



Home of the Tualatin River National Wildlife Refuge

Pre-Application Conference Notes

PAC 13-12

Meeting Date: December 16, 2013

Planning Staff Contact: Michelle Miller

503-625-4242 or millerm@sherwoodoregon.gov

Planned Unit Development Subdivision

PLEASE NOTE: The conference and notes cannot cover all Code requirements and aspects related to site planning that should apply to the development of your proposal. Failure of the staff to provide information required by the Code shall not constitute a waiver of the applicable standards or requirements. It is recommended that a prospective applicant either obtain and read the Community Development Code or ask any questions of City staff relative to Code requirements prior to submitting an application.

Proposed project name: DR Horton

PROPOSAL DESCRIPTION: Proposal to construct 66 dwelling units with a combination of single family and townhome units. The applicant proposes to use the PUD standards. It is assumed that the zone change and PUD text amendment will be approved.

OWNER:

Applicant: DR Horton
Contact: Andy Tiemann, 503-222-4151
4380 SW Macadam Avenue Suite 100
Portland OR

PROPERTY LOCATION: 22015 SW Pacific Hwy

Identified potential constraints/issues (wetlands, steep slopes, easements, etc?) wetland, steep slopes
verify easement locations

Based on the information provided, NECESSARY APPLICATIONS, Subdivision, PUD

PROPOSED ZONING DISTRICT DIMENSIONAL REQUIREMENTS (Refer to Code Section 16.12 Residential Land Use Districts) would need to Use PUD standards if requesting single family homes as they require 5,000 sq. ft. minimum. Given the housing type, the applicant would need to request a to amend the minimum lot sizes for single-family homes within the HDR district. The Information below is based on multi-family (attached) rather than detached. May want to consider proposing a new cottage home lot size and setback set of standards.

Density is calculated by the number of dwelling units per NET buildable acre HDR density is between 16.8 and 24 DU per acre

MINIMUM LOT SIZE: 5,000 sq. ft.

LOT WIDTH AT FRONT PROPERTY LINE: 25 ft

LOT WIDTH AT BUILDING LINE: 50 ft.

MINIMUM LOT DEPTH: 80 ft.

MAXIMUM HEIGHT: 40 ft. or three stories

Setbacks: Front 20 ft. Side 5-7 ft.(depends on height) Rear 20 ft. Corner Side 15 ft.

NARRATIVE
The applicant shall submit a narrative which provides findings based on the applicable approval standards. Failure to provide a narrative or adequately address criteria would be reason to consider an application incomplete and delay review of the proposal. The applicant should review the code for applicable criteria. This housing type is an entirely new concept for Sherwood, and standards would need to be addressed through the code amendment.

CLEAN WATER SERVICES SERVICE PROVIDER LETTER
The applicant shall submit a CWS Service Provider Letter at time of application submittal. An application will not be deemed complete without a CWS Service Provider Letter or a CWS prescreening noting that a Service Provider Letter is not required.

Code Provisions

16.40.020 - Preliminary Development PUD

A. Generally

A PUD Preliminary Development Plan shall be submitted for the review and approval in accordance with Chapter 16.72. PUDs shall be considered: a.) on sites that are unusually constrained or limited in development potential, as compared to other land with the same underlying zoning designation, because of: natural features such as floodplains, wetlands, and extreme topography, or man-made features, such as parcel configuration and surrounding development; b.) on parcels of land within the Urban Renewal District where flexibility and creativity in design may result in greater public benefit than strict adherence to the code; or c.) in other areas deemed appropriated by Council during the adoption of a concept plan required by a Metro UGB expansion.

B. Content

The Preliminary Development Plan application shall include the following documentation:

1. Existing conditions map(s) showing: All properties, existing uses, and zoning districts within three hundred (300) feet, topography at five (5) foot intervals, floodplain, significant natural vegetation and

features, private and public facilities including but not limited to utilities, streets, parks, and buildings, historic and cultural resources, property boundaries, lot lines, and lot dimensions and area.

