



Home of the Tualatin River National Wildlife Refuge

Pre-Application Conference Notes

PAC 2020-003

Meeting Date: January 23, 2020

Planning Staff Contact: Joy L. Chang

503-625-4214 or changj@sherwoodoregon.gov

Annexation / Conditional Use Permit / Site Plan Review

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: Kerr – Annexation and Contractor's Establishment

PROPOSAL DESCRIPTION: The applicant is proposing annexation of a ±28.17 acre site into the City. The applicant is also pursuing a contractors' establishment on the site.

APPLICANT: Mike Towle, DOWL
720 SW Washington Street, Suite 750
Portland OR 97205

OWNER: Woodburn Industrial Capital Group LLC
PO BOX 1060, Woodburn OR 97071

PROPERTY LOCATION: Approximately 280 feet south of SW Oregon Street and on the east side of SW Tonquin Road

TAX LOT ID: 2S1330000400 and 2S133BB00100

LAND USE DESIGNATION: Employment Industrial (EI) once annexed into the City boundary

IDENTIFIED POTENTIAL CONSTRAINTS/ISSUES: Extension of City Services to Tax Lot 400, Tonquin Employment Area (Employment Industrial Zoning, Conditional Use, Constrained Land)

Based on the information provided, NECESSARY APPLICATIONS:

- Type V Annexation
- Type IV Site Plan Review – Site Plans greater than 40,000 square feet of floor area, parking or seating capacity.
- Type III Conditional Use Permit

STAFF COMMENTS

The following comments are based on staff’s review of the information provided on the Pre-Application Form and accompanying attachments.

1. **Annexation** – There are four methods of annexation to the City of Sherwood. Three of the four methods requires a vote of the citizens of the City of Sherwood. **SB1573 Method** does not - 100% of the property owners file a petition to be annexed, and if all criteria outlined in SB1573 are satisfied, then the requirement from the City Charter for a mandated City wide vote is exempted. The City Council becomes the acting authority and no vote of the public is required or permitted.

See all requirements identified in the “[Checklist for Annexation Request](#)” packet.

One criterion for annexation approval is feasibility of public services (sewer, water, stormwater, etc.). Tax Lot 400 is land locked and does not have direct access to utilities. One option is to complete a lot consolidation, combining TL 100 with TL 400. The other option is to provide a public throughway through TL 100 that benefit TL 400.

2. Once annexed, the property will be zoned **Employment Industrial**. Allowed uses and dimensional requirements are reflected in Chapter 16.31. Contractors’ storage and equipment yards use is shown on the table below.

16.31.020 - Uses

A. *The table below identifies the land uses that are permitted outright (P), permitted conditionally (C) and not permitted (N) in the industrial zoning districts. The specific land use categories are described and defined in Chapter 16.88.*

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 industrial zones or contribute to the achievement of the objectives of the industrial zones may be permitted outright or conditionally, utilizing the provisions of Chapter 16.88.*

D. *Additional limitations for specific uses are identified in the footnotes of this table.*

<i>Uses</i>	<i>EI¹</i>
INDUSTRIAL	
• Contractors' storage and equipment yards	C⁴

⁴ On constrained land where structures would not otherwise be permitted, provided that no natural resources such as wetland or floodplains are impacted.

16.31.030 - 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 (Variances and Adjustments).

B. Development Standards

Except as otherwise provided, required minimum lot areas and dimensions and setbacks shall be:

<i>Development Standards by Zone</i>	<i>EI</i>
<i>Lot area - Industrial Uses:</i>	<i>3 acres⁹</i>
<i>Lot area - Commercial Uses (subject to Section 16.31.050):</i>	<i>10,000 SF</i>
<i>Lot width at front property line:</i>	<i>100 feet</i>
<i>Lot width at building line:</i>	<i>100 feet</i>
<i>Front yard setback¹¹</i>	<i>20 feet</i>
<i>Side yard setback¹⁰</i>	<i>None</i>
<i>Rear yard setback¹¹</i>	<i>None</i>
<i>Corner lot street side¹¹</i>	<i>20 feet</i>
<i>Height¹¹</i>	<i>50 feet</i>

⁹ Lots within the EI zone that were legal lots of record prior to October 5, 2010 and smaller than the minimum lot size required in the table below may be developed if found consistent with other applicable requirements of Chapter 16.31 and this Code. Further subdivision of lots smaller than three (3) acres shall be prohibited unless Section 16.31.050 applies.

¹⁰ When a yard is abutting a residential zone or public park, there shall be a minimum setback of forty (40) feet provided for properties zoned Employment Industrial and Light Industrial Zones, and a minimum setback of fifty (50) feet provided for properties zoned General Industrial.

¹¹ Structures located within one-hundred (100) feet of a residential zone shall be limited to the height requirements of that residential zone.

16.31.040 - Employment Industrial (EI) Restrictions

A. Use Restrictions

1. Retail and professional services that cater to daily customers, such as restaurants and financial, insurance, real estate, legal, medical and dental offices, shall be limited in the EI zone.

- a. *New buildings for stores, branches, agencies or other retail uses and services shall not occupy more than five thousand (5,000) square feet of sales or service area in a single outlet and no more than twenty thousand (20,000) square feet of sales or service area in multiple outlets in the same development project, and*
 - b. *New buildings for stores, branches, agencies or other retail uses and services shall not be located on lots or parcels smaller than five (5) acres in size. A "development project" includes all improvements proposed through a site plan application.*
2. *Notwithstanding the provisions of Section 16.31.050 "Commercial Nodes Use Restrictions," commercial development permitted under 16.31.050(1)(a) may only be proposed concurrent with or after industrial development on the same parcel. Commercial development may not occur prior to industrial development on the same parcel.*
- B. Land Division Restrictions**
1. *Lots of record prior to October 5, 2010 that are smaller than the minimum lot size required in the EI zone may be developed if found consistent with other applicable requirements of Chapter 16.31 and this code. Further subdivision of lots smaller than three (3) acres shall be prohibited unless Section 16.31.050 applies.*
 2. *Lots or parcels larger than fifty (50) acres may be divided into smaller lots and parcels pursuant to a Planned Unit Development approved by the city so long as the resulting division yields at least one (1) lot or parcel of at least 50 acres in size.*
 3. *Lots or parcels fifty (50) acres or larger, including those created pursuant to subsection (2) above, may be divided into any number of smaller lots or parcels pursuant to a Planned Unit Development approved by the city so long as at least forty (40) percent of the area of the lot or parcel has been developed with industrial uses or uses accessory to industrial use.*

16.31.050 - Tonquin Employment Area (TEA) Commercial Nodes Use Restrictions

- A. *Within the Tonquin Employment Area (TEA), only commercial uses that directly support industrial uses located within the TEA are permitted as conditional uses.*
- B. *Commercial development, not to exceed a total of five (5) contiguous acres in size, may be permitted.*
- C. *Commercial development may not be located within three hundred (300) feet of SW 124th Avenue or SW Oregon Street, and must be adjacent to the proposed east-west collector street.*

Based on the Tonquin Employment Area Concept Plan, the intent of the proposed EI zone is highlighted below.

development objectives may result in short-term employment gains but future land uses that hinder or preclude the identified desired industries. The intent of the proposed EI zone is to provide a unique place for emerging technologies and for the possibility of synergistic clusterings of similar uses, while at the same time allowing for more traditional light industrial uses that could be sited in, or compatibly among, industrial park or campus developments.

Consistent with the zone's purpose statement, uses associated with the three identified key industries are permitted outright. Through a conditional use permit process, uses that can be shown to be "consistent with, or a variation of" target industry uses will also be permitted. No other new uses have been included in the EI zone, but many LI permitted uses have been modified to better meet the objectives of the new employment area(s). Some uses that are

The **Sherwood Comprehensive Plan Part 2, Environmental Resource** section defines constrained lands as reflected below:

4. Limit land development in areas with known natural hazards, special topographic soil, or drainage characteristics according to the kind and degree of hazard or characteristic present.
 - a. Restrict the nature and intensity of development in:
 - 1) 100-year floodplains
 - 2) Areas with slopes which have slide or erosion potential.
 - 3) Areas with weak foundation soils.
 - 4) Wetlands
 - b. Natural hazards such as runoff from paving and soil slippage due to weak foundation soils that could result from new developments should be considered.

Environmentally Constrained Land is also defined under §16.10.020 Definitions- Any portion of land located within the floodway, one hundred-year floodplain, wetlands and/or vegetated corridor as defined by Clean Water Services.

3. The applicant is considering a Contractor's Storage and Equipment Yard in the Employment Industrial Designation. The site is zoned Employment Industrial and Contractor's Storage and Equipment Yard use are permitted with a Condition Use Permit with additional limitations for specific uses. See footnote 4 of EI Uses Table. **Conditional Use Permit (CUP)** provisions are delineated in Chapter 16.82 of the Zoning and Community Development Code (ZCDC).

16.82.020 - Permit Approval

A. Hearing Authority Action

1. *The Hearings Authority shall conduct a public hearing pursuant to Chapter 16.72 and take action to approve, approve with conditions, or deny the application. Conditions may be imposed by the Hearings Authority if necessary to fulfill the requirements of the adopted Comprehensive Plan, Transportation System Plan, or the Code. The decision shall include appropriate findings of fact as required by this Section, and an effective date.*
2. *Conditional uses may be approved at the hearing for a larger development (i.e. business campus or industrial park), to include future tenants of such development, if the range of uses allowed as conditional uses are considered, and specifically approved, at the time of original application.*

B. Final Site Plan

Upon approval of a conditional use by the Hearing Authority, the applicant shall prepare a final site plan for review and approval pursuant to Section 16.90. The final site plan shall include any revisions or other features or conditions required by the Hearing Authority at the time of the approval of the conditional use.

