CWS, DSL, Army Corps of Engineers, ODOT, PGE, BPA, Washington County.

City Land Use Application Form

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Case No. SP 13-01
Fee 6788-
Receipt # 972387
Date 7-19-13
TYPE III

City of Sherwood
Application for Land Use Action

Type of Land Use Action Requested: (check all that apply)

- ☐ Annexation
- ☐ Plan Amendment (Proposed Zone _____)
- ☐ Variance(list standard(s) to be varied in description
- ☒ Site Plan (Sq. footage of building and parking area)
- ☐ Planned Unit Development
- ☐ Conditional Use
- ☐ Partition (# of lots _____)
- ☐ Subdivision (# of lots _____)
- ☐ Other: _____

By submitting this form the Owner, or Owner's authorized agent/ representative, acknowledges and agrees that City of Sherwood employees, and appointed or elected City Officials, have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related specifically to the project site.

Note: See City of Sherwood current Fee Schedule, which includes the "Publication/Distribution of Notice" fee, at **www.sherwoodoregon.gov.** Click on Departments/Planning/Fee Schedule.

Owner/Applicant Information:

Applicant: Dr. Nathan Doyel Phone: Contact Representative
Applicant Address: 17680 SW Handley St. #101, Sherwood, OR 97140 Email: Contact Representative
Owner: Handle Properties, LLC (TL 1600) & Knob Properties, LLC (TL 2100) Phone: Contact Representative
Owner Address: 17680 SW Handley St. #101, Sherwood, OR 97140 (TL 1600) Email: Contact Representative
Contact for Additional Information: AKS Engineering & Forestry, LLC (Monty Hurley) 503-925-8799
Applicant's Representative: 13910 SW Galbreath Dr, Sherwood, OR 97140 monty@aks-eng.com

Property Information:

Street Location: 22065 SW Pacific Highway and 17680 SW Handley Street
Tax Lot and Map No: Tax Lot 1600 & 2100 Assessor's Map 2S 1 30CD & 31BA
Existing Structures/Use: Office building & single family residence
Existing Plan/Zone Designation: General Commercial (GC)
Size of Property(ies) +/- 2.87 Acres

Proposed Action:

Purpose and Description of Proposed Action:

Site Plan Review Application for an addition to an existing parking area serving an existing office building.

Proposed Use: Parking area, circulation, drainage, landscaping, lighting improvements, and retain existing home

Proposed No. of Phases (one year each): One Single Phase

LAND USE APPLICATION FORM

Authorizing Signatures:

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.

Applicant's Signature	7/14/2013 Date
Owner's Signature	7/14/2013 Date

The following materials must be submitted with your application or it will not be accepted at the counter. Once taken at the counter, the City has up to 30 days to review the materials submitted to determine if we have everything we need to complete the review.

- [x] **3 * copies of Application Form** completely filled out and signed by the property owner (or person with authority to make decisions on the property.
- [x] **Copy of Deed** to verify ownership, easements, etc.
- [x] **At least 3 * folded** sets of plans
- [x] **At least 3 * sets** of narrative addressing application criteria
- [x] **Fee** (along with calculations utilized to determine fee if applicable)
- [x] **Neighborhood Meeting Verification** including affidavit, sign-in sheet and meeting summary (required for Type III, IV and V projects)
- [x] **Signed checklist** verifying submittal includes specific materials necessary for the application process

* **Note** that the required numbers of copies identified on the checklist are required for completeness; however, upon initial submittal applicants are encouraged to submit only 3 copies for completeness review. Prior to completeness, the required number of copies identified on the checklist and one full electronic copy will be required to be submitted.

Neighborhood Meeting Documentation

PLANNING DEPARTMENT NEIGHBORHOOD MEETING PACKET

(Required for all Type III, IV or V projects)

Submit the following with land use application materials to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 625-5522.

The purpose of the neighborhood meeting is to solicit input and exchange information about the proposed development per Sherwood Zoning and Community Development Code 16.70.020. The meeting must be held in a public location **prior** to submitting a land use application.

- ☑ Affidavits of mailing to adjacent property owners that are within 1,000 feet of the subject application.
- ☑ Sign-in sheet(s)
- ☑ Summary of the meeting notes

(Projects requiring a neighborhood meeting in which the City or Urban Renewal District is the property owner or applicant shall also provide published and posted notice of the neighborhood meeting consistent with the notice requirements in 16.72.020.)

Affidavit of Mailing

DATE: June 28, 2013

STATE OF OREGON)
)
Washington County)

I, Renée Hille, representative for the Pacific Family Dental Lot Parking proposed development project do hereby certify that the attached notice to adjacent property owners and recognized neighborhood organizations that are within 1,000 feet of the subject project, was placed in a U.S. Postal receptacle on June 7, 2013.

Representatives Name: Renée Hille
Name of the Organization: AKS Engineering + Forestry, LLC

SHERWOOD · VANCOUVER · SALEM
13910 SW GALBREATH DR., SUITE 100 · SHERWOOD, OR 97140
AKS ENGINEERING & FORESTRY
WWW.AKS-ENG.COM
P: (503) 925-8799 F: (503) 925-8969

Laurel Ridge Middle School	***Pacific Family Dental***
21416 SW Cooper Terrace, Sherwood	***22065 SW Pacific Highway***
June 20, 2013 @ 6:00 PM	***17680 SW Hadley Street***

NAME
STREET ADDRESS
PHONE/EMAIL

PLEASE PRINT CLEARLY

1. MARA & JOE BROADHURST
28440 SW LADD HILL RD
SHERWOOD, OR 97140
503-625-3988 jbroadhrst@aol

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

SHERWOOD · VANCOUVER · SALEM
13910 SW GALBREATH DR., SUITE 100 · SHERWOOD, OR 97140
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Neighborhood Meeting Summary
Project: **Pacific Family Dental Parking Area – 17680 SW Hadley Street & 22065 Pacific Highway, City of Sherwood, Oregon**

Date: June 20, 2013
Time: 6:00 PM
Location: Laurel Ridge Middle School – 21416 SW Cooper Terrace, Sherwood

The following serves as a summary of the primary subjects covered at the Neighborhood Meeting regarding the Pacific Family Dental Parking Area.

Attendance: See Attendance Sign In Sheet

- General discussion of proposed project:
  - +/-2.8 acre property
  - Addition to existing parking area with 37 new spaces
  - City General Commercial (G-C) Zoning District
  - City of Sherwood land use review process
  - Access locations
  - Existing and proposed circulation patterns
  - Future status of existing home and remainder of property
  - Discussion regarding portion of property to be improved through site plan review application
  - Drainage
  - Landscaping
  - Discussion of development on their own properties
  - Discussion of Walmart development

Written Narrative

A Land Use Application for a Site Plan Review

Pacific Family Dental Parking Lot Expansion

Submitted to:	City of Sherwood Planning Department 22560 SW Pine Street Sherwood, OR 97140
Applicant:	Dr. Nathan Doyel 17680 SW Handley St. #101 Sherwood, OR 97140
Owner:	Handle Properties, LLC & Knob Properties, LLC 17680 SW Handley St. #101 Sherwood, OR 97140
Applicant's Representative:	AKS Engineering & Forestry, LLC 13910 SW Galbreath Drive, Suite 100 Sherwood, OR 97140 Contact(s): Monty Hurley (monty@aks-eng.com) Phone: (503) 925-8799 Fax: (503) 925-8969 Web: www.aks-eng.com
Site Location:	East of SW Cedar Brook Way, South of SW Handley Street
Site Address:	17680 SW Handley St. & 22065 SW Pacific HWY.
Assessor's Information:	Washington County 2S 1 30CD & 31BA, 1650 & 2100
Site Size:	+/- 2.87 acres (Total Gross Area of Both Tax Lots)
Zoning:	General Commercial (GC)

I. Executive Summary

The applicant is proposing to construct a paved parking lot on the northeast corner of tax lot 2100. Currently, the site has a single family residence, outbuildings (to be removed), and a gravel surfaced parking lot that is used by Pacific Family Dental for parking.