2. Listing of all property owners adjacent to the PUD as per Section 16.72.020, including names and addresses, and a listing of all persons, including names and addresses, with an interest in the property subject to the PUD application.
3. Proposal map(s) showing: Alterations to topography, floodplain, natural vegetation, trees and woodlands, and other natural features, all streets, utility alignments and easements, parks and open space, historic and cultural resources, other public and utility structures, and any other dedicated land features or structures, the parceling, lot consolidation, adjustments, or subdivision of land including basic parcel dimensions and areas, the phasing of the PUD, siting and orientation of proposed new structures, including an identification of their intended use.
4. Narrative describing: the intent of the PUD and how general PUD standards as per this Chapter are met, details of the particular uses, densities, building types and architectural controls proposed, form of ownership, occupancy and responsibility for maintenance for all uses and facilities, trees and woodlands, public facilities to be provided, specific variations from the standards of any underlying zoning district or other provisions of this Code, and a schedule of development.
5. If the PUD involves the subdivision of land, the proposal shall also include a preliminary subdivision plat and meet all requirements of Chapter 16.122. The preliminary subdivision shall be processed concurrently with the PUD.
6. Architectural Pattern Book: A compendium of architectural elevations, details, and colors of each building type shall be submitted with any PUD application. The designs shall conform to the site plan urban design criteria in Section 16.90.020(G) or any other applicable standards in this Code. A pattern book shall act as the architectural control for the homeowner's association or the commercial owner. An Architectural Pattern Book shall address the following:

C. Commission Review

The Commission shall review the application pursuant to Chapter 16.72 and may act to recommend to the Council approval, approval with conditions or denial. The Commission shall make their decision based on the following criteria:

1. The proposed development is in substantial conformance with the Comprehensive Plan and is eligible for PUD consideration per 16.40.020.A.
2. The preliminary development plans include dedication of at least 15 percent of the buildable portion of the site to the public in the form of usable open space, park or other public space, (subject to the review of the Parks & Recreation Board) or to a private entity managed by a homeowners association. Alternatively, if the project is located within close proximity to existing public spaces such as parks, libraries or plazas the development plan may propose no less than 5% on-site public space with a detailed explanation of how the proposed development and existing public spaces will together equally or better meet community needs.

Comment: The area of Open space that you have proposed does not seem to be in line with what the Planning Commission considered with the development of these standards. The site area must be buildable and usable.

3. That exceptions from the standards of the underlying zoning district are warranted by the unique design and amenities incorporated in the development plan.

Comment: Unique design yes; amenities seem to be lacking.

4. That the proposal is in harmony with the surrounding area or its potential future use, and incorporates unified or internally compatible architectural treatments, vernacular, and scale subject to review and approval in Subsection (B)(6).

Comment: Seems in harmony but the layout seems to be at the max density end in a high density area.

5. That the system of ownership and the means of developing, preserving and maintaining parks and open spaces are acceptable.
6. That the PUD will have a beneficial effect on the area which could not be achieved using the underlying zoning district.
7. That the proposed development, or an independent phase of the development, can be substantially completed within one (1) year from date of approval.
8. That adequate public facilities and services are available or are made available by the construction of the project.
9. That the general objectives of the PUD concept and the specific objectives of the various categories of the PUDs described in this Chapter have been met.
10. The minimum area for a Residential PUD shall be five (5) acres, unless the Commission finds that a specific property of lesser area is suitable as a PUD because it is unusually constrained by topography, landscape features, location, or surrounding development, or qualifies as "infill" as defined in Section 16.40.050(C)(3).

D. Council Action

Upon receipt of the findings and recommendations of the Commission, the Council shall conduct a public hearing pursuant to Chapter 16.72. The Council may approve, conditionally approve, or deny the Preliminary Development Plan. A Council decision to approve the Preliminary Development Plan shall be by ordinance establishing a PUD overlay zoning district. The ordinance shall contain findings of fact as per this Section, state all conditions of approval, and set an effective date subject to approval of the Final Development Plan as per Section 16.40.030.

E. Effect of Decision

Approval of the Preliminary Development Plan shall not constitute final acceptance of the PUD. Approval shall, however, be binding upon the City for the purpose of preparation of the Final Development Plan, and the City may require only such changes in the plan as are necessary for compliance with the terms of preliminary approvals.

16.40.050 - Residential PUD

A. Permitted Uses

The following uses are permitted outright in Residential PUD when approved as part of a Final Development Plan:

1. Varied housing types, including but not limited to single-family attached dwellings, zero-lot line housing, row houses, duplexes, cluster units, and multi-family dwellings.
2. Related NC uses which are designed and located so as to serve the PUD district and neighborhood.
3. All other uses permitted within the underlying zoning district in which the PUD is located. (Ord. 86-851, § 3)

Development Standards

1. Density

The number of dwelling units permitted in a Residential PUD shall be the same as that allowed in the underlying zoning district, except as provided in Subsection (C)(2), below or 16.40.040.C above.