C. Use Criteria

No conditional use shall be granted unless each of the following is found:

- 1. All public facilities and services to the proposed use, including but not limited to sanitary sewers, water, transportation facilities, and services, storm drains, electrical distribution, park and open space and public safety are adequate; or that the construction of improvements needed to provide adequate services and facilities is guaranteed by binding agreement between the applicant and the City.*
- 2. Proposed use conforms to other standards of the applicable zone and is compatible with abutting land uses in regard to noise generation and public safety.*
- 3. The granting of the proposal will provide for a facility or use that meets the overall needs of the community and achievement of the goals and/or policies of the Comprehensive Plan, the adopted City of Sherwood Transportation System Plan and this Code.*
- 4. Surrounding property will not be adversely affected by the use, or that the adverse effects of the use on the surrounding uses, the neighborhood, or the City as a whole are sufficiently mitigated by the conditions proposed.*
- 5. The impacts of the proposed use of the site can be accommodated considering size, shape, location, topography and natural features.*
- 6. The use as proposed does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.*

...

D. Additional Conditions

In permitting a conditional use or modification of an existing conditional use, additional conditions may be applied to protect the best interests of the surrounding properties and neighborhoods, the City as a whole, and the intent of this Chapter. These conditions may include but are not limited to the following:

- 1. Mitigation of air, land, or water degradation, noise, glare, heat, vibration, or other conditions which may be injurious to public health, safety or welfare in accordance with environmental performance standards.*
- 2. Provisions for improvement of public facilities including sanitary sewers, storm drainage, water lines, fire hydrants, street improvements, including curb and sidewalks, and other above and underground utilities.*
- 3. Increased required lot sizes, yard dimensions, street widths, and off-street parking and loading facilities.*
- 4. Requirements for the location, number, type, size or area of vehicular access points, signs, lighting, landscaping, fencing or screening, building height and coverage, and building security.*
- 5. Submittal of final site plans, land dedications or money-in-lieu of parks or other improvements, and suitable security guaranteeing conditional use requirements.*
- 6. Limiting the number, size, location, height and lighting of signs.*

7. *Requirements for the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas.*
8. *Requirements for design features which minimize potentially harmful environmental impacts such as noise, vibration, air pollution, glare, odor and dust.*

E. Time Limits

Unless approved under Section 16.82.020.A.2 for a larger development to include future tenants of such development, authorization of a conditional use shall be void after two (2) years or such lesser time as the approval may specify unless substantial construction, in the City's determination, has taken place. The Hearing Authority may extend authorization for an additional period, not to exceed one (1) year, upon a written request from the applicant showing adequate cause for such extension, and payment of an extension application fee as per Section 16.74.010.

F. Revocation

Any departure from approved plans not authorized by the Hearing Authority shall be cause for revocation of applicable building and occupancy permits. Furthermore, if, in the City's determination, a condition or conditions of CUP approval are not or cannot be satisfied, the CUP approval, or building and occupancy permits, shall be revoked.

4. The approval criteria for **Site Plan Reviews are delineated in the Sherwood Zoning and Community Development Code (SZCDC) Section 16.90.**

16.90.020.D Required Findings

No site plan approval will 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.*
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.*
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.*
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.*
5. *For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant must provide adequate information, such as a traffic impact analysis (TIA) or traffic counts, to demonstrate the level of impact to the surrounding transportation system. The developer is required to mitigate for impacts attributable to the project, pursuant to TIA requirements in Section 16.106.080 and rough proportionality requirements in Section 16.106.090. The determination of impact or effect and the scope of the impact study must be coordinated with the provider of the affected transportation facility.*
6. *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 include the following:*
 - a. *Primary, front entrances are located and oriented to the street, and have significant articulation and treatment, via facades, porticos, arcades, porches, portal, forecourt, or stoop to identify the entrance for pedestrians. Additional*

entrance/exit points for buildings, such as a postern, are allowed from secondary streets or parking areas.

- b. Buildings are located adjacent to and flush to the street, subject to landscape corridor and setback standards of the underlying zone.*
- c. The architecture of buildings are oriented to the pedestrian and designed for the long term and be adaptable to other uses. Aluminum, vinyl, and T-111 siding are prohibited. Street facing elevations have windows, transparent fenestration, and divisions to break up the mass of any window. Roll up and sliding doors are acceptable. Awnings that provide a minimum 3 feet of shelter from rain are required unless other architectural elements are provided for similar protection, such as an arcade.*
- d. As an alternative to the standards in Section 16.90.020.D.6.a—c, the following Commercial Design Review Matrix may be applied to any commercial, multi-family, institutional or mixed use development (this matrix may not be utilized for developments within the Old Town Overlay). A development must propose a minimum of 60 percent of the total possible points to be eligible for exemption from the standards in Section 16.90.020.D.6.a—c. In addition, a development proposing between 15,001 and 40,000 square feet of floor area, parking or seating capacity and proposing a minimum of 80 percent of the total possible points from the matrix below may be reviewed as a Type II administrative review, per the standards of Section 16.72.010.A.2.*
- e. As an alternative to the standards in Sections 16.90.020.D.6.a—c, the Old Town Design Standards (Chapter [16.162](#)) may be applied to achieve this performance measure.*
- f. As an alternative to the standards in Sections 16.90.020.D.6.a.—e, an applicant may opt to have a design review hearing before the Planning Commission to demonstrate how the proposed development meets or exceeds the objectives in Section 16.90.010.B of this Code. This design review hearing will be processed as a Type IV review with public notice and a public hearing.*

The Commercial Design Review Matrix is not applicable to this proposal. The applicant must meet the Industrial Design Standards (16.90.030.D.7 a or b) stated below.

- 7. 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 include the following:*
 - a. Portions of the proposed industrial development within 200 feet of an arterial or collector street and visible to the arterial or collector (i.e. not behind another building) must meet **any four of the following six design criteria:***
 - (1) A minimum 15% window glazing for all frontages facing an arterial or collector.*
 - (2) A minimum of two (2) building materials used to break up vertical facade street facing frontages (no T-111 or aluminum siding).*
 - (3) Maximum thirty-five (35) foot setback for all parts of the building from the property line separating the site from all arterial or collector streets (required visual corridor falls within this maximum setback area).*
 - (4) Parking is located to the side or rear of the building when viewed from the arterial or collector.*
 - (5) Loading areas are located to the side or rear of the building when viewed from the arterial or collector. If a loading area is visible from an arterial or collector, it must be screened with vegetation or a screen made of materials matching the building materials.*
 - (6) All roof-mounted equipment is screened with materials complimentary to the building design materials.*
 - b. As an alternative to Section 16.90.020.D.7.a, an applicant may opt to have a design review hearing before the*

Planning Commission to demonstrate how the proposed development meets or exceeds the applicable industrial design objectives below (this design review hearing will be processed as a Type IV review):

- (1) Provide high-value industrial projects that result in benefits to the community, consumers and developers.*
 - (2) Provide diversified and innovative working environments that take into consideration community needs and activity patterns.*
 - (3) Support the City's goals of economic development.*
 - (4) Complement and enhance projects previously developed under the industrial design standards identified in Section 16.90.020.D.7.*
 - (5) Enhance the appearance of industrial developments visible from arterials and collectors, particularly those considered "entrances" to Sherwood, including but not limited to: Highway 99W, Tualatin-Sherwood Road and Oregon Street.*
 - (6) Reduce the "bulk" appearance of large industrial buildings as viewed from the public street by applying exterior features such as architectural articulation, windows and landscaping.*
 - (7) Protect natural resources and encourage integration of natural resources into site design (including access to natural resources and open space amenities by the employees of the site and the community as a whole).*
8. *Driveways that are more than twenty-four (24) feet in width shall align with existing streets or planned streets as shown in the Local Street Connectivity Map in the adopted Transportation System Plan (Figure 17), except where prevented by topography, rail lines, freeways, pre-existing development, or leases, easements, or covenants.*

E. Approvals

The application is reviewed pursuant to Chapter 16.72 and action taken to approve, approve with conditions, or deny the application for site plan review. Conditions may be imposed by the Review Authority if necessary to fulfill the requirements of the adopted Comprehensive Plan, Transportation System Plan or the Zoning and Community Development Code. The action must include appropriate findings of fact as required by Section 16.90.020. The action may be appealed to the Council in accordance with Chapter 16.76.

F. Time Limits

Site plan approvals are void after two (2) years unless construction on the site has begun, as determined by the City. The City may extend site plan approvals for an additional period not to exceed one (1) year, upon written request from the applicant showing adequate cause for such extension, and payment of an extension application fee as per Section 16.74.010. A site plan approval granted on or after January 1, 2007 through December 31, 2009, is extended until December 31, 2013.

7. **Visual Corridor (Section 16.142.040)** - The subject property is located adjacent to SW Tonquin Road that is classified as an Arterial rights-of-way on the City's Street Functional Classification Map. A landscaped visual corridor is required along all collectors and arterials (as designated by the Transportation System Plan [TSP]) as well as Highway 99W. The required width of the corridor for collectors is ten (10) feet, arterials is fifteen (15) feet and Highway 99W is twenty-five (25) feet. **Any new formal development permits will require the developer to provide a landscaped visual corridor.** In all other developments (not residential), the visual corridor shall be on private property adjacent to the right-of-way. The site affects the following visual corridor roadways:

SW Tonquin Road is designated as Arterial roadway on the TSP and a 15-foot landscaped visual corridor will be required along their frontage.

8. **Landscaping**, particularly visual corridors, perimeter buffer, and parking area landscaping will be

required in accordance with **Chapter 16.92**.

9. **Off-Street Parking** (Chapter 16.94) and **On Site Circulation** (Chapter 16.96) – the proposed development must comply with the requirements. Parking counts were reflected on the site plan, but building use was not identified and staff could not determine if off-street parking requirements are satisfied.
10. **Solid Waste and Recycling Storage** (Section 16.98.020) – The preliminary plans must identify all storage and address the required criteria. Staff recommends early coordination with Pride Disposal regarding their specific requirements/standards that must also be satisfied. See Pride Waste Disposal / Enclosure Requirements handout.
11. The development will need to comply with **Chapter 16.142, Parks, Trees, and Open Space**. New developments are required to achieve minimum canopy requirements, and may be required to inventory any existing trees. **Industrial development has a 30% tree canopy requirement**.
12. The development must comply with **Chapter 16.132, Environmental Resources**. The applicant will need to contact Clean Water Services (CWS) and obtain a Service Provider Letter.
13. The development must comply with **Chapter 16.144, Wetlands, Habitat, and Natural Areas**. Our mapping system identified several natural resources on site. The applicant must comply with Chapter 16.144 along with Clean Water Services requirements.