The goal of this application is to obtain approval from the City of Sherwood to pave the northeast portion of tax lot 2100 to better provide parking for Pacific Family Dental and bring the existing gravel parking lot up-to-date with paving and landscape improvements in accordance with City of Sherwood standards. There is an existing parking area which serves the dental office which includes a total of 38 spaces. With the construction of the new parking area, two existing spaces will be removed and 37 new spaces will be provided for. Therefore, there will be a total of 73 parking spaces provided for the existing dental office.

An advertised neighborhood meeting was held on Wednesday, June 20th at 6:00 PM at Laurel Ridge Middle School to discuss the proposed project with the community. Only the applicant's representative and two neighboring property owners attended the meeting.

The City of Sherwood Zoning and Community Development Code holds that approval of this Site Plan Review Application is subject to review through a Type IV procedure. This written statement includes findings of fact demonstrating that the application complies with all applicable approval criteria. These findings are supported by substantial evidence in the application, which includes preliminary plans and other written documentation. Considered together, this information provides the necessary basis for the City of Sherwood to approve the application.

II. Site Description

The subject site is located at the southeast corner of SW Cedar Brook Way and SW Handley Street. The property currently consists of two parcels totaling approximately 2.87 Acres in area (gross) zoned General Commercial (GC). The portion of the site that will be disturbed with this application is located on Tax Lot 2100 directly south of the existing office building that is on tax lot 1600 and is only approximately .46 acre (+/- 20,000 sf). Tax lot 2100 has an existing garage and shed that will be demolished during construction and a single family residence that will be preserved.

Surrounding Area / Zoning

North. Existing office buildings are located on properties to the north across SW Handley Street. These properties are designated General Commercial, as is the subject site.

South. The site abuts Pacific Hwy. (99W).

East. The site abuts Pacific Hwy. (99W).

West. Existing mix of residences and buildings. These properties are designated General Commercial, with exception to the parcel directly across SW Cedar Brook Way which is designated PUD-Low Density Residential.

III. Applicable Review Criteria

CITY OF SHERWOOD ZONING AND COMMUNITY DEVELOPMENT CODE

DIVISION II - LAND USE AND DEVELOPMENT

RESPONSE: The applicable provisions of Division II include: 16.22 Commercial. Compliance with the standards in this section is discussed below:

Chapter 16.22 – Commercial

16.22.010 - Purpose

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.

• 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

RESPONSE: The construction of a parking area with pavement, landscaping, lighting, etc. will enhance the use of this parking area for patrons and employees of the adjacent Pacific Family Dental. The business falls within the professional services category and therefore is a permitted use within the General Commercial designation per 16.22.022.

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.

RESPONSE: No new lots are proposed to be created, and no existing property lines are proposed to be reconfigured. Therefore, these standards do not apply to this project.

16.22.040 - Community Design

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.

RESPONSE: As described throughout this written narrative and as shown on the preliminary plans, the proposed site development is designed to satisfy standards relating to off-street parking and loading, energy conservation, environmental resources, landscaping, access, ingress and egress, on-site storage, and site design. No historic resources have been identified on the site; therefore, that Chapter is not applicable.

16.22.050 – NC Special Criteria

All permitted and conditional uses shall be found by the Commission to conform to the purpose of the NC zone, and:

A. Shall be conducted entirely within enclosed buildings, except for:
1. Exterior sales, display and storage for horticultural and food merchandise provided said exterior area does not exceed five (5) percent of the gross floor area of each individual business establishment.
2. Circumstances where the nature of the permitted or conditional use clearly makes total enclosure impracticable, such as in the case of automotive service stations, provided that the exterior area shall be the minimum necessary to effectively conduct the use, as determined by the Commission.

B. No more than four (4) permitted or conditional uses may be established within any single NC zoning district, and each use or establishment may occupy a maximum of four thousand (4,000) square feet of gross floor area, including any permitted exterior business areas.

C. No single NC zoning district shall be greater than one (1) acre in area, and each district shall have a minimum width of eighty-five (85) feet at the front property line, and one hundred (100) feet at the building line.

D. Permitted and conditional uses may operate only between the hours of 7:00 a.m. and 10:00 p.m.

RESPONSE: This property is not located within the NC zone. Therefore, this standard does not apply.

16.22.060 - Floodplain

Except as otherwise provided, Section 16.134.020 shall apply.

RESPONSE: This property is not located within a floodplain. Therefore, this standard does not apply.

DIVISION V – COMMUNITY DESIGN

Chapter 16.90 – Site Planning

D. Required Findings
No site plan approval shall be granted unless each of the following is found:

1. *The proposed development meets applicable zoning district standards and design standards in Division II, and all provisions of Divisions V, VI, VIII and IX.*

Response: Documentation included in this application, including written findings and supporting preliminary plans, demonstrate compliance with the above listed approval criteria. This standard is met.

2. *The proposed development can be adequately served by services conforming to the Community Development Plan, including but not limited to water, sanitary facilities, storm water, solid waste, parks and open space, public safety, electric power, and communications.*

Response: The proposed parking area improvement does not require water, sanitary facilities, solid waste, parks, open space, electric power, and communications facilities. As demonstrated in this application, applicable stormwater and public safety requirements are satisfied by this application. This standard is met.

3. *Covenants, agreements, and other specific documents are adequate, in the City's determination, to assure an acceptable method of ownership, management, and maintenance of structures, landscaping, and other on-site features.*

Response: This application involves the improvement of an existing gravel parking area with paving and landscaping amenities. The design includes low maintenance improvements that will be maintained by and in conjunction with the adjacent Pacific Family Dental. This standard is met.

4. *The proposed development preserves significant natural features to the maximum extent feasible, including but not limited to natural drainage ways, wetlands, trees, vegetation (including but not limited to environmentally sensitive lands), scenic views, and topographical features, and conforms to the applicable provisions of Division VIII of this Code and Chapter 5 of the Community Development Code.*

Response: There are no significant natural features on the disturbed portion of the subject property. Compliance with Chapter 5 of the Community Development Code is discussed later in this written narrative.

5. *For a proposed site plan in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC), Light Industrial (LI), and General Industrial (GI) zones, except in the Old Town Overlay Zone, the proposed use shall satisfy the requirements of Section 16.108.070 Highway 99W Capacity Allocation Program, unless excluded herein.*

Response: This application involves the construction of a parking lot with pavement and landscaping, which does not increase vehicular traffic or in any way affect demands on the public transportation system. Therefore, this project is exempt from the Highway 99W Capacity Allocation Program.

6. *For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant shall provide adequate information, such as a traffic impact analysis or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate for impacts attributable to the project. The determination of impact or effect and the scope of the impact study shall be coordinated with the provider of the affected transportation facility.*

Response: This application involves the construction of a parking lot with pavement and landscaping, which creates zero average daily trips (ADT's). Therefore, a traffic impact study is not required for this application.