2. Density Transfer

Where the proposed PUD site includes lands within the base floodplain, wetlands and buffers, or steeply sloped areas which are proposed for public dedication, and such dedication is approved as a part of the preliminary development plan, then a density transfer may be allowed adding a

maximum of 20% to the overall density of the land to be developed.

3. Minimum Lot Size

The minimum lot size required for single-family, detached dwellings is 5,000 square feet, unless the subject property qualifies as infill, defined as: parent parcel of 1.5 acres or less proposed for land division, where a maximum 15% reduction in lot size

Comment: Current Standard

16.44.010 Townhome Standards

A. Generally

A townhome may be located on property zoned MDRH or HDR, or in other zones as specified in an approved Planned Unit Development, provided that the townhome meets the standards contained below, and other applicable standards of Division V - Community Design. Such developments that propose townhomes can do so as condominiums on one parent lot, or in a subdivision, but shall do so in groups known as "townhome blocks," which consist of groups no less than two attached single-family dwellings and no more than six in a block, that meet the general criteria of Subsection B below, and specific design and development criteria of this Chapter.

B. Standards

1. Each townhome shall have a minimum dwelling area of twelve-hundred (1,200) square feet in the MDRH zone, and one-thousand (1,000) square feet in the HDR zone. Garage area is not included within the minimum dwelling area.
2. Lot sizes shall average a minimum of two-thousand five-hundred (2,500) square feet in the MDRH zone, and one-thousand eight-hundred (1,800) square feet in the HDR zone, unless the property qualifies as "infill," and meets the criteria of Subsection D below. If proposed as a subdivision, lots shall be platted with a width of no less than twenty (20) feet, and depth no less than seventy (70) feet.
3. The townhome shall be placed on a perimeter foundation, the units must meet the front yard, street-side yard, and rear yard setbacks of the underlying zone, if abutting a residential zone designated for, or built as, single-family detached housing.
4. All townhomes shall include at least two (2) off-street parking spaces in the HDR zone, and two and one-half (2-½) spaces in the MDRH zone; garages and/or designated shared parking spaces may be included in this calculation. The City Engineer may permit diagonal or angle-in parking on public streets within a townhome development, provided that adequate lane width is maintained. All townhome developments shall include a parking plan, to be reviewed and approved with the Site Plan application.
5. All townhomes shall have exterior siding and roofing which is similar in color, material and appearance to siding and roofing commonly used on residential dwellings within the City, or otherwise consistent with the design criteria of Subsection E, Design Standards.
6. All townhomes in the MDRH zone shall have an attached or detached garage.
7. All other community design standards contained in Divisions V, VIII and IX 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 that are not specifically varied by this Chapter, shall apply to townhome blocks.
8. All townhome developments shall accommodate an open space or park area no less than five percent (5%) of the total subject parcel (prior to exclusion of public right-of-way and environmentally constrained areas). Parking areas may not be counted toward this five percent (5%) requirement.

9. Side yard setbacks shall be based on the length of the townhome block; a minimum setback to the property line* on the end of each "townhome block" shall be provided relative to the size of the block, as follows:

- a. 100 feet to 150 feet 6 feet minimum
- b. Less than 100 feet 5 feet minimum

* In the case of condominium projects where no property line may exist at the end of each townhome block, the setback shall be applied as a minimum area of separation, as applied to each townhome block.

C. Occupancy

- 1. No occupancy permit for any townhome shall be issued by the City until the requirements of site plan review and the conditions of the approved final site plan are met. Substantial alteration from the approved plan must be resubmitted to the City for review and approval, and may require additional site plan review before the original hearing authority.
- 2. The owner(s) of the townhomes, or duly authorized management agent, shall be held responsible for all alterations and additions to a townhome block or to individual homes within the block, and shall ensure that all necessary permits and inspections are obtained from the City or other applicable authority prior to the alterations or additions being made.

D. Infill Standard

The minimum lot size required for single-family, attached dwellings (townhomes) may be reduced by a maximum of 15% if the subject property is 1.5 acres or less, and the subject property is surrounded by properties developed at or in excess of minimum density for the underlying zone.

E. Design Standards

Each townhome block development shall require the approval of a site plan, under the provisions of Section 16.90.020, and in compliance with the standards listed below. The site plan shall indicate all areas of townhome units, landscaping, off-street parking, street and driveway or alley locations, and utility access easements. The site plan shall also include a building elevation plan, which show building design, materials, and architectural profiles of all structures proposed for the site.