The Code allows flexibility in development standards in exchange for the protection of sensitive lands as outlined in this Chapter. For example, qualifying developments may be allowed to reduce lot sizes up to 10% and reduce setbacks up to 30% (see Section 16.144.030). These provisions can be utilized when an equal amount of inventoried resource above and beyond that already required to be protected is held in a public or private open space tract or otherwise protected from further development.

14. Please refer to the City of Sherwood (COS) Engineering Comments for information regarding the availability of water, sanitary sewer, stormwater, transportation, and other public facilities (**Division VI. Public Infrastructure**). Below are some key points.
 - CWS Hydromodification
 - Water service for fire protection
 - Sanitary service
 - Abandon both water well and septic system
15. **Washington County, Land Use & Transportation** – SW Tonquin Road is owned and maintained by Washington County. Below are key points identified by Washington County. Contact Naomi Vogel at 503-846-7639 with further questions.
 - ROW dedication – 45 feet from centerline of Tonquin. ROW or public easement needed for Regional Trail.
 - Half-street improvement – pavement, bike lane, gutter/curb, street lighting, planter strip with street trees and sidewalk (per city widths). Regional trail location/width per City.
 - TIA – in addition to City requirements include analysis for access to Tonquin (spacing from Oregon St intersection), sight distance analysis (based on 55 MPH), 10% impact to

intersection(s) within study area, left-turn lane/queuing needs/other lanes (RT decel) and truck turning templates. Refer to R&O 86-95 for report requirements.

- Access will need to request a design exception to the Arterial access standards (refer to TIA requirements). The same requirements as an AMP (County Code).
- Include circulation and access for other parcels to/from Tonquin. Other public street access will be problematic due to the spacing from the intersection with Oregon Street. As Bob noted, Oregon/Tonquin intersection is on the RTP list (#10590).

16. **Building Division and Tualatin Valley Fire & Rescue** reviewed the proposed development and identified the following items:

- The proposed industrial buildings will need **Fire Sprinklers and Fire Alarms**.
- An **enhanced Radio transmitter** will be required for all buildings over 50,000 square feet to assist with radio frequency or pay a fee in lieu.
- Please see Tualatin Valley Fire & Rescue for additional comments.

Since limited structural building information was submitted, the City of Sherwood Building Department has no further comments at this time. Proposed structures must meet current State of Oregon Building Codes.

17. A separate permit is required for all permanent signs per SZCDC **Chapter 16.102- SIGNS**. Sign permits may be applied for through the Sherwood Building Department. Temporary sign permits are issued through the Sherwood Planning Department.

18. Based on the **Ice Age Tonquin Trail Master Plan**, your site has been identified with the Preferred Alignment for the regional trail (see attached Map 13 and Tile 7). The trail will be required as part of any proposed development.

APPLICABLE CODE CRITERIA

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

<input checked="" type="checkbox"/> Division II Zoning District – 16.31	<input checked="" type="checkbox"/> 16.92 (Landscaping)	<input type="checkbox"/> 16.122 (Land Partitions)
<input 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 and Lot Consolidations)
<input type="checkbox"/> 16.44 (Townhomes)	<input checked="" type="checkbox"/> 16.96 (On-Site Circulation)	<input type="checkbox"/> 16.134. (Flood Plain Overlay)
<input type="checkbox"/> 16.46 (Manufactured Homes)	<input checked="" type="checkbox"/> 16.98 (On-Site Storage)	<input checked="" type="checkbox"/> 16.142 (Parks, trees, and Open Space)
		<input checked="" type="checkbox"/> 16.144 (Wetland, Habitat and Natural Areas)
<input type="checkbox"/> 16.48 (Non-Conforming Uses)	<input type="checkbox"/> 16.102 (Signs)	<input checked="" type="checkbox"/> 16.146 (Noise)
<input type="checkbox"/> 16.50 (Accessory Uses)	<input checked="" type="checkbox"/> 16.106 (Transportation Facilities)	<input checked="" type="checkbox"/> 16.148 (Vibrations)
<input type="checkbox"/> 16.80 (Plan Amendments)	<input type="checkbox"/> 16.106.030(D) (Additional Setbacks)	<input checked="" type="checkbox"/> 16.150 (Air Quality)
<input checked="" type="checkbox"/> 16.82 (Conditional Uses)	<input checked="" type="checkbox"/> 16.108.040.D (Clear Vision Areas)	<input checked="" type="checkbox"/> 16.152 (Odors)
<input type="checkbox"/> 16.86 (Variances)		<input checked="" type="checkbox"/> 16.154 (Heat and Glare/Lighting)

<input type="checkbox"/> 16.88 (Interpretation of Similar Uses)	<input checked="" type="checkbox"/> 16.112 (Water Supply)	<input checked="" type="checkbox"/> 16.156 (Energy Conservation)
<input checked="" type="checkbox"/> 16.90 (Site Planning)	<input checked="" type="checkbox"/> 16.114 (Storm Water)	<input type="checkbox"/> 16.162 (Old Town Overlay District)
	<input checked="" type="checkbox"/> 16.116 (Fire Protection)	<input type="checkbox"/> 16.166 (Landmark Designation)
	<input type="checkbox"/> 16.118 (Private Improvements)	<input type="checkbox"/> 16.168 (Landmark Alteration)
	<input type="checkbox"/> 16.120 (Subdivisions)	

PROCEDURES

- Annexation, Type V – Hearing authority is the City Council (typically two hearings) with appeal opportunity to the Land Use Board of Appeals.

Once annexation into the city limits is complete, the following reviews can be proceed:

- Site Plan Review, Type IV – Site Plans – greater than 40,000 square feet of floor area, parking or seating capacity. The Planning Commission will conduct the hearing and render the final decision. Any appeals will be heard by the City Council.
- Conditional Use Permit, Type III – the Conditional Use Permit will be processed concurrently with the Site Plan Type IV Review.
- Final Site Plan Review, Type I (once a preliminary land use decision has been rendered).

FEES

Fees from July 1, 2019 (subject to change July 1, 2020)

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

- Annexation, Type V - \$7,500 deposit (applicant pays 100% of actual expenses including staff time and any balance owing is due within 30-days from the final annexation invoice date.)

And

- Site Plan Review, Type IV - \$6,577.41 + \$7,650 (additional \$102 for every 10,000 square feet or portion thereof over the first 15,000 square feet of building area) = \$14,227.41 plus
- Conditional Use Permit with concurrent review, Type III - \$2,190.04 plus
 - Publication/distribution of Type IV Notice \$466
- Final Site Plan Review, Type I - \$699.15

APPLICATION SUBMITTAL PROCESS FOR LAND USE REVIEWS – Note, Annexation Applications have different application submittal requirements.

The following materials must be submitted with your land use 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. The narrative 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.
- Fee** (along with calculations utilized to determine fee if applicable)
- Signed checklist** verifying submittal includes specific materials necessary for the application process
- Neighborhood Meeting Verification** including affidavit, sign-in sheet and meeting summary (required for Type III, IV and V projects)
- 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.

TIME LINE

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.

Planning Staff Contact: Joy L. Chang, (503)625-4214 changj@sherwoodoregon.gov

RESPONSES TO QUESTION FROM THE APPLICANT

1. Please confirm if the proposed contractor's establishment use would be considered a contractor's storage and equipment yard and any potential concerns regarding the viability of obtaining a conditional use permit for that use in the EI zoning district. ***This proposal would be considered a Contractor's Storage and Equipment Yard. Potential concerns regarding the viability of obtaining a Conditional Use Permit in the Tonquin Employment Area, Employment Industrial Zone would only be allowed on constrained land. Furthermore, all Conditional Use Permit approval criteria must also be satisfied.***

2. Please identify any and all public infrastructure improvements that will be required on or adjacent to the site and if any of these improvements can be deferred, through an annexation agreement or other means, until such point in time when a long-term industrial employment use is established on the property. **See Engineering Comments.**
3. Please confirm if there are any city-mapped natural resource features on the site that would need to be addressed with the site development process and what the process would be to allow impacts, if any. **The site is within the Tonquin Scabland Geologic Area. The City also relies on Metro Natural Resource mapping and the site shows upland and riparian habitats.**
4. Please confirm the anticipated City review timelines for the annexation. **Once an application is deemed complete, an annexation decision would typically be rendered within 2-3 months. This would allow for required notification and two City Council hearings.**
5. Please confirm if a site plan review application is required to allow the full extent of grading anticipated in conjunction with the contractor's establishment use. **Yes**
6. Please confirm any special studies that would be required with the annexation and site development applications. **No special studies are required with the annexation. However, the following are needed for Site Development:**
 - Traffic Impact Analysis
 - Stormwater Report
 - Geotech Report for half-street improvements
7. Please confirm the agency review fees for the applicable applications. **Noted above, but does not include any building review fees.**
8. Please confirm the system development charges that would apply to the proposed contractor's establishment use. **See Engineering Comments.**



CITY OF SHERWOOD

PRE-APPLICATION CONFERENCE SIGN-IN SHEET

Project: PAC 2020-003	Meeting Date: January 23, 2020
Facilitator: Joy Chang, Senior Planner	Place/Room: City of Sherwood, Conf. Rm. A

Name	Agency or Representation	Email Address
Joy Chang	COS - Planning	changj@sherwoodoregon.gov
Naomi Vogel	Wash. County	naomi.vogel@co.washington.or.us
Bob GIALATI	COS - ENGINEERING	GIALATI@SHERWOODOREGON.GOV
Tom Mooney	TVFR	thomas.mooney@tvfr.com
ERIC RUTLEDGE	COS - ASSOC. PLANNER	RUTLEDGEE@SHERWOODOREGON.GOV
Tim Kerr	Woodburn Ind.	tkerr@kerrcontractors.com
MIKE TOWLE	DOWL	MTOWLE@DOWL.COM
REAS STAPLETON	DOWL	RSTAPLETON@DOWL.COM

Engineering Pre-Application Comments



To: Joy Chang, Senior Planner
From: Bob Galati P.E., City Engineer
Project: Tonquin Road Site Development (PAC 20-03)
Date: February 6, 2020

Engineering staff have reviewed the proposed site development submittal information. All final approved construction plans will need to conform to the design and construction standards established by the City of Sherwood's Engineering and Public Works Departments, Washington County Department of Land Use and Transportation (WACO), Clean Water Services (CWS), Tualatin Valley Fire and Rescue (TVF&R), in addition to other jurisdictional agencies which may provide land use comments. The City of Sherwood Engineering Department review comments are as follows:

General Observations

The proposed site development consists of two tax lots (2S1330000100 and 2S1330000400) located along the east side of SW Tonquin Road approximately 350' south of the intersection of SW Tonquin Road and SW Oregon Street. TL# 2S1330000100 is 8.17 acres in size, and TL# 2S1330000400 is 20.0 acres in size. The total site development area is 28.17 acres.