7. *The proposed commercial, multi-family, institutional or mixed-use development is oriented to the pedestrian and bicycle, and to existing and planned transit facilities. Urban design standards shall include the following:*

Response: This application involves the construction of a parking lot with pavement and landscaping. As stated in City staff's pre-application notes, the applicable standards include: Landscaping (16.92), Parking (16.94), On-site Circulation (16.96), On-site Storage (16.98), Storm Water (16.114), Private Improvements (16.118), Air Quality (16.150), Odors (16.152), and Heat and Glare (16.154).

8. *Industrial developments provide employment opportunities for citizens of Sherwood and the region as a whole. The proposed industrial development is designed to enhance areas visible from arterial and collector streets by reducing the "bulk" appearance of large buildings. Industrial design standards shall include the following:*

Response: This property is not an industrial development. Therefore, this standard does not apply.

16.92.030 – Site Area Landscaping and Perimeter Screening Standards

A. 2. Perimeter Landscaping Buffer

a. A minimum ten (10) foot wide landscaped strip comprised of trees, shrubs and ground cover shall be provided between off-street parking, loading, or vehicular use areas on separate, abutting, or adjacent properties.

b. The access drives to a rear lots in the residential zone (i.e. flag lot) shall be separated from abutting property(ies) by a minimum of forty-two-inch sight-obscuring fence or a forty-two-inch to an eight (8) feet high landscape hedge within a four-foot wide landscape buffer. Alternatively, where existing mature trees and vegetation are suitable, Review Authority may waive the fence/buffer in order to preserve the mature vegetation.

Response: A preliminary landscape plan that meets the requirements of this Chapter is included in the preliminary plans. This standard is met.

B. Parking Area Landscaping

3. Required Landscaping

There shall be at least forty-five (45) square feet parking area landscaping for each parking space located on the site. The amount of required plant materials are based on the number of spaces as identified below.

Response: As shown on the preliminary landscape plan, the required amount of parking area landscaping is proposed to compliment the parking area improvements. This standard is met.

4. *Amount and Type of Required Parking Area Landscaping*

a. Number of Trees required based on Canopy Factor

Small trees have a canopy factor of less than forty (40), medium trees have a canopy factor from forty (40) to ninety (90), and large trees have a canopy factor greater than ninety (90);

(1) Any combination of the following is required:

(i) One (1) large tree is required per four (4) parking spaces;

(ii) One (1) medium tree is required per three (3) parking spaces; or

(iii) One (1) small tree is required per two (2) parking spaces.

(iv) At least five (5) percent of the required trees must be evergreen.

(2) Street trees may be included in the calculation for the number of required trees in the parking area.

b. Shrubs:

(1) Two (2) shrubs are required per each space.

(2) For spaces where the front two (2) feet of parking spaces have been landscaped instead of paved, the standard requires one (1) shrub per space. Shrubs may be evergreen or deciduous.

c. Ground cover plants:

(1) Any remainder in the parking area must be planted with ground cover plants.

(2) The plants selected must be spaced to cover the area within three (3) years. Mulch does not count as ground cover.

Response: As shown on the preliminary landscape plan, an appropriate combination of trees, shrubs, and ground cover are proposed to compliment the parking area improvements. This standard is met.

5. Individual Landscape Islands Requirements

a. Individual landscaped areas (islands) shall be at least ninety (90)square feet in area and a minimum width of five (5) feet and shall be curbed to protect the landscaping.

b. Each landscape island shall be planted with at least one (1) tree.

c. Landscape islands shall be evenly spaced throughout the parking area.

d. Landscape islands shall be distributed according to the following:

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

(2) Multi or mixed-uses, institutional and commercial uses: one (1) island for every ten (10) contiguous parking spaces.

(3) Industrial uses: one (1) island for every twelve (12) contiguous parking spaces.

e. Storm water bio-swales may be used in lieu of the parking landscape areas and may be included in the calculation of the required landscaping amount.

f. Exception to Landscape Requirement

Linear raised or marked sidewalks and walkways within the parking areas connecting the parking spaces to the on-site buildings may be included in the calculation of required site landscaping provide that it:

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

(2) The minimum unobstructed sidewalk width is at least six (6) feet wide.

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

Response: A preliminary landscape plan that meets the requirements of this Chapter is included in the preliminary plans. This standard is met.

6. Landscaping at Points of Access

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

Response: The proposed application does not propose any changes to the existing site access or sight distances where the private access-ways abut SW Handley Street. Therefore, this standard does not apply.

7. *Exceptions*

a. *For properties with an environmentally sensitive area and/or trees or woodlands that merit protection per Chapters 16.142 (Parks, Trees and Open Space) and 16.144 (Wetland, Habitat and Natural Areas) the landscaping standards may be reduced, modified or "shifted" on-site where necessary in order to retain existing vegetation that would otherwise be removed to meet the above referenced landscaping requirements.*

Response: There are no environmentally sensitive areas and/or trees or woodlands located on the disturbed portion of the subject site. Therefore, this standard does not apply.

b. *The maximum reduction in required landscaping buffer permitted through this exception process shall be no more than fifty (50) percent. The resulting landscaping buffer after reduction may not be less than five (5) feet in width unless otherwise permitted by the underlying zone. Exceptions to the required landscaping may only be permitted when reviewed as part of a land use action application and do not require a separate variance permit.*

Response: This application does not propose a reduction in the required landscaping buffer. Therefore, this standard does not apply.

C. *Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas*

All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas, shall be screened from view from all public streets and any adjacent residential zones. If unfeasible to fully screen due to policies and standards, the applicant shall make efforts to minimize the visual impact of the mechanical equipment.

Response: A preliminary landscape plan that meets the requirements of this Chapter is included in the preliminary plans. This standard is met.

D. *Visual Corridors*

Except as allowed by subsection 6. above, new developments shall be required to establish landscaped visual corridors along Highway 99W and other arterial and collector streets, consistent with the Natural Resources and Recreation Plan Map, Appendix C of the Community Development Plan, Part II, and the provisions of Chapter 16.142(Parks, Trees, and Open Space). Properties within the Old Town Overlay are exempt from this standard.

Response: A preliminary landscape plan that meets the requirements of this Chapter is included in the preliminary plans. This standard is met.

Chapter 16.92.040 – Installation and Maintenance Standards

A. *Installation*

All required landscaping must be in-ground, except when in raised planters that are used to meet minimum Clean Water Services storm water management requirements. Plant materials must be installed to current nursery industry standards. Plant materials must be properly supported to ensure survival. Support devices such as guy wires or stakes must not interfere with vehicular or pedestrian movement.

Response: A preliminary landscape plan that meets the requirements of this Chapter is included in the preliminary plans. This standard is met.

B. Maintenance and Mitigation of Landscaped Areas

1. *Maintenance of existing non-invasive native vegetation is encouraged within a development and required for portions of the property not being developed.*
2. *All landscaping shall be maintained in a manner consistent with the intent of the approved landscaping plan.*
3. *Any required landscaping trees removed must be replanted consistent with the approved landscaping plan and comply with § 16.142, (Parks, Trees and Open Space).*

Response: A preliminary landscape plan that meets the requirements of this Chapter is included in the preliminary plans. This standard is met.

C. Irrigation

The intent of this standard is to ensure that plants will survive the critical establishment period when they are most vulnerable due to lack of watering. All landscaped areas must provide an irrigation system, as stated in Option 1, 2, or 3.