- 1. Building Mass: The maximum number and width of consecutively attached townhomes shall not exceed six (6) units or one-hundred fifty (150) feet from end-wall to end-wall.
- 2. Designation of Access/Alleys: Townhomes shall receive vehicle access only from the front or rear lot line exclusively, not both. If alleys are used for access they shall be created at the time of subdivision approval and built to City standards as illustrated in the Transportation System Plan.
- 3. Street Access: Townhomes fronting on a neighborhood route, collector, or arterial shall use alley access, either public or private, and comply with all of the following standards, in order to minimize interruption of adjacent sidewalks by driveway entrances and conflicts with other transportation users, slow traffic, improve appearance of the streets, and minimize paved surfaces for better stormwater management. Direct access to local streets shall only be used if it can be demonstrated that due to topography or other unique site conditions precludes the use of alleys.
 - a. Alley loaded garages shall be set back a minimum five feet to allow a turning radius for vehicles and provide a service area for utilities.
 - b. If garages face the street, the garage doors shall be recessed behind the front elevation (living area, covered porch, or other architectural feature) by a minimum of one (1) foot.
 - c. The maximum allowable driveway width facing the street is two (2) feet greater than the width of the garage door. The maximum garage door width per unit is sixty percent (60%) of the total building width. For example, a twenty (20) foot wide unit may have one 12-foot wide recessed garage door and a fourteen (14) foot wide driveway. A 24-foot wide unit may have a 14-foot, 4-inch wide

garage door with a 16-foot, 4-inch wide driveway.

4. Building Design: The intent of the following standards is to make each housing unit distinctive and to prevent garages and blank walls from being a dominant visual feature.
 - a. The front facade of a townhome may not include more than forty percent (40%) of garage door area.
 - b. The roofs of each attached townhome must be distinct from the other through either separation of roof pitches or direction, variation in roof design, or architectural feature. Hipped, gambrel, gabled, or curved (i.e. barrel) roofs are required. Flat roofs are not permitted.
 - c. A minimum of fifty percent (50%) of the residential units within a block's frontage shall have a front porch in the MDRH zone. Front porches may encroach six (6) feet beyond the perimeter foundation into front yard, street-side yard, and landscape corridor setbacks for neighborhood routes and collectors, and ten (10) feet for arterials, and are not subject to lot coverage limitations, in both the MDRH and HDR zones. Porches may not encroach into the clear vision area, as defined in Section 16.58.010
 - d. Window trim shall not be flush with exterior wall treatment for all windows facing public right-of-ways. Windows shall be provided with architectural surround at the jamb, head and sill.
 - e. All building elevations visible from the street shall provide doors, porches, balconies, windows, or architectural features to provide variety in facade. All front street-facing elevations, and a minimum of fifty percent (50%) of side and rear street-facing building elevations, as applicable, shall meet this standard. The standard applies to each full and partial building story. Alternatively, in lieu of these standards, the Old Town Design Standards in Chapter 16.162 may be applied.
 - f. The maximum height of all townhomes shall be that of the underlying zoning district standard, except that: twenty-five percent (25%) of townhomes in the MDRH zone may be 3-stories, or a maximum of forty (40) feet in height if located more than one-hundred fifty (150) feet from adjacent properties in single-family (detached) residential use.
5. Vehicular Circulation: All streets shall be constructed in accordance with applicable City standards in the Transportation System Plan. The minimum paved street improvement width shall be:
 - a. Local Street: Twenty-eight (28) feet, with parking allowed on one (1) side.
 - b. Neighborhood Route: Thirty-six (36) feet, with parking on both sides.
 - c. Collector: Thirty-four (34) feet with parking on one side, fifty (50) feet with parking on both sides.
 - d. In lieu of a new public street, or available connection to an existing or planned public street, a private 20 foot minimum driveway, without on-street parking, and built to public improvement standards, is allowed for infill properties as defined in Section 16.44.010(D). All townhome developments in excess of thirty (30) units require a secondary access.
 - e. Any existing or proposed street within the townhome block that, due to volumes of traffic, connectivity, future development patterns, or street location, as determined by the City, functions as a neighborhood route or collector or higher functional classification street based on connectivity, shall be constructed to full City public improvement standards.

LANDSCAPING (16.92)

All areas not covered by buildings, required parking and/or circulation drives shall be landscaped with plants native to the Pacific Northwest. Perimeter and parking lot landscaping is required. A landscaping plan must be submitted with every development proposal application.