Transportation Comments

TL#100 fronts SW Tonquin Road. The WACO TSP shows SW Tonquin Road as a 2-lane arterial classification, and the Metro RTP classifying it as a Rural Arterial. WACO ISPIRIT survey information shows SW Tonquin Road within a 40-foot right-of-way.

As SW Tonquin Road is under WACO jurisdictional control, access improvements from the site onto SW Tonquin Road will have to meet WACO design standards for sight distance. WACO review comments are as follows:

1. ROW dedication – 45-feet from centerline of Tonquin ROW or public easement needed for Regional Trail.
2. Half-street improvement – pavement, bike lane, gutter/curb, street lighting, planter strip with street trees, and sidewalks (per City widths). Regional trail location/width per City.
3. TIA – in addition to City requirements include analysis for access to Tonquin (spacing from Oregon Street intersection), sight distance analysis (based on 55 mph), 10% impact to intersection (s) within study area, left-turn lane/queuing needs/other lanes (right-turn deceleration) and truck turning templates. Refer to R&O 86-95 for report requirements.
4. Access will need to request a design exception to the Arterial access standards (refer to TIA requirements). The same requirements as an AMP (WACO Code).
5. Include circulation and access for other parcels to/from Tonquin. The other public street access will be problematic due to the spacing from the intersection with Oregon Street. Oregon/Tonquin intersection is on the RTP list (#10590).

Frontage improvements of the SW Tonquin Road would conform with City of Sherwood Municipal Code Sections 16.106.010 through 16.106.090.

City of Sherwood required frontage improvements for a 2-lane arterial classification roadway include the following items:

1. 64-foot right-of-way, which means a 32-foot right-of-way width from the existing right-of-way centerline. Development may be required to dedicate the difference between the existing and proposed ROW of approximately 12-feet.
2. Pavement width from centerline of the ROW to face of curb would be 18-feet.
3. Planter strip with a width of 5-feet
4. An 8-foot wide sidewalk
5. A 1-foot clear space between back of sidewalk and ROW line..
6. An 8-foot wide PUE measured from ROW line.
7. And a 25-foot wide visual corridor measured from the ROW line.
8. Street lighting along the Tonquin Road frontage would be Cobrahead Street lights at an appropriate spacing.
9. Street trees within planter strip.

TL#400 is an isolated lot which does not have direct connection to Tonquin Road. The application may be required to provide a public residential road section from Tonquin Road to TL#400. The City's standard residential roadway section includes the following requirements:

1. 52-foot wide right-of-way with a 28-foot wide face of curb to face of curb paved width.
2. Two 5-foot wide planter strips
3. Two 6-foot wide sidewalks
4. Two 1-foot clear space between back of sidewalk and ROW line.
5. 8-foot wide PUE as measured from ROW on all public street frontage.
6. Street trees
7. Street lighting, Westbrooke style on residential/local roads.

A TIA may be required to determine impacts to the intersection of Oregon Street and Tonquin Road, and the roundabout of Oregon Street and Murdock Road (MC Section 16.106.080). The following critical data identifies an issue with the intersection of Oregon Street and Tonquin Road, and in the opinion of the City Engineer justifies the request for a TIA.

1. The intersection of Tonquin Road and Oregon Street is listed in the Metro 2035 RTP (Project No. 10674) as a CIP based on limited capacity and safety.
2. The intersection of Tonquin Road and Oregon Street is listed in the City TSP as a CIP based on limited capacity and safety.
3. The intersection of Tonquin Road and Oregon Street is listed in the WACO 2014 TSP Project List (Oregon-Tonquin Roundabout) as a CIP based on capacity and safety.

Per Section 16.106.080.B a TIA may be required to be submitted to the City with a land use application at the request of the City Engineer or if the proposal is expected to involve one or more of the subsections of Section 16.106.080.B (1) through (6).

The results of the TIA may be used to determine a proportionate share improvement cost of impact to the Oregon Street and Tonquin Road intersection.

Sanitary Sewer System Comments

TL#100 fronts directly onto SW Tonquin Road and is located approximately 365' south of the nearest public sanitary sewer system infrastructure. TL#400 abuts along TL#100 along its east property line. From public records, it does not appear that TL#400 has any direct access to a public corridor, by which extension of the public sanitary sewer systems could be achieved to provide public service.

A public sanitary sewer mainline extension down Tonquin Road and through TL#100 may be required as part of the site development process.

Water System Comments

TL#100 fronts directly onto SW Tonquin Road and is located approximately 365' south of the nearest public water system infrastructure. TL#400 abuts along TL#100 along its east property line. From public records, it does not appear that TL#400 has any direct access to a public corridor, by which extension of the public water systems could be achieved to provide public service.

A public water system mainline extension down Tonquin Road and through TL#100 may be required as part of the site development process.

Stormwater System Comments

TL#100 fronts directly onto SW Tonquin Road and is located east of and adjacent to the Rock Creek wetland and stream corridor. TL#400 abuts along TL#100 along its east property line. From public records, it does not appear that TL#400 has any direct access to a public corridor, by which extension of the public stormwater systems could be achieved to provide public service.

A public stormwater system mainline extension across Tonquin Road and through TL#100 may be required as part of the site development process.

The site development submittal would need to include a stormwater report stamped by a registered civil engineer in the State of Oregon, which provides design data for collection, conveyance, treatment, detention, and discharge of on-site stormwater runoff in conformance with CWS standards.

Since both TL#100 and TL#400 are more than 5 acres in size, and the apparent disturbed area is a significant portion of both sites, it can be anticipated that an DEQ NPDES 1200-C permit, issued by CWS will need to be obtained.

The stormwater report and system design will need to meet the requirement established by CWS for hydromodification.

Other Engineering Miscellaneous Comments

- A. An "As-Built Request" form is available on the City of Sherwood website for obtaining as-built information and documents. A fee is associated with the As-Built Request.
- B. City of Sherwood MC standards require an 8-foot wide Public Utility Easement (PUE) along all dedicated right-of-way.
- C. Site developments which create a surface area impact of 5 or more acres will require obtaining an NPDES 1200-C permit from CWS. For surface area impacts of between 1 and 5

acres, an NPDES 1200-CN permit will need to be obtained through the City of Sherwood. Surface area impacts of less than 1 acre will only require a site grading and erosion control permit issued from the City of Sherwood Building Department.

- D. As part of the Land Use submittal requirements, the applicant must submit a Site Pre-Screening Assessment request to CWS, and provide the City with a copy of the Service Provider Letter (SPL) issued by CWS for the site development. Final site development approval will require a Stormwater Connection Permit being issued from CWS for the proposed site development.
- E. Permits for demolition of any existing structures located on the proposed site development, will be obtained from the City of Sherwood Building Department. Permit fees for the demolition permit will be apply.
- F. City of Sherwood Broadband utilities shall be installed (if not in existence) along the proposed site development frontage along all public street right-of-way, as per requirements set forth in City Ordinances 2005-017 and City Resolution 2005-074.
- G. A draft estimate of City SDCs, CWS SDCs and WACO TDT, has been provided as part of this review, if the application has provided sufficient development information to conduct such estimate. If provided, the estimate will list the assumptions made in the calculations. If certain SDCs have been left undefined it is because there is not sufficient information to provide said estimate amount. NOTE: SDC/TDT estimate amounts are based on assumptions and SDC/TDT rates current at the time the estimate was created. Final authorized SDC/TDT fee amounts will be calculated at the time building permits are issued, and may vary significantly from the estimate amount provided with these review comments.

End of Comments

Disclaimer

The comments provided above are initial in nature and in no way binding as to what the conditions may or may not be imposed on the development due to the City of Sherwood Land Use approval process.

January 24, 2020

Joy Chang
Senior Planner
City of Sherwood
22560 SW Pine Street
Sherwood, Oregon 97140

Re: Tonquin Rd Annexation
Tax Lot I.D: 2S133BB00100, 2S1330000400

Dear Joy,

Thank you for the opportunity to review the proposed site plan surrounding the above-named development project. These notes are provided regarding the pre-application meeting held on January 23, 2020 and are based on the current New Construction Guide version 4.2C. There may be more or less requirements needed based upon the final project design, however, Tualatin Valley Fire & Rescue will endorse this proposal predicated on the following criteria and conditions of approval.