1. *Option 1: A permanent built-in irrigation system with an automatic controller installed.*
2. *Option 2: An irrigation system designed and certified by a licensed landscape architect or other qualified professional as part of the landscape plan, which provides sufficient water to ensure that the plants become established. The system does not have to be permanent if the plants chosen can survive independently once established.*
3. *Option 3: Irrigation by hand. If the applicant chooses this option, an inspection will be required one (1) year after final inspection to ensure that the landscaping has become established.*

Response: A preliminary landscape plan that meets the requirements of this Chapter is included in the preliminary plans. This standard is met.

D. Deferral of Improvements

Landscaping shall be installed prior to issuance of occupancy permits, unless security equal to one hundred twenty-five (125) percent of the cost of the landscaping is filed with the City. "Security" may consist of a performance bond payable to the City, cash, certified check, or other assurance of completion approved by the City. If the installation of the landscaping is not completed within one (1) year, the security may be used by the City to complete the installation.

Response: Required landscaping shall be installed prior to issuance of occupancy permits or a security equal to 125% of the cost of the landscaping will be filed with the City. This standard is met.

Chapter 16.94 - Off-Street Parking and Loading

16.94.010 – General Requirements

A. Off-Street Parking Required.

No site shall be used for the parking of vehicles until plans are approved providing for off-street parking and loading space as required by this Code. Any change in uses or structures that reduces the current off-street parking and loading spaces provided on site, or that increases the need for off-street parking or loading requirements shall be unlawful and a violation of this Code, unless additional off-street parking or loading areas are provided in accordance with Section 16.94.020, or unless a variance from the minimum or maximum parking standards is approved in accordance with Chapter 16.84 Variances.

Response: The proposed project involves the construction of a parking lot with pavement and landscaping to provide additional parking for the adjacent Pacific Family Dental. A portion of the proposed site is an existing gravel parking lot that is currently being utilized by employees and patrons of Pacific Family Dental. Although changes that increase the need for off-street parking or loading are not proposed, this Site Plan Review Application is being submitted in order to obtain City approval of the proposed improvements. This requirement is met.

B. Deferral of Improvements

Off-street parking and loading spaces shall be completed prior to the issuance of occupancy permits, unless the City determines that weather conditions, lack of available surfacing materials, or other circumstances beyond the control of the applicant make completion impossible. In such circumstances, security equal to one hundred twenty five (125) percent of the cost of the parking and loading area is provided the City. "Security" may consist of a performance bond payable to the City, cash, certified check, or other assurance of completion approved by the City. If the installation of the parking or loading area is not completed within one (1) year, the security may be used by the City to complete the installation.

RESPONSE: There are no new or altered buildings involved in this application, and deferral of the proposed improvements is not proposed or relevant to this situation. Therefore, this standard does not apply.

C. Options for Reducing the Required Parking Spaces

1. *Two (2) or more uses or, structures on multiple parcels of land may utilize jointly the same parking and loading spaces when the peak hours of operation do not substantially overlap, provided that satisfactory evidence is presented to the City, in the form of deeds, leases, or contracts, clearly establishing the joint use.*
    - *a. Within commercial, institutional and public, or industrial zones, shared parking may be provided on lots that are within five hundred (500) feet of the property line of the use to be served.*
    - *b. Shared parking is allowed if the application can show that the combined peak use is available by a parking study that demonstrates:*
        - *(1) There is a sufficient number of parking spaces to accommodate the requirements of the individual businesses; or*
        - *(2) That the peak hours of operation of such establishments do not overlap, and*
        - *(3) That an exclusive permanent easement over a delineated area has been granted for parking space use.*
2. *Mixed use projects are developments where a variety of uses occupies a development project or complex. For example, an eating establishment, professional office building and movie theater are all components of a mixed use site. It does not include a secondary use within a primary use such as an administrative office associated with a retail establishment. In mixed-use projects, the required minimum vehicle parking shall be determined using the following formula:*
    - *a. Primary use: i.e. that with the largest proportion of total floor area within the development at one hundred (100) percent of the minimum vehicle parking required for that use.*
    - *b. Secondary Use: i.e. that with the second largest percentage of total floor area within the development, at ninety (90) percent of the vehicle parking required for that use.*

c. Subsequent use or uses, at eighty (80) percent of the vehicle parking required for that use.

RESPONSE: This application does not propose a reduction in required parking spaces. Therefore, this standard does not apply to this situation and this application.

D. Prohibited Uses

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

RESPONSE: This application does not propose any required parking, loading, and maneuvering areas to be used for storage or rented, leased, or assigned to any person or organization not using or occupying the building or use served. This standard is met.

E. Location

1. Residential off-street parking spaces:

a. Shall be located on the same lot or development as the residential use.

b. Shall not include garages or enclosed buildings with the exception of a parking structure in multifamily developments where three (3) or more spaces are not individually enclosed. (Example: Underground or multi-level parking structures).

2. For other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within five hundred (500) feet of the use. The distance from the parking, area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.

3. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible.

a. All new development with twenty (20) employees or more shall include preferential spaces for either car pool and vanpool designation.

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

RESPONSE: As shown in preliminary plans that accompany this application, the proposed parking lot meets the criterion listed above. This standard is met.

F. Marking

All parking, loading or maneuvering areas shall be clearly marked and painted. All interior drives and access aisles shall be clearly marked and signed to show the direction of flow and maintain vehicular and pedestrian safety.

RESPONSE: As shown in preliminary plans that accompany this application, the proposed parking lot meets the criterion listed above. This standard is met.

G. Surface and Drainage

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

RESPONSE: As shown in preliminary plans that accompany this application, the proposed parking lot will be paved in asphalt. This application proposes to relocate the existing private stormwater facility that is located on tax lot 1600. Refer to the stormwater report and plan for additional information. This standard is met.

H. Repairs

Parking and loading areas shall be kept clean and in good repair. Breaks in paved surfaces shall be repaired. Broken or splintered wheel stops shall be replaced. Painted parking space boundaries and directional symbols shall be maintained in a readable condition.

RESPONSE: Parking and loading areas shall be kept clean and in good repair. This standard is met.

I. Parking and Loading Plan

An off-street parking and loading plan, drawn to scale, shall accompany requests for building permits or site plan approvals, except for single and two-family dwellings, and manufactured homes on residential lots. The plan shall show but not be limited to:

1. *Delineation of individual parking and loading spaces and dimensions.*
2. *Circulation areas necessary to serve parking and loading spaces.*
3. *Location of accesses to streets, alleys and properties to be served, and any curb cuts.*
4. *Landscaping as required by Chapter 16.92*
5. *Grading and drainage facilities.*
6. *Signing and bumper guard specifications.*
7. *Bicycle parking facilities as specified in Section 16.94.020.C.*
8. *Parking lots more than one (1) acre in size shall provide street-like features including curbs, sidewalks, and street trees or planting strips.*

RESPONSE: The preliminary plans include each of the above listed items, as are relevant to this application. This standard is met.

J. Parking Districts

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

RESPONSE: This application does not involve a City initiated parking district. Therefore, this standard is not relevant to the proposed application.

16.94.020 Off-Street Parking Standards

A. Generally

Where square feet are specified, the area measured shall be the gross building floor area primary to the functioning of the proposed use. Where employees are specified, persons counted shall be those working on

the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space. Off-street parking and loading requirements for a use not specifically listed in this Section shall be determined by the review authority based upon the requirements of comparable uses.