PARKING AND CIRCULATION (16.94 and 16.96)

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). No building permits shall be issued until plans are approved providing for off-street parking and loading space as required by this Code. An off-street parking and loading plan shall accompany requests for building permits or site plan approvals.

Improved hard surface driveways are required in all commercial, industrial and multi-family developments.

Ingress and egress shall be shown from existing or planned local or collector streets, consistent with the Transportation System Plan and Section VI of the Community Development Plan. Joint ingress/egress is strongly encouraged.

The minimum number of bicycle parking spaces for this development is based on the minimum required bicycle parking in section 16.94.020. Bicycle parking shall be conveniently located with respect to both the street right-of-way and at least one building entrance

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, to all building entrances in the development, to transit facilities within 500 feet of the site, to future phases of development and to parks and open spaces.

ON-SITE STORAGE (16.98)

External material storage must be approved as part of a site plan. Storage areas must be designated and screened appropriately. **Garbage and recycling facilities are required to meet the standards of Pride Disposal.**

SIGNS (16.102)

A separate permit is required for all permanent signs. Sign permits may be applied for through the Sherwood Building Department. Banner sign permits are issued through the Sherwood Planning Department.

PUBLIC IMPROVEMENTS (16.104) CAREFULLY REVIEW ENGINEERING COMMENTS FOR THESE SPECIFIC REQUIREMENTS.

16.120.020 General Subdivision Provisions

A. Approval of a subdivision occurs through a two-step process: the preliminary plat and the final plat.

1. The preliminary plat shall be approved by the Approval Authority before the final plat can be submitted for approval consideration; and

2. The final plat shall reflect all conditions of approval of the preliminary plat.

B. All subdivision proposals shall conform to all state regulations set forth in ORS Chapter 92, Subdivisions and Partitions.

C. Future re-division

When subdividing tracts into large lots, the Approval Authority shall require that the lots be of such size and shape as to facilitate future re-division in accordance with the requirements of the zoning district and this Division.

D. Future Partitioning

When subdividing tracts into large lots which may be resubdivided, the City shall require that the lots be of a size and shape, and apply additional building site restrictions, to allow for the subsequent division of any parcel into lots of smaller size and the creation and extension of future streets.

E. Lot averaging

Lot size may be averaged to allow lots less than the minimum lot size allowed in the underlying zoning district subject to the following regulations:

- 1. The average lot area for all lots is not less than allowed by the underlying zoning district.**
- 2. No lot created under this provision shall be less than 90 % of the minimum lot size allowed in the underlying zoning district.**
- 3. The maximum lot size cannot be greater than 10 % of the minimum lot size.**

F. Required Setbacks

All required building setback lines as established by this Code, shall be shown in the preliminary subdivision plat.

G. Property Sales

No property shall be disposed of, transferred, or sold until required subdivision approvals are obtained, pursuant to this Code.

16.120.040 Approval Criteria: Preliminary Plat

No preliminary plat shall be approved unless:

A. Streets and roads conform to plats approved for adjoining properties as to widths, alignments, grades, and other standards, unless the City determines that the public interest is served by modifying streets or road patterns.

B. Streets and roads held for private use are clearly indicated on the plat and all reservations or restrictions relating to such private roads and streets are set forth thereon.

C. The plat complies with applicable zoning district standards and design standards in Division II, and all provisions of Divisions IV, VI, VIII and IX. The subdivision complies with Chapter 16.128 (Land Division Design Standards).

D. Adequate water, sanitary sewer, and other public facilities exist to support the use of land proposed in the plat.

E. Development of additional, contiguous property under the same ownership can be accomplished in accordance with this Code.

F. Adjoining land can either be developed independently or is provided access that will allow development in accordance with this Code.

G. Tree and woodland inventories have been submitted and approved as per Section 16.142.060

H. The plat clearly shows the proposed lot numbers, setbacks, dedications and easements.

I. A minimum of five percent (5%) open space has been provided per § 16.44.B.8 (Townhome-Standards) or §16.142.020 (Parks, Open Spaces and Trees-Single-Family Residential Subdivisions), if applicable.

TRANSPORTATION FACILITIES (16.106)

SANITARY SEWER (16.110)

Sanitary sewers shall be installed to serve all new developments and shall connect to existing sanitary sewer mains.