FIRE APPARATUS ACCESS:

- FIRE APPARATUS ACCESS ROADS:** Access roads shall be provided for every facility, building, or portion of a building hereafter constructed or moved into or within the jurisdiction. **Exception:** Approved agricultural and equine structures complying with ORS 455.315 are not required to have fire apparatus access roads (see New Construction Guide Appendix C). Access roads are not required to be modified for commercial buildings that undergo a change in occupancy, change in use, or conversion from agricultural or equine exempt to non-exempt unless there is a change to the structure's square footage or building footprint. (OFC 503.1.1)
- FIRE ACCESS ROAD DISTANCE FROM BUILDINGS:** The access shall extend to within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. (OFC 503.1.1)
- DEAD ENDS AND ROADS IN EXCESS OF 150 FEET (TURNAROUNDS):** Dead end fire apparatus access roads or roads in excess of 150 feet in length shall be provided with an approved turnaround. Diagrams of approved turnarounds can be found in the corresponding guide that is located at <http://www.tvfr.com/DocumentCenter/View/1296>. (OFC 503.2.5 & Figure D103.1)
- ADDITIONAL ACCESS ROADS – COMMERCIAL/INDUSTRIAL HEIGHT:** Buildings exceeding 30 feet in height or three stories in height shall have at least two separate means of fire apparatus access. (D104.1)
If buildings will exceed 30ft in height this requirement will apply.
- AERIAL FIRE APPARATUS ROADS:** Buildings with a vertical distance between the grade plane and the highest roof surface that exceeds 30 feet in height shall be provided with a fire apparatus access road constructed for use by aerial apparatus with an unobstructed driving surface width of not less than 26 feet. For the purposes of this section, the

highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of the parapet walls, whichever is greater. Any portion of the building may be used for this measurement, provided that it is accessible to firefighters and is capable of supporting ground ladder placement. (OFC D105.1, D105.2)

If buildings will exceed 30ft in height this requirement will apply.

6. **AERIAL APPARATUS OPERATIONS:** At least one of the required aerial access routes shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial access road is positioned shall be approved by the Fire Marshal. Overhead utility and power lines shall not be located over the aerial access road or between the aerial access road and the building. (D105.3, D105.4)

If buildings will exceed 30ft in height this requirement will apply.

7. **MULTIPLE ACCESS ROADS SEPARATION:** Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the area to be served (as identified by the Fire Marshal), measured in a straight line between accesses. (OFC D104.3)

If buildings will exceed 30ft in height this requirement will apply.

8. **FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE:** Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)
9. **NO PARKING SIGNS:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)

May be required in certain areas.

10. **NO PARKING:** Parking on emergency access roads shall be as follows (OFC D103.6.1-2):
 1. 20-26 feet road width – no parking on either side of roadway
 2. 26-32 feet road width – parking is allowed on one side
 3. Greater than 32 feet road width – parking is not restricted

Note: For specific widths and parking allowances, contact the local municipality.

11. **PAINTED CURBS:** Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked "NO PARKING FIRE LANE" at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)
12. **FIRE APPARATUS ACCESS ROADS WITH FIRE HYDRANTS:** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet and shall extend 20 feet before and after the point of the hydrant. (OFC D103.1)
13. **SURFACE AND LOAD CAPACITIES:** Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested. (OFC 503.2.3)

14. **TURNING RADIUS:** The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)

Indicate turning radius on plans. The use of Auto-Turn is allowed.

15. **ACCESS ROAD GRADE:** Fire apparatus access roadway grades shall not exceed 15%. Alternate methods and materials may be available at the discretion of the Fire Marshal (for grade exceeding 15%).

Indicate grade on plans.

16. **ANGLE OF APPROACH/GRADE FOR INTERSECTIONS:** Intersections shall be level (maximum 5%) with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)

17. **AERIAL APPARATUS OPERATING GRADES:** Portions of aerial apparatus roads that will be used for aerial operations shall be as flat as possible. Front to rear and side to side maximum slope shall not exceed 10%.

18. **GATES:** Gates securing fire apparatus roads shall comply with all of the following (OFC D103.5, and 503.6):

1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).
2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.
3. Electric gates shall be equipped with a means for operation by fire department personnel
4. Electric automatic gates shall comply with ASTM F 2200 and UL 325.

19. **ACCESS DURING CONSTRUCTION:** Approved fire apparatus access roadways shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. Temporary address signage shall also be provided during construction. (OFC 3309 and 3310.1)

20. **TRAFFIC CALMING DEVICES:** Shall be prohibited on fire access routes unless approved by the Fire Marshal. (OFC 503.4.1). Traffic calming measures linked here: <http://www.tvfr.com/DocumentCenter/View/1578>

FIREFIGHTING WATER SUPPLIES:

21. **COMMERCIAL BUILDINGS – REQUIRED FIRE FLOW:** The minimum fire flow and flow duration shall be determined in accordance with OFC Table B105.2. The required fire flow for a building shall not exceed the available GPM in the water delivery system at 20 psi residual. (OFC B105.3)

Note: OFC B106, Limiting Fire-Flow is also enforced, except for the following:

- The maximum needed fire flow shall be 3,000 GPM, measured at 20 psi residual pressure.
- Tualatin Valley Fire & Rescue does not adopt Occupancy Hazards Modifiers in section B105.4-B105.4.1

Provide construction type in order to determine required fire flow.

22. **FIRE FLOW WATER AVAILABILITY:** Applicants shall provide documentation of a fire hydrant flow test or flow test modeling of water availability from the local water purveyor if the project includes a new structure or increase in the floor area of an existing structure. Tests shall be conducted from a fire hydrant within 400 feet for commercial projects, or 600 feet for residential development. Flow tests will be accepted if they were performed within 5 years as long as no adverse modifications have been made to the supply system. Water availability information may not be required to be submitted for every project. (OFC Appendix B)

Provide documentation of fire hydrant flow test or modeling.

23. **WATER SUPPLY DURING CONSTRUCTION:** Approved firefighting water supplies shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. (OFC 3312.1)

FIRE HYDRANTS:

24. **FIRE HYDRANTS – COMMERCIAL BUILDINGS:** Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1)
- This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.
 - The number and distribution of fire hydrants required for commercial structure(s) is based on Table C105.1, following any fire-flow reductions allowed by section B105.3.1. Additional fire hydrants may be required due to spacing and/or section 507.5 of the Oregon Fire Code.
25. **FIRE HYDRANT(S) PLACEMENT:** (OFC C104)
- Existing hydrants in the area may be used to meet the required number of hydrants as approved. Hydrants that are up to 600 feet away from the nearest point of a subject building that is protected with fire sprinklers may contribute to the required number of hydrants. (OFC 507.5.1)
 - Hydrants that are separated from the subject building by railroad tracks shall not contribute to the required number of hydrants unless approved by the Fire Marshal.
 - Hydrants that are separated from the subject building by divided highways or freeways shall not contribute to the required number of hydrants. Heavily traveled collector streets may be considered when approved by the Fire Marshal.
 - Hydrants that are accessible only by a bridge shall be acceptable to contribute to the required number of hydrants only if approved by the Fire Marshal.
- Indicate on plans the location of proposed fire hydrants.**
26. **PRIVATE FIRE HYDRANT IDENTIFICATION:** Private fire hydrants shall be painted red in color. Exception: Private fire hydrants within the City of Tualatin shall be yellow in color. (OFC 507)
- If system will be private and a storage tank is proposed then it will need to be sized and installed as per NFPA 24 and NFPA 22. If connecting tanks to fire hydrants then a fire pump maybe be required in order to achieve adequate pressure.**
27. **FIRE HYDRANT DISTANCE FROM AN ACCESS ROAD:** Fire hydrants shall be located not more than 15 feet from an approved fire apparatus access roadway unless approved by the Fire Marshal. (OFC C102.1)
28. **REFLECTIVE HYDRANT MARKERS:** Fire hydrant locations shall be identified by the installation of blue reflective markers. They shall be located adjacent and to the side of the center line of the access roadway that the fire hydrant is located on. In the case that there is no center line, then assume a center line and place the reflectors accordingly. (OFC 507)
29. **PHYSICAL PROTECTION:** Where fire hydrants are subject to impact by a motor vehicle, guard posts, bollards or other approved means of protection shall be provided. (OFC 507.5.6 & OFC 312)
30. **CLEAR SPACE AROUND FIRE HYDRANTS:** A 3 foot clear space shall be provided around the circumference of fire hydrants. (OFC 507.5.5)
31. **FIRE DEPARTMENT CONNECTION (FDC) LOCATIONS:** FDCs shall be located within 100 feet of a fire hydrant (or as approved). Hydrants and FDC's shall be located on the same side of the fire apparatus access roadway or drive aisle, fully visible, and recognizable from the street or nearest point of the fire department vehicle access or as otherwise approved. (OFC 912.2.1 & NFPA 13)

- Fire department connections (FDCs) shall normally be located remotely and outside of the fall-line of the building when required. FDCs may be mounted on the building they serve, when approved.
- FDCs shall be plumbed on the system side of the check valve when sprinklers are served by underground lines also serving private fire hydrants.

Indicate on plans location of FDC's.

BUILDING ACCESS AND FIRE SERVICE FEATURES

32. **KNOX BOX**: A Knox Box for building access may be required for structures and gates. See Appendix B for further information and detail on required installations. Order via www.tvfr.com or contact TVF&R for assistance and instructions regarding installation and placement. (OFC 506.1)

A knox box will be required for each building.

33. **FIRE PROTECTION EQUIPMENT IDENTIFICATION**: Rooms containing controls to fire suppression and detection equipment shall be identified as "Fire Control Room." Signage shall have letters with a minimum of 4 inches high with a minimum stroke width of 1/2 inch, and be plainly legible, and contrast with its background. (OFC 509.1)

Label door as indicated above.

34. **PREMISES IDENTIFICATION**: New and existing buildings shall have approved address numbers; building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)

Provide address sign at main entrance.

If you have questions or need further clarification, please feel free to contact me at 503-259-1419.