RESPONSE: The proposed parking area improvements are not a result of required parking. Therefore, there is no minimum required number of parking spaces for this site. The maximum number of parking spaces allowed is 90 spaces per the Pre-application Notes. The existing parking area has 38 parking spaces. This application proposes to remove two (2) existing parking spaces and add an additional 37 parking spaces (Tax Lot 2100) for a total of 73 parking spaces (Tax Lot 1600 and 2100) for the site. This standard is met.

B. Miscellaneous Standards

1. Dimensions

For the purpose of this Chapter, a "parking space" means a stall nine (9) feet in width and twenty (20) feet in length. Up to twenty five percent (25%) of required parking spaces may have a minimum dimension of eight (8) feet in width and eighteen (18) feet in length so long as they are signed as compact car stalls.

RESPONSE: As illustrated on the preliminary plans, each of the proposed parking spaces is 9 feet wide by 20 feet deep. This standard is met.

2. Layout

Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicle turning and maneuvering. Groups of more than four (4) parking spaces shall be served by a driveway so as to minimize backing movements or other maneuvering within a street, other than an alley. All parking areas shall meet the minimum standards shown in Appendix G.

RESPONSE: As illustrated on the preliminary plans, the proposed parking space configuration and maneuvering aisle size (24'+) is sufficient to allow for backing movements and other maneuvering on site, as is required above. This standard is met.

3. Wheel Stops

Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of the parking stall as shown in Appendix G. Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water run off.

RESPONSE: Proposed parking spaces are 20' in length and do not overhang sidewalks or interior landscaped areas. Refer to preliminary plans for additional information. This standard is met.

4. Service Drives

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

RESPONSE: As illustrated on the preliminary plans, site access on SW Handley Street is not being altered with the construction of the proposed parking lot. This standard is met.

5. *Credit for On-Street Parking*

RESPONSE: Credit for on-street parking is not requested, required, or involved in this application. Therefore, these standards are not applicable.

6. *Reduction in Required Parking Spaces*

RESPONSE: Reduction in required parking spaces is not requested, required, or involved in this application. Therefore, these standards are not applicable.

7. *Parking Location and Shared Parking*

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

RESPONSE: Shared parking is not requested, required, or involved in this application. Therefore, these standards are not applicable.

C. Bicycle Parking Facilities

1. *Location and Design*
   a. *Bicycle parking shall be conveniently located with respect to both the street right-of-way and at least one (1) building entrance (e.g., no farther away than the closest parking space). Bike parking may be located inside the main building or near the main entrance.*
   b. *Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" design is appropriate. Alternative, creative designs are strongly encouraged.*
2. *Visibility and Security. Bicycle parking shall be visible to cyclists from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.*
3. *Options for Storage. Bicycle parking requirements for long-term and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.*
4. *Lighting. Bicycle parking shall be at least as well lit as vehicle parking for security.*
5. *Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.*
6. *Hazards. Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards.*

RESPONSE: This application proposes no additional bicycle parking spaces. Required bicycle parking spaces are provided with the existing building. This standard is met.

16.94.030 Off-Street Loading Standards

RESPONSE: Off-street loading spaces are not proposed or required for this application to construct a parking lot including pavement and landscaping. Therefore, these standards do not apply to this application.

Chapter 16.96 - ON-SITE CIRCULATION

16.96.010 - ON-SITE PEDESTRIAN AND BICYCLE CIRCULATION

A. Purpose

On-site facilities shall be provided that accommodate safe and convenient pedestrian access within new subdivisions, multi-family developments, planned unit developments, shopping centers and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers within one half mile of the development. Neighborhood activity centers include but are not limited to existing or planned schools, parks, shopping areas, transit stops or employment centers. All new development, (except single family detached housing), shall provide a continuous system of private pathways/sidewalks.

RESPONSE: As shown on the preliminary plans, an existing pedestrian connection was provided with the original construction of the dental office. This standard is met.

B. Maintenance

No building permit or other City permit shall be issued until plans for ingress, egress and circulation have been approved by the City. Any change increasing any ingress, egress or circulation requirements, shall be a violation of this Code unless additional facilities are provided in accordance with this Chapter.

RESPONSE: As shown on the preliminary plans, an existing pedestrian connection was provided with the original construction of the dental office and existing site ingress and egress is unchanged by the proposed parking lot. This standard is met.

C. Joint Access

Two (2) or more uses, structures, or parcels of land may utilize jointly the same ingress and egress when the combined ingress and egress of all uses, structures, or parcels of land satisfied the other requirements of this Code, provided that satisfactory legal evidence is presented to the City in the form of deeds, easements, leases, or contracts to clearly establish the joint use.

RESPONSE: The proposed parking lot is to be utilized by the employees and patrons of the adjacent Pacific Family Dental. Since there is one owner for both properties, easements, leases, contracts, etc, are unnecessary. This standard is met.

D. Connection to Streets

1. Except for joint access per this Section, all ingress and egress to a use or parcel shall connect directly to a public street, excepting alleyways.

2. Required private sidewalks shall extend from the ground floor entrances or the ground floor landing of stairs, ramps or elevators to the public sidewalk or curb of the public street which provides required ingress and egress.

RESPONSE: The existing Pacific Family Dental building has adequate sidewalks that extend from the ground floor entrance to the public sidewalk and ingress and egress to SW Handley Street. This standard is met.

E. Maintenance of Required Improvements
Required ingress, egress and circulation improvements shall be kept clean and in good repair.

RESPONSE: Ingress and egress for all types of circulation shall remain in good repair. This standard can only be met over time.

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

RESPONSE: This application does not propose ingress or egress to or from an arterial. Therefore, these standards are not applicable.

G. Service Drives

Service drives shall be provided pursuant to Section 16.94.030.

Response: As illustrated on the preliminary plans, an existing paved access provides access onto SW Handley Street. This standard is met.
16.96.030 - *Minimum Non-Residential Standards*

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

A. Driveways

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

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

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

RESPONSE: As shown on the preliminary plans, a 24'+ wide two-way paved parking area drive aisle is proposed to serve this small parking area. This standard is met.

B. Sidewalks and Curbs

1. *A private pathway/sidewalk system extending throughout the development site shall be required to connect to existing development, to public rights-of-way with or without improvements, to parking and storage areas, and to connect all building entrances to one another. The system shall also connect to transit facilities within 500 feet of the site, future phases of development, and whenever possible to parks and open spaces.*

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

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

4. *Exceptions. Private pathways/sidewalks shall not be required where physical or topographic conditions make a connection impracticable, where buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or pathways would violate provisions of leases, restrictions or other agreements.*

RESPONSE: As shown on the preliminary plans, there is an existing pedestrian connection that connects the building entrance and parking lot and the public right-of-way. There are no adjacent public parks and open spaces and/or future phases of development. This standard is met.

16.96.040 - On-Site Vehicle Circulation

A. Maintenance
No building permit or other City permit shall be issued until plans for ingress, egress and circulation have been approved by the City. Any change increasing any ingress, egress or circulation requirements, shall be a violation of this Code unless additional facilities are provided in accordance with this Chapter.

RESPONSE: As shown on the preliminary plans, an existing pedestrian connection was provided with the original construction of the dental office, and existing site ingress and egress is unchanged by the proposed parking lot. This standard is met.