WATER (16.112)

Water lines and fire hydrants conforming to City and Fire District standards shall be installed to serve all building sites in a proposed development. All waterlines shall be connected to existing water mains or shall construct new mains appropriately sized and located in accordance with this Code, the Water System Master Plan, the City Design and Construction Manual, and with other applicable City standards and specifications, in order to adequately serve the proposed development and allow for future extensions.

STORM WATER (16.114)

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 04-0, or its replacement.

FIRE (16.116)

All developments are required to comply with the regulations of Tualatin Valley Fire & Rescue. TVF&R regulations can be found on their website at: www.tvfr.com/Dept/fm/const/index.html.

OVERHEAD UTILITIES (16.118)

All existing and proposed utilities must 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 Commission.

ENVIRONMENTAL RESOURCES (16.132). The applicant will need to confirm that CWS does not have any environmental resources on or near the site through the provision of a Service Provider Letter.

STREET TREES (16.142.060) Minimum spacing based on canopy spread and based on the tree selected

TREES ON PRIVATE PROPERTY (16.142.070)

New developments are required to achieve minimum canopy requirements, and may be required to inventory any existing trees. 30 % for multi family and 40% single family.

APPLICABLE CODE CRITERIA

(These sections **must** be addressed in the narrative submitted with the land use application)

<input checked="" type="checkbox"/> Division II (Zoning Districts)	<input checked="" type="checkbox"/> 16.92 (Landscaping)	<input type="checkbox"/> 16.122 (Land Partitions)
<input checked="" type="checkbox"/> 16.40 (Planned Unit Development)	<input checked="" type="checkbox"/> 16.94 (Off-Street Parking and Loading)	<input type="checkbox"/> 16.124 (Property Line Adjustments)
<input checked="" type="checkbox"/> 16.44 (Townhomes)	<input checked="" type="checkbox"/> 16.96 (On-Site Circulation)	<input checked="" type="checkbox"/> 16.128. (Land Division Design Standards)
<input type="checkbox"/> 16.46 (Manufactured Homes)	<input checked="" type="checkbox"/> 16.98 (On-Site Storage)	<input checked="" type="checkbox"/> 16.142 (Parks and Open Space)
<input type="checkbox"/> 16.48 (Non-Conforming Uses)	<input type="checkbox"/> 16.102 (Signs)	<input type="checkbox"/> 16.146 (Noise)
<input type="checkbox"/> 16.50 (Accessory Uses)	<input checked="" type="checkbox"/> 16.106 (Transportation Facilities)	<input type="checkbox"/> 16.148 (Vibrations)
	<input type="checkbox"/> 16.106.030(D) (Additional Setbacks)	
	<input checked="" type="checkbox"/> 16.108.040.D (Clear Vision Areas)	<input type="checkbox"/> 16.150 (Air Quality)
<input type="checkbox"/> 16.80 (Plan Amendments)	<input checked="" type="checkbox"/> 16.110 (Sanitary Sewers)	<input type="checkbox"/> 16.152 (Odors)
<input type="checkbox"/> 16.82 (Conditional Uses)	<input checked="" type="checkbox"/> 16.112 (Water Supply)	<input type="checkbox"/> 16.154 (Heat and Glare)
	<input checked="" type="checkbox"/> 16.114 (Storm Water)	<input type="checkbox"/> 16.162 (Old Town Overlay District)
<input type="checkbox"/> 16.86 (Variances)	<input checked="" type="checkbox"/> 16.116 (Fire Protection)	<input type="checkbox"/> 16.166 (Landmark Designation)
<input type="checkbox"/> 16.88 (Interpretation of Similar Uses)	<input checked="" type="checkbox"/> 16.118 (Private Improvements)	<input type="checkbox"/> 16.168 (Landmark Alteration)
<input type="checkbox"/> 16.90 (Site Planning)	<input checked="" type="checkbox"/> 16.120 (Subdivisions)	

ADDITIONAL CONCERNS OR COMMENTS:

15% of area is required for open space and must be usable- may be too and disjointed and parcelized for some of the areas to be considered usable.

Parking: Adequacy of parking onsite: one parking space is 9 x 20

Circulation: No private streets are allowed per Code. There is only one access to the site and the streets cross sections do not meet standards.

Estimated fees for initial land use application

Subdivision - \$6,222 plus \$20 per lot

possible PUD - \$2,205

Public Notice for Type IV and V \$ 466

CONFIRM FEES WITH STAFF PRIOR TO SUBMITTAL. WE WILL HELP YOU TO CALCULATE THE FEES.