Sincerely,

Tom Mooney

Tom Mooney
Deputy Fire Marshal II

Thomas.mooney@tvfr.com

Cc: File
City of Sherwood

A full copy of the New Construction Fire Code Applications Guide for Commercial and Multi-Family Development is available at <http://www.tvfr.com/DocumentCenter/View/1296>

Tonquin Employment Area Concept Plan: Preferred Concept Plan Report

October 2010

Final Report



9. *Encourage future development designs that are sensitive to the existing natural features of the area and support development proposals that incorporate, preserve, and enhance natural features.*

Implementation

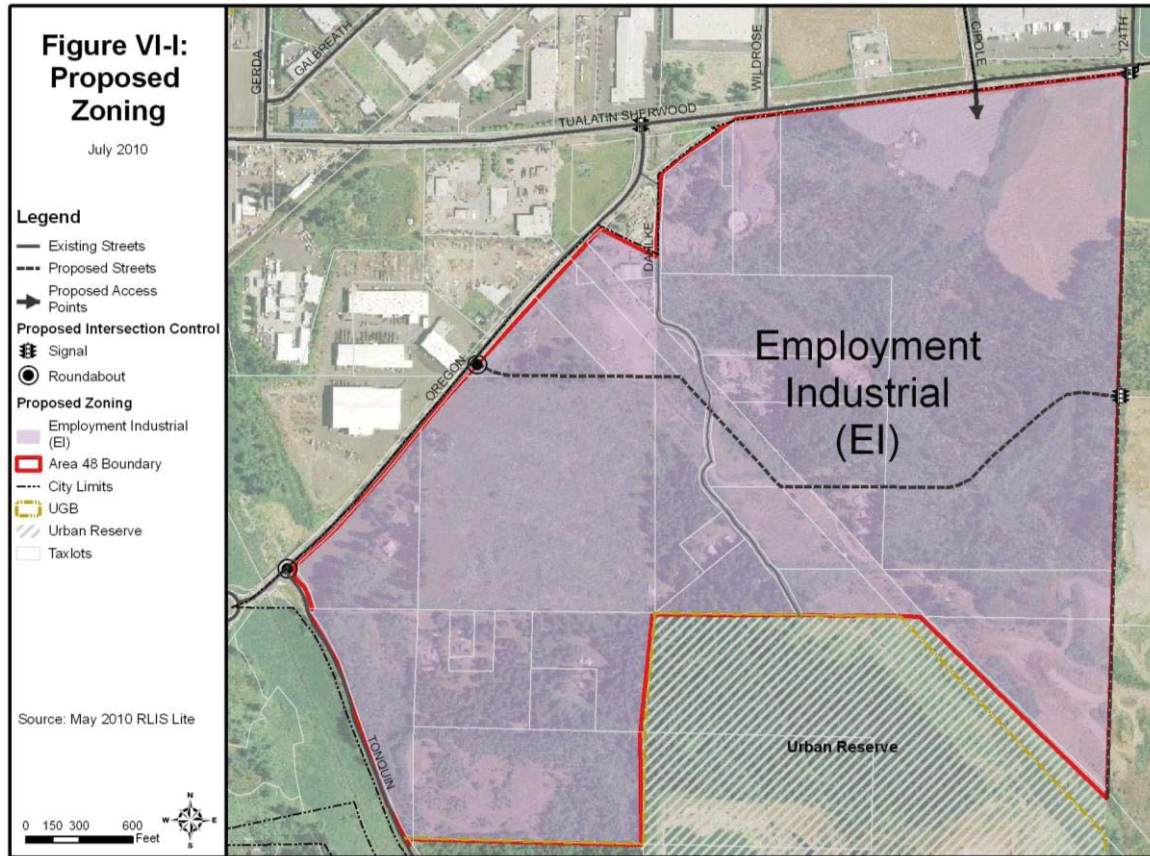
1. *The City of Sherwood shall amend the Zoning and Community Development Code to include an Employment Industrial zone that implements the goals and policies in this section.*
2. *The Employment Industrial zone may be applied only to those properties within city limits, or upon their annexation to the city.*

VI. Zoning Code Requirements

A proposed new chapter for the City of Sherwood Zoning and Development Code has been developed in order to implement the Tonquin Employment Area Preferred Concept Plan. Specifically, the Employment Industrial (EI) zone (Appendix B) is intended to implement the city's development strategies for the Tonquin Employment Area. While supportive of economic growth, the EI zone is targeted to support the type of employment opportunities envisioned for the Tonquin Employment Area when it was included in the Urban Growth Boundary. As described below, the zone is intended to promote preferred industry sectors that the city has targeted in its Economic Development Strategy, as reflected in the proposed Comprehensive Plan policies in Section V.B of this report. At the same time, the zone restricts uses that would impede or be inconsistent with the types of employment uses targeted for the area. The EI zone also implements the land division requirements of Metro's Title 4. Figure VI-1 shows the application of the EI zone to the Tonquin Employment Area.



Figure VI-1: Proposed Zoning



Guidance for the development of the Employment Industrial (EI) zone came from the participants in a Tonquin Employment Area Economic Development Meeting, November 2009, discussing the topic of future employment uses in the area. Participants included key members of the Tonquin Employment Area Concept Plan development team, Tom Nelson, the City's Economic Development Manager, and commercial real estate brokers. Additional input from City staff refined the approach and resulted in the proposed draft EI zone chapter.

The model for the draft Employment Industrial (EI) zone chapter is the city's existing Light Industrial zone. The EI zone is distinguishable from the city's existing LI zone by the new zone's purpose statement, the permitted uses, and dimensional standards addressing the retention of a large (50 acre) parcel. The following purpose statement has been drafted for the EI zone that reflects the proposed policy language and emphasizes that areas with the EI zone designation are intended to be attractive to and suitable for key industries and the businesses that supply them.

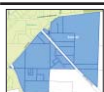
Purpose

The EI zoning district provides employment areas that are suitable for, and attractive to, key industries and industry clusters that have been identified by the State of Oregon and the City's economic development strategy as important to the state and local economy. The following are preferred industry sectors for areas zoned EI: Clean Technology; Technology and Advanced Manufacturing; and Outdoor Gear and Active Wear.

Land zoned EI shall provide for large and medium-sized parcels for industrial campuses and other industrial sites that can accommodate a variety of industrial companies and related businesses. Areas zoned EI are also intended to provide the opportunity for flex building space within small- and medium-sized industrial campuses and business parks to accommodate research and development companies, incubator/emerging technology businesses, related materials and equipment suppliers, and or spin-off companies and other businesses that derive from, or are extensions of, larger campus users and developments. Retail and commercial uses are allowed only when directly supporting area employers and employees.

Industrial establishments and support services shall not have objectionable external features and shall feature well-landscaped sites and attractive architectural design, as determined by the Commission.

Reflecting the conversation at the Tonquin Employment Area Economic Development Meeting, the challenge with regulating new employment areas can be characterized as the tension between aspirations, as described in the EI policies and reflected in the purpose statement, and the current, market-driven demand that exists today. In anemic growth periods such as exists today it is politically unpopular to deny permitting any business or industry that brings employment opportunities. However, permitting uses that do not fulfill long-term economic



development objectives may result in short-term employment gains but future land uses that hinder or preclude the identified desired industries. The intent of the proposed EI zone is to provide a unique place for emerging technologies and for the possibility of synergistic clusterings of similar uses, while at the same time allowing for more traditional light industrial uses that could be sited in, or compatibly among, industrial park or campus developments.

Consistent with the zone's purpose statement, uses associated with the three identified key industries are permitted outright. Through a conditional use permit process, uses that can be shown to be "consistent with, or a variation of" target industry uses will also be permitted. No other new uses have been included in the EI zone, but many LI permitted uses have been modified to better meet the objectives of the new employment area(s). Some uses that are permitted in the LI zone are not recommended for the EI zone because they are not closely related to the targeted industries or are uses that have the potential to remove a large amount of buildable land from the available inventory without providing the type of employment envisioned for the EI designated-areas.

The city has recently modified both the Light Industrial (LI) and the General Industrial (GI) zone chapters to include Metro Title 4 limitations on commercial uses in industrial zones. The proposed EI zone also includes these requirements, but they are located in the standards, not the use, section of the chapter. In addition to standards that are identical to the existing LI zone, the EI zone includes provisions that apply to only the Tonquin Employment Area.

Finally, some additional definitions will need to be adopted to describe new terms in the EI zone. Draft definitions have been included at the end of the Employment Industrial (EI) Zone document for convenience, but ultimately should be incorporated into the definitions section of the Zoning and Community Development Code. Proposed definitions have been modified from definitions readily available via dictionary and industry-related internet sites.



ranging from hiking to active team sports. Both private and public lands may provide open space benefits. Privately owned land reduces recreational use pressure on public land. Certain uses of open space land such as the minimization of landslide potential on steep hillsides requires joint efforts by the city and private developer. A city's open space and recreation land resource is composed of both private and public lands which simultaneously serve a number of individual and community objectives.

Energy Sources

There are no developed energy sources within the Sherwood UGB. All fossil and wood fuels, and electricity generated by hydro and nuclear power, come from sources outside the city. There are however, unconventional energy sources available within Sherwood. These include solar and wind energy. Solar energy, in particular, holds promise as an alternative form of energy which could meet a significant amount of the energy demand for domestic space heating and water heating. The technology exists to take advantage of solar energy and wind energy for these purposes, and such use should be encouraged.

The following Table V-I is an inventory of the areas natural resources and open space, wetlands, parks and schools, historic and scenic resources. These areas are also identified on the Natural Resources and Recreation Plan Map, updated in 1990, (Map V-I).

B. ENVIRONMENTAL RESOURCES POLICY GOALS

The following policy goals were the result of work by several Sherwood Citizen Planning Advisory Committee (SCPAC) subcommittees. The goals were reviewed and updated in 1989-1990. The goals and policies were further reviewed and updated in 2006 to implement the Tualatin Basin Program, a three year project undertaken by all the jurisdictions on urban Washington County to develop a basin wide approach to natural resource protection. The goals define the direction that resource management should take in the Sherwood Urban Area. The Goals, Policies and Strategies that follow relate to the resources identified on the Natural Resources and Recreation Plan Map and the inventory listed in Table V-1 and the Regionally Significant Fish and Wildlife Habitat Inventory (Map V-2) for properties located inside the Metro Urban Growth Boundary on or before December 28, 2005.