B. Joint Access [See also Chapter 16.108
Two (2) or more uses, structures, or parcels of land are strongly encouraged to utilize jointly the same ingress and egress when the combined ingress and egress of all uses, structures, or parcels of land satisfy the other requirements of this Code, provided that satisfactory legal evidence is presented to the City in the form of deeds,

easements, leases, or contracts to clearly establish the joint use. In some cases, the City may require a joint access to improve safety, vision clearance, site distance, and comply with access spacing standards for the applicable street classification.

RESPONSE: The proposed parking lot is to be utilized by the employees and patrons of the adjacent Pacific Family Dental. Since there is one owner for both properties, easements, leases, contracts, etc, are unnecessary. This standard is met.

C. Connection to Streets

1. *Except for joint access per this Section, all ingress and egress to a use or parcel shall connect directly to a public street, excepting alleyways.*

2. *Required private sidewalks shall extend from the ground floor entrances or the ground floor landing of stairs, ramps or elevators to the public sidewalk or curb of the public street which provides required ingress and egress.*

RESPONSE: The existing Pacific Family Dental building has adequate sidewalks that extend from the ground floor entrance to the public sidewalk and ingress and egress to SW Handley Street. This standard is met.

D. Maintenance of Required Improvements
Required ingress, egress and circulation improvements shall be kept clean and in good repair.

RESPONSE: Ingress and egress for all types of circulation shall remain in good repair. This standard can only be met over time.

E. Service Drives
Service drives shall be provided pursuant to Section 16.94.030.

Response: As illustrated on the preliminary plans, an existing paved access provides access on SW Handley Street. This standard is met.

Chapter 16.98 - ON-SITE STORAGE

16.98.010 - Recreational Vehicles and Equipment

Recreational vehicles and equipment may be stored only within designated and improved off-street parking areas. Such areas shall meet the screening and landscaping requirements of Section 16.92.030.

RESPONSE: On-site storage of recreational vehicles and equipment is not proposed. Therefore, this standard does not apply.

16.98.020 - Solid Waste and Recycling Storage

All uses shall provide solid waste and recycling storage receptacles which are adequately sized to accommodate all solid waste generated on site. All solid waste and recycling storage areas and receptacles shall be located out of public view. Solid waste and recycling receptacles for multi-family, commercial, industrial and institutional uses

shall be screened by six (6) foot high sight-obscuring fence or masonry wall and shall be easily accessible to collection vehicles.

Response: As illustrated in the preliminary site plan, the existing solid waste and recycling receptacle enclosure will be relocated. All solid waste and recycling receptacles will be screened from view and will be easily accessible to collection vehicles. This standard is met.

16.98.030 - Material Storage

RESPONSE: This application proposes expanding the existing parking lot for Pacific Family Dental. No materials, hazardous or otherwise, are proposed to be stored. Therefore, these standards do not apply.

16.98.040 - Outdoor Sales and Merchandise Display

RESPONSE: This application proposes constructing a parking lot for Pacific Family Dental. Outdoor sales and/or merchandise displays are not proposed with this development. Therefore, these standards do not apply.

DIVISION VI – PUBLIC INFRASTRUCTURE

Chapter 16.114 STORM WATER

16.114.010 Required Improvements
Storm water facilities, including appropriate source control and conveyance facilities, shall be installed in new developments and shall connect to the existing downstream drainage systems consistent with the Comprehensive Plan and the requirements of the Clean Water Services water quality regulations contained in their Design and Construction Standards R&O 04-9, or its replacement.

16.114.020 Design Standards
A. Capacity
Storm water drainage systems shall be sized, constructed, located, and installed at standards consistent with this Code, the Storm Drainage Master Plan Map, attached as Exhibit E, Chapter 7 of the Community Development Plan, other applicable City standards, the Clean Water Services Design and Construction standards R&O 04-9 or its replacement, and hydrologic data and improvement plans submitted by the developer.

RESPONSE: The preliminary plans include provisions for stormwater conveyance and disposal and have been prepared in accordance with the above listed standards. This requirement is met.

B. On-Site Source Control
Storm water detention and groundwater recharge improvements, including but not limited to such facilities as dry wells, detention ponds, and roof top ponds shall be constructed according to Clean Water Services Design and Construction Standards.

RESPONSE: The proposed storm drainage improvements do not include dry wells, detention ponds, or roof top ponds. Therefore, these standards do not apply to this project.

C. Conveyance System
The size, capacity and location of storm water sewers and other storm water conveyance improvements shall be adequate to serve the development and accommodate upstream and downstream flow. If an upstream area

discharges through the property proposed for development, the drainage system shall provide capacity to the receive storm water discharge from the upstream area. If downstream drainage systems are not sufficient to receive an increase in storm water caused by new development, provisions shall be made by the developer to increase the downstream capacity or to provide detention such that the new development will not increase the storm water caused by the new development.

RESPONSE: The preliminary storm drainage improvements are adequate to serve the proposed development and accommodate upstream and downstream flow. This standard is met.

16.114.030 Service Availability
Approval of construction plans for new storm water drainage facilities pursuant to Chapter 16.106, and the issuance of building permits for new development to be served by existing storm water drainage systems shall include certification by the City that existing or proposed drainage facilities are adequate to serve the development.

RESPONSE: The attached stormwater report includes the necessary documentation demonstrating that the stormwater drainage facilities are adequate to serve the site. The applicant met with City Engineering staff at the pre-application conference and discussed utilizing the existing stormwater facility located on the Pacific Family Dental site. The required calculations and design are included in the stormwater report that is part of this submittal application. This standard is met.

Chapter 16.118 PUBLIC AND PRIVATE UTILITIES

16.118.010 Purpose
Public telecommunication conduits as well as conduits for franchise utilities including, but not limited to, electric power, telephone, natural gas, lighting, and cable television shall be installed to serve all newly created lots and developments in Sherwood.

16.118.030 Underground Facilities
Except as otherwise provided, all utility facilities, including but not limited to, electric power, telephone, natural gas, lighting, cable television, and telecommunication cable, shall be placed underground, unless specifically authorized for above ground installation, because the points of connection to existing utilities make underground installation impractical, or for other reasons deemed acceptable by the City.
16.118.040 Exceptions
Surface-mounted transformers, surface-mounted connection boxes and meter cabinets, temporary utility service facilities during construction, high capacity electric and communication feeder lines, and utility transmission lines operating at fifty thousand (50,000) volts or more may be located above ground. The City reserves the right to approve location of all surface-mounted transformers.
(Ord. 2005-17 § 5; 91-922)

RESPONSE: As shown on the preliminary plans, an existing electric transformer vault is being relocated. All proposed utilities shall meet 16.118.030 and 16.118.040. Refer to preliminary plans for additional information. This standard is met.

DIVISION VIII - ENVIRONMENTAL RESOURCES

Chapter 16.142.070 – Trees on Property Subject to Certain Land Use Applications

A. *Generally*
   The purpose of this Section is to establish processes and standards which will minimize cutting or destruction of trees and woodlands within the City. This Section is intended to help protect the scenic beauty of the City; to retain a livable environment through the beneficial effect of trees on air pollution,

heat and glare, sound, water quality, and surface water and erosion control; to encourage the retention and planting of tree species native to the Willamette Valley and Western Oregon; to provide an attractive visual contrast to the urban environment, and to sustain a wide variety and distribution of viable trees and woodlands in the community over time.

RESPONSE: This application does not propose the removal of any trees with a DBH greater than 6". This standard is met.