PROCEDURE

- Hearing Authority is the** Planning Commission AND City Council
- Type III- Public hearing before the Hearings Officer, Planning Commission for any appeals.
- Type IV- Public hearing before the Planning Commission, City Council for any appeals.
- Type V- Public hearing before the Planning Commission with the Commission making a recommendation on the proposal to the City Council. An additional public hearing shall be held by the City Council. Any appeals shall be heard by the Land Use Board of Appeals (LUBA).

Notes:

APPLICATION SUBMITTAL PROCESS

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.

- 3 * copies of Application Form** completely filled out and signed by the property owner (or person with authority to make decisions on the property).
- Copy of Deed** to verify ownership, easements, etc.
- CWS Service Provider Letter.**
- At least 3 * folded** sets of plans
- At least 3 * sets** of narrative addressing application criteria
- Fee** (along with calculations utilized to determine fee if applicable)
- Signed checklist** verifying submittal includes specific materials necessary for the application process
- PDF Electronic version of all submittal items broken down by item on a disc. Not a single PDF**

*** Note** that the required number of copies must be submitted when the application is deemed complete; however, upon initial submittal applicants are encouraged to submit only 3 copies for completeness review. Prior to completeness, required number of copies and one updated full electronic copy will be required to be submitted.

The Planning Department will perform a preliminary review of the application and will determine whether an application is complete within 30 days of the counter submittal. Staff will notify the applicant if additional information or additional copies of the submitted materials are required.

The administrative decision or public hearing will typically occur approximately 45 to 60 days after an application is deemed complete by the Planning Department. Applications involving difficult or protracted issues or requiring review by other jurisdictions may take additional time to review. Written recommendations from the Planning staff are issued seven (7) days prior to the public hearing. A 14-day public appeal period follows all land use decisions.

Information/Handouts provided at Pre-app:

- Application form
- CWS pre-screen form
- Copy of CAP worksheet
- Copy of maps including: Sanitary lines, Storm lines
- Other **Neighborhood Meeting Packet, Notes from, Engineering and TVFR.**

Service Provider Contacts

Electric: PGE

Cable: Comcast/Verizon/Century Link

Telephone: Comcast/Verizon/Century Link

Trash and Recycling: Pride Disposal

Planning Staff Contact: Michelle Miller, AICP (503)625-4242 – millerm@sherwoodoregon.gov

Additional Meeting Comments:

1. Comparison for lot sizes: will only be possible if removal of the PUD minimum lot size requirement is approved by Council.

2. Parking Spaces

One parking space for each dwelling unit needs to be 9 x 20

Up to twenty five (25) percent 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.

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 the following table and diagram.

3. Issues to be resolved concern open space amenity, public/private streets, access to development.



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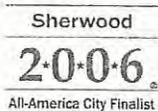
Assistant City Manager
Tom Cassemier, P.E.



2009 Top Ten Selection



2007 18th Best Place to Live



Brownstone Pre-application Conference Engineering Comments

File No.: 4174 Date: December 16, 2013

Overview

Brownstone has submitted for a pre-application conference for Tax Lot 13400, Section 30CD, T2S, R1W, WM. The property is located north of SW Meineke Road west of Hwy 99 and immediately east of the extension to SW Cedar Brook Way and southeast of a tributary to Cedar Creek. The developer is proposing to develop the 5.76 acre parcel as a Planned Unit Development with High Density Residential (HDR) zoning. The submitted pre-application plan consists of 12 detached single family homes and 54 attached single family home.

Transportation

The pre-application plan submitted shows extending SW Cedar Brook Way from its dead end at the northeastern corner of the site to the round-about at SW Meineke Road. The extension of SW Cedar Brook Way will match the existing cross section of the street which was constructed to Neighborhood Route standards. *Since SW Cedar Brook Way is not classified as a Collector status street, no SDC credits are available for the construction of the street.*

Plan Submittal #1

The pre-application plan shows a north-south local street through the sight with the southern end intersecting with SW Meineke Road (Collector) approximately 400 feet west of the center of its intersection with Hwy 99. This puts the access approximately 200 feet east of the stop bar to the round-about. This access is stated to be a right in and right out only access. Intersection spacing for a collector status street, per Engineering Design Standards is 400 feet, therefore the 200-foot distance between the round-about and the site access to SW Meineke Road is not in compliance. However, since the access is proposed to be right in - right out only and due to the low traffic volumes that will use the round-about, the 200-foot separation should be adequate. The northern end of the proposed local street will intersect the extension of SW Cedar Brook Way. This intersection is proposed to be a full access intersection. Intersections shall meet sight distance requirements. The proposed north-south local street is shown to be a 32-foot asphalt section within a 56-foot right-of-way with parking on both sides of the street on the pre-application plan, however, since this does not meet Engineering Design Standards for a local street a design exception will

need to be requested. It is anticipated that for parking on both sides of the street that a 36-foot asphalt section will be necessary within a 60-foot wide right-of-way.