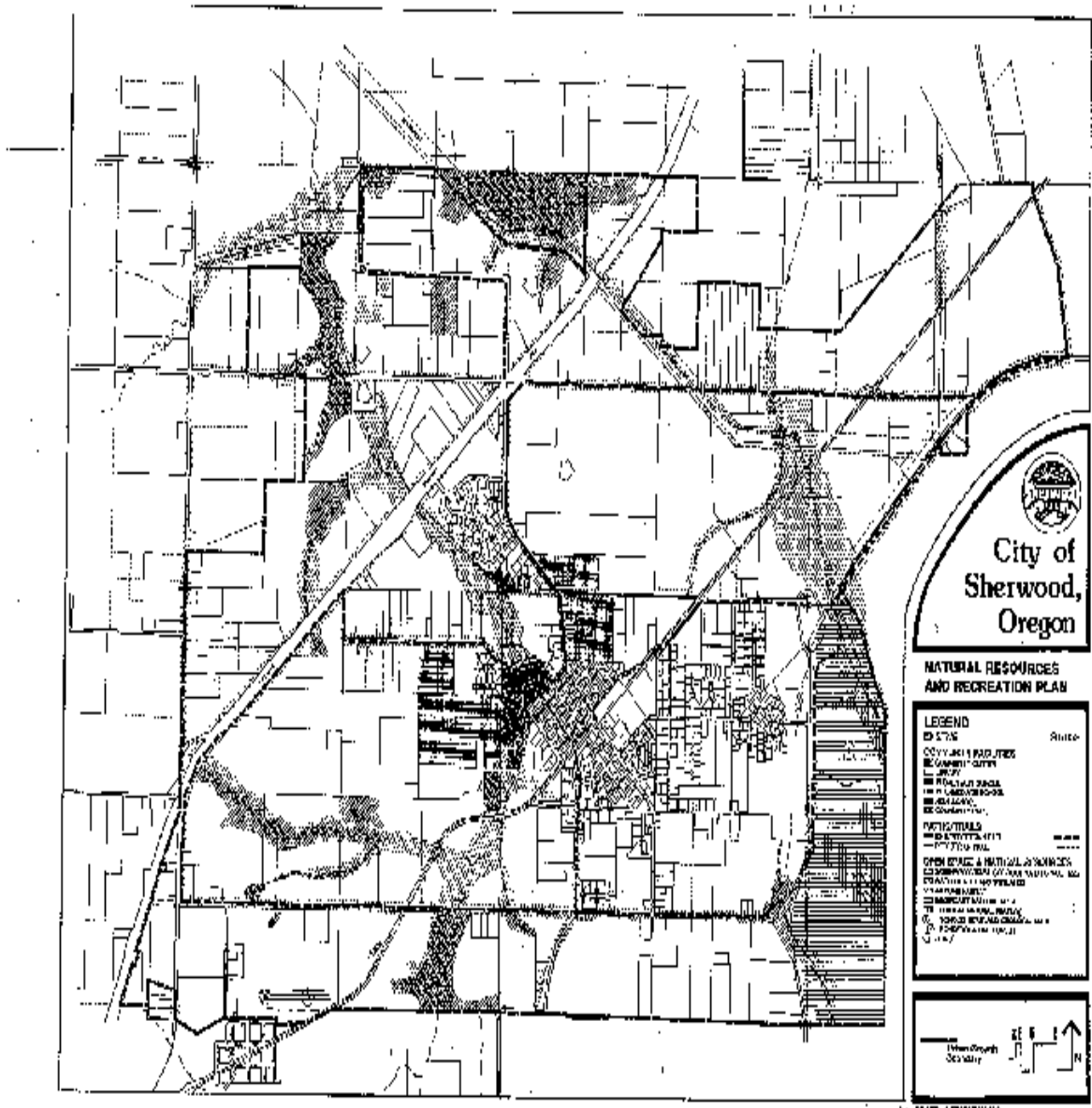
The following are the adopted planning goals for the Environmental Resources of Sherwood.

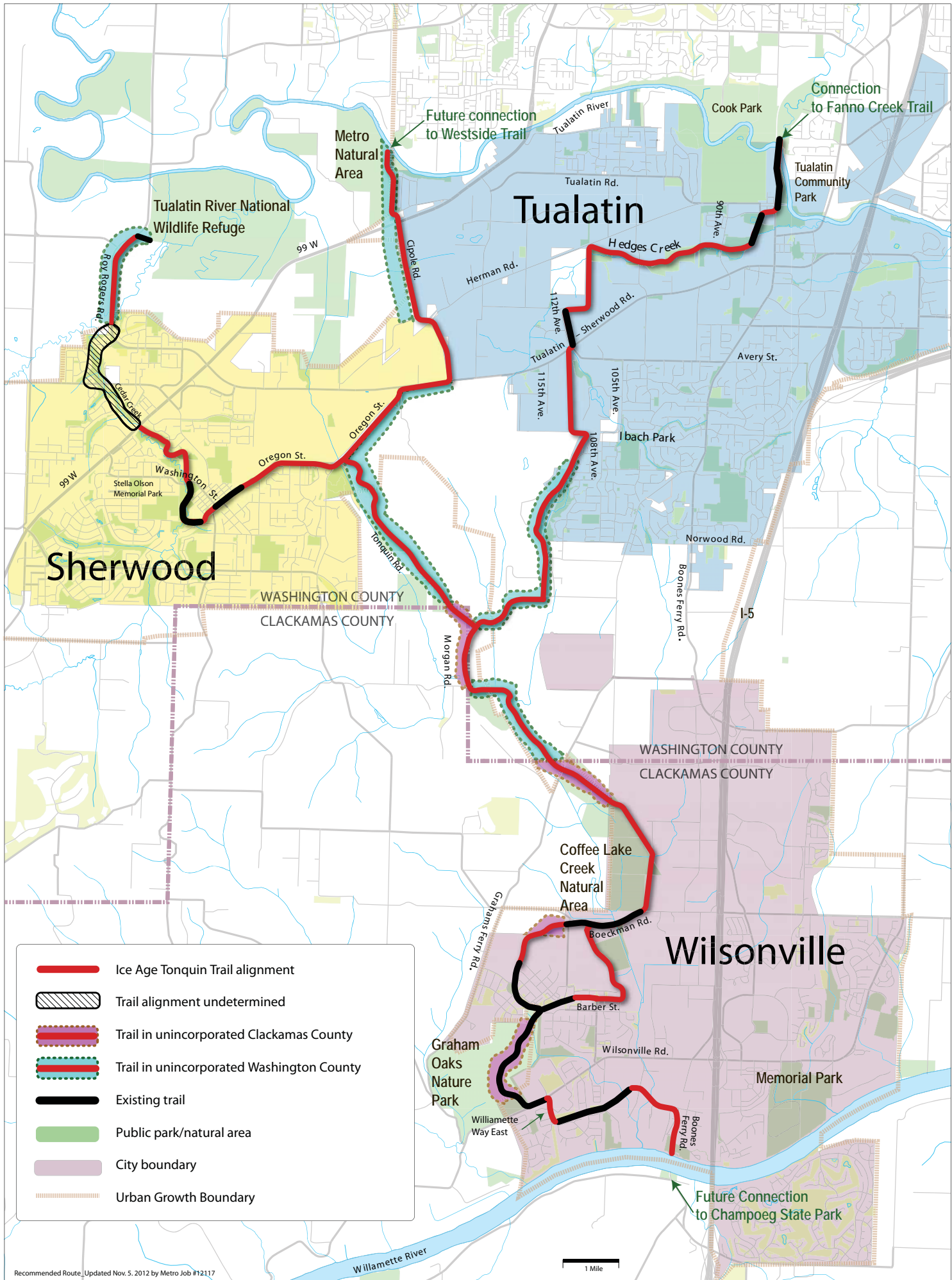
Planning Goals: Natural Resources and Hazards

1. Actually and potentially productive agricultural and forest land in the planning area should be preserved until the need for its conversion to urban uses can be demonstrated. The following factors should be considered in establishing the need for such conversion.
 - a. A documented need for additional land for the proposed urban use.
 - b. Generally, lands with poorer soils should be converted first.

- c. The proposed use is or can be made compatible with adjacent agricultural and forest lands and uses. Low density buffer zones should be used in transition areas.
 2. Incentives for the continuation of agricultural and forest uses on lands that are not needed for urban uses should be continued and/or developed.
 3. The urban uses of wooded areas should be recognized and encouraged. They include:
 - a. Watershed protection of wildlife and fisheries habitat and recreation.
 - b. The prevention of soil erosion.
 - c. Urban buffers, windbreaks, scenic corridors, and site landscaping.
 4. Limit land development in areas with known natural hazards, special topographic soil, or drainage characteristics according to the kind and degree of hazard or characteristic present.
 - a. Restrict the nature and intensity of development in:
 - 1) 100-year floodplains
 - 2) Areas with slopes which have slide or erosion potential.
 - 3) Areas with weak foundation soils.
 - 4) Wetlands
 - b. Natural hazards such as runoff from paving and soil slippage due to weak foundation soils that could result from new developments should be considered.
 5. Protect fish and wildlife habitats and significant Natural Areas where feasible.
 6. Protect mineral and aggregate sites where feasible and practical.