B. Applicability
All applications including a Type II - IV land use review, shall be required to preserve trees or woodlands, as defined by this Section to the maximum extent feasible within the context of the proposed land use plan and relative to other codes, policies, and standards of the City Comprehensive Plan.

RESPONSE: This application does not propose the removal of any trees with a DBH greater than 6". This standard is met.

C. Inventory

1. To assist the City in making its determinations on the retention of trees and woodlands, land use applications including Type II - IV development shall include a tree and woodland inventory and report. The report shall be prepared by a qualified professional and must contain the following information:

a. Tree size (in DBH and canopy area)
b. Tree species
c. The condition of the tree with notes as applicable explaining the assessment
d. The location of the tree on the site
e. The location of the tree relative to the planned improvements
f. Assessment of whether the tree must be removed to accommodate the development
g. Recommendations on measures that must be taken to preserve trees during the construction that are not proposed to be removed.

2. In addition to the general requirements of this Section, the tree and woodland inventory's mapping and report shall also include, but is not limited to, the specific information outlined in the appropriate land use application materials packet.

RESPONSE: A tree inventory map (preliminary tree preservation and removal plan) is included in the preliminary plans. This document has been prepared by a Certified Arborist, as is required above. This application does not propose the removal of any trees with a DBH greater than 6". This standard is met.

3. Definitions for the inventory purposes of this Section

A. A tree is a living woody plant having a trunk diameter as specified below at Diameter at Breast Height (DBH). Trees planted for commercial agricultural purposes, and/or those subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition and from regulation under this Section, as are any living woody plants under six (6) inches at DBH. All trees six (6) inches or greater shall be inventoried.

b. A woodland is a biological community dominated by trees covering a land area of 20,000 square feet or greater at a density of at least fifty (50) trees per every 20,000 square feet with at least fifty percent (50%) of those trees of any species having a six (6) inches or greater at DBH. Woodlands planted for commercial agricultural purposes and/or subject

to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition, and from regulation under this Section.

c. A large stature tree is over 20 feet tall and wide with a minimum trunk diameter of 30 inches at DBH

D. Retention requirements

1. Trees may be considered for removal to accommodate the development including buildings, parking, walkways, grading etc., provided the development satisfies of D.2 or D.3, below.

2. Required Tree Canopy - Residential Developments (Single Family Attached, Single Family Detached and Two - Family)

Each net development site shall provide a variety of trees to achieve a minimum total tree canopy of 40 percent. The canopy percentage is based on the expected mature canopy of each tree by using the equation πr^2 to calculate the expected square footage of canopy for each tree. The expected mature canopy is counted for each tree regardless of an overlap of multiple tree canopies.

The canopy requirement can be achieved by retaining existing trees or planting new trees. Required street trees can be used toward the total on site canopy required to meet this standard. The expected mature canopy spread of the new trees will be counted toward the needed canopy cover. A certified arborist or other qualified professional shall provide the estimated tree canopy of the proposed trees to the planning department for review.

3. Required Tree Canopy - Non-Residential and Multi-family Developments

Each net development site shall provide a variety of trees to achieve a minimum total tree canopy of 30 percent. The canopy percentage is based on the expected mature canopy of each tree by using the equation πr^2 to calculate the expected square footage of each tree. The expected mature canopy is counted for each tree even if there is an overlap of multiple tree canopies.

The canopy requirement can be achieved by retaining existing trees or planting new trees. Required landscaping trees can be used toward the total on site canopy required to meet this standard. The expected mature canopy spread of the new trees will be counted toward the required canopy cover. A certified arborist or other qualified professional shall provide an estimated tree canopy for all proposed trees to the planning department for review as a part of the land use review process.

RESPONSE: This application does not propose the removal of any trees with a DBH greater than 6". This project requires 30% tree canopy coverage for the impacted site area. This application proposes 46% tree canopy coverage. Refer to the preliminary plans included in this application for additional information regarding tree conservation and mitigation. This standard is met.

E. Tree Preservation Incentive

Retention of existing native trees on site which are in good health can be used to achieve the required mature canopy requirement of the development. The expected mature canopy can be calculated twice for existing trees. For example, if one existing tree with an expected mature canopy of 10 feet (78.5 square feet) is retained it will count as twice the existing canopy (157 square feet).

F. Additional Preservation Incentives

RESPONSE: There are no existing trees with a DBH of 6" or greater located within the impacted site area. Therefore, these incentives do not apply to this project.

G. Tree Protection During Development

The applicant shall prepare and submit a final Tree and Woodland Plan prior to issuance of any construction permits, illustrating how identified trees and woodlands will be retained, removed or protected as per the Notice of Decision. Such plan shall specify how trees and woodlands will be protected from damage or destruction by construction activities, including protective fencing, selective pruning and root treatments, excavation techniques, temporary drainage systems, and like methods. At a minimum, trees to be protected shall have the area within the drip line of the tree protected from grading, stockpiling, and all other construction related activity unless specifically reviewed and recommended by a certified arborist or other qualified professional. Any work within the dripline of the tree shall be supervised by the project arborist or other qualified professional onsite during construction.

RESPONSE: This application includes a tree plan and report meeting the criterion above. This standard is met.

H. Penalties
Violations of this Section shall be subject to the penalties defined by Section 16.02.040, provided that each designated tree or woodland unlawfully removed or cut shall be deemed a separate offense.

RESPONSE: No trees shall be removed prior to jurisdictional approval. This standard is met.

Chapter 16.150 – Air Quality

16.150.010 – Generally

All otherwise permitted commercial, industrial, and institutional uses shall comply with applicable State air quality rules and statutes:

A. All such uses shall comply with standards for dust emissions as per OAR 340-21-060.
B. Incinerators, if otherwise permitted by Section 16.140.020, shall comply with the standards set forth in OAR 340-25-850 through 340-25-905.
C. Uses for which a State Air Contaminant Discharge Permit is required as per OAR 340-20-140 through 340-20-160 shall comply with the standards of OAR 340-220 through 340-20-276.

RESPONSE: The proposed project will not produce any unusual levels of air emissions that would exceed established state or federally established emission levels. This standard is met.

Chapter 16.152 – Odors

RESPONSE: The proposed project will not produce any unusual odors that are discernible at any point beyond the boundaries of the site. This standard is met.

16.154 – Heat and Glare

RESPONSE: The proposed project will not produce excessive heat or glare. A preliminary lighting plan is included in the preliminary plan set demonstrating that proposed lighting is directed away from adjoining properties. This standard is met.

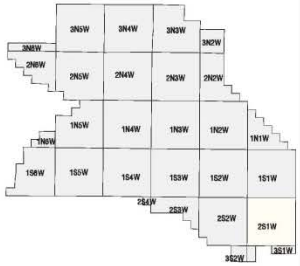
IV. Conclusion

The required findings have been made and the written narrative and accompanying documentation demonstrate that the proposal is consistent with the applicable provisions of the City of Sherwood

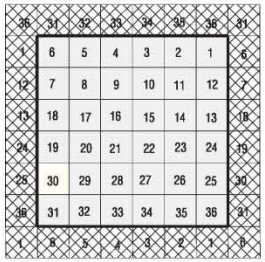
Municipal Code. The evidence in the record is substantial and supports approval of the application. Therefore, the applicant respectfully requests approval of the proposed application.