An alley intersection with the extension of SW Cedar Brook Way is proposed at the north end of the site, however, since it does not meet the 200-foot minimum intersection spacing requirement for a Neighborhood status street, it will not be allowed.

The pre-application plan shows a long alley on the west side of the site with a cul-de-sac. Cul-de-sacs are not permitted on alley street sections. Also, cul-de-sacs may not be longer than 200 feet. Therefore, this proposed street is not acceptable.

There are several dead end alleys shown on the east side of the site with no turn-arounds at the end. This is not a typical use for an alley. Using of alleys for access should not be designed in a manner to prevent street connectivity. Dead ending of streets that will have no potential for future extension will not be accepted.

Plan Submittal #2

The pre-application plan shows a series of private streets on site in which the lots would gain access. City of Sherwood Municipal Code only allows for 2 lots/parcels to gain access via a private street. Therefore, this street layout is not acceptable.

Site will need 2 accesses to public streets. This plan only shows one access to SW Cedar Brook Way and an emergency access.

A street design exception will be required for street sections that vary from City of Sherwood engineering design standards.

Storm Sewer

There is a new public storm sewer approximately 120 feet east of the northeast corner of the site that flows to a water quality facilities to the east, north of SW Cedar Brook Way and west of Hwy 99. This water quality facilities appears to be sized just for the existing development. If the developer would like to connect into this existing system, they will need to provide a stormwater report and design showing how the existing facilities would be modified to account for the new development. If this existing system can't be modified to provide for the new development, then the developer will need to treat water runoff on site and discharge to the tributary to the northwest.

There is also a storm sewer located at the southwest corner of the site at the Meineke Road\Cedar Brook Way round-about. This system is near the upper elevation of the property and would probably only be able to receive runoff from a small portion of the property. Also, the water quality swale west of SW Cedar Brook Way that this storm sewer system drains to, does not have a high flow bypass resulting in erosion issues at

the swale outlet. Due to these reasons, it probably would not be practical to drain any runoff to this storm facility.

Sanitary Sewer

The sanitary sewer for this development could be served from an 8-inch sanitary sewer line located within SW Cedar Brook Way at the northeast corner of the property. This 8-inch sewer runs southeasterly beneath SW Cedar Brook Way to the west side of Hwy 99 where it runs west of and parallel to Hwy 99 until it connects to a 24-inch main running northwesterly along the southwest side of Cedar Creek. There is also an 8-inch stub for this property off of an 8-inch main that runs northeasterly along the southeast side of a tributary to Cedar Creek until it connects to the aforementioned 24-inch main.

The 8-inch sanitary sewer beneath SW Cedar Brook Way will have adequate capacity for this development as it only serves the apartments east of this property. If the 8-inch stub is to be used, then the 8-inch main should be analyzed to ensure adequate capacity.

Water

There is currently a 12-inch water line stub at each end of SW Cedar Brook Way. The extension of SW Cedar Brook Way will also result in the interconnect of these 12-inch water lines giving the property a 12-inch looped water system to connect. Public water mains within the development shall be 8 inches in diameter.

System Development Charges

Current Washington County TDT:	\$6,665 per Single Family Detached \$3,976 per Condo\Townhouse
Current City of Sherwood Street SDC:	\$3,011.94 per Single Family – Detached \$1,910.55 per Residential Condominium/Townhouse
Current City of Sherwood Park SDC:	\$7,668.78 per Single Family Dwelling (applies to Detached and Townhouses)
Current CWS Sanitary SDC:	\$4,800.00 per Dwelling Unit
Current City of Sherwood Sanitary SDC:	\$194.74 per Single Family Residence
Current City of Sherwood Water SDC:	\$6,775.70 for 5/8"-3/4" meter typical
Current CWS Water Quantity SDC:	\$275.00 per unit
Current CWS Water Quality SDC:	\$225.00 per unit
Current City of Sherwood Storm SDC:	\$121.44 per unit

END OF COMMENTS.