NATURAL RESOURCES MAP





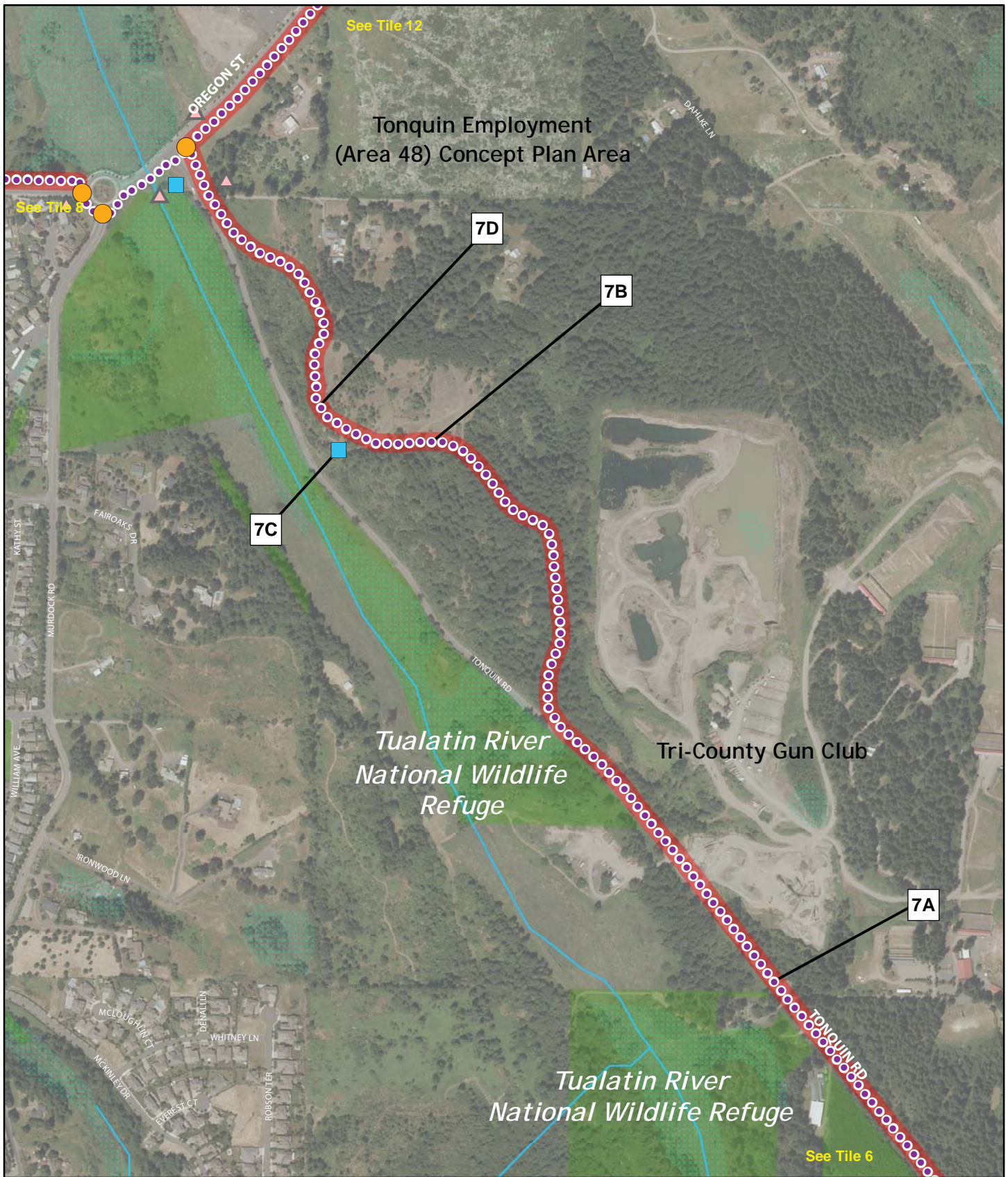
Recommended Route Updated Nov. 5, 2012 by Metro Job #12117

Map 5: Ice Age Tonquin Trail Route

Ice Age Tonquin Trail Master Plan

Source: Metro Data Resource Center

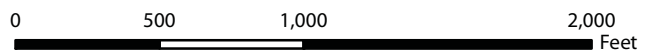




Map 13: Tile 7 - Tonquin Road/Morgan Road and Vicinity to Oregon Street

Ice Age Tonquin Trail Master Plan Preferred Alignment

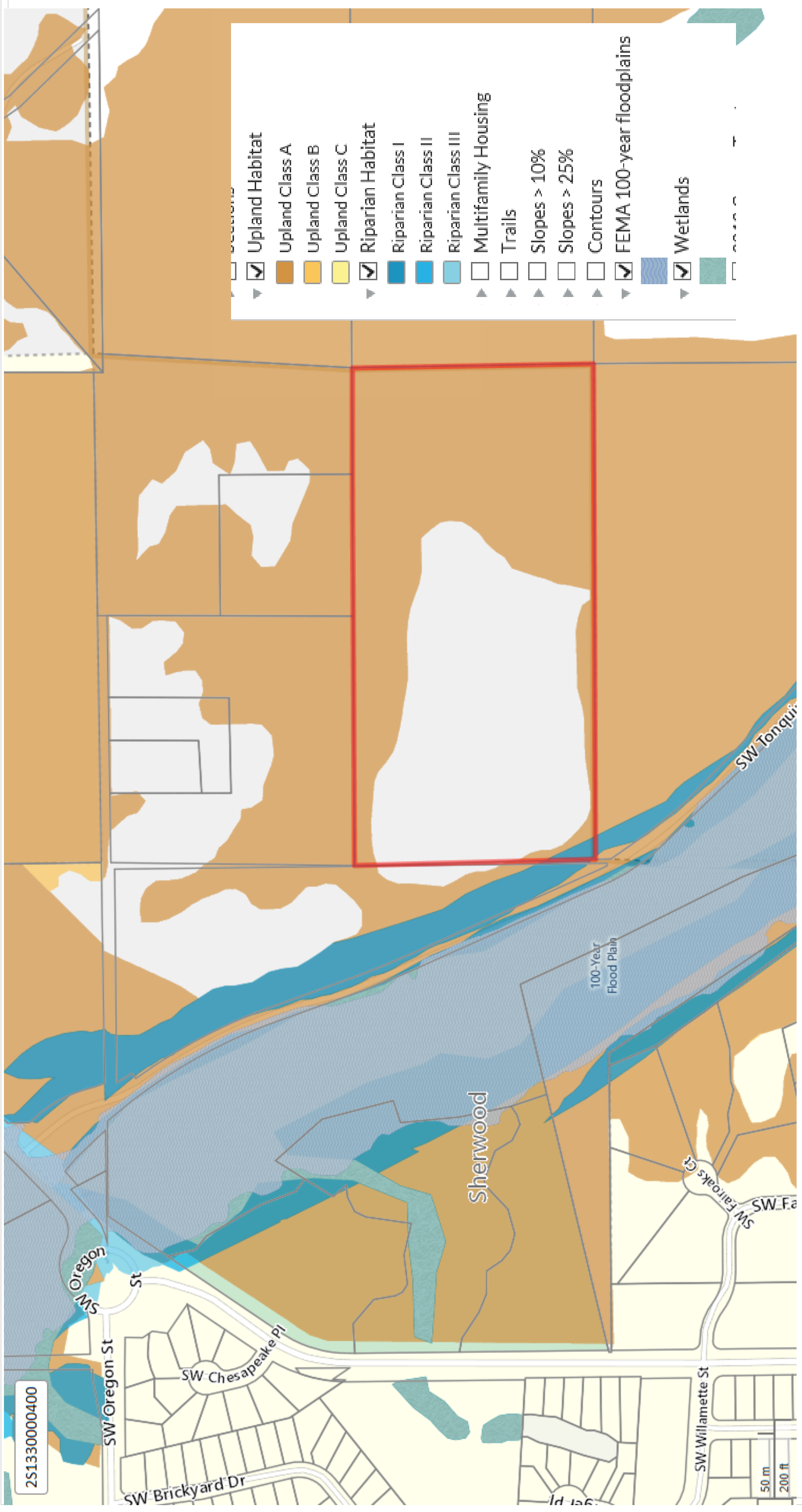
Source: Metro Data Resource Center



- | | | | |
|-------------------------------|--|---|--|
| Ice Age Tonquin Trail | Alignment Undetermined | Proposed Grade-Separated Crossing | Art, Educational or Interpretive Opportunity |
| Existing Trail | Potential Easement or Acquisition Needed | Proposed At-Grade Crossing (Signalized) | Proposed Trailhead |
| Proposed Bike Lanes/Sidewalks | Existing Neighborhood Connection | Proposed At-Grade Crossing (Unsignalized) | Existing Parking or Trailhead |
| Proposed Boardwalk | Potential Future Connection | Potential Wayfinding Sign Location | |
| Proposed Shared Roadway | Wetland | | |
| Proposed Shared Use Path | Park or Natural Area | | |
| | River/Stream/Drainage Ditch | | |

Table 8 - Tile 7: Tonquin Road/Morgan Road and Vicinity to Oregon Street

Reference # (see Tile 7 map)	Recommended Improvements and Opportunities
7A	Barrier separation needed between trail and Tonquin Road
7B	Trail alignment to follow bluff above Tonquin Road
7C	Potential Tualatin River National Wildlife Refuge art, educational or interpretive opportunity
7D	Trail alignment could follow existing unimproved roadway; final alignment to be determined in coordination with Sherwood's Tonquin Employment Area Concept Plan (which includes a future east-west road in this area)



2S1330000400



Data Resource Center
 600 NE Grand Ave, Portland, OR 97232
 503.797.1742 – drc@oregonmetro.gov

This Web site is offered as a public service, integrating various government records into a region-wide mapping system. The property assessment records are a multi-county integration of Clackamas, Multnomah and Washington County records. MetroMap blends each county's records into a common database on a quarterly basis. Therefore, to view each county's official records, go to their respective web sites or offices. The other MetroMap data are derived from city, county, state, federal and Metro sources. The metadata (data about the data) are included on this site, including the sources to be consulted for verification of the information contained herein. It describes some cases where Metro blends city and county records by generalizing the disparities. Metro assumes no legal responsibility for the compilation of multi-source government information displayed by Metro Map.



P★R★I★D★E

DISPOSAL COMPANY

P.O. Box 820 Sherwood, OR 97140

Phone: (503) 625-6177 Fax: (503) 625-6179

Waste Disposal / Enclosure Requirements Before Occupancy

- The enclosure must be 10 feet deep by 20 feet wide (2 commercial containers). Measurements given are for the inside walls of the enclosure.
- There should be NO CENTER POST AT ACCESS POINT.
- Gates need to be hinged in *front* of walls not inside the walls. This will allow for the extra 120-150 degrees in opening angle needed.
- Full swing gates required.
- Space between containers in enclosure allows access to glass recycling totes.
- Gates must be able to be pinned in the open and closed positions (lock backs) – to keep the gates from potentially swinging into vehicles.
- There must be 75' of unobstructed access to the front of the enclosure (no parking island, parked vehicles, light pole, buildings, etc.).
- There must be 25' of overhead clearance.
- Enclosure location must allow the truck(s) to safely re-enter traffic.

Please Note: This information is to be used for guidelines during the construction of enclosures. These recommendations do not signify our approval of the construction; actual plans must be submitted for approval.