County Assessor's Map

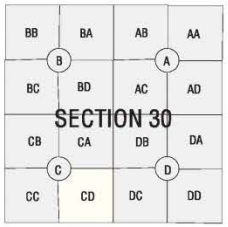
2S 1 30CD



WASHINGTON COUNTY OREGON
SE1/4 SW1/4 SECTION 30 T2S R1W W.M.
SCALE 1" = 100'



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.washington.or.us



Cancelled Taxlots For: 2S130CD
300,13300,7900,100,101,13100,13200,1650,1651,200,

SCALE 1" = 100'
0 50 100 200 300

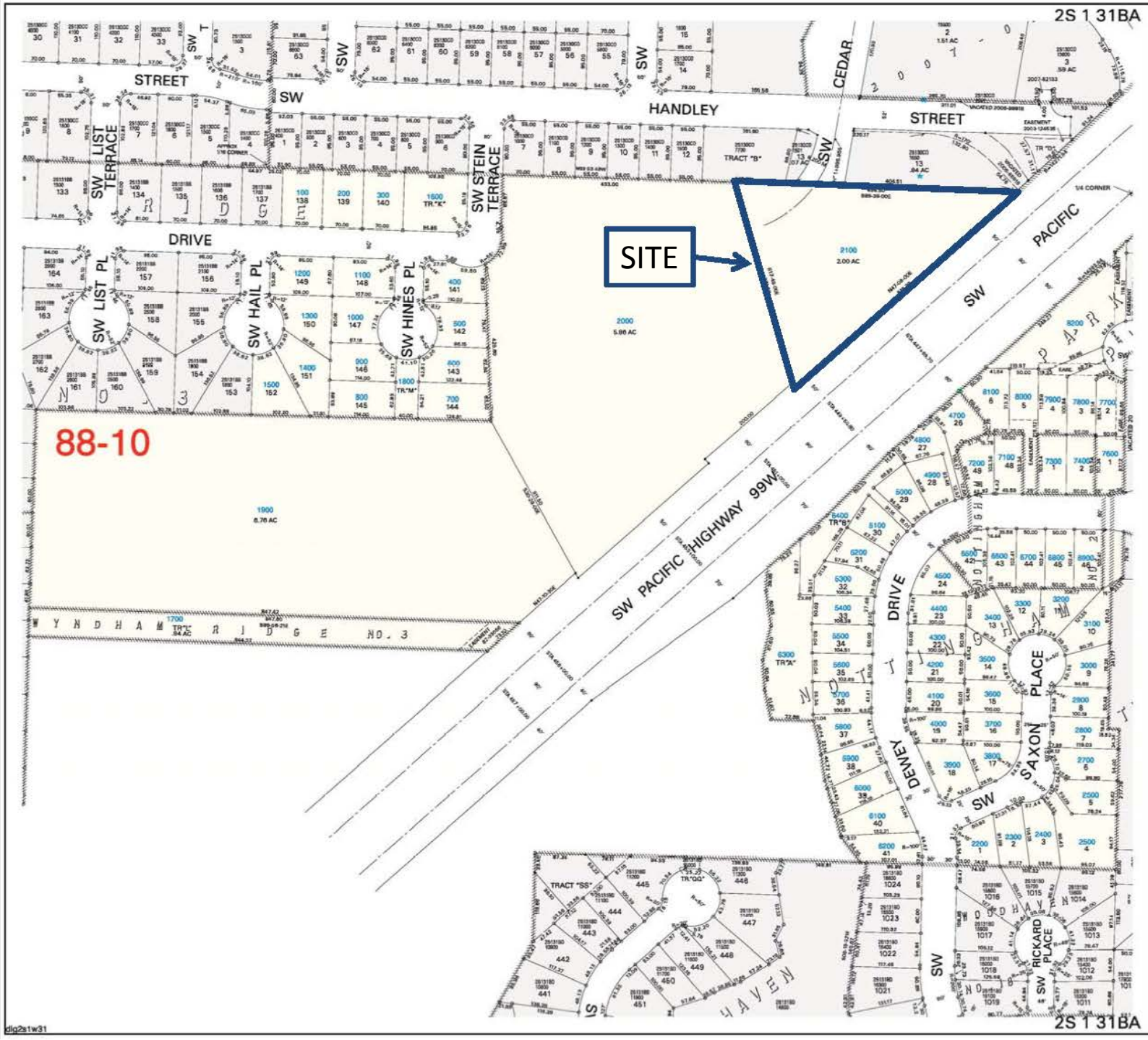
Assessment
CARTOGRAPHY
Taxation

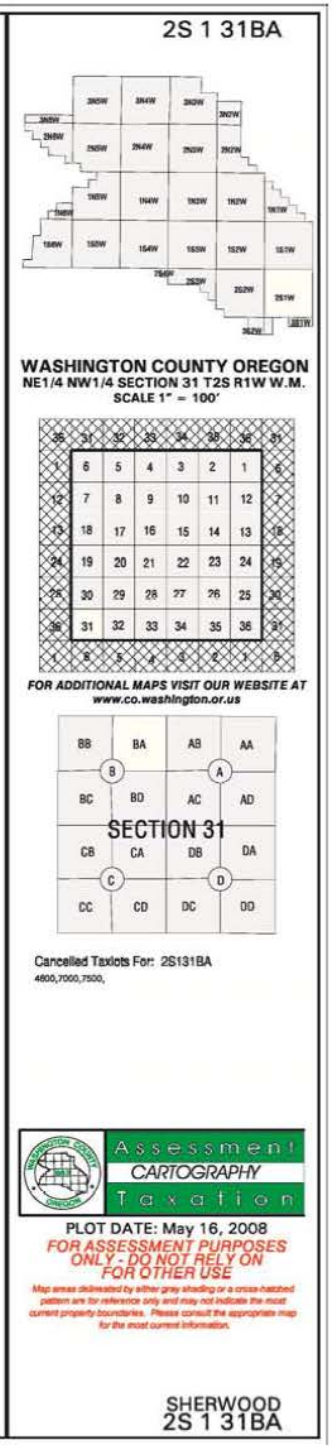
PLOT DATE: June 04, 2013
FOR ASSESSMENT PURPOSES ONLY - DO NOT RELY ON FOR OTHER USE

Map areas delineated by either gray shading or a cross-hatched pattern are for reference only and may not indicate the most current property boundaries. Please consult the appropriate map for the most current information.

SHERWOOD
2S 1 30CD

dig2s1w30


2S 1 31BA
SW STREET
SW HANDLEY STREET
SW CEDAR
SW LIST TERRACE
SW STEIN TERRACE
SW LIST PL
SW HAIL PL
SW HINES PL
DRIVE
SITE
88-10
SW PACIFIC HIGHWAY 99W
SW PACIFIC
WYNDHAM RIDGE NO. 3
DEWEY DRIVE
SAXON PLACE
RICKARD PLACE
TRACT "B"
TRACT "SS"
2100
2.00 AC
2000
5.98 AC
1900
6.76 AC
2S 1 31BA


2S 1 31BA
WASHINGTON COUNTY OREGON
NE1/4 NW1/4 SECTION 31 T2S R1W W.M.
SCALE 1" = 100'
FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.washington.or.us
SECTION 31
Cancelled Taxlots For: 2S131BA
4600,7000,7500,
Assessment
CARTOGRAPHY
Taxation
PLOT DATE: May 16, 2008
FOR ASSESSMENT PURPOSES ONLY - DO NOT RELY ON FOR OTHER USE
SHERWOOD
2S 1 31